



# Ministry of Defence

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27 June 2023

Dear [REDACTED]

Thank you for your email of 30 May 2023 in which you requested the following information:

*“Could you provide me with up-to-date copies of the following publications:*

- a) Army Commissioning Regulations*
- b) Army Officer Career Development Handbook”*

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. Any information that falls under Sections 23 (National Security) and 40(2) (Personal Data) has been redacted. Sections 23 and 40(2) do not include a requirement to consider the public interest in deciding whether to withhold the information.

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

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

Yours sincerely,

Workforce and Organisation Team,

Army Policy and Secretariat

# THE ARMY COMMISSIONING REGULATIONS 2019



6th Edition

  
**ARMY**  
BE THE BEST

**Equality Analysis.** This policy has been considered against the Public Sector Equality Duty and an Equality Analysis Impact Assessment (EQIA) has been conducted. Consideration has been given to the implementation of changes to all Reserve and Regular terms of service. The Armed Forces have an exemption from the age discrimination provisions of the Equality Act 2010.

The Equality Analysis Impact Assessment (EQIA) is archived and available from the author/owner.

**Gender Neutrality.** All policies and services must where possible use gender neutral language. This can usually be done by rephrasing sentences or, if this is not possible, by using 'they' or 'their' rather than 'his' or 'hers'. Army Commissioning Regulations now comply with gender neutrality policy.

SUPERSEDES 2019 **EDITION 5**



ARMY

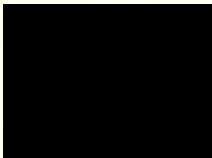
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### ARMY BOARD DIRECTION

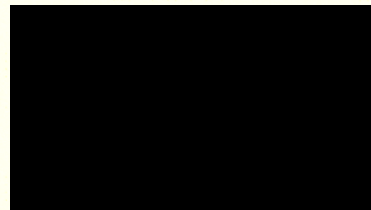
Pursuant to the direction given in the Officers' Commissions (Army) Order 1967, and in accordance of The Promotions and Appointments Warrant 2020 and under the delegated authority of Letters Patent<sup>1</sup> constituting the Defence Council, the Army Board directs as follows:

*That the updated Army Commissioning Regulations 2019 at the Schedule to this Direction come into force with effect the date of the Direction.*

DCGS



D Pers



Date:

June 2023

Date:

June 2023

<sup>1</sup> In pursuant of Letters Patent, the functions of the Defence Council under any enactment may, subject to the directions of the Defence Council, be discharged by the Admiralty Board, the Army Board or the Air Force Board. The exercise of any function of the Army Board has the same legal effect as if it had been done by the Defence Council.

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# THE ARMY COMMISSIONING REGULATIONS 2019

## 6th EDITION

### FOREWORD

1. In accordance with the provisions of [The Promotions and Appointments Warrant 2020 \(PAW 20\)](#) and [The Officers' Commissions \(Army\) Order 1967](#), these Regulations are the Defence Council Instructions that provide detail on the grant and administration of Army commissions. These Regulations replaced Army Commissioning Regulations 2017 and other documents described in the table of amendments.
2. The procedures under which suitable personnel may apply for, and be granted, a Land Forces Commission in the Regular Army are constantly under review, to take account of the needs of the Army and changing conditions in civilian life.
3. The Army is committed to the continuing development and use of Service policies, practices and procedures which, within the framework of the law, do not discriminate on grounds of gender, marital status, race, ethnic origin, social background, sexual orientation or religious belief and, where practicable, age. Every step has been taken to provide equality of opportunity within these regulations.
4. The routes to a commission are many and varied and it is essential that recruiting staffs, units and Career Management (CM) Branches are able to provide quick and accurate answers to queries from applicants. In cases of doubt, sponsors should seek advice from superior Headquarters, who in turn may consult Personnel Policy (Army), formerly DM(A).
5. The format of these Regulations aligns with that of Queen's Regulations for the Army (QR (Army)), Army General and Administrative Instructions (AGAls) and [Reserve Land Forces Regulations 2016](#). Acronyms are spelt out in each Part but are also summarised in a glossary at [Annex A](#). The principle location for this document is the Army Publications Page, which will hold the authoritative and current version.
6. Every effort has been made to achieve accuracy and to provide guidance to all concerned. Amendments will be published as necessary, but there will be an inevitable delay after the issue of policy letters.
7. This work is Crown copyright and the intellectual property rights for this publication belong exclusively to the Ministry of Defence (MOD). No material or information contained in this publication should be reproduced, stored in a retrieval system or transmitted in any form outside MOD establishments except as authorised by Pers Pol (A).
8. When referenced in supporting policy this document is to be referred to as 'Army Commissioning Regulations 2019 (AC 13452)' and may be abbreviated to 'ACR 19 (AC 13452)'.
9. The distribution of this document is as directed by Pers Pol (A), which is the sponsor and to whom comments and queries concerning this Publication should be addressed.

# REGULAR ARMY OFFICERS AND ARMY RESERVE OFFICERS TERMS OF SERVICE

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RECORD OF AMENDMENTS

Edition No	Authority	Date	Section(s) Updated
2019 Ed 1	PersPol(A)	Oct 19	As detailed in <a href="#">ACR 19 Edition 1</a>
2019 Ed 2	PersPol(A)	Nov 20	As detailed in <a href="#">ACR 19 Edition 2</a>
2019 Ed 3	PersPol(A)	Nov 21	As detailed in <a href="#">ACR 19 Edition 3</a>
2019 Ed 4	PersPol(A)	Apr 22	As detailed in <a href="#">ACR 19 Edition 4</a>
2019 Ed 5	PersPol(A)	Jan 23	<p><b>General</b> – Adjust references to the Monarch on the demise of Her Majesty and succession of His Majesty; amend instances of Phase 1 (Ph1) and Phase 2 (Ph2) training to Basic Training (BT) and Initial Trade Training (ITT); introduction of the Digital Transfer App as hosted on Defence Gateway to be the primary means for applications to transfer between Arms and Services, and between Reserve and Regular Service.</p> <p><b>Part 1 Chap 1 Sect 1</b> – Authorisation of Age Waivers for attendance on the Regular Commissioning Course to SO2 Employment Policy, Pers Pol (A); confirm probationary commissions granted on completion of Module C to the Commissioning Course (Short) (CC(S));</p> <p><b>Part 1 Chap 1 Sect 3</b> – Authorisation of Age Waivers for attendance on the Regular Commissioning Course to SO2 Employment Policy, Pers Pol (A).</p> <p><b>Part 1 Chap 2 Sect 1</b> – Army Officer Scholarship Scheme point of application clarified to include Scottish education system.</p> <p><b>Part 1 Chap 2 Sect 9</b> – Army Medical Services Bursary Scheme Training Return of Service (TRoS) clarified for Medical Officers, and point of commission for those who have already completed some or all of the CC(S).</p> <p><b>Part 1 Chap 3 Sect 1</b> – Clarification on ability for OCdts on a Type S engagement who are unable to complete training at RMAS to transfer to the ranks.</p> <p><b>Part 1 Chap 3 Sect 2</b> – Remove Senior Soldier Entry Board from list of boards conducted at Westbury AOSB; move non-attendance on AOSB(SSE) to Part 2.</p> <p><b>Part 1 Chap 3 Sect 3</b> – Clarify attendance on Module C and/or Module D of CC(S) if loaded to the Regular CC within 18 months; replace SCOC with SSECC.</p> <p><b>Part 1 Chap 3 Sect 7</b> – Clarify attendance on Late Entry Officers Course (LEOC) within 18 months of commissioning.</p> <p><b>Part 1 Chap 3 Sect 10</b> – Increase flexibility for Army Internship applications.</p> <p><b>Part 1 Chap 4 Sect 1</b> – Authorisation of Age Waivers for attendance on the CC(S) for AMS PQO now SO2 Employment Policy, Pers Pol (A).</p>

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		<p><b>Part 1 Chap 4 Sect 3</b> – Confirm Reserve to Regular transfer will require authorisation of the Army Employment Board (AEB).</p> <p><b>Part 1 Chap 4 Sect 6</b> – Confirm Reserve to MS requirement for Nursing Officer Transfer Scheme (NOTS) while under training; and, confirm primary University for NOTS training.</p> <p><b>Part 1 Chap 4 Sect 11</b> – Significant adjustment to the Royal Army Chaplains Department (RACHD) section to include 6-years SSC from 2024 onwards, inclusive language and exemption from the Digital Transfer App.</p> <p><b>Part 1 Chap 5 Sect 2</b> – Confirmation on when a significant change report can be generated.</p> <p><b>Part 1 Chap 5 Sect 3</b> – Clarification of AHR for Comd SM ToS; RACHD officers require a 9-year SSC for promotion to CF3 from 2029 onwards; and, confirmation on when a significant change report can be generated.</p> <p><b>Part 1 Chap 5 Sect 5 and Sect 6</b> – No2 Board to set the Quality Line (QL) annually.</p> <p><b>Part 1 Chap 5 Sect 11</b> – Reshape definition for Command Earning appointments; authority for issuing Assignment Orders (AO) by email granted to SO2 Assignments, APC; clarify when AOs may be required for attachments; and introduce assignment policy for Service Couples.</p> <p><b>Part 1 Chap 6 Sect 2</b> – Align conversion from SSC(LE) to IRC(LE) zone out rules to all other conversion types; introduction of the Digital Transfer App as hosted on Defence Gateway to be the primary means for applications to transfer; and, provide flexibility for APC to select an appropriate date to release results of conversions of commission results.</p> <p><b>Part 1 Chap 6 Sect 7</b> – Align policy for when officers may apply for an extension to service following Maternity, Adoption, Paternity, Shared Parental or Paternal Leave with JSP 760 and SToS.</p> <p><b>Part 1 Chap 7 Sect 4 and Sect 5</b> – Reshape Premature Voluntary Retirement (PVR) Early Release (ER), PVR date amendment, and associated delegated authorities.</p> <p><b>Part 2 Chap 1 Sect 2</b> – Confirm APC to conduct changes on JPA for Over Age Extensions (OAE).</p> <p><b>Part 2 Chap 2 Sect 2</b> – Confirm responsibility for Group A SRO boarding activity; confirm AMS MSO education pathway; and, update generic education requirements for Military Knowledge.</p> <p><b>Part 2 Chap 3 Sect 1</b> – Routine updates to align with Reserve Land Forces Regulations (RLFR), and education policy.</p> <p><b>Part 2 Chap 4 Sect 1</b> – Digital Transfer App as hosted on the Defence Gateway and clarify probationary commissions.</p> <p><b>Part 2 Chap 5 Sect 3</b> – Clarify attestation requirements on transfer to Reserve.</p>
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			<p><b>Part 2 Chap 6 Sect 1</b> – Reshape PVR and Compulsory Retirement.</p> <p><b>Annex A</b> – Various glossary updates</p> <p><b>Annex B</b> – Update delegated authorities to approve Early Release PVR, and clarify compliant and non-compliant PVR.</p> <p><b>Annex L</b> – Complete review of ITT for officers.</p> <p><b>Annex O</b> – TRoS for AMS Bursars (Medical Officers) to allow transition to NHS Training Pathway.</p>
2019 Ed 6	PersPol(A)	Jun 23	<p><b>Part 1 Chap 1 Sect 1</b> – Provost Vetting Policy introduced which includes the requirement to retire where vetting is lost (<b>Chap 7 Sect 3</b>).</p> <p><b>Part 1 Chap 1 Sect 3</b> – Pre-enlistment medical processes revised (also Chap 1 Sect 4)</p> <p><b>Part 1 Chap 3 Sect 3</b> – Minor changes to CC(S) delivery</p> <p><b>Part 1 Chap 3 Sect 6</b> – Utilisation of use of the Digital Transfer application to coordinate SSE commissioning.</p> <p><b>Part 1 Chap 3 Sect 7</b> – L LE Professional development and LE/DE Beige List (BeL) language clarifications as published in WF Pol Policy Note</p> <p><b>Part 1 Chap 4 Sect 10</b> – The introduction of an incremental short service commission for AGC (ALS) officers commissioning after 1 Jan 24</p> <p><b>Part 1 Chap 5 Sect 1</b> - Changes to the use of acting rank and the substantive date for OF5 and OF6s selected for DA/MA/AMA assignments. More detailed policy guidance on MAA and their impact.</p> <p><b>Part 1 Chapter 5 Sect 3</b> – Clarification to language used for LE and DE officers to promote is aligned to provide commonality with conversion of commission language. “Last look” promotion more clearly defined. The opportunity for LE officers to attend ICSC(L) is refined.</p> <p><b>Part 1 Chapter 5 Sect 11</b> – Routine tour lengths are set out in policy</p> <p><b>Part 1 Chap 7 Sect 5</b> – Direction in policy to enable victims and alleged victims of unacceptable sexual behaviours to seek Early Release PVR</p> <p><b>Part 2 Chap 1 Sect 1</b> - Provost Vetting Policy introduced which includes the requirement to retire where vetting is lost (<b>Chap 6 Sect 1</b>).</p> <p><b>Part 2 Chap 2 Sect 6</b> - Utilisation of use of the Digital Transfer application to coordinate SSE commissioning.</p> <p><b>Part 3 Chap 3 Sect 1</b> – Guidance in policy that Authorised Appraisal Gap Reports may reckon for promotion where an officer has had an unreported period of employment, such as maternity leave, and have not received a promotion qualifying</p>



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			<p>report. Clarification that ICSC(LR) is a mandatory course for OF3s and is a pre-requisite to promote OF4.</p> <p><b>Part 2 Chap 5 Sect 3</b> – Introduces a requirement to have received an annual report before transfer to the ARRG. Pre-enlistment medical processes revised</p>
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## PART 1 – CHAPTER 1 – ARMY COMMISSIONING REGULATIONS

### SECTION 1 – COMMISSIONS IN THE ARMY

#### General

**1.1.001.** These Regulations define the different categories of Land Force commissions on the Active List of the Regular Army and of the Army Reserve. They lay down the rules and procedures concerning the methods of entry, the requirements and conditions of each type of commission, the procedures regarding the conversion from one type of commission to another and the termination of probationary commissions.

**1.1.002.** The prerogative legislation that underpins these regulations is contained in [PAW 20](#) and [Schedule 2 of JSP 754](#) Tri-Service Regulations for Pay and Charges.

**1.1.003.** These Regulations are divided in sequence for each category or group of commissions, Part 1 is for Regular Officers, [Part 2](#) contains the detail on Officers with the Army Reserves. Outline terms of service for each are set out in [Chapter 1 Section 2](#) and the rules concerning the termination of probationary commissions are at [Chapter 6 Section 1](#). There is a significant amount of repetition to allow sections to stand alone. However, some cross referencing is unavoidable.

**1.1.004.** A glossary of abbreviations is at [Annex A](#).

#### Appointment to a commission

**1.1.005.** Under the provisions of the Promotions and Appointments Warrant 2020, a commission in the Land Forces for service in the Regular Army may be granted under regulations approved by the Army Board of the Defence Council. Such commissions may be probationary and for such periods as may be decided by the Board. Direct Entry (DE) shall mean officers in the Regular Army commissioned following attendance at a commissioning course at the Royal Military Academy Sandhurst or to those PQOs commissioned at the commencement of such a course. Late Entry (LE) shall mean officers in the Regular Army commissioned directly from soldier service having normally served at least 9 years from the age of 21.

**1.1.006.** Details of the various regulations governing the appointment to a commission for service in the Army Reserve referred to in [The Reserve Land Forces Regulations 2016](#) are now within [Part 2](#) of these regulations.

**1.1.007.** [The Officers' Commissions \(Army\) Order 1967](#) makes provision as to the issue and forms of commission for officers of His Majesty's Land Forces on first appointment to a commission. The Army Employment Board (AEB) now incorporates the responsibilities of the Army Commissions Board (ACB) and selects candidates to a Land Forces commission following which an entry is made in the London Gazette, stating the Arm or Service concerned in either the Regular Army or Army Reserve and a commission (commissioning scroll) in the appropriate form is issued.

**1.1.008.** The AEB has delegated its authority to various Selection Boards to either recommend candidates for commissioning (Army Officer Selection Board (AOSB), **Arms Selection Boards (ASB)**) or approve commissions for those that complete initial training (Commandant RMAS). The terms of reference, composition and responsibilities of the AEB, together with a list of the Selection Boards, are given at [Annex B](#). The terms of

reference of these Selection Boards are at [Annexes C](#) to F; those of the Army Employment Appeal Board (AEAB) are at [Annex G](#).

## Selection

**1.1.009.** All candidates, less those attending **Senior Soldier Entry Assessment (SSEA)** are required to attend the AOSB at Westbury and gain a recommendation before they can commence training leading to a commission in either the Regular Army or Army Reserve. [Chapter 3 Section 2](#) provides more detail on the types of board undertaken by AOSB, TORS are within [Annex C](#).

## Initial officer training

**1.1.010.** Initial officer training for all officers is undertaken at The Royal Military Academy Sandhurst (RMAS) and is covered in more detail in [Chapter 3 Section 3](#). The terms of reference for the RMAS Commandant's Review Board are at [Annex D](#). The age of entry into RMAS for candidates, who are to be at least Security Check (SC) cleared, must normally be under 30 years of age for Regular Army candidates and under 50 years of age for Army Reserve candidates. On a case by case basis age waivers may be granted for candidates up to the age of 56 as confirmed candidates. Those choosing to Commission into the Army Reserves under the Senior Soldier Entrant Scheme must attend AOSB before their 50<sup>th</sup> birthday. Where an age waiver is sought the sponsoring regiment or corps has to confirm in writing that they are prepared to accept such a candidate. The waiver must be authorised by SO2 Recruiting Policy, WF Pol in Pers Pol(A).

## Types of commission

**1.1.011.** The types of commission, which are covered in more detail in [Chapter 1 Section 2](#), are grouped as follows:

- a. **Direct Entrant (DE).**
  - (1) **Extant DE commissions.** Gap Year Commission (GYC) (granted to those on the Army Internship programme), Short Service Commission (SSC), Intermediate Regular Commission (IRC) and Regular Commission (Reg C).
  - (2) **Suspended DE commissions.** Undergraduate Army Placement (UGAP).
  - (3) **Obsolete Professionally Qualified Officer (PQO) commissions.** Short Commission (SC) equivalent to SSC. Medium Commission (MC), equivalent to IRC. Full Commission (FC) equivalent to Reg C and Short Service Volunteer Commission (SSVC).
- b. **Late Entrant (LE).** Short Service Commission (Late Entry) (SSC(LE)), Intermediate Regular Commission (Late Entry) (IRC(LE)) and Regular Commission (Late Entry) (Reg C (LE)).
- c. **Reserve Forces Commissions.** There are several types of Reserve Forces commissions: Group A, Group B, Group C, Group D and Group E. [Part 2, Chapter 1](#) to these regulations refers to these commission, [Part 2 Chapter 2](#) fully explains each type in detail.

## Serving applicants

**1.1.012.** Serving Regular soldiers may apply for a commission as a DE or LE candidate.

- a. **DE.** Such soldier applicants for a commission are required to attend and pass AOSB at Westbury. On entry to RMAS they should normally be under the age of 30.
- b. **Regular LE.** This category covers those applicants, normally Warrant Officers and Senior NCOs, who will have completed a minimum of 9 years' reckonable service from age 21 or date of enlistment, whichever is the later, when first applying for a commission. They are selected by an ASB and must attend the Late Entry Officer Course (LEOC) within the first 18 months of commissioning.

**1.1.013. Army Reserve Senior Soldier Entry.** There are no Late Entry commissions in the Army Reserve, however the Senior Soldier Entry (SSE) pathway is for candidates with previous non-commissioned service. They are assessed **during** the **SSEA** and selected by an ASB. SSE officer candidates must have completed Initial Trade Training (ITT) and have attained at least the substantive rank of Sgt. The maximum age for attendance at **SSEA** is the day before a candidate's 50<sup>th</sup> birthday. Details on SSE commissions within the Army Reserves are set out in [Part 2, Chapter 2, Section 6](#).

**1.1.014. Army Reserve Direct Entry (DE).** The minimum age for commission as a DE officer is 18 years (21 years for QARANC). The upper age limit for appointment to DE commissions on entry to RMAS on Module C of Commissioning Course (Short) (CC(S)) is the day before the candidate's 50<sup>th</sup> birthday. Applicants are selected by the AOSB and are normally granted a probationary commission upon completion of Module C of CC(S). Army Reserve officers who failure to complete Module D of CC(S) within 12 months of commissioning may have their commission terminated by the Army Employment Board. Training requirements are in the Officer Career Development Handbook ([OCDH](#)) and [Part2, Chapter 2, Section 1](#).

**1.1.015. Emergency commissions.** All categories may be granted Emergency Commissions during a time of National Emergency in accordance with [Chapter 3 Section 11](#).

## Definitions

**1.1.016. Age.** Age normally refers to the calendar year in which the particular age is reached.

**1.1.017. Service reckoning for promotion.** Reckonable service for seniority is full paid commissioned service on the Active List of the Regular Army plus any antedate and additional service as authorised under Articles 67-74 and 106 of the [PAW 20](#).

**1.1.018. Reckonable service for Service Retired Pay.** See the [Army Pensions Warrant 1977](#), reflecting the Armed Forces Pensions Scheme 1975 ([AFPS 75](#)), the Armed Forces Pensions Scheme 2005 ([AFPS 05](#)) and the Armed Forces Pensions Scheme 2015 ([AFPS 15](#)).

## Maternity

**1.1.019. Pregnancy.** [JSP 760](#), Part 24 sets out maternity provisions, including entitlements to maternity leave or retirement of commissions. Similarly, Parts 25 and 26 cover respectively adoption and paternity.

### **Provost Vetting**

**1.1.020. Provost Vetting.** Service within the Royal Military Police and Military Provost Staff is subject to police and/or specific custodial vetting. All offers of potential employment in Provost are provisional pending the successful passing and retention of vetting during the commissioning course. These standards reflect Home Office counterparts with periodic reassessment (including upon change of role and/or investigation for alleged disciplinary/criminal offences). This applies to all forms of commissioning and transfers in this section. Full details can be found within the Provost Vetting Policy held by HQ Provost Marshal (Army).

### **Reference documents**

**1.1.021.** The following documents are referred to in ACRs:

- c. [The Promotions and Appointments Warrant 2020 \(PAW 20\)](#).
- d. [The Queen's Regulations for the Army 1975 - Amendment 36 \(AC 13206\)](#).
- e. [The Army Pensions Warrant 1977 \(Revised edition 2005\) \(AC 13045\)](#).
- f. [Reserve Land Forces Regulations 2016 \(AC 72030\)](#).
- g. [JSP 100: Defence Holistic Transition Policy](#).
- h. [JSP 440 The Defence Manual of Security, Vol 2, Personnel Security](#).
- i. [JSP 464 Tri-service accommodation Regulations TSAR](#).
- j. [JSP 534: The Tri-Service Resettlement and Employment Support Manual](#).
- k. [JSP 750 Centrally Determined Terms of Service](#).
- l. [JSP 752 Tri-Service Regulations for Expenses and Allowances](#).
- m. [JSP 754 Tri-Service Regulations for Pay and Charges](#).
- n. [JSP 757 The Tri-Service Guide for Appraisal Reporting](#).
- o. [JSP 764 Armed Forces Pension Scheme 2005](#).
- p. [JSP 950 Medical Policy](#).
- q. [Armed Forces Pension Scheme 1975](#).
- r. [Armed Forces Pension Scheme 2015](#).
- s. [The Officer Career Development Handbook \(OCDH\)](#).
- t. [Security Check \(SC\) \ Counter Terrorist Check \(CTC\) Questionnaire NSV001](#).

- u. [Rehabilitation of Offenders Act 1974 – MOD Form 493.](#)
- v. [AGAI Vol 2 Chapter 15.](#) Army Undergraduate Cadetships and Bursaries.
- w. [AGAI Vol 2 Chapter 40:](#) Recruitment Policy
- x. [AGAI Vol 2 Chapter 78.](#) Army Medical Employment Policy (PAP).
- y. [ACSO 3224 - Officer Training and Education.](#)
- z. [ACSO 3368 - Army General Practitioner Cadre Management.](#)
- aa. [The Staff Standard for the Army.](#)

**1.1.022 – 1.1.050.** Reserved.

## PART 1 – CHAPTER 1 – ARMY COMMISSIONING REGULATIONS

### SECTION 2 – TYPES OF ARMY COMMISSIONS

#### A commission on the Active List of the Regular Army

**1.2.001.** Applicants are appointed to a commission on the Active List of the Regular Army of their Arm or Service, or exceptionally to the General List. Appointments to the General List are normally confined to the following categories and other exceptional cases when Pers Pol (A) has given approval:

- a. Industrial Exchange officers.
- b. Undergraduate Cadets awaiting sponsorship (suspended).
- c. Officers commissioned to a specific appointment not normally remunerated from Army Funds.

#### Terms of Service

**1.2.002.** All newly commissioned officers (and all LE officers) serve on Length of Service Terms of Service (LToS), whereby promotion and seniority depend on how long the officer has served and is known as the Stepping Stone Approach.

#### Stepping Stone Approach

**1.2.003.** Direct Entry (DE), including Professionally Qualified Officers (PQO) officers will follow a career progression from being commissioned on a SSC, through an IRC, to a Reg C - the Stepping Stone Approach.

- a. Up to and including 31 Dec 22, officers will normally be awarded an initial 12-year SSC and an IBD will be calculated using day one of the course as a baseline.
- b. From 1 Jan 23, DE officers will normally be awarded an initial 6-year SSC and an Incremental Base date (IBD) will be calculated using day one of their respective commissioning course as a baseline. Officers holding a SSC are not required to routinely apply for an extension. By default, all DE officers in YOS4 (with YOS1 being the calendar year in which they commissioned) or greater, with a recommendation for an extension to their SSC or conversion to IRC in their most recent Appraisal Report (AR) will normally be considered for an extension of 3 years by their respective Arms Selection Board (ASB) under Board and Offer (B&O). They will remain in zone up to and including YOS6. The quota for extensions from a 6-year SSC to 9-year SSC will be specified annually by WF Plans to meet the Army's structural needs. Separate initial SSC commission lengths and B&O eligibility rules apply for PQOs which are further articulated in their respective Sections at Chapter 4 and Chapter 6.
- c. A second extension window opens from as early as YOS5 to consider extensions from a 9-year SSC to a 12-year SSC. Officers holding a 9-year SSC are not required to routinely apply for an extension. By default, all officers in YOS5 (with YOS1 being the calendar year in which they commissioned) or greater, with a recommendation for an extension to their SSC or conversion to IRC in their most recent AR and who hold a 9-year SSC will normally be considered for an extension of 3 years by their respective ASB under B&O. They will remain in zone up to and

including YOS9. The quota for extensions from a 9-year SSC to a 12-year SSC will be specified annually by WF Plans to meet the Army's structural needs. Separate B&O eligibility rules apply for PQOs which are further articulated in their respective Sections at Chapter 4 and Chapter 6.

d. Officers holding a 9-year or greater SSC are not required to apply to convert to IRC. By default, all officers in YOS4, (with YOS1 being the calendar year in which they commissioned) or greater, with 2 consecutive recommendations for conversion to an IRC in their most recent Appraisal Reports (AR) will normally be considered for conversion by the ASB under B&O. From ASB 27 onwards an officer is eligible for conversion from SSC to IRC from YOS5 (YOS1 is the calendar year in which they commissioned), including any probationary period, after a minimum of 2 consecutive positive recommendations for conversion to IRC in their most recent ARs. Additionally, from ASB 27 by exception only, officers who receive 2 consecutive "Excp" recommendations for conversion to IRC from both their 1RO and 2RO may be considered for conversion from YOS4 (YOS1 is the calendar year in which they commissioned), including any probationary period. Separate B&O eligibility rules apply for PQOs which are further articulated in their respective Sections at Chapter 4 and Chapter 6. The quota for conversion from SSC to IRC will be specified annually by WF Plans to meet the Army's structural needs. The IRC length is normally determined by the minimum of such qualifying service as is necessary to qualify for an Early Departure Payment under [Armed Forces Pension Scheme \(AFPS\) 2015](#). See separate rules for RACHD at [Chapter 4 Section 11](#).

e. Officers will normally be eligible for consideration under B&O for a conversion to Reg C after 24 months IRC service, 2 consecutive recommendations for conversion in their most recent ARs. They will remain eligible for conversion until their IRC / MC EED at which point their service will terminate. The conversion rate from IRC to Reg C will be specified annually by WF Plans to meet the Army's structural needs. The Reg C provides a pensionable career normally to the age of 55 for AToS officers and 34 years' reckonable service from date of enlistment or 21<sup>st</sup> birthday, whichever is later to a maximum of age 60 for LToS officers.

**1.2.004.** As at 01 Sep 16 Professionally qualified officers (PQOs) have moved to a similar length-based model as Regular DE officers, with a similar stepping stone approach. PQOs have previously served under Common Terms of Service (CTOS) which are contained in [JSP 950](#) (Career Management Regulations for the Defence Medical Services). The normal retirement age is 34 years' reckonable service up to the age of 60, whichever is earlier for medical and dental officers and 55 for nursing officers up to a maximum of 60, where authorised. These ToS have been reviewed and are captured in [Chapter 4](#).

### **Extension to a Commission to satisfy a Service Requirement**

**1.2.005.** Subject to the officer's agreement the duration of a commission may, by exception, be extended in order to satisfy a service requirement. Applications for extensions to commissions are to be staffed to SO2 Officer Terms of Service at Pers Pol (A) by the appropriate Career Manager (CM) at the Army Personnel Centre (APC).

**1.2.006.** Where an officer remains under the normal retirement age (55 years of age for those serving on AToS or 34 years' reckonable service from date of enlistment (to a



maximum of age 60), for those on LToS), an officer serving on an extension remains eligible for further commission conversion or promotion in accordance with current rules.

### Short Service Commission

**1.2.007. General.** DE officers commissioning from RMAS up to and including 31 Dec 22 will commission directly on to a 12-year SSC. From 1 Jan 23, DE officers will pass through an incrementally progressive SSC, with an initial commission directly on to a 6-year SSC. Separate initial SSC commission lengths apply for PQOs which are further articulated in their respective Sections at Chapter 4 and Chapter 6. All officers including PQOs commissioned prior to 1 Jan 16 will have the opportunity to extend their SSC to 12 years as per the implementation and transition plan outlined in [2015DIN01-096 and 2016DIN01-136](#).

### 1.2.008. Outline Terms of Service.

- a. Officers are not normally permitted to resign their commissions until they have completed a minimum of 3 years commissioned service, after completion of the Commissioning Course (CC). Thereafter, unless there are exceptional circumstances, they may request to apply to leave at any time giving a minimum of 12 months' notice or 7 months for officers on AToS. There are also other Training Return of Service (Trg RoS) restrictions which may be applied, e.g. after attendance on certain courses of instruction. These are detailed in [Chapter 7](#) and [JSP 750](#).
- b. AAC officers who fail pilot training may apply to become ground crew officers or to transfer to another Arm or Corps. The Trg RoS will be 3 years' post commissioning. They may also apply for Premature Voluntary Release (PVR).
- c. All Officers who voluntarily withdraw from pilot training will be subject to the course initial Trg RoS as detailed in JSP 750.

### 1.2.009. Extensions.

- a. Officers commissioned up to and including 31 Dec 22, on a legacy SSC of less than 12 years, may request to extend to 12 years. Officers commissioned prior to 1 Jan 16 can apply for an extension up to 12 years on receipt of their second and consecutive AR with the appropriate recommendations for extension or conversion. On receipt of the application the APC Career Managers (CM) will automatically approve the extension. CM Branches, with the exception of the Army Medical Services (AMS), may grant extensions of SSC service as follows:
  - (1) An extension of up to 3 years' service, on receipt of a completed copy of [Appendix 1 to Annex H](#), which should normally request an extension of service up to the 12-year point, and one Annual Report (AR), containing a recommendation for extension or conversion of commission.
  - (2) An automatic extension to the 12-year point on receipt of a second and consecutive AR with appropriate recommendations for extension, unless the officer has expressed a shorter time criterion on the original Annex H. This does not alter an individual's right to PVR under the provisions of [Chapter 7](#).
  - (3) In exceptional circumstances, there may be a requirement for CM Branches to refrain from granting the automatic extension to the 12-year point

even when the officer concerned has received 2 consecutive recommendations. Such cases are to be staffed to the Army Employment Board (AEB) for consideration.

(4) Officers who are denied an extension to their SSC may not reapply until a further AR, with an appropriate recommendation, has been received by the CM Branch.

b. From 1 Jan 23, DE officers will normally be awarded an initial 6-year SSC. Officers holding a SSC are not required to routinely apply for an extension. By default, all officers in YOS4 (with YOS1 being the calendar year in which they commissioned) or greater, with a recommendation for an extension to their SSC or conversion to IRC in their most recent AR will normally be considered for an extension of 3 years by their respective ASB under B&O. They will remain in zone up to and including YOS6. The quota for extensions from a 6-year SSC to 9-year SSC will be specified annually by WF Plans to meet the Army's structural needs. Separate initial SSC commission lengths and B&O eligibility rules apply for PQOs which are further articulated in their respective Sections at Chapter 4 and Chapter 6.

c. A second extension window opens from as early as YOS5 to consider extensions from a 9-year SSC to a 12-year SSC. Officers holding a 9-year SSC are not required to routinely apply for an extension. By default, all officers in YOS5 (with YOS1 being the calendar year in which they commissioned) or greater, with a recommendation for an extension to their SSC or conversion to IRC in their most recent AR and who hold a 9-year SSC will normally be considered for an extension of 3 years by their respective ASB under B&O. They will remain in zone up to and including YOS9. The quota for extensions from a 9-year SSC to a 12-year SSC will be specified annually by WF Plans to meet the Army's structural needs. Separate B&O eligibility rules apply for PQOs which are further articulated in their respective Sections at Chapter 4 and Chapter 6.

d. AAC pilot officers are automatically on a 12-year SSC unless they fail flying training, in which case the terms in para 1.2.008b above apply (see [Chapter 3 Section 8](#)).

e. Further extensions beyond 12 years will not normally be granted. However, applications citing exceptional circumstances may be made to CM Branches and, if supported, should be referred to Pers Pol (A) for approval. Application procedures are as follows;

(1) Applications for extensions are to be submitted by the officer concerned using [Appendix 1 to Annex H](#).

(2) Such applications are to reach CM Branches by not later than 9 months before the officer is due to complete their current period of service on the Active List.

(3) For extensions for CTOS officers see [Chapter 6 Section 2](#). Applicants should use [Appendix 1 to Annex H](#).

f. Conversion to IRC. For the rules governing conversion to IRC see [Chapter 6 Section 2, Para 6.2.003](#).

## Intermediate Regular Commission

**1.2.010. General.** Candidates who are appointed to an IRC will normally be granted an initial minimum period of service of 9 years, 10 for officers in the ALS or such period as may be necessary to complete the qualifying service to reach an Immediate Pension Point/EDP. The date of an IPP/EDP will be the Engagement Expiry Date (EED), at which point the officer will retire from the Active Service list. Promotion is limited to the rank of Major, except for AGC(ALS) officers, Doctors, Clinical Vets and Chaplains.

### 1.2.011. Outline Terms of Service.

- a. **Length of a DE officer's IRC.** The length of the IRC is defined as that normally required to qualify for either an Immediate Pension or an EDP whilst meeting the normal minimum point. Under AFPS 75, the IPP was set at 16 years reckonable service over the age of 21. Under AFPS 05, the EDP was set at 18 years qualifying service, and over the age of 40 (18/40). Under AFPS 15, the EDP is set at 20 years' qualifying service and over the age of 40 (20/40).
- b. **Length of a LE officers IRC.** The length of the service is for 29 years' reckonable service from age 21 or from date of enlistment for LETOS 06 and 10 years for LETOS 10, whichever is later, up to a maximum age of 60.
- c. **Length of service for Medical and Dental officers.** The MC for Nursing Officers is the same as the IRC. The MC for MOs and DOs was for a maximum period of 18 years of service from the date of commission. From 1 Apr 15, on the introduction of AFPS 15, the length of the IRC and MC will be defined as that required to qualify for an EDP [AFPS 15. 2015DIN01-017](#) detailed the transitional arrangements for the 20-year IRC.
- d. **Extended service and retirement.** Subject to the needs of the Service, vacancies, recommendation and medical fitness, it is possible to extend service on an IRC to the age of 55 years for those on AToS or for 34 years' regular service from the date of enlistment or 21<sup>st</sup> birthday (whichever is the later) to a maximum of age 60 for those on LToS. For Medical Officers an IRC can be extended up to 4 years after the successful completion of the Armed Services Consultant Appointment Board (ASCAB) in order to allow at least 2 OJARs as a consultant to be available for consideration on conversion to Reg C. For medical, dental and nursing officers the age is 58 years. Applications for such extensions are to be submitted using [Appendix 1 to Annex H](#).
- e. **Opportunities to convert to Reg C.** IRC officers have the opportunity once eligible to convert to a Reg C. Eligible officers will automatically be considered under B&O principles. Detailed arrangements for this are contained in [Chapter 6 Section 2](#). Selection will be made by ASBs, who will make recommendations to the AEB.

## Regular Commission (Reg C)

**1.2.012.** A Reg C provides a pensionable career normally to the age of 55 years for officers on AToS. Slight anomalies exist for PQOs NRA, articles 181-183 of [PAW 20](#) provides this detail. A Reg C for Officers on LToS is 34 years' reckonable regular service from the date of enlistment or 21<sup>st</sup> birthday (whichever is the later) to a maximum of age 60.

**LE commissions**

**1.2.013.** Information on SSC(LE) is contained in [Chapter 3 Section 5](#), on IRC(LE) in [Chapter 3 Section 6](#) and on Reg C (LE) in [Chapter 3 Section 7](#).

**AMS CToS Commission**

**1.2.014.** Legacy information on the AMS CToS commissions pertaining to medical, dental and nursing officers of all 3 Services is contained in [JSP 950](#). Outline details of the Short Commission (SC), Medium Commission (MC) and Full Commission (FC) for medical, dental and nursing officers respectively are in [Chapter 4](#).

**The Army Internship serving on a Gap Year Commission (GYC)**

**1.2.015.** Information on the Army Internship Programme is at [Chapter 3 Section 10](#).

**Undergraduate Army Placement (UGAP) and Short Service Volunteer Commission (SSVC)**

**1.2.016.** The UGAP scheme is currently suspended.

**1.2.017.** The SSVC scheme is obsolete. Details can be found in previous editions of Army Commissioning Regulations. The tenets of SSVC have been replaced by Full Time Reserve Service (FTRS) refer to [Reserve Land Force Regulations](#) for the full detail.

**1.2.018 – 1.2.050.** Reserved.

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**PART 1 – CHAPTER 1 – ARMY COMMISSIONING REGULATIONS****SECTION 3 – ELIGIBILITY RULES FOR THOSE SEEKING A COMMISSION IN THE BRITISH ARMY****General**

**1.3.001.** In order to be considered for a commission in the British Army, candidates have to meet a number of eligibility criteria. These are specified in the following paragraphs below.

**Nationality**

**1.3.002.** A candidate will normally be eligible if:

- a. They are either a British Citizen (including dual nationality), an Irish or Commonwealth citizen or recruited as a Nepalese citizen under the terms of the Brigade of Gurkhas Policy Directive derived from the British-Indian-Nepalese Tri-Partite Agreement (1947). The authority for who is and is not a CW country is the Council of the Commonwealth Heads of government which can be accessed at [The Commonwealth.org Member Countries](http://TheCommonwealth.org/MemberCountries). For further details on nationality rules refer to [AGAI 40](#).
- b. They have a passport permitting residence within UK until the start of initial officer training at the Royal Military Academy Sandhurst (RMAS).

**Assimilation and residency**

**1.3.003. Assimilation.** Clear evidence of assimilation into the UK will be expected of anyone applying for a commission. This will normally include a requirement to undertake a period of residency.

**1.3.004. Residency.** Security clearance procedures require candidates, whether or not they are of UK origin, to have resided in the UK for a period of 5 years prior to commencing initial officer training at RMAS. In certain circumstances a waiver of part or all of this requirement may be granted, depending on the ability to carry out necessary checks. The arbiter for nationality and residency issues is Head of Personnel Security (Army), through Recruiting Group (RG).

**1.3.005. Foreign VVIPs.** A guide to commanding officers for foreign VVIPs being granted commissions in the British Army is contained in [AGAI Chap 42](#).

**Age**

**1.3.006.** As a general rule, all civilian candidates and serving soldiers seeking a commission in the Regular Army should be over 17 years and 9 months and under 30 years on entry to RMAS. Exceptions apply to Army Officer Scholarship Scheme (15 years) where applications will be accepted on a case by case basis up to the age of 17.6 (for scholarships) and Internships who should be over 17 years and 10 months.

**1.3.007.** Candidates aged 30 and over on the day of starting at RMAS will require an age waiver ([AFB 203](#)) to be submitted by Corps / Regtl RHQs to the Intake Officer, Officer Recruiting Team in National Recruiting Centre (NRC) for approval by SO2 Recruiting

Policy, WF Pol in Pers Pol (A). The [AFB 203](#) form must be explicit about confirming that an individual is granted “Confirmed Cadet status” if successful at Main Board (MB). For serving soldier candidates, the [AFB 203](#) form is to be completed once the candidate has successfully attended Briefing, and before they attend MB. Serving soldiers are not to attend MB without confirmed cadet status as they are unable to load to RMAS without this assurance. Over age serving soldier candidates continue to require [AFB 227](#), which is to be completed by the unit CoC following Briefing and prior to attending MB, where it is used to inform Board decision making.

**1.3.008.** Confirmed Cadets at RMAS will be unable to change their choice of arm and the Corps / Regt which guaranteed their confirmed cadet status is duty bound to accept them in all but exceptional circumstances. Sponsorship followed by confirmed cadetship if successful at MB is for age waiver candidates only. Cap badges can still sponsor regular candidates without the promise of confirmed cadetship after MB. When applying for a commission, potential officer cadets who are likely to require an [AFB 203](#) age waiver should be briefed by the CoC on the process and the distinction between “confirmed cadet” and “sponsored” status and encouraged to approach other cap badges. Career pathway possibilities and limitations should be explained in full by the CoC, due to commissioning over the age of 30 resulting in a much shorter career.

**1.3.009.** Candidates seeking a Late Entry (LE) commission in the Regular Army need to have served a minimum 9 years’ reckonable service from age 21. For further details see [Chapter 3 Section 5](#).

**1.3.0010.** Army Reserve including GYC candidates must, on completion of Module C of the Commission Course Short at RMAS, be over 18 years (21 years for QARANC) and under 50 years. Further details can be found in [Part 2 Chapter 2 Section 4](#) and [AGAI 40](#).

**1.3.011.** PQO candidates. Age limits for those with professional qualifications are given in the relevant Sections, RChD ([Chapter 4 Section 11](#)) AGC(ALS) ([Chapter 4 Section 10](#)), AMS – [Chapter 4](#) and summarised at [Annex O](#).

## Gender

**1.3.012.** Gender limitations have been reviewed and have been removed from Oct 18 bar the caveat in 1.3.013 below.

**1.3.013.** [REDACTED]

## Education

**1.3.014.** The indicative educational entry standards to proceed with officer selection for Regular and Army Reserve officers and training are as outlined in [Annex I](#).

**1.3.015.** Applicants from outside the UK must have equivalent standards. Recruiting Group (RG) holds an international comparative package in case of query.

## Information technology competency

**1.3.016.** The Army is reliant on IT. In order to conduct communications training at RMAS the recommended start standard is a level of IT competency equivalent to the European

Computer Driving Licence (ECDL) modules 1, 2, 3 and 7. Those below this level will need additional out-of-hours training.

### General physical development

**1.3.017.** Candidates must be capable of undertaking the physically strenuous Commissioning Course (CC) and, after training, should be capable of full combatant duty under all climatic conditions. A candidate's weight should be in proportion to height. For detailed direction refer to [AGAI Vol 2 Chapter 40-Recruitment policy](#).

### Medical procedures

**1.3.018. Civilian candidates.** All candidates complete an Online Medical Questionnaire (OMQ) and an adapted Family Origin Questionnaire (aFOQ) at application. With the applicant's consent, the Recruiting Group Medical Declaration (RGMD) or the Primary Health Care Record (PHCR) will be obtained (PHCR only once the RGMD to PHCR transition<sup>1</sup> is complete, except non-United Kingdom Nationals or ROI who will continue to use the RGMD). The purpose of this is to screen for a number of conditions which might preclude entry into the Army. After being cleared by the initial medical screen, all candidates are required to pass a military medical examination prior to attending the Army Officer Selection Board (AOSB) Briefing or Scholarship selection boards.

**1.3.019. Army entrants.** Serving soldiers (Regular and Reserve), officers from another service and other forces, including those from Commonwealth states must meet the normal entry medical standards to commence the commission course at RMAS. Guidance for authority for special enlistment for candidates below the normal entry standards is at Chapter 3 of the [AGAI 78 - Army Medical Employment Policy](#).

### Tattoos and body piercing

**1.3.020.** Tattoos that are offensive or obscene or visible on the front of the face will be a bar to entry. For health and safety reasons certain items of body piercing jewellery will have to be removed before undertaking parts of the application and selection process. Advice on both tattoos and body piercing can be obtained from Recruiting Group (RG) at [www.army.mod.uk](http://www.army.mod.uk) or in the [2015DIN01-058](#) on Army policy on tattoos and piercings, and [AGAI 40](#).

### Security clearance

**1.3.021.** The minimum-security clearance level required to be an Army officer is Security Check (SC). Officer candidates with insufficient residency for a SC are permitted to start RMAS on a Baseline Personnel Security Standards (BPSS) if they meet the criteria to apply for SC no later than the 9-month point of the course. BPSS is a collective term for pre-employment enquiries made to ensure that suitability has been properly established and checked prior to Recruitment, refer to [AGAI 40 Para 40.025](#). RMAS should apply for their SC at the earliest appropriate opportunity prior to the 9-month application cut-off point of the course; the candidates should therefore receive SC prior to Initial Trade training.

**1.3.022.** Certain branches, such as the Intelligence Corps, require Developed Vetting (DV). In cases where individuals require DV immediately, there is a minimum of 5 years

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<sup>1</sup> RGMD to PHCR transition: this is a planned period of process change for all candidates to be assessed using a PHCR in place of the RGMD (other than ROI and non-United Kingdom Nationals), scheduled for transition from July 23 onwards.



UK residency before application for British citizens and 6 years for dual British/other nationals. Commonwealth nationals (except active 5-eyes transferees) will generally require 7.5 years' residency.

**1.3.023 – 1.3.050.** Reserved.

**PART 1 – CHAPTER 1 – ARMY COMMISSIONING REGULATIONS****SECTION 4 – APPLICATION FOR A COMMISSION****Documentation**

**1.4.001.** Those applying for a commission fall into the several categories, civilian applicants, serving soldiers on regular engagements as a Direct Entrant or Late Entrant officer, depending on their age, and applicants applying for a commission into the Army Reserves.

a. **Civilians Applicants.** For commission as a civilian the process is available online at [www.army.mod.uk](http://www.army.mod.uk) and should take as little as 6 months from application to entry to RMAS.

(1) Personnel not serving applying for a commission are required to go to [www.army.mod.uk](http://www.army.mod.uk) register and complete the application form. Upon completion NRC will use the details to get in touch by phone, text or email about the registration and application.

(2) Basic eligibility will be assessed, and applicants will be sent a general health questionnaire for medical screening and be assigned a Candidate Support Manager (CSM), with a formal interview arranged with a Lead Recruiter – Senior Talent.

(3) In preparation for the Army Officer Selection Board (AOSB) applicants complete an Online Medical Questionnaire (OMQ) and an adapted Family Origin Questionnaire (aFOQ). With the applicant's consent, the Recruiting Group Medical Declaration (RGMD) or the Primary Health Care Record (PHCR) will be obtained (PHCR only once the RGMD to PHCR transition<sup>2</sup> is complete, except non-United Kingdom Nationals or ROI who will continue to use the RGMD) and receive a medical assessment. Upon successful completion of the two-part AOSB (24-hour briefing and a 3½ day Main Selection Board) applicants will be offered an officer training place at RMAS. The offer made following an AOSB Briefing remains valid for 5 years.

(4) Some candidates may be asked to attend a 12-week Pre-Royal Military Academy Sandhurst (RMAS) course at the Army School of Education, Worthy Down.

(5) Documentation. In support of the process the following documentation may be called upon during the Selection Process at AOSB:

(a) [Security Check \(SC\) \ Counter Terrorist Check \(CTC\) Questionnaire NSV001](#).

(b) Certified true copy of the birth certificate.

(c) Certified true copy of the passport (if held).

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<sup>2</sup> RGMD to PHCR transition: this is a planned period of process change for all candidates to be assessed using a PHCR in place of the RGMD (other than ROI and non-United Kingdom Nationals), scheduled for transition from July 23 onwards.

- (d) Legal proof of name change (if applicable).
- (e) MOD Form 493 (Rehabilitation of Offenders Act 1974).
- (f) Certified true copies of education, qualification and skills certificates.
- (g) Photo card of a UK driving licence (if held) and supporting paperwork.

b. **Soldiers on Regular engagements.** For warrant officers and serving soldiers over 30 years of age see [Chapter 3 Section 5](#), for those under 30 years of age upon entering RMAS see [Chapter 3 Section 4](#). Those under 30 years of age on the day of entry to RMAS will require the following:

- (1) Evidence of security vetting. There is no requirement to re-vet a soldier who has already been cleared to at least SC. A copy of the original security certificate, as proof of clearance, should be attached to the application. A [Security Check \(SC\) \ Counter Terrorist Check \(CTC\) Questionnaire NSV001](#) will be required if there is no evidence that security vetting has taken place. A current/prior service check will be carried out by the NRC.
- (2) Report on a Candidate for Officer Training [AF B227](#), appropriately endorsed as stated on the form should be submitted to Headquarters Recruiting Group, Pre Employment Checks, Trenchard Lines, Upavon, Pewsey, Wiltshire, SN9 6BE. The completed form is required in time for attendance at AOSB Main Board; but is not required for AOSB Briefing.
- (3) Certified true photocopies of requisite GCSE (or equivalent) certificates or, in the absence of these, a recommendation following an educational assessment at the Army School of Education. For details of educational requirements see [Annex I](#).
- (4) Verification of the PULHHEEMS assessment by a serving medical officer. Parent units are responsible for forwarding F Med 1 and enclosure to the Medical Administration Team (MAT) at the NRC. The NRC will request this. A document transit sheet is sent to the candidate for them to pass to the parent unit. The unit MO should complete this and return it to the MAT at the NRC. Records are then passed to AOSB 14 days prior to a selection event.
- (5) F Med 242A (Audiogram).

c. **Army Medical Services (AMS).** Applicants for a PQO commission in the AMS, as a medical officer, physiotherapy officer, pharmacist officer or environmental health officer in the RAMC, veterinary officer in the RAVC, dental officer in the RADC and nursing officer in the QARANC (including bursaries) are to apply in accordance with the instructions given in [Part 1 Chapter 4](#) and [Chapter 2](#).

**1.4.002. Certification.** Where certified true copies are required, this may be undertaken by solicitors, educational establishments, Post Offices, libraries, or Army Careers Centres. In every case the certified true copy is to have the stamp of the establishment together with the signature of the individual who has seen the original.

**1.4.003.** Applications are now online at [www.army.mod.uk](http://www.army.mod.uk).

### Advice and sponsorship

**1.4.004.** Information is readily available from, Regimental Headquarters Recruiting Staffs, Army Reserve Units, Regional Training Units, University Officers Training Corps, Armed Forces Career Offices, Army Careers Centres and from the Officer Recruiting Team in the NRC. Detailed information on the recruitment process, sponsorship schemes and on all officer career opportunities can be found at [www.army.mod.uk](http://www.army.mod.uk) which is the main source of information for candidates and stakeholders. Further advice is available on Tel: 0345 600 8080.

**1.4.005.** Sponsors requiring advice on behalf of applicants should contact RG.

**1.4.006.** When serving soldiers are being considered for a commission the parent CM Branch is to be informed of all such applicants at the outset.

### Army Reserve applicants

**1.4.007. Army Reserve.** Applicants are required to provide the same documentation and are to adhere to the process at Para 1.4.001a, also refer to [Part 2](#) within these regulations. AFB 227 is now not mandatory for DE ResPO candidates.

### Officers and other ranks serving in the other Services or Commonwealth Forces

**1.4.008.** Procedures for the application for a commission in the British Army from officers and other ranks serving in the other Services or Commonwealth Forces are contained in [Chapter 6 Section 3](#) and [Chapter 6 Section 4](#).

**1.4.009 – 1.4.050.** Reserved.

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**PART 1 – CHAPTER 2 – FINANCIAL SPONSORSHIP****SECTION 1 – ARMY OFFICER SCHOLARSHIP SCHEME****Introduction**

**2.1.001.** The MOD offers up to 100 Scholarships a year to suitable candidates who wish to become Regular officers in the Army. Army Scholars are not required to attend the Army Officer Selection Board (AOSB) again, prior to attendance at The Royal Military Academy Sandhurst (RMAS).

**2.1.002.** The Army Scholarship is designed to attract high quality candidates. Financial assistance is given to the parent or guardian towards the cost of sixth form education whilst candidates are studying to reach the educational entry standard required for RMAS (see [Annex I](#)).

**Competition for Awards**

**2.1.003.** One competition is held annually in the summer. Normally candidates may enter the competition only once.

**Eligibility**

**2.1.004.** To be eligible for an Army Scholarship the following requirements apply:

- a. **Age.** Candidates should apply as they enter their penultimate year of Secondary education and be under the age of 18 on the 1<sup>st</sup> of August of the year of award.
- b. **School.** The Army Officer Scholarship Scheme is open to any pupil at any school in the UK, the Isle of Man, the Channel Isles, or any MOD Secondary School which has the facilities for educating children to the standard of the A level of the General Certificate of Education (GCE), or its equivalent.
- c. **Nationality and residency.** Candidates must conform to the nationality and residency rules in [Chapter 1 Section 3](#).

**Academic requirements**

**2.1.005.** Army Scholars must demonstrate academic achievement and liveliness of mind. They will not normally attempt fewer than 7 subjects at the General Certificate of Secondary Education (GCSEs). Candidates must have achieved or be predicted to achieve English Language, mathematics and either a science subject or a foreign language, at a minimum grade 4. Further they must have obtained or be predicted to achieve an indicative level of 40 Advanced Level Information System (ALIS) points gained from their best 7 subjects at General Certificate of Secondary Education (GCSE), on the basis of:

National Numerical GCSE Grades (England)	Scottish National Qualification SNQ Level 6	Scottish National Qualification SNQ Level 5	Scottish National Qualification SNQ Level 4	BTEC Level 2
9	A			Distinction
8	B			
7	C	A		Distinction
6	D	B		Merit
5		C		Pass
4		C		
3		D	A	

**2.1.006.** Candidates seeking Army Officer Scholarship Scheme who have gained educational qualifications in the Scottish education system must have achieved or be **predicted to achieve** National 5, Credit Standard Grade or Intermediate 2 at minimum Grade C or equivalent in English language, mathematics, and in either a science subject or a foreign language. Further, they must have obtained **or be predicted to obtain** 34 ALIS points from their best 5-7 subjects of these SQCF Level 5 qualifications. A combination of awards is acceptable.

### Application procedure

**2.1.007.** Applications are to be made online at [army.mod.uk](http://army.mod.uk). The application window opens on 1 September and closes on 1 March the following year. A candidate's head-teacher must confirm that the candidate has the potential to achieve university entry standard and read for an honours degree.

### Selection Interviews

**2.1.008.** Selection is a 2-stage process:

- a. In late May, all applications and reports from head teachers and Senior Careers Advisers will be reviewed by a scrutiny board organised by Recruiting Group (RG). If these indicate that a candidate's aptitude, character and academic potential are of the standard required they will be recommended to the final board.
- b. The final board, the Army Scholarship Board, is held at AOSB in June / July and will select the candidates for the award of a scholarship.

### AOSB Main Board Pass

**2.1.009.** An AOSB Main Board Pass, which carries no financial award, may be awarded to candidates who are found to be just below the scholarship standard at Selection but who have satisfied AOSB that they have met the standard for subsequent entry to RMAS. An AOSB Pass exempts a candidate from attending AOSB again and it entitles them to apply for an Undergraduate Bursary and to attend the Commissioning Course (CC) at RMAS.

## **Award of Scholarships**

**2.1.010.** The parents or guardians of successful candidates are notified of the award and invited to complete the Army Scholarship Form of Undertaking. The award is notified and the single payment of £3,000 is made shortly after the start of AY 13. The MOD reserves the right not to award the full number of Scholarships available should there be insufficient candidates of the correct quality. The MOD also reserves the right to terminate the award of a Scholarship if school reports indicate that a Scholar is not maintaining, in academic work or personal behaviour, the standards expected.

**2.1.011.** A Scholarship is held for a single year.

## **Medical requirements**

**2.1.012.** All candidates will be required to complete an on-line medical questionnaire, provide a GP corroborated medical declaration and pass a medical examination before attending the final selection board at AOSB.

## **Conditions of acceptance of award**

**2.1.013.** On the award of a Scholarship the parent or guardian is required to give a written undertaking that they will refund the MOD the value of the award if the candidate does not enter RMAS and serve 3 years as a Regular Army officer after commissioning. Army Scholars may enter university direct from school or undertake a gap year, without prejudicing their position as an Army Scholar. Scholars are automatically given a provisional award of a Standard Army Undergraduate Bursary and may subsequently apply for any of the higher tiers of the Bursary Scheme. On acceptance of an Army Undergraduate Bursary they will sign a form of undertaking in their own right to refund any monies paid if they do not complete initial officer training and serve 3 years as an officer.

## **Failure to enter degree training**

**2.1.014.** Army Scholars who fail to enter degree training may discharge the parental obligation by entering RMAS on the next available CC and serve 3 years as a Regular Army officer.

**2.1.015 – 2.1.050.** Reserved.



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**PART 1 – CHAPTER 2 – FINANCIAL SPONSORSHIP****SECTION 2 – ENTRY TO WELBECK – THE DEFENCE SIXTH FORM COLLEGE****Introduction**

**2.2.001.** Welbeck - The Defence Sixth Form College (DSFC) closed on 31 Jul 21. Policy and direction is at ACR19 Ed 2 for former scholars as they progress through DTUS.

**2.2.002 – 2.2.050.** Reserved.

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**PART 1 – CHAPTER 2 – FINANCIAL SPONSORSHIP****SECTION 3 – ARMY UNDERGRADUATE BURSARIES****Undergraduate Army Placement**

**2.3.001.** The Undergraduate Army Placement (UGAP) was suspended in 2007. Details of the scheme can be found in ACR 09 Edition 4.

**2.3.002 – 2.3.050.** Reserved.

**Introduction**

**2.3.051.** Whilst there is always a place for non-graduate officers in the Army, the increasingly complex activities and sophisticated equipment demand suitably qualified young officers. The Army offers financial sponsorship to encourage candidates to obtain suitable degrees. Army Undergraduate Bursaries (AUB) are awarded to candidates who have a confirmed place to read for a recognised first degree at a UK university, or college of higher education, or be already reading for such a degree. Those with a conditional acceptance may apply but a Bursary cannot be awarded until their places have been confirmed.

**2.3.052.** Army Undergraduate Bursaries are available each year. There are three different types of bursary: the Enhanced AUB(E), the Technical AUB(T) and the Standard AUB(S) the value of these awards ranges from £6,000 to £25,000 (S-£6,000 to £7,000, T-£25,000 and E-£16,000 to £24,000).

**2.3.053.** Closing date for application for all Bursaries is 11 December (this includes candidates applying in their final year of study). Awards will end on the expected date of graduation or, in the case of the AGC(ETS) award of a Diploma or Certificate of Education.

**Eligibility**

**2.3.054.** Candidates for an Undergraduate Bursary must:

- a. Be under 30 on entering initial officer training at the Royal Military Academy Sandhurst (RMAS) after graduating.
- b. Meet the Army's medical entry standard. To ensure this they will be examined by a medical board during selection at the Army Officer Selection Board (AOSB). Further they will have to be up to the minimum entry standard for the Royal Military Academy Sandhurst (RMAS) when they commence initial officer training.
- c. Conform to current nationality and residency rules in [Chapter 1 Section 3](#).
- d. Those candidates, who at the date of application are under the age of 18, must have written consent from either their parents or legal guardian which must be submitted with the application.
- e. Apply before December of their final year of study.
- f. Army Scholars attending University are awarded a provisional Standard Bursary but may wish to apply for the other bursaries.

### **Application process**

**2.3.055.** Candidates should indicate their desire to apply for an Army Undergraduate Bursary as soon as they apply for Officer Entry and discuss this at the first opportunity with their Candidate Support Manager (CSM). Upon passing Main Board, bursary applications should be sought from their CSM.

### **Selection procedures**

**2.3.056.** The Army Undergraduate Awards Board (AUAB) selects candidates for the award of an Undergraduate Bursary. To be considered by the AUAB candidates must already have passed AOSB, either via a Scholarship Board or through the full AOSB Briefing/Main Board process.

**2.3.057.** The AUAB sits in January of each academic year which will assess all bursary applicants. The Standard and Technical bursaries are awarded at the board and a shortlist is drawn up for Enhanced Bursary awards. Candidates do not attend in person. The Board will consider reports from school, university, AOSB, adventurous training and University Officers Training Corps (UOTC), as appropriate. Where the AUAB considers candidates acceptable for an Undergraduate Bursary then:

- a. If candidates have a firm place to read for a degree, they will be granted an award as soon as the Board's decision has been confirmed.
- b. If candidates only have a conditional place, they will be told of the Board's decision, but they cannot be granted an award until a place to read for a degree has been confirmed, or, if they accept a place at another university, the AUAB has approved the change.
- c. Some candidates who are denied an award one year may be invited to reapply the following year. If they do then the Board will examine any new evidence, UOTC reports, etc, and rule accordingly. There must be a minimum lapse of one year between applications.

### **Military training**

**2.3.058.** Undergraduate Bursary holders are obliged to join their local UOTC (DTUS Sqn for DTUS Bursars) as a full training bursar and carry out such part-time training as agreed with the CO (up to a maximum of 44 days training in each year) or the Army Reserve. COs will be sympathetic to other worthwhile commitments, such as membership of university level sports teams, but written permission must be obtained from COs if bursars wish to be excused from training periods. Bursary holders are paid for their training and for any unit attachments they might undertake during the vacations.

### **Terms of service**

**2.3.059.** Bursary holders will be required to enter into a legal undertaking that they will serve for a minimum of 3 years on a Short Service Commission (SSC) on the Active List starting from the end of their Commissioning Course (CC). AAC pilot officers must serve for 8 years on account of pilot training. Those who fail to do so will be required to repay monies paid to them. Those who fail to graduate may discharge their obligations by entering the CC and subsequently serving the minimum commissioned period.

**2.3.060.** Bursary holders who fail to graduate for medical reasons or who fail to fulfil their subsequent service commitment for medical reasons may not be liable to refund the costs of their Bursary sponsorship.

**2.3.061.** Bursary holders may not be in receipt of similar grants from the other Services or from commercial concerns if these have any form of commitment. They may however hold a scholarship from charitable and other sources.

### **Administration and liaison**

**2.3.062.** Candidate Support Managers are responsible for administering and maintaining liaison with Bursary holders during their degree course. Responsibilities include:

- a. Undertakings must be endorsed by the UOTC or Army Reserve Unit. Subsequent payments will be made once the Bursar provides proof of having successfully passed any annual exams and progressing into the next academic year.
- b. Monitoring students' progress by means of UOTC/Reserve COs' reports.
- c. Monitoring students' continued suitability by means of a medical self-assessment **declaration**.
- d. Maintaining a record of students who fail or withdraw from their course and initiating recovery procedures of financial awards.
- e. Ensuring care of students in coordination with UOTCs and regimental sponsors.
- f. Initiating entry administration for the relevant RMAS CC, normally the one following graduation.

### **Commissioning**

**2.3.063.** At the completion of their academic studies Bursary holders will be enlisted as OCdts and attend the relevant CC. On successful completion of that course they are to be awarded a SSC.

### **Antedates**

**2.3.064.** In accordance with the Future Officer Structure implementation plan graduate antedates covered in Article 69 of [PAW 20](#) will cease to apply for those officers commissioning from 1 Jan 12 onwards or to such time as may be determined by the Defence Council. The rules for the award of antedates are contained in the Promotions and Appointments Warrant 2020 and summarised at [Annex J](#).

**2.3.065 – 2.3.100.** Reserved.

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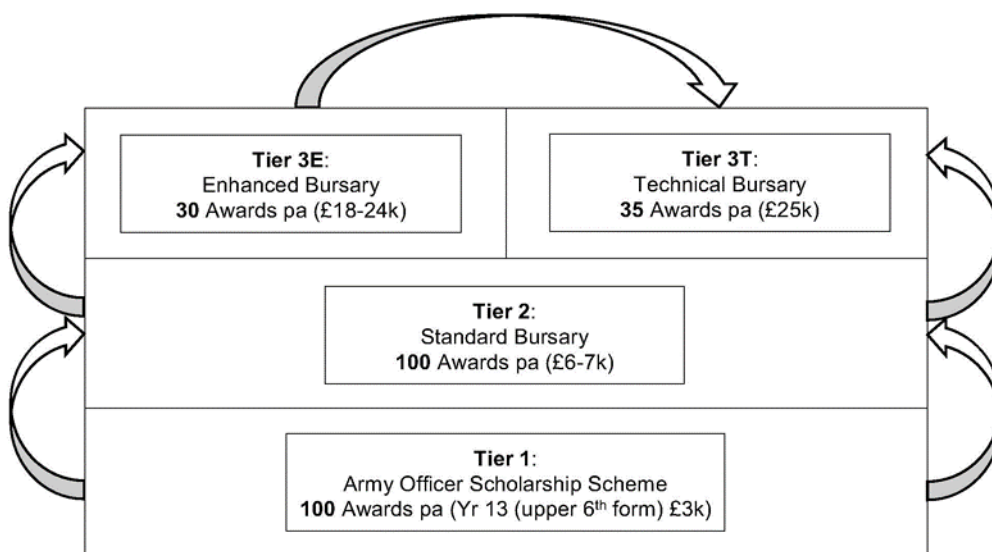
## PART 1 – CHAPTER 2 – FINANCIAL SPONSORSHIP

### SECTION 4 – THE REGULAR ARMY OFFICERS SCHOLARSHIP SCHEME

#### STANDARD UNDERGRADUATE BURSARY

##### Introduction

**2.4.001.** The Regular Army Officer Scholarship Scheme (RAOSS) is a tiered system of sponsorship, designed to provide coherence to the range of schemes available to those considering joining the Army as a Regular Direct Entry (DE) officer. The RAOSS is represented in illustrative form below.



**2.4.002.** This Part details the Terms of Service specific to the award of an Army Undergraduate Bursary (Standard) (AUB(S)).

**2.4.003.** AUB(S) are awarded to candidates who have a confirmed place to read for a recognised first degree at a UK university, or college of higher education, or are already reading for such a degree. Those with a conditional acceptance may apply but an AUB cannot be awarded until the University place has been confirmed.

**2.4.004.** The AUB(S), which comprises a series of annual payments, is normally tenable for a maximum of 4 years, including Post Graduate Certificate of Education for AGC(ETS) candidates. AUB will not be awarded for tenure of less than one academic year. Awards will end on the expected date of graduation or, in the case of the AGC(ETS), award of a Diploma or Certificate of Education.

##### Eligibility

**2.4.005.** Candidates for an AUB(S) must:

- a. Conform to current nationality and residency rules in [Chapter 1 Section 3](#).
- b. Have attended and passed the Army Officer Selection Board (AOSB).
- c. Be under 30 on entering initial officer training at the Royal Military Academy Sandhurst (RMAS) after graduating.



d. Meet the Army's medical entry standard. To ensure this they will be examined by a medical board prior to selection at the AOSB. Further, they must be up to the minimum entry standard for RMAS when they commence initial officer training.

**2.4.006.** Army Scholarship Award holders will also be given a provisional AUB(S) award, conditional on subsequent achievement of the AUB(S) eligibility criteria.

### **Application process**

**2.4.007.** Candidates should apply through their Candidate Support Manager (CSM) and in writing to the Army Undergraduate Awards Board (AUAB) in the National Recruiting Centre.

### **Selection procedures**

**2.4.008.** The AUAB selects candidates for the award of AUB(S), AUB(T) and AUB(E). The AUAB sits once a year in January. Candidates do not attend in person. The Board will consider school, university, COs', AOSB and any other pertinent reports.

**2.4.009.** Where the AUAB approves the award of an AUB(S), then:

- a. If candidates have a firm place to read for a degree, they will be granted an award as soon as the Board's decision has been confirmed.
- b. Those who have a conditional place only at University will be told of the AUAB's decision but will not be awarded the AUB(S) until the place to read for a degree has been confirmed or, if a place at another university has been accepted, the AUAB has approved the change.

**2.4.010.** Candidates who are initially denied an AUB(S) may be invited to reapply the following year. If they do, then the AUAB will examine any new evidence and rule accordingly. A minimum lapse of one year between applications will be imposed.

### **Military training**

**2.4.011.** AUB(S) holders are required to join their local University Officer Training Corps (UOTC) and carry out such part-time training as agreed with the Commanding Officer (CO) up to a maximum of 44 days per year. COs will be sympathetic to other worthwhile commitments, such as membership of university-level sport teams, but written permission must be obtained from COs if bursars wish to be excused from training periods. Failure to engage with military training will result in the bursar being placed on a written warning by the CO. Further failure to engage may result in removal from the scheme, which could be treated as a default event requiring repayment of bursary fees.

**2.4.012.** AUB(S) holders are paid for their training and for any unit attachments they may undertake, in line with extant UOTC practice.

### **Terms of service**

**2.4.013.** AUB(S) holders will be required to enter into a legal undertaking that they will serve for a minimum of 3 years on a SSC on the Active List starting from the end of their CC. AAC pilots must serve for a minimum of 8 years, on account of pilot training. Those who fail to do so will be required to repay monies paid to them. Those who fail to graduate

may discharge their remaining obligation by entering the CC and subsequently serving the minimum commissioned period.

**2.4.014.** AUB(S) holders who fail to graduate for medical or compassionate reasons, or who fail to fulfil their subsequent service commitment for similar reasons, may not be liable to refund the award, dependent on medical advice and individual circumstances.

**2.4.015.** AUB(S) holders are not permitted to be in receipt of similar grants from the other Services, or from commercial concerns if these have any form of commitment. They may hold a scholarship from charitable or other sources.

### Conditions of Service

**2.4.016.** AUB(S) holders are subject to the same standards of conduct as all UOTC/DTUS students. They will be required to report not less than once a year to the CO of the UOTC/DTUS SU.

**2.4.017.** AUB(S) holders may choose to take a gap year before or after studying and may be permitted to study abroad as part of their first degree, with concomitant reduction in their military training obligations.

**2.4.018.** The Financial Awards Team in the NRC is responsible for administering and maintaining liaison with AUB holders during their degree course. UOTCs will also provide an enduring point of contact. NRC responsibilities include:

- a. Obtaining students 'In Residence' certificates to initiate first payment. Subsequent payments will be made once the Bursar provides proof of having successfully passed any annual exams.
- b. Monitoring bursars' progress by means of an annual tutors' and UOTC/DTUS SU COs' reports.
- c. Monitoring bursars continued medical suitability by means of a medical self-assessment **declaration** and advising UOTC CO when an in-service medical is required (normally 12 months before the Reg CC).
- d. Maintaining a record of bursars who fail or withdraw from their studies and initiating recovery procedures of financial awards, including confirming that Bursars have graduated at the end of their studies.
- e. Ensuring care of bursars in coordination with UOTCs and regimental sponsors.
- f. Initiating bursar entry administration for the relevant RMAS CC; normally the CC after graduation.

### Commissioning

**2.4.019.** At the completion of their academic studies AUB(S) holders will be enlisted as Officer Cadets and attend the relevant CC. On successful completion of the CC they are to be awarded an SSC.

**2.4.020 – 2.4.050.** Reserved.

**PART 1 – CHAPTER 2 – FINANCIAL SPONSORSHIP****SECTION 5 – THE REGULAR ARMY OFFICERS SCHOLARSHIP SCHEME****TECHNICAL UNDERGRADUATE BURSARY****Introduction**

**2.5.001.** The Regular Army Officer Scholarship Scheme (RAOSS) is a tiered system of sponsorship, designed to provide coherence to the range of schemes available to those considering joining the Army as a Regular Direct Entry (DE) officer. The RAOSS is represented in [Chapter 2 Section 4 Para 2.4.001](#).

**2.5.002.** This Part details the Terms of Service specific to the award of an Army Undergraduate Bursary (Technical) (AUB(T)). AUB(T) are awarded to candidates who have a confirmed place to read for a specific, recognised first degree at a UK university, or college of higher education, or are already reading for such a degree. Those with a conditional acceptance may apply but an AUB(T) cannot be awarded until the University place has been confirmed.

**2.5.003.** The AUB(T), which comprises a series of annual payments is normally tenable for a maximum of 4 years. AUB(T) will not be awarded for tenure of less than one academic year. Awards will end on the expected date of graduation and will be paid before a successful graduate enters initial officers training.

**Eligibility**

**2.5.004.** Candidates for an AUB(T) must:

- a. Conform to current nationality and residency rules in [Chapter 1 Section 3](#).
- b. Have attended and passed the Army Officer Selection Board (AOSB).
- c. Be under 30 on entering initial officer training at the Royal Military Academy Sandhurst (RMAS) after graduating.
- d. Meet the Army's medical entry standard. To ensure this they will be examined by a medical board prior to selection at the AOSB. Further, they will have to be up to the minimum entry standard for RMAS when they commence initial officer training.
- e. Have a confirmed place to read for a recognised first degree in the subjects requested by the technical Corps – Royal Engineers, Royal Electrical and Mechanical Engineers, Royal Corps of Signals, Intelligence Corps, and Royal Logistics Corps.

**2.5.005.** Army Scholarship Award and AUB (Standard) holders may apply for an AUB(T). Defence Technical Officer and Engineer Entry Scheme (DTOEES) bursars may not apply to transfer to the AUB(T) as they are already part of a Defence technical entry scheme.

**Application process**

**2.5.006.** Candidates should apply through their CSM and in writing to the Army Undergraduate Awards Board (AUAB) in the National Recruiting Centre.

## Selection procedures

**2.5.007.** The AUAB selects candidates for the award of AUB(S), AUB(T) and AUB(E). The AUAB sits once a year. Candidates do not attend in person. The Board will take into account school, university, COs', AOSB and any other pertinent reports.

**2.5.008.** Where the AUAB approves the award of an AUB(T), then:

- a. If candidates have a firm place to read for a degree, they will be granted an award as soon as the Board's decision has been confirmed.
- b. Those who have a conditional place only at University will be told of the AUAB's decision but will not be awarded the AUB(T) until the place to read for a degree has been confirmed or, if a place at another university has been accepted, the AUAB has approved the change.

**2.5.009.** If unsuccessful, the AUAB will automatically consider all AUB(T) applicants for the award of an AUB(S).

**2.5.010.** Candidates who are initially denied an AUB(T) may be invited to reapply the following year. If they do, then the AUAB will examine any new evidence and rule accordingly. A minimum lapse of one year between applications will be imposed.

## Military training

**2.5.011.** AUB(T) holders are required to join their local University Officer Training Corps (UOTC) and carry out such part-time training as agreed with the Commanding Officer (CO) up to a maximum of 44 days per year. COs will be sympathetic to other worthwhile commitments, such as membership of university-level sport teams, but written permission must be obtained from COs if bursars wish to be excused from training periods. Failure to engage with military training will result in the bursar being placed on a written warning by the CO. Further failure to engage may result in removal from the scheme, which could be treated as a default event requiring repayment of bursary fees.

**2.5.012.** AUB(T) holders are paid for their training and for any unit attachments they may undertake, in line with extant UOTC practice.

## Terms of service

**2.5.013.** AUB(T) holders will be required to enter into a legal undertaking that they will serve for a minimum of 3 years on a Short Service Commission (SSC) on the Active List starting from the end of their Commissioning Course (CC). Those who fail to do so will be required to repay monies paid to them. They must also acknowledge that they will normally be required to commission into one of the technical Corps. Those who fail to graduate will be expected to repay the 'technical' level of their bursary (relative to an AUB(S) award); they may discharge their remaining obligation by entering the CC and subsequently serving the minimum commissioned period.

**2.5.014.** AUB(T) holders who fail to graduate for medical or compassionate reasons, or who fail to fulfil their subsequent service commitment for similar reasons, may not be liable to refund the award, dependent on medical advice and individual circumstances.

**2.5.015.** AUB(T) holders are not permitted to be in receipt of similar grants from the other Services, or from commercial concerns if these have any form of commitment. They may hold a scholarship from charitable or other sources.

### Conditions of Service

**2.5.016.** AUB(T) holders are subject to the same standards of conduct as all UOTC students. They will be required to report not less than once a term to the CO of the UOTC.

**2.5.017.** AUB(T) holders may choose to take a gap year before or after studying and may be permitted to study abroad as part of their first degree, with concomitant reduction in their military training obligations.

**2.5.018.** AUB(T) holders may be obliged/choose to conduct a year in industry as part of their studies. The bursary will cease during this period.

**2.5.019.** The Financial Awards Team in the NRC is responsible for administering and maintaining liaison with AUB(T) holders during their degree course. UOTCs and DTUS SUs will also provide an enduring point of contact. NRC responsibilities include:

- a. Obtaining students 'In Residence' certificates to initiate first payment. Subsequent payments will be made once the Bursar provides proof of having successfully passed any annual exams.
- b. Monitoring bursars' progress by means of an annual tutors' and UOTC COs' reports.
- c. Monitoring bursars continued medical suitability by means of a medical self-assessment **declaration** and advising UOTC CO when an in-service medical is required (normally 12 months before the Reg CC).
- d. Maintaining a record of bursars who fail or withdraw from their studies and initiating recovery procedures of financial awards, including confirming that Bursars have graduated at the end of their studies.
- e. Ensuring care of bursars in coordination with UOTCs and regimental sponsors.
- f. Initiating bursar entry administration for the relevant RMAS CC; normally the CC after graduation.

### Commissioning

**2.5.020.** On the completion of their academic studies AUB(T) holders will be enlisted as Officer Cadets and will be required to attend the relevant CC. On successful completion of the CC they are to be awarded a SSC, and will normally commission into a technical corps – Royal Engineers, Royal Electrical and Mechanical Engineers, Royal Corps of Signals, Intelligence Corps, and Royal Logistics Corps.

**2.5.021 – 2.5.050.** Reserved.

**PART 1 – CHAPTER 2 – FINANCIAL SPONSORSHIP****SECTION 6 – THE REGULAR ARMY OFFICERS SCHOLARSHIP SCHEME****ENHANCED UNDERGRADUATE BURSARY****Introduction**

**2.6.001.** The Regular Army Officer Scholarship Scheme (RAOSS) is a tiered system of sponsorship, designed to provide coherence to the range of schemes available to those considering joining the Army as a Regular Direct Entry (DE) officer. The RAOSS are represented in [Chapter 2 Section 4](#).

**2.6.002.** This Part details the Terms of Service specific to the award of an Army Undergraduate Bursary (Enhanced) (AUB(E)). AUB(E) are awarded to candidates who have a confirmed place to read for a recognised first degree at a UK university, or college of higher education, or are already reading for such a degree. Those with a conditional acceptance may apply but an AUB(E) cannot be awarded until the University place has been confirmed.

**2.6.003.** The AUB(E), which comprises a series of annual payments and an incentivised final lump sum on commissioning, is normally tenable for a maximum of 4 years, including Post Graduate Certificate of Education for AGC(ETS) candidates. AUB(E) will not be awarded for tenures of less than one academic year. Awards will end on the expected date of graduation or, in the case of the AGC(ETS), award of a diploma or Certificate of Education.

**Eligibility**

**2.6.004.** Candidates for an AUB(E) must:

- a. Conform to current nationality and residency rules in [Chapter 1 Section 3](#).
- b. Have attended and passed the Army Officer Selection Board (AOSB) without risk.
- c. Be under 30 on entering initial officer training at the Royal Military Academy Sandhurst (RMAS) after graduating.
- d. Meet the Army's medical entry standard. To ensure this they will be examined by a medical board prior to selection at the AOSB. Further, they will have to be up to the minimum entry standard for RMAS when they commence initial officer training.

**2.6.005.** Army Scholars and AUB (Standard) bursars may apply for an AUB (Enhanced). Defence Technical Officer and Engineer Entry Scheme (DTEES) bursars, AUB (Technical) bursars and Defence STEM Undergraduate Sponsorship (DSUS) scheme bursars may not apply to transfer to an AUB(E), as the conditions of their scheme require them to join one of the five technical Corps.

**Application process**

**2.6.006.** Candidates should apply through their CSM and in writing to the AUAB in the National Recruiting Centre.

**Selection procedure**

**2.6.007.** Initial selection will be carried out by the AUAB.

**2.6.008.** Applicants must have/show the potential to achieve a minimum of 320 UCAS points (changing to 128 points in 2016/17), or the equivalent of 1 x A and 2 x B grades at 'A'-level. Successful candidates will be informed that they have been awarded an AUB after the board concludes.

**2.6.009.** Candidates will be considered by AUAB will take into account school, university, COs', AOSB and any other pertinent reports. Candidates must demonstrate the capability of achieving a 2:1 degree and have significant ambassadorial qualities.

**2.6.010.** Where the AUAB approves the award of an AUB(E) to a candidate, then:

- a. Those who have a firm place to read for a degree or are already reading a degree will receive payment as soon as the board's decision has been confirmed.
- b. Those who have a conditional place only will be told of the EAUAB's decision but will not be awarded the bursary until the place to read for a degree has been confirmed or, if a place at another university has been accepted, the EAUAB has approved the change.

**2.6.011.** The AUAB will honour the award of an AUB(S) or (T) for those who are not successful in their application for an AUB(E).

**2.6.012.** Candidates who are initially denied an AUB(E) may be invited to reapply the following year. If they do, then the EAUAB will examine any new evidence and rule accordingly. A minimum lapse of one year between applications will be imposed.

**Military training**

**2.6.013.** AUB(E) holders are required to join their local University Officer Training Corps (UOTC) and carry out such part-time training as agreed with the Commanding Officer. They are expected to conduct up to a maximum of 44 days per year: further voluntary participation will be encouraged. COs will be sympathetic to other worthwhile commitments, such as membership of university-level sport teams, but written permission must be obtained from COs if bursars wish to be excused from training periods. Failure to engage with military training will result in the bursar being placed on a written warning by the CO. Further failure to engage may result in removal from the scheme, which could be treated as a default event requiring repayment of bursary fees.

**2.6.014.** AUB(E) holders are expected to complete attachments to Army units (Regular, Reserve or formation HQs) during their long vacations. Attachments will be included within their minimum annual training obligation. Engineering students may attend a workshop practice period in lieu of the attachments. UOTC COs are to ensure the attachments are designed to further the aptitude and interest of the bursar, and to exploit the bursar's technical, intellectual or experiential knowledge.

**2.6.015.** AUB(E) holders are paid for their training and for any unit attachments they may undertake, in line with extant UOTC practice.

## Terms of Service

**2.6.016.** AUB(E) holders will be required to enter into a legal undertaking that they will serve for a minimum of 3 years on a Short Service Commission (SSC) on the Active List starting from the end of their Commissioning Course (CC). AAC pilots must serve for a minimum of 8 years, on account of pilot training. Those who fail to do so will be required to repay monies paid to them. Those who fail to graduate will be expected to repay the enhanced level of their bursary (relative to an AUB(S) award); they may discharge their remaining obligation by entering the CC and subsequently serving the minimum commissioned period.

**2.6.017.** Reserved.

**2.6.018.** AUB(E) holders who fail to graduate for medical or compassionate reasons, or who fail to fulfil their subsequent service commitment for similar reasons, may not be liable to refund the award, dependent on medical advice and individual circumstances.

**2.6.019.** AUB(E) holders are not permitted to be in receipt of similar grants from the other Services or from commercial concerns if these have any form of commitment. They may hold a scholarship from charitable or other sources.

## Conditions of Service

**2.6.020.** AUB(E) holders will be expected to make satisfactory progress with their studies. The award may be terminated at any time for misconduct, for failing to maintain the requisite standard, or failing examinations.

**2.6.021.** AUB(E) holders are subject to the same standards of conduct as all UOTC/DTUS students.

**2.6.022.** AUB(E) holders will be required to report not less than once a term to the CO of the UOTC.

**2.6.023.** AUB(E) holders may choose to take a gap year before or after studying and may be permitted to study abroad as part of their first degree, with concomitant reduction in their military training obligations. AUB(E) holders may be obliged/choose to conduct a year in industry as part of their studies. The bursary will cease during this period. Their 'ambassadorial' status will remain throughout; they will be directly accountable for their behaviour and fitness to attend the CC.

## Administration and liaison

**2.6.024.** The Financial Awards Team in the NRC is responsible for administering and maintaining liaison with AUB(E) holders during their degree course. UOTCs will also provide an enduring point of contact. NRC responsibilities include:

- a. Obtaining students 'In Residence' certificates to initiate first payment. Subsequent payments will be made once the Bursar provides proof of having successfully passed any annual exams.
- b. Monitoring bursars' progress by means of an annual tutors' and UOTC COs' reports.



- c. Monitoring bursars continued medical suitability by means of a medical self-assessment **declaration** and advising UOTC CO when an in-service medical is required (normally 12 months before the Reg CC).
- d. Maintaining a record of bursars who fail or withdraw from their studies and initiating recovery procedures of financial awards including confirming that Bursars have graduated at the end of their studies.
- e. Ensuring care of bursars in coordination with UOTCs and regimental sponsors.
- f. Initiating bursar entry administration for the relevant RMAS CC; normally the CC after graduation.

## **Commissioning**

**2.6.025.** At the completion of their academic studies AUB(E) holders will be enlisted as Officer Cadets and attend the relevant CC. Some AUB(E) holders may be directed to choose from a restricted range of cap badges pertinent to their specific qualification. On successful completion of the CC they are to be awarded a SSC.

**2.6.026 – 2.6.050.** Reserved.

**PART 1 – CHAPTER 2 – FINANCIAL SPONSORSHIP****SECTION 7– UNDERGRADUATE CADETSHIP (SUSPENDED)****Introduction**

**2.7.001.** The Undergraduate Cadetship was suspended in 2000. Details of the scheme can be found in Edition 4 to ACR 09.

**2.7.002.** Changes to officer TOS announced at DCI(Army) 12/2002 were not endorsed. The impact is that no officers have been granted the TOS described in DCI (Army) 12/2000 and the proposals were not written into an amendment to ACR 1993 and so not brought forward to ACR 09 and subsequently ACR 17. Specifically, it should be noted that a Reg C provides a pensionable career normally to the age of 55 years for officers on AToS. A Reg C for LToS Officers is 34 years' reckonable regular service from the date of enlistment or 21st birthday (whichever is the later) to a maximum of age 60, para 1.2.012 of these Regulations refers. As a consequence, an officer awarded a cadetship and a Reg C prior to 1 Apr 00 under ATOS but whose commission is confirmed at RMAS after 1 Apr 00 under LTOS may serve for 34 years from their 21<sup>st</sup> birthday.

**2.7.003 – 2.7.050.** Reserved.

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**PART 1 – CHAPTER 2 – FINANCIAL SPONSORSHIP****SECTION 8 – THE ARMY MEDICAL SERVICES CADETSHIPS****General**

**2.8.001.** A study into the Terms of Service of AMS PQOs in the Army recommended a change in the manner in which they are commissioned. For many years, the majority of AMS PQOs have been recruited through the award of cadetships. The AMS Cadetship scheme ended in 2014, this was replaced by the introduction of an Army Medical Services Professionally Qualified Officer Bursary scheme, details of this scheme are contained in [Chapter 2 Section 9](#). Detail of the legacy scheme is held at ACR19 Ed2.

**2.8.002 – 2.8.050.** Reserved.

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**PART 1 – CHAPTER 2 – FINANCIAL SPONSORSHIP****SECTION 9 – ARMY MEDICAL SERVICES POTENTIAL PQO BURSARY SCHEME****General**

**2.9.001. Introduction.** The Army Medical Services Bursary Scheme replaced cadetships allowing AMS PQOs to be commissioned in the same manner as other Regular Army officers. The scheme provides for lump sum payments to be made while at university and for some during foundation employment as an officer cadet on a S Type engagement. In common with Regular RMAS entry, those holding a commission in the Army Reserve will be required to resign their commission to take up this S Type engagement.

**2.9.002. Timeline.** The AMS PQO bursary scheme replaced the AMS Cadetship Scheme on 1 Apr 14. It is available to all potential AMS PQO officers undertaking study at university.

**Model**

**2.9.003.** The AMS PQO bursary is modelled on the existing Army Undergraduate Bursary scheme. The maximum award will consist of annual lump sums in each of the last 3 years at university/college followed by a lump sum on completion of training at RMAS. In addition, potential veterinary officers and pharmacists may be awarded lump sums during agreed post-registration civilian employment, whilst potential medical, dental officers will undertake Ministry of Defence provided foundation period employment as officer cadets serving in the Regular Army.

**Application and Selection**

**2.9.004. Qualification.** AMS PQO Bursaries are offered to selected students who are studying at a university or college in the UK for a recognised qualifying degree, which leads to professional qualification as a doctor, dentist, nurse (Adult or Mental Health), veterinary surgeon or AHP.

**2.9.005. Application Criteria.** Applicants must meet the Army's eligibility standards as articulated in [Chapter 1 Section 3](#). Those applying for an AMS PQO Bursary are to do so early enough that they are able to report for training at RMAS prior to their 37<sup>th</sup> birthday in line with [Annex O](#).

**2.9.006. Application Process.** Applications should be made online [www.army.mod.uk](http://www.army.mod.uk). Arrangements will be made for candidates to attend a familiarisation visit prior to attending an Arms Selection Board (ASB) following which successful candidates may be offered an AMS PQO bursary. Candidates are required to have completed an Army Officer Selection Board (AOSB) prior to attendance at ASB less those identified under para 3.2.017 who will be considered at an AOSB Transfer Board after attendance at an ASB.

**2.9.007.** Bursary candidates who are unsuccessful may be invited to reapply the following year. In such circumstances the board will examine any new evidence, UOTC reports, etc and rule accordingly. There must be a minimum timeframe of 1 year between applications.

## The Award

**2.9.008. Elements of the Award.** Each AMS PQO Bursary may have up to 3 elements and an applicant may be awarded any, or all of them. These elements are as follows:

- a. **University Years.** Annual lump sum payments may be awarded for up to 3 years before graduation. For potential doctors and dentists, the award will be £10,000 per annum, for all others the award will be £5,000 per annum.
- b. **Post-Registration Employment.** Potential Pharmacist Officers will be awarded 1 £5,000 lump sum for 1 year of pre-registration training, provided by a civilian employer. Potential Dental Officers will undertake 1 year, and potential Medical Officers 2 years, of foundation period employment as determined by the MoD. During this period doctors and dentists shall receive a military salary while in soldier service on a Type S engagement as follows:
  - (1) FY1 doctors and dentists shall receive the OF1 (PRMP) pay scale.
  - (2) FY2 doctors will receive IL1 of the OF2 non-accredited MODO pay scale.
- c. **Completion of Basic Training.** A final lump sum will be awarded upon successful completion of Basic Training. This shall equate to their university fees; 5 years for Medical, Dental and Veterinary Officers, 4 years for Pharmacy Officers and 3 years for Nursing Officers and Environmental Health Officers (EHO). This is currently £45,000 for doctors, dentists and vets, £36,000 for pharmacists and £27,000 for nurses and EHOs.

## Terms of Service

**2.9.009. At University.** During study at university AMS PQO bursars will simply receive an annual bursary. They shall not be entitled to accommodation or allowances and they will not be subject to military law. Bursary holders may not be in receipt of similar grants from commercial concerns. They may, however, hold a scholarship from charitable and other sources.

**2.9.010. Foundation period employment.** During foundation period employment and Basic Training AMS PQO bursars will be employed by the MOD in soldier service on a Type S engagement (Officer Cadet). Following attestation they shall be members of the Armed Forces; they shall receive a military salary as detailed above and be entitled to military accommodation and allowances in accordance with [JSPs 464](#) and [JSP 752](#) respectively. SLA and SFA are at entitled rates and SSSA is available in the absence of the aforementioned. Following attestation, they will be subject to military law.

**2.9.011. Commissioning.** AMS PQO bursars shall be granted a SSC in accordance with Chapter 1, Section 2. Bursars with previous commissioned service, who are identified by the AOSB Transfer Board as not requiring to complete some or all of the commissioning course will be granted their SSC from the day after Module D of the aligned commissioning course.

**2.9.012. Training Returns of Service (TRoS).** AMS PQO bursars have a TRoS of 48 months commencing from completion of CC(S) with the exception of Potential Medical Officer AMS PQO Bursars whose TRoS shall commence on completion of FY2. Doctors under the AMS PQO bursary scheme must be allowed to transition into specialist training

through the NHS pathway after their minimum commitment period and TRoS has expired (Annex O refers) should they fail to secure a military training position on their second attempt. Bursary holders who fail to graduate for medical reasons or who fail to fulfil their subsequent service commitment for medical reasons will not be liable to refund the costs of their bursary sponsorship.

### **Administration and Liaison**

**2.9.013.** The Officer Financial Awards Team (OFAT) at the NRC are responsible for the administration of bursary payments. Bursary holders to ensure continuation of bursary payments must provide the OFAT with:

- a. Updated bank and contact addresses.
- b. Copy of the academic transcript to denote successful progression into the next academic year. RMAS 8 – Annual Review documents to be completed by the bursary holder and received by OFAT prior to bursary payments are released.
- c. Signed Medical Declaration Form 005.

### **Additional conditions**

**2.9.014.** In addition to those conditions outlined in these regulations, successful applicants are:

- a. To pass Disclosure and Barring Service (DBS) checks (where appropriate).
- b. To be in receipt of a bursary during their final year of university.
- c. To sign an undertaking to confirm that they are aware of the minimum Active List service they are required to serve.
- d. To sign an undertaking with HM Treasury to repay the Secretary of State, on demand, all sums paid in respect of the bursary, should they fail through lack of diligence to complete their commissioning course, for reasons other than invaliding.
- e. Encouraged to join the local UOTC or Reserve unit whilst undertaking their studies noting that later service during post registration training is on an S Type engagement is in the rank of OCdt. This will require commissioned officers to resign their commission.

**2.9.015 – 2.9.050.** Reserved.



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**PART 1 – CHAPTER 3 – COMMISSIONS****SECTION 1 – DIRECT ENTRY (DE) COMMISSIONS****Principal routes to a DE commission**

**3.1.001.** The principal route to a DE commission in the Regular Army can be found in the following Sections, in addition alternative entry for potential officer applicants with civilian professional qualifications are available:

- a. Serving soldiers under age 30 ([Chapter 3 Section 4](#)).
- b. Holders of Army Sixth Form Scholarships ([Chapter 2 Section 1](#)).
- c. Students from Welbeck – The Defence Sixth Form College (Welbeck DSFC) ([Chapter 2 Section 2](#)).
- d. Gap Year Commission (GYC) – the Army Internship Programme ([Chapter 3 Section 10](#)).
- e. Holders of Army Undergraduate Bursaries ([Chapter 2 Section 4](#)).

**Limitations**

**3.1.002.** General gender limitations have been reviewed and removed. [REDACTED]

[REDACTED] Officer only corps are RACHD, AGC(ETS) and AGC(ALS).

**3.1.003.** Late Entry (LE) only corps. SASC, RAPTC and RCAM normally only have LE officers.

**3.1.004.** [REDACTED]

**Applications and procedures**

**3.1.005.** Applications are to be submitted in accordance with the instructions in [Chapter 1 Section 4](#). They should reach Recruiting Group (RG) at least 6 months before the planned date of entry to the RMAS. Late submissions will normally mean a candidate making a later entry. The entry months for the Commissioning Course (CC) (see [Chapter 3 Section 3](#)) at RMAS are in January, May and September of each year.

**Terms of service**

**3.1.006. Outline Terms of Service.** [Chapter 1 Section 2](#) outlines the terms of service for the Short Service Commission (SSC), the Intermediate Regular Commission (IRC) and the Regular Commission (Reg C).

**3.1.007. Enlistment.** All candidates other than serving soldiers will be enlisted on arrival at RMAS on a Type S engagement for 3 years' service with the Colours. This is a regular engagement which carries no reserve liability and allows the potential officer to leave the Army in the event of them not completing training at RMAS. Lateral entrants, Chaplains

and AGC(ALS) officers may commission prior to attending the Commissioning Course Short (CC(S)).

**3.1.008. Antedates for seniority.** The rules for award of antedates are contained in the [PAW 20](#). In accordance with the implementation plan for the Future Officer Structure graduate antedates covered in Article 69 of PAW 20 ceased to apply for those officers commissioning from 1 Jan 12 onwards, or to such time as may be determined by the Defence Council.

**3.1.009. Conversion of a commission.** The procedures for conversion of a commission are in [Chapter 6 Section 2](#). Conversions will be carried out by CM Branches through an Arms Selection Board (ASB) ([Annex E](#)). A summary of the requirement and procedures is at [Annexes K](#) and [L](#).

**3.1.010. Minimum duration of commission.** Officers appointed to a SSC under the provisions of this Section are not normally permitted to resign their commissions within 3 years from the date of completing the CC at RMAS, or later than this if on an additional Training Return of Service (Trg RoS) for a longer period.

### Graduate Extension of Service

**3.1.011.** Candidates appointed to a Regular Commission (Reg C) with a graduate antedate of seniority in the RAC, RA, RE, R Signals, Inf, AAC, RCT, RAOC, RLC, REME and Int Corps, including women formerly of the WRAC for permanent employment with these Arms and Services, who commenced their undergraduate studies in academic years 1957-1986 inclusive, will be permitted to serve beyond their Reg C NRA of 55 by a period equal to the antedate, or to complete 34 years of service, whichever is the earlier, in order to qualify for increased retired pay. The legal authority for this is Article 185 [PAW 20](#). As this in effect changes the officer's NRA, it is described as an extension of service rather than continuance.

**3.1.012.** All applications for a graduate extension of service should be made to the relevant CM no later than 3 years before the officer's existing NRA i.e. before they are 52. If the application is made later than this, the extension of service will only be permitted if the appropriate appointment selection board confirms that the officer will continue to be in gainful employment in an established post during their extension and it is in the Service interest to grant the extension.

**3.1.013.** Exceptionally, in September 2018 the AEB decided that those who commenced their undergraduate studies after academic year 1986 would be permitted to have a graduate extension of service if they were granted their Reg C in the qualifying Arms and Services in calendar years 1990, 1991 or 1992. This is because some officers who commenced their undergraduate studies after 1986 were briefed in writing when they were granted their Reg C in 1990, 1991 and 1992 that they would be eligible for a graduate extension. The AEB decision was promulgated through [ABN 88/18](#) with the caveat that officers who as at 31 December 2018 had less than 3 years to serve would be permitted to receive a graduate extension of service if they made their application to MS by 31 December 2018.

### Selection

**3.1.014.** The various pathways to attend the Army Officer Selection Board (AOSB) are detailed in [Chapter 3 Section 2](#).

## Initial officer training

**3.1.015. The Commissioning Course (CC).** All candidates for a DE commission in the Army are required to complete a CC at RMAS. Details on the CC are in [Chapter 3 Section 3](#).

**3.1.016. Commissioning Authority.** Commandant (Comdt) RMAS is delegated authority by the Army Employment Board (AEB) to approve commissions for those who complete initial officer training at RMAS to the required standard.

**3.1.017. Termination of service.** Officer Cadets (OCdts) will be withdrawn from training and will normally be discharged during or at the end of the CC, if they:

- a. Exercise their statutory right to claim discharge, provided there is no disciplinary action pending, refer to [Queen's Regulations \(Army\) 1975 \(QR\) – Regulation 9.292](#).
- b. Fail to develop the qualities of an officer, Refer to [QR – Regulation 9.383](#).
- c. Fail to maintain the medical standard for an appointment to a commission or for training at RMAS subject to the conditions of [JSP 760](#), Part 24 (pregnancy).

**3.1.018.** Applications for discharge are to be made on a [AF B130](#).

**3.1.019. Termination of service – Type S engagement.** The inability to complete training at RMAS does not automatically preclude training as a soldier. OCdts on a Type S engagement whose discharge is sought under QR 9.383e (as above) are to have comment made on the AFB 130 as to their suitability for soldier training. In some cases an OCdt may be given the option of converting to the Versatile engagement (VEng) if accepted for enlistment for soldier service in a Corps.

**3.1.020.** RMAS in consultation with Pers Pol (A) (Prof Dev), ARITC Trg Ops, and the appropriate Trade Training Requirements Authority (TRA) of the gaining Corps will assess Basic Training and Initial Trade Training requirement. Training requirements (including dates of training courses) and their new soldier terms of service must be fully explained to the subject in writing.

**3.1.021. Withdrawn from training.** Ex-serving soldiers withdrawn from training in the circumstances described at 3.1.019 will normally be returned to their parent unit to serve out any residual commitment of their soldier engagement. Alternatively, they may be given the option to give Notice to Terminate (early release).

**3.1.022 – 3.1.050.** Reserved.

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**PART 1 – CHAPTER 3 – COMMISSIONS****SECTION 2 – DIRECT ENTRY OFFICER SELECTION****Introduction**

**3.2.001.** All candidates seeking a commission, with the exception of Late Entry officers and some Army Reserve officer candidates must attend Army Officer Selection Board (AOSB) at Westbury and receive a recommendation for initial officer training. A recommendation from AOSB which usually remains valid for 5 years permits candidates to enter officer training at the Royal Military Academy Sandhurst (RMAS) on either the Regular (Reg) Commissioning Course (CC) or Commission Course (Short) CC(S)).

**Groupings**

**3.2.002.** Candidates are grouped into the following categories:

- a. Civilian candidates for Direct Entry (DE) as a Regular or Army Reserve officer (including graduates).
- b. Civilian candidates for Professionally Qualified Officer (PQO) and specialist officer roles as a Regular or Army Reserve officer. Information for civilian candidates who wish to join the Army as DE Professionally Qualified Officers (PQO) following completion of their undergraduate course and registration with the appropriate governing body are outlined in [Chapter 4](#).
- c. Under 18 civilian candidates for DE through the Defence 6<sup>th</sup> Form College or applicants for an Army Scholarship.
- d. All serving soldier candidates for DE.
- e. Officers from the Royal Navy, Royal Marines, Royal Air Force and Commonwealth Forces (Canada, New Zealand and Australia) for DE, unless exempt by the Army Employment Board (AEB).
- f. Army Internships.

**Process**

**3.2.003.** Candidates apply for a commission online and complete an initial registration of interest. The candidate is assigned a Unique Reference Number (URN) and allotted a Candidate Support Manager (CSM) in the National Recruiting Centre (NRC). The CSM's roles are to guide, support and administer the candidate through the application and selection process.

**3.2.004.** After satisfying initial eligibility criteria, including medical screening through an Online Medical Questionnaire (OMQ), the candidate attends a Senior Career Adviser's interview at an Army Careers Centre (ACC) which leads to the issue of a Recruiting Group Medical Declaration (RGMD) for completion by the candidate's GP, before attending a face-to-face medical at one of the 5 Assessment Centres, Belfast, Glencorse, Lichfield, Pirbright and Westbury.

**3.2.005.** Candidates are loaded onto the relevant Selection Board. Direct Entry (DE) candidates attend an AOSB Briefing, followed by an AOSB Main Board (MB). For PQO

and specialist boards this preparatory briefing forms part of the selection programme, after which they will attend a single AOSB Main Board (Short) (MB(S)). Candidates will be invited to attend up to two Officer Familiarisation Visits (OFV) to an Army unit that they may wish to join having passed their face-to-face medical at Public expense.

## Types of Boards

**3.2.006.** The following boards are run by AOSB:

a. **Main Board (MB).** Assesses both the mental and physical aptitude of candidates (of acceptable academic standard) and the requisite potential qualities of personality, cognitive and practical ability, and leadership to be able to complete officer training satisfactorily.

b. **Army Scholarship Board.** Assesses both the mental and physical aptitude of candidates (of acceptable academic standard) and the requisite potential qualities of personality, cognitive and practical ability, and leadership to be able to complete officer training satisfactorily, after development in their secondary and/or tertiary educational establishments. Army Scholars are, in addition, required to act in a manner that reflects the Army in an advantageous light: they must be ambassadors for the Army while at school and at university.

c. **Main Board (Short).** Assesses candidates for PQO appointments in the Royal Army Chaplains Department (RACHD), the Army Medical Services (AMS) and the Army Legal Services (ALS) for service either as a Regular or an Army Reserve officer. Also assesses candidates for Regular lateral entry and specialist officer roles within national and regional specialist Army Reserve units.

## Exemptions

**3.2.007.** Requests for exemptions from attendance at AOSB are to be submitted to Officers' Secretariat APC for AEB approval where, in exceptional circumstances, an exemption may be granted by an AOSB Transfer Board. Under these circumstances, candidates may be called forward to an interview or to attend AOSB Briefing, and also possibly an AOSB MB, as determined by a Transfer Board on initial review of the candidate's background and experience.

## AOSB Briefing

**3.2.008.** The aim of the AOSB Briefing, which last 24 hours, is to familiarise candidates with the testing procedures, to undertake psychometric tests and to ensure all candidates understand the nature of the selection activities and process to commence initial officer training. At the end of the Briefing candidates are advised whether:

- a. They are ready to go to the MB.
- b. They would benefit from some delay for further development.
- c. They are unlikely to benefit from further preparation and are unlikely to pass but may proceed to MB.

d. They are not considered suitable but may apply to the President AOSB for a waiver to continue to MB, citing their proposed development plan. If granted the waiver is only valid for one attempt at MB.

### **AOSB Main Board (Short) (MB(S))**

**3.2.009.** The MB(S) is a standalone event with no requirement to undertake Briefing first. It provides information to the ASB on the potential and trainability of candidates, which the ASB will take into consideration and can weigh against the candidate's professional qualifications and profile.

### **AOSB MB and Leadership Development Course (LDC)**

**3.2.010.** The MB lasts for 3½ days and, through a series of written, oral, practical and physical tests, the Board will assess a candidate's intellectual, practical, physical and leadership potential.

**3.2.011.** Results are posted to candidates on the final day of the board. CSMs receive a detailed report on all candidates, but specifically on those who fail, indicating their chances of success at a second attempt. Candidates are permitted 2 attempts at the Board but will be loaded to re-attend based on their previous performance and to allow time for development.

**3.2.012.** The Leadership Development Course (LDC) (Regular) is a structured 11-week course at The Royal Military Academy Sandhurst (RMAS). The course runs once each term (3 times a year), with a maximum loading of 48. LDC candidates are "Potential Officers" rather than "Officer Cadets" and are members of Slim's Coy. It is designed to optimise the potential of candidates for a Commission in the Regular Army and will develop those candidates who just fall short of the Sandhurst entry standard at the AOSB MB.

**3.2.013.** Individuals selected for LDC will be judged to have some potential to be an Army Officer and have displayed positive attributes that could be improved if given focused development. LDC candidates will be reassessed by the Sandhurst Entry Board, chaired by President AOSB, at the end of the course and will need to achieve the mandated Sandhurst entry standard before being allowed to progress to the CC. Any individual who has previously completed the LDC is not eligible to attend the LDC for a second time.

**3.2.014.** A candidate recommended for LDC must attend one of the next two LDCs at RMAS. If these conditions cannot be met, candidates who wish to pursue their application for a Commission must attend AOSB MB to be reassessed.

### **Scholarship Boards**

**3.2.015.** The Scholarship boards are exclusively for those pursuing this scheme. The boards last 3 days and include a briefing phase followed by a condensed version of the Main Board. Scholarship Boards are held at the end of the summer term in Year 12 (L6<sup>th</sup> Form). All candidates attend a full medical examination prior to the Board.

### **Transfer Boards**

**3.2.016.** A Transfer Board will consider applications to commission into the Regular Army or the Army Reserve from GYC, other Services and Commonwealth Armed Forces,



or to transfer from the Army Reserve, RAF Auxiliary, and the RN Reserves to the Regular Army. A Transfer Board is also required for those seeking DE to the Regular Commissioning Course who have previously attended a specialist board. The AEB has charged President AOSB to determine, through the Transfer Board process, what elements of selection and/or training such candidates may be exempt. President AOSB will take advice from SQEP individuals within ARITC Trg Ops and Pers Pol(A) (Professional Development) regarding the level of training currency and competency demonstrated by applicants and seek a recommendation on training need.

a. **Inter-Board applicants.** The Board will consider applicants to change the commissioning career path of those who fall into one of the following categories:

- (1) Those who have been previously selected by an AOSB Board.
- (2) Those who have completed their initial officer training.
- (3) Those who are of substantive Captain rank (or equivalent) or below, unless Pers Pol (A) directs otherwise.
- (4) Those who have current or former service within the last 5 years. If a candidate has been out of service for more than six years they are to follow the normal recruitment process.
- (5) Applicants who fall outside the remit of the Transfer Board should apply for transfers to the relevant Career Management Branch.

b. **External applicants.** The Board will consider external applicants from other Services and Commonwealth Forces, with current or former service in the last 5 years (less than 6) at the equivalent rank of Captain or below, for direct appointment to a commission in the Regular Army or Army Reserve. Applicants must:

- (1) Have a capbadge sponsor.
- (2) Have been graded above the quality line by an ASB.

The Transfer Board will consider the intended capbadge and employment of the applicant.

### **AOSB results**

**3.2.017.** A list of results awarded by AOSB is at [Annex C](#).

### **AOSB pass validity**

**3.2.018.** The validity of an AOSB pass will be 5 years or age 30, whichever is earlier, with the exception of Army Scholars, Army Internships and DSFC students, whose award will remain valid for 6 years.

**3.2.019 – 3.2.050.** Reserved.

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**PART 1 – CHAPTER 3 – COMMISSIONS****SECTION 3 – INITIAL OFFICER TRAINING****Introduction**

**3.3.001.** All candidates for a commission undertake all or part of their initial officer training at The Royal Military Academy Sandhurst (RMAS). The basic knowledge acquired here will be supplemented by appropriate special-to-arm Initial Trade Training to equip them to become competent junior commanders in their Arm or Service. All personnel due to attend the AMS Entry Officer Course (EOC) should do so preferably straight out of Basic Training but must attend within 12 months of commissioning. Authority to undertake the EOC beyond the 12-month point should be directed to Corps Col AMS.

**3.3.002.** The RMAS training year is divided into 3 terms, each of 14 weeks, with a 3 or 4-week recess between each term. Terms commence in January, May and September each year.

**3.3.003.** An outline of the length and scope of the major courses for the Regular Army and Army Reserve are given in the following paragraphs.

**Attestation**

**3.3.004.** Officer Cadets are attested as follows:

a. **Regular Commissioning Course (Reg CC).**

(1) All those commencing the Reg CC are attested within the first 48 hours of arrival at RMAS as Officer Cadets on a Type S engagement and wear the RMAS capbadge.

(2) Soldier entrants continue to serve on their current engagement until they commission (see also [Chapter 3 Section 1](#)).

(3) All those holding an Army Reserve commission must resign their Army Reserve commission prior to entry to RMAS for the Reg CC and are then re-attested as officer cadets, as are all who have a Reserve General List Group A or Group B engagement (including members of the University Officers Training Corps (UOTC) or the Defence Technical Undergraduate Scheme (DTUS) through the University Support Unit.

b. **Army Reserves.** All those attending Army Reserve Commissioning Course now Commission Course (Short) (CC(S)) have been attested by their Army Reserve unit. This includes those from the UOTC.

c. **Professionally Qualified Officers (PQO) less AMS.** Attestation is not required at RMAS for PQOs as they are already commissioned officers, albeit on probation. Further details are with [Chapter 4](#).

**Commissioning Course (CC)**

**3.3.005.** The CC, for those seeking mainstream commissions, lasts for 3 terms covering a period of 42 working weeks. Cadets are also required to attend an adventurous training course during the recess after the first term and, during the recess at the end of the

second term to either organise, or take part in, an adventurous training expedition in the UK or abroad. There are 3 courses each year with a new intake forming up at the start of each term.

**3.3.006.** The course provides essential instruction in leadership, management, tactics, map reading, signals, skill-at-arms, drill, communication skills, administration and organisation. The first term is devoted to basic skills, with terms 2 and 3 progressively learning the skills of leadership.

### **Commissioning Course Short (CC(S))**

**3.3.007.** The modular CC(S) is the training vehicle for Army Interns, PQOs and all Army Reserves. The course consists of **up to 5 modules as described at paragraph 3.3.009**. The course is **mentally and physically demanding, and is** designed to develop military, leadership and tactical skills in line with Regular Army officers' training.

### **3.3.008. Training Requirements.**

- a. **Army Reserve.** DE Officers, including those with Probationary commissions, Reserve Potential Officers (Res PO) and University Officer Training Corps/Regiment (UOTC/OTR) OCdts attend Modules A to E. Specialist Reserve Officers and Reserve PQOs attend Modules A and an independent Module B. Reserve SROs and Reserve PQOs on transfer to Regular service or to the mainstream Army Reserve, will need to complete Modules B to E, with the exception of RACHD officers who are exempt Module E.
- b. **Regular Army.** Army Internship candidates and Regular PQO attend Modules A to E, with the exception of RACHD officers who are exempt Module E.

**3.3.009.** The first 2 modules are either broken up into 7 weekends with an Officer Training Corps or can be completed as consolidated packages at both UOTCs and RMAS. Modules are run back-to-back at RMAS allowing the completion in a single **8-week (Modules A to D) or 9-week (Modules A to E)** package, however modular training also allows for more flexibility and choice for some Reservist candidates with limited time available. Modules consist of:

- a. Module A – Foundation Skills (Weapon Handling, Drill, Navigation, BCD, 2-day Exercise).
- b. Module B – Tactical Command 1 (Tactical command (Orders and Estimate trg), LOAC, CIS, **and a 3-day Exercise**).
- c. Module C – Tactical Command 2 including confirmatory FTX and core practical leadership (Communication and Behavioural Science, War Studies, CLM, **and a 5-day confirmatory field Exercise**).
- d. Module D – Command Leadership Management including conceptual leadership aspects (C-IED, CBRN, Drill / Commissioning Parade, CLM, **and a 36hr Exercise**).
- e. Module E – Live firing up to **and including** ACMT.

**3.3.010.** Professionally qualified individuals and lateral entrants who are joining the Army for the first time attend a single **8-week (Modules A to D) or 9-week (Modules A to E)** package. The course caters for those receiving commissions in the RACHD, RAMC, AGC(ALS), RAVC, RADC, QARANC and Army **Internship**. It does not pertain to **Regular Medical Support Officers (MSOs)**, who attend the **Regular CC**. AMS PQOs commission upon completion of **Module D**

**3.3.011.** Module E is normally undertaken following Module D but must be completed within 1 Year of completing CC(S). Module E is for **Army Reserve Officers (less PQO and SROs)**, PQOs (**less RACHD**) and **Army Interns**. Lead First (LF) Officers do their **Initial Trade Training (ITT)** and range package whilst on their year of FTRS (FC(LF)). GYCs/**Interns** are required to do Module E as they do not complete **ITT** in the year they are attached to a Regular Unit whilst FTRS (FC(LF)) do. **Those Army Reserve Officers not utilising RMAS Module E must complete the range package in Fd Army within one year.**

**3.3.012.** Attendees on an S-Type engagement wear the Rank of Officer Cadet (**OCdt**) and the Royal Military Academy Sandhurst (RMAS) cap badge whilst on the CC(S).

**3.3.013.** There are 3 CC(S) courses a year normally in the spring, summer and autumn terms.

**3.3.014.** An individual is not permitted to commence Module C and/or Module D of CC(S) if due to commence a Regular Army Commissioning Course within the following 13 months. Applications for a waiver to this rule are to be submitted to ARITC (Trg Ops, Reserves).

### **Late Entry Officers Course (LEOC)**

**3.3.015.** Late Entry (LE) officers are selected by Arms Selection Boards (ASB). They are required to attend the LEOC within 18 months of commissioning. The course lasts 4 weeks and there are now 9 courses a year. The aim of the course is to prepare LE Officers for their first Capt appointment.

### **Senior Soldier Entry Captains' Course (SSECC)**

**3.3.016.** Army Reserve Senior Soldier Entry Captains' Course is designed for Army Reserve Senior Soldier Entry officers; it is a 5 day course.

**3.3.017 – 3.3.050.** Reserved.

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**PART 1 – CHAPTER 3 – COMMISSIONS****SECTION 4 – COMMISSIONS FOR SERVING SOLDIERS UNDER 30 YEARS OF AGE****Eligible Arms**

**3.4.001.** Suitable serving Regular soldiers may be granted up to a 12-year Short Service Commission (SSC) for pension earning service in the H Cav, RAC, RA, RE, R Signals, Inf, AAC, RLC, RAMC (Medical Support Officer), REME, Int Corps, AGC(SPS), AGC(Pro), AGC(ETS).

**Age**

**3.4.002.** Serving soldiers who apply for a commission must normally be under the age of 30 on entry into RMAS. An age limit waiver for AOSB and RMAS attendance may only be authorised by Pers Pol(A).

**Application procedure**

**3.4.003.** Applications are to be submitted to the NRC in accordance with [Chapter 1 Section 4](#), via [army.mod.uk/what-we-offer](http://army.mod.uk/what-we-offer) who will subsequently allocate a Candidate Support Manager (CSM). If an applicant has been provisionally accepted by an RAC or infantry regiment before their application is submitted, they are to say so. The applicant's CO is to give their recommendation on a [AF B227](#) on the Arm or Service for which they considers the applicant suitable, completed [AF B227](#) are to be submitted to the allocated CSM in time for attendance at AOSB Main Board. It is not required for AOSB Briefing. Procedures for AAC are covered in [Chapter 3 Section 8](#) and applications for the RAMC (Medical Support Officer) should be processed through HQ AMS.

**Educational entry standard**

**3.4.004.** The required educational entry standards are given in [Annex I](#).

**Medical standard**

**3.4.005.** Serving applicants will not normally be accepted for commissions if below the normal RMAS entry standard as given in the [AGAI 78](#). However, applicants assessed below the standard required may be selected for another Arm or Service of their choice where a lower medical standard is acceptable, subject to the approval of the Army Employment Board (AEB).

**Attendance at the Army Officer Selection Board (AOSB) and RMAS**

**3.4.006.** All applicants will initially attend an AOSB Briefing, valid for 5 years. Most of those that pass will attend a Potential Officer Development Programme ([PODP](#)) before returning to the AOSB Main Board, although some may be permitted to proceed directly to the Main Board. The PODP is 12 weeks long and run at the Army School of Education at Worthy Down. The programme includes academic, physical and personal development, designed to give serving soldiers an equal chance of success at AOSB Main Board. The following categories highlight the routes to be taken:

- a. **CAT 1.** Soldier passed the AOSB Briefing will continue onto AOSB Main Board.
- b. **CAT 2 (PODP).** Soldier passed the AOSB briefing but must attend the PODP.

- c. **CAT 3.** This is a risk pass at AOSB Briefing and significant development is required before continuing onto AOSB Main Board. The soldier does not attend the PODP.
- d. **CAT 4.** This is not a pass at AOSB Briefing and the soldier is not eligible to attend AOSB Main Board. This decision can be appealed through the soldier's CSM at the NRC. The final decision is made by the President of AOSB at Westbury.

### Terms of service

**3.4.007. Active List Service.** DE officers commissioning from RMAS up to and including 31 Dec 22 will commission directly on to a 12-year SSC. From 1 Jan 23, DE officers will pass through an incrementally progressive SSC, with an initial commission directly on to a 6-year SSC. All commissions will be for an initial period on the active list of 3 years post-commissioning or the balance of their SSC commission for which the applicant is committed to serve with the colours.

**3.4.008. Extensions.** The rules for extensions are contained in [Chapter 1 Section 2, Para 1.2.009](#). If required applications are to be made using [Appendix 1 to Annex H](#).

### **3.4.009. Rank, promotion and pay.**

- a. Successful applicants will be appointed to a SSC in the rank of 2Lt and will be eligible for antedate and promotion in accordance with [PAW 20](#).
- b. Whilst serving on an SSC there will be no substantive promotion beyond the rank of Capt apart from Chaplains and doctors, but officers will be eligible for paid acting higher rank or substitution pay under current rules.
- c. Pay is at the main scale rates shown in the relevant sections of [JSP 754](#).

**3.4.010. Reserve service.** On completion of the active list period of their commissions, officers will complete the balance of service, (up to 6 years whichever is shorter) in the Regular Army Reserve of Officers (RARO) Class 1. Those who have no reserve liability (i.e. they have been permitted to serve the full period on the Active List) and transfer to the Retired List may apply to become a voluntary member of RARO. Further details are contained in the [PAW 20](#) and The [Reserve Land Forces Regulations 2016](#).

**3.4.011. Premature termination of service.** Ex-soldiers withdrawing from the CC will normally be returned to their parent unit to serve out any residual commitment of their soldier engagement or they may give Notice To Terminate (early release). Once commissioned, officers are not normally permitted to relinquish their commission, or to terminate full time service, before completion of their initial commitment of 3 years. [Part 1 Chapter 7](#) refers.

**3.4.012. Eligibility for appointment to a Late Entry (LE) commission.** Officers appointed to a SSC under the terms of this Section will not be eligible for consideration for an LE commission.

**3.4.013. Conversion from SSC to an Intermediate Regular Commission (IRC).** The authority to convert SSC officers to an IRC is vested in Arms Selection Boards (ASBs) as defined in [Annex E](#). A summary of the requirements for such conversions is at [Annex K](#).



**3.4.014.** Details on conversion from SSC to Reg C are within [Chapter 6](#).

**3.4.015 – 3.4.050.** Reserved.

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**PART 1 – CHAPTER 3 – COMMISSIONS****SECTION 5 – LATE ENTRY (LE) OFFICER COMMISSIONS****Introduction**

**3.5.001.** Late Entry officers are soldiers commissioned from the ranks through the Late Entry Officer process who have served a minimum of 9 years' reckonable service from age 21 or from the date of enlistment, whichever is later.

**Eligibility**

**3.5.002.** Suitable Regular Warrant Officers (WOs) and Senior Non-Commissioned Officers (SNCOs) may apply for a LE commission in the H Cav/RAC, RA, RE, R SIGNALS, Inf, ██████████ AAC (see [Chapter 3 Section 8](#)), RLC, RAMC, REME, AGC(SPS), AGC(RMP), AGC(ETS), RAVC, SASC, RADC, Int Corps, RAPTC, QARANC<sup>3</sup> and RCAM.

**Commissioning from other Services**

**3.5.003.** Candidates from the other Services are eligible to be considered for LE commissioning. If the SP is selected for commission, they are to initiate the normal transfer process from their current Service to the Army as a soldier as described in the Regular Army Transfer Policy in Chapter 6.

**3.5.004.** To transfer from their current Service to the Army Arm or Service, the process in the Business Progress Guide (BPG) [Transfers Between Services](#) should be followed and a [JPAC L001](#) used to enact the transfer between the other Service and the Army.

**3.5.005.** If a transferee subsequently has their selection for an LE Commission withdrawn then they will remain with the Army. CMs will be responsible for making alternative arrangements for such personnel where possible. If this is not possible, administrative discharge may need to be considered under [QR\(Army\)](#), para 9.414: Services no longer required.

**3.5.006.** On completion of the transfer, the CM branch will undertake appropriate action to commission the SP following the normal process. Further guidance can be sought from SO2 ToS, CM Pol, APC.

**Rank and Terms of Service**

**3.5.007.** All LE commissions are granted in the rank of Captain and are on Length of Service Terms of Service (LToS).

**3.5.008.** Successful SNCOs and all Allied Health Professionals (AHP) applicants will be granted a Short Service Commission (SSC) (LE) of six years. A SSC(LE) in the Brigade of Gurkhas, or to a QARANC within the AMS may also be granted for structural reasons, although ASBs have the ability to grant IRC(LE) if it deemed more appropriate.

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<sup>3</sup> Those commissioning from NOR to NO are to remain on the Nurse Basic Pay Spine.

**3.5.009.** Warrant Officers (WOs) will normally, unless specified below, be granted an Intermediate Regular Commission (Late Entry) (IRC(LE)) within the calendar year for a fixed duration of 10 years.

a. Occasionally ASB, confirmed by the AEB, may withhold this for individuals and authorise shorter periods of commissioned service and offer an initial SSC(LE) based on structural requirements, the employability and/or grading of the individual.

b. Varying lengths of service between 6 and 10 years can also be granted by WF Pol(A) for candidates who do not have the residual service to complete the full 10-year period. The decision criteria for granting a commission of a non-standard length would be service needs set against structural space. Bespoke ToS letters will be issued by WF Pol(A) each time this measure is utilised.

**3.5.010.** Subject to WF Plans providing quota authorisation, officers serving on a SSC(LE) are entitled if eligible for consideration for an Intermediate Regular Commission (Late Entry) (IRC(LE)) and in turn a Reg C(LE). Conversion of commissions will normally be granted in the Arm or Service in which they are currently serving. The selection criteria for conversion of commission are laid down in Chapter 6 Section 2 and should be read in conjunction with the promotion rules and criteria in [Chapter 5](#).

### Deferred Commissions

**3.5.011.** WO1s selected for an LE commission whose assignment into a commission post is deferred, in order to fill a prestigious normally second tour WO1 appointment, will be granted an IRC(LE) from the date of taking up the appointment, but will wear the rank of 'apparent' WO1 for their tenure. This will be subject to approval by the ASB and confirmation by the AEB. Cases are to be submitted for AEB approval well in advance of the officer taking up the WO1 appointment. For promotion purposes their seniority date will be considered from the date of taking up the appointment / commissioning.

### Financial Considerations

**3.5.012.** All applicants are recommended to seek advice on the financial implications on pay and pensions **prior** to their application for commissioning. All applicants are to note that LE Officers in the rank of OF2 do not receive a full Officer Commissioned From the Ranks (OCFR) pension until they have completed 5 years commissioned service; this applies to LE Officers on AFPS 75, AFPS75/05, and AFPS 75/15. For further advice on pension implications, including the likelihood of breaching Annual Allowance limits, individuals are to contact either their HR administrator, the DBS Enquiry Centre or the Forces Pension Society.

### General Rules

**3.5.013.** Arms and Services have different eligibility rules. Before completing an application ([AFB 7221 \(Rev 02/22\)](#)) refer to Part 1 Chapter 3 Section 6, applicants should familiarise themselves with these regulations and the combined Arm and Service instruction (the annual DIN), which may restrict eligibility.

**3.5.014.** Those applying for a LE commission should note that no soldier has the right to extend their engagement to enable them to apply. Soldiers should therefore apply for a commission no later than the financial year before their engagement ends.

**3.5.015.** Before applying, soldiers are advised to check the LE career rules for eligibility for promotion and conversion of commissions to ensure they are fully aware of any career limitations due to the amount of soldier service already undertaken. This is particularly important for soldiers who have completed more than 22 years who are on continuance or on a Versatile Engagement (VEng).

**3.5.016. Age requirements.** There is no upper age limiter for initial LE commissioning other than the requirement to have enough service remaining to complete a 6-year SSC(LE) before reaching 34 years' reckonable service from the age of 21, however the AEB may authorise shorter periods of commissioned service, minimum of 3 years, for service needs as directed by Pers Pol(A).

**3.5.017. Medical Standards.** The minimum medical standard for LE Commissioning is normally medically fully deployable (MFD), however, SP who are not MFD will be considered by the Army Employment Board (AEB) post selection, and commissioning will be subject to AEB approval. [AGAI 78](#) refers.

**3.5.018. Physical Employment Standard (PES).** All applicants will be expected to achieve the PES for the Arm/Service which they are applying to. Applicants need to consider this prior to application and seek further guidance, if required, from the relevant Arm /Service HQ.

**3.5.019. Education Standards.** The minimum standards required for a LE commission is CLM Part 3/ALDP for current rank and Literacy & Numeracy Level 2. Evidence must be uploaded onto JPA prior to 31 May of the year of application. Failure to complete this will result in the candidate being unsuccessful at the pre- filter. Some Arms and Services also require equivalent or higher educational qualifications; these are laid down in individual Arm or Service instructions and within [Annex I](#).

**3.5.020.** Post commission training requirements are at [Part 1 Chapter 3 Section 7](#).

**3.5.021 – 3.5.050.** Reserved.

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**PART 1 – CHAPTER 3 – COMMISSIONS****SECTION 6 – LATE ENTRY OFFICER SELECTION****Application and Selection Process**

**3.6.001.** The process follows an annual cycle and is conducted in three main phases: the application process, the **Senior Soldier Entry Assessment (SSEA)** and the Arms Selection Boards (ASB). Arms and Services may wish to modify the sequence of the initial stages to meet their particular needs. Where this is necessary, they are to promulgate this requirement separately. The general administrative stages for the grant of a LE commission are given below:

- a. **Complete an application on the [Digital Transfers platform](#) on the Defence Gateway or an [AFB 7221 \(Rev 02/22\)](#)<sup>4</sup> where there is no access to the Digital Transfers platform.**
- b. Pre-selection procedures.
- c. Completion of [AFB 225B \(Rev 02/22\)](#) (Interview Report on a Senior Soldier Candidate Recommended for Commissioned Service). An interview is to be conducted for each capbadge a candidate has applied for. Interviews should not take place before filter boards. Capbadge interviews should be completed in accordance with Arm and Service instructions or as directed by respective Corps Colonels. The output of the interview is to be captured on an [AFB 225B \(Rev 02/22\)](#). All Comd SM recommendations are to be made within the Performance and Potential narrative of the candidate's SJAR. This will be the primary evidence used on selecting Comd SM by MS5. **Completed AFB 225B (Rev 02/22) are to be loaded to the Digital Transfers platform.**
- d. Army Officer Selection Board (Senior Soldier Entry).
- e. Arms Selection Boards (ASB).
- f. Post-ASB procedure.

**Completion and disposal of [AFB 7221 \(Rev 02/22\)](#)**

**3.6.002.** Applications for an LE commission are made on the [Digital Transfers platform](#) on the Defence Gateway or an [AFB 7221 \(Rev 02/22\)](#) where there is no access to the Digital Transfers platform. Applicants who have received an unqualified recommendation for an LE commission in their latest Annual Report (AR) and are in the substantive rank that cap badges select from may **apply** for a LE commission. Before **applying** they are advised to read the combined Arm or Service instruction as well as the rules contained in this Section.

**3.6.003.** An applicant's completed Digital Transfer platform application must be received by the applicant's current CM by the deadline as published in an annual LE/SSE commissioning DIN. Once the current CM review has been completed, applications will be workflowed to the relevant future CM(s).

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<sup>4</sup> Paper copies of AFB7221 are to be submitted to [apc-cmpol-digitaltransfers@mod.gov.uk](mailto:apc-cmpol-digitaltransfers@mod.gov.uk), who will process the application via the Digital Transfers platform.

**3.6.004.** A candidate can submit an application to commission for up to 3 different Arms or Service which are to be annotated on Digital Transfer application (or the [AFB 7221 \(Rev 02/22\)](#)), listing them in order of preference. Candidates may request to change their order of preference in writing, to be received and confirmed by a date to be published within the annual LE/SSE commissioning DIN, however thereafter the candidates should note that the first choice of cap badge is the *default choice* if an applicant is successful at different ASBs. CMs are to ensure any changes to preferences are advertised to all CMs concerned. Upon completion the application is to be **workflowed**/submitted to the SP's current Career Manager regardless of the Arm or Service(s) they are applying to.

**3.6.005.** The losing CM should state whether they have any objections to the LE commission, which could include a Trg RoS. Where there is an objection, the award of a commission should be subject to AEB endorsement to manage the expectations of the applicant. On receipt, these will be distributed to the appropriate APC Career Manager. The gaining CM should seek advice from the potential losing CM immediately upon receipt of the application.

**3.6.006.** When candidates are considering applying for a commission in another Arm or Service, they are advised to seek counselling by an officer, not below the rank of Maj, of their own Arm or Service beforehand, especially if they are serving outside their parent Arm or Service. They should be aware that such applications may be deferred or rejected on workforce planning grounds particularly if:

- a. They have considerable potential for a commission in their own Arm or Service.
- b. They are serving out a Training Return of Service (Trg RoS) restriction as a result of attendance on a sponsored course.
- c. Structural deficiencies exist.

**3.6.007.** Where such objections are raised, the parent CM Branch is to adopt the following procedure:

- a. Refer the full details of the case to Pers Pol (A) for a ruling. Should the objection be upheld the application may be deferred for a maximum of 2 years or, in the event of a Trg RoS case, until the Trg RoS is completed.
- b. Should the parent CM Branch subsequently request a further deferment, the case is to be put before the AEB for a ruling. The likelihood of the applicant being selected for a commission in their own Arm or Service, within the selection period from 1 Apr in the year of offer by another Arm or Service, should be established prior to the AEB.

### **Pre-selection procedures**

**3.6.008.** Arms and Services are to carry out pre-selection filtering to ensure that applicants are eligible for a commission. Applicants are to be filtered out when they:

- a. Have not received an unqualified recommendation from their CO and 2nd or 3rd reporting officer in their latest AR and be in the substantive rank of the receiving capbadge at the point the filter for commission is conducted.
- b. Are not eligible as outlined in paragraphs [3.5.013 to 3.5.019](#).



- c. Have not achieved the standard in their last 5 ARs as set by the Head of the Arm or Service concerned.
- d. Are to be withheld on workforce planning grounds with the approval of Pers Pol (A) in accordance with [3.6.004 to 3.6.007](#).
- e. Personnel serving on continuance are eligible to apply for a commission, as long as they are still serving at the start of the commission year (1 Apr).
- f. Due to limited capacity at **SSEA**, some cap badges may filter candidates by means of a boarding process. This boarding activity must be compliant with the CM Boarding Manual (BM) and ensure a minimum 3:1 (candidate to commissioning quota) ratio is achieved if possible, for consideration at the **SSEA**.

**3.6.009.** Part of the pre-selection process is also to ensure that anything recorded in an applicant's personal file (e.g. disciplinary offences (less spent convictions) or [AGAI 67](#) action) that may affect the outcome of the application is brought to the attention of the ASB.

#### **Completion of [AFB 225B \(Rev 02/22\)](#)**

**3.6.010.** On completion of the filtering procedure an [AFB 225B \(Rev 02/22\)](#) is to be initiated in accordance with Arms and Service instructions or as directed by respective Corps Colonels.

**3.6.011.** The purpose of the [AFB 225B \(Rev 02/22\)](#) is to inform members of the ASB of the potential that an applicant has for a commission in the Arm or Service that they have applied for. An interview should be conducted for each capbadge a candidate has applied for. Interviews should not take place before filter boards. Capbadge interviews should be completed in accordance with Arm and Service instructions or as directed by respective Corps Colonels. **Completed AFB 225B (Rev 02/22) forms are to be uploaded to the Digital Transfers platform.**

**3.6.012.** Guidance on completing capbadge interviews and resulting [AFB 225B \(Rev 02/22\)](#) is to be published within the annual LE/SSE commissioning DIN. Completed [AFB 225B \(Rev 02/22\)](#) must not be released to candidates until the promulgation of results.

#### **Senior Soldier Entry Assessment (SSEA)**

**3.6.013. Aim.** A central **SSEA** is conducted to enable Arms and Services to further assess the suitability of candidates for commissioning. Detail is to be published within the annual LE/SSE commissioning DIN.

**3.6.014. Content.** The **SSEA** consists of a variety of assessment activities which may include an interview, group discussions, essay writing (computer based, or handwritten), planning exercises and short notice presentations.

**3.6.015. Output.** An **SSEA** report will be written on each candidate assessing their performance throughout the **SSEA**. This report will be used as evidence at the ASB.

**3.6.016. Application to Multiple Cap Badges.** If a candidate has applied for a commission to multiple Arms & Services, their **SSEA** report will be made available to each cap badge as part of the evidence on the candidate's potential to be considered at each

ASB. In the case of a filter process being applied to manage numbers at an **SSEA**, cap badges who do not sponsor a candidate will not be able to later select them for a commission.

**3.6.017. Unavailability to attend the SSEA.** In exceptional cases a candidate may be considered by an ASB without attending the **SSEA**. This is only to be considered in extremis and with prior approval granted through WF Pol. In such cases the candidate is to be advised that the **SSEA** report is a key piece of evidence and that its absence may have a negative impact on their likelihood of selection. Exceptions will not be granted for unit engagements such as exercises.

### Arms Selection Boards (ASB)

**3.6.018.** ASBs are delegated to the APC by Pers Pol (A) and are to be conducted in accordance with the Boarding Manual. In order to conduct a ASB CM Branches are to ensure that the following documents are available to ASBs:

- a. Last 5 ARs.
- b. [AFB 225B \(Rev 02/22\)](#).
- c. **SSEA** report.
- d. Any documentation special to Arm or Service.
- e. The Secretary to the ASB is to bring to the attention of board members details of the applicant's Record of Service, including any unspent convictions.

### Post ASB procedure

**3.6.019.** Post-ASB procedures are as follows:

- a. **Multiple capbadge applicants.** The CM branch responsible for a candidate that has applied to multiple cap badges is responsible for confirming if the candidate has been successful or not with the relevant CM branches. In the event that the SP is successful with multiple cap badges, the SP's priority, as stated on the **Digital Transfer platform (or [AFB 7221 \(Rev 02/22\)](#) for those without access to the Digital Transfer platform)**, will determine the capbadge the SP will be offered a commission into, subject to needs of the service. This will be the only result that is promulgated.
- b. **Pers Pol (A) control.** CM Branches via Offrs Sec are to forward to Pers Pol (A) a copy of the following:
  - (1) Convening Order and Board Proceedings, including the original or fax of board members' signatures.
  - (2) Master Grading Sheets, listing all candidates and individual board members scores.
  - (3) Order of Merit table annotated with deferred candidates or non-MFD personnel.
  - (4) Pers Pol (A) is to confirm the board findings and authorise promulgation.

- c. **Authorisation of results.** Post ASB, APC CM Ops will conduct 2<sup>nd</sup> Party Assurance to objectively scrutinise the recommended selection of candidates at capbadge ASBs. CM branches will forward the results of the ASB to Pers Pol(A) through the Digital Transfers platform for ratification of the boards to ensure the board is policy compliant.
- d. **Promulgation.** Once authorised by Pers Pol(A) and assured by 2<sup>nd</sup> Party Assurance, lists of successful applicants will be obtained from the Digital Transfers platform by Offrs Sec in CM Ops, APC. Offrs Sec will publish the results stating that successful applicants are provisionally selected for a LE commission, subject to continued recommendation, a medical assessment and other administrative procedures.
- e. **Acceptance of Offer.** Successful candidates will be informed, by letter, of their new Terms of Service upon commission through the Digital Transfers platform. For candidates without Digital Transfers platform access, they must be informed and provided with the offer separately by the relevant future CM. Responses to the offer of the commission must be submitted within 4 weeks of the date of the letter, by accepting the offer on the Digital Transfers platform. For candidates without Digital Transfers platform access, they must complete and return the acceptance letter or confirm their refusal of the offer to [apc-cmpol-digitaltransfers@mod.gov.uk](mailto:apc-cmpol-digitaltransfers@mod.gov.uk) to have the offer accepted / refused by proxy on their behalf within the same timeframe. If responses are not returned by the due date, then the offer will be withdrawn and subsequently passed to a candidate from the Commissioning Reserve List.
- f. **Medical Boards.** CM Branches are to ensure applicants have had a PULHHEEMS assessment within 12 months of commissioning, and more recently if a significant incident has occurred.
- g. **Security Clearance.** CM Branches are to ensure that all officer candidates are cleared to at least SC as at 1 Apr of the commissioning year.

**3.6.020. Applicants that submit Notice To Terminate (NTT).** Applicants that submit their NTT at any point in the process are to continue through the commissioning process as normal unless they no longer meet the criteria. On promulgation of the results any successful applicants will have 30 days from the promulgation of the results to withdraw their NTT. Failure to do this will result in the withdrawal of the offer of commission and another candidate will be selected from the Reserve List.

**3.6.021. Reserve List.** Those placed below the commissioning line, but above the quality line could be considered for selection from the Reserve list at a later stage if a selected SP either withdraws from the process or is unable to be commissioned. Reserve list selection for commission is possible until 31 Dec subject to ratification by Pers Pol (A), and endorsement by the 2<sup>nd</sup> Party Assurance.

**3.6.022. Removal from the Selection field.** A candidate will be automatically removed from the selection field if:

- a. They leave the Service, for any reason, prior to the start of the commissioning year - 1 Apr.
- b. SP do not have sufficient residual service on application to ensure they are serving at the start of the commissioning year.

- c. They cease to be recommended for a LE Commission in their current SJAR, or a Significant Change report is raised, [JSP 757, Part 2, Vol 2](#): Chap 2, Para 17a refers.
- d. They withdraw their application in writing to their current APC Career Manager. This will be treated as a withdrawal from the specific capbadge stated in this correspondence.
- e. Once a withdrawal has been accepted, the applicant cannot reverse this decision. Applicants cannot withdraw their application after the CAB process has begun.
- f. If a candidate becomes the subject of either Service or civilian proceedings in relation to a criminal offence or offence contrary to AFA 06, or the subject of a MAA investigation, their commission will be deferred until such time as those proceedings have concluded. Authority for such deferrals lies with the AEB.

### Terms of Service

**3.6.023. SSC(LE).** Applicants appointed to a SSC(LE) will receive the following Terms of Service:

- a. The initial service on appointment will be for either:
  - (1) Six years commissioned service from the date of appointment. In exceptional circumstances Pers Pol (A) are empowered to grant SSC (LE) of between 3 and 6 years without recourse to the AEB.
  - (2) Or such longer period of commissioned service which, together with all previous soldier service (over the age of 18), will give them the full 20 years' service or more and reach 40 years of age, whichever is the latter that would have been reckonable for a soldier's pension.
- b. In cases when soldiers have earned reckonable service from service with the RN, RM, or RAF the commissioned service provided by subparagraph 3.6.023a(2), should be taken into account.
- c. No guarantee of an extension at the end of the periods laid down in subparagraph 3.6.023a(2) can be given initially. Any extension of service beyond the initial length of service may be granted for service reasons only, on the authority of Pers Pol (A) who will question what foreseeable employment is recommended for the officer and why conversion to IRC(LE) has been denied. Such extensions will normally be for whole years up to a maximum of 5 years or whichever is the earlier, up to a maximum of 29 years' reckonable service (from age 21 or date of enlistment, whichever is the later).
- d. Applicants may apply for such extensions by completing [Appendix 1 to Annex H](#) to these regulations; a copy of which is to be retained in the officer's P file. CM Branches requesting SSC(LE) extensions are to present a supporting case to Pers Pol (A) for consideration.

- e. Once eligible in accordance with [Part 1 Chapter 6 Section 2](#) officers will automatically be boarded for consideration for a conversion to an IRC(LE) under the Board and Offer process.
- f. Special note should be made that those granted a SSC(LE) in an Arm or Service, other than their own, normally forego the right to be considered for an IRC(LE) in their former Arm or Service.

**3.6.024. IRC(LE).** Applicants appointed to an IRC(LE) will receive the following Terms of Service:

- a. The grant of an IRC(LE) provides the balance of 10 years commissioned service up to a maximum of 34 years' reckonable service from age 21 or from date of regular enlistment if later, up to a maximum age of 60.
- b. **Extensions.** In exceptional circumstances, extensions of service beyond IRC(LE) may be considered under the authority of Pers Pol (A) for Service Reasons only. Extensions to an IRC(LE) for Substantive qualifying rank for pension reasons will not normally be supported. Such extensions will normally be for 2 or 3 whole years initially, up to a maximum of 5 years. Pers Pol (A) will question what foreseeable employment is recommended for the officer and why conversion to Reg C (LE) has been denied.
- c. **Applications for extensions.** Applicants may apply for such extensions by completing [Appendix 1 to Annex H](#) to these regulations; a copy of which is to be retained in the officer's P file. CM Branches requesting IRC(LE) extensions are to present a supporting case to Pers Pol (A) for consideration.
- d. **Rank on appointment.** Ex-SSC(LE) Capts will retain their existing seniority in their current substantive rank on appointment to an IRC(LE). WOs, and those WO1s delayed commissioning for service reasons, will be appointed as Capts.
- e. Once eligible in accordance with [Part 1 Chapter 6 Section 2](#) officers will automatically be boarded for consideration for a conversion to a Reg C(LE) under the Board and Offer process.

**3.6.025. Reg C (LE).** The grant of a Reg C(LE) to IRC(LE) officers provides for service up to 34 years' reckonable service (RS) from age 21 or date of enlistment, whichever is later, up to a maximum age of 60. Eligibility rules are contained in [Part 1 Chapter 6 Section 2](#). Officers will retain their existing seniority in their current substantive rank on appointment to a Reg C(LE).

**3.6.026.** All officers converting from SSC(LE) to IRC(LE) and IRC(LE) to Reg C(LE) should be selected and converted in the same calendar year. Conversion of Commission will be effective from the date of official promulgation of selection by APC.

### Command Sergeant Majors

**3.6.027.** The following TACOS will be applied to Comd SMs selected from ASB 2020 onwards. They will not automatically apply to those Comd SMs on the original 2015 / 2018 TACOS, however incumbent personnel will be administered by CM in the spirit of these revised TACOS ensuring parity across all cohorts. Specific detail for previous TACOS is within ACR 19 1<sup>st</sup> Edition.

**3.6.028.** Applicants provisionally selected for a LE commission can be employed in a Comd SM capacity, they will be employed wearing the rank of Comd SM and will be paid from the Officers Commissioned from the Ranks (OCFR) pay range and employed in a 2 Tier career model which incorporates 2\* and Corps SM appointments at Tier 1 and 3\* command appointments and the Army SM at Tier 2.

**3.6.029.** Initial Comd SM appointments will continue to be selected from the LE commission cohort of that year by the Arms and Service Boards (ASB) for E1 and by MS5 for E2. Selection will be linked to suitability for a 2\* Comd SM or E1 Corps SM post. Tier 2 Comd SM will be selected by the No 5 Bd for approval by the No 1 Bd from Comd SM in Tier 1.

**3.6.030.** Successful candidates will be awarded an IRC(LE) of 10 years up to 34 years reckonable service from age 21 or day of enlistment up to a maximum age of 60, whichever is sooner.

**3.6.031.** Selected Comd SMs will serve 2 years in a prestigious Tier 1 appointment thereafter having the option to compete for a further Comd SM appointment in a Tier 2 post or transitioning to the traditional LE pathway where they will be employed at Regimental Duties, or in a staff appointment as a LE Officer where opportunities remain for promotion alongside their peers.

**3.6.032.** Those selected from Tier 1 for a Tier 2 appointment will, after attending the United States Army Sergeants Major Academy (USASMA) Sergeant Major Course, serve a further 2 to 3 years in this role. Comd SM transitioning post Tier 2 will initially undertake ICSC(L) for employment in IG2 staff appointments.

**3.6.033.** Whilst engaged and remunerated as LE Captains, until the point of transition to commissioned employment, the Comd SM career pathway remains distinct from their peers appointed directly to an LE commission. Although commissioned, Comd SM are senior soldiers and will be afforded the corresponding status and respect.

**3.6.034.** Although an LE Officer, a soldier's rank is worn, demonstrative of the status as the Other Ranks representative for senior commanders. They are to be part of the Warrant Officers' and Sergeants' Mess, will pay the correct compliments to all commissioned officers and be every part the senior soldier.

## Rank and Promotion

**3.6.035.** Successful applicants will be commissioned in the rank of Capt within **the LE commissioning year which runs 1 Apr to 31 Dec. Those** selected for Comd SM appointments will wear the emblem of Comd SM. Officers awarded an SSC(LE) must convert to an IRC(LE) before becoming eligible for any further substantive promotion.

- a. **Promotion to Major.** Rules for further promotion up to the substantive rank of Maj, the rank ceiling for IRC(LE), are contained in [Chapter 5 Section 3](#).
- b. **Promotion to Lt Col.** Rules for further promotion up to the substantive rank of Lt Col are contained in [Chapter 5 Section 4](#).
- c. Rules for promotion and the procedures for the grant of acting rank or substitution pay are contained in [Chapter 5 Section 10](#) and [JSP 754](#).

## Pay

**3.6.036.** Pay in the rank of Capt is on the extended scales set out in [JSP 754](#) Chap 5, Sect 3. Applicants are recommended to seek advice on the financial implications on pay and pensions prior to application for commissioning and should note that LE Officers in the rank of OF2 do not receive a full Officer Commissioned From the Ranks (OCFR) pension under AFPS75 until they have completed 5 years commissioned service. For further advice on pension implications, including the likelihood of breaching Annual Allowance limits, individuals are to contact either their HR administrator, the DBS Enquiry Centre or the Forces Pension Society. On promotion to Maj, officers are assimilated to the main scale rates of pay under the rules prescribed in [JSP 754](#).

## Reporting for Duty

**3.6.037.** When newly commissioned officers report for duty the unit is to forward to the appropriate CM Branch the MOD Form 134 (Official Secrets Act Declaration).

## Transfer Limitations Post Commissioning

**3.6.038.** The transfer of an officer, apart from AAC officers deemed unsuitable as pilots, between different Arms and Services within 3 years of commissioning and LE officers who have transferred onto DE ToS are to be staffed to AEB through Offrs Sec and are to include a statement from both the losing and receiving CM branches. Para [6.2.016](#) refers.

## Conversion to DE Terms of Service

**3.6.039.** Exceptional LE officers (and exceptional SNCOs and WOs on commissioning) may apply for conversion to DE ToS under the terms of at para [6.2.010-6.2.015](#) and will normally be granted an IRC. Applicants should apply by using [Appendix 3 to Annex H](#). Once converted they follow all of the rules for education and promotion, and attendance on ICSC(L) will be in line with DE Officer ToS following selection for promotion to Major.

## Transfer to the Reserves

**3.6.040.** Candidates may be considered for a Senior Soldiers Entry commissioning in the Army Reserve if they were graded above the quality line for a Regular LE Commission at an Arms Selection Board within 12 months of an application.<sup>5</sup> They must be seeking a commission in the Army Reserve within the same Arm and Service for which they were previously selected and continue to be recommended for a commission in their latest current annual report. They will be required to undertake further professional development upon commissioning. Refer to [Part 2 Chapter 2 Section 6](#).

## Retirement

**3.6.041. Retired Pay.** Newly appointed SSC(LE) officers will be eligible for officers' retired pay and a terminal grant under the rules and rates prescribed in either [The Army Pensions Warrant 1977](#), [Armed Forces Pension Scheme 1975](#), [Armed Forces Pension Scheme 2005 – JSP 764](#) or [Armed Forces Pension Scheme 2015](#) whichever scheme or combination of schemes applies to the individual.

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<sup>5</sup> They must be selected off the main board or the Reserve list. If above the quality line but below the quota line they *are able to apply* to transfer to the Army Reserve as an officer without attending AOSB / SSE selection in line with the eligibility stipulations.

**3.6.042 – 3.6.050.** Reserved.



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**PART 1 – CHAPTER 3 – COMMISSIONS****SECTION 7 – LATE ENTRY (LE) OFFICER TRAINING****Attendance at AOSB and RMAS**

**3.7.001.** Those appointed to a commission under LE officers ToS are not required to attend either AOSB at Westbury or the RMAS Commissioning Course (CC).

**Special to Arm further training**

**3.7.002.** When newly commissioned SSC(LE)/IRC(LE) officers are required to undertake initial Special to Arm training, such training is to be arranged by the Arm or Service concerned, note [Annex I](#) para 10 for AGC(ETS). Officers commissioned into the Army Medical Services (AMS) are required to attend the AMS Entry Officers Course (EOC) within 12 months of commissioning. Authority to undertake EOC beyond the 12-month point should be directed to Corps Col AMS.

**Attendance on the Late Entry Officer Course (LEOC)**

**3.7.003.** All newly commissioned officers are **mandated** to attend the LEOC, within the first 18 months of commissioning. Candidates are to be loaded onto the course through their new APC Career Manager (post-commission). Where this requirement cannot be met, CM Branches are to seek authority for a delay from Pers Pol(A) (**SO2 Offrs, Prof Dev**).

**3.7.004.** **LEOC** is a mandatory requirement for **conversion from SSC(LE) to IRC(LE)**, promotion to Major, and appointment to the acting rank of Major.

**Late Entrant Officer Professional Development (PD)**

**3.7.005.** Upon commission, **LE** officers have the following opportunities to further develop for the future, and on some occasions, qualify for accelerated promotion:

- a. **Military Knowledge Junior Officer Tactical Awareness Course (MK JOTAC).** **MK JOTAC** is to be completed by all LE officers prior to attendance on LEOC. Officers **must** gain a summative assessment pass in the 6 months prior to attending JOTAC or LEOC. Passes achieved outside this 6-month window will not be acceptable.
- b. **Military Analysis (MA).** The MA programme is mandatory education for those officers on LE ToS 2010 who aspire to promote to Maj or who wish to be selected for ICSC(L). MA modules must be completed prior to the closure of the **Number 5 (No5)** Board Beige List (BeL) and ICSC(L) filtering process. LE officers serving on LE ToS 2010 are required to attend 1 of the 2 MA modules to be eligible for BeL consideration. LEOC attendance will be credited as a single MA module.
- c. Officers who transferred onto LE ToS 2010 are not required to complete the MA programme to be eligible for promotion or ICSC(L) selection; these officers may, however, attend MA modules for their wider education if there are places available. Once selected for ICSC(L), all officers must have completed at least 1 MA module, irrespective of their ToS and LEOC experience.

- d. **ICSC(L)**. LE officers will be selected for ICSC(L) by the No5 Board. The strongest LE officers will be eligible for Early Attendance (**ICSC(L) EA**) selection in YoS3, after 2 annual reports, for attendance in YoS4, and/or in YoS4, after 3 annual reports, for attendance in YoS5<sup>6</sup> **with suitable recommendations**. The final opportunity for ICSC(L) EA selection will be in YoS5, after 4 annual reports, for attendance in YoS6, but will be subject to elevated reporting criteria.
- e. LE officers selected in YoS3 to YoS5 for attendance at ICSC(L) in YoS4 to YoS6 will attend as Acting Maj and only substantiate on successful completion thereby accelerating their promotion by up to 2 years.
- f. **All LEToS10/LEToS10(T) officers, both substantive Capt and Maj, will continue to be eligible for ICSC(L) until their Engagement Expiry Date (EED) minus 3 (EED-3).<sup>7</sup> LEToS06 officers become eligible for ICSC(L) coincidental with selection for promotion to Maj and remain in zone for three further consecutive opportunities only.**
- g. **MK ICSC(L)**. MK ICSC(L) is mandated pre-course learning for those selected to attend ICSC(L) only.

### Late Entrant Officers Transferring to DE ToS Professional Development (**PD**)

**3.7.006. Initial commission to DE ToS.** All applicants successfully selected for converting to DE ToS at point of commission will compete alongside their DE peer group for promotion to Maj, upon which ICSC(L) becomes mandatory. They may first become eligible for ICSC(L) from YoS5 for attendance in YoS6 subject to gaining the appropriate recommendations.

**3.7.007. Conversion to DE ToS.** All applicants successfully selected for converting from LE ToS to DE ToS after commissioning will compete alongside their DE peer group for promotion to Maj, upon which ICSC(L) becomes mandatory, subject to gaining the appropriate recommendations.

**3.7.008. PD.** All those selected for DE ToS are to complete DE officer PD modules prior to the closure of the No5 Board BeL and ICSC(L) filtering process. Any LE officer selected for DE ToS who has attended the LEOC will be exempt JOTAC and 1 x MA module but must complete all other PD modules.

### Command Sergeant Majors (**Comd SM**) Professional Development

**3.7.009.** In addition to the education requirements mandated elsewhere in this section Comd SMs entering on to a Tier 2 pathway to assume an assignment in either a 3\* or 4\* appointment are required to complete the following additional training:

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<sup>6</sup> YoS1 is the year of commission. The following AR recommendations are required for ICSC(L) EA selection eligibility in YoS3 to YoS5. These officers must be graded by the 1RO as 'High' for promotion 1 Rank Up and graded by the 2RO as 'Yes' for promotion 2 Ranks Up, accompanied by a 'High/Excp' recommendation for ICSC(L) in the Staff Training section of the appraisal. The appraisal must also include 3RO potential narrative to endorse these recommendations.

<sup>7</sup> EED-3 relates to the calendar year in which ICSC(L) Cse A starts. For example, an LE officer with an EED in 2027 will have their last opportunity to be selected for ICSC(L) from BeL24 (boarding Nov 23) for attendance on ICSC(L) in Sep 24 or Jan 25. This allows for 1 year for ICSC(L) training and up to 2 years employment before exit from service. LE officers on an extension of service may be considered, those on continuance cannot.

a. **United States Army Sergeants Major Academy Course (USASMA).**

Attendance on the US Command SM course at USASMA is essential and must be completed prior to appointment into a Tier 2 Comd SM post.

b. **ICSC(L).** Comd SMs who have been selected for a Tier 2 post must attend ICSC(L) after employment as a Comd SM prior to completing an IG2 appointment. **MK ICSC(L) is mandated pre-course learning. Completion of MK ICSC(L) is recommended.** Attendance on ICSC(L) will be as acting **Maj** for substantive rank to be awarded upon completion. **Recommendation for promotion and ICSC(L) attendance are required.**

**3.7.010 – 050.** Reserved.

**PART 1 – CHAPTER 3 – COMMISSIONS****SECTION 8 – COMMISSIONS IN THE ARMY AIR CORPS****Eligibility for commissions in the AAC**

**3.8.001.** The general requirements for pilot and non-pilot commissions in the Army Air Corps (AAC) are given below:

- a. **DE SSC.** To be eligible for a DE commission in the AAC applicants must meet the normal requirements of an SSC (see [Chapter 1 Section 3](#)).
- b. **DE SSC Pilot.** To be eligible for a DE commission in the AAC applicants must:
  - (1) Be able to start the Commissioning Course (CC) at the Royal Military Academy Sandhurst (RMAS) by their 30th birthday.
  - (2) Successfully complete aircrew aptitude testing.
  - (3) Meet required current medical standards for Army pilot selection.
  - (4) Successfully complete the Army Flying Grading Course (can be completed after the CC but commission in AAC dependant on success).
- c. **Late Entry (LE) commissions.**
  - (1) A limited number of vacancies exist for LE commissions in the AAC for both pilots and non-pilots. The normal rules for LE commissions ([Chapter 3 Section 5](#)) apply. In addition, the following criteria must be met:
    - (a) Candidates must have enough time to complete a 6-year SSC before reaching 34 years reckonable service from the age of 21, or age 60 (whichever is earlier).
    - (b) The most recent annual report (AR) in the substantive rank must have an unqualified recommendation for commissioning.
  - (2) The following are eligible to apply for LE commission within the AAC:
    - (a) **Pilot Commissions.** Serving Warrant Officers (WOs) of the AAC who are qualified as army pilots and have successfully attained aircraft commander status.
    - (b) **Non-Pilot Commissions.** Eligibility to apply will be published annually in a DIN. Aircrew may also apply for a ground commission on the understanding their commissions will be into non-flying appointments and as such will not attract Recruitment and Retention Payment (Flying) (RRP(F)) or future FRIs.

**Transfer of commission**

**3.8.002.** A limited number of vacancies exist for SSC, IRC and Reg C in the AAC for officers of all Arms and Services who are rotary wing pilot (ph) qualified. Transfers of

officers from the RN and RAF will be dealt with on a case-by-case basis in accordance with normal inter service transfer procedures (see [Chapter 6 Section 3](#)).

**3.8.003.** Officers who commence the (Army Pilots Course (APC)) from 1 Jan 16 will transfer to the AAC on completion of Conversion to Type (CTT). CTT is the successful completion of either Apache CTT, Wildcat CTT, Gazelle CTT, Bell 212 CTT, Dauphin N3 CTT or other courses as appropriate. Ahead of this, they are to complete an application to transfer as part of their application for pilot training – the primary method for transfer application is through the Digital Transfer app on the Defence Gateway.<sup>8</sup>

### Terms of service

**3.8.004. Flying training.** Candidates accepted for an SSC in the AAC who are not already qualified Army pilots are to attend an Army pilot's course. This may be preceded by an attachment to another Regiment or Corps, normally the RAC or Inf.

**3.8.005. RRP(F).** All qualified pilots will be entitled to RRP(F) at rates specified in [JSP 754](#).

**3.8.006.** Initial period on the Active List.

a. The initial period on the Active List for SSC pilot officers will normally be for 12 years, which includes a 6-year training return of service (Trg RoS) after qualifying as a pilot. As defined in [AGAI 43](#) Part 4 the completion of a Conversion to Type (CTT) course on a Front-Line platform type. The initial Trg RoS will be applied in accordance [JSP 750](#).

b. From 1 Jan 23, the initial period on the Active List for SSC ground crew officers will normally be for 6 years, with the ability to extend to firstly 9 years then 12 years. Those commissioned on or before 31 Dec 22 will be granted a 12-year initial period on the Active List.

**3.8.007.** All AAC officers who, at any stage of their flying training, are deemed unsuitable as pilots may:

- a. Apply to transfer to another Regiment or Corps.
- b. Apply to transfer to the non-pilot role.
- c. Apply to PVR (see [Chapter 7 Sections 1 and 2](#)).

**3.8.008 – 3.8.050.** Reserved.

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<sup>8</sup> Those without access to the Digital Transfer app should continue to the AFB 241A. Parts 1 to 3 of AFB 241A should be completed and accompany the pilot application form. Part 4 of AFB 241A will be completed at the Pilot Selection Board (PSB) at HQ AAC. All officers that commenced the APC before 1 Jan 16 can (on completion of a CTT) complete [AFB 241A](#) in order to transfer to the AAC.

**PART 1 – CHAPTER 3 – COMMISSIONS****SECTION 9 – REINSTATEMENTS OF FORMER OFFICERS OF THE REGULAR ARMY****Introduction**

**3.9.001.** This Part applies to former officers of the Regular Army, including those who held a Late Entry (LE) commission at the time of their release. All reinstatements are to be considered by the relevant Arms Selection Board (ASB) before referring to Offrs Secretariat for submission to the Army Employment Board (AEB).

**Eligibility**

**3.9.002.** Applications from former officers will be considered provided (for LE officers see [Para 3.9.011](#) below):

- a. They are applying for an Arm or Service where vacancies exist in their age group, rank, and role for which they are qualified. Early structural advice must be obtained from E1 WF Planners, Pers Strat (A).
- b. They should normally have completed enough former commissioned service to have obtained 2 annual reports (ARs) at regimental duty covering a period of not less than 2 years. Exceptions to this requirement may be approved by the ASB.
- c. The officer meets the medical eligibility criteria and undergoes the required assessments for re-instatement detailed at AGAI 40.

**3.9.003.** Applications will not be accepted from ex-officers who resigned their commission when called upon to do so or who have been dismissed from the Service for disciplinary reasons. Only those who continue to hold a commission can apply for a reinstatement.

**Application procedure**

**3.9.004.** Applications are through the NRC online at [www.army.mod.uk](http://www.army.mod.uk) who will also conduct prior service checks, pre-employment checks and confirm medical status. Simultaneously, they should apply to the CM branch of the capbadge in which they wish to reinstate.

**3.9.005.** Regardless of the type of commission, applicants will not be reinstated until a cleared copy of the [Security Questionnaire](#) has been issued by the Defence Business Service – National Security Vetting (DBS-NSV). Applicants should be made aware that this may delay the reinstatement process and are to be advised to inform their current employer of their intention to re-join the Army as the DBS-NSV may have cause to make enquiries.

**3.9.006.** When ARs are available under [Para 3.9.002b](#) above it is not necessary to call for additional referees unless the CM Branch thinks it is required to fill in areas of doubt. In this case the referee should normally be of least Lt Col rank. Army Reserve candidates are required to give the name of their CO.

## Conditions of service

**3.9.007. General.** Candidates may be required to undergo a probationary period of 12 months (or such longer period if required by the Arm or Service) before their commission is confirmed. There will be no eligibility for substantive promotion during the period of probation, however individuals can be boarded for promotion and if successful substantively promote at the end of their probationary period para [6.1.008](#) refers. At the conclusion of the probationary period the CO and formation commander (not below the rank of Brig), under whom such candidates are serving are to inform APC. The email outlining that they are content with the officer and that the commission should be confirmed should be initiated by the CO, to the CM for onward correspondence to Offrs Secretariat. Subject to confirmation, officers are entitled to have any substantive promotion backdated to the original due date (if applicable). Seniority will be granted in accordance with the [PAW 20](#).

**3.9.008. Rank and type of commission.** Applicants are to be considered for reinstatement in their former substantive rank, with their former seniority date advanced by the period they were away from the Active List. When reinstatement is approved, they will normally be granted the type of commission held when they were release, final decision on the type of commission and length of service presented by CM rests with the AEB. The AEB may impose constraints on when an officer who re-instates to the Army may be considered for promotion notwithstanding eligibility provisions made elsewhere to ensure that the officer is provided the opportunity to refresh their Army KSE-B. Conversion to a Regular Commission (Reg C) will not normally be considered by the AEB until such applicants have served their probationary period from the date of reinstatement.

## Return of service

**3.9.009.** The act of reinstating normally attracts a 3-year return of service. Officers will not normally be allowed to request Premature Voluntary Retirement (PVR) or to transfer capbadge for a period of 3 years from the date of reinstatement.

## Repayment of gratuities, pension rights and aggregation

**3.9.010.** CM Branches, with advice from the DBS (Vets), are to acquaint applicants with the options available regarding the repayment of any grants or gratuities, and the position concerning rights for retired pay. Applicants are also to declare, where applicable, their intention regarding pension aggregation. The agreement of applicants on any option is to be recorded in writing before an ASB decision is made. Where there is doubt DBS, Pensions Division, will provide clarification. Attention is drawn to Article 109.a of [PAW 20](#).

## Reinstatement of former LE officers

**3.9.011. General.** There may be a workforce requirement to reinstate former LE officers who retired before the normal age for retirement. Those who resigned their commission when called upon to do so, or left the Active List due to disciplinary reasons, are not eligible for reinstatement. Applications are to be made in accordance with [Para's 3.9.004](#) to 3.9.006 above. The same PVR restriction set out in [Para 3.9.009](#) above also applies.



**Requirements for reinstatement**

**3.9.012.** The following requirements will normally have to be met for reinstatement to be approved:

- a. A satisfactory report from a medical board is available, with similar provisos as above.
- b. Candidates must have a specialist skill.
- c. Candidates are able to complete a minimum of 3 years' service before reaching the age of 60 years and a vacancy exists.

**3.9.013 – 3.9.050.** Reserved.

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**PART 1 – CHAPTER 3****SECTION 10 – THE ARMY INTERNSHIP PROGRAMME: THE GAP YEAR COMMISSION****Introduction**

**3.10.001.** The GYC provides the opportunity to serve on the Army Internship Programme as a commissioned officer normally prior to going to university, but also potentially while at university, or within 2 years of graduation up to their 28<sup>th</sup> birthday. Successful candidates attend the Commissioning Course (S) (CC(S)) at RMAS and receiving bespoke Initial Trade Training as deemed appropriate by the employing unit before joining a Field Army unit. The officers then spend their internship conducting routine duties and training with their Field Army units.

**Eligibility**

**3.10.002.** The eligibility criteria are the same for all Direct Entrant potential officers. However, Army Internship candidates must be aged at least 17 years and 10 months when loading to MOD A of the CC(S) to ensure they are aged 18 on arrival at Field Army units and must normally not be or have been a member of the Army Reserve or the Regular Army. An exception may be made for those concluding their university studies and who are serving on a Gp B Reserve engagement within a UOTC.

**Application for the Army Internship Programme**

**3.10.003.** Applications are submitted through a Candidate Support Manager (CSM) in the National Recruiting Centre [RG-NRCGYC@mod.gov.uk](mailto:RG-NRCGYC@mod.gov.uk). A sifting process will identify eligible applicants who will be invited to attend the Army Officers Selection Board (AOSB).

**Selection of candidates**

**3.10.004.** Those eligible candidates identified during the application process will be invited to attend AOSB and successful candidates, awarded a 'no risk' Main Board pass, will be provisionally offered an Internship. This will require successful attendance at the CC(S) at RMAS and is subject to additional checks conducted by the NRC including Security Clearance.

**3.10.005.** Final acceptance for an Internship will normally depend on the candidate obtaining a firm, or in exceptional cases a conditional, place to read a first degree at University or College or applying for the Internship within 2 years of successful graduation.

**3.10.006.** An AOSB Main Board Pass normally remains valid for up to 5 years. This is increased to 6 years for those who complete an Army Internship, should they wish to attend the Regular (Reg) CC. A candidate who fails AOSB Main Board for an Internship is entitled to have 1 further attempt only at AOSB Main Board for Direct Entry to the CC(S).

**3.10.007.** The AOSB report on Internship candidates is to contain a recommendation for undergraduate financial sponsorship so that those who subsequently apply to the Army Undergraduate Bursary Scheme (AUBS) need not attend AOSB again. Those awarded an Internship and former GYC officers are eligible for and may apply for the AUBS. Candidates who have already been awarded a Bursary, or an Army Officer Scholarship, or are part of the Defence Technical Undergraduate Scheme (DTUS), have already

confirmed their commitment to Regular service and are bound to attend the Regular Commissioning Course on completion of their studies. They are not eligible to apply for an Army Internship.

### Assignment of Candidates

**3.10.008.** Internship officer's choice of arm must be confirmed in advance of attending the CC(S). It is the candidate's responsibility to investigate the options available early in the application process as advised by the NRC and provide a capbadge preference. Once a potential Internship officer has expressed an interest in a particular capbadge, the RHQ / recruiting officer is to declare responsibility for and sponsorship of the potential officer as early as possible. Confirmation of sponsorship, including the specific unit which the Internship officer is to be attached to, is to be provided by RHQs to HQ ARITC not less than two weeks before the start of the CC(S) to enable PID and Assignment Order creation. RHQs and capbadge regimental representatives at RMAS are responsible for ensuring the officers are fully informed and administrated as they move from RMAS to Initial Trade Training (ITT)/their unit.

### Pre-requisite Training

**3.10.009.** All potential Internship officers are to attend modules A to E of the RMAS CC(S). RMAS is to host a Pre-CC Briefing Course, subject to resource and competing commitments.

**3.10.010.** Head of Capabilities are responsible for developing and delivering ITT for Internship officers. The ITT should be taut, balancing training risk with the imperative to maximise employment in the Field Army. Where possible, ITT for Internship officers is to be delivered directly after the CC(S).

### Employment

**3.10.011.** The CC(S) and ITT is designed to prepare the officer to meet the basic demands of their appointment. The internship should take account of the relative age, knowledge skills and experience of the candidate. Internship officers will be expected to shadow the role of a Tp / PI Comd and perform the duties of that role within the bounds of their training and experience. Commanding Officers will receive a guidance document from SO2 Offr ToS WF Pol(A) that frames how Internship officers should be employed.

**3.10.012. MS on completion of the Internship.** An OJAR is to be raised on the intern 4 weeks prior to the completion of the Internship. In it the CO is to recommend if the intern should be allowed to transfer to an Army Reserve Group A commission in which case the report should contain a recommendation that the probationary commission can be confirmed. It should also comment on suitability for Regular service to assist the AOSB Transfer Board process.

### Terms of Service

**3.10.013.** Internship candidates are enlisted to an S Type engagement at RMAS and on successful completion of Module D of the CC(S) will be commissioned and gazetted as a 2Lt (on probation). The commission is bounded by the length of the internship **which is normally for 12 months. Exceptionally it** may be extended to a maximum of 18 months. **Army Interns** cannot promote while on the internship. Officers who immediately transfer to

the Army Reserve on completion of their gap year may have probationary commissions confirmed.

**3.10.014.** The APC will confirm assignments to Internship officers prior to the CC(S). Their GYC commitment will start on the first day of the CC(S). An Internship Officer will be expected to serve for a minimum of 4 months on completion of CC(S). Internship officers are to be discharged by the unit to which they are assigned.

**3.10.015.** Internship officers are subject to service law at all times and are subject to administrative action, including [AGAI 67](#) and [AGAI 64](#) until their Commission is terminated at the end of their Internship. Those transferring to the Army Reserve remain subject to military law.

**3.10.016.** During the CC(S) candidates may withdraw from the GYC scheme. Comdt RMAS may discharge candidates from the Army should they prove unsuitable. Once commissioned, those serving on an Internship must give 6 weeks' notice to terminate their commission prior to leaving the Service. The PVR process at Chapter 7 is to be followed.

**3.10.017.** Internship officers must not be deployed to any operations outside the UK, except where the operation does not involve personnel becoming engaged in, or exposed to, hostilities. If a unit is warned to deploy and it is not appropriate for the Internship officer to be retained as part of the Unit Rear Party, arrangements are to be made for the officer to be transferred to an aligned Unit.

**3.10.018.** There is no Reserve Service liability or return of service to be served by officers who complete an internship. Internship officers' service may reckon for promotion purposes.

### Conditions of Service

**3.10.019. Pay.** Those awarded an Internship will be paid as GYC officers on a spot rate from the OF0 Pre-Career pay range (OF0-2). GYCs are zero-rated for X-Factor and are non-pensionable.

**3.10.020. Pensions.** As service is under 2 years GYC officers are unable to vest into [AFPS 15](#) during their internship. Internship officers who become ill or are injured are eligible to receive benefits from the Armed Forces Compensation Scheme.

**3.10.021. Uniform.** Internship officers will receive the same initial uniform issue as candidates entering the Reg CC. On commissioning, Internship officers will receive the Partial Initial Outfit grant to purchase remaining items to complete FAD.

**3.10.022. Allowances.** Internship officers will be entitled to all allowances subject to meeting the specific eligibility criteria in line with current policy.

**3.10.023. Service Accommodation (SA).** Internship officers will be provided with an accommodation solution in accordance with [JSP 464](#) (Tri-Service Accommodation Regulations) based on Regular entitlement for their PStatCat and individual circumstances, either at, or within an appropriate distance from, their duty unit. The employment of Internship officers should not result in any additional use of substitute equivalents during that period of employment at that duty station. Casework should be submitted to the Army Housing Colonel.

**3.10.024. Individual Leave Allowance (ILA).** Internship officers will be eligible for the grant of ILA. The ILA for Internship officers will be in proportion to the duration of their Internship with additional days granted for Public Holidays that fall within the period of the Internship. Full detail is at [JSP 760](#), Regulations for Leave and Other Types of Absence.

### Transfer to the Army Reserves

**3.10.025.** Internship officers may, on the recommendation of their CO, transfer from a Joint Service Gap Year Commission to an Army Reserve Group A Commission. The AEB will confirm commissions. Employing units are to encourage this course of action engaging with prospective receiving units and conduct transfer action as laid out in [Part 2](#) of these Regulations. The primary method for transfer application is through the Digital Transfer app on the Defence Gateway.<sup>9</sup>

**3.10.026.** Employing COs are to raise an AR in accordance with [JSP 757](#) which will form part of transfer paperwork passed to the receiving unit. COs should make reference within the AR to the successful completion of the probationary period in order for the commission to be confirmed; this will trigger the issue of a commissioning scroll and enable seniority to be applied if the officer transfers to the Army Reserves. Part 1 [Chapter 6 Section 1](#) provides more detail on a probationary commission and the process for the commission to be confirmed.

**3.10.027.** Those who do not wish to commit to the Army Reserve immediately following their internship are to be offered the opportunity to be placed on the ARRG for a period of time on Army Reserve Gp A TACOS until they would wish to commit or be discharged. Individuals are to have the option to transfer to a UOTC, if attending university for a first degree. Those who wish to end their service may request this.

**3.10.028.** GYC/Internship Officers who do not request in writing to be terminated, and who have either not found an Army Reserve unit or UOTC to join or have not yet undergone an AOSB Transfer Board, are to be transferred to ARRG 3. Units are to ensure they follow the direction in [Reserve Land Forces Regulations Chapter 8](#) for transfer to the ARRG, specifically ensuring the application, accompanied by [AFE 20063](#), is received by APC CM Ops prior to completion of the GYC/Internship engagement.

**3.10.029.** Should an Internship officer resign their commission and subsequently seek to re-instate, they are to be reviewed by an AOSB Transfer Board. Transfer paperwork is to comprise a supporting letter from the Commanding Officer of the unit they wish to join, the AR that covers their Gap Year service or a supporting letter from their previous CO, the AOSB CV (pages 1-9), candidate's personal statement and an in date Medical Clearance, this is to be sent to [RG-AOSBTransfersandAppeals@mod.gov.uk](mailto:RG-AOSBTransfersandAppeals@mod.gov.uk).

**3.10.030.** Officers transferring to the Army Reserve are not to be de-kitted. Adjustments to personal holdings are to be conducted on arrival at the receiving Army Reserve unit.

### Termination

**3.10.031.** Internship officers who do not wish to transfer to the Army Reserve, or who are directly pursuing a commission in the Regular Army are to have their engagement

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<sup>9</sup> Those without access to the Digital Transfer app may continue to use the legacy system. This transfer paperwork consists of a supporting letter from the Commanding Officer of the unit they wish to join, the AR that covers the internship and an in date Medical Clearance.

terminated. Internship officers pursuing a regular commission should submit their application prior to termination to AOSB Transfer Board. They will consider the applications and inform the applicant, their unit and NRC by letter, who will assume responsibility thereafter and inform the applicant of the next steps.

**3.10.032.** Employing units are responsible for ensuring that the Internship officer has completed all Regular discharge procedures including a discharge medical in order to conclude the Internship. This process also requires the Internship officer who wishes to leave the service to write to the APC formally resigning their Commission.

**3.10.033.** If the internship officer does not wish to transfer and is terminating their service, the AR is to be forwarded to the appropriate CM Branch for inclusion in the officer's personal file. This report may be used by interested MOD branches in assessing the officer's suitability for any future service or consideration for the Regular Army Officer Scholarship Scheme.

### **Terminal Leave**

**3.10.034.** Internship officers are to be granted Terminal Leave on completion of their commission. They are to be granted 1 day's Terminal Leave for each complete month of service, to a maximum of 7 days, [JSP 760 refers](#).

**3.10.035 – 3.10.050.** Reserved.

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**PART 1 – CHAPTER 3 – COMMISSIONS****SECTION 11 – APPOINTMENT TO A COMMISSION DURING AN EMERGENCY****Introduction**

**3.11.001.** Direct commissions for former officers and a commission granted to serving soldiers during a Government promulgated State of Emergency, will be known as Emergency Commissions (EC) in the Land Forces. Such ECs are subject to a probationary period of not less than 3 months and are to be relinquished on the conclusion of the emergency, or as decided by the Pers Pol(A).

**Appointment to an EC**

**3.11.002.** Eligibility for appointment to an EC and submission of applications will be in accordance with instructions issued at the time by Pers Pol(A).

**3.11.003.** Recommendations for appointment of serving soldiers are to be in accordance with instructions issued at the time by Pers Pol(A). When appointed to an EC soldiers are to be discharged from their Army engagements under Queen's Regulations and their documents closed in the normal way. If serving on a normal Regular engagement their names are to be retained on the substantive promotion roll (seniority list) of their regiment or corps, even though substantive promotion by vacancy may have ceased.

**Relinquishment of an EC**

**3.11.004.** On relinquishing their EC officers are to be granted such honorary rank as may be determined under the rules at the time. Subject to age and medical limitations EC officers, who were formally soldiers serving on a normal Regular engagement, are to be given the option of reverting to the ranks in their substantive rank and seniority that they would have achieved if they had not been commissioned.

**Termination of an EC**

**3.11.005.** ECs may be terminated under the following conditions:

- a. **Probation.** If, within the 3 months' probationary period, officers holding an EC are reported as unfit to retain their commission, the commission may be terminated at any time, whether before or after the expiration of the probationary period. In these circumstances the following options will be given:
  - (1) Reversion to civil life, subject to liability for recall under any Act or Regulation which may be operative at the time.
  - (2) If previously serving soldiers, re-enlisted under the conditions of Para 3.11.004 above, in which case they will be entitled to be restored to the rank held at the time of being commissioned. In this event they are, if necessary, to be held supernumerary to establishment until absorbed.
- b. **For misconduct.** Officers whose EC is terminated on grounds of misconduct will be:
  - (1) Returned to civil life, subject to liability for recall under any Act or Regulation which may be operative at the time.

(2) Considered by the Army Board for eligibility for re-enlistment in the ranks and, if so, for the rank to be held and whether the commissioned service is to reckon for pension purposes.

### **Resignation**

**3.11.006.** In special circumstances the Army Board may allow officers to resign their EC but, in that event, they will remain subject to liability for recall under any Act or Regulation which may be operative at the time.

**3.11.007 – 3.11.050.** Reserved.

**CHAPTER 3 – COMMISSIONS****SECTION 12 – SHORT SERVICE VOLUNTEER COMMISSION****(CURRENTLY OBSOLETE)****General**

**3.12.001.** The Short Service Volunteer Commission (SSVC) scheme has not been used since the advent of Full Time Reserved Service (FTRS) and normalisation in Northern Ireland. The detail of the SSVC is contained within Army Commissioning Regulations 2009 Edition 2 in case it is reconstituted.

**3.12.002 – 3.12.050.** Reserved.

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**PART 1 – CHAPTER 3 – COMMISSIONS****SECTION 13 – CADET FORCE COMMISSIONS****Background**

**3.13.001.** In 2017 HM The Queen has approved the creation of the Cadet Forces Commission for CF officers, who dedicate a significant portion of their lives to developing young people in Defence sponsored voluntary youth organisations. The new commission is established under a Royal Warrant and is outside of the RFA 96 and AFA 06 and replaced the former Land Forces (LF) Commission (Reserve General List Section B terms of service) for officers in the ACF and CCF(A) as the sole basis for conducting CF activity. The Army Board has delegated responsibility for the management of the new commission for the Army Cadet Force (ACF) and the Army sections of the Combined Cadet Force (CCF(A)) to GOC Regional Command. Further detail is at ACR19 Edition 2.

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**PART 1 – CHAPTER 3 – COMMISSIONS****SECTION 14 – SHORT SERVICE COMMISSIONS FOR CIVILIANS WHO ARE NOT REMUNERATED FROM MOD FUNDS OR FOR SPECIAL SECONDMENT OF SERVING SOLDIERS****Introduction**

**3.14.001.** The grant of a Short Service Commission (SSC) may be authorised by Pers Pol (A) for specially selected personnel under the terms of this Section. These can either be civilians, who will continue to be paid by their employers, or serving soldiers.

**Eligibility**

**3.14.002.** Candidates nominated by the appropriate department of the MOD are eligible for appointment to a SSC provided they:

- a. Conform to the nationality and residency rules (see [Chapter 1 Section 3](#)).
- b. Are nominated to fill a vacancy for which officer status is essential.
- c. Are acceptable to and meet the minimum medical standard required by the Arm or Service concerned.

**3.14.003.** Selected candidates will be appointed to a SSC in the rank of Lt and may be granted paid acting or unpaid acting rank as appropriate to the appointment. The duration of the appointment should only be for the period during which it is essential for them to hold commissioned status.

**3.14.004.** The nominating department in the MOD is to notify the dates of assumption and relinquishment of the appointment to Pers Pol (A) and Offr Secretariat.

**3.14.005.** SSCs granted under this Section carry no Reserve liability unless the officers concerned are eligible for the award of retired pay, when the normal rules for transfer to the Reserve are to apply.

**Application procedure**

**3.14.006.** Applications are to be submitted in manuscript by sponsor HQs, together with the [Security Check \(SC\) \ Counter Terrorist Check \(CTC\) Questionnaire NSV001](#) to the appropriate CM Branch. Where doubt exists the CM Branch will be nominated by Pers Pol(A).

**3.14.007.** Applications from Warrant Officers and serving soldiers are to be processed in accordance with the instructions set out in [Chapter 3 Section 5](#).

**Pay and allowances**

**3.14.008.** Pay and allowances are normally the responsibility of the employing organisation. In special cases, however, and with the approval of Sec LF, individuals may be paid from Army funds; recovery of these payments may eventually be made from the employing organisation.

**Non-effective benefits**

**3.14.009.** Individuals granted SSCs under the terms of this Section, and whose previous service is reckonable for the award of terminal benefits under [Chapter 1 Section 3](#) of [The Army Pensions Warrant 1977](#) may, provided that the terms of [Chapter 3 Section 5](#) of these Regulations are satisfied, continue to be eligible for non-effective benefits in respect of all their service. Eligibility is to be determined at the time of appointment to an SSC, refer to Paras 29c and 32 of [The Army Pensions Warrant 1977](#).

**Medical procedure**

**3.14.010.** Arrangements for medical examinations, when necessary, are to be the responsibility of the sponsor HQ.

**3.14.011 – 3.14.050.** Reserved.



## PART 1 – CHAPTER 4 – PQO COMMISSIONS

### SECTION 1 – GENERAL TERMS OF SERVICE (ToS) FOR REGULAR ARMY MEDICAL SERVICE (AMS) PROFESSIONALLY QUALIFIED OFFICERS (PQO)

#### General

**4.1.001.** Upon successful completion of Army Officer Selection Board (AOSB) and Arms Selection Board (ASB) all AMS PQOs will attend modules A-D of the Commissioning Course (Short) (CC(S)), before commissioning. Module E is normally undertaken following Module D but must be completed within 1 Year of completing CC(S).

**4.1.002.** All PQOs will attend CC(S) on an S-Type engagement and wear the Rank of Officer Cadet and the Royal Military Academy Sandhurst (RMAS) cap badge whilst on the CC(S). For specific details or exceptions see [Chapter 4](#) Sections 2 – 9 as referred to below. PQOs who transfer from Reserve to Regular service may be authorised to retain their rank and commission dependant on method of entry and application of antedate, [Annex O](#) refers.

- a. Section 2 – Medical Officers.
- b. Section 3 – Veterinary Officers.
- c. Section 4 – Dental Officers.
- d. Section 5 – Nursing Officers.
- e. Section 6 – Nursing Officers Transfer Scheme (NOTS).
- f. Section 7 – Allied Health Professionals.
- g. Section 8 – Clinical Psychologist.
- h. Section 9 – Clinical Scientist.

**4.1.003. Age.** Normally candidates must commence the CC(S) prior to their 37<sup>th</sup> birthday, details can be found at [Annex O](#). However, on a case-by-case basis, age waivers may be granted for candidates up to 56 years of age, however candidates must be under age 56 on entry to RMAS. Authority for approval of age waivers lies with SO2 Recruiting, WF Pol, Pers Pol(A).

#### Routes of Entry

**4.1.004. Bursars.** These refer to those PQOs who have been awarded an AMS PQO Bursary prior to entry to RMAS. Army AMS PQO bursary scheme was brought into effect from 1 Apr 14, details are in [Chapter 2 Section 9](#). Cadetships have ceased to be routinely awarded to potential AMS PQOs however may be offered to individuals with prior Regular Commissioned service, for further details refer to [Chapter 2 Section 8](#).

**4.1.005. Direct Entrant (DE).** Direct entrant refers to all PQOs who join the Army following completion of their undergraduate course and Registration with the appropriate governing body, details are in Sections 2 to 9 within the chapter.

**4.1.006. Inter-Deanery Transfers (IDT).** IDT only applies to those individuals who are on an NHS training scheme, and who transfer from a civilian National Training Number (NTN) to a military NTN on joining the Army.

**4.1.007. Reserve to Regular Transfer.** Details for reserve to regular transfers are at [Part 2 Chapter 5 Section 2](#).

**4.1.008. Command and Staff Cadre.** For C&S Cadre transfers refer to Para [6.2.025](#).

**4.1.009. Application and Transition.** All AMS PQOs who commission after the date of this publication, will be governed by the direction outlined in this Chapter. All other AMS PQOs are governed by the extant ToS in place at the time of promotion or conversion but will transfer to these ToS upon subsequent promotion, conversion of commission or extension of service.

**4.1.010 – 4.1.050.** Reserved.

## PART 1 – CHAPTER 4 – PQO COMMISSIONS

### SECTION 2 – MEDICAL OFFICERS

#### Introduction

**4.2.001.** After trade training, Medical Officers will normally be employed as a General Duties Medical Officer (GDMO) to gain experience of the Field Army and Military Medicine. After completing General Practice Speciality Training (GPSTr) or Specialist Training (ST) most will remain in the clinical field, developing their clinical managerial and leadership skills to become senior healthcare leaders, but some may widen their military skills to become AMS Clinical Staff, or Command and Staff (C&S) Officers.

#### Recruiting and Career Pathway

**4.2.002.** The majority of Medical Officers will enter the Army as Bursars or shortly after completing their Foundation Years as Direct Entrants (DEs). The term 'direct entrant' refers to those individuals who join the Army before entering specialist training (ST1 or CT1), but after completing their 2nd Foundation Year and those who join post CCT. A small number of trained GPs, Consultants and Lateral Entry STs will be recruited to meet specific shortfalls.

**4.2.003.** Applications to become Medical Officers are processed through the standard online recruiting pipeline administered by the National Recruiting Centre at [www.army.mod.uk](http://www.army.mod.uk). Officers serving in the Reserve or another regular Service have their applications initially processed by CM AMS in conjunction with AMS Recruiting. Arrangements will be made for candidates to attend a familiarisation visit and subsequently, selection at the Army Medical Services Army Officer Selection Board (AMS AOSB) and AMS Arm Selection Board (AMS ASB), held at the Army Medical Services Regimental Headquarters as shown in the 4 main routes of entry as a Regular Medical Officer below:

- a. **Medical Bursar.** Required to attend AOSB Main Board (Short) and AMS ASB. Medical bursar refers to those medical students who will be awarded an AMS PQO Bursary prior to entry to RMAS. Those who are identified under para 3.2.017 will attend AMS ASB prior to consideration at an AOSB Transfer Board.
- b. **Direct Entrant (DE).** Required to attend AMS AOSB and AMS ASB. DE refers to those individuals who join the Army before entering specialist training (ST1 or CT1), but after completing their 2nd Foundation Year, or those who join post CCT.
- c. **Inter Deanery Transfer (IDT).** Required to attend AMS AOSB and AMS ASB. The term 'inter-deanery transfers' refers to those individuals who are on an NHS training scheme, and who transfer from a civilian National Training Number (NTN) to a military NTN on joining the Army.
- d. **Reservist Officer.** PQOs who transfer from Reserve to Regular service are required to attend AMS ASB prior to an AOSB Transfer Board. Submissions to the AOSB Transfer Board will be made by AMS Recruiting, the results of which will be included in the AEB submission submitted by the relevant CM along with the recommendations of the ASB. Submissions to the AEB will be submitted as soon as practicable following the AMS ASB.

**4.2.004. Age.** The maximum ages on entry for PQOs are shown below. Pers Pol(A) may approve applications outside this, if in the interests of the service.

- a. Pre-ST1, prior to their 37<sup>th</sup> Birthday.
- b. ST, prior to 48<sup>th</sup> Birthday.
- c. Post CCT, prior to 56<sup>th</sup> Birthday.

### Antedate

**4.2.005.** [Annex O](#) details the antedate awarded to Medical Officers. For those with antedated seniority, the first day of the CC(S) will be used as a baseline from which the Incremental Base Date (IBD) for pay will be assessed. For those without antedated seniority the IBD will be from the first day of the CC(S). Antedated seniority for rank will be applied from the first day of commissioning. Those individuals who have previously completed part or all the CC(S) will have their antedate calculated from the first day of Module A of the CC(S) or upon their first day of regular service.

**4.2.006.** DE Medical Officers (pre-CT / ST / GPSTr) will commence CC(S) on Increment Level 2 of the non-accredited medical (OF2) pay scale. This aligns pay to the Reserves who promote to Capt on achievement of Full Registration with the GMC, achieved post FY1.

**4.2.007.** Those IDTs who are successfully accepted into the AMS will defer the CC(S) and Initial Trade Training, until completion of Specialist Training. They will wear the rank of and be paid in accordance with the formula given in [Annex O](#) from their first day of regular service. The maximum starting salary for an IDT shall be Increment Level 10 on the non-accredited Medical Officer and Dental Officer (MODO) pay scale, JSP 754 Ch 4 & JSP 950 Ch10 refers.

**4.2.008.** IDTs or post-CCT will commence CC(S) on the appropriate pay level, taking account of their antedated seniority as calculated by the formula given in [Annex O](#). This aligns pay to the Reserves who promote to Capt on achievement of Full Registration with the GMC, achieved post FY1. There is no cap on antedated salary for Medical Officers who join post-CCT, [JSP 754](#) Ch 4.

### Employment

**4.2.009.** All Medical Officers (less those joining as IDTs or post CCT) will normally spend 27 months as a GDMO, not including CC(S), EOC and GDMO cse. Officers may apply to extend this period if they fail to secure a training place. On the first occasion, they may only apply for Army training places, on the second occasion, they may also apply for NHS schemes. Failure to secure an Army training place at the second attempt may result in the Officers service being terminated.

**4.2.010.** Prior to entry into ST3 or GPSTr1, Medical Officers will be required to sign a Training Return of Service (TRoS) certificate. The length of this TRoS will vary according to speciality, applicable from the start of ST3 or GPSTr1, and commences the day after CCT. An agreement to fulfil a TRoS MUST be signed prior to commencing ST3 or GPSTr1 in accordance with [JSP 750](#), failure to sign certificate may result in a delay entering CT/ST/GPSTr. Any additional training course completed during speciality training may incur a further TRoS, which will run consecutively to that of their chosen speciality.

## Initial Engagement

**4.2.011.** Successful bursar candidates are awarded an S Type Engagement (refer to [Chapter 3 Section 3](#)) and so may not retain Reserve commissions on transfer to the Regular Army. They will commence FY1 as a OCdt on an S-Type engagement. PQOs who transfer from Reserve to Regular service may be authorised to retain rank and commission dependant on the antedate awarded. Subsequently candidates may be required to attend some or all Initial Officer Training that comprises:

- a. **Basic Training.** The CC(S) at the Royal Military Academy Sandhurst (RMAS). All PQOs currently commission upon completion of Module D and are required to complete Module E within 12 months of this date. Normally this will be directly after commissioning.
- b. **Trade Training.** Entry Officer Course (EOC) and Special To Arm (STA) training at the Defence College of Healthcare, Education and Training (DCHET).

**4.2.012.** AMS ASB determine exemptions from Initial Officer Training supported by AOSB Transfer Recommendations, with the final offer endorsed by AEB. Inter-Service Transfers who have completed Regular RN / RAF officers' Basic Training, Reinstatements who have completed the CC / CC(S) / PQO CC, and Reserve to Regular Transfers who have completed the CC(S) will normally be exempt from Basic Training. The same applies to Reinstatements and Reserve to Regular transferees who have completed Regular Army AMS Trade Training.

**4.2.013. Award of commission.** The day following successful completion of the CC(S) Module D, officers will be awarded a probationary SSC with an initial commitment IAW [Annex O](#), during which time they will not normally be allowed to leave the service.

**4.2.014.** After Initial Officer Training, Medical Officers, less IDT and post CCT MOs will be employed as GDMOs in order to gain experience of the Army and military medicine before they apply for a Defence sponsored training scheme through the Recruitment Guide to Specialty Training (RGST) process held annually in September. All reinstatements who did not serve as a Medical Officer, Reserve to Regular transfers who did not serve at least 4 years assigned to a Medical Officer role, and Inter-Service transfers are required to complete normal GDMO employment, this therefore excludes those within Subsequent Trade Training, non-clinical, or similar roles. AMS ASB may decide to reduce this requirement.

## Promotion

**4.2.015. Captain.** Medical Bursars and DEs (less those joining as IDTs or post-CCT) promote to Captain on commissioning. DEs who join the Army as IDTs or post-CCT will be awarded antedate seniority in accordance with [Annex O](#). The term 'post-CCT' refers to those individuals who join the Army after obtaining a Certificate of Completion of Training in their chosen speciality.

**4.2.016. Major.** Selection for promotion to Maj is based upon a competitive boarding process; the earliest an officer can substantiate to Maj is 31 Jul of their ST3 / GPSTr3 year. To be selected for promotion an officer must be:

- a. In their ST3/GPSTr3 year.

- b. In their 5<sup>th</sup> year as a substantive Captain (counting the year of promotion to Captain as the first year).
- c. Have a positive recommendation for promotion in their most recent OJAR.

**4.2.017.** To substantiate for promotion an officer must:

- a. Have completed all required officer education less residential courses. As per [ACSO 3224](#) Officers joining as IDTs or post-CCT are exempt. Wherever possible this training should be undertaken during GDMO time to avoid impact upon CT/ST/GPSTr.
- b. Converted to an IRC. Officers are not eligible until entry into ST3 / GPSTr3.
- c. Gained a successful outcome in their ST3 / GPSTr3 year. For those in General Practice Training this is on successful award of CCT and a positive recommendation. For those in specialities that begin Speciality Training in ST4, promotion will be dependent upon entry into ST4.

**4.2.018.** Substantiation will occur on 31 Jul or upon gaining the required outcome if later.

**4.2.019. Lieutenant Colonel.** Medical Officers promote to Lieutenant Colonel in accordance with Army Group B promotion rules as described in [Chapter 5 Section 4](#).

**4.2.020. Colonel.** Medical Officers promote in accordance with Army Group B rules as described in [Chapter 5 Section 5](#).

**4.2.021. Brigadier.** Medical Officers promote to Brigadier in accordance with [Chapter 5 Section 6](#).

### Retirement

**4.2.022.** The award of a Reg C, for those commissioned after 1 Apr 00, will allow for the completion of 34 years' reckonable service or age 60 whichever is the earlier. Those commissioned before 1 Apr 00 and elect to remain on AToS will retain their AToS NRA.

**4.2.023 – 4.2.050.** Reserved.

**PART 1 – CHAPTER 4 – PQO COMMISSIONS****SECTION 3 – VETERINARY OFFICERS****Introduction**

**4.3.001.** The Royal Army Veterinary Corps (RAVC) recruits Veterinary Officers to provide veterinary care to military working animals (MWA), veterinary advice to the chain of command and veterinary input to Defence Medical Services as part of a One Health approach which recognises the inter-dependency of people, animals, and the environment, to promote a “whole of society” approach to health hazards, as a systemic change of perspective in the management of risk. Veterinary Officers also direct, develop, deliver, generate, and operate military working animal (MWA) capability.

**4.3.002.** MWA capability must be provided within a restrictive legal framework including the Animal Welfare Act 2006 (as amended), the Dangerous Dogs Act 1991 (as amended) and the Veterinary Surgeons Act 1976 (as amended) and policy framework, and with the continuing consent of society to use animals for Army’s purposes, including in situations which may place them in harm’s way - refer to JSP 950 Leaflet 6.1.1 Defence doctrine and policy on animal use and welfare. The use of Veterinary Officers to command and lead the delivery of MWA capability ensures:

- a. MWA force elements are led by Officers with the knowledge and credibility both to act as competent advocates for the MWA under their command and to help safeguard their operators from prosecution under animal legislation.
- b. The availability of veterinary surgeons on operations and to support wider Defence outputs is maximised (because commanders of MWA force elements are also able to deliver clinical care), thereby enhancing MWA health and welfare.
- c. The Army can draw on the independent regulatory framework of the Royal College of Veterinary Surgeons to retain societal consent to use MWA appropriately and mitigate any potential reputational damage materialising from the use of MWA. Veterinary surgeons make a sworn declaration that they will make it their ‘constant endeavour ... to ensure the health and welfare of animals committed to [their] care’.

**Recruiting and career pathway**

**4.3.003. Routes of Entry.** The principal routes of entry into the Army as a Veterinary Officer are:

- a. **Veterinary Bursar.** Veterinary Bursars are those potential Veterinary Officers who are awarded an AMS PQO Bursary prior to entry to RMAS.
- b. **Veterinary Direct Entrant.** Veterinary Direct Entrants are those applicants entering Service who have already completed their undergraduate veterinary studies and been registered with the Royal College of Veterinary Surgeons. Veterinary Direct Entrants can be further sub-divided into those who have, and those who have not, done their Professional Development Phase (PDP).
- c. **Reserve to Regular Transfer.** PQOs may request to transfer from a Reserve commission onto a Regular commission.

**4.3.004.** Applications for those seeking a career as a Veterinary Officer, whether as a Veterinary Bursar or a Veterinary Direct Entrant, are through the standard online recruiting pipeline administered by the National Recruiting Centre at [www.army.mod.uk](http://www.army.mod.uk). Arrangements will be made for candidates to attend a familiarisation visit with 1<sup>st</sup> Military Working Dog Regiment and, subsequently, selection at the Army Medical Services Army Officer Selection Board (AMS AOSB) and AMS Arm Selection Board (AMS ASB), held at the Army Medical Services Regimental Headquarters as shown in the 3 main routes of entry.

- a. **Veterinary Bursar.** Pass Main Board AOSB followed by AMS ASB.
- b. **Veterinary Direct Entrant.** Pass PQO AOSB followed by AMS ASB.
- c. **Reserve to Regular Transfer.** PQOs will be required to pass AMS ASB followed by AOSB Transfer Board and are subject to AEB approval.

**4.3.005. Age.** The maximum age on entry for VOs is before their 37th Birthday. Older candidates may be accepted, if approved by Pers Pol (A) and in the interests of the service.

### Antedate

**4.3.006.** [Annex O](#) details antedate awarded to eligible Veterinary Officers. The Incremental Base Date will be the first day of the Commissioning Course (Short) (CC(S)) at RMAS.

**4.3.007.** VOs are paid in accordance with the VO Pay Scales set out in JSP 754. VOs will commence the CC(S) on Level 1 of the VOs OF2/3 pay scale. VOs may be awarded up to four years Antedate of seniority for pay purposes only, dependent on evidence of pro-rata full-time Veterinary employment.

### Employment

**4.3.008.** After initial trade training, which comprises of CC(S) at RMAS, Initial Trade Training at Defence College of Healthcare, Education and Training (DCHET) and PDP or Transition to Military Practice at DATR, Veterinary Officers will normally proceed to the 1<sup>st</sup> Military Working Dog Regiment (1 MWD Regt), where they will rotate through Troop Commander, Veterinary Officer and senior captain appointments, including Adjutant, Operations Officer, squadron second-in-command. Later in Career Stage 1, some will have the opportunity to serve in similar roles at the Defence Animal Training Regiment (DATR) or in clinical posts within the Mounted Regiments. On promotion to OF3, all Veterinary Officers complete the Intermediate Command and Staff Course (Land) and will compete for command and staff and appointments at E1 (Veterinary) (Including some combined clinical / staff appointments), E1 (AMS) and E2, in line with AMS command and staff DIN and Chapter 6 at para [6.2.025](#).

**4.3.009.** From the start of Career Stage 2 onwards, there will be limited opportunity for Veterinary Officers to serve in clinical (i.e. patient facing) roles. However, most E1 Veterinary command and staff roles require veterinary knowledge, skills and experience to be maintained alongside experience of the operational employment of MWA. Veterinary Officers will be required to maintain their veterinary KSE in balance with their wider Command & Staff skills throughout their career in order to be able to fill these roles. All Veterinary Officers must remain registered throughout their Service career. There is no separate Veterinary Officer clinical stream.



## Professional Development Phase (PDP)

**4.3.010.** The Royal College of Veterinary Surgeons (RCVS) requires all newly qualified veterinary surgeons to complete PDP in order to develop professional competence in a structured manner during the first year or so in clinical practice.

**4.3.011.** Veterinary Officers, who have not completed PDP before entering service, will undertake PDP as part of their initial military training.

**4.3.012.** Reserved.

## Initial Engagement

**4.3.013. Initial Military Training.** Veterinary Officers will be required to complete initial officer training as follows:

- a. **Basic Training.** CC(S) course at RMAS.
- b. **Initial Trade Training (Phase 2a).** Special to Arm AMS Entry Officer Course (also known as Phase 2a) at the Defence College of Healthcare, Education and Training (DCHET).
- c. **Initial Trade Training (Phase 2b).** Veterinary Officer Phase 2b includes the initial two weeks of the MSO Phase 2b training at DHET and PDP or Transition to Military Practice, conducted at the Defence Animal Training Regiment (DATR).

**4.3.014. Award of commission.** The day following successful completion of the CC(S) Module D, officers will be awarded a probationary SSC with an initial commitment IAW [Annex O](#), during which time they will not normally be allowed to leave the service.

**4.3.015. Initial Assignment.** Following Initial Military Training, Veterinary Officers will follow Career Stage 1 in accordance with the Officer Career Development Handbook and [ACSO 3224](#).

**4.3.016. Confirmation of Commission.** The day after completing Module D of CC(S), Veterinary Officers will be commissioned onto a 12-yr Short Service Commission (SSC) in the Royal Army Veterinary Corps. They will be commissioned on Length Terms of Service (LToS) and will have the opportunity to proceed through a full career in line with the stepping stone approach described in Chapter 1 Section 2.

## Promotion

**4.3.017. Ruleset.** Veterinary Officers follow Army Group A promotion rules in accordance with [Chapter 5 Section 1](#). Note para 4.1.009.

**4.3.018. Captain.** Veterinary Officers promote from Lieutenant to Substantive Captain in accordance with Chapter 5 Section 2, having first commenced Module A of their Certificate in Advanced Practice (CertAVP) and the education requirements stipulated for DE Officers in [ACSO 3224](#).

**4.3.019. Major.** Veterinary Officers promote to Major on merit in accordance with Army Group A Rules against a Veterinary Officer quota. All Vet Offrs are to attend ICSC(L) on promotion to Maj. Filter rules for Maj are applied to Vet Offrs who have commissioned or converted/extended their commission from 1 Jan 19. Qualifying requirements to filter for

promotion are given in Chapter 5 Section 3. Additionally, all Veterinary Officers must have attained 20 CertAVP credits (to include Modules A& B) to filter for promotion. Completion of 2 x C modules (i.e., giving a combined total 40 credits) prior to progression to OF3 is recommended and desirable. CertAVP is fully funded by the Army and is subject to an 18-month Training Return of Service in accordance with JSP 950 Leaflet 4.6.3.

- a. All VOs must attend Intermediate Command and Staff Course (land) (ICSC(L)) on promotion to Major and will be required to complete all educational requirements as detailed for DE Officers in [ACSO 3224](#).
- b. Once at the rank of OF3 VOs will be managed in accordance with AMS Command and Staff Cadre policy.

**4.3.020. Lieutenant Colonel.** OF3 VOs promote under Army Group A Rules alongside their AMS Command and Staff Cadre peers. Completion of Cert AV is a prerequisite for promotion to lieutenant colonel.

**4.3.021. Colonel and above.** Veterinary Officers promote to Colonel in accordance with Army Group A Rules as set out within [Chapter 5 Section 5](#). Following promotion to OF5, opportunities for wider AMS employment will be subject to structural and capability constraints. Selection will be based on an officers Knowledge, Skills and Experiences (KSE).

#### **Conversion to a Regular Commission**

**4.3.022.** Officers must hold the Cert AVP prior to conversion to a RegC.

**4.3.023 – 4.3.050.** Reserved.

**PART 1 – CHAPTER 4 – PQO COMMISSIONS****SECTION 4 – DENTAL OFFICERS****Introduction**

**4.4.001.** The Royal Army Dental Corps (RADC) provides the Army lead in dentistry, both in the home base and deployed. RADC Dental Officers (DOs) operate within the statutory framework of the General Dental Council (GDC) and have a professional and legal obligation to protect and maintain the dental health and welfare of Service Personnel and entitled civilians/dependants. Most DOs will remain in the clinical field, developing their clinical managerial and leadership skills to become senior healthcare leaders, but some may widen their military skills to become AMS Clinical Staff or Command and Staff (C&S) Officers.

**Recruiting and Career Pathway**

**4.4.002.** The majority of DOs will enter the Army shortly after completing their undergraduate dental studies and having obtained full registration with the General Dental Council of the UK as Direct Entrants (DEs). Foundation Dental Training is mandatory for employment as an independent practitioner within the Ministry of Defence. Experienced dentists with Foundation Dental training are also eligible to join the Army subject to age restriction on entry.

**4.4.003.** Applications to become a DO is through the standard online recruiting pipeline administered by the National Recruiting Centre at [www.army.mod.uk](http://www.army.mod.uk). Arrangements will be made for candidates to attend a familiarisation visit and subsequently, selection at the Army Medical Services Army Officer Selection Board (AMS AOSB) and Arms Selection Board (ASB), as detailed below in the 3 routes of entry into the AMS as a Regular DO:

- a. **Dental Bursar.** Required to attend AOSB Main Board and AMS ASB. The term 'dental bursar' refers to those dental students who will be awarded an AMS PQO Bursary prior to entry to RMAS. Those who are identified under para 3.2.017 will attend AMS ASB prior to consideration at an AOSB Transfer Board.
- b. **Direct Entrant (DE).** Required to attend AMS AOSB and AMS ASB.
- c. **Reservist Officer.** PQOs who transfer from Reserve to Regular service are required to attend AMS ASB prior to an AOSB Transfer Board. Submissions to the AOSB Transfer Board will be made by AMS Recruiting, the results of which will be included in the AEB submission submitted by the relevant CM along with the recommendations of the ASB. CM will make the necessary submission to AEB.

**4.4.004. Age.** The maximum age on entry to RMAS for DOs is age 36. Candidates above the maximum age may be accepted, if approved by Pers Pol (A) and in the interests of the service.

**Antedate**

**4.4.005.** [Annex O](#) details antedate awarded to DOs. The Incremental Base Date (IBD) for pay, will be from the first day of the Commissioning Course Short (CC(S)), this will be used for the baseline from which antedate seniority for pay will be calculated. Antedated seniority for rank will be calculated and applied from the first day of commissioning.

**4.4.006.** All DOs will commence CC(S) on Increment Level 1 of the accredited Medical Officer and Dental Officer (MODO), OF2 pay scale if they have been granted formal certification by the Defence Dental Service (DDS). Bursars on FY will remain on the non-accredited pay spine until DDS certification is received.

**4.4.007.** DOs may be awarded up to a maximum of 3 years antedate seniority for rank only, from the day they complete CC(S). There is no limit for antedate of seniority for pay purposes.

### Employment

**4.4.008.** After their initial military training DOs will normally be employed as part of a team in a dental centre to gain experience of dentistry in the Army; this may include employment in a Field Army medical unit. Their second appointment would most likely be as a singleton dentist in a small dental centre or Field Army medical unit. Most will remain in the clinical field, developing their clinical, healthcare management and leadership skills to become more senior DOs, including Principal DO and/or employment within the clinical staff environment.

**4.4.009.** DOs on promotion to Major, are eligible to apply to transfer to the AMS Command and Staff (C&S) Cadre. Details on eligibility and transfer rules are at Para [6.2.025](#). On selection to the C&S Cadre, DOs follow the same ToS as all other C&S officers but will retain PQO rates of pay. Attendance on formal (Intermediate and Advanced) Staff training is by application only.

### Initial Engagement

**4.4.010.** Successful bursar candidates are awarded an S Type Engagement (refer to [Chapter 3 Section 3](#)) and so may not retain Reserve commissions on transfer to the Regular Army. They will commence FY1 as a OCdt on an S-Type engagement. PQOs who transfer from Reserve to Regular service may be authorised to retain rank and commission dependant on the antedate awarded. Subsequently candidates may be required to attend some or all Initial Officer Training that comprises:

- a. **Basic Training.** The CC(S) at the Royal Military Academy Sandhurst (RMAS). All PQOs currently commission upon completion of Module D. They are required to complete Module E within 12 months of this date.
- b. Trade Training. Entry Officer Course (EOC) and Special to Arm training at the Defence College of Healthcare, Education and Training (DCHET).

**4.4.011. Award of commission.** The day following successful completion of the CC(S) Module D, officers will be awarded a probationary SSC with an initial commitment IAW [Annex O](#), during which time they will not normally be allowed to leave the service.

### Promotion

**4.4.012. Captain.** Dental Bursars and DEs promote to substantive Captain (OF2) on commissioning and will move to Increment Level 1 of the accredited MODO OF2 pay scale and will also take account of any award of antedated seniority.

**4.4.013. Major.** Dental Officers promote to Major in accordance with Army Group B promotion rules. All Dental Officers will become eligible to filter for promotion to substantive Major (OF3) having met the following requirements:

- a. Hold an Intermediate Regular Commission (IRC)/Medium Commission (MC). Suspended until 31 March 2023, when SDSR15 reduction measures have been completed and the DO Cadre is in workforce balance.
- b. Have completed Officer education for OF3s in accordance with [ACSO 3224](#) (less Residential courses).
- c. In their 5th year as a substantive Captain (counting the year of promotion to Captain as the first year).
- d. Have a positive recommendation for promotion in their most recent OJAR.

**4.4.014. Lieutenant Colonel.** Dental Officers promote to Lieutenant Colonel in accordance with Army Group B promotion rules as described in [Chapter 5 Section 4](#).

**4.4.015. Colonel.** Dental Officers promote in accordance with Army Group B rules as described in [Chapter 5 Section 5](#).

**4.4.016. Brigadier.** Dental Officers promote to Brigadier in accordance with [Chapter 5 Section 6](#).

**4.4.017 – 4.4.050.** Reserved.

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**PART 1 – CHAPTER 4 PQO COMMISSIONS****SECTION 5 – NURSING OFFICERS****Introduction**

**4.5.001.** The Queen Alexandra's Royal Army Nursing Corps (QARANC) provides Nursing and Healthcare Assistance support to the British Army. Nursing Officers (NOs) operate within the statutory framework of the Nursing and Midwifery Council (NMC).

**Recruiting and Career Pathway**

**4.5.002.** The majority of NOs will enter the Army as Direct Entrants (DE); either as serving QARANC soldiers or after sponsorship through nurse training as AMS PQO Bursars or Reserve to Regular Transfers.

**4.5.003.** Applications to become a NO are through the standard online recruiting pipeline administered by the National Recruiting Centre at [www.army.mod.uk](http://www.army.mod.uk). Arrangements will be made for candidates to attend a familiarisation visit and subsequently, selection at the Army Medical Services Army Officer Selection Board (AMS AOSB) and Arms Selection Board (ASB), held at the Army Medical Services Regimental Headquarters, as detailed below in the 4 routes of entry into the AMS as a Regular NO:

- a. **Nursing Bursar.** Required to attend Main Board AOSB and AMS ASB. The term 'nursing bursar' refers to those nursing students who will be awarded an AMS PQO Bursary prior to entry to RMAS. Those who are identified under para 3.2.017 will attend AMS ASB prior to consideration at an AOSB Transfer Board.
- b. **Direct Entrant (DE).** Required to attend AMS AOSB and AMS ASB. The term 'direct entrant' refers to those who have already qualified and registered as a Nurse with the NMC.
- c. **Reservist Officer.** PQOs who transfer from Reserve to Regular service are required to attend AMS ASB prior to an AOSB Transfer Board. Submissions to the AOSB Transfer Board will be made by AMS Recruiting, the results of which will be included in the AEB submission submitted by the relevant CM along with the recommendations of the ASB.
- d. **Nursing Officer Transfer Scheme (NOTS).** Required to complete ASB. The term 'NOTS' refers to those serving officers who elect to transfer from another Arm or Service and train as an Army Nurse. Refer to [Chapter 4 Section 6](#) for the detail on NOTS.

**4.5.004. Age.** The maximum age on entry to RMAS for NOs is age 36. Candidates above the maximum age may be accepted, if approved by Pers Pol (A) and in the interests of the service.

**Antedate**

**4.5.005.** [Annex O](#) details antedate awarded to NOs. For those with antedated seniority, the first day of the CC(S) will be used as a baseline from which the Incremental Base Date (IBD) will be assessed. For those without antedated seniority the IBD will be from the first day of the CC(S). Antedated seniority for rank will be applied from the first day of commissioning.

**4.5.006.** NOs will commence CC(S) on Increment Level 2 of the OF-1 Nursing Officers' pay scale refer to JSP 754 Tri-Service Regulations for Pay and Charges Edition V28 dated 1 Sep 18.

**4.5.007.** NOs may be awarded up to a maximum of 5 years antedate seniority for pay and rank upon completion of the CC(S). This equates to a maximum of Capt plus 2 years.

### Employment

**4.5.008.** After their initial military training NOs will normally be employed in accordance with [JSP 950, Lft 4-2-1](#).

**4.5.009.** NOs on promotion to Major, are eligible to apply to transfer to the AMS Command and Staff (C&S) Cadre, once they have completed Intermediate Command and Staff Course Land (ICSC(L)) and have received a recommended to do so in their post ICSC(L) OJAR. On selection to the C&S Cadre, NOs follow the same ToS as all other C&S officers but will retain PQO rates of pay. Attendance on formal (Intermediate and Advanced) Staff training is by application only.

### Initial Engagement

**4.5.010.** Successful candidates are awarded an S Type Engagement (refer to [Chapter 3 Section 3](#)) however PQOs who transfer from Reserve to Regular service may retain rank and commission on transfer dependant on the antedate awarded. Subsequently candidates are required to attend Initial Officer Training consisting of:

- a. **Basic Training.** The CC(S) at the Royal Military Academy Sandhurst (RMAS). All PQOs currently commission upon completion of Module D. They are required to complete Module E within 12 months of this date.
- b. **Trade Training.** Entry Officer Course (EOC) and Special to Arm training at the Defence College of Healthcare, Education and Training (DCHET).

**4.5.011. Award of Commission.** The day following successful completion of the CC(S) Module D, officers will be awarded a probationary SSC with an initial commitment IAW [Annex O](#), during which time they will not normally be allowed to leave the service.

### Promotion

**4.5.012. Captain.** NOs promote to substantive Captain (OF2) as described in Chapter 5 Section 2. NOs are required to complete those educational requirements detailed in [ACSO 3224](#) (less residential courses) before promotion to substantive Captain. Where individuals are promoted to Captain early (due to the award of antedate seniority), the first requirement may be waived, but both elements are to be completed before promotion to substantive Major.

**4.5.013. Major.** NOs promote in accordance with Army Group B promotion rules, as described in [Chapter 5 Section 3](#). The Officer is to hold an IRC and to have completed those educational requirements detailed in [ACSO 3224](#) (less residential courses), before promotion to substantive Major. Those NOs who wish to apply to attend ICSC(L) must ensure they complete the residential courses detailed in [ACSO 3224](#), whenever possible, prior to attendance.



**4.5.014. Lieutenant Colonel.** NOs promote in accordance with Group B rules, as described in [Chapter 5 Section 4](#). OF3 NOs may only promote into OF4, E1 workforce requirement, unless they have formally transferred to the AMS C&S Cadre. OF4 NOs who wish to attend ACSC will be required to apply through their career manager and may apply at any point until selection for promotion to OF5 or have insufficient time to complete the required TRoS.

**4.5.015. Colonel.** NOs promote in accordance with Group B rules, as described in [Chapter 5 Section 5](#). Following promotion to OF4, opportunities for wider AMS employment will be subject to workforce, capability, and structural requirements. Selection will be based on an officers Knowledge, Skills and Experiences (KSE).

**4.5.016. Brigadier.** NOs who have formally transferred to the Command and Staff (C&S) Cadre, may promote to Brigadier in accordance with [Chapter 6 Section 2](#).

**4.5.017 – 4.5.050.** Reserved.

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**PART 1 – CHAPTER 4 – PQO COMMISSIONS****SECTION 6 – NURSING OFFICERS TRANSFER SCHEME****Introduction**

**4.6.001.** The Nursing Officer (NO) Transfer Scheme is aimed at serving DE Officers with appropriate academic credentials and current military experience wishing to transfer into the QARANC within the Army Medical Services, in order to become qualified as a NO and serve for at least 3 years after completion of the relevant Student Nurse training period. The offer is open to substantive Captains (sS equivalent) and below who have served 3 or more years of commissioned service, applicants with less commissioned service may apply and each case will be considered on its own merits. The number of places available and allocated will be based on Initial Trade Training capacity.

**Eligibility**

**4.6.002.** Applicants must meet all the eligibility criteria to be considered for transfer. They must:

- a. Be appropriately qualified to commence a degree course at a University that leads to registration with the Nursing and Midwifery Council as a Registered Nurse (Adult, RN Adult or RN Mental Health).<sup>10</sup>
- b. Have attended an AMS acquaint visit.
- c. Passed a QARANC Arms Selection Board (ASB) to ascertain suitability to undertake the relevant NO career pathway.
- d. Have an anticipated Engagement Expiry Date (EED) later than the date on which they would complete their respective training and ROS. This equates to an EED of 3 or more years. If there is less than 3 years remaining, then an application for an extension is to be submitted to the QARANC ASB who have the authority to extend SSC to 12 years. Should an extension be required that is greater than 12 years of SSC, then WF Pol authority is required.

**4.6.003.** Acceptance to the NO Transfer Scheme will be provisional upon the successful allocation of a student place by a UK university in accordance with 4.6.002a above.

**4.6.004.** Reserve Officers are not eligible for the AMS NO Transfer Scheme. LE Officers will only be considered in exceptional circumstances with supporting evidence.

**4.6.005.** Overseas Candidates. Applicants currently holding a commission within the past 18 months within Foreign and commonwealth countries may apply for the scheme. Upon application service records and Certificate of Good conduct are to be forwarded to Hd Pers Sy (Army) Sec. Hd Pers Sy (Army) Sec is the authority for the applicant to continue with SC clearance with no residency, if applicable, AGAI Volume 2 [Chapter 40](#) Recruitment Policy refers. Candidates must fulfil criteria as per Sections 3 & 7. In addition, suitability to transfer into the British Army from overseas service will be via AOSB Transfer Board prior to ASB attendance and AEB ratification if successful.

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<sup>10</sup> The default university is Birmingham City University. Candidates are to apply to AMS Corps Engagement Team at the start of application process for written confirmation of approved university location.

## Application Process

**4.6.006.** Applications are to be made using the Digital Transfer app.<sup>11</sup>

a. **All applicants.** All applications must be accompanied by the following items sent in hard copy to Col CM AMS, APC, 65 Brown Street, GLASGOW, G2 8EX:

(1) A full CV, including details of academic (and other qualifications) with grades and copies of educational certificates.

(2) A firm offer of a place from a UK university as appropriate (other than a Defence School) in accordance with 4.6.002a.

(3) The applicant's current medical category. The normal requirement is a JMES of A4 L1 M4 E1 MFD. MDS for hearing loss is graded on a case by case basis taking into account function as per Table 6 within [AGAI 78](#).

(4) Confirmation from the applicant that they have sought advice and understand the Armed Forces Pension Scheme (AFPS) implications involved with any change of service and subsequent service with the QARANC and AMS if successful.

b. Those without access to the Digital Transfer app on Defence Gateway are to include the items at 4.6.006a, and:

(1) A covering letter from the applicant's Commanding Officer (CO) confirming support for the application and whether, in the CO's opinion, the applicant has the determination and aptitude to complete the training successfully.

(2) A complete set of the applicants' OJARs, obtained through JPA.

(3) The applicant's current vetting status.

**4.6.007.** Col CM AMS (APC) will review applications and applicants will be called forward for interview by a QARANC ASB; further interviews or selection processes may be required at the discretion of the QARANC ASB.

**4.6.008.** Under the authority of the AEB, successful applications for the NO Transfer Scheme are subject to confirmation by Pers Pol (A) on provision of evidence that there is no objection to transfer from the losing Arm/Service. If there is an objection, then WF Pol will refer the application to the AEB. APC will then promulgate the results to individual applicants and inform them of the date of their transfer into the QARANC.

**4.6.009.** Successful candidates will transfer into the QARANC on their existing commission in order to undertake university training, where their university studies can be completed within the 12-year commission permitted by SSC extensions.

**4.6.010.** Col CM AMS (APC) is responsible for the application process and Corps Col AMS (HQ AMS) is responsible for providing representation to the QARANC ASB.

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<sup>11</sup> Those without access to the Digital Transfer app may write a letter of application and include the items listed at paragraph 4.6.006a and 4.6.006b to be sent to Col CM AMS, APC, 65 Brown Street, GLASGOW, G2 8EX

## Terms and Conditions

**4.6.011. Commission.** Successful applicants are transferred into the QARANC with effect from the date their university studies start. They will undertake the study whilst on the terms of their existing commission. Following successful completion of the course, applicants will be appointed to the balance of a 12-year SSC for a minimum of 4 years from the date of full registration with the NMC or graduation, whichever is the later. If applicants currently hold an IRC or Reg C, they will remain on this. If applicants do not have enough residual service left on their Commission to complete the university course and the subsequent Training Return of Service (TRoS), exceptional authority will be sought from WF Pol to extend the Commission to facilitate a TRoS in these cases. Transferees on the NO Transfer Scheme will be eligible to grade for conversion from SSC to IRC or conversion from MC/IRC to Reg C after 24 months' service as a qualified Nursing Officer. Transferees must be in receipt of 2 consecutive ARs containing positive recommendation for conversion of commission.

**4.6.012. Probation.** Transferees under the AMS NO Transfer Scheme are on probation during the NO Training Period (university study) and for one year thereafter. Any applicant who proves incompatible with service as a NO during the probationary period (e.g. unsatisfactory progress in nursing studies or failure to qualify with the NMC) will be offered first (subject to agreement of the Corps/Arm concerned) a transfer back to the applicant's original Corps/Arm for the balance of their commission. Failure of a module or clinical placement is afforded one resit. If the Corps/Arm, or the applicant, is unwilling to accept such a transfer, an application will be made for the applicant's termination following the normal procedures applying to probationary commissions, in accordance with [Chapter 6 Section 1](#).

**4.6.013. Intermission.** Any delay in commencing study, intermission from study, or extension required to complete the programme should be approved by NO Transfer Scheme POC.

**4.6.014. TRoS.** The applicant is required to undertake a 3-year TRoS. This applies from the start of the course and comes into effect from the date that the individual successfully gains registration with the NMC and moves from the ReM into Regular Nursing Officer liability. On passing the course the NOTS officer will remain on the ReM until they have received their NMC registration. They may receive a letter of authority to move in support of a clinical placement within DMG as per the agreed assignment at QARANC Grade 2/3 assignment board. They will be formally assigned into Regular Nursing Officer liability on receipt of their NMC registration number. The applicant is not normally entitled to apply for Premature Voluntary Release during their TRoS, Chapter 7 Para [7.1.003](#) refers. In the event of a commission being terminated on account of lack of diligence by the applicant, or for other reasons within the applicant's control, the applicant will be required to refund all of the university tuition and examination fees, and any other allowances paid by the MOD. A legal undertaking to this effect is to be signed by the applicant. In addition, the TRoS is to be recorded on JPA.

**4.6.015. Rank and Promotion.** Individuals below the rank of substantive Captain will transfer in their current substantive rank and lose any accrued seniority. In keeping with any newly qualified nurse, they will be eligible for promotion to Captain 3 years after registration with the NMC, whichever is later. Substantive Captains will transfer across in the rank of substantive Captain and will lose any seniority previously accrued and will not be considered for promotion to Major until 5 years after graduation and being registered with the NMC and whilst meeting other criteria for promotion in accordance with MS policy.

**4.6.016. Salary.** On transfer, the applicant is to be paid in accordance with rank and Incremental Levels (IL), as authorised by [JSP 754](#). They are not eligible for Nursing Pay as per the Nursing Pay Spine until qualified. In order that applicants are not financially disadvantaged, a Mark Time Rate of Pay (MTRP) will be imposed for the period of the conversion training (degree course) plus 6 months. [JSP 754](#) states that personnel relinquishing a paid substantive rank will revert to the point on the relevant pay table they held before assuming the higher rank, with appropriate adjustment for length of service in the higher rank. Therefore, once Stand Still Rate of Pay (SSRP) ceases, applicants will receive pay at an IL which takes account of the full period of paid Reckonable Service in both higher and lower ranks, but not including that whilst in receipt of the SSRP, for example; a Capt transferring at IL 6 will mark time until, on graduation plus 6 months, where they will move to the NO Pay Spine at IL 6. Pay based on IL is separate from seniority, which is the basis for promotion.

**4.6.017. Pension.** Prior to submitting an application to be considered for transfer into the AMS, it is strongly recommended that professional financial advice is sought by the applicant with regards to affecting any transfer that will have on their service pension. During the NO Training Period the applicant continues to accrue normal AFPS entitlements. The identification of the personal pension implications is an individual responsibility.

### Administration Management

**4.6.018. Point of Contact.** The primary Point of Contact (POC) for NO Transfer Scheme administration is the Cadet Manager at AMS Recruiting – [ArmyMed-Rec-MailboxMULTIUSER@mod.gov.uk](mailto:ArmyMed-Rec-MailboxMULTIUSER@mod.gov.uk). All queries should be passed through this desk in the first instance.

**4.6.019. Tuition Fees.** Where required, tuition fee invoices are to be forwarded to the NO Transfer Scheme POC for payment.

### Allowances

**4.6.020. Uniform Allowances.** Normal inter-Corps/Arm transfer rules apply in respect of uniform allowances, in that no grant will be payable to officers who transfer between Corps and/or Regiments at their own request.

**4.6.021. Book Allowance.** Once studies have commenced, an allowance for appropriate books to assist with professional study is available in 3 x £50 instalments throughout the three-year course upon presentation of receipts. Receipts are to be submitted to the NO Transfer Scheme POC.

**4.6.022. Accommodation.** During the training period student officers are entitled to Service accommodation at entitled rates, this is to be applied for through the NO Transfer Scheme POC.

**4.6.023. Travel and Subsistence.** Student officers are entitled to travel allowances whilst undergoing training through NO Transfer Scheme POC application in accordance with [JSP 752](#).

**4.6.024. Leave Allowances.** During the training period, student nurses will receive the same annual leave allowance as their fellow students with whom they are studying. Applications are to be made through the NO Transfer Scheme POC.

**4.6.025. MS at University.** A student officer will not receive an Officers' Joint Appraisal Report (OJAR) during the training period but may receive a Course Report in accordance with JSP 757 Part 2 Volume 2 in lieu of an appraisal.

**4.6.026. Further Training.** NO Transfer Scheme applicants are not required to attend RMAS as a NO (except those who have transferred in from another sS or lateral overseas transfer). All applicants are required to attend the first available AMS Entry Officers' Course (EOC) after qualification. Following successful EOC completion NMC Registration is required to be confirmed prior to posting. If this is not received, then they are to remain on the ReM; they will be required to complete MATTS/ITR and have a secondary duty with continued military engagement during this period.

**4.6.027 – 4.6.050.** Reserved.

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**PART 1 – CHAPTER 4 – PQO COMMISSIONS****SECTION 7 – ALLIED HEALTH PROFESSIONAL****Introduction**

**4.7.001.** The Army Medical Services has several specialities that provide Healthcare Support to the British Army outside those other Professionally Qualified Officer (PQO) Cadres detailed in the previous Sections. These specialities are collectively known as Allied Health Professionals (AHP) (each overseen by their own governing body). There are 2 AHP groups when referring to the route for Commission:

- a. Direct Entry / Reserve to Regular Transfer:
  - (1) Pharmacists.
  - (2) Physiotherapists.
  - (3) Clinical Psychologists (refer to [Chapter 4 Section 8](#)).
  - (4) Clinical Scientists (refer to [Chapter 4 Section 9](#)).
- b. Late Entry / Reserve to Regular Transfer:
  - (1) Bio-Medical Scientists (BMS).
  - (2) Environmental Health Officers (EHO).
  - (3) Operating Department Practitioners (ODPs).
  - (4) Radiographers.
- c. For those cadres that are restricted to Late Entry, there may be an option to Commission via the Direct Entry route, but this will only be by exception, where the workforce requirement allows it, and on successful completion of the PQO or Main Board AOSB, AMS ASB, the approval of Hd Pers Pol.

**Recruiting and Career Pathway**

**4.7.002.** Applications to become an AHP are through the standard online recruiting pipeline administered by the National Recruiting Centre at [www.army.mod.uk](http://www.army.mod.uk). Arrangements will be made for candidates to attend a familiarisation visit and subsequently, selection at the Army Medical Services Army Officer Selection Board (AMS AOSB) and Arms Selection Board (ASB), held at the Army Medical Services Regimental Headquarters, as detailed below in the 3 routes of entry into the AMS as a Regular AHP:

- a. AHP Bursars are AHP students, who will be awarded an AMS PQO Bursary prior to entry to RMAS are required to attend Main Board AOSB and AMS ASB. Those who are identified under para 3.2.017 will attend AMS ASB prior to consideration at an AOSB Transfer Board.
- b. Direct Entrant (DE) who have already qualified in their respective fields and registered with the HCPC are required to attend AMS AOSB and ASB.

c. Reservist Officers are required to attend AMS ASB prior to an AOSB Transfer Board. Submissions to the AOSB Transfer Board will be made by AMS Recruiting, the results of which will be included in the AEB submission submitted by the relevant CM along with the recommendations of the ASB.

**4.7.003.** AHPs must already be qualified and registered with their Professional body, prior to applying to commission.

**4.7.004.** Due to the structure of the AHP Cadres, there may be limited opportunity to promote to Lt Col and beyond, less those Officers who formally transfer to the C&S Cadre.

**4.7.005.** Age. The maximum age for AHPs will be 36, although older candidates may be accepted if approved by Pers Pol (A) and in the interests of the Service.

### **Antedate**

**4.7.006.** [Annex O](#) details antedate awarded to AHPs. For those with antedated seniority, the first day of the CC(S) will be used as a baseline from which the Incremental Base Date (IBD) will be assessed. For those without antedated seniority the IBD will be from the first day of the CC(S). Antedated seniority for rank will be applied from the first day of commissioning.

**4.7.007.** AHPs without antedate seniority for pay, will start on Increment Level 2 of the OF1 pay spine.

**4.7.008.** AHPs (less Pharmacists), refer to [Chapter 4 Sections 7 and 8](#) for Clinical Psychologists and Clinical Scientist respectively, are awarded up to a maximum of 5 years antedate seniority for pay and rank, from the start of the CC(S). Antedate is only awarded for pro-rata clinical experience; training and academic courses are not eligible.

**4.7.009.** Pharmacists will be awarded up to 4 years antedated seniority for appropriate post-registration experience. They will also be awarded 1-year antedated seniority for their pre-registration year following qualification, totalling a maximum of 5 years antedate seniority.

### **Employment**

**4.7.010.** AHPs are employed within the AMS in healthcare support spanning Role 1 to Role 4 which span Reg Aide posts to small hospitals, larger hospitals and home base hospitals.

**4.7.011.** Employment for each cadre will be managed by their Career Manager with advice from the respective Head of Cadre.

**4.7.012.** AHPs on promotion to Major, are eligible to apply to transfer to the AMS Command and Staff (C&S) Cadre. On selection to the C&S Cadre, AHPs follow the same ToS as all other C&S officers managed under Army Group A rules.

### **Initial Engagement**

**4.7.013.** Successful candidates are awarded an S Type Engagement (refer to [Chapter 3 Section 3](#)) however PQOs who transfer from Reserve to Regular service may retain rank and commission on transfer dependant on the antedate awarded. Subsequently candidates are required to attend Initial Officer Training consisting of:

a. **Basic Training.** The CC(S) at the Royal Military Academy Sandhurst (RMAS). All PQOs currently commission upon completion of Module D. They are required to complete Module E within 12 months of this date.

b. **Trade Training.** Entry Officer Course (EOC) and Special to Arm training at the Defence College of Healthcare, Education and Training (DCHET).

**4.7.014. Award of commission.** The day following successful completion of the CC(S) Module D, officers will be awarded a probationary SSC with an initial commitment IAW [Annex O](#), during which time they will not normally be allowed to leave the service.

## Promotion

**4.7.015. Captain.** AHPs promote to substantive Captain (OF2) in accordance with promotion rules as described in [Chapter 5 Section 2](#). AHPs are required to complete those educational requirements detailed in [ACSO 3224](#) (less residential courses) before promotion to substantive Captain. Where individuals are promoted to Captain early (due to the award of antedate seniority), the first requirement may be waived, but both elements are to be completed before promotion to substantive Major.

**4.7.016. Major.** AHPs promote to Major in accordance with Chapter 5 Section 3. AHPs will be required to complete those educational requirements in accordance with [ACSO 3224](#) (less residential courses), before promotion to substantive Major. Those AHPs who wish to apply to attend ICSC(L) must ensure they complete the residential courses detailed in [ACSO 3224](#), whenever possible, prior to attendance.

**4.7.017. Lieutenant Colonel.** OF3 AHPs may only promote into their relevant AHP OF4, E1 workforce requirement. OF4 AHPs who wish to attend ACSC will be required to apply through their career manager following selection and may apply at any point until selection for promotion to OF5 or have insufficient time to complete the required TRoS.

**4.7.018. Colonel.** AHPs promote in accordance with Group B rules as described in [Chapter 5 Section 5](#). Following promotion to OF4, opportunities for wider AMS employment will be subject to structural and capability constraints. Selection will be based on an officers Knowledge, Skills and Experiences (KSE).

**4.7.019. Brigadier.** AHPs who have formally transferred to the Command and Staff (C&S) Cadre, promote to Brigadier in accordance with [Chapter 5 Section 6](#).

**4.7.020 – 4.7.050.** Reserved.

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**PART 1 – CHAPTER 4 – PQO COMMISSIONS****SECTION 8 – CLINICAL PSYCHOLOGIST****Introduction**

**4.8.001.** Clinical Psychologists are part of the Allied Health Professional Cohort (AHPs) within the Army Medical Services (AMS).

**Recruiting and Career Pathway**

**4.8.002.** Applications to become a Clinical Psychologist are processed in the same way as the other AHP cadres.

**4.8.003.** Clinical Psychologists commission into the Army Medical Services on Direct Entry (DE) Terms of Service (ToS). Clinical Psychologists are eligible to apply once they have completed 2 years post qualification clinical experience. This may be waived in exceptional circumstances, if they have substantial, relevant pre-qualification experience and approved by Pers Pol (A).

**4.8.004.** They must also hold:

- a. An Honours degree in Psychology.
- b. Post-graduate doctoral level training in Clinical Psychology as accredited by the British Psychological Society (BPS) and regulated by the Health and Care Professions Council (HCPC).
- c. Registration as a Clinical Psychologist with HCPC under the 'Practitioner Psychologist' protected title.

**4.8.005.** Age. Individuals over the maximum allowable age of 37 for AHPs may be accepted if approved by Pers Pol (A) and in the interests of the Service.

**Antedate**

**4.8.006.** [Annex O](#) and Chapter 4 [Section 7](#) detail the antedate awarded to Clinical Psychologists under the rules for AHPs.

**4.8.007.** Clinical Psychologists without antedate seniority for pay, will start on Increment Level 3 of the OF1 pay spine.

**4.8.008.** Clinical Psychologists are awarded up to a maximum of 5 years antedate seniority for pay and rank, from the start of the CC(S). Antedate is only awarded for pro-rata clinical experience; training and academic courses are not eligible.

**Employment**

**4.8.009.** Clinical Psychologists will be employed throughout Defence and the Army Medical Services, in a variety of appointments such as in Department of Community and Mental Health Units (DCMHs) or on operations in Field Mental Health Teams (FMHTs).

**4.8.010.** Clinical Psychologists' careers will be managed by their Career Manager with advice from their Head of Cadre as required.

**4.8.011.** Clinical Psychologists on promotion to Major, are eligible to apply to transfer to the AMS Command and Staff (C&S) Cadre. On selection to the C&S Cadre, Clinical Psychologists follow the same ToS as all other C&S officers managed under Army Group A rules, retaining PQO rates of pay.

### Initial Engagement

**4.8.012.** Successful candidates are awarded a probationary commission (see [Chapter 6 Section 1](#)) and are required to attend initial officer training consisting of:

- a. **Basic Training.** The CC(S) at the Royal Military Academy Sandhurst (RMAS). All PQOs currently commission upon completion of Module D. They are required to complete Module E within 12 months of this date.
- b. **Trade Training.** Entry Officer Course (EOC) and Special to Arm training at the Defence College of Healthcare, Education and Training (DCHET).

**4.8.013.** Award of commission. The day following successful completion of the CC(S) Module D, officers will be awarded a probationary SSC with an initial commitment IAW [Annex O](#), during which time they will not normally be allowed to leave the service.

### Promotion

**4.8.014. Captain.** Upon successful completion of CC(S), Clinical Psychologists will be awarded up to five years antedated seniority for rank. Clinical Psychologists are required to complete those educational requirements in accordance with [ACSO 3224](#) (less residential courses) before promotion to substantive Captain. Where individuals are promoted early (due to antedate), the first requirement may be waived, but both elements are to be completed before promotion to substantive Major.

**4.8.015. Major.** Clinical Psychologists promote to Major in accordance with [Chapter 5 Section 3](#). Clinical Psychologists will be required to complete those educational requirements in accordance with [ACSO 3224](#) (less residential courses), before promotion to substantive Major. Those selected to attend ICSC(L) will complete residential courses, whenever possible. Clinical Psychologists ceiling within trade is likely to cap at Major, due to the small size of the Cadre. This does not exclude them from promotion to Lt Col, but as they will be competing for Med Any Clinical positions, it makes it extremely competitive, and subsequent med any assignments cannot be guaranteed.

**4.8.016. Lieutenant Colonel.** The Clinical Psychologist cadre structure does not support promotion to OF4 within workforce requirement. Clinical Psychologists may opt to transfer to the C&S Cadre at OF3, to allow promotion to OF4 and beyond. Promotion to OF4 will be under Group A promotion rules as described in [Chapter 5 Section 5](#).

**4.8.017. Colonel.** Clinical Psychologists who have formally transferred to the Comd & Staff Cadre promote to Colonel under Group A promotion rules as described in [Chapter 5 Section 5](#).

**4.8.018. Brigadier.** Clinical Psychologists who have formally transferred to the C&S Cadre, promote to Brigadier in accordance with [Chapter 5 Section 6](#).

**4.8.019 - 4.8.050.** Reserved.

**PART 1 – CHAPTER 4 – PQO COMMISSIONS****SECTION 9 – CLINICAL SCIENTIST****Introduction**

**4.9.001.** The Army Medical Services (AMS) employs Biomedical Scientists (BMS) to provide diagnostic Healthcare Support to the British Army. BMSs that have successfully completed a Level 7 qualification in Biomedical Science, can achieve Health and Care Professions Council (HCPC) Registration as a Clinical Scientist (Clin Sci) via an equivalency route. This provides an increased level of capability, whilst retaining deployability as a BMS.

**4.9.002.** Clin Sci that subsequently undertake Higher Specialist Scientist Training (HSST) can fill Commissioned Consultant Clinical Scientist (Cons Clin Sci) PIDs within the AMS as they will complete the same exit examinations as Medical Officer Consultant Haematologist / Microbiologist (FRCPath).

**4.9.003.** Upon qualification Clin Sci and Cons Clin Sci remain as Allied Health Professionals (AHPs) regulated by the HCPC and managed in accordance with the TOS applied to AHPs.

**Recruiting and Career Pathway**

**4.9.004.** All Clin Sci will be recruited from the serving military BMS cadre.

**4.9.005.** Clin Sci that have achieved benchmarking for HSST by the Academy of Healthcare Science (AHCS) must be successful at AMS Army Officer Selection Board (AMS AOSB) and the AMS Arm Selection Board (ASB) before starting HSST. If AMS AOSB and ASB is completed first, then failure at HSST would lead to removal of the offer of Commissioning.

**4.9.006.** Successful candidates will be Commissioned into the Army on Direct Entry (DE) ToS. Clin Sci and BMS that do not undertake HSST can Commission on LE ToS to fill BMS Tech Off PIDs.

**4.9.007. Age.** The maximum age for Clin Sci to commission on DE ToS will be 36, although older candidates may be accepted if approved by Pers Pol (A) and in the interests of the Service.

**Antedate**

**4.9.008.** [Annex O](#) details the antedate awarded to AHPs. For those with antedated seniority, the first day of the CC(S) will be used as a baseline from which the Incremental Base Date (IBD) will be assessed. For those without antedated seniority the IBD will be from the first day of the CC(S).

**4.9.009.** Clin Sci will be awarded 5 years' antedate seniority and takes them to Capt +2 for pay purposes only. This is to ensure they are on a competitive pay scale to that of their civilian counterparts and recognises the time spent as a BMS gaining their Specialist qualifications, Level 7 qualifications and Scientist Training Programme (STP) equivalency which will take more than 7 yrs to complete. Their pay is disassociated from rank until they promote to Major.

## Employment

**4.9.010.** Clin Sci will be employed within the Joint Hospital Group (JHG) during peacetime with a requirement to support the Army and wider Defence Medical Services (DMS) on exercises, operations and warfighting (normally at Role 2 and above).

**4.9.011.** On completion of HSST Cons Clin Sci are highly experienced professionals holding FRCPath and trained in the clinical interpretation and practical elements of the clinical laboratory, offering a similar skill set as Medical Officer Consultants in Haematology/Microbiology.

**4.9.012.** Clin Sci and Cons Clin Sci careers will be managed by their Career Manager with advice from their Head of Cadre as required.

## Initial Engagement

**4.9.013.** Successful candidates are awarded a S Type Engagement (see Para [3.3.004](#) and [3.1.009](#)) and are required to attend initial officer training consisting of:

- a. **Basic Training.** The CC(S) at the Royal Military Academy Sandhurst (RMAS). All PQOs currently commission upon completion of Module D. They are required to complete Module E within 12 months of this date.
- b. **Trade Training.** Entry Officer Course (EOC) and Special to Arm training at the Defence College of Healthcare, Education and Training (DCHET).

**4.9.014.** Clin Sci will commence HSST for a period of 5 years. Failure to complete HSST will require the individual to convert to an BMS LE Commission, subject to workforce requirement or they may resign their commission. Upon completing HSST, Clin Sci will be expected to complete their Special to Arm Entry Officer Course (EOC) at the Defence College of Healthcare and Training (DCHET).

**4.9.015. Award of commission.** The day following successful completion of the CC(S) Module D, Clin Sci will be awarded a probationary SSC, with an initial commitment IAW [Annex O](#), during which time they will not normally be allowed to leave the service.

## Promotion

**4.9.016. Captain.** Upon successful completion of CC(S), Clin Sci will be awarded five years antedated seniority for rank.

**4.9.017. Major.** Clin Sci promote to Major in accordance with [Chapter 5 Section 3](#). Clin Sci will be required to complete those educational requirements in accordance with [ACSO 3224](#) (less residential courses), before promotion to substantive Major. Clinical Scientists must hold an IRC IOT be eligible to be considered for promotion to Maj. As Trainee Cons Clin Sci will enter the zone for promotion during their HSST, they may promote on an SSC. This prevents those failing HSST years 4-5 being employed on an IRC with no ability to be employed as a Cons Clin Sci. Upon successful completion of HSST, they will be considered for an IRC. Those who apply for and are selected to attend ICSC(L) will complete residential courses, whenever possible.

**4.9.018. Lieutenant Colonel.** Clin Sci promote to OF4 as Cons Clin Sci, in accordance with Group B promotion rules as described in [Chapter 5 Section 4](#), within workforce



requirement. Currently there is no workforce requirement for OF5+ in the Cons Clin Sci role, this is currently under review.

**4.9.019. Colonel.** Cons Clin Sci who have formally transferred to the Comd & Staff Cadre promote to Colonel under Group A promotion rules as described in [Chapter 5 Section 5](#).

**4.9.020. Brigadier.** Cons Clin Sci who have formally transferred to the C&S Cadre, promote to Brigadier in accordance with [Chapter 5 Section 6](#).

**4.9.021 – 4.9.050.** Reserved.

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**PART 1 – CHAPTER 4 – PQO COMMISSIONS****SECTION 10 – COMMISSIONS IN THE ADJUTANT GENERAL'S CORPS****(ARMY LEGAL SERVICES BRANCH)****Eligibility and qualification**

**4.10.001.** An applicant to be an officer in the Adjutant General's Corps (Army Legal Services Branch) (AGC(ALS)) must be one of the following:

- a. A person who has a general qualification within the meaning of Sect 71 of the Courts and Legal Services Act 1990.
- b. An advocate or solicitor in Scotland.
- c. A member of the Bar of Northern Ireland or a solicitor of the Supreme Court of Northern Ireland.
- d. An ALS officer under the ALS Transfer Scheme (see Para 4.10.016 below).

**4.10.002. Age requirements.** Applicants to join ALS will normally be **between 24 and 32** years old. However, every application to join ALS will be considered on its merits, irrespective of the applicant's age.

**4.10.003. Nationality and residency.** Applicants must fulfil the nationality and residency rules stipulated in [Chapter 1 Section 3](#).

**4.10.004. Medical.** Applicants must attend and pass a medical board as part of the selection process at the Army Officer Selection Board (AOSB).

**Application, selection and training**

**4.10.005.** Candidates apply directly to Capita. There are normally 3 recruiting rounds each year for intakes in Jan, May and Sep of each year. Selection and appointment is carried out in several stages. Initial applications are followed by an ALS initial interview board, which is usually held in Andover. Successful candidates will go forward to a Main Board (Short) (MB(S)) at Westbury. Candidates successful at MB(S) are commissioned on probation into the AGC(ALS) at the start of their training. ALS officer training is run in 3 phases. Phase 1 comprises initial induction at **Directorate of Army Legal Services** (DALs) of 1 to 2 weeks followed by the Commission Course (**Short**) (CC(S)) at RMAS (9 weeks). Phase 2 is the ALS Initial Officers Course (6 weeks) at Andover and Phase 3 is an attachment to a combat arm unit (3 months) as directed by DALs.

**Terms of service**

**4.10.006.** An officer appointed to a commission in the AGC(ALS) may be granted an antedate of seniority reckoning for pay and seniority in recognition of relevant previous practical legal experience. The DALs may request the Army Employment Board (**AEB**) to grant an antedate of up to 2 years where it could be of benefit to the officer in the performance of their ALS duties. Cumulative antedates cannot cause the officer's seniority to be earlier than their **Engagement Expiry Date minus 34 years** (EED-34).

**4.10.007. Length of Service Terms of Service (LToS).** All officers commissioned into AGC(ALS) on or after 1 Jan 02 serve on LToS. Under LToS, ALS officers have the potential for a full career with retirement after 34 years' service from the date of commissioning or at age 60, whichever is the earlier, subject to the conditions at Para 4.10.008 below. Reckonable Service (RS) for promotion will be calculated from the day of commissioning and will include any antedated seniority awarded in accordance with [PAW 20](#).

**4.10.008. Three tier commission structure.** ALS Officers follow a natural career progression – the stepping stone approach. They are initially appointed to a SSC and may subsequently convert, through an Intermediate Regular Commission (IRC), to a Regular Commission (Reg C). **All selections are conducted using Board and Offer (B&O) principles as contained at Part 1, paragraph 6.2.003:**

a. **Short Service Commission (SSC).**

(1) **Officers commissioned between 1 Sep 16 and 31 Dec 23.** Officers will be awarded an initial SSC of 12 years. Those appointed are to sign an undertaking to confirm that they are aware of the minimum Active List service they are required to serve. The highest substantive rank an officer can achieve whilst serving on an SSC is Maj.

(2) **Officers commissioned on or after 1 Jan 24.** Officers will be awarded an initial SSC of 6 years. Those appointed are to sign an undertaking to confirm that they are aware of the minimum Active List service they are required to serve.

(3) **Officers holding a SSC are not required to routinely apply for an extension.** By default, ALS officers in Year of Service 4 (YOS4) (with YOS1 being the calendar year in which they commissioned) or greater, with a recommendation for an extension to their SSC or conversion to IRC in their most recent Appraisal Report (AR), will normally be considered for an extension of 3 years by their respective Arms Selection Board (ASB) under B&O.<sup>12</sup> They will normally remain in zone up to and including YOS6. The quota for extensions from a 6-year SSC to 9-year SSC will be specified annually by WF Plans to meet the Army's structural needs.

(4) **A second extension window opens from as early as YOS5 to consider extensions from a 9-year SSC to a 12-year SSC.** ALS officers holding a 9-year SSC are not required to routinely apply for an extension. By default, ALS officers in YOS5 (with YOS1 being the calendar year in which they commissioned) or greater, with a recommendation for an extension to their SSC or conversion to IRC in their most recent AR and who hold a 9-year SSC, will normally be considered for an extension of 3 years by their respective ASB under B&O.<sup>13</sup> They will normally remain in zone up to and including YOS9. The quota for extensions from a 9-year SSC to a 12-year SSC will be specified annually by WF Plans to meet the Army's structural needs.

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<sup>12</sup> As AGC(ALS) commissions commence at point of entry to DALs the principle of using 31 Mar of the year proceeding publication of extension/conversion results may be waived without recourse to WF Pol (A) for approval.

<sup>13</sup> As AGC(ALS) commissions commence at point of entry to DALs the principle of using 31 Mar of the year proceeding publication of extension/conversion results may be waived without recourse to WF Pol (A) for approval.

(5) The highest substantive rank an ALS officer can achieve whilst serving on an SSC is Maj. In these cases the officer must be serving on a SSC of 9 years or greater. This is to take effect from Beige List 2029 (BeL29) onwards.

b. **Intermediate Regular Commission (IRC).** The IRC will be awarded for a minimum of 9 years' service from the date of conversion or any longer period necessary to complete 18 years or age 40 (whichever is the later) on [AFPS 05](#) (Early Departure Point (EDP)) or 20 years or age 40 (whichever is the later) on [AFPS 15](#) (Early Departure Point (EDP)). Extensions beyond this period may be applied for but must be authorised by Pers Pol(A). For AGC(ALS) officers appointed to an IRC, promotion is limited to the rank of substantive Lt Col.

(1) **Officers commissioned between 1 Sep 16 and 31 Dec 23.** Subject to quotas set by WF Plans, SSC Officers will be automatically boarded for conversion to an IRC after 24 months service and 2 annual reports (AR) that contain positive and consecutive recommendations in the most recent ARs. From ASB 27 onwards an officer is eligible for conversion from SSC to IRC from YOS5 (YOS1 is the calendar year in which they commissioned), including any probationary period, after a minimum of 2 consecutive positive recommendations for conversion to IRC in their most recent ARs. They must be serving on a minimum 9-year SSC. Additionally, from ASB 27 by exception only, officers on a 6-year or 9-year SSC who receive 2 consecutive "Excp" recommendations for conversion to IRC from both their 1RO and 2RO may be considered for conversion from YOS4 (YOS1 is the calendar year in which they commissioned), including any probationary period.

(2) **Officers commissioned on or after 1 Jan 24.** Subject to quotas set by WF Plans, SSC Officers will be automatically boarded for conversion to an IRC in YOS5 (YOS1 is the calendar year in which they commissioned), including any probationary period, after a minimum of 2 consecutive positive recommendations for conversion to IRC in their most recent ARs. They must be serving on a minimum 9-year SSC. Additionally, by exception only, officers on a 6-year or 9-year SSC who receive 2 consecutive "Excp" recommendations for conversion to IRC from both their 1RO and 2RO may be considered for conversion from YOS4 (YOS1 is the calendar year in which they commissioned), including any probationary period.

c. **Regular Commission (Reg C).** Reg Cs will be awarded by the ALS ASB in accordance to annual quotas set by WF Plans. Officers will be boarded for conversion for Reg C after 24 months IRC service and 2 suitable positive and consecutive recommendations in the most recent ARs, Chapter 6 Section 2 provides the detail on eligibility. Officers converting to Reg C will be eligible to complete 34 years commissioned reckonable service or serve to age 60, whichever is the earlier.

**4.10.009. Rank.** Officers transferring into AGC(ALS) under the ALS Transfer Scheme will be granted the rank of Capt on initial appointment to a SSC. Candidates will be considered for a grant of antedate in accordance with [PAW 20](#).

**4.10.010. Probation.** ALS officers will be granted probationary commissions for the first 3 years of their service. ALS Transfer Scheme officers will serve on probationary commissions throughout the period of legal training and for a further period of 12 months following full qualification as a legal officer. Confirmation of the commission will be

promulgated by Offr Sec. Exceptions are by Army Employment Board (AEB) approval only.

**4.10.011. Promotion.** Promotion in the AGC(ALS) is merit based under Group A rules described at Chap 5 of these regulations.

**4.10.012. Pay.** Pay will be at main scale rates as shown in [JSP 754](#). Officers.

**4.10.013. Premature voluntary retirement.** As a professional courtesy ALS officers are expected to forward a formal letter of resignation to DALs, ideally on or before the day that JPA action is taken by the ALS officer to PVR. The date that JPA action is initiated is the date from which the period of notice normally begins and requests to withdraw PVR must be submitted as directed at **Part 1, Chapter 7** of these regulations.

**4.10.014. Pension.** Officers appointed to a SSC after 1 Apr 15 will be commissioned on pensionable terms and will be members of AFPS 15. Officers commissioned prior to this may additionally receive benefits under the rules and rates prescribed in either The Army Forces Pensions Scheme 75 or JSP 764 – The Armed Forces Pension Scheme 2005. Acting rank may be granted subject to the needs of the service.

**4.10.015 – 4.10.050.** Reserved.

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**PART 1 – CHAPTER 4 – PQO COMMISSIONS****SECTION 11 – COMMISSIONS AS ARMY CHAPLAINS****Role of the Chaplain General to the Forces**

**4.11.001.** The Office of the Chaplain General has a unique status conferred by the terms of the Creedy report 1921. This agreement between Church and State provides the assurance required by both parties that chaplains at the disposal of His Majesty's Land Forces, remain under the Full Command of the Chaplain General.

**Eligibility, Selection and Commissioning**

**4.11.002.** Suitably qualified candidates with at least 3 years proven pastoral experience, are eligible to apply as Professionally Qualified Officers (PQO) for a Short Service Commission (SSC) or a Reserve Commission in the Royal Army Chaplains' Department (RACHD). Applicants should not normally be over the age of 50 years on the date of commissioning. In exceptional cases candidates above this age may be considered.

**4.11.003.** All candidates for a commission in the RACHD, both Regular Army and Reserve, are selected at the Army Officer Selection Board Professionally Qualified Officer (AOSB PQO) Combined Selection Board. Endorsing Authority endorsement, medical and security clearances are required to complete the eligibility and suitability to be offered a commission.

**4.11.004.** An AOSB pass is valid for up to 5 years but, where there is a significant delay between selection and commissioning (two years or more), additional references and clearances will be called for. Following successful attendance at AOSB PQO, a candidate will be further considered by the RACHD Regimental Selection Board (RSB). The RSB may recommend the offer of a commission in the RACHD, in either the Regular or Reserve Department, according to the applicant's stated preference. However, as AOSB PQO assess for both Regular and Reserve Service, a candidate may elect to review their preference.

**4.11.005.** All successful candidates, Regular and Reserve Chaplains, will initially be assigned to the Regular/Reserve Transition course. In accordance with JSP 830, Chaplains will swear an oath of allegiance on the first day of the course. This will be taken as the start of the individual's commissioned service and they shall be members of the Armed Forces from this point. They shall receive a military salary and be entitled to military accommodation and allowances in accordance with [JSP 464](#) and [JSP 752](#) respectively and they will be subject to military law. The Initial Base Date (IBD) for pay and seniority purposes will be calculated from this point.

**Application procedure**

**4.11.006.** An initial interview with a Senior Chaplain from the RACHD is followed by an Officer Familiarisation Visit to a large garrison. Candidates then require formal approval from their Endorsing Authority to enter the selection process.

**4.11.007.** Applications are processed by the NRC and monitored throughout by MOD Chaplains (Army) and requisite forms and guidance will be sent to candidates during the recruiting process.

## Training

**4.11.008.** Successful candidates will be commissioned to an SSC or Reserve Commission and undergo New Entrant Chaplain (NEC) training at the Armed Forces Chaplaincy Centre (AFCC). For Regular Chaplains, this will be followed by attendance on the Commissioning Course Short (CC(S)) at the Royal Military Academy Sandhurst (RMAS). After this initial training, they will be assigned to their first unit. Depending on course dates some chaplains may be assigned to their first unit under DACG supervision for a short period between the NEC and CC(S) courses. Following NEC Reserve chaplains must attend the relevant modules of the CC(S) within their first 2 years.

## Terms of Service

### **4.11.009. Short Service Commission (SSC).**

- a. Regulations regarding SSCs for chaplains commissioned before 01 Sep 16.
  - (1) The maximum length of service on an SSC was 3 years for Chaplains with a probation period of 12 months.
  - (2) After receiving a minimum of 1 Appraisal Report with a positive recommendation for extension or conversion of commission, a chaplain will be automatically Boarded at the RACHD Arm Selection Board (ASB) and offered an extension of commission to the 5-year point. Following receipt of a second and consecutive Appraisal Report with a positive recommendation for extension or conversion of commission, the RACHD Selection Board will consider an application for extension to the 8-year point under RACHD Board and Offer rules.
  - (3) Where an applicant fails to meet the required grading standard at the Board the Chaplain General may offer a more limited extension in order to allow time for development and further evidence to be gathered. Where a chaplain is not granted an extension, their service will end on expiry of their SSC.
  - (4) Where such approval has been granted, and where length of service prevents a chaplain from Board and Offer (B&O) for conversion to Intermediate Regular Commission (IRC), the RACHD ASB may consider applications to extend SSC by up to 5 years. Extensions in this category require appropriate recommendations in the last 2 consecutive Appraisal Reports and must not extend service beyond the day prior to the chaplain's 60th birthday.
- b. Chaplains Commissioned between 1 Sep 16 and 31 Dec 23.
  - (1) Chaplains commissioned into Regular Army between 1 Sep 16 and 31 Dec 23 will normally be granted an initial 12-year SSC with a probation period of 36 months.
  - (2) If evidence is presented in OJARs of unsatisfactory performance during the probation period the chaplain's service will be considered by the RACHD ASB. A recommendation may then be made to the AEB to either extend the probation period or to terminate service at the end of the initial 36-month probationary period.

c. Chaplains Commissioned on or after 1 Jan 24.

(1) Chaplains commissioned into the Regular Army on or after 1 Jan 24 will normally be granted an initial 6-year SSC with a probation period of 36 months.

(2) If evidence is presented in OJARs of unsatisfactory performance during the probation period the chaplain's service will be considered by the RACHD ASB. A recommendation may then be made to the AEB to either extend the probation period or to terminate service at the end of the initial 36-month probationary period.

(3) Chaplains holding a SSC are not required to routinely apply for an extension. By default, all Chaplains in YOS4 (with YOS1 being the calendar year in which they commissioned) or greater, with a recommendation for an extension to their SSC or conversion to IRC in their most recent Appraisal Report (AR), will normally be considered for an extension of 3 years by their respective ASB under B&O.<sup>14</sup> They will normally remain in zone up to and including YOS6. The quota for extensions from a 6-year SSC to 9-year SSC will be specified annually by WF Plans to meet the Army's structural needs.

(4) A second extension window opens from as early as YOS5 to consider extensions from a 9-year SSC to a 12-year SSC. Chaplains holding a 9-year SSC are not required to routinely apply for an extension. By default, Chaplains in YOS5 (with YOS1 being the calendar year in which they commissioned) or greater, with a recommendation for an extension to their SSC or conversion to IRC in their most recent AR and who hold a 9-year SSC, will normally be considered for an extension of 3 years by their respective ASB under B&O.<sup>15</sup> They will normally remain in zone up to and including YOS9. The quota for extensions from a 9-year SSC to a 12-year SSC will be specified annually by WF Plans to meet the Army's structural needs.

d. **Medical Standards.** The applicant's Medical Employment Standard must be appropriate to the future assignments expected over the duration of the commission.

#### 4.11.010. Intermediate Regular Commission (IRC).

a. A chaplain will be boarded under RACHD B&O rules for a conversion of commission to IRC under the following conditions:

(1) Completion of 5 years' service (YOS6, with YOS1 being the calendar year in which they commissioned) on SSC, be serving on a minimum 9-year SSC, and hold substantive CF3.

(2) Positive recommendations in the 2 most recent ARs for a conversion of commission.

(3) Joint Medical Employment Standard (JMES) of Medically Limited Deployable (MLD) or higher.

<sup>14</sup> As RACHD commissions commence at point of entry to AFCC on NEC the principle of using 31 Mar of the year proceeding publication of extension/conversion results may be waived by the RACHD ASB without recourse to WF Pol (A) for approval.

<sup>15</sup> As RACHD commissions commence at point of entry to AFCC on NEC the principle of using 31 Mar of the year proceeding publication of extension/conversion results may be waived by the RACHD ASB without recourse to WF Pol (A) for approval.

b. Candidates selected for conversion to an IRC will be granted such period as may be necessary to achieve the Early Departure Point (EDP) under [AFPS 05](#) and [AFPS 15](#) rules or Immediate Pension Point (IPP) under [AFPS 75](#). Extension of service or continuance beyond Engagement Expiry Date (EED) may be permitted for service needs, only where commissioned service will end before the candidate is 60. Application may be made by CF3 chaplains for service beyond 60 years but requires the approval of the Chaplain General and Pers Pol(A).

#### **4.11.011. Regular Commission (Reg C).**

a. A chaplain will be boarded under RACHD B&O rules for conversion to Reg C under the following conditions:

- (1) A minimum of 2 years' service on IRC.
- (2) Two consecutive and positive recommendations for conversion of commission in the most recent ARs.
- (3) Joint Medical Employment Standard (JMES) of normally Medically Limited Deployable (MLD) or higher.

b. The number of Regular Commissions available to the Department is dictated by the structural requirement and controlled by Pers Strat (A). Conversion candidates graded above the quality line for whom no quota is available may continue to be presented to the RACHD ASB until such time as they fail to convert or to meet the eligibility criteria.

c. The Normal Retirement Age (NRA) for chaplains serving on a Reg C is 60. Application may be made by CF3 chaplain for service beyond 60 years but requires the approval of the Chaplain General and Pers Pol(A).

#### **Initial Rank**

**4.11.012.** Chaplains will be appointed in the rank of CF4 in accordance with Article 54 of [PAW 20](#).

#### **Promotion**

**4.11.013.** The rules governing promotion for Chaplains are contained in [Chapter 5](#).

#### **Age constraints**

**4.11.014.** The NRA for chaplains will be 34 years' service, from the age of 21 or later if they were commissioned after the age of 21, up to a maximum age of 60, whichever is earlier. If a chaplain has insufficient time to reach their IPP/EDP Point or complete the minimum period of an IRC they will be granted an IRC up to the age of 60. Chaplains whose SSC or IRC already takes them to age 60 will not be considered for further conversions.

**4.11.015.** As the NRA directly supports chaplains serving on an IRC under the terms of [AFPS 05](#) or [AFPS 15](#) achieving the EDP, it is only those on AFPS 75 whose service is potentially curtailed if they commissioned aged 39 or 40. Any RACHD IRC officer serving on [AFPS 75](#) may apply to extend their IRC up to age 60 should structural vacancy exist.

Applications for such extensions are to be supported by the RACHD Selection Board and subject to approval by Pers Pol(A).

### **Antedate**

**4.11.016.** An impact of refinements made to the chaplain's pay spine in Apr 20 is that antedates of seniority are no longer granted.

### **Pay and retired pay**

**4.11.017.** Pay is at the rates as shown in [JSP 754](#). Chaplains will qualify for retired pay from commissioning as part of [AFPS 15](#). Reg C chaplains will normally retire at the age of 60.

### **Extension of commission**

**4.11.018.** Extension of commission, other than those mentioned at paragraphs 4.11.009c(3), 4.11.009c(4) and 4.11.015 above, may be granted for service reasons, but only with the authority of Pers Pol(A).

**4.11.019.** Chaplains approaching NRA on a Reg C or IPP/EDP on an IRC may apply for continuance of commissioned service. Applications are considered on a case-by-case basis through the Staff Chaplain, the RACHD ASB, to Pers Pol(A) but will only be granted should the needs of the service require.

**4.11.020.** Decisions on extensions and conversions of commissions are taken by the RACHD ASB on grounds of quality and employability. Board proceedings are to be ratified by Pers Strat for structural integrity and by Pers Pol(A) for regulatory compliance prior to promulgation. In exceptional circumstances, the President of the RACHD Selection Board may refer a decision to the AEB.

### **Premature Voluntary Retirement (PVR)**

**4.11.021.** All officers retain the right to PVR. Chaplains who seek to PVR must have served the minimum term of their commission on the Active List, normally 3 years from the date of commissioning and are normally held to a 3-year ROS from the date of commission, Para [7.1.003](#) refers. All applications to PVR are to be staffed to the Staff Chaplain in accordance with [Chapter 7 Sections 1 and 2](#). The AEB is responsible for decisions in respect to applications for PVR; future contracts of employment are to remain provisional until PVR has been approved by the AEB.

- a. Chaplains who have not reached the IPP/EDP are required to give 12 months' notice of intention to PVR. Where chaplains have passed the IPP/EDP a period of 7 months' notice of intention is required.
- b. The date of the formal letter of resignation, written to the Chaplain General, should match the date of JPA action taken by the chaplain to PVR and is the date from which the period of notice normally begins.

### **Transfer from the Reserves to the Regular**

**4.11.022.** Reserve chaplains who have passed AOSB are able to apply for a change of engagement in order to serve on a Short Service Commission (SSC) in the Regular Army. All serving Reserve chaplains who have passed AOSB and RACHD RSB are deemed to

have been selected for either Reserve or Regular service by MOD Chaplains (Army) with the endorsement of their Endorsing Authority and there is not normally any requirement for a further Transfer Board.

**4.11.023.** Applicants must have the endorsement of their Endorsing Authority and be recommended by their CO supported by Assistant Chaplain General (ACG) and be able to normally offer at least 3 years' service as a regular chaplain. They must hold a current Joint Medical Employment Standard of MLD or above; normally, a chaplain should be MFD to be approved by the RACHD ASB and are required to supply a current PULHHEEMS assessment to the Board.

**4.11.024.** Applications are to be made using the Digital Transfer app on the Defence Gateway. Those who formally apply are required to write to the Chaplain General. They must have completed CC(S) and are eligible to transfer up to the day before their 54th birthday.

**4.11.025.** RACHD ASB decisions must be ratified by Pers Pol (A) and in some cases the AEB. Candidates may be required to undertake additional training.

### **Transfer into the RACHD**

**4.11.026.** The RACHD do not accept direct transfers from other Arms or Services. Eligibility, selection and commissioning is described at 4.11.002 to 4.11.005.

**4.11.027 – 4.11.050.** Reserved.

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**PART 1 – CHAPTER 5 – REGULAR ARMY OFFICERS PROMOTIONS****SECTION 1 – GENERAL PROMOTION RULES****General**

**5.1.001.** The prerogative instrument that underpins promotion in the Army is contained in [The Promotions and Appointments Warrant 2020 \(PAW 20\)](#). This Section covers the general conditions, qualifications and rules for substantive promotion. Acting rank, local rank, substitution pay and honorary rank for officers of the Regular Army up to and including the rank of General are in accordance with [Chapter 5 Section 10](#) and [JSP 754](#). The other principle documents to be read in conjunction with this instruction are:

- a. [The Queen's Regulations for the Army 1975, Chapter 9](#) (QR(Army)).
- b. Joint Service Publication (JSP) [950](#). This JSP contains the tri-Service common principles for promoting Regular and Volunteer Reserve medical, dental and nursing officers; promotion for these officers remains a single-Service responsibility and, within the Army, the procedures for promotion are governed within Sections 2 to 9 within this Chapter.
- c. Career Management Boarding Manual (CMBM).
- d. Career Management Handbook (CMH).
- e. [Army Command Standing Order \(ACSO\) 3224](#) - Officer Training and Education.

**Substantive Promotion**

**5.1.002.** Before substantive promotion is granted, an officer must:

- a. Have completed the required period of reckonable service.
- b. Have an unqualified recommendation for promotion in the most recent annual report. Where it is considered necessary in the interests of the officer or the Army an additional report or recommendation may be called for by Military Secretariat (MS). Officers undertaking appointments in acting rank and selected for immediate follow on appointments in the higher substantive rank, may have that acting rank annual report count as a qualifying report for further promotion. Refer to Para 3.6.035c for LE Officers seniority and eligibility for promotion to Lt Col.
- c. Have qualified or be exempt from qualifying for the necessary professional development qualifications or have obtained other professional qualifications required by the capbadge Arm or Service as detailed [Chapter 4 Section 2 to 9](#).
- d. Have completed, where necessary, the appropriate period of Regimental Duty (RD). Time spent on an In-service Degree (ISD) is considered equitable with time spent at 'conventional' RD.
- e. If subject to promotion after a set period of service but without selection (time promotion), have the promotion confirmed by the responsible authority, e.g. Career Management (CM) Branches (Lt – Capt), AMS No 4 Board (for AMS officers), and the RACHD Board (for Chaplains).



f. If subject to promotion into a vacancy, have an established vacancy in the higher rank available and be selected by an appropriate appointment board, para 5.1.012 refers.

g. Hold an appropriate type of commission.

**5.1.003.** The detailed instructions covering promotion to the various commissioned ranks are contained in the following Sections to this Chapter:

- a. [Section 2](#) – Lt and Capt.
- b. [Section 3](#) – Maj.
- c. [Section 4](#) – Lt Col.
- d. [Section 5](#) – Col.
- e. [Section 6](#) – Brig.
- f. [Section 7](#) – Maj Gen.
- g. [Section 8](#) – Lt Gen.
- h. [Section 9](#) – Gen.

**5.1.004.** The responsible authorities for selection and promotion are:

a. All Arms and Services less RACHD, LE and DE QARANC, AHP, MOs and DOs. The No 5 Board will score and select MSOs, VOs, VSOs and DSOs.

(1) **2Lt to Lt.** No 5 Board. Delegated to CM Branches for JPA promotion input. Waiver requests for CPD as directed by ACSO 3224 and Arms and Service policy are to be staffed through MS5.

(2) **Lt to Capt.** No 5 Board. Delegated to CM Branches for JPA promotion input. Waiver requests for CPD as directed by ACSO 3224 and Arms and Service policy are to be staffed through MS5.

(3) **Capt to Maj.** No 5 Board. No 5 board is also the responsible authority in matters in relation to the selection of LE officers for attendance on ICSC(L) or assumption of Command Sgt Maj appointment.

(4) **Maj to Lt Col.** No 4 Board.

(5) **Lt Col to Col and Col to Brig.** No 2 Board.

(6) **Brig to Maj Gen, Maj Gen to Lt Gen and Lt Gen to Gen.** No 1 Board.

b. RACHD:

(1) Chaplains promote to Maj on time served on receipt of a positive recommendation for promotion in their most recent report. The Chaplains' Department will score those eligible for promotion to ensure they are above the

quality line. No 5 Board may choose to ratify the results of the Chaplain Departments Board but are not to re-score the candidates.

(2) All Chaplains less Chaplain General (CG) and Deputy Chaplain General (DCG) - RACHD No 1 & 2 Grading Boards and No 2 Board. Only chaplains selected for CF1 are ratified by No 2 Board.

(3) CG and DCG - No 1 Board.

c. AMS. LE and DE QARANC, AHP as well as MOs and DOs - AMS Grading Boards.

**5.1.005.** The composition and functions of MS selection boards are given in the MS CMBM. The MS is responsible for providing the secretariats for the selection boards and for promulgating board proceedings. MS branches providing this support are:

- a. RACHD Boards – CHAPS(A).
- b. AMS No 4 Board – CM AMS.
- c. No 5 Board – MS5.
- d. No 4 Board – MS4.
- e. No 2 Board – CM Gen Staff.
- f. No 1 Board – CM Gen Staff (Generals).

**5.1.006.** Lists of officers eligible for selection, the selection procedures and the publication of names of those selected annually are referred to under the following colour code:

- a. From Capt to Maj – **Beige List** (normally published in November/December)
- b. From Maj to Lt Col – **Pink List** (normally published in February)
- c. From Lt Col to Col – Details held by CM Gen Staff (not published)
- d. From Col to Brig – Details held by CM Gen Staff (not published)
- e. From Maj Gen, Lt Gen to Gen, appointments are published on an ongoing announcement basis.
- f. Separate arrangements are made for the publication of those officers selected under Group B rules that are publicly promulgated, along with all other officer promotions via the London Gazette.

**5.1.007.** Detailed rules and procedures for substantive promotions used by promotion boards are contained in the CMH and CMBM used by No 1, 2, 4, 5, AMS No 4 and RACHD boards. These documents are updated annually prior to the first of that year's promotion grading boards and are held by all MS branches in the chain of command, MS Career and Career Field Managers at the APC and are hosted on the [MS Website](#).

**5.1.008. Promotion Cycle.** The annual programme of consideration of officers for substantive promotion is at [Annex P](#) to these regulations.

**5.1.009. Promotion Zone.** Promotion zones cover the periods within which officers may be substantially promoted following selection. Officers normally enter the promotion zone on 1 January of the calendar year in which they reach the minimum length of commissioned service for promotion and leave the zone on 31 December of the calendar year in which they reach the Engagement Expiry Date (EED) minus point, or maximum length of commissioned service for promotion. Officers serving on an extension to their commission or undergoing a period of continuance beyond Normal Retirement Age (NRA) will remain subject to these rules.

**5.1.010. Officer Career Development Programme.** The training, education and development required by officers at each rank and stage of their career are detailed in the [ACSO 3224](#).

**5.1.011. Annual Reporting.** The attention of Reporting Officers is drawn to the importance of the specific recommendations required from Superior Reporting Officers on officers' Joint Appraisal Reports; see the [Joint Service Guide to Officers' Appraisal Reporting \(JSP 757\)](#), and in particular:

- a. That the timing of reports fits in to the programme of selection of officers for promotion. Reports initiated at the end of Year A or early in Year B are considered by selection boards meeting in Year B to decide on promotions in Year C. Thus, a decision to delay a recommendation for a further year can, in certain circumstances, have an adverse effect on an officer's future.
- b. That recommendations for promotion and for future employment should be consistent with the performance narrative on the annual report forms. Where an officer is not recommended for promotion a candid and consistent explanation must be included in both the performance and potential narratives.

**5.1.012. Rank Ranged Posts.** Rank ranged posts are held by Army Strat Org on the Regular Army Liability Plan (RALP) in the lowest designated rank. Officers promoted on the basis of time may be promoted and assigned to or remain in a rank ranged post in the higher rank specified. Officers promoted on the basis of selection against an annual quota may also be assigned to or remain in a rank ranged post, but they will not be promoted until the last day of the promotion year/common promotion date if their substantive rank is already at or above the lowest designated rank of the rank ranged post. Substantive promotion is normally only admissible into the lowest designated rank of a rank ranged post. This also applies to officers selected for promotion against a vacancy e.g. off the Maj to Lt Col Reserve List and for most promotions to Col and above. See para [5.10.012](#) for the Acting Rank and substitution pay (SUPA) rule.

## Time Promotion

**5.1.013. Time Promotion without selection.** The substantive promotion of an officer who is subject to promotion after a set period of service, provided the officer is recommended and qualified, will normally occur on the seniority anniversary on which the officer completes the required period of service or the seniority anniversary in the year for which the officer is selected to be promoted (see para [5.1.002.e.](#)). This will be subject to confirmation by the relevant board and any residual service rule that might apply. Substantive promotion should only be withheld by the responsible authority when, for

medical, disciplinary or other reasons, it is apparent that the officer should not be employed or is unable to assume an appointment in the next higher rank.

**5.1.014. Actual Promotion Date.** An officer will be granted substantive promotion on the due promotion date subject to the provisions of paras [5.1.002](#) and [5.1.013](#). Officers' due promotion date is the date on which they complete the required period of reckonable service for promotion, as laid down in the appropriate article of the [PAW 20](#). If an officer is uncertain of the due date for promotion it should be checked with the appropriate Arm or Service officer career manager at the Army Personnel Centre (APC). Eligibility criteria are in Sections 2 to 9 of this Chapter.

### Promotion by Selection

**5.1.015.** Substantive Promotion by selection to quota set by Pers Strat (A). In selection, merit is the first consideration for promotion. Other factors considered are age, length of service, suitability for future employment (usually referred to as employability) and specialist qualifications laid down for promotion in a particular Arm or Service. Therefore, when considering the promotion of officers at all levels, very careful consideration is given to their ability to fill command, staff and specialist appointments in career fields from the date of their promotion to their retiring age in the next higher rank.

**5.1.016.** For promotion to Lt Col only where promotion to the next higher rank is against a quota, there will be a Reserve List produced by the relevant grading board to cater for expected or unexpected vacancies within the promotion year. The use of the Reserve List must be cleared through Pers Pol (A) and Pers Strat (A) from a policy and structural perspective before the relevant appointment board considers selecting a Reserve List candidate to fill an established OF4 vacancy on promotion.

**5.1.017.** Reserve List promotions like most promotions to Col and above are treated as promotions against a vacancy rather than promotions against a quota. This requires the post to have the correct rank in order to promote.

**5.1.018. Substantive Promotion by Selection into a vacancy.** An established post in that rank must be available within the promotion year. For rank ranged posts see paragraph 5.1.012 above.

**5.1.019. Defence Attaché and Supporting Staff.** Officers selected on promotion into Defence Attaché (DA) or supporting staff appointments (including Military Attaché (MA) and Assistant MA (AMA)) may attend authorised preparatory training for the appointment in the training category of the ReM with acting rank from the first day of training until their higher rank is substantiated in post. Acting Higher Rank (AHR) will cease if the individual is withdrawn from authorised preparatory training for any reason. This training includes language training and DA/MA training. Qualifying appointments are listed in the Forecast Relief List (FRL) for appointments at OF2, OF3, OF4, OF5, OF6 and OF7, owned by the DA & Loan Service Centre. This Centre policy is to ensure those selected on promotion into DA and associated appointments are not financially disadvantaged by their long training compared to those who are selected on promotion into other appointments.

**5.1.020.** Actual Promotion Date.

- a. **Promotion on the Beige List.** Officers on the Beige List will be granted substantive promotion on 31 July in the year following that in which the provisional selection takes place. The Beige List will normally be published in November /

December and confirmation of substantive promotion will appear in the relevant issue of the London Gazette. Promotion on this date will occur regardless of the rank of the post being occupied. Late Entry officers boarded and selected for early attendance on ICSC(L), attend the course in acting rank and substantively promote to Maj upon successful completion. The seniority of those who convert to DE ToS will be aligned with the BeL cohort with whom they were simultaneously boarded.

b. **Promotion on the Pink List.** Officers provisionally selected for promotion to Lt Col on the Pink List will be promoted in the calendar year following publication of the list, in accordance with the following provisions:

- (1) An officer selected for a higher ranked appointment by the relevant selection board who takes up the post on or before 30 June of the promotion year, will normally be granted substantive rank on 30 June of the promotion year. All other officers will be granted substantive rank on 31 December in the promotion year regardless of the rank of the post they are in.
- (2) Majors selected for promotion to Lt Col, and selected to attend:
  - (a) The Advanced Command and Staff Course (ACSC).
  - (b) The French Staff College. Attendance at the French Staff College is normally preceded by one year of language training starting in September of the selection year. Majors are to attend this course in the rank of Acting Lt Col which they will retain until they substantiate on 30 Jun of their promotion year in line with those attending ACSC and other Advanced Overseas Staff Colleges. Majors selected to attend the French Staff College who do not require language training will only be granted the rank of Acting Lt Col before attending the French Staff College if they are assigned into an OF4 appointment before then.
  - (c) The Australian Staff College.
  - (d) The Canadian Staff College.
  - (e) The US Joint Advanced War-fighting School (JAWS).
  - (f) The Kuwait Joint Command and Staff College.
  - (g) The Army Advanced Development Programme (AADP).
  - (h) Full time M Phil academic training where the PSC(j) qualification is already held.
  - (i) External placement in accordance with Para 14 of [ACSO 3231](#)- (Academic and Industry).

do so in a Lt Col Resilience Margin (ReM) PID and therefore will be granted the Acting Rank of Lt Col until they substantiate from 30 June of the promotion year. This Army policy is to ensure those selected to attend the above courses as part of their selection for promotion are not financially disadvantaged compared to those who are selected for promotion but not to attend the courses.

c. **Promotion to Lt Col for Late Entry (LE) Officers.** Officers of all Arms and Services selected for promotion to Lt Col (LE) against the quota will be granted substantive promotion as follows:

(1) In the year in which the officer reaches EED minus 3, on taking up the Lt Col appointment or their 52<sup>nd</sup> birthday whichever is the later.

(2) In the year in which the officer reaches EED minus 2, on taking up the Lt Col appointment or their 53<sup>rd</sup> birthday whichever is earlier<sup>16</sup>. Exceptionally this can result in the officer being promoted before they take up their Lt Col appointment.

d. **Promotion to Col and Brig.** Officers provisionally selected for promotion to Col and Brig will be promoted in the calendar year following publication of the list, in accordance with the following provisions:

(1) An officer selected for a higher ranked appointment by the relevant selection board who takes up the post on or before 30 June of the promotion year, will normally be granted substantive rank on 30 June of the promotion year. All other officers will be granted substantive rank on 31 December in the promotion year. Those that take up their appointment in a subsequent promotion year due to preparatory training commitments associated with the selected appointment will substantiate on the appropriate half yearly point in that year.

(2) In accordance with 5.1.019, officers selected for promotion into DA, MA, AMA or supporting staff appointments may be granted acting rank during periods of preparatory training including language training. They will substantiate on either the 30 Jun if assigned into the appointment between 1 Jan and 30 Jun, or on 31 Dec if assigned into the appointment between 1 Jul and 31 Dec.

e. **RAMC and RADC consultants.** These 2 cadres will be granted the substantive rank of Lt Col, once they have fulfilled the provisions of [Para 5.4.013.a](#) and are employed in a consultant appointment on the date substantiation falls due.

f. **Early assumption of appointment.** Majs and above who are selected for promotion and who assume appointments in advance of their date of substantive promotion may be granted acting rank from the date of assumption, by the relevant selection board. Officers taking up appointments on promotion in an operational theatre, defined as an area attracting the Operational Allowance in accordance with Chapter 10 of [JSP 752](#), may be granted acting rank from deployment into that theatre subject to endorsement by the relevant selection board – see Para 5.10.004.

g. Promotion to Maj Gen and above. Officers selected for promotion to Maj Gen and above are selected against a vacancy in the higher rank and will promote on the day they take up their appointment.

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<sup>16</sup> This provision is to enable those serving on AFPS75 and AFPS75 / 15 to receive retired pay as a Lt Col who will not be in receipt of an AFPS 15 pension to receive a Lt Col pension.

## Seniority

**5.1.021.** Officers are granted seniority from their actual promotion date as above in paragraph [5.1.020](#).

### Discipline and Major Administrative Action (MAA) Sanctions and their Impact

**5.1.022.** The effect of discipline on an officer's career can be complex. Army direction on processes to be followed are contained within [AGAI 62](#) and [AGAI 67](#). Prior to the award of any sanction the Chain of Command is to liaise with the relevant APC CM who is to produce a Career Impact Statement (CIS), assured at the APC, that describes the career implications of each sanction available before any decision is made. In no circumstances is the impact of a sanction to be greater than that described in the CIS, for example an officer may only be de-selected from a post if that is the sanction awarded. The impact of a forfeiture of seniority (FoS) may be particularly nuanced and so explicit detail must be presented to the deciding officer so that they understand career and financial impacts, specifically:

- a. **Career impact on loss of seniority.** The CIS must make clear if the sanction will result in the denial of time promotion or de-selection / removal from an appointment announced as well as any impact on the timing of eligibility for a future promotion be that on time or by selection. Where an OJAR is to be expunged, the impact of the loss of the OJAR must be articulated.
- b. **Financial Impact on loss of seniority.** In circumstances where an officer's seniority is lost as a result of disciplinary / administrative action, the individual's IBD is to be adjusted as directed at [JSP 754](#) Chap 2 Sect 9. Prior to the award of a FoS sanction the deciding officer is to be presented with a financial impact statement that describes the impact that the FoS would have on the officer's remuneration should their IBD be adjusted to reflect the loss of 1, 2, 3 years of or all seniority and detail of the pension scheme membership of the officer and the generic consequential impact on terminal benefits.

### Premature Voluntary Retirement (PVR)

**5.1.023. PVR and Promotion Boards.** Officers who have applied for PVR and whose applications have been approved by the Army Employment Board (AEB) will not be run to either the appropriate Pre-Select Board (PSB) or Promotion Board. They will not be included in the total field for their YOB/YOS for the purpose of calculating quotas for promotion. Officers who have applied for PVR but whose applications have not yet been approved by the AEB should be run to the appropriate PSB and Promotion Board. However, if the AEB approve an application from an officer selected by an appropriate promotion board prior to promulgation of the results of that board the officer's name is to be removed from the approved list and the officer will not promote<sup>17</sup>. Promulgation refers to the day the list is released on the MS results page, which is prior to the date the results are published within the London Gazette.

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<sup>17</sup> This will include officers on the BL order of merit who have not been selected into a role and therefore whose promotion has not yet been promulgated.

## Service beyond the Normal Retirement Age (NRA)

**5.1.024.** Qualifying service for promotion beyond NRA para [5.1.009](#) refers.

a. **Continuance.** A revised EED following a period of continuance beyond an officer's NRA in accordance with [Chapter 6 Section 7](#), may be used to calculate the end of a promotion zone. See Articles 181 and 183 to [PAW 20](#).

b. **Graduate Extension of Service.** A revised EED under the Graduate Extension rule may also be used to calculate the end of a promotion zone, see [Para 3.1.013](#) and [Article 185 of PAW 20](#).

## Voluntary Removal from a Provisional Promotion List

**5.1.025.** Voluntary Removal from a Provisional Promotion List.

a. **Removal from a Provisional Promotion List.** An officer who has been provisionally selected to a promotion list and who has not been confirmed in the higher substantive rank may voluntarily request the appropriate MS Board to remove their name from that list. That request must be formally submitted in writing.

b. **Reallocation of vacancies.** In the event that an officer is removed from a provisional promotion list at their own request, the decision whether or not to replace the allocation will be taken after a structural impact assessment by Pers Strat (A) in consultation with the capbadge concerned and the relevant CM Branch.

c. **Eligibility to filter-in on a Future Promotion Board.** Voluntary removal from a provisional promotion list will not affect an officer's ability to filter-in for consideration for promotion in a subsequent year.

## Career Intermissions (CI)

**5.1.026.** Time on a Career Intermission will not reckon for promotion. An officer will only be considered for promotion by the promotion board appropriate to the date that they are due to return to full time Service and those selected for promotion must decide to either take up the promotion or continue with the intention to proceed on the CI. If an officer decides to continue with the CI, promotion will be deferred but they will remain selected for promotion upon the completion of the officer's CI, but the promotion may be in line with the cohort that they join. Promotion will remain subject to selection for a post in the appropriate rank by the relevant MS Board. For the purposes of any promotion boards, the last appraisal report received before the start of a CI will count as the up to date appraisal report.

**5.1.027 – 5.1.050.** Reserved.



**PART 1 – CHAPTER 5 – REGULAR ARMY OFFICERS PROMOTIONS****SECTION 2 – SUBSTANTIVE PROMOTION TO THE RANKS OF****LIEUTENANT AND CAPTAIN****General**

**5.2.001.** Rules for the substantive promotion of officers of the Regular Army to the ranks of Lt and Capt and the action to be taken in respect of those who fail to qualify for promotion by their due date, is given below and applies to all arms and services.

**5.2.002. General Rule.** Promotion for officers to the rank of Lt and Capt are subject to the criteria as laid down in Article 115, [PAW 20](#), and subject to confirmation by No 5 Board, see para [5.1.002](#), [5.1.004.a\(1\)](#), [5.1.013](#).

**5.2.003. Promotion zone.** Promotion zones and filtering in rules are outlined in para [5.2.014](#)-016.

**Recommendation and Confirmation**

**5.2.004. Promotion to Lt.** A CO is to review the fitness for promotion of 2Lt under their command well in advance of their due dates. If they consider a 2Lt will be fit for promotion and for employment in the rank of Lt on the due date no further action is necessary; action will be taken by APC CM branches to promote the officer.

**5.2.005. Officers unsuitable for promotion.** If a CO considers that a 2Lt, despite mentoring and guidance is unsuitable for promotion on the due date, they are to inform the officer, notify the APC CM and if stationed overseas the CO is also to inform the relevant command headquarters, at least 2 months before the officer's due date. The CO is to state whether the officer's promotion recommendation is 'Developing' or 'No' and this to be followed by an OJAR supporting this recommendation. Authority for 'Significant Change Report' can be sought from APC CM branch. COs are reminded that failure to comply with this procedure will result in a 2Lt being automatically promoted on the due date.

**5.2.006. Promotion to Capt.** An officer must be recommended for promotion and employment in the rank of captain in their annual report(s) during the 12 months preceding their due promotion date.

**5.2.007. Officer with a recommendation of 'DEVELOPING' or 'NO'.** DEVELOPING' or 'NO'<sup>18</sup> is not a positive recommendation for promotion to Lt or Capt but may be converted to 'YES' by the CO using a Significant Change Report (requires prior authority of APC SO2 Appraisals), which is to be submitted to the relevant APC CM. Promotion in such cases will be effective from the date on which the recommendation is signed by the CO. Significant Change Report can only be raised to change the recommendation in the last OJAR and should not be used in place of an OJAR if due.

**5.2.008. Restoration of Seniority.** An officer who loses seniority on promotion to either Lt or Capt, as a result of non-recommendation will have their case reviewed by No 5 Selection Board, 2 years after the date of their promotion. Applications for review are not

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<sup>18</sup> If a grading of NO is considered the CO should consider carefully, when making the initial recommendation, whether the officer's premature removal from the unit should be formally requested.

required and officers will be informed of the Board's decision. For Lts reviews will be carried out automatically in October each year and will be based on the officer's annual reports in that rank. For Capts the review will be conducted on the confidential report.

**5.2.009. Failure to gain promotion.** The future of every Lt who fails to gain promotion to Capt by their due date will be considered by No 5 Selection Board. Depending on the circumstances the No5 Board may grant extensions to enable the officer to obtain the necessary qualifications or recommendation. Should the officer still not gain promotion taking into account the interest of the Service and particularly the employability of the officer the No5 Board may recommend to the AEB the officer be called upon to resign their commission under the authority of the Article 179, [PAW 20<sup>19</sup>](#).

### Responsibility of Commanding Officers

**5.2.010.** COs are to ensure that officers undertake training and education as per the [ACSO 3224](#) as soon as possible after they become eligible to do so. They are to advise officers of the consequences which may follow any delay in attending required education.

### Filter Rules For Promotion To Lieutenant

**5.2.011.** Officers are eligible to promote to Lt on time promotion after one year of reckonable service and are deemed to be fit for promotion and employment as a Lt on the due date.

RULE	FILTERING IN CRITERIA FOR DIRECT ENTRANT OFFICERS
<b>Rule 1</b> LoS	Must have served 12 months.
<b>Rule 2</b> Current Recommendation	Deemed suitable for promotion by the CO. Note para <a href="#">5.2.005</a> above.
<b>Rule 3</b> Education	Officers must complete the training and education, unless exempt. Details of courses are contained in <a href="#">ACSO 3224</a> and within Special to Arms Instructions.

### Filter Rules For Promotion To Captain

**5.2.012. Promotion zone.** Officers are eligible to promote to Capt on time after 2 years of substantiating as a Lt.

RULE	FILTER IN RULES FOR DE OFFICERS
<b>Rule 1</b> LoS	Must have 24 months service as a Lt. Medical Officers refer to para <a href="#">5.2.013</a> . Dental Officers refer to para <a href="#">5.2.014</a> . AHP and NO refer to para 5.2.015.
<b>Rule 2</b> Current Recommendation	2RO recommendation of at least 'Yes' for promotion 1 Rank-up during the 12-month period preceding their due date.
<b>Rule 3</b> Education	Officers must complete the training and education, unless exempt. Details of these courses are contained in <a href="#">ACSO 3224</a> and Special to Arm (StA) Instructions.

<sup>19</sup> Officers being considered to be called upon to resign their commission in this way still have the right to appeal this decision through the provisions of a Service Complaint in accordance with [JSP 831](#)

<b>Rule 4</b> RD	With the exception of PQOs a minimum period of 2.5 years <sup>20</sup> must be at RD <sup>21</sup> . Time spent on an ISD is now viewed as being RD.
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**5.2.013. Medical Officers.** Medical Officers promote to Capt on completion of Basic Training.

**5.2.014. Dental Officers.** Dental Officers promote to Capt on completion of Basic Training.

**5.2.015. Allied Healthcare Professionals (AHP) and Nursing Officers (NO).** AHP and NO may promote to Capt on completion of Basic Training if the antedate awarded so allows. Rule 3 may be waived if they have insufficient training to reasonably complete the required training although this will be a pre-requisite for promotion to major.

**5.2.016 – 5.2.050.** Reserved.

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<sup>20</sup> For AAC pilots the Army Pilot's course will be counted in the same way as other StA Young Officer training in this regard.

<sup>21</sup> RD is commissioned service with an officers' parent Arm/Service on the strength of a major or minor unit, either in the Field Army or ARITC. Where this is not feasible such as AGC(SPS) and AGC(ETS), an appointment which involves working directly with soldiers is acceptable. Where for service reasons an officer cannot meet fully the RD requirement exemption waivers are to be made by the CM to Pers Pol (A).

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**PART 1 – CHAPTER 5 – REGULAR ARMY OFFICERS PROMOTIONS****SECTION 3 – SUBSTANTIVE PROMOTION TO THE RANK OF MAJOR****General**

**5.3.001.** Substantive Capts may be promoted the substantive rank of Maj in accordance with Articles 113, 118, 119, 120 and 121 of the [PAW 20](#). The detailed rules of how this is achieved are given below. **The process, selection and promulgation of results for promotion to Maj is collectively known as Beige List (BeL).**

**5.3.002. Promotion Zone.** Promotion zones are outlined at para [5.3.015](#) and [5.3.019](#). All eligible substantive Capts within the promotion zone are **to be** considered for promotion annually.

**5.3.003.** Detailed instructions on the filtering and selection process are contained within the [CMH](#) and [CMBM](#).

**5.3.004. Quotas.** Selection for promotion will be against Pers Strat (A) quotas for both LE and DE Captains grading at or above the quality line (QL). These will be expressed as annual percentages and will be maximum figures expressed by year of service (YoS). The **Number 5 (No5) Board** is empowered to re-allocate the quotas as necessary following consultation with Pers Strat(A).

a. **DE Officers quotas.**

(1) A target quota is issued annually by Pers Strat(A). The total quota is based on the enduring sub-unit command (SUC) requirement and is modelled to take into consideration voluntary outflow and the requirement to minimise the number of officers at Maj level. The model has been designed to ensure that there are sufficient officers to fill established Lt Col liability. This permits the No5 Board the ability to flex quotas between year of service (YoS).

(2) The initial provisional target quotas are a percentage of the total numbers of officers in the YoS<sup>22</sup> (the 'field') prior to filtering. These quotas may be amended by Pers Strat(A), in consultation with the CMs and MS5, based on the final field of eligible officers in each YoS and the SUC requirement. The target quotas are:

(a) YoS 9 – up to 35% of field.

(b) YoS 10 – up to 50% of field.

(c) YoS 11 – up to 55% of field.

(d) YoS 12+ – up to 100% of field above the Quality Line in any year of service subject to workforce requirements.

(3) Officers who transfer between cap badges need to be taken against the correct quota. Officers whose transfer has been approved before the No5 Board

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<sup>22</sup> Year of service 1 (YoS1) is the calendar year of commission, therefore YoS9 is 8 calendar years after commission. For example, an individual first commissioned in 2008 normally first zones in for promotion at BeL16 (boarding Nov 15) for substantive promotion in 2016; 2008 is YoS1, 2016 is YoS9.

sits will be taken in their new cap badge; otherwise, they will be part of their original cap badge quota.

b. **LE Officers Quotas.**

(1) Promotion of LE officers to Maj will be against a cap badge quota set by Pers Strat (A).

(2) Promotion quotas for LE officers are:

(a) YoS<sup>23</sup> 7 – up to 35% of field.

(b) YoS 8 – up to 50% of field.

(c) YoS 9 – up to 55% of field.

(d) YoS 10+ – up to 100% of field above the Quality Line in any year of service subject to workforce requirements.

(3) LE Officers selected for early attendance on ICSC(L) (para [3.7.021](#)) are to attend the course as Acting Majs and will substantively promote on successful completion of the course. This cohort are included within the quota set by Pers Strat (A) for Promotion of LE officers to Maj.

### Substantive Promotion

**5.3.005.** Officers provisionally selected for promotion to Maj on the BeL in November will be promoted to substantive Maj, with a common seniority date of 31 July of the following year, **subject to the provisions of PAW 20**, provided that:

- a. They remain medically fit enough to perform at a higher rank ([AGAI 78.1023](#)).
- b. **They do not fail to qualify for promotion by not completing or failing to pass the appropriate education as per [ACSO 3224](#) and are not exempt.**
- c. They continue to be recommended in their annual report.
- d. **They do not apply to retire or resign and have the application approved by the AEB (or delegated authority) before publication of the officer's promotion in the London Gazette.**
- e. There is no change in their circumstances as presented to No5 Board at the time of their provisional selection.

**5.3.006.** The content of this paragraph is subject to the 'Advancement/Selection for Promotion or Redundancy' provisions of the current policy regarding redundancy, career intermission and other authorised absences as outlined in [JSP 750](#).

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<sup>23</sup> Year of service 1 (YoS1) is the calendar year of commission, therefore YoS7 is 6 calendar years after commission. For example, an individual first commissioned in 2010 normally first zones in for promotion at BeL16 (boarding Nov 15) for substantive promotion in 2016; 2010 is YoS1, 2016 is YoS7.

## Time Promotion

**5.3.007.** Those subject to time promotion must have an unqualified recommendation for promotion in their latest annual report. A recommendation of 'DEVELOPING' or 'NO' may be converted to 'YES' by the CO by using a Significant Change Report when the officers next OJAR is after the due promotion date.

**5.3.008. Qualifications.** To be promoted to CF3 an officer of the RACHD with the necessary recommendations, qualifications and registrations must have attained the requisite period of commissioned service stipulated below. From 2029 onwards, officers of the RACHD must have been awarded a 9-year SSC or greater.

		Year of Commissioned Service		
		SSC	IRC	Reg C/FC
a.	RACHD Chaplains	6	6	6

**5.3.009. Confirmation.** Officers will normally promote in **YoS 6** on the anniversary of the date they commissioned as substantive CF4 (OF2) (counting the year of commission as year 1) subject to fulfilling the criteria at Para 5.3.007 and 5.3.008 above. Promotion will be confirmed by the relevant constituted Promotion Board and ratified by the No5 Board.

### Failure to gain promotion

**5.3.010.** In accordance with Article 180 of the [PAW 20](#), a Capt who is eligible, but who is not selected for promotion on the **BeL** in their final year in the promotion zone, or by their due date, will normally be considered by **No5 Board** who will make recommendations to the Army Employment Board (AEB) for the officer to retire at either the IPP date for those serving on AFPS 75 or EDP date for those serving on AFPS 05 / 15.

**5.3.011.** A Capt who fails to qualify for promotion at the appropriate education level will be considered by **No5 Board** for compulsory retirement as outlined above. Should the officer wish to be granted a further opportunity for service reasons to obtain the qualifications required, they are to complete the form at [Annex R](#) to these regulations and forward it to MS5 at the APC through the chain of command.

**5.3.012.** A Capt given an extension of time to qualify for promotion through educational needs who subsequently gains that relevant qualification, may be granted an appropriate seniority as decided by **No5 Board** judged on the circumstances surrounding the delayed qualification.

**5.3.013.** A Capt on time promotion who, having reached their due date for promotion, is given a further opportunity to earn a recommendation and is subsequently recommended for promotion, will be promoted from the date of the recommendation.

### Responsibility of Commanding Officers

**5.3.014.** COs are to ensure that officers complete the appropriate training and educational requirement as soon as possible after they become eligible to do so. They are to inform these officers of the serious consequences which may follow any delay in qualifying.

### Filter Rules For Regular Promotion To Major – **Direct Entry (DE)**

**5.3.015.** The qualifying requirement to filter for promotion for all substantive Capts holding a Reg C or IRC with the exceptions of **AGC(ALS) Legal Officers**, RAMC doctors and RADC dentists serving in clinical posts, RACHD chaplains, and QARANC Nursing Officers are:

- a. **First look.**<sup>24</sup> Officers commissioned after 1 Jan 12 enter the zone on 1 January of the officer's 8<sup>th</sup> year of reckonable service. Officers graded in their latest AR 'Exceptional' for promotion 1 rank up and 2 ranks up, agreed by the 3<sup>rd</sup> Reporting Officer, may be promoted in their 7<sup>th</sup> year of reckonable service. Transitional arrangements for those LToS officers commissioned before 1 Jan 12 are contained in [2011DIN01-165](#).
- b. **Last Look.** IRC officers may be last considered at the No5 Board in the year in which their Engagement Expiry Date (EED) minus 3 falls for substantive promotion on 31 Jul in EED minus 2. Reg C officers may be last considered at the No5 Board in the year in which their Early Departure Payment (EDP) minus 3 falls for substantive promotion on 31 Jul in EDP minus 2.

RULE	FILTERING IN CRITERIA FOR DIRECT ENTRANT OFFICERS
<b>Rule 1</b> LoS	LToS refer to para 5.3.015. AAC Pilots (inc QHI) refer to 5.3.016. RACHD refer to 5.3.008. AGC(ALS) refer to para 5.3.017. QARANC refer to para 5.3.018.
<b>Rule 2</b> Current Recommendation	Officers who have received a positive 2RO <sup>25</sup> recommendation of at least 'Yes' for promotion 1 Rank-up in their latest AR in the substantive rank of Capt.
<b>Rule 3</b> Regimental Duty <sup>26</sup>	With the exception of PQOs, have completed a minimum of 3 years' service as a substantive Capt the day of substantive promotion or 2.5 years for those that were commissioned after 31 Dec 11. Of these three or 2.5 years, at least 18 months must have been served as unbroken RD.
<b>Rule 4</b> EED	Reg C officers remain eligible until they reach their Early Departure Payment (EDP) point minus 2 years. IRC officers remain eligible until they reach their EED minus 2 years point.
<b>Rule 5</b> Professional Development <sup>27</sup>	Have completed all Capts' promotion prerequisites, the Junior Command and Staff Course (Land) (JCSC(L)), requisite MK courses and MA modules as per <a href="#">ACSO 3224 and the OCDH</a> . AAC Pilots on OP21 ToS are required to have served a minimum of 48 months, post CTT, by the time they promote (31 Jul the year after the board). QHI's must be a minimum of B1 – filtering QHIs are shadow boarded and only promoted when selected for an OF3 appointment.

**5.3.016. Army Air Corps.** Revised ToS for AAC pilots were introduced on 1 Oct 21, referred to as Officer Pilot 2021 Terms of Service (OP21 ToS):

- a. **Beige List (BeL) Opt Out.** AAC Captains (Pilot) on OP21 ToS may elect to optout from running to the BeL (eligible officers will continue to automatically filter onto the BeL unless they elect to opt out).

<sup>24</sup> Year of service 1 (YoS1) is the calendar year of commission, therefore YoS9 is 8 calendar years after commission. For example, an individual first commissioned in 2008 normally first zones in for promotion at BeL16 (boarding Nov 15) for substantive promotion in 2016; 2008 is YoS1, 2016 is YoS9.

<sup>25</sup> If a subject officer receives 3RO comment, the 3RO box markings will take precedence over the 2RO markings.

<sup>26</sup> RD is commissioned service with an officers' parent Arm/Service on the strength of a major or minor unit, either in the Field Army or ARITC. Where cap badge career pathways restrict RD opportunity an appointment which involves working directly with soldiers is acceptable. Where for service reasons an officer cannot meet fully the RD requirement exemption waivers are to be made by the CM via SO2 MS5 to Pers Pol (A) (SO2 Offrs ToS, WF Pol).

<sup>27</sup> Only in exceptional circumstances can an Officer apply for a deferral when PD is incomplete prior to the BeL eligibility check. For a deferral to be granted an Officer will need to demonstrate that in years eligible to complete their PD, they have had no ability to attend the mandated courses. Applications are submitted by the CM via SO2 MS5 to Pers Pol (A) (SO2 Offrs, Prof Dev).



- b. **Year of Service (YoS 12+) promotion target quota.** Promotion target quota will be set for YoS 12 and beyond for those on OP21, with officers promoting at or before YoS 19. Those on existing ACRs will continue to be subject to the extant target quotas for YoS 12 and beyond.
- c. Pilots commissioned before 1 Jan 17 will not be automatically moved onto OP21 ToS but will have the option to transfer.
- d. E3 officers who are undergoing flying training and QHIs who are either qualified or started QHI training prior to 30 Sep 21 will remain on existing ToS as described in ARC19 Edition 2. E3 officers who begin flying training after 30 Sep 21 will transfer to OP21 ToS on transfer to the AAC. Potential Qualified Helicopter Instructors (QHI) who start the QHI course after 30 Sep 21 will transfer onto OP21 ToS on starting the QHI course.
- e. Officer pilots who commissioned or will commission on or after 1 Jan 17 will automatically be transferred onto OP21 ToS from 1 Oct 21, or on transferring to the AAC in the case of E3 officers.
- f. **QHI Promotion to Major on OP21 ToS.** In addition to the filter criteria laid out at paragraph 5.3.016a to 5.3.016e, QHIs must be B1 qualified to be eligible for promotion.
- g. All eligible QHIs will run to and receive a score from the BeL but individuals will only promote once they have been selected for an OF3 appointment as follows:
- (1) If an individual is selected for an OF3 appointment by the AAC SUC Board, they will run to the subsequent BeL and, if they meet the quality line, promote as part of that yearly quota. They will substantiate in line with extant BeL timelines.
  - (2) If an individual is selected for an OF3 appointment by any other board (e.g. the QHI board or the AAC Major Career Review Board), they will not run to another BeL and instead their promotion will be taken from the next year's quota. They will substantiate on commencement of the OF3 role.<sup>28</sup>

**5.3.017. AGC(ALS) Legal Officers.** Legal officers, including those holding a SSC, will be considered for selection against a Pers Strat (A) set quota in YoS<sup>29</sup> 5, 6 or 7 and if successful will be granted substantive promotion on 31 Jul of the following year. If not selected for promotion, a legal officer will be considered in YoS 8 and if graded at or above the quality line will gain substantive promotion on 31 Jul of year 9. **From BeL29 onwards AGC(ALS) officers must hold a 9-year SSC or greater.**

**5.3.018. QARANC.** Nursing Officers (NO) serving on an IRC or Reg C become eligible for promotion to Major after 5 years in the rank of Capt for promotion in year 6. Promotion will be to requirement in established posts subject to the officer having sufficient time remaining to complete 2 years in the substantive rank of Maj. The principles for NO

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<sup>28</sup> Not before 31 Jul of that year.

<sup>29</sup> Year of service 1 (YoS1) is the calendar year of gaining substantive Capt, therefore YoS5 is 4 calendar years after commission. For example, an individual who gained substantive Capt in 2010 normally first zones in for promotion at BeL15 (boarding Nov 14) for substantive promotion in 2015; 2010 is YoS1, 2015 is YoS6.

promotions are laid down in Para [4.5.013](#). Promotion rules for PQOs can be found at [Chapter 4](#) Section 1 – 9.

### Filter Rules For Regular Promotion To Major – Late Entry

**5.3.019. Late Entry Officers.** LE officers with a positive recommendation in their most recent appraisal who hold **either** an IRC(LE) **or** Reg C(LE) (including Gurkha LE officers) will first be considered for promotion in their 6<sup>th</sup> year for substantive promotion to **Maj** in their 7<sup>th</sup> year, having received their 4<sup>th</sup> and 5<sup>th</sup> OJARs as elevated reports. When determining eligibility, the year of Commissioning (i.e. substantive promotion to Capt OF2 between Apr to Dec) is counted as Year 1.<sup>34</sup>

RULE	FILTERING IN CRITERIA FOR LATE ENTRY OFFICERS
<b>Rule 1</b> LoS	Non ICSC(L) EA refer to Para <a href="#">5.3.019</a> . Selection for ICSC(L) EA refer to <a href="#">5.3.021</a> . Comd SM on Comd SM TACOS refer to para <a href="#">3.7.009</a> .
<b>Rule 2</b> Current Recommendation	Officers who have received a positive 2RO <sup>30</sup> recommendation of at least 'Yes' for promotion 1 Rank-up in their latest AR in the substantive rank of Capt. ICSC(L) EA refer to JSP 757 Pt2, Vol 2, Ch1
<b>Rule 3</b> EED	<b>IRC(LE) and Reg C(LE) officers</b> will remain in the promotion zone to Maj until EED minus 1 <sup>31</sup> <sup>32</sup> . LE officers who do not promote at 'Last Look' will retire as a <b>Capt</b> at their recorded EED.
<b>Rule 4</b> Commission Type	Must be IRC(LE) <b>or</b> Reg C(LE).
<b>Rule 5</b> <b>PD</b> <sup>33</sup>	<b>LEOC.</b> All LE officers commissioned after 1 Sep 03 must have passed the LEOC and associated MK JOTAC (MK1 equivalent). <b>MA Modules.</b> LEToS06 and LEToS10(T), LEOC will be credited as 1 x MA module, a second MA module must be completed before attendance on ICSC(L) should they be selected, but it is not required as a filter for promotion to Maj; LEToS10 including Comd SM, LEOC will be credited as 1 x MA module and a second MA module is required for both ICSC(L) selection and as a filter requirement for promotion to Maj. QARANC LEs are exempt the requirement to complete mandatory education requirements.

### ICSC(L) Selection – Late Entry

**5.3.020.** LE officers will be selected for ICSC(L) by the No5 Board. Reporting officers are to make appropriate recommendations on suitability for attendance on ICSC(L) annually. Without a positive recommendation of "Yes" or above an LE officer will not be considered for ICSC(L) attendance. JPA no longer allows officers to volunteer for ICSC(L) under Employee Preferences, therefore all LE officers are considered to be a volunteer by default. LE officers who wish to be considered a non-volunteer for ICSC(L) must formally communicate their intent to their respective CM NLT 1 Nov annually. The No5 Board may use volunteer status as a consideration when selecting LE officers for ICSC(L) attendance. Once selected and results published LE officers will be compelled to attend ICSC(L). Those seeking deferral or withdraw from ICSC(L) are to refer to paragraph 5.3.026.

<sup>30</sup> If a subject officer receives 3RO comment, the 3RO box markings will take precedence over the 2RO markings.

<sup>31</sup> LE officers serving on an **extension of service excluding** continuance may still be considered for promotion provided they meet all the eligibility criteria.

<sup>32</sup> Including WO1s who had their commission delayed for Service reasons and were selected to Reg C(LE) after 2 years commissioned service and 2 Annual Reports.

<sup>33</sup> Only in exceptional circumstances can an Officer apply for a deferral when PD is incomplete prior to the BeL eligibility check. For a deferral to be granted an Officer will need to demonstrate that in years eligible to complete their PD, they have had no ability to attend the mandated courses. Applications are submitted by the CM via SO2 MS5 to Pers Pol (A) (SO2 Offrs, Prof Dev).

<sup>34</sup> Year of service 1 (YoS1) is the calendar year of commission, therefore YoS7 is 6 calendar years after commission. For example, an individual first commissioned in 2010 normally first zones in for promotion at BeL16 (boarding Nov 15) for substantive promotion in 2016; 2010 is YoS1, 2016 is YoS7.

**5.3.021.** The strongest LE officers<sup>35</sup> will be eligible for ICSC(L) Early Attendance (ICSC(L) EA) selection in YoS3, after 2 annual reports, for attendance in YoS4, and/or in YoS4, after 3 annual reports, for attendance in YoS5 with suitable recommendations. The final opportunity for ICSC(L) EA selection will be in YoS5, after 4 annual reports, for attendance in YoS6, but will be subject to elevated reporting criteria.

**5.3.022.** LE officers selected in YoS3 to YoS5 for attendance at ICSC(L) in YoS4 to YoS6 will attend as Acting Maj and only substantiate on successful completion thereby accelerating their promotion by up to 2 years. The seniority of those who convert to DE ToS will be aligned with the BeL cohort with whom they were simultaneously boarded. The ICSC(L) EA cohort are included within the quota set by Pers Strat (A) for promotion of LE officers to Maj.

**5.3.023. Comd SM.** Comd SMs who have completed a Tier 2 post must attend ICSC(L) after employment prior to completing an IG2 appointment. Attendance on ICSC(L) will be as acting Maj for substantive rank to be awarded upon completion. This cohort are included within the quota set by Pers Strat (A) for promotion of LE officers to Maj. Recommendation for promotion and ICSC(L) attendance are required.

**5.3.024. MK ICSC(L).** MK ICSC(L) is mandated pre-course learning for all those selected to attend ICSC(L).

**5.3.025. Selection zone.** All LEToS10/LEToS10(T) officers, both substantive Capt and Maj, will continue to be eligible for ICSC(L) until their Engagement Expiry Date (EED) minus 3 (EED-3).<sup>36</sup> LEToS06 officers become eligible for ICSC(L) coincidental with selection for promotion to Maj and remain in zone for three further consecutive opportunities only subject to gaining a current recommendation.

### ICSC(L) Deferral

**5.3.026.** It is recognised that there may be legitimate reasons for an officer, or the Army, to defer ICSC(L). However, ICSC(L) Deferral is not a right and may impact on an officer's career. Once allocated an ICSC(L) place, be that by automatic or competitive selection, officers should assume attendance is mandatory and CMs must brief officers appropriately so that they can reach an informed decision about making a Deferral application. Requests justified by exceptional circumstances are to be submitted to AH CM Ops via CMs in the first instance. The following authorities are granted:

- a. Breaks in Service<sup>37</sup> and welfare reasons: Col CM Ops.
- b. Operational and Service needs of up to 12 months: Col CM Ops.
- c. For subsequent deferrals, or deferral of a period greater than 12 months: No5 Board. Such cases are rare and will only be granted in the most exceptional

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<sup>35</sup> The following AR recommendations are required for ICSC(L) EA selection eligibility in YoS3 to YoS5. These officers must be graded by the 1RO as 'High' for promotion 1 Rank Up and graded by the 2RO as 'Yes' for promotion 2 Ranks Up, accompanied by a 'High/Excp' recommendation for ICSC(L) in the Staff Training section of the appraisal. The appraisal must also include 3RO potential narrative to endorse these recommendations

<sup>36</sup> EED-3 relates to the calendar year in which ICSC(L) Cse A starts. For example, an LE officer with an EED in 2027 will have their last opportunity to be selected for ICSC(L) from BeL24 (boarding Nov 23) for attendance on ICSC(L) in Sep 24 or Jan 25. This allows for 1 year for ICSC(L) training and up to 2 years employment before exit from service.

<sup>37</sup> Breaks in Service may include Temporary Non-Effective (TNE), Maternity Leave, Shared Parental Leave, Adoption Leave, Career Intermissions, and Flexible Service.

circumstances as they may result in an officer holding a rank for which they are not fully qualified.

Officers who do not meet ICSC(L) Deferral criteria and wish to decline ICSC(L) attendance as directed by the No5 board may request to decline promotion in accordance with paragraph [5.1.0025](#).

**5.3.027 – 5.3.050.** Reserved.

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**PART 1 – CHAPTER 5 – REGULAR ARMY OFFICERS PROMOTIONS****SECTION 4 – SUBSTANTIVE PROMOTION TO LIEUTENANT COLONEL****General**

**5.4.001.** Substantive Majors may be promoted to the substantive rank of Lt Col in accordance with the [PAW 20](#). The detailed rules of how this is achieved are given below.

**5.4.002.** This section is broken down into 3 parts:

- a. **Selection against set quotas (Group A).** All officers other than RACHD, Secondary Health Care (SHC) Medical Officers (MO), Dental officers (DO) and LE officers. RE(PQE & Geo) REME (Aircraft Engineer Officers (AEO)), AAC (QHI, QFI and Tp) officers and DE AHP PQOs employed outside C&S may be selected under Gp B rules, as referred to in para [5.4.009c](#), if not previously selected under Gp A (see para [5.4.021-036](#)).
- b. **Selection into established vacancies (Group B)** (see para [5.4.011-013](#)).
- c. **Action arising from selection boards.** (see para [5.4.015-019](#)).

**5.4.003.** Completion of a required period of service in the rank of Maj and an up to date recommendation for promotion are prerequisites for promotion to Lt Col.

**5.4.004.** The factors taken into consideration by selection boards are officers' annual reports, employability, qualifications, length of service and special qualifications required for particular Arms or Services ([Para 5.1.015](#) refers).

**5.4.005. Promotion Zone.** Differing career patterns and terms of service mean that zones for promotion vary for individual Arms and Services; these are as shown from [Para 5.4.021](#). All eligible substantive Majors within the promotion zone are considered for promotion annually.

**Selection against set quota – Group A promotion rules**

**5.4.006. Filtering.** The Military Secretary (MS 4) or authorized ASB filter out officer's ineligible for Pink List promotion or promotion into Group B vacancies. The filtering rules are contained in the CMH are summarized below with details of promotion zones are with paragraph [5.4.026](#):

- a. Must be serving on a Reg C. AGC(ALS) officers, RAMC medical officers and RADC dental officers may be IRC/MC. Nursing officers must be Reg C or FC.
- b. Direct Entry officers:

(1) Officers will first enter the zone in their 8th substantive year, filtering in for consideration in their 7th substantive year<sup>38</sup>, counting the calendar year of their promotion to Maj as year 1 (irrespective of whether they are LToS or AToS).

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<sup>38</sup> While command at OF3 is not a pre-requisite for promotion to OF4 sub unit command experience is required for selection for command at OF4.

Officers of exceptional or unique quality may be considered for accelerated promotion, 5.4.010 refers. Officers filter out as outlined in para [5.4.020-036](#).

(2) Must have a recommendation for promotion in their latest AR. Where an officer has not received a promotion qualifying report that they might reasonably have expected to have received, for reasons outside the control of the officer, and is not therefore eligible for promotion at a time when they might reasonably have expected to be, CM Branches may recommend that the officer is filtered in, 5.4.010 refers.

(3) DE officers selected for promotion to Maj from BeL19, promulgated in Dec 18, must have completed ICSC(L).

c. Late Entry officers will be considered for promotion from EED-4 provided that they have received 2 annual reports in the rank of substantive major and are recommended in their most recent report<sup>39</sup>.

**5.4.007. AMS Support Officers, Allied Health Professionals and Professionally Qualified Officers employed with the AMS [Command and Staff \(C&S\) Cadre](#).** These rules are applicable to officers serving in the following elements of the AMS:

- a. Medical Support Officers (MSO).
- b. Dental Support Officers (DSO).
- c. Veterinary Support Officer (VSO).
- d. Physiotherapists.
- e. Pharmacists.
- f. Environmental Health Officers (EHO).
- g. Radiographers.
- h. Peri-Operative Practitioners (RAMC).
- i. BioMed.
- j. Operating Department Practitioners.
- k. QARANC Officers (Employed as C&S).
- l. Medical Officers (Employed as C&S).
- m. Dental Officers (Employed as C&S).
- n. Veterinary Officers.
- o. Clinical Psychologists.

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<sup>39</sup> Where the second report is from ICSC(L), this is to count as a recommendation for promotion.

**5.4.008. Pre-Selection Boards.** No 4 Pre-Selection Boards (PSBs) are convened by the MS through MS4 for all officers less RACHD Chaplains for the purpose of narrowing the fields of selection. The boards grade all eligible officers and recommend on merit enough officers to provide No 4 Selection Board with, normally, 3 nominations for each promotion quota vacancy.

**5.4.009. No 4 Main Selection Board.** The Board grades eligible officers less those not put forward by PSBs. After grading, the board selects sufficient Majors (with the exception of RACHD) for promotion to Lt Col to meet promotion quota requirements in the promotion year; this is called the Pink List. Selection will be based on the following system:

- a. **Quota.** Each capbadge will be allotted a quota of promotions within the Pers Strat (A) promulgated Army Workforce Planning Requirement (AWPR) sufficient to meet the Lieutenant Colonel E1 or E2 liability including those allocated on the ReM. The AWPR creates the financial limit on the number of Lt Cols each Arm or Service may have as at the 1 April, 3 years ahead, i.e. AWPR in 2021 is used to calculate the number of Majors to be selected on Pink List 2022 for promotion in 2023 to meet the financed Lt Col liability as at 1 Apr 2024.
- b. **Reserve List.** In addition to the main Pink List quota selections, a Reserve List is produced, to provide an OOM from which unforeseen in year E1 or E2 liabilities may be filled. Detailed instructions on the composition and use of the Reserve List are contained within [the CMBM](#).
- c. **RE (PQE and Svy).** With effect Pink List 2013 RE PQE (CEngr) and Svy officers are to be graded along with all other DE officers cognisant of their specialist replacement requirement. Detailed rules are contained in [the CMBM](#). Emerging or unforeseen retiring liability will be replaced by an officer with the appropriate qualifications from the appropriate Reserve List.

### Officers of exceptional quality, or unique circumstances

**5.4.010. Definitions.** Officers of exceptional or unique quality or of unique circumstance may be considered for accelerated promotion. DMS may authorise such officers to filter-in to the PL grading process despite not meeting all the current filtering requirements.

- a. **Exceptional quality (accelerated promotion in 7<sup>th</sup> year).** All Officers who receive either a HIGH or EXCP recommendation 2 ranks up in their most recent AR are to be considered by Branch Colonels for accelerated promotion in their 6<sup>th</sup> year for promotion in their 7<sup>th</sup> year. Branch Colonels are to submit a recommendation on whether these Officers should filter in for consideration at Pink List via Col CM Ops to DMS.
- b. **Officers with unique circumstances.** Where an officer has not received a promotion qualifying report that they might reasonably have expected to have received, for reasons outside the control of the officer, and is not therefore eligible for promotion at a time when they might reasonably have expected to be, CM Branches may recommend that the officer is filtered in. Such examples (not exhaustive) include:
  - (1) Offrs (eg SF or HT ATO's) whose MS profile is disrupted due to operational imperative pulling them from one appt, or preventing them moving on to their subsequent appt.



(2) Offrs who have been sick or incapacitated for a prolonged period as a result of operational injuries and/or operationally induced ill-health.

(3) Offrs who have had **unreported period of employment** such as maternity leave, have not received a promotion qualifying report and, as a result, are not eligible for promotion when otherwise they would have been.

### **Selection into established vacancies – Group B promotion rules**

**5.4.011. LE Officers.** Promotion of officers to Lt Col differs in a number of respects from promotion of other officers by selection into vacancies and a specialist officers may be selected into a specialist vacancy should the need arise notwithstanding the promotion board order of merit. Detail is in the [CMBM](#).

**5.4.012. RACHD.** Promotion to CF2 is by selection into established vacancies from eligible, recommended CF3 Reg C Chaplains, CF3 IRC chaplains commissioned before the age of 39 and a firm recommendation for Reg C and CF3 IRC chaplains commissioned at age 39 or 40. Chaplains must have 7 years' service as a CF3 in the selection year (counting the year of promotion to CF3 as year 1) an up to date recommendation for promotion and an established vacancy to promote into.

**5.4.013.** RAMC, RADC (including Medical and Dental) and QARANC. Selection of these officers into OF4 vacancies is the responsibility of No 4 Board. Filter rules in outline are:

a. Accredited RAMC (MO) and RADC (DO) Maj's in any commission type:

(1) With effect from 2011 General Medical Practitioners and Dental Officers will be selected in accordance with Para [5.4.006](#) above.

(2) Consultants will be managed differently in that Hospital Specialists, on becoming fully qualified in their discipline, through receipt of a Certificate of Completion of Training (CCT), and on being selected by the Armed Services Consultant Approval Board (ASCAB) to fill consultant appointment, will be promoted to OF4, provided they have an unqualified recommendation for promotion in their latest AR. Should the appointment take place before they have completed 7 years in the substantive rank of OF3 they will be awarded acting rank ([Chapter 5 Section 10](#)) until the requisite seniority is reached, a recommendation for promotion is achieved, and the promotion is substantiated by No 4 Board. See [Chapter 5 Section 10](#) for date of seniority.

(3) Accredited medical and dental officers, with the appropriate seniority, normally require a minimum of 2 years' service and 2 annual reports, with a recommendation for promotion in the most recent, to be considered for promotion, refer to [JSP 950](#).

(4) AMS officers selected to undertake specialist training will become ineligible to grade in their previous field, e.g. a GMP whilst undergoing specialist training as a Consultant and will cease to be graded for further promotion in their previous field or grade (including shadow grade) in their specialist consultant field during training. Those officers removed from specialist training, for whatever reason, will only be re-considered for promotion in their previous field at the following grading round subject to meeting the appropriate filter rules.

- b. **Allied Health Professionals and Professionally Qualified Officers** not employed with the [Command and Staff \(C&S\) cadre](#) will be graded within their specialisations and be selected against an annual Pers/Strat quota and the parameters of Para [5.4.006](#) above.
- c. **RAMC Physiotherapists and Pharmacists.** Selection is to be as per Para [5.4.006](#) above except promotion will only be into E1 specialist posts and officers must have graded above the quality line at C&S and AHP specialism orders of merit. Substantive Lt Cols in these specialisms may be employed out of specialism with Pers Strat approval creating a gap for promotion into a vacated E1 specialist post. Promotion into a SO1 physiotherapist or pharmacist established post must be cleared through Pers Strat (A) to ensure that the number of officers employed out of specialism does not exceed the ability of AMS to employ. Officers graded on or above the quality line for their specialism only and selected to fill an SO1 post will serve in acting rank until they grade on or above the quality line at Comd and Staff.
- d. **QARANC on a Reg C or FC.** Nursing officers enter the promotion to Lt Col zone on the 6<sup>th</sup> anniversary of their substantive promotion to Maj. They leave the zone on 31 December of the calendar year in which they commence their final 3 years of service, i.e. EED -3. Selection is made into established vacancies.

### **Actions Arising from Selection Boards**

**5.4.014. Dates of Promotion.** Officers will be granted substantive rank in accordance with Paras [5.1.013](#) and 5.1.020.

**5.4.015. Announcement of promotions.** The promotion of officers of Group A will normally be announced by the MS (MS OF4 Offrs) in February of the selection year as a 'Pink List' of provisional promotions for the following calendar year. This list will include all officers selected by No 4 Selection Board to fill the arm and service quotas for promotion, PQO officers allocated quota promotions, and LE published promotions for the following year. The list will also include those officers selected from the previous year Reserve List and additional PQO selections occurring throughout the previous promotion year.

**5.4.016. Removal from Pink List Provisional List.** An officer will normally be removed from the provisional list only in the following circumstances:

- a. If they apply to retire voluntarily and the application is approved by the Army Employments Board (AEB) before the publication of substantive promotion in the relevant issue of the London Gazette.
- b. If they become unfit for promotion for medical reasons, [AGAI 78 refers.](#)
- c. If they cease to be recommended for promotion.
- d. If their circumstances change from those presented to the Selection Board at the time of provisional selection.
- e. Voluntary removal from the provisional promotion list – see Para [5.1.024.](#)

**5.4.017. Supersession.** Majs in Group A who are not selected for promotion at their last opportunity, i.e. in the year in which they reach EED minus 4 years, for selection for promotion in EED minus 3, will be informed by the MS (MS4) in the year that the decision

is made that in all foreseeable circumstances they have been passed over for promotion although they continue to be eligible for promotion until 31 December of the year in which they reach EED minus 3 years. Officers in Group B will be similarly informed at the end of the year in which they leave the promotion zone.

**5.4.018. Overbearing.** In cases where a Maj is promoted on time to substantive Lt Col before assumption of an OF4 appointment they will be overborne as a Lt Col in the current appointment, but arrangements will be made for them to take up an appointment at the earliest opportunity. The rank of Lt Col will not be worn until the officer takes up the higher ranked appointment.

### Detailed Filter Rules For Promotion To Lieutenant Colonel

**5.4.019.** For the purpose of promotion to Lt Col, officers are placed in 2 groups: Group A for the majority of 'mainstream' appointments and Group B for the specialist officers. The RAPTC, SASC and RCAM are considered with LE cohorts. Regular Officers in Gp A and Gp B are presented in the EED for the following year (i.e. the year that they would promote in, if they are successful at the Board).

#### Group A - Direct Entry Officers

**5.4.020.** Group A officers are those Arms and Services for which a yearly quota of promotions is allotted for DE officers. (H Cav/RAC, RA, RE, R SIGNALS, Inf, AAC, RLC, REME, Int Corps, AGC and RAMC (MO) RADC (DO) AMS officers selected for a C&S quota vacancy only. AAC Officers in the Instructor Career Stream will only be eligible for promotion to OF4 having achieved A2 QHI/QFI status.

**5.4.021.** Officers will first enter the zone in their 8<sup>th</sup> substantive year, filtering in for consideration in their 7<sup>th</sup> substantive year, counting the calendar year of their promotion to Maj as year 1 (irrespective of whether they are LToS or AToS). Exceptional officers who receive either a HIGH or EXCP recommendation 2 ranks up in their most recent AR are to be considered by Branch Colonels for accelerated promotion in their 6<sup>th</sup> year for promotion in their 7<sup>th</sup> year. Branch Colonels are to submit a recommendation on whether these Officers should filter in for consideration at Pink List via Col CM Ops to DMS.

**5.4.022.** All filtering criteria must be complete by the date of the respective PSB for the relevant Arm or Service. The only exception to this is medical fitness where updated OH advice may be accepted.

RULE	FILTERING IN CRITERIA FOR DE OFFICERS
<b>Rule 1</b> Year of Service	Refer to para 5.4.021.
<b>Rule 2</b> Recommendation	Officers who have received a positive 2RO <sup>40</sup> recommendation of at least 'Yes' for promotion 1 Rank-up in their latest AR <sup>41</sup> .
<b>Rule 3</b> Commission Type	Officers who hold a Reg C or a FC. ALS officers must hold IRC.

<sup>40</sup> If a subject officer receives 3RO comment, the 3RO box markings will take precedence over the 2RO markings.

<sup>41</sup> RAVC veterinary officers must have 13 years qualifying reckonable service as well as the criteria set out in Para 2. Antedated seniority is allowed for those commissioned prior to 1 Apr 04 but Article 100.e. of Warrant 2014 states, "... for VOs commissioned after 1 Apr 04 antedate will not count."

<b>Rule 4</b> Education	For officers selected for promotion to Maj from BeL 19, promulgated in Dec 18, ICSC(L) attendance will be an eligibility criterion for promotion to Lt Col, less AGC(ALS) and RACHD officers. <a href="#">ACSO 3224</a> refers. AAC Officers successfully graduating from the Empire Test School (Test Pilot stream) are also exempt from attendance on ICSC(L).
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**5.4.023.** The promotion zone for all officers runs from the 8<sup>th</sup> substantive year as a Maj to 31 Dec of EED -3 (in their year of promotion). Officers leave the zone on 31 Dec of the year in which they reach EED -3.

**5.4.024.** All DE officers promoted under Group A rules will be eligible to fill a Grade 1 Staff Appointment. Eligibility for command at OF4 will be determined by the officer's EED and sub-unit command profile.

### Group B - Specialist Officers

**5.4.025.** Officers of Arms and Services for which there are yearly quotas for promotions or are subject to time promotion with or without selection and are then selected for promotion to fill vacancies as they arise. RE (PQE and Geo), REME (Aircraft Engineer Officers (AEO)), AAC (QHI, QFI and Tp) and DE AHP PQOs employed outside C&S.

**5.4.026. RE (PQE and Geo).** Specialist rules provide a mechanism for No 4 Selection Board to promote specialist officers into specialist vacancies as they arise. These rules recognise that time invested in training can result in a specialist officer being less competitive for promotion than their Generalist counterparts in the early years. They therefore provide an incentive for RE officers to invest in specialist training by offering an additional prospect of promotion to Lt Col and beyond.

RULE	FILTER IN CRITERIA FOR PQE/GEO SPECIALIST OFFICERS
<b>Rule 1</b> Years of Service	<b>PQE and Geo.</b> First considered for promotion in EED -14 or after a minimum of 2 years eligibility on the generalist roster, whichever is later. Last look is EED-4 for promotion in EED-3.
<b>Rule 2</b> Recommendation	<b>PQE.</b> Recommendation for promotion in latest AR in a PQE appointment. <b>Geo.</b> Recommendation for promotion in latest AR in a RE Geo appointment.
<b>Rule 3</b> Qualifications	<b>PQE.</b> Passed Professional Engineer Training (PET) and Chartered Engineer <sup>42</sup> . Officers who are not Chartered but have passed PET course and otherwise meet the filter criteria are graded; however, they are not considered promotable until such time as their successful chartering is promulgated. <b>Geo.</b> Passed the Army GEOINT MSc Course.
<b>Rule 4</b> Experience	<b>PQE.</b> Completed one tour of duty of not less than 18 months in a PQE appointment. <b>Geo.</b> Completed 2 tours totalling at least 42 months in Geo appointments.
<b>Rule 5</b> ARs	<b>PQE.</b> Received a minimum of 2 ARs in a PQE appointment. <b>Geo.</b> Received a minimum of 4 ARs in a RE Geo appointments.

**5.4.027. REME Specialist Promotions-Aircraft Engineering Officer (AEO).** REME officers complete the REME Officers Long Aeronautical Engineering (OLAE) course to be employed as an AEO at RD and at staff. These specialist rules therefore provide an incentive for REME officers to invest in the OLAE specialist training by offering an additional prospect of promotion to Lt Col and beyond.

RULE	FILTER IN RULES FOR AEO SPECIALIST OFFICERS
<b>Rule 1</b> Years of Service	First considered for promotion in EED-14 or after a minimum of 2 years' eligibility on the generalist roster, whichever is later. Last look is EED-4 for prom in EED-3.

<sup>42</sup> Passing PET Course will allow officer to filter in for consideration by No 4 Board. PQE required for actual promotion.

<b>Rule 2</b> Recommendation	Recommendation for promotion to OF4 in latest AR in an OF3 AEO appointment.
<b>Rule 3</b> Qualifications	Passed the REME OLAE course and AEO viva.
<b>Rule 4</b> Experience	Completed assignments as an AEO both as an OF2 and as an OF3.
<b>Rule 5</b> ARs	Received a minimum of 3 ARs from AEO appts.

**5.4.028. AAC Specialist Promotions-Qualified Helicopter Instructor (QHI) Qualified Flying Instructor (QFI) and Test Pilot (TP).** These rules recognise that time invested in training can result in a specialist officer being less competitive for promotion than their Generalist counterparts in the early years. They therefore provide an incentive for AAC officers to invest in specialist training by offering an additional prospect of promotion to Lt Col and beyond. Rule B for AAC promotions to Lt Col will only be utilised for promotion into established vacancies if required by the Army.

**5.4.029. All DE AHP and PQO.** Promotion to Lt Col for AMS SOs, AHPs and PQOs employed within the [C&S cadre](#) is in accordance with Group A rules. Promotion to Lt Col for AHPs and PQOs employed outside of the C&S cadre is in accordance with Group B rules and become eligible:

- a. For selection for promotion to Lt Col in their 7th substantive year as a Maj. QARANC Majors remain eligible for promotion after 6 years in the rank of Major, providing there is enough time to complete 2 years in OF4. Those who have successfully converted to a Reg C from 01 Sep 14, and those who commission from 01 Sep 15, will grade in their 7<sup>th</sup> sub year for promotion to vacant liability in year. Refer to [Annex O](#) for MO, ALS and RACHD.
- b. For promotion in their 8th substantive year as a major, counting the year of substantive promotion as year 1, whether on age-based terms of service (ATOS), length of service-based terms of service (LTOS) or Common Terms of Service (CTOS) provided they have a positive recommendation for promotion in their last report.

RULE	FILTER IN CRITERIA FOR DE AHP & PQO
<b>Rule 1</b> Years of Service	Refer to para 5.4.029a and b.
<b>Rule 2</b> Recommendation	A positive recommendation for promotion in their last report.
<b>Rule 3</b> EED	Last look is EED-4 for prom in EED-3.

**5.4.030.** All eligible majors within the promotion zone who meet the eligibility criteria are considered for promotion annually.

**5.4.031.** Officers promoted under Group B rules will be considered for Group A Grade 1 Appointments on a case by case basis, having previously reviewed their profile. Eligibility for command will generally be derived from the officer's EED and Grade 2 Comd profile.

**5.4.032. Late Entry.** Late entry officers who have received at least 2 reports as a substantive major filter in for promotion from their EED -4 for promotion in EED -3 and -2.

**5.4.033.** The substantive date for promotion for EED -3 is on taking up the appointment or the day they reach EED -3, whichever is later. The substantive date for promotion for EED -2 is on taking up the appointment or on the day before they reach EED-2, whichever

is earlier. Ex LE officers who have converted to DE ToS are considered for promotion with their DE counterparts.

RULE	FILTERING IN CRITERIA FOR LE OFFICERS
<b>Rule 1</b> Recommendation	A positive recommendation for promotion to Lt Col in the SP's most recent AR prior to the PSB. A report from ICSC(L) is to be taken as a positive recommendation.
<b>Rule 2</b> EED	Must be at EED-4 <sup>43</sup> or EED-3 in the calendar year in which the Board sits for promotion in EED-3 or EED-2, or a maximum age of 60, whichever is the earliest, and be able to serve a minimum of 2yrs as a Lt Col.
<b>Rule 3</b> Qualification	Substantive Maj.
<b>Rule 4</b> Commission Type	Officers who hold a Reg C (LE).
<b>Rule 5</b> ARs	Received a minimum of 2 ARs as a substantive OF3.

**5.4.034.** The promotion window for LE officers runs from 1 Jan to 31 Dec.

**5.4.035. Comd SM TACOS.** Only Comd SM serving on a Reg C with a minimum 2 years seniority, who meet the enhanced 2015 Comd SM ToS will be eligible for consideration for promotion to Lt Col (LE). Details on the enhanced ToS are in paragraph [3.6.027 to 3.6.035](#). To filter and for substantive rank refer to paragraph 5.4.033 above.

**5.4.036 – 5.4.050.** Reserved.

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<sup>43</sup> An LE can only promote when in the promotion zone. If granted continuance, they are potentially brought back into that promotion zone referred to in Para [5.1.009](#).

**PART 1 – CHAPTER 5 – REGULAR ARMY OFFICERS PROMOTIONS****SECTION 5 – SUBSTANTIVE PROMOTION TO COLONEL****General**

**5.5.001.** Rules for promotion to the substantive rank of Col for all officers of the Regular Army are given below. On promotion to Col officers become members of the General Staff and are career managed by CM Gen Staff with the exception of AMS Clinicians who are career managed by CM AMS.

**Grading**

**5.5.002.** Completion of a required period of service in the rank of Lt Col and an up to date recommendation for promotion are prerequisites for promotion to Col.

**5.5.003.** Factors taken into account by appointing boards are officers' annual reports, employability, EED and specialist qualifications required for particular appointments.

**5.5.004. Promotion Zone.** Group A promotion zones are outlined at paragraphs [5.5.017](#). All eligible substantive Lt Cols within the promotion zone are considered for promotion annually.

**5.5.005. Promotion Categories.** The categories of promotion from Lt Col to Col are:

- a. **Group A.** Officers of the mainstream Arms and Services holding DE commissions. This includes AMS officers in the C&SC who grade under Group A rules.
- b. **Group B – AMS Clinical Cadre.** Regular Lt Cols and Cols within the AMS Clinical Cadre will grade at a Group B Grading Board due to their specialist nature. On completion of grading, a Quality Line (QL) will be drawn on the Orders of Merit (OsOM) and these are then ratified by the No 2 Board.
- c. **Group B – RACHD.** CF2s will grade at a Group B Grading Board due to their specialist nature. Structural weighting will be added and on completion of grading, a QL will be drawn on the OsOM and these are then ratified by the No 2 Board.

**5.5.006. Filtering.** CM Branches filter out officer's ineligible for promotion. Filter rules for Regular Officers, the AMS Clinical Cadre and Chaplains are shown at paragraphs [5.05.017-022](#).

**5.5.007.** Reserved.

**5.5.008. No 2 Board – Group A.** The Board meets in the calendar year before promotions are to be effective to grade eligible officers. Selection will be based on the following process:

- a. Sufficient numbers are graded to meet promotion and appointing requirements. This will provide an approximate 2:1 ratio against the overall annual promotion guide provided by Pers Strat (A).
- b. Quality, not quantity, is maintained.

- c. Sufficient specific Knowledge, Skills and Experience (KSE) is represented (e.g. language or specialist skills).
- d. A sufficient number from each capbadge is taken through to the final OOM to satisfy E1 demand.
- e. Individuals on equal scores are not split.

**5.5.009. Group B Promotions – AMS Clinical Cadre.** Eligible officers in the AMS Clinical Cadre and those PHC consultants in the OM, Psy, PH and AV cadres will be graded by the Group B Grading Board and placed in an OOM. No 2 Board will ratify the OOM and it will subsequently be used by the relevant appointing Boards when considering officers for promotion. The promotion vacancies determined by Pers Strat (A) will strive to ensure that one quarter of the consultant<sup>44</sup> cadre is at OF5. Clinical Cadre officers will be granted substantive promotion in line with all other Group A officers.

**5.5.010. Group B Promotions – RACHD.** Eligible officers in the RACHD will be graded annually and placed in an OOM. No 2 Board will ratify the OOM and it will subsequently be used by the relevant appointing Boards when considering officers for promotion.

### **Actions arising from Selection Boards**

**5.5.011.** After line drawing ratification CM Gen Staff will write to all officers informing them of where they sit in the OoM. The OOM is a promotable list that will be used throughout the promotion year and selection will be based on merit and KSE. The list will not be published but a capbadge breakdown will be distributed to APC Branch AHs and CMs for planning purposes.

**5.5.012.** An officer will normally not be granted substantive rank in the following circumstances:

- a. If they do not score above the QL. The OOM Quality Line will be set annually by No2 Board for the promotion year.
- b. If they apply to retire voluntarily and the application is approved by the AEB before their substantive rank is granted.
- c. If they become unfit for promotion for medical reasons as defined in [AGAI 78](#) or disciplinary reasons described at [AGAI 62](#) and / or [AGAI 67](#).
- d. If they cease to be recommended for promotion in their latest annual report.
- e. If their circumstances change from those presented to the Appointing Board.
- f. Voluntary removal from the OOM.

**5.5.013. Use of Group A and Group B Orders of Merit.** Gp B OsOM are confirmed at the Mar No 2 Board. Gp A Order of Merit are ratified by MS after their grading Board in Mar. The OsOM are valid for substantive promotion up until 31 Dec of the promotion year but are superseded at the May No2 Board the following year. Exceptionally, No 2 Board

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<sup>44</sup> This does not include the General Practitioner cadre who promote against OF5 WFR.



may use both the previous year's OOM and the new OOM to find suitable runners for appointments being taken only at the May No 2 Board.

**5.5.014. Supersession.** Substantive Lt Cols who fail to grade at their last look (EED -4) will be informed by letter from MS (CM Gen Staff), CM AMS for Clinical Officers or CM RChD, that they will not gain any further promotion. Additionally, officers who failed to gain selection in the calendar year of their last chance for substantive promotion (EED -3), will be informed that they will not gain further promotion.

**5.5.015. Retirement.** In accordance with Article 189 of the [PAW 20](#), an officer of the rank of Col or above, for whom no further employment can be foreseen, shall be retired on completing the tenure of Command or Appointment or on completion of such Service in the rank as may be specified in the officer's case, notwithstanding the officer may not have attained the age of retirement laid down in Article 181 and 183 of the [PAW 20](#). Those on [AFPS 75](#) see Army Pensions Warrant Part 9. Those on AFPS 05 see [JSP 764](#) Part 5. Those of [AFPS 15](#) see AFPS Your Pension Scheme Explained. In such cases no financial compensation would normally be available unless termination of Service is under a redundancy or retirement scheme. Notwithstanding these provisions, it remains the aim to ensure that a Col should always complete sufficient Service to allow qualification for a pension based on that rank. Detail of process is at CM GS P&P.

**5.5.016. Announcement of Appointments.** Appointments will be announced following selection by No 2 Board once ratified by No 1 Board. Normally they will not be announced more than 12 months or less than 6 months ahead.

### Filter Rules For Regular Promotion To Colonel

**5.5.017.** Officers will first enter the zone for consideration for promotion in their 4<sup>th</sup> year as a Substantive Lt Col for promotion in their 5<sup>th</sup> year. Year of substantive promotion is counted as year 1.

RULE	FILTERING IN CRITERIA
<b>Rule 1</b> Promotion zone	Refer to para 5.5.017.
<b>Rule 2</b> Current Recommendation Officers assessed as Dev for 1 rank-up will be filtered out.	Officers who have received a positive 2RO <sup>45</sup> recommendation of at least 'Yes' for promotion 1 Rank-up in their latest AR in the substantive rank of Lt Col.  Lt Cols who have missed a report for reasons outside their control (e.g. language or DA training, studying for a MPhil etc.) will be graded on their most recent AR as a substantive Lt Col, provided that they have a positive 2RO recommendation of at least 'Yes' for promotion 1 Rank-up in that report.
<b>Rule 3</b> Minimum Command Tour	Officers in, or about to go into, command appointments <sup>46</sup> provided they will have completed 2 years of their command tour by 31 Dec of the promotion year.
<b>Rule 4</b> Commission Type	Officers may be graded if they hold a Regular Commission (Reg C) or Full Commission (FC) <sup>47</sup> .

**5.5.018.** Lt Cols pre-selected on promotion for DA appointments, including Military Attaché and similar appointments and who do not take up their appointment until a

<sup>45</sup> If a subject officer receives 3RO comment, the 3RO box markings will take precedence over the 2RO markings

<sup>46</sup> An MS4 recognised command appointment.

<sup>47</sup> Exceptionally, AMS officers serving to age 58 or older on a MC may be graded as there is no advantage to them changing their commission. Additionally, and only in exceptional circumstances, AMS officers who have not been provided with the opportunity to change their commission to either a FC or a Reg C will be graded.

subsequent promotion year due to DA and language training, will continue to be re-graded although there will be no requirement to run to the PSB.

### Filter Rules For Promotion To Colonel In The AMS Clinical Cadre

**5.5.019.** Lt Cols in the AMS C&SC must have a minimum of 1 valid report from a command or staff appointment as a Lt Col that includes a recommendation for promotion to Col, in addition to meeting the filter rules above.

**5.5.020.** Lt Cols in the Clinical Cadre will filter in if they meet the filter rules above and will be graded by the Group B Grading Board and placed in an OOM. No 2 Board will ratify the OOM and it will subsequently be used by the relevant appointing Boards when considering officers for promotion.

**5.5.021.** Officers who are undergoing HPT or specialist training to qualify as a Consultant will not be graded for promotion either in their old or future specialism, even if they are due to be assessed by an ASCAB in the year of grading. Once they have received a report as a Consultant, they will be eligible to be considered for further promotion in their new specialism. Should they be removed from training, they will be graded for further promotion in their original specialism at the next opportunity.

### Filter Rules For Promotion To CF1 in the RACHD

**5.5.022. Filter Rules for Promotion to CF1.** Officers in the rank of CF2 will be graded for the final time in their 4th year prior to EED (i.e. EED-4) for possible promotion in their 3<sup>rd</sup> year prior to EED (i.e. EED-3)

RULE	FILTERING IN CRITERIA
<b>Rule 1</b> Reckonable Service	Officers are eligible to be considered for promotion after 3 years' in the substantive rank of CF2, or 15 years reckonable service, in the promotion year.
<b>Rule 2</b> Current Recommendation <sup>48</sup>	Officers who have received a positive 2RO <sup>49</sup> recommendation of at least 'Yes' for promotion 1 Rank-up in their latest AR as a substantive CF2.
<b>Rule 3</b> Commission Type	Officers who hold a Reg C <sup>50</sup> .
<b>Rule 4</b> EED	Refer to para 5.5.022.

**5.5.023-5.5.050.** Reserved.

<sup>48</sup> Officers assessed as Dev for 1 rank-up, will be filtered out.

<sup>49</sup> If a subject officer receives 3RO comment, the 3RO box markings will take precedence over the 2RO markings

<sup>50</sup> Whilst RACHD CF2s must normally hold a Reg C before being considered for promotion to CF1, Hd Pers Pol (A) has permitted officers to grade if their Normal Retirement Age (NRA) is the same as it would be for a Reg C CF2 i.e. age 57. Additionally, flexibility has been authorised for those CF2s who are applying to extend their service to NRA to be considered for promotion to CF1.

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**PART 1 – CHAPTER 5 – REGULAR ARMY OFFICERS PROMOTIONS****SECTION 6 – SUBSTANTIVE PROMOTION TO BRIGADIER****General**

**5.6.001.** Rules for promotion to the substantive rank of Brig for all officers of the Regular Army are given below.

**Grading**

**5.6.002.** Completion of a required period of service in the rank of Col together with an up to date recommendation for promotion are prerequisites for promotion to Brig.

**5.6.003.** In addition to merit, the factors taken into account by appointing boards are officers' annual reports, employability, EED, and special qualifications required for particular arm or service.

**5.6.004. Promotion Zone.** Promotion zones are as detailed in paragraph [5.6.014](#). All eligible substantive Cols within the promotion zone are considered for promotion annually.

**5.6.005. Promotion Categories.** The categories of promotion from Col to Brig are:

- a. **Group A.** Officers of the mainstream Arms and Services holding DE commissions. This includes AMS officers in the C&SC who grade under Group A rules.
- b. **Group B – AMS Clinical Cadre.** Regular Lt Cols and Cols within the AMS Clinical Cadre will grade at a Group B Grading Board due to their specialist nature. On completion of grading, a Quality Line (QL) will be drawn on the Orders of Merit (OsOM) and these are then ratified by the No 2 Board.
- c. **Group B – RACHD.** CF1s will grade at Group B Grading Board due to their specialist nature. A QL will be drawn on the OsOM and these are then ratified by the No 2 Board.

**5.6.006. Filtering.** CM Gen Staff will filter out officer's ineligible for promotion. Filter rules for Regular Officers, the AMS Clinical Cadre and Chaplains are shown at paragraphs [5.6.014-018](#).

**5.6.007. Main Board Grading.** There is no PSB for promotion to Brig for Group A officers. No 2 Board grades all eligible Cols for promotion in May of each year. AD No2 Board Gen Staff will brief the Board before grading commences.

**Actions Arising from Selection Boards**

**5.6.008.** CM Gen Staff will write to all officers informing them of where they sit in the OOM. The OOM is a promotable list that will be used throughout the promotion year and selection will be based on merit and KSE. The list will not be published.

**5.6.009.** An officer will normally not be granted substantive rank in the following circumstances:

- a. If they do not score above the Quality Line. The OOM Quality Line will be set annually by No2 Board for the promotion year.
- b. If they apply to retire voluntarily and the application is approved by the AEB before the date of substantive promotion.
- c. If they become unfit for promotion for medical reasons as defined in [AGAI 78](#) or disciplinary reasons described at [AGAI 62](#) and / or [AGAI 67](#).
- d. If they cease to be recommended for promotion in their latest annual report.
- e. If their circumstances change from those presented to the Appointing Board at the time of their provisional selection.
- f. Voluntary removal from the provisional promotion list.

**5.6.010. Supersession.** Cols who fail to grade at the MB at their last look (EED -4) will be informed by letter from MS (CM Gen Staff), CM AMS for Clinical Officers or CM RACHD, that they will not gain any further promotion. Additionally, officers who graded to MB but failed to gain selection in the calendar year of their last chance for substantive promotion (EED -3), will be informed that they will not gain further promotion.

**5.6.011. Announcement of appointments.** Appointments normally will not be announced more than 12 months or less than 6 months ahead.

**5.6.012. Retirement.** In accordance with Article 189 of the [PAW 20](#), an officer of the rank of Brig or above, for whom no further employment can be foreseen, shall be retired on completing the tenure of Command or Appointment or on completion of such Service in the rank as may be specified in the officer's case, notwithstanding the officer may not have attained the age of retirement laid down in Article 181 and 183 of the [PAW 20](#). Those on [AFPS 75](#) see Army Pensions Warrant Part 9. Those on AFPS 05 see [JSP 764](#) Part 5. Those of [AFPS 15](#) see AFPS Your Pension Scheme Explained

**5.6.013.** In such cases no financial compensation would normally be available unless termination of Service is under a redundancy or retirement scheme. Notwithstanding these provisions, it remains the aim to ensure that a Brig should always complete sufficient Service to allow qualification for a pension based on that rank.

#### **Filter Rules For Regular Promotion To Brigadier**

**5.6.014.** Officers will first enter the zone for consideration for promotion in their 2<sup>nd</sup> year as a substantive Col for promotion in their 3<sup>rd</sup> year. Year of substantive promotion is counted as year 1.

**5.6.015.** Cols pre-selected on promotion for DA appointments Including Military Attaché and similar appointments and who do not take up their appointment until a subsequent promotion year due to DA and language training, will continue to be re-graded by MB and are required to score above the Quality Line.

<b>RULE</b>	<b>FILTERING IN CRITERIA</b>
<b>Rule 1</b> Correct Number of ARs	All officers with a minimum of 1 valid <sup>51</sup> AR as a Col.
<b>Rule 2</b> Current Recommendation	All Cols who have received a positive 2RO <sup>52</sup> recommendation of at least 'Yes' for promotion 1 Rank-up in their latest AR as a substantive Col.  Cols who have missed a report for reasons outside their control (e.g. RCDS, language or DA training, studying for a MPhil etc.) will be graded on their most recent AR as a substantive Col, provided that they have a positive 2RO recommendation of at least 'Yes' for promotion 1 Rank-up in that report.
<b>Rule 3</b> Employability at Staff	Officers must be recommended for employment at E1 or E2 Staff at Brig rank.
<b>Rule 4</b> Commission Type	Officers who hold a Reg C or a FC <sup>53</sup> .
<b>Rule 5</b> Promotion zone	As per para 5.6.014

### Filter Rules For Promotion To Brigadier In The AMS Clinical Cadre

**5.6.016.** Cols in the AMS Clinical Cadre will filter in if they meet the filter rules above but will not be graded for promotion by MB due to their particular specialism, due to No 2 Board having insufficient knowledge of the inner workings of clinical officers in the AMS hence they do not grade them. The PSB OOM will be structurally weighted to provide a Gp B OOM. This OOM will be ratified by No 2 Board

### Filter Rules For Promotion To DCG

**5.6.017.** Officers in the rank of CF1 will be considered for grading for the final time 4 years before the permitted EED of DCG for possible promotion 3 years before EED.

**5.6.018.** Therefore, officers will be eligible to grade for the final time at age 56 for possible promotion in their 57<sup>th</sup> year. Exceptions apply for promotion to DCG and CG where older officers may be considered on the authority of Pers Pol (A).

<b>RULE</b>	<b>FILTERING IN CRITERIA</b>
<b>Rule 1</b> Minimum Number of ARs	Officers require at least 1 report as a substantive CF1.
<b>Rule 2</b> Current Recommendation	Officers who have received a positive 2RO above recommendation of at least 'Yes' for promotion 1 Rank-up in their latest AR as a substantive CF1.
<b>Rule 3</b> Commission Type	Officers who hold a Reg C.
<b>Rule 4</b> EED	As per para 5.6.017.

**5.6.019 – 5.6.050.** Reserved.

<sup>51</sup> Exceptionally, may include a HCSC report particularly if the officer is prevented from achieving a qualifying annual report by attending the course. In this instance, officers would not be required to meet Filter Rules 2 or 3.

<sup>52</sup> If a subject officer receives 3RO comment, the 3RO box markings will take precedence over the 2RO markings.

<sup>53</sup> Exceptionally, AMS officers serving to age 58 or older on a MC may be graded as there is no advantage to them changing their commission. Additionally, and only in exceptional circumstances, AMS officers who have not been provided with the opportunity to change their commission to either a FC or a Reg C will be graded.

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**PART 1- CHAPTER 5 – REGULAR ARMY OFFICERS PROMOTIONS****SECTION 7 – SUBSTANTIVE PROMOTION TO MAJOR GENERAL****General**

**5.7.001.** Rules for grading and promotion to the substantive rank of Maj Gen for officers of the Regular Army are below.

**No 1 Selection Board**

**5.7.002.** No 1 Selection Board is responsible for grading those substantive Brig who are eligible for promotion to Maj Gen, and for their selection for promotion into 2 Star appointments. The Board is chaired by Chief of the General Staff (CGS) with up to five serving Army 4-Star and 3-Star members.

**Grading**

**5.7.003.** To qualify to be considered for grading for promotion to Maj Gen, an officer must have:

- a. Received 2 annual reports in the rank of substantive Brig one of which may be a report from the Royal College of Defence Studies (RCDS).
- b. Been recommended for promotion in the latest report.

**5.7.004.** A substantive Brig will remain eligible to be considered for grading until 3 years before their EED. All eligible substantive Brigs will be pre-boarded annually by No 2 Board, with recommended Brigs subsequently graded for promotion by No 1 Main Board in April of each year. Grading does not give an assurance of promotion.

**Selection**

**5.7.005.** No 2 Board will conduct an initial grading filter to narrow the field and will recommend to No 1 Board those officers it may wish to grade. No 1 Board will then confirm the officers to be graded at Main Board in April of each year. No 1 Selection Board meets five times a year to consider and select candidates for appointments which are to become vacant within the following 18 months to 2 years. All Army 2-star appointments are to be notified to the Senior Appointments Committee (SAC).

- a. **Army Medical Services (AMS).** Promotion to Maj Gen within the AMS will be governed by these rules. However, given the size of the cohort and number of specialisations within it, No1 Board will retain the flexibility to grade officers earlier than normal, should their professional qualifications and employment make an individual particularly well suited to a 2-star medical appointment and there is a lack of suitably qualified candidates amongst those qualified for consideration for promotion.
- b. **Royal Army Chaplains Department (RAChD).** Promotion to the appointment of CG will be from either the DCG or from a chaplain of the grade of CF1. Both the CG (2-star equivalent) and DCG (1-star equivalent) are selected by No1 Board. The process is as follows:

- (1) All eligible CF1s will be graded annually for promotion to DCG/CG by the RACHD PSB as it is possible for a CF1 to be promoted to CG without having been DCG. The filter rules for promotion to DCG are contained at para [5.6.017](#).
- (2) **CG.** The CG will recommend to No1 Board a list of potential candidates for consideration for selection as CG. This should be based upon the highest scoring officers from the PSB OOM along with the current DCG. These would then be subject to grading by No1 Board during the annual grading process in April, with a selection subsequently made by No1 Board in committee. No1 Board will retain the ability to grade the DCG even if their age would normally preclude consideration.
- (3) **DCG.** Selection for DCG will be based on a similar process as to CG, other than the field of candidates will solely consist of eligible CF1 candidates.

### Senior Appointments Committee (SAC)

**5.7.006.** If the appointment is subject to a tri-Service, MOD-wide or NATO competition, the details of the candidates selected by No 1 Selection Board are submitted to the SAC, which considers all the Service candidates and makes its selection. The SAC, which meets four times per annum, is chaired by the Chief of the Defence Staff (CDS) with Permanent Secretary, Vice Chief of the Defence Staff (VCDS), Commander Joint Forces Command, First Sea Lord (1SL), Chief of the General Staff (CGS), and Chief of the Air Staff (CAS) as voting members and an independent non-voting member. Permanent Secretary is a full member but with voting rights for listed appointments only.

### Appointments Process

**5.7.007.** Following selection and depending on the type of appointment, there will be a number of clearances which will need to be obtained, e.g. from NATO for NATO competition posts, prior to submission to the Sovereign for approval, without which a Brig may not be promoted. Only when this process is complete is the appointment and promotion confirmed and made public.

**5.7.008.** Promotion to Maj Gen is granted on the assumption of the 2 Star appointment for which an officer has been selected by No 1 Selection Board or the SAC.

### Tenure

**5.7.009. Two Star.** Appointments are normally held for between 2 to 3 years or, for specific appointments, for the time fixed under the authority of Article 97 of the [PAW 20](#). No 1 Selection Board or the SAC may, in the interests of the Service, amend the tenure of an appointment.

### Retirement on Completion of Tenure of an Appointment

**5.7.010.** In accordance with Article 189 of the [PAW 20](#), an officer of the rank of Brig or above, for whom no further employment can be foreseen, shall be retired on completing the tenure of Command or Appointment or on completion of such Service in the rank as may be specified in the officer's case, notwithstanding the officer may not have attained the age of retirement laid down in Articles 181 and 183 of the [PAW 20](#).

**5.7.011.** In such cases no financial compensation would normally be available unless termination of Service is under a redundancy or retirement scheme. Notwithstanding these provisions, it remains the aim to ensure that a Maj Gen should always complete sufficient service to allow qualification for a pension based on that rank.

### Filter Rules For Regular Promotion To Major General

**5.7.012.** Regular Brigs are normally eligible to be considered for grading once they have 2 ARs in the substantive rank of Brig. Their final look will be in their 3<sup>rd</sup> year before their EED. Further details can be found in No 1 Board P&P.

RULE	FILTERING IN CRITERIA
<b>Rule 1</b> Minimum Number of ARs	Officers with a minimum of 2 ARs <sup>54</sup> as a substantive Brig.
<b>Rule 2</b> Current Recommendation Officers assessed	Officers who have received a positive 2RO <sup>55</sup> recommendation of at least 'Yes' for promotion 1 Rank-up in their latest AR as a substantive Brig. Officers who have missed a report for reasons outside their control (e.g. RCDS, language or DA training, studying for a MPhil etc.) will be graded on their most recent AR as a substantive Brig, provided that they have a positive 2RO recommendation of at least 'Yes' for promotion 1 Rank-up in that report.
<b>Rule 3</b> EED	Refer to para 5.7.012.

### Filter Rules For Promotion To CG

**5.7.013.** Officers in the rank of CF1 will be considered for grading for the final time 4 years before the permitted EED of CG (age 60). DCG will be considered for the final time 3 years before the permitted age of CG. Exceptions apply where this is in the interests of the Army.

**5.7.014.** No 1 Board may grade DCG and up to 3 high grading CF1s for promotion to CG. No 2 Board will recommend which CF1s are graded by No 1 Board using the Chaplains PSB OOM and the appropriate filter rules to inform their decision. The final grading of DCG and CF1s for promotion to DCG/CG is the sole responsibility of No 1 Board. Chaplains must be medically capable of performing the duties of the post in the higher rank.

RULE	FILTERING IN CRITERIA
<b>Rule 1</b> Minimum Number of ARs	Officers require at least 3 ARs as a substantive CF1.
<b>Rule 2</b> Current Recommendation <sup>56</sup>	Officers who have received a positive 2RO <sup>57</sup> above recommendation of at least 'Yes' for promotion 2 Ranks-up (i.e. for promotion to Maj Gen) in their latest AR as a substantive CF1
<b>Rule 3</b> Commission Type	Officers who hold a Reg C.
<b>Rule 4</b> EED	Refer to para 5.7.013.

**5.7.015 – 5.7.050.** Reserved.

<sup>54</sup> A full RCDS course report as a Brig may count in lieu of an annual report.

<sup>55</sup> If a subject officer receives 3RO comment, the 3RO box markings will take precedence over the 2RO markings.

<sup>56</sup> Officers assessed as Dev for 1 rank-up, will be filtered out.

<sup>57</sup> If a subject officer receives 3RO comment, the 3RO box markings will take precedence over the 2RO markings.

**PART 1 – CHAPTER 5 – REGULAR ARMY OFFICERS PROMOTIONS****SECTION 8 – SUBSTANTIVE PROMOTION TO LIEUTENANT GENERAL****General**

**5.8.001.** Rules for grading and promotion to the substantive rank of Lt Gen for officers of the Regular Army are given below. Further information is contained within the CMH.

**No 1 Selection Board**

**5.8.002.** No 1 Selection Board is responsible for grading those substantive Maj Gens who are eligible for promotion to Lt Gen, and for their selection for promotion into 3 Star appointments. The Board is chaired by CGS with up to five serving Army 4 and 3-Star members.

**Grading**

**5.8.003.** To qualify to be considered for grading for promotion to Lt Gen, an officer must have:

- a. Received two annual reports in the substantive rank of Maj Gen.
- b. Been recommended for promotion in the latest report.

**5.8.004.** A substantive Maj Gen will remain eligible to be considered for grading approximately 1 year before their EED as the NRA for a Lt Gen is 57 and not 55. All eligible substantive Maj Gens will be considered for grading annually within this zone. Grading does not give an assurance of promotion.

**Selection**

**5.8.005.** No 1 Selection Board meets five times a year to consider and select candidates for appointments which are to become vacant within the following 18 months to 2 years. All Army 3-star appointments are to be ratified by the SAC.

**Senior Appointments Committee (SAC)**

**5.8.006.** If the appointment is subject to a tri-Service, MOD-wide or NATO competition, the details of the candidates selected by No 1 Selection Board are submitted to the SAC, which considers all the Service candidates and makes its selection. The SAC, which meets four times per annum, is chaired by the Chief of the Defence Staff (CDS) with Permanent Secretary, Vice Chief of the Defence Staff (VCDS), Commander Joint Forces Command, First Sea Lord (1SL), Chief of the General Staff (CGS) and Chief of the Air Staff (CAS) as voting members and an independent non-voting member. Permanent Secretary is a full member but with voting rights for listed appointments only.

**Appointments Process**

**5.8.007.** Following selection, and depending on the type of appointment, clearance of selection for an appointment is also to be sought from the Secretary of State for Defence and the Prime Minister and any other appropriate bodies, such as NATO for NATO competition posts, prior to submission to the Sovereign for approval, without which a Maj

Gen may not be promoted. Only when this process is complete is the appointment and promotion confirmed and made public.

**5.8.008.** Promotion to Lt Gen is granted on the assumption of the 3 Star appointment for which an officer has been selected by No 1 Selection Board or the SAC

### **Tenure**

**5.8.009. Three Star.** Appointments are normally held for between 2 to 3 years. No 1 Selection Board or the SAC may, in the interests of the Service, amend the tenure of an appointment.

### **Retirement on Completion of Tenure of an Appointment**

**5.8.010.** In accordance with Article 189 of the [PAW 20](#), an officer of the rank of Brig or above, for whom no further employment can be foreseen, shall be retired on completing the tenure of Command or Appointment or on completion of such Service in the rank as may be specified in the officer's case, notwithstanding the officer may not have attained the age of retirement laid down in Article 181 and 183 of the [PAW 20](#).

**5.8.011.** In such cases no financial compensation would normally be available unless termination of Service is under a redundancy or retirement scheme. Notwithstanding these provisions, it remains the aim to ensure that a Lt Gen should always complete sufficient Service to allow qualification for a pension based on that rank.

**5.8.012 – 5.8.050.** Reserved.

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**PART 1 – CHAPTER 5 – REGULAR ARMY OFFICERS PROMOTIONS****SECTION 9 – SUBSTANTIVE PROMOTION TO GENERAL****General**

**5.9.001.** Rules for grading and promotion to the substantive rank of Gen for officers of the Regular Army are given below.

**Selection**

**5.9.002.** CDS is responsible for recommending to the SofS and the Prime Minister (PM) substantive Lt Gens for promotion to 4-star appointments.

**Grading**

**5.9.003.** To qualify to be considered for grading for promotion to Gen, an officer must have:

- a. Received two annual reports in the substantive rank of Lt Gen.
- b. Been recommended for promotion in the latest report.

**5.9.004.** A substantive Lt Gen will remain eligible to be considered for grading approximately 1 year before their EED, as the NRA for a Gen is 58. All eligible substantive Lt Gens will be considered for grading annually within this zone. Grading does not give an assurance of promotion.

**Appointment of CGS**

**5.9.005.** CGS will discuss potential successors with CDS who then present agreed candidates to the SofS will. A final selection will then be made by the SofS, endorsed by the PM and approved by the Sovereign.

**Senior Appointments Committee (SAC)**

**5.9.006.** If the appointment is subject to a tri-Service, MOD-wide or NATO competition, the details of the candidates selected by CGS are submitted to the SAC, which considers all the Service candidates and makes its selection. The SAC, which meets four times per annum, is chaired by the Chief of the Defence Staff (CDS) with Permanent Secretary, Vice Chief of the Defence Staff (VCDS), Commander Joint Forces Command, First Sea Lord (1SL), Chief of the General Staff (CGS) and Chief of the Air Staff (CAS) as voting members and an independent non-voting member. Permanent Secretary is a full member but with voting rights for listed appointments only.

**Appointments Process**

**5.9.007.** Following selection, a submission will be presented to the Sovereign for approval, without which a Lt Gen may not be promoted. Only when this process is complete is the appointment and promotion confirmed and made public.

**5.9.008.** Promotion to Gen is granted on the assumption of the 4 Star appointment for which an officer has been selected by the SAC.

**Tenure**

**5.9.009. Four Star.** Appointments are normally held for a minimum of 3 years. The SAC may, in the interests of the Service, amend the tenure of an appointment.

**Retirement on Completion of Tenure of an Appointment**

**5.9.010.** In accordance with Article 189 of the [PAW 20](#), an officer of the rank of Brig Gen or above, for whom no further employment can be foreseen, shall be retired on completing the tenure of Command or Appointment or on completion of such Service in the rank as may be specified in the officer's case, notwithstanding the officer may not have attained the age of retirement laid down in Articles 181 and 183 of the [PAW 20](#).

**5.9.011.** In such cases no financial compensation would normally be available unless termination of Service is under a redundancy or retirement scheme. Notwithstanding these provisions, it remains the aim to ensure that a Gen should always complete sufficient Service to allow qualification for a pension based on that rank.

**5.9.012 – 5.9.050.** Reserved.



**PART 1 – CHAPTER 5 – REGULAR ARMY OFFICERS PROMOTIONS****SECTION 10 – ACTING RANK, LOCAL RANK, HONORARY RANK AND  
SUBSTITUTION PAY****Introduction**

**5.10.001.** This Section describes the general conditions, qualifications and rules governing the grant, retention and relinquishment of acting rank, local rank or SUPA for officers of the Regular Army as authorized by the [PAW 20](#), Articles 139 and 140 and [JSP 754](#) Chapter 3, Section 7 and Section 8. Guidance is also given on the rules for the granting of honorary rank, as authorized by the [PAW 20](#) Articles 141 - 144, see Para [3.10.039](#), and Annex C to [Chapter 9 of Queens Regulations 1975](#). Acting ranks are not gazetted but are notified officially by entries in the officer's record of service on JPA.

**The grant of Acting Rank and Substitution Pay (SUPA)**

**5.10.002.** Subject to the provisions of Paras 5.10.001-034 and [JSP 754 Chapter 2 Section 7 and 8](#):

a. Acting rank may be granted, normally for periods of not less than 6 months, to an officer who is eligible (as defined in Para 5.10.003) and selected to fill a military rank vacancy above their substantive rank in an approved Regular Army establishment or in an emergency reinforcement post in the Operational Establishment Table (OET), Operational Commitment Establishment (OCE), or other emergency commitment. To qualify for acting rank, the officer must fill a vacancy established or designated for an officer in the higher rank and perform the full range of duties and responsibilities of a post established for a Service person or civil servant, para 03.0904 of [JSP 764](#) refers. When an officer filling an established vacancy in their substantive rank, is granted acting rank in another vacancy, a rank vacancy is created in the former post into which further acting promotion is admissible. Acting rank is admissible from the date of assumption of an appointment. An officer may be granted acting rank for a period of less than 6 months where it is known that they are to be granted substantive rank at the end of the period (see Para 5.1.20a and 5.1.20e. Specific rules pertaining to the granting of acting rank for those deploying to an operational area defined as an area attracting the Operational Allowance in accordance with Chapter 10 of [JSP 752](#) are contained in Para [5.10.004-007](#).

b. Substitution pay (SUPA) may be authorised for an officer who fills a rank vacancy established for an officer or civil servant in the higher rank, and who performs the full range of duties and responsibilities thereof as an interim measure for periods of less than 6 months. Where SUPA is authorised as an interim measure no further rank vacancy is created. SUPA is admissible when the duties have been carried out for a period of 21 days but is then payable retrospectively from the day that the officer took up the appointment. An officer may be granted SUPA for a period in excess of 6 months (see Para 02.0714 of [JSP 754](#) for details on authorisation) where they are selected to fill a rank vacancy but does not meet the criteria in Para 5.10.003 and is not granted an exemption under Para 5.10.002c below; in this case a rank vacancy is created in their former post into which further acting promotion is admissible.

c. SUPA is not normally admissible in addition to local unpaid rank (but see Para [5.10.035](#)). SUPA is not normally to be used in operational theatres defined as an area attracting the Operational Allowance in accordance with Chapter 10 of [JSP 752](#). When an officer in an operational theatre is required to undertake the duties and responsibilities of a post established for a rank higher than the officer's substantive rank, acting rank is normally to be granted (see Para [5.10.004](#)).

**5.10.003.** The following rules are designed to ensure equity and control over the grant of acting rank. As a general rule, subject to any specialist or other requirements, officers are to be selected whenever possible on the basis of seniority tempered by merit. In every case the following criteria are to be met or authority obtained for exemption. Where acting rank is inappropriate SUPA may be granted instead. Further details are contained in the [CMH](#).

a. **Criteria.** For acting rank officers, must normally meet the criteria shown below against each rank:

(1) To Capt:

- (a) Be recommended for promotion in their latest OJAR.
- (b) Have qualified at or be exempt training and education contained within [ACSO 3224](#).
- (c) Have the prior support of their CM.
- (d) Dental Officers are granted Acting Capt on gaining Registration with the General Dental Council.

(2) To Maj:

- (a) Be IRC/MC or Reg C/FC.
- (b) Be recommended for promotion in their latest OJAR.
- (c) Have qualified at or be exempt training and education contained within [ACSO 3224](#).
- (d) Have the prior support of their CM.
- (e) Those LE officers selected for Early Look attendance of ICSC(L). See Chapter 3 Section 7.
- (f) Selection for LE officers to the acting rank of Maj is normally subject to the officer being in their 5<sup>th</sup> year as a LE officer, holding an IRC(LE) and having attended the Late Entry Officers' Course (LEOC) or been granted an exemption from that course by Pers Pol (A).

(3) To Lt Col and above:

- (a) Be Reg C/FC.
- (b) Be recommended for promotion in their latest OJAR.

- (c) Be within the promotion zone.
  - (d) Have at some time been considered for promotion by an appropriate grading board and have been graded at or above the quality line for promotion as set by the appropriate board.
  - (e) Be selected for a post in the higher rank by the appropriate board.
  - (f) With prior approval of Pers Strat (A), a LE Maj may be authorised to fill DE Lt Col vacancies in Acting Rank.
  - (g) In order to become eligible for selection to a rank beyond Lt Col a LE officer must normally convert to DE terms of service.
- b. **Grant of Acting Rank.** The authorities for granting acting rank to officers who meet the full terms of para [5.10.002.a.](#) and [5.2.004](#) are:
- (1) Up to and including OF3 Officers – No 5 Board.
  - (2) Above OF3 – No 1, 2 and 4 Board as appropriate.
- c. **Exemptions.** The authorities for granting exemptions from the above criteria are:
- (1) No 1 Board (CM Gen Staff (Generals)) for the granting of acting rank for Maj Gen and above.
  - (2) No 2 Board (CM Gen Staff) for the granting of acting rank of Brig and Col.
  - (3) No 4 Board (MS4) for the granting of acting rank of Lt Col.
  - (4) No 5 Board (MS5) in all other cases. Examples are:
    - (a) Lts not qualified in line with [ACSO 3224](#) who are required to fill ADC appointments in the rank of Capt.
    - (b) Acting rank of Maj to SSC officers.
  - (5) For Local rank attracting SUPA see Para [5.10.038](#).
  - (6) For RAMC Consultants and RADC Consultants the following rule applies:
    - (a) **RAMC and RADC consultants.** These officers may be granted acting OF4 having obtained their Certificate of Completion of Training (CCT) and having been selected to fill a consultant's post at OF4 and having taken up that appointment.
    - (b) Substantive OF4 will be granted once the individual meets the criteria at Para [to Chapter 5 Section 4](#).

### Operational Theatre Acting Rank

**5.10.004.** Where a headquarters in an operational theatre considers that, due to the developing operational situation, an additional post is required for a specific task that

cannot be performed through a post already established, authorisation is to be obtained to create the assignment through the appropriate operational chain of command. An operational theatre is an area attracting the Operational Allowance in accordance with Chapter 10 of [JSP 752](#).

**5.10.005.** In the event that no-one of the correct rank is available but a suitably qualified and/or experienced individual of a lower rank is available, in-theatre, a case is to be submitted to Pers Pol (A), through the appropriate MS Board Secretariat, who will consider the case on both structural and policy grounds (ranks up to Maj to SO2 Offr ToS, ranks from Lt Col upwards to SO1 Snr Offr Pol). Pers Pol (A) will then make recommendations to the appropriate MS Selection Board who will take the final decision. If agreed this will be authorised for no more than one rank higher than the officer's substantive rank. The duration of the acting rank will be limited to the period the officer holds the assignment.

**5.10.006.** Officers selected to deploy to an operational theatre to take over an established higher rank post, for which acting rank may be granted will be granted acting rank from deployment into theatre at the start of their handover/takeover. Exceptions for those not qualified to hold acting are to be considered by the appropriate MS Selection Board in accordance with the provisions of para [5.10.002.c](#). The APC will decide the point at which 'from deployment' occurs. Each case will be considered on its merits in the best interests of the Service.

- a. Where an officer is selected to fill an operational appointment in the higher rank and is not moved from their parent unit into an operational PID, Acting rank authority must be sought through the relevant APC authority.
- b. Where an officer is already holding Acting rank and they are selected to deploy on operations, Acting rank authority does not need to be reapplied for. The operational PID they are deploying into must be for the rank that Acting rank has been granted. If it is a lower rank, then Acting rank will be removed for the duration of the deployment.
- c. Officers being considered for deployment on operations in Acting rank, by either APC appointment boards or LOC trawls, are to seek the authority through the relevant APC authority prior to the final appointment taking place.

**5.10.007.** Officers selected for a 12-month operational tour, to deploy in a rank one higher than their current substantive rank and selected from the relevant Reserve List will substantiate in the promotion year linked to that Reserve List. Officers selected for a 12-month operational tour and not fulfilling the substantive or acting rank criteria will undertake the operational deployment in acting rank and will relinquish that acting rank in accordance with Para [5.10.012](#) – 5.10.026 on completion of the operational tour.

#### **Other Provisions.**

**5.10.008. Other Forces.** An officer on loan or secondment to Commonwealth or foreign forces may be granted, and will retain and subsequently relinquish, acting rank or SUPA under the conditions of this instruction, except where special conditions are laid down in the Joint Service Manual for the Loan and Secondment of Personnel to Commonwealth and Foreign Forces ([JSP 468](#) – see Para 0205).

**5.10.009. Exchange Posts.** Acting rank or SUPA is not normally admissible for an officer serving in an exchange post with a Commonwealth or foreign army unless it is included in

the memorandum of understanding (MoU) between the countries concerned at the time the appointment is made.

**5.10.010. Units Forming or disbanding.** Acting rank or SUPA is only admissible so long as the unit is over 75% of its established strength of all ranks.

**5.10.011. Rank ranged posts.** Acting rank or SUPA is only admissible in the lowest designated rank of a rank ranged post. Para [5.1.012](#) gives the rule regarding substantive promotion in a rank-ranged post.

### **Retention and Relinquishment of Acting Rank and SUPA**

**5.10.012.** Except where specifically authorised in the succeeding paragraphs, acting rank or SUPA authorised under this instruction is to be relinquished:

- a. **Acting Rank.** On the date an officer no longer fills the appointment for which the higher rank was authorised or when attending a long course, i.e. when replaced or being taken on strength of a new unit, except when proceeding on terminal leave having held the rank for the previous 6 months (see Para [5.10.018](#)).
- b. **SUPA.** On the date an officer ceases for any reason, including leave or short courses for periods in excess of fifteen working days, to perform the duties which attracted the pay. The officer may be re-granted pay of higher rank from the date they reassume the same duties without the need for any further qualifying period under Para [5.10.002.b](#).

**5.10.013. Temporarily absent.** An officer may retain acting rank while temporarily absent from a unit including leave and short courses; a substitute may not be granted acting rank or SUPA during any such period. An officer in receipt of SUPA who is away from their unit on authorised absence for a period of fifteen working days or less may continue to draw SUPA.

**5.10.014. Grading/Selection for promotion.** Acting rank granted to Maj and above who are selected for promotion by the appropriate selection board, and who assume a higher ranked appointment in advance of the date of their substantive promotion in accordance with Para [5.1.015](#) and [5.1.015.b](#) may be retained until the date of substantive promotion. Should an officer not grade sufficiently well to merit substantive promotion, at the end of their tour they will be required to revert to their substantive rank. The appropriate MS branch will inform officers in this last category of the action which may have to be taken and the consequences of failing to qualify for substantive promotion on merit.

**5.10.015. Assigned direct to another assignment in acting rank.** An officer who, at the end of an appointment in which they have been granted acting rank, is assigned direct to another appointment in the higher rank, may retain acting rank between the two appointments.

**5.10.016. Downgraded appointments.** An officer granted acting rank or SUPA who continues to hold an appointment after it has been downgraded, is to relinquish acting rank or SUPA with effect from the date that the revised establishment becomes effective.

**5.10.017. Inter tour leave.** Acting rank may be retained during inter tour leave provided the officer returns to a post in which they are to hold acting rank.

**5.10.018. Terminal Leave.** Acting rank may be retained by officers on terminal leave provided they have held acting rank for the previous 6 months.

**5.10.019. Compassionate Leave.** An officer granted compassionate leave should be retained on the strength of their unit and continue to hold any acting rank, except when it is anticipated that the officer will not return to the unit, or when a replacement is considered to be essential. In these cases an officer may be assigned to a new unit or assigned to the relevant part of the ReM. Any acting rank held will be relinquished on the date an officer is assigned out of the unit in which they were serving. The officer is to be informed immediately of this decision, if possible, before they proceed on compassionate leave.

**5.10.020. Officers wounded, injured or sick.** Relinquishment of Acting Rank by those who are absent from duty owing to wounds, injuries or sickness, is covered in [JSP 754](#) para 02.0827-02.0828 and [AGAI 99](#) para 1c(1).

**5.10.021. Prisoners of War.** An officer holding acting rank, and where it has been verified that the officer is being held as a prisoner of war, may retain acting rank so long as they remain a prisoner of war. On repatriation, the officers may retain acting rank after return to the United Kingdom for 4 months or until they are assigned to a unit in their substantive rank, whichever is the earlier. Authority for an extension beyond 4 months must be obtained from Pers/Pol(A).

**5.10.022. Arrest, Absence Without Leave (AWOL) or suspended from duty.** Subject to any action required under the rules in [JSP 754](#), Chapter 2, Section 12, an officer holding acting rank who is suspended from duty under Chapter 6 of [QR\(Army\)](#), is to relinquish acting rank 21 days after the occurrence. An officer who absents them self without leave is to relinquish acting rank on the 22<sup>nd</sup> day of absence or 21 days after the first day of absence without leave if they return to duty and as a result of the absence without leave are placed under arrest or suspended from duty.

**5.10.023. Suspension/Cessation/Forfeiture of Pay.** This is different from when pay is suspended when an officer is suspected of being absent without leave. Cessation of pay occurs when an individual has left the Services and is not expected to return. Pay is forfeited when the Defence Council, or an Officer authorised by them, has made an order authorising the forfeiture of pay. Detail is at [JSP 754](#), Chap 2 Sect 12.

**5.10.024. Consequences of acquittal.** If an officer is tried and acquitted or is not brought to trial or their character is, in the opinion of the Defence Council, vindicated, they may be permitted to resume their appointment as from the date on which they vacated it and, if desirable, may be restored to their acting rank.

**5.10.025. Rank vacancies.** When an officer relinquishes acting rank in any of the circumstances set out in Para 5.10.022 above, a rank vacancy is created in which acting rank or SUPA is admissible from the date of relinquishment.

**5.10.026. Regular Officers filling Reserve liability.** An officer of the Regular Army filling an appointment on the Permanent Staff of an Army Reserve unit may be granted by the appropriate MS board and will retain and relinquish, acting rank or local rank under the following conditions:

- a. In the case of a vacancy for another Regular Army officer of higher rank on the Permanent Staff of an Army Reserve unit, but not in the case of a vacancy for a Reserve officer.

b. In the case of annual camp, SUPA will be admissible provided that no other officer draws pay for the same duties, and notwithstanding that the duties are carried out for less than the period of 21 days required by Para [5.10.002.b](#). Claims made under this paragraph must be endorsed to that effect and the appropriate MS List entry must state that the authority is given under this particular paragraph.

### Documentation and Miscellaneous Provisions

**5.10.027. Procedures.** The procedures for a unit to apply for acting rank are as follows:

- a. For ranks up to acting Major, units should submit acting rank request to the appropriate MS Board. The acting rank request is to be forwarded to MS5 with a detailed covering brief; authorised cases will be returned to Career Manager for appropriate JPA action.
- b. For rank of acting Lieutenant Colonel and above, submissions providing credible justification, should be sent to MS4 or CM Gen Staff as appropriate.

**5.10.028. Post Board Procedures.** When the appropriate board approves the grant of Acting Rank for an officer assigned to a new post, the CM branch should ensure the appropriate JPA action takes place.

**5.10.029. On Assignment.** When an officer retaining acting rank under para [5.10.015-017](#), [5.10.021](#) or [5.10.024](#) ceases to be administered by a unit before the authorized period of retention has elapsed, the first unit is responsible for informing the receiving unit of the number of days which had expired on the date of assignment, so that the receiving unit may take the action necessary under Para [5.10.027](#) in accordance with the JPA "Move and Track" Business Process Guide ([BPG](#)).

**5.10.030. Col and above.** In the case of Cols and above, less AMS Col in clinical appointments who are assigned to a new appointment, relinquishment action will be taken by CM Gen Staff. AMS CM Branch takes relinquishment action for AMS Col in clinical appointments, for officers of the rank of Lt Col and below, responsibility for relinquishment rests with the relevant CM branch.

**5.10.031. Pay and Pension.** Periods in acting rank count towards increments of pay whereas periods with SUPA do not. Periods in acting rank are pensionable under all pension schemes but SUPA is only pensionable under [AFPS 05](#) and [AFPS 15](#).

**5.10.032.** Periods to count towards further promotion.

- a. The subject officer must have been selected for a follow-on appointment in the higher substantive rank immediately following the short tour in acting rank.
- b. The subject officer must spend the requisite time in the higher substantive rank before being considered for promotion to the next higher rank.
- c. Only one appraisal per reporting year will count as one of the requisite appraisals required for filtering in.

**5.10.033.** Attachments are intended to meet short term requirements that cannot be met from within the established strength of a unit or an establishment and are covered in [AGAI Chap 39](#).

**5.10.034. Authorised absences.** The rules regarding the retention and relinquishment of acting rank for those officers absent from duty whilst undertaking Maternity, Paternity, Paternal and Adoption Leave Maternity are contained in [JSP 760](#).

### Local Rank

**5.10.035.** The purpose of local rank is to give an officer higher rank for reasons of status or local seniority only in appointments where the duties and responsibilities do not otherwise justify the higher rank. Local rank is not normally to carry any advantages of pay or pension and is to be relinquished on the date an officer ceases to fulfil the function for which local rank was granted. For those officers at the end of their Service it is not to be carried over into retirement. Local rank will normally be granted for periods of less than 6 months under the following authority:

- a. **Col and above.** Through CM Gen Staff or CM Generals, APC, and agreed by No 1 or 2 Board.
- b. **Lt Col and below.** Through MS4/MS5 for endorsement by the appropriate No 4 or 5 Board.

**5.10.036.** Applications justifying the requirement should be submitted through the MS CoC to the APC.

**5.10.037.** Local rank may be granted in accordance with [QR\(Army\)](#) and [PAW 20](#):

- a. When it is necessary to raise the status of an officer who, by virtue of their appointment, has to deal with officers of higher rank of other Services or the forces of foreign countries or senior officials and dignitaries, particularly of foreign governments.
- b. To certain instructors at Army Colleges and Schools.
- c. To a Major of the Regular Army temporarily commanding an OTC unit, which is a Lieutenant Colonel's command, when the appointment is vacant; to an officer temporarily commanding an Army Reserve unit during annual camp training when the appointed CO does not attend; and to camp commandants of Army Reserve and ACF camps when necessary.
- d. To officers going overseas to take up appointments carrying the rank of Lieutenant Colonel or above, from the date of departure for overseas.
- e. To officers who are assigned to appointments carrying the rank of Lieutenant Colonel or above, from the date of joining the new unit and for the necessary period of take over.
- f. To recruiting officers when necessary.

**5.10.038.** In exceptional and clearly defined cases, usually where it is deemed inappropriate to grant an exception to awarding acting rank, SUPA may be authorised in addition to local rank by the appropriate MS Board in consultation with Pers Pol (A). The provision will not be permissible for those in, or deploying to, an area that attracts the operational allowance, [JSP 752](#), Chapter 10 refers. This is to ensure that AFPS 75 benefits are paid in the higher rank.



## Honorary Rank

**5.10.039.** The rules for the granting of honorary rank, applicable only to retired officers, are contained in [QR\(Army\)](#) Annex C to Chap 9. Applications for honorary rank are to be made to the APC as follows:

- a. **For Lt Col and below.** SO1 Officers' Secretariat through the MS CoC. Rules for the granting of honorary rank to officers leaving the active list of the Army Reserve are contained in [Part 2, Chapter 6, Section 1 \(6.1.035\)](#).
- b. **For Cols and Brigs.** CM Gen Staff copied to the relevant Capbadge Career Manager.
- c. **For Maj Gen and above.** CM Gen Staff (Generals).

**5.10.040.** VVIPs who have undergone and passed RMAS training may apply, through their parent governments via the FCO and IPP Sec, for an attachment to the British Army. Those VVIPs who have graduated from RMAS and are indigenous to a country void of Armed Forces may be considered for an Honorary Commission in the British Army where the relevant Royal Family or government has expressed a desire for this to take place, para 42.004 of [AGAI 42](#) and note 1 to that paragraph refers.

**5.10.041 – 5.10.050.** Reserved.

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**PART 1 – CHAPTER 5****SECTION 11 – OFFICER APPOINTMENTS, ASSIGNMENTS, ATTACHMENTS  
AND TENURES OF APPOINTMENT****Appointments to His Majesty and the Royal Household**

**5.11.001.** Detail of appointments that His Majesty might graciously from time to time bestow on officers of His Land Forces are contained within the PAW. These include aides-de-camp to the Sovereign, equeries to the Sovereign and other members of the Royal family as well as honorary appointments to the Sovereign and other miscellaneous appointments.

**5.11.002.** MS(Hons) leads for the Army for the appointments of aides de camp to the Sovereign, honorary appointments to the sovereign and many other miscellaneous appointments liaising with the Royal Household on such matters through DS Sec. The grant and relinquishment of all such appointments is to be notified in the London Gazette.

**5.11.003.** The appointment of Equeries to the Royal Family are competition posts and are selected by the Royal Household from a filtered list provided by each service. Equerry to the Sovereign is a tri-service rotational post. For Army selections the APC will produce a candidate list for CGS to present to the Royal Household to confirm if the Sovereign wishes to conduct interviews. The grant and relinquishment of all such appointments is to be notified in the London Gazette.

**Assignments Principles**

**5.11.004.** Instructions in this section apply to all officer assignments.

**5.11.005. Officer Assignments.** An officer of the Regular Army or Army Reserve is to be assigned to one of the following at all times from commissioning to Engagement Expiry Date (EED) and recorded as arrived as directed in JPAs Business Process Guides (BPG):

- a. A vacancy in the military element (unit or pool) of an approved establishment, whose effective formation has been authorized by the appropriate committee.
- b. A Commonwealth, or associated force in a loan, seconded or exchange appointment.
- c. The Resilience Margin (ReM) for Regular officers or exceptionally Army Reserve officers substituting for a Regular officer on FTRS(FC).

**5.11.006. Serving Couples.**<sup>58</sup> In the interests of good personnel management and retention, every reasonable effort is to be made by assignment authorities to consider the assignment preferences of both personnel who are in a recognised serving couple relationship; this may require close liaison between multiple CMs.

- a. **Assignments.** Service couples may request assignments in the same geographic area but assignment authorities are not to assign serving couples to positions where there are direct reporting responsibilities over each other. In the

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<sup>58</sup> Service personnel who are either married to or are in a recognised civil partnership with another Service person. Serving couples must be recorded on JPA as either PSTAT 1S or a 5S.

interests of the service, assignments in the same geographic area cannot be considered a right, nor may the interests of other service personnel be allowed to suffer as a result of the policy of attempting to achieve accompanied assignments for serving couples.

b. **Serving Couples Discussion.** Serving couples are to engage with their respective CMs to register their details using [Form SP001](#). This will trigger the request for a Serving Couples Discussion with APC. It will ensure both CMs are informed and the serving couples' considerations are fully understood.

**5.11.007. Newly Commissioned Officers.** The APC is to assign a newly commissioned officer, with effect from the date of commissioning, to the assigned strength of a unit or to the appropriate element of the ReM in accordance with [AGAI Chap 39](#).

**5.11.008. Officers remaining on strength of the losing unit until recorded as arrived elsewhere.** An officer is to continue to be held on the assigned strength of their unit until recorded as arrived elsewhere in compliance with the Assignment Order, this also includes assignment to the ReM. Officers returning to the British Islands defined as England, Scotland, Wales, NI, The Channel Islands and the Isle of Man in order to complete Graduated Resettlement Time (GRT) or Terminal Leave (TL) are to be assigned to the ReM in accordance with [AGAI Chap 39](#).

**5.11.009. Disbanding Units.** An officer is to be assigned to another assignment or to the ReM no later than the date the unit disbands.

**5.11.010. Amalgamating Units.** Officers remaining in units whose titles change on amalgamation are to be assigned to the new title, the new PID within that emerging unit and recorded as arrived on the date of amalgamation. Those re-badging for whom no vacancy exists within the reconfigured unit are to be re-assigned by the APC to a new appointment or, where circumstances dictate, to the ReM no later than the amalgamation date.

**5.11.011. Disestablishment of Posts.** An officer is to be assigned to another vacancy within their current unit or re-assigned by the APC to another assignment or to the ReM.

**5.11.012. Status of Officer on being Relieved.** A unit is authorized to hold an outgoing officer, whether or not in excess of establishment, from the date that their relief is recorded as arrived until the date that the outgoing officer is recorded as arrived elsewhere. This is a short-term measure; an officer's assignment is to be arranged so that they join and are recorded as arrived at their new unit, or onto the ReM, without delay after the authorized handover laid down in para [5.11.031](#) and any authorized absence. Their PID may be occupied by their successor but only for up to 1 month in accordance with [MS CM Handbook Part 3](#).

### Assignment Authorities

**5.11.013.** Officers are to be assigned in accordance with the JPA Business Process Guide (BPG) direct to vacancies in establishments by the appropriate MS assignment authority. Exceptionally, MS assigning authorities may authorize Commanding Officers to internally re-assign officers within their Unit/Organization or Army Establishment table (AET) subject to any specified assignment specific restrictions. The appropriate action is to be undertaken on JPA.

**5.11.014. Appropriate MS Assignment Authorities.** Officers will be nominated by their respective capbadge career managers for appointments through the relevant MS Appointments Board.

- a. E1 and E3. Those selected for E1 and E3 assignments will be issued JPA Assignment Orders by the relevant capbadge career manager.
- b. E2, OCE, Loan and seconded assignment. Those selected for E2, OCE or Loan or Seconded Assignments will be issued JPA Assignment Orders by the relevant Career Field Manager.

**5.11.015. Internal Assignments Overseas.** An overseas theatre wishing to assign an officer from one specified appointment to another within that theatre is to obtain the relevant APC approval either via the Career Manager for E1 assignments, or Career Field Manager for E2 or E3 assignments.

### Assignment Procedures

**5.11.016. Warning of an Assignment.** Whenever possible assigning authorities should issue firm Assignment Orders for officers of the Regular Army at least 6 months prior to the actual date of assignment.

**5.11.017. Enquiries on Assignments.** Routine enquiries from establishments/units are to be made directly with the appropriate assigning authority. Enquiries regarding interpretation of policy should be passed through the MS Chain of Command (CoC) to the appropriate assigning authority.

**5.11.018. Newly Commissioned Regular Army Officers.** The details of newly commissioned Regular Army officers are entered onto JPA at the end of each commission course by RMAS. Officers Secretariat is the focal point for the APC and, on receipt of commissioning course lists from RMAS, forwards to the CM branches in APC who raise assignments for Initial Trade Training and subsequent E1 appointments.

**5.11.019. Enquiries on Assignment Orders.** Routine enquires on Assignment Orders should be directed through the MS CoC to the relevant career management desk at the APC. Interpretation of assignment policy should also be passed through this means and will be answered by either the APC or directed to the appropriate MOD authority.

**5.11.020. Assignment Orders.** Assignment Orders are to be issued using the appropriate JPA BPG. In exceptional circumstances a permanent or temporary assignment can be issued by e-mail, with the prior approval of SO2 Assignments, APC. In such cases Assignment Orders are to be generated by the appropriate assignment authority without delay. This must be undertaken in an expeditious manner in order for such issues as SFA to appear in the JPA workflow process.

**5.11.021. MS Lists.** Certain provisions arising from commissioning, assignment, promotion, and command boards are published via the [MS Website](#) and, where appropriate, are to be included in the special instructions of the assignment order. See JPA [BPG](#) for further information.

**5.11.022. Abnormal Personnel Administration and Documentation.** When an officer is assigned to an establishment that does not provide normal administrative facilities, the Assignment Order is to specify the unit to be responsible for the officer's personal

administration and documentation.

**5.11.023. Distribution of Assignment Orders.** Assignment Orders for Regular Army officers are automatically determined by the details contained in the JPA PID and distributed to the relevant G1 recipients through the JPA workflow process.

**5.11.024. Cancellation or Amendment to Assignment Orders.** If an assignment or attachment is cancelled the original order is to be cancelled accordingly. The action to cancel or amend an Assignment Order can be found in the relevant JPA [BPG](#).

### **Movement on Assignment**

**5.11.025. Responsibility for Preparation – General Rule.** As a general rule officers are to move direct from one unit to another on assignment and not via a holding unit. The responsibility for preparing an officer who is to be assigned overseas, or assigned from one overseas theatre to another, rests with the unit which they were last employed at.

**5.11.026. Method of Documentation.** Personal documentation is to be in accordance with the Unit Administration Manual that complements the JPA [BPGs](#). This manual can be accessed via the APSG Pers Admin branch website and will be launched on the electronic library in due course.

**5.11.027. Checking Personal Documents on Assignment.** Most of the personal occurrences that require to be notified and recorded arise at a time of great risk when unit documentation may be overlooked by either the losing or receiving unit. Both units are to check the JPA and manual records before and after arrival on a new assignment.

### **Miscellaneous Instructions**

**5.11.028. Assignment of Chaplains.** APC RACHD Career Manager assign OF4 to OF1 chaplains to established RACHD E1 posts throughout the Army structure. The unit or formation of attachment is detailed on a chaplain's Assignment Order. Whilst placed on unit or formation establishments, chaplains remain under the direct control of the Chaplain General.

**5.11.029. Officers on Advance or Rear Parties.** Officers nominated for advance or rear parties remain on the assigned strength of their parent unit. Occasions will arise where they are recorded as arrived at a sub organization of that parent unit.

**5.11.030. Moves between Assignments in the same Establishment.** Moves between appointments in the same establishment, i.e. where no change in UIN occurs, do not require amended Assignment Orders. These changes in employment should, where possible, be discussed with the appropriate assigning authority before the change takes place.

**5.11.031. Acting Rank and Substitution Pay (SUPA).** The grant, retention or relinquishment of Acting Rank or the granting of SUPA is covered in [JSP 754](#) Pt 1 Chap 2 Sections 7 & 8, [Chapter 5 Section 10](#) for Regular officers and [Part 2, Chapter 3, Section 1](#) for Reserve officers.

**5.11.032. Local Rank.** Rules for the granting of Local Rank are contained in [QRs 9.012](#), [Chapter 5 Section 10](#) for Regular officers and [Part 2 to these regulations](#) for Army Reserve officers.

**5.11.033. Service with other Services, Civilian Establishments, Foreign or Commonwealth Armies.** Officers are to be assigned to the receiving establishment or held strength of the British Defence Liaison Staff or Attaché in the country concerned in accordance with the appropriate JPA [BPG](#). Assignment to loan service or service with foreign or commonwealth countries confers no right to political immunity or privileges.

**5.11.034. Authorized Handover Periods.** The authorized handover period is 7 calendar days. This in effect will allow a normal working week of five days. Where exceptions to this period are required, applications should be made in the first instance to the assigning authority noting that multiple occupancy of PIDs is limited to 1 month in accordance with Part 3 of the [MS CM Handbook and the Liability Manpower Plans Handbook \(LMPH\)](#).

**5.11.035. Annual Reports.** Assigning authorities are to incorporate in Assignment Orders instructions making clear where responsibility lies for initiating the next annual JPA Appraisal Report that should be completed in accordance with [JSP 757](#) and the relevant JPA [BPG](#).

### Attachment for Temporary Duty

**5.11.036.** Attachment for temporary duty is a formal arrangement where a SP is away on duty from their permanent unit, for a period which normally doesn't exceed 183 days and is recorded on JPA either using the Move and Track process or an assignment order.<sup>59</sup>

- a. **Move and Track.** Move and Track is used when an SP is trawled and selected by their unit for a role where there is no unit PiD for them to occupy.
- b. **Assignment Order.** When a SP has been trawled (by their unit) and or boarded (by APC) and appointed by APC to a unit PiD and assignment order must be issued.

**5.11.037.** There are no permanent attachments. The term attachment throughout this document refers only to temporary attachments for Regular Army officers. The procedure for authorization of attachments for temporary duty of Army Reserve officers can be found in [Part 2 to these regulations](#).

**5.11.038.** Attachments may be for various purposes, e.g. employments, accommodation, messing, training or local administration. This section deals only with attachment for temporary duty.

**5.11.039.** Attachments for temporary duty are intended to meet short term requirements that cannot be met from within the established strength of the requesting establishment/unit. They are not intended as an expedient to circumvent formal establishment action. Officers will serve the attachment in their substantive rank except where authority has been obtained for acting rank to be granted or retained.

**5.11.040. Civil Servant Appointments.** Under current conditions there is no provision for military personnel to back fill vacant civil service appointments. However, military personnel may undertake the duties and responsibilities of civil servant appointments where the need is justified. The rules for officers claiming SUPA whilst undertaking this provision can be found in in [JSP 754](#) Pt 1 Chap 2 Section 7.

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<sup>59</sup> Details of how this is recorded can be found in the Move and Track [JPA BPG](#), [assignment order BPG](#) and is to be administrated in accordance with the relevant [Personnel Admin Toolbox](#).

**5.11.041. Duration.** As the name implies, attachments for temporary duty are limited in duration. Normally they will be only for periods of 6 months or less; exceptionally authority may be given for up to one year. Attachments of less than 183 days duration e.g. courses should be actioned on [JPA](#) using Move and Track functionality. Where an establishment proposal has been or will be submitted, application for an attachment in advance of establishment action may be made if it can be shown that:

- a. There is a genuine need for the officer to be available before the new establishment is approved and normal assignment action becomes effective.
- b. Workforce Requirement is available or will be available within the proposed period of the attachment.

**5.11.042. Applications for Extensions.** Applications for the extension of an existing attachment for temporary duty, which will be given only in exceptional circumstances, should be sought from the authorizing authority no later than three months before the expiry date of the original authorized attachment period.

**5.11.043. Responsibility of Assigning Authorities.** Career Managers (CM) and Career Field Managers (CFM) are to be informed of all attachments of temporary duty, and they are to maintain records which may be held on JPA. They must check that all such attachments are terminated by the due date and incumbent officers notified of their next assignment or retirement details within a reasonable timeframe.

**5.11.044. Warning Period.** When temporary attachments are generated by CMs, CFMs or an appropriate assignment or tasking authority they are to ensure that officers are given reasonable notification especially where the requirement takes the officer away from their current location. On occasion operational need may override standard warning periods.

**5.11.045. Rank.** Since, by definition, officers attached on temporary duty are not filling established liability they are to undertake that assignment in their substantive rank. Local rank may be granted only when necessary in accordance with para [5.11.028](#).

**5.11.046. Availability.** The provision of officers for attachments for temporary duty is governed by their availability. Individuals will not normally be provided to the detriment of established posts or an officer's normal career progression.

**5.11.047. Circumstances not Requiring Attachment for Temporary Duty.** The following circumstances do not warrant attachments for temporary duty and should be updated in accordance with the [JPA](#) Move and Track function where appropriate.

- a. Officers taking over new assignments.
- b. Students on short courses (under 6 months in duration).
- c. Advance and rear parties attached to appropriate units for administration.
- d. Short term attachments for duty elsewhere such as umpires, tours, or visits, though such duty may, if applicable, involve attachment to another unit for various aspects of local administration.

## Tenures of Appointments

**5.11.048.** Without undermining the fabric of the officer career structure and to get the best



from our officers it is important that we strive to harmonise **assignment** lengths. The intent of this policy is to get the best value from the Army's talent through continuity and experience in appointments and it will also increase individual stability by reducing assignment churn and the number of enforced moves.

**5.11.049.** The time length for **assignments** is outlined below and should be included in the JPA assignments order:

- a. **Subaltern and Captain Direct Entry (DE) officers in RD appointments will normally be 2 years.**
- b. **Captain DE appointments at staff will normally be 2 years.**
- c. **First tour Late Entry (LE) Captain appointments will normally be 3 years, whether at RD or at staff (see para 5.11.050).**
- d. **Majors in their first Grade 2 staff appointment will normally be assigned for 2 years. Follow on Grade 2 appointments will normally be for 3 years, with the exception as specified at 5.11.051.**
- e. **Sub Unit Command (SUC) and subsequent Major's RD appointments will normally be for 2 years.**
- f. **Lieutenant Colonel staff appointments will normally be for 3 years.**
- g. **Unit Command assignments will normally be for 2 years 6 months.**
- h. **Colonel appointments will normally be for 3 years.**
- i. **Brigadier Type 1 Command will normally be for 2 years.**
- j. **Brigadier Type 2 Commands will be for either 2 or 3 years.**
- k. **Brigadier staff appointments will normally be for 3 years.**

**5.11.050. LE Officers.** The first tour for a **LE** officer on commissioning, including Comd SM, should normally be for 3 years and could include more than 1 assignment in the same location or unit. Thereafter, **assignment** lengths for **Capt LE** officers will normally be 2 years.

**5.11.051. Exceptions.** The following exceptions to the 3 year **assignment** length policy will apply:

- a. Officers serving in a **tri-Service competition and tri-Service rotation assignment**, where the normal **assignment** length will be 2 years.
- b. Officers serving in a small number of popular, niche appointments, generally overseas, where the normal **assignment** length will be 2 years but with the option to extend to 3 years on approval of the appropriate MS Branch.
- c. **Assignments by rank as listed at [Annex A to AGAI 60](#).**
- d. Senior officers serving in a Type 1 command, where the normal tour length will be 2 years.

- e. Those in directed assignments and those in WTE or MSTAR roles
- f. Priority consideration for reductions in tenure will go to with extenuating personal circumstances.

**5.11.052. Career Management.** This policy should be applied with sufficient flexibility to support the needs of the Army and the individual based on the MS Binding Principle. Should an officer be promoted whilst in post or be required to move for MS or personal reasons then authority to move the individual is vested in the appropriate APC Appointment Board. For those moving under [AGAI 67](#), the authority is vested with MS. It is accepted that some officers will not serve a full 3 years in a post and, with the exception of those subject to [AGAI 67](#) sanctions, there should be no MS penalty as a result.

**5.11.053. Variations in Tour Lengths.** May be made if circumstances demand it as follows:

- a. At the direction of the appropriate selection board.
- b. On the authority of the appropriate assigning authority when a variation in tenure is required for workforce planning purposes.
- c. On the authority of Pers Pol(A), **WF Pol<sup>60</sup>** when any matter of policy is involved.

**5.11.054. Overseas and Loan Service.** All tenures of appointment are subject to normal rules for overseas tours laid down in [AGAI Chap 60](#) and, for seconded posts, as amplified in [JSP 468](#) (Joint Service Manual for the Loan and Secondment of Personnel to Commonwealth and Foreign Forces).

**5.11.055. Change to Tour Lengths.** Notwithstanding the exceptions in para **5.11.051** above, MS Branches may consider non-contentious requests (i.e. supported by the subject Officer, the Career Manager and the employer) to reduce a 3-year **assignment** by a maximum of 12 months, or to approve the extension of a 2-year **assignment** by a maximum of 12 months, in the career management or personal interests of the officer. Col CM Ops is authorized to approve such requests out of committee for **2Lt to Lt Col**, without recourse to the appropriate Appointments Board. Col CM Gen Staff must refer any requests from Col and above for changes to **assignment** length greater than 2 months to No 2 Appointments Board. Any extension requests beyond the 3-year point will be considered by the respective Appointments Board.

### Types of Appointments

**5.11.056. Aides-de-camp.** The appointment of Aides-de-camp to a General Officer is to be boarded at the APC.

**5.11.057. OF3 Command earning appointments.** Most OF3 SUC and Regimental/Battalion Second in Command appointments are command earning appointments at OF3. Officers must be in substantive OF3 rank for the assignment for it to be considered Command earning. A list of appointments that are considered as OF3 command earning is on the [MS Web \(CM Handbook \(Part 3\)\)](#).

**5.11.058. OF4 Assignment Grouping and Categories.** ACR [Chapter 5 Section 1](#) details

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<sup>60</sup> AH WF Pol retains primacy, yet AH WF ToS may approve in their absence.

the Grouping of officers when being considered for promotion, and the following assignments they will receive as a Lt Col (Grade 1 staff officers). Officers are placed into 2 groups:

- a. Group A – for the majority of Regular mainstream appointments.
- b. Group B – for specialist officers.

**5.11.059. Types of OF4 E2 command.** E2 commands include training commands and a variety of miscellaneous commands where there are Arm and Service requirements within the Command list, such as University Officer Training Corps (UOTC) and Army Training Units (ATU). A detailed list of E2 command appointments can be found on the [MS Web](#), (CM Handbook (Part 3)).

- a. **UOTC command.** These were historically Army Reserve primacy commands, but from Command Board 18 will be competed for in open competition. This will be reviewed annually.
- b. **ATU command.** Regular and Reserve officers can apply for these commands, but Reserve applicants will have primacy.

**5.11.060. Types of 1-star (OF6) Appointment.** Detail of 1\* Command and Staff appointments is on the [MS Web](#). It is critical to make best use of both staff and command skills at OF6 within the Army's evolving structure. Those graded highest in both command and staff will be considered for command which fall into:

- a. **Type 1 Command.** Type 1 Commands will normally be commanded by those officers with significant OF7 potential, typically selected from EED -8 to EED-12) to ensure they have time to compete for appointments in highest ranks. Tour lengths will normally<sup>61</sup> be 2 years and these officers will normally attend HCSC as PET.
- b. **Type 2 Command.** Type 2 Commands may be filled on promotion or later tour OF6 officers for assignments of 2 to 3 years and recognise the requirements of each post for specific seniority or KSE. These officers may be considered for HCSC as PET where vacancies exist and it is in the interests of the Service to do so.

Increasingly OF6 staff appointments, which will usually be for 3 years, demand KSE that require high levels of staff skills and analysis and some may lead to the selection of an officer to a Type 2 command. In rare cases officers not selected for command could be selected to attend HCSC where attendance would enhance employability within the Army and Defence.

**5.11.061. Commanding Officer.** The Armed Forces (Meaning of a 'Commanding Officer') Regulations 2009 set out how a commanding officer is identified in respect of Service Personnel for the purposes of discipline and as such have powers vested in them under the Armed Forces Act 06. Additional responsibilities of the Commanding Officer of a unit are described at QR Chapter 5. While an officer may be assigned to the role of Commanding Officer (or "Commander") normally in the rank of Lieutenant Colonel, the authority for designating such appointment as being "command earning" (where "command earning" is not a consequence *per se* of being a commanding officer for discipline purposes) is delegated to No4 Board. No4 Board is to consider the span of

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<sup>61</sup> Where vacancies exist.

command, the doctrinal demands of the appointment as well as the range of responsibilities placed upon the incumbent when granting Command Earning status<sup>62</sup> to a position which is then to be included in the [Command Live List hosted on the MS Web](#). Officers may only be considered for selection to command at OF5 or above if so recommended while serving in an OF4 command earning appointment.

### Eligibility for appointments

**5.11.062. Eligibility for Grade 1 Staff Appointments.** All DE officers promoted under Group A rules will be eligible to fill a Grade 1 Staff Appointment. Officers promoted under Group B rules will be considered for Group A Grade 1 appointments on a case by case basis, having previously reviewed their profile.

**5.11.063. Eligibility for Grade 1 Command Appointments.** A recommendation for subsequent command gained in a command earning substantive Maj's appointment is required to be eligible for command at Grade 1. An officer's Engagement Expiry Date (EED) may also be used as a filtering criterion to ensure the Army benefits from the KSE gained in command. Exceptionally DMS may authorise officers to be considered for command notwithstanding they have not completed SUC. Eligible Regular officers who have failed three consecutive times to clear the command Quality Line (QL) are to be filtered out and should be formally notified by APC MS4. Officers that have previously received formal notification that they will no longer be considered for command grading are to be excluded from further grading.

**5.11.064. Selection for MA appointments (OF4).** The candidate field will be selected by the MS4 secretariat against the criteria of the job specification for the appointment. The principal will normally interview and provisionally select their MA from the candidate field. The number of runners for each appointment will normally be:

- a. Major General – 3 candidates.
- b. General / Lieutenant General – 4 candidates.
- c. Tri-Service appointments – one to three candidate(s) dependent on whether a competition or rotational appointment, and on direction of DS Sec. [JSP 755](#) Centre-Determine Policy for Career Management and Administration of Tri-Service Positions and Assignments.

**5.11.065 – 5.11.100.** Reserved.

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<sup>62</sup> Detail is held at Section 15, Part 4 of the CM handbook.

## **PART 1 – CHAPTER 6 – PROBATIONARY COMMISSIONS, CONVERSIONS, TRANSFERS, AND CONTINUANCE**

### **SECTION 1 – PROBATIONARY PERIODS AND APPOINTMENTS TO A COMMISSION ON PROBATION**

#### **Introduction**

**6.1.001.** Probationary periods and appointments to a commission on probation are normally applied by the Army to assure itself of an officer's ability to fulfil the functions for which they have been employed and that that they are fit to hold a commission.

#### **Probationary period**

**6.1.002.** Probationary periods are normally applied where commissions are granted by the Army when an individual holds or has previously retired an Army Commission. Such instances include:

- a. A period directed for all Regular Direct Entry (DE) officers who are transferring from one Arm/Service to another. The handling of transfers of officers holding a Short Service Commission (SSC) or an Intermediate Regular Commission (IRC) is delegated to Arms Selection Boards (ASB) (see [Annex E](#)). The transfer of officers holding a Regular Commission (Reg C) must be authorised by the AEB (see [Annex B](#)).
- b. A period applied on reinstatement of an officer's commission into the Army, having previously held a commission in either the Regular Army or the Army Reserve.

#### **Appointment to a commission on probation**

**6.1.003.** Officers are normally appointed to a commission on probation in the instances where an officer has deviated from the standard route of entry for Regular Direct Entry (DE) officers. Such instances include:

- a. Appointment to a commission on probation of a former officer of the Royal Navy (RN), Royal Marines (RM) or Royal Air Force (RAF) joining the Army.
- b. Appointment to a commission on probation of a former officer of a Commonwealth Army joining the Army – see [Chapter 6 Part 4](#) or transfer from the Army Reserves.
- c. Appointment to a commission on probation of a Professionally Qualified Officer (PQO) joining the Army.
- d. Appointment to a commission on probation of an officer joining the Army Reserve. Further details on the appointment to a commission in the Army Reserves are contained in Part 2 Chapter 2 and the [Reserve Land Forces Regulation 2016](#).
- e. Appointment to a commission on probation to those awarded an Army Medical Services (AMS) Cadetship.
- f. Appointment to a commission on probation of an officer joining under the terms of a lateral entry policy.

## Principle

**6.1.004.** In the instance of an officer being reported on as unfit to retain a commission, the AEB holds delegated authority, on behalf of the Army Board (AB) to direct that officer to: return to their original, or another suitable, Arm/Service (in the case of an internal transfer); retire their commission (in the case of a reinstatement); or terminate their appointment to a commission on probation (in the case of a transfer into the Regular Army of an officer from another Service or a Commonwealth Army, and for probationary commissions granted to Army Reserve officers and PQOs). Normally this decision will be considered at the end of the probationary period or appointment. In cases of misconduct it is possible to terminate a commission during the probationary period/phase of a commission.

**6.1.005.** Fitness to retain a commission is dependent on suitability, efficiency and conduct. Officers appointed to a commission on probation, or serving under a probation period, must demonstrate to Reporting Officers (RO) their ability to fulfil the functions for which they have been employed and their fitness to hold a commission against these criteria. It is accepted by the Army Employment Board that this is a different application of standard than that applied for [AGAI 67](#).

## Procedure

**6.1.006. Probationary periods.** A probationary period will be set by the AEB/ASB for a period not longer than 12 months, unless exceptionally authorised by the AEB. The following process should apply:

a. Mention of the probation period should be made in the officer's Mid-Period Appraisal Report (MPAR). During a probationary period MPARs must be retained and not disposed of after creation of the OJAR during the operation of a probationary period.

(1) If the Commanding Officer (CO) has no particular concerns with the officer, the probationary period will remain in place, but there is no requirement for any further exceptional reporting to be raised. The officer is to be interviewed by their CO at the 6-month stage and given the opportunity to comment in writing on the report. In case where the CO is not responsible for the management of the officer, this role may be performed by the officer's 1<sup>st</sup> RO providing they are 2 ranks senior to the subject officer.

(2) If, at the 6-month point, the officer is assessed to be unfit to hold a commission and significant improvement is required before confirmation of the appointment, then a written report using the [JSP 757](#) MPAR format as a template is to be raised on a monthly basis by the CO. The officer is to be interviewed by the CO on each occasion and given the chance to comment in writing on the report. The comments should be retained with the report in each case for future reference until the end of the probationary period. The report should be acknowledged by the officer and forwarded to the CM Branch for retention on the officer's file pending review at the end of the probationary period. A copy should be retained at the unit pending review.

b. On successful completion of the probationary period:

(1) If there has been no requirement for more than the normal 1 MPAR in a 12-month probationary period, the period will automatically terminate at the 12-month point and the officer's commission will be confirmed. The CO must confirm the successful completion of the probationary period to both the officer and the CM Branch in APC.

(2) If more than 1 MPAR has been required in a 12-month period the CO is to interview the officer, confirming the successful completion of the probationary period within 14 days of the expiry of the 12-month period. The CO must confirm the successful completion of the probationary period to the CM Branch in APC.

c. If a probationary period is to be extended by the CO, the officer must be informed in writing and provided with the reason for, and the length of, the extension. COs may only extend a probationary period once, and by a maximum of 6 months. The officer must be interviewed by the CO. The officer is requested to agree, in writing, to the extension of the probationary period.

d. The CM Branch must be informed in writing. If the officer wishes to contest the extension of the probationary period by providing formal written notice to the CO of such contention, the case will be referred to the AEB to determine. The AEB may: direct an extended probationary period; direct the officer to return to the original, or another suitable, Arm/Service, decide that the probationary period has been completed successfully.

e. If an officer continues to be assessed unfit to hold a commission at the end of the probationary period, the full case history with a report from the CO is to be forwarded to the AEB to determine. The report from the CO must specify why, the officer is unfit to retain a commission. The CO must refer to the evidence contained within the MPARs that supports this position. The report and evidence (all the MPARs covering the probationary period (and any replies from the subject officer)) must be disclosed to the subject officer together with the CO's report. This should include copies of all MPARs generated and the officer's written responses to them during the probationary period.

f. The subject officer must then have the opportunity to make written representations on the report within 7 days of receipt. The report and any representations must then be staffed to the AEB. If the officer refuses to return to their original, or another suitable Arm/Service, or to an extension of the probationary period, the AEB will decide whether the officer's commission is to be terminated under Article 198 of the [PAW 20](#). The AEB may authorise any extension it deems necessary. Any extension to the probationary period will not increase the total length of the commission.

**6.1.007. Appointment to a commission on probation.** An appointment to a probationary commission is set by the AEB for a length of time normally between 12 and 36 months (referred to below as 'probationary commission'). Appointment to a commission on probation for officers joining the Army from other Services or from a Commonwealth Force will be subject to 12 months' probation. Appointment to a commission on probation for PQOs will be subject to a 36 months' probation, with the exception of Medical Officers under training (48 months). The following process should apply:

a. Mention of the probationary commission should be made in the officer's MPAR.

- (1) If the CO has no particular concerns with the officer, the probationary commission will remain in place, but there is no requirement for any further, exceptional reporting to be raised. The officer's performance will be reviewed every 6 months using the MPAR/OJAR process. The officer is to be interviewed by their CO and given the opportunity to comment in writing on the report. In case where the CO is not responsible for the management of the officer, this role may be performed by the officer's 1<sup>st</sup> RO providing they are 2 ranks senior to the subject officer.
  - (2) If, at the 6-month point (or any point thereafter until the commission has been confirmed), the officer is assessed to be unfit to hold a commission and significant improvement is required before confirmation of their commission, then a written report, using the [JSP 757](#) MPAR format as a template is to be raised on a monthly basis by the CO, up to a maximum of 6 reports.
  - (3) The officer is to be interviewed by the CO on each occasion and given the chance to comment in writing on the report. The comments should be retained with the MPAR report in each case. The report should be acknowledged by the officer and forwarded to the CM Branch for retention in the officer's file pending review at the end of the probationary period. A copy should be retained at the unit pending review.
- b. If, after 6 months of further, exceptional reporting, the officer continues to be assessed unfit to hold a commission, the officer is to be reported on by a different RO. This may require the officer to move assignment in order to allow the officer the opportunity to improve their performance or to demonstrate their fitness to perform their functional role and hold a commission. Any such move shall be 'without prejudice'.
- c. On successful completion of the probationary commission:
- (1) If there has been no requirement for more than the normal 1 MPAR per 12 months, the officer's commission will be confirmed. The CO will inform the officer in writing of this. The CO must inform the confirmation of the commission to both the officer and the CM Branch in APC.
  - (2) If further, exceptional reporting has been required at any point during the probationary commission, the CO is to interview the officer to inform the confirmation of commission within 14 days of the end of the probationary commission. The CO must inform the confirmation of commission to the CM Branch in APC.
- d. If at the end of the probationary commission an officer remains assessed to be unfit to hold a commission, the full case history with a report from the CO is to be forwarded to the AEB to determine. This should include copies of all MPARs generated and the officer's written responses to them during the probationary commission. The report from the CO must specify why, the officer is unfit to retain a commission. The CO must refer to the evidence contained within the MPARs that supports this position. The report and evidence (all the MPARs covering the probationary phase (and any replies from the subject officer)) must be disclosed to the subject officer together with the CO's report. The subject officer must then have the opportunity to make written representations on the report within 7 days of receipt.



The report and any representations must then be staffed to the AEB, via Higher Authority (for information) to APC CM Ops.

e. The AEB may: direct an extended probationary commission; direct the officer to transfer to another Arm/Service; direct the termination of the probationary commission under Article 198 [PAW 20](#); confirm the officer's commission. Only the AEB has the authority to extend a probationary commission. When considering any such extension, legal advice from HQ DALs will be sought.

### **Promotion and conversion**

**6.1.008.** Normally there will be no eligibility for substantive promotion or conversion of commission during the probationary period, however officers can be considered by the relevant board and provisionally selected, with conversions and promotion confirmed on successful completion of the probationary period and in accordance with the instructions laid down in [Chapter 5](#).

### **Confirming the termination of commission**

**6.1.009.** When the AEB decides to terminate, a commission held for a probationary period or terminate an appointment to a commission on probation, SO1 Officers' Secretariat will inform the officer concerned and arrange for the necessary notification to be published in the London Gazette (Supplement).

**6.1.010 – 6.1.050.** Reserved.

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## **PART 1 – CHAPTER 6 – PROBATIONARY COMMISSIONS, CONVERSIONS, TRANSFERS, AND CONTINUANCE**

### **SECTION 2 – CONVERSIONS, EXTENSIONS AND TRANSFERS**

#### **Introduction**

**6.2.001.** Vacancies for an Intermediate Regular Commission (IRC) and Regular Commission (Reg C) can occur in all Arms and Services other than for SASC, RAPTC and RCAM, for whom Late Entry (LE) terms normally apply.

**6.2.002.** The AEB has delegated responsibility to Arms Selection Boards (ASBs) to approve all conversions which fulfil the conditions set out in [Para 1.b of Annex E](#), to a quota agreed with Pers Strat (A). Where necessary to meet, the quota set by WF Plans ASBs can draw selection from their reserve list (reserve selections must be ratified by WF Pol). Those selected off the reserve lists have 30 days to accept the offer. The conditions pertaining to RACHD candidates are detailed in [Chapter 4 Part 11](#) and for AGC(ALS) in [Chapter 4 Part 10](#).

#### **Conversion of Commission and Incremental SSC Extension Criteria**

**6.2.003.** Eligible Officers holding either a SSC / SC or MC / IRC will be considered for incremental SSC extensions and conversion of their commission through the Board and Offer (B&O) process. Eligible Officers holding either a SSC(LE) or IRC(LE) will be considered for conversion of their commission through the B&O process. Eligibility also involves meeting capbadge specific criteria as endorsed by WF Pol through the relevant E1 WF Planners and published as capbadge policy directives. Eligible personnel will be filtered in to ASB, however, from ASB 20, SP can elect to use the Volunteer for Conversion function on JPA to opt out of B&O no later than the 1st Aug of the Boarding year. This choice will remain extant until the SP elects to opt back in and remains their responsibility.

- a. **Incremental SSC Extension Appraisal Report (AR) Criteria.** 1<sup>st</sup> and 2<sup>nd</sup> Reporting Officers (RO) must select the 'Ext SSC' or 'IRC' drop-down option in the Recommendations Summary Box on the OJAR when recommending an officer for an extension to an incremental SSC. A non-recommendation will result in a SP requiring a positive recommendation in their next AR before they will become eligible under B&O.
- b. **Conversion of Commission AR Criteria.** 1<sup>st</sup> and 2<sup>nd</sup> Reporting Officers (RO) must select the 'IRC/IRC(LE)' or 'Reg C/Reg C(LE)' drop-down option in the Recommendations Summary Box on the OJAR when recommending an officer for conversion of commission. A non-recommendation will result in a SP requiring a further two consecutive positive conversion recommendations in their latest ARs before they will become eligible to rerun to B&O.
- c. **Selection.** Under B&O, WF Plans provide total capbadge quota against which ASB select officers for conversion: quotas will not be issued against specific Years of Service. ASB allocate their quota across the eligibility range and will run their conversion boards in accordance with the Career Management Boarding Manual, subject to Pers Pol (A) ratification. All conversions are subject to the provisions of this Part and the approval where necessary of the Army Employment Board (AEB).

d. **Notification and Acceptance.** Board results are to be published on a date to be determined annually by APC, usually in the first full week in November of the board year. Officers selected for an incremental extension to their SSC or conversion of commission will be notified through this process. Responsibility falls to the chain of command to ensure officers who are unable to access the Board results through normal means are informed of their selection. Officers wishing to accept the offer must date, sign and return the acceptance form by 30 November of the boarding year. On receipt, Officers' Secretariat will backdate the incremental extension to a SSC or conversion of commission to the date of publication. Officers who fail to respond by 30 November will have the offer of conversion withdrawn. SP will automatically be boarded by subsequent ASB, assuming compliance with eligibility criteria, if they have not been previously successful, declined an offer, opted out or not responded by the required date.

e. **Reserve List.** CM have the option, until 31 Jan, to draw upon a reserve list of officers marked above the quality line. Those officers subsequently offered an incremental extension to their SSC or conversion of commission will have 30 days or to 31 Jan, whichever is earlier, to confirm acceptance of conversion.

f. **Medical.** For officers who are Below Normal Medical Standard (BNMS), the offer of an incremental extension to their SSC or conversion is provisional. Confirmation is dependent on Occupational Health recommendations, staffed by Officers' Secretariat and finalised by the AEB. Officers must complete the acceptance form within the stipulated deadline. PULHHEEMS must be in date. For those who are BNMS, the latest PULHHEEMS must be dated within 12 months of 1<sup>st</sup> Monday in Sep of the boarding year.

g. **Security clearance.** Officers must hold proof of security clearance or obtain a 'No Security Objection' certificate from the Defence Business Service – National Security Vetting.

h. **Premature Voluntary Retirement.** All officers can apply for PVR in accordance with [Chapter 7](#). When considering the submission of a PVR, officers should be aware of the following rules:

- (1) Before ASB. Officers who have their PVR application accepted before the ASB will not be considered for B&O.
- (2) Before ASB results publication. Officers who have their PVR application accepted before the ASB results are published will be awarded a conditional offer, following consideration and agreement by the AEB and subject to the withdrawal of their PVR application.
- (3) After ASB results publication but before the offer is accepted. Officers who have their PVR application accepted after the publication of ASB results, but before accepting the offer will have the offer withdrawn. In such situations, CMs can make a Reserve List offer.
- (4) After acceptance of the offer. Officers who accept the offer, but subsequently make a successful PVR application will terminate their Service on their new contract. In such situations, CMs can make a Reserve List offer subject to E1 Workforce Planners confirmation of structural capacity.

- i. **Pension Implications.** Officers have a personal responsibility to explore and understand the consequences (including pension implications) when considering an incremental extension to their SSC or conversion of commission and are advised to seek independent financial advice.

### **Incremental SSC Extension and Conversion from SSC / SC to IRC**

**6.2.004.** DE Officers (refer to para [6.2.007](#) for guidance on LE conversions) holding a SSC/SC are eligible through B&O for either an incremental SSC extension or conversion of commission to an IRC and Reg C. SSC/SC officers will normally first progress through IRC.

a. **Incremental SSC Extension – Incremental Progression Point 1 (IPP 1): Extension from 6-year to 9-year SSC.**

(1) **IPP 1 Eligibility.** To qualify officers must meet all the following conditions: must be in Year of Service 4 (YOS 4) or greater, including any probationary period (YOS1 is the calendar year in which they commissioned); must have a current recommendation for an extension to their SSC or conversion to IRC in their most recent AR. It is accepted that officers who commission in the December of a commissioning year may have one less report at the ASB than those who commission in the April or August of the commissioning year. Separate B&O eligibility rules apply for PQOs which are further articulated in their respective Sections at Chapter 4.

(2) They will remain in zone up to and including YOS6 provided they will be in service on 31 Mar in the year following the promulgation of results.

(3) A summary of the conversion requirements can be found at [Annex K](#).

b. **Incremental SSC Extension – Incremental Progression Point 2 (IPP 2): Extension from 9-year to 12-year SSC.**

(1) **IPP 2 Eligibility.** A second extension window opens from as early as YOS5 to consider extensions from a 9-year SSC to a 12-year SSC. To qualify officers must meet all the following conditions: must be on a 9-year SSC; must be in YOS5 or greater (YOS1 is the calendar year in which they commissioned); must have a recommendation for an extension to their SSC or conversion to IRC in their most recent AR. It is accepted that officers who commission in the December of a commissioning year may have one less report at the ASB than those who commission in the April or August of the commissioning year. Separate B&O eligibility rules apply for PQOs which are further articulated in their respective Sections at Chapter 4.

(2) They will remain in zone up to and including YOS9 provided they will be in service on 31 Mar in the year following the promulgation of results.

(3) A summary of the conversion requirements can be found at [Annex K](#).

c. **Conversion from SSC/SC to IRC.**

(1) **Eligibility.** Until Arms Selection Board (ASB) 26 an officer is eligible for conversion from SSC to IRC from YOS4 (YOS1 is the calendar year in which

they commissioned), including any probationary period, after a minimum of 2 consecutive positive recommendations for conversion to IRC in their most recent annual reports (ARs). From ASB 27 onwards an officer is eligible for conversion from SSC to IRC from YOS5 (YOS1 is the calendar year in which they commissioned), including any probationary period, after a minimum of 2 consecutive positive recommendations for conversion to IRC in their most recent ARs. Additionally, from ASB 27 by exception only officers who receive 2 consecutive "Excp" recommendations for conversion to IRC from both their 1RO and 2RO may be considered for conversion from YOS4 (YOS1 is the calendar year in which they commissioned), including any probationary period. It is accepted that officers who commission in the December of a commissioning year may have one less report at the ASB than those who commission in the April or August of the commissioning year.

(2) The officer will normally remain eligible for conversion provided they will be in service on 31 Mar in the year following the promulgation of conversion results. Unless conversion to IRC is approved or an extension is approved through Pers Pol(A) their service will terminate on their planned EED. The same terms apply for conversion from SC to IRC. PQOs serving on an initial commission of less than 12 years who are due to end their service may submit their application to extend to 12 years at any point up to their Engagement Expiry Date (EED) subject to confirmation of structural space from the E1 WF Planners.

(3) A summary of the conversion requirements can be found at [Annex K](#).

### Conversion from SSC/SC to Reg C

**6.2.005.** Exceptionally consideration will be given to a request for an officer to convert directly from an SSC / SC to a Reg C after a minimum of four years' service (YoS4), switching to YoS5 from ASB 27 onwards, and two positive recommendations as per the eligibility rules within Para [6.2.004c](#). Such applications can only be approved by the AEB and CM branches will be required to justify the reasoning behind their support.

### Conversion from IRC/MC/FC to Reg C

**6.2.006.** Eligible Direct Entry Officers (refer to para [6.2.007](#) for guidance on LE conversions) holding an IRC / MC / FC will automatically be boarded for consideration for conversion to a Reg C. All conversions are subject to the provisions of this Part and the approval where necessary of the Army Employment Board (AEB).

a. **Eligibility.** An officer is eligible for conversion to Reg C after a minimum of 24 months' IRC/MC/FC service counted from the date of the conversion results, 2 consecutive positive recommendations for conversion to Reg C in their last 2 ARs and must be a substantive Major. In some cases, ARs may be missing from AR books for genuine reasons e.g. service breaks such as maternity, Temporary Non-Effective (TNE), career break etc. In either case the missing ARs MUST be replaced by an Authorised Appraisal Gap Report (AAGR) (Template 3 within the [Career Management Boarding Manual](#)) removing the consecutive rule. Exceptional circumstances, including conversions of Capts from an IRC to a Reg C, should be staffed to the ASB via CMs.

- b. The officer will remain eligible for conversion until their IRC / MC EED at which point their service will terminate unless conversion to Reg C has been approved or an extension of IRC or MC has been approved by Pers Pol(A). When determining the EED for eligibility officers must have an EED of 31 Mar or greater in the year following the promulgation of conversion results.
- c. **Residual service.** Must have completed 2 years' service as an officer, including any probationary period, and must normally be able to complete a minimum of a further 10 years' officer service before reaching normal retirement age. For medical, dental and nursing officers see [JSP 950](#).

### **Conversions from SSC(LE) to IRC(LE)**

**6.2.007.** SSC(LE) officers including Ghurkha LE officers who have completed a minimum of 2 years commissioned service, attended LEOC and received 2 consecutive recommendations for conversion in the most recent Annual Reports (ARs) from both the 1 RO and 2 RO, which must include an officer not below the rank of Lt Col are eligible for a conversion to IRC(LE). The officer will normally remain eligible for conversion provided they will be in service on 31 Mar in the year following the promulgation of conversion results. If for service reasons LEOC has not been attended CM branches are to seek authority from WF Pol on eligibility.

### **Conversions from IRC(LE) to Reg C(LE)**

**6.2.008.** IRC(LE) Officers on 2006 Terms of Service will be considered for a conversion in their IRC(LE) EED-2 and EED-1 only provided they will be in service on 31 Mar in the year following the promulgation of conversion results. They are eligible for conversion in the substantive rank of OF3 with a minimum of one year's commissioned service on an IRC(LE) and a positive recommendation for conversion in the latest AR. It should be noted that LE Officers who commissioned under LETOS 06 onto a SSC(LE), who did not take up the option to convert to LETOS 10 are not automatically converted to LETOS 10 on conversion to IRC(LE), as such their eligibility remains from EED-2.

**6.2.009.** IRC(LE) Officers on 2010 Terms of Service will normally remain eligible for conversion provided they will be in service on 31 Mar in the year following the promulgation of conversion results. They are eligible as substantive OF2 and OF3 with a positive recommendation in the most recent report for conversion to Reg C(LE) after achieving 4 annual reports on an IRC(LE), minimum of 2 years IRC(LE) service if commissioned initially on an SSC(LE).

### **Conversion from LE to Direct Entry (DE) Terms of Service**

**6.2.010.** To best serve the needs of the Army including maximising individuals' talent Army LE officers who display strong DE officer potential may be granted a conversion to DE ToS; if selected they will usually be granted an IRC. Applications should be made using [Appendix 3 to Annex H](#) of Army Commissioning Regulations (ACR) and will be considered by an LE to DE ToS conversion ASB. The following criteria apply:

- a. Applications should be made in Year of commissioned Service (YOS) 1-6.
- b. Applicants must be recommended for conversion to DE ToS in their most recent SJAR / OJAR;

- c. Applicants will normally hold a SSC(LE) or IRC(LE);
- d. A vacancy should normally exist in the DE structure or the conversion will meet an Army requirement for specific knowledge, skills or experience; and
- e. Candidates should be considered by their Career Manager (CM) to have a chance of promotion to OF4 in the DE field, typically by EED-8, and to be employable at E1 and E2.
- f. Exceptionally the Deputy Military Secretary may permit candidates not meeting the above criteria to be considered when conversion is to meet an Army need, but authority for conversion remains with the AEB.

**6.2.011.** Once converted to DE ToS education and promotion as well as attendance at ICSC(L) will be in line with DE Officer ToS. Those LE officers selected for early attendance at ICSC(L) who are offered conversion to DE ToS will attend ICSC(L) in the rank of acting major and substantiate on completion of the course and will then be granted seniority in line with their ICSC(L) peer group; they will transfer to DE ToS at this stage.

**6.2.012.** Exceptionally LE officers who have attended ICSC(L) may apply to convert to DE ToS after YoS 6, usually only to meet Army needs. The application process and criteria at 6.2.010 apply. In such cases risk is transferred to the individual's career profile as OJARs in the rank of major will have been initiated while serving on LE ToS.

**6.2.013.** CMs must formally interview candidates who apply to transfer to DE ToS ensuring that career, promotion implications are understood as once converted all DE rules for education and promotion must be followed. LEOC attendance will be accredited as a single MA module. It will not normally be possible to revert to LE ToS. Applicants are to confirm to their CM that they have taken appropriate advice on the pay and pension implications of ToS conversion and the return of service in line with DE ToS.

**6.2.014.** The AEB will retain authority to approve the conversion to DE ToS post the ASB and is empowered to grant and direct:

- a. Which commission type the subject officer should receive or retain on conversion, in exceptional circumstances the AEB may grant a Reg C.
- b. **Seniority for promotion.** Additional seniority for promotion may be granted by the AEB in order to recognise Soldier and LE KSE and to reduce the career risk associated with converting ToS.
  - (1) WOs and SNCOs appointed directly to DE ToS may be granted up to 3 years' seniority for promotion.
  - (2) LE captains may, in some cases, be awarded seniority for promotion on conversion.

To ensure that they may be considered for promotion to major after 4 years as a substantive captain.

**6.2.015.** LE to DE ASB decisions will only be promulgated once confirmed by the AEB, no decision will be briefed to an individual before publication of the AEB results.



## Reversions

**6.2.016.** Reversions from Reg C / Reg C(LE) / FC to IRC / IRC(LE) / MC or from IRC / IRC(LE) / MC to SSC / SSC(LE) / SC and DE to LE will not normally be considered. A reduction in EED on successful award of an incremental SSC will not be considered. On the rare occasion where this might be in the interest of the Service a case should be raised to AEB through Officers Secretariat.

## Appeals

**6.2.017.** Applicants unsuccessful at AEB may request to have their application considered by the Army Employment Appeal Board (AEAB) (see [Annex G](#)).

## Academic, technical and professional qualifications

**6.2.018. Academic, technical and professional qualifications.** Applicants for conversion to an IRC/Reg C should be educationally qualified as defined in [Annex I](#), except for those who have passed either JOTES 2 or the MK2/MA package who will be exempt this requirement. Candidates for the following Arms and Services must hold the qualifications shown:

- a. **REME.** Candidates must be in possession of a degree or HND as specified at [Annex I](#).
- b. **AAC.** Candidates must have received a minimum of 2 ARs at AAC regimental duty (18 months minimum) and be a qualified Army pilot.
- c. **AGC(ETS).** Candidates must be in possession of a degree as specified at [Para 10](#) of Annex I.

## Timings

**6.2.019. Timings.** All boards for conversions of commission are to be held so that outcomes are available to meet the Beige and Pink List filtering processes. Conversions will be effective from the release of board results. Conversions requiring AEB approval will be effective from the same date.

## Extensions of service

**6.2.020.** Incremental extensions to a SSC and conversion of commission are granted under B&O. Subject to the needs of the Service, vacancies, recommendation, and medical fitness it is possible for officers to apply for extensions of service, subject to Pers Pol (A) approval. The officer's CM is the initial point of contact. Applicants cannot be considered for an extension unless they are serving on full pay, excluding Officers on Additional Maternity, Additional Adoption, Additional Shared Parental or Parental leave<sup>63</sup>, at the time of application and continue to do so until the Pers Pol(A), ASB or AEB decision is known. Further information can be found in [Chapter 6 Part 7](#).

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<sup>63</sup> Periods of unpaid leave for Additional Maternity, Additional Adoption, Additional Shared Parental or Parental leave as defined by JSP 760.

## Transfer Between Arms and Services

**6.2.021.** The ability for officers to transfer between Arms and Services is essential to make best use of our people; provide an officer with a worthwhile career commensurate with their mental, physical, and technical ability; and to enable the Army to make the most of its workforce and address its structural imbalances. Interested personnel must be supported and consider a transfer to move between Arm and Service, and Regular and Reserve service, particularly as an alternative to terminating their service prematurely. When supporting transfer applications, the CoC must consider the wider Army workforce rather than just individual units. Whilst applications for transfer will be supported by the chain of command, expectations must be sufficiently managed as not all applicants will be successful. Transfer Bounties may be offered to attract applicants into specific trades, these will be advertised on the Digital Transfers application.

**6.2.022.** The transfer of officers between different Arms and Services within 3 years of commissioning or within 3 years of conversion from LE to DE TOS will not normally be approved. Applications are to be staffed to the AEB through the Officer Secretariat and must include comment from gaining and losing CMs, Army WF Plans and E1 WF Planners.

**6.2.023.** There is no bar to any officer applying for transfer (in the case of AAC [Chapter 3 Section 8](#)) and the CoC are to support and assist all officers applying to transfer, and any application must not be unduly impaired. Transfers will be approved by the AEB providing:

- a. It is in the interest of the Service.
- b. A vacancy exists in the Arm or Service selected and the applicant fulfils the specific entry requirements of the receiving Arm or Service as detailed in [Annex I](#).
- c. The officer remains in the same commission category. If the accepting Arm or Service offers a different commission WF Plans (A) structural agreement is required prior to AEB endorsement.
- d. The losing capbadge does not wish to seek enforcement of any outstanding return of service.
- e. Acting rank is relinquished on transfer.
- f. An agreed probationary period is successfully completed.

**6.2.024.** Officers will normally retain their substantive rank on transfer. Where certain antedates have to be surrendered with a consequent loss of seniority, the officer is to remain on mark time rates of pay until such time as their pay entitlement catches up. Where doubt exists officers are advised, before any positive action is taken to transfer, to ascertain from the chain of command MS staff how antedate rules will affect their seniority.

**6.2.025.** Transfers will usually be deemed voluntary with the exception of AAC officers who are deemed unsuitable as pilots and those who are invited by No4 Board to change cap badge at OF4 for the purposes of command. Officers will not normally transfer for command below OF4.

**6.2.026.** Applications must be submitted via the Digital Transfers app and will follow the process laid down in [AGAI 79](#). Units are to complete their element within 3 weeks. Officers

may apply to transfer to any Arm or Service available. Current and forecasted vacancies against the Army structure are listed on the Digital Transfers app as opportunities.

**6.2.027.** Where a current or forecasted vacancy does not exist, and there is no published opportunity, officers, both Regular and Army Reserve, may submit an Expression of Interest (EoI). EoI applications will follow the same transfer application process as a listed opportunity, and each EoI will be considered on its own merits by the potential future career manager.

**6.2.028.** The Transfer Candidate (TC) can withdraw their application using the Digital Transfers app at any stage. There may be a requirement for units to close some transfer applications for administrative reasons. In such cases the Adjt or CoC should apply via email to: [APC-CMPol-DigitalTransfers-SO1](#). Any request for an administrative cancellation should be supported with a clear and robust justification.

### **Probation on Transfer Between Arms and Services**

**6.2.029.** On transfer, applicants are normally required to serve a 12-month probationary period with the receiving Arm/Service in accordance with the provisions of [Chapter 6 Part 1, QRs 9.007](#) and [Chapter 6 Part 7](#). All Reg C officers who apply to transfer to another Arm/Service are to be approved by the AEB and subject to 12 months' probation. AEB reserve the right to waive the probationary period. Where an officer does not successfully complete a probationary period, they should be returned to the original Arm/Service in their original commission type. Successful completion is to be notified to the APC in the same manner as on re-instatement described at [3.9.007](#).

**6.2.030.** Conversion to some Arms and Services may require the completion of special to arm training in addition to the 12-month probationary period, detail of these requirements are contained in the specific corps, regimental or UCH cohort instructions which can be found on the Army Career Policy Portal, navigated to through the Workforce Agility Defence Connect page.<sup>64</sup> London Gazette action to transfer to another Arm/Service or to confirm conversion should not take place until the successful completion of any required training and the probationary period.

### **Return of Service**

**6.2.031.** The act of reinstating or transferring from the Army Reserve, other Services or Commonwealth Armed Forces normally attracts a 3-year return of service. Officers will not normally be allowed to request Premature Voluntary Retirement (PVR) or to transfer capbadge for a period of 3 years from the date of transfer or reinstatement. Transferring officer may be subject to a training return of service.

**6.2.032. Exclusions.** LE officers are not subject to a RoS on commissioning. However, they will not normally be allowed to transfer capbadge within 3 years of the date of commissioning.

**6.2.033. Commission conversions.** A RoS will not be imposed on Regular Army DE and LE officer commission conversions (from SSC to IRC, and IRC to Reg C) or on conversion from LE to DE ToS.

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<sup>64</sup> [Space: Workforce Agility / Transfers | Defence Connect \(mod.uk\)](#)

## Assurance

**6.2.034. Stage 1 (Unit CoC action).** Transfer activity at stage 1 is managed at unit level. Unit CM staff provide the 1<sup>st</sup> Line of Defence Assurance of the transfer processes. This is externally assured at the 2<sup>nd</sup> Line of Defence Assurance via the annual MS Audit delivered by the APC CM Assurance Team for all eligible Army TLB units.<sup>65</sup>

**6.2.035. Stages 2, 3 and 5 (APC action).** Transfer activity at stages 2, 3 and 5 is managed by APC. This is internally assured by the APC CM Policy Assurance Team in line with all APC activity.

## PQO Transfers to the Command and Staff Cadre

**6.2.036.** PQOs are eligible to apply to transfer to the AMS Command and Staff (C&S) Cadre, subject to Workforce Requirement, once they have completed Intermediate Command and Staff Course (Land) (ICSC(L)) and received a post ICSC(L) OJAR.

**6.2.037.** RAVC OF3 will enter the AMS C&S Cadre where they will be managed and employed within RAVC and AMS C&S workforce requirement.

**6.2.038.** By exception, RAMC, RADC and QARANC PQOs in the rank of Lt Col may also apply to transfer following their first OJAR post Advanced Command and Staff Course (ACSC). On selection to transfer into the C&S Cadre, RAMC, RADC and QARANC PQOs follow the same ToS as all other C&S officers but will retain PQO rates of pay on transfer. Attendance on formal Staff training is by application only.

**6.2.039.** RAMC, RADC and QARANC PQOs. Following Beige List promotion, RAMC, RADC and QARANC PQOs should complete Formal Career Review (FCR) 1 with their Career Manager (CM) to decide whether to follow a C&S pathway. The process for transfer is as follows:

- a. Those RAMC, RADC and QARANC PQOs who successfully transfer to the C&S Cadre will be notified by Col CM AMS and will have the Competency "AMS Command and Staff" added to their JPA record. After transfer, they will be career managed as a member of the C&S Cadre for the remainder of their career.
- b. Transfer to the AMS C&S Cadre has no impact on pay and allowances and those RAMC, RADC and QARANC PQOs on specialist pay spines will remain on the specialist pay spine. To remain on Specialist Pay, a RAMC, RADC and QARANC PQO MUST maintain their professional registration. Additional pay, such as trainer pay and clinical excellence awards, will be relinquished in accordance with the rules of that award.
- c. RAMC, RADC and QARANC PQOs who have formally transferred to the AMS C&S Cadre are required to maintain their status as Registered Healthcare Professionals and to revalidate, and maintain professional registration, with the relevant statutory body as medical leaders, but will not be expected to maintain clinical currency.

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<sup>65</sup> MS Audit ACSO 9027 - The Army Policy for Career Management Assurance and Audit.

**6.2.040.** Promotion. Officers in the AMS C&S Cadre are selected for promotion on Army Group A Promotion Rules.

**6.2.041 –6.2.050.** Reserved.

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## **PART 1 – CHAPTER 6 – PROBATIONARY COMMISSIONS, CONVERSIONS, TRANSFERS, AND CONTINUANCE**

### **SECTION 3 – TRANSFERS FROM OTHER SERVICES**

#### **Introduction**

**6.3.001.** Applications for a commission in the Regular Army by serving officers of the RN, RM and RAF can be considered whilst they are still serving in that Service, but appointments cannot be made until they formally resign from their existing commission. They are then treated as former officers for the purpose of the grant of a commission in the Regular Army.

**6.3.002.** Subject to the needs of the Service, former officers or officers having a Reserve commitment may be appointed where vacancies exist in the Arm or Service of their choice.

**6.3.003.** Applicants who have been called upon to retire or resign their commission or have been dismissed from their Service are not eligible for consideration.

#### **Eligibility**

**6.3.004.** There is no bar to any officer applying for transfer (in the case of AAC Chapter 3 Section 8). Transfers will be approved by the AEB providing:

- a. A vacancy exists in the Arm or Service selected and the applicant fulfils the specific entry requirements of the receiving Arm or Service as detailed in Annex I.
- b. The officer remains in the same commission category. If the accepting Arm or Service offers a different commission WF Plans (A) structural agreement is required prior to AEB endorsement.
- c. The losing Service does not wish to seek enforcement any outstanding return of service.
- d. Acting rank is relinquished on transfer.
- e. An agreed probationary period is successfully completed.
- f. Officers transferring into the REME with less than 4 years of service must fulfil one of the educational qualifications as per Annex I Para 5, a, b or within the table at I-4 in order to compete for LAD Command prior to promoting to Maj. Officers who wish to compete for LAD Command prior to promoting to Maj who have served more than 4 years, but less than 7 educational requirements are at Annex I Para 5 a and within the tables in I-4.

**6.3.005. Educational qualifications.** Applicants must hold the academic, technical or professional qualifications required for the type of commission they seek in the Arm or Service of their choice, as specified in [Annex I](#).

**6.3.006. Service requirements.** Normally applicants for all types of commission should have completed at least 2 years' full-time service.

**6.3.007. Short Service Commission (SSC).** Those officers granted a commission in their former Service on or after 1 Apr 89, regardless of the financial terms under which they were serving, will be appointed to a SSC on pension earning terms. Such combined service reckonable under [\\_](#) will earn a preserved pension and terminal benefits, payable at age 60, at age 65 under [AFPS 05 – JSP 764](#) and at the state retirement age under AFPS15. An immediate pension will be awarded if the aggregated qualifying service is more than 16 years on the date of retirement for those on the AFPS 75; Early Departure Payments will be made to for those with more than 18 years' service and over 40 years old if serving on [AFPS 05](#) and to those with more than 20 years' service and over 40 years old if serving on AFP15.

**6.3.008. Intermediate Regular Commission (IRC).** Those applying for an IRC should normally be able to complete a minimum of 9 years' further service up to a maximum 34 years' reckonable service from 21 or date of enlistment if later, up to a maximum age of 60 and, together with previous service, be able to achieve either the [AFPS 75](#) IP, [AFPS 05](#) EDP or [AFPS 15](#) EDP, before reaching the normal retirement age for the Arm or Service of their choice.

**6.3.009. Regular Commission (Reg C).** Applicants for a Reg C must have service reckonable under [PAW 20](#) which will ensure reasonable career prospects. They must normally be able to complete a minimum of 10 years' further service before reaching the normal retirement age for the Arm or Service of their choice up to a maximum of 60.

**6.3.010. Special cases.** Special cases which arise will be treated individually based on the advice from Pers Pol(A).

**6.3.011. Eligibility for Promotion.** The AEB may impose constraints on when an officer transferring to the Army might be considered for promotion notwithstanding eligibility provisions made elsewhere; this is to ensure that the officer is able to accumulate necessary Army KSE-B.

### Application procedure

**6.3.012.** Until officer vacancies are included on the Digital Transfer Application hosted on Defence Gateway, the Official Army Vacancy List ([OAVL](#)) is the document that personnel should refer to if they are considering making an application to transfer. It contains the detail of all those trades or specialisms where there is a current or forecast workforce shortfall against the A2020 structure which is considered potentially damaging to the Army's outputs. DPer is the authority for the development of the OAVL.

**6.3.013.** The OAVL will be reviewed quarterly by WF Plans, although personnel should note that it is a live document and subject to more frequent change as workforce levels fluctuate. It is the responsibility of the candidate's CoC to liaise with the APC prior to starting the process, to ensure personnel do not apply for a non-existent vacancy. The OAVL will be updated regularly and published on [SERVE](#).

**6.3.014.** Transfer opportunities exist for officers and vacancies are outlined in the OAVL. Officers should liaise with their Career Manager (CM) who will engage with the receiving Arm or Service. They are not required to complete [AF B241\(A\)](#). Personnel serving in the Royal Navy or Royal Air Force should apply to transfer to the Army through their Personnel Branch to APC CM.



**6.3.015.** The CM Branch is then to obtain verification of past service from the MOD department responsible for administration of officers of the other Services. The appropriate policy staff of the losing Service will arrange the early release of the necessary service, medical and annual reports (ARs) to the appropriate CM Branch. This approach however is not to be made until serving applicants have made their CO aware of their intention and confirmed this to the CM Branch. The CM Branch is then responsible for obtaining the relevant ARs from the losing Service on the proviso that only the CM Branch concerned, the Arms Selection Board (ASB) and the Army Employment Board (AEB) have access to these reports.

**6.3.016.** For former officers, the name and address of their current and, where applicable, past employers will be captured during the on-line process with the NRC. The current employer should not be approached until after the CM Branch has provisionally accepted candidates.

**6.3.017.** Candidates are to provide the names of 2 or more officers, not below the rank of Lt Col or equivalent, under whom they have served and who know them well. Where candidates are members of the Army Reserve forces, the name of the CO of their unit, if meeting the criteria, may be put forward as one of the officers. The units, in which the nominated officers were serving, with dates, are to be shown to assist the CM Branch to identify such officers in cases of doubt. It is the responsibility of the CM Branch to ask the officers nominated, or any other officers under whom candidates have served, to forward references.

### **Acceptance of applications**

**6.3.018.** Candidates, who from their record of service and reports by recommending officers appear suitable, will be accepted for further consideration. The CM Branch will notify them. At the same time, a report from their employer will be requested and they should not take any action to terminate their employment or commission until they have been accepted and the date of joining for duty finally agreed. The CM Branch will also notify applicants who are not accepted.

**6.3.019.** The CM Branch is responsible for obtaining acceptance of applications, including the approval of a senior officer of the Arm or Service concerned, usually via an ASB. In the case of applicants for the Infantry, the Inf CM Branch is responsible for obtaining Regimental and Divisional acceptance and arranging an interview if required. The RAC CM Branch will act similarly in respect of applicants for the RAC.

### **Attendance at AOSB**

**6.3.020.** Applicants are normally referred to an AOSB Transfer Board in accordance with the provisions of [Annex C](#) (also see [Para 6.3.021](#) below). This board will determine what parts of the selection and training processes the applicant is exempt and make such recommendation to the AEB as the sole and final authority for approving inter service transfers.

### **Follow-up**

**6.3.021.** When the transfer is agreed, the normal Single Service rules governing voluntary retirement of the losing Service will apply and no preferential consideration will be given to the fact that the application to retire is to allow an inter-Service transfer. Any outstanding training return of service (Trg RoS) obligation to the individual's present

Service will be taken into consideration in reaching a decision, particularly as to the effective date of transfer, and initial training in the present branch may have to be amortized (complete Trg RoS) before transfer can be affected. This may delay the transfer beyond the voluntary retirement notice period.

**6.3.022.** If the transfer is acceptable to both Services, a mutually convenient date for the transfer will be agreed. Rank, seniority and other terms of service would be confirmed by the AEB and promulgated by the CM Branch as soon as practicable, advance provisional acceptance can be provided. Detailed terms of service will be formally notified to the transferee with a copy to the present Service. Because there is no actual break in service there will be no effect on prospective entitlement to retired pay and terminal benefits, and reckonable service accrued with the previous Service will be aggregated with the period of employment with the Army, in accordance with [AFPS 15](#).

### Medical procedure

**6.3.023.** Candidates accepted for further consideration will be required to attend and pass a full medical board, which is to be arranged by the CM Branch.

**6.3.024.** Officers accepted for the grant of a commission are to have their medical standard confirmed by a Service medical officer on first reporting for duty. A certificate confirming medical fitness is to be forwarded to the CM Branch concerned as soon as possible as the commission cannot be gazetted until received. If, on reporting for duty, an officer is found to be unfit the CM Branch is to be informed immediately and a further medical board arranged as soon as possible. Such officers who are referred for a second board will be considered to be on probation. Should the second board find the condition permanent and is unable to foresee any improvement in the officer's fitness to enable their commission to be confirmed then the commission is to be terminated and the officer will have no claim upon the MOD.

### Terms of service

**6.3.025. General.** Where necessary, CM Branches should consult with the following branches in order to give applicants authoritative advice on their officer training requirements or terms of service:

- a. Prof Dev concerning training requirement for future promotion.
- b. APSG for financial aspects and conditions of service including pensions and other terminal benefits.
- c. Pers Pol (A) concerning terms of service not covered in this Part.

**6.3.026. Approving authority.** Final approval for the acceptance of applicants for commissioning in the Regular Army rests solely with the AEB. Transfer applicants from the other services who are directed by AOSB to attend the RMAS commissioning course still require final approval from the AEB.

### 6.3.027. Probation.

- a. If an officer's transfer is successful, they will normally undertake a one-year probationary period within their new arm / cap-badge. Should it be deemed that they are not, in fact, suitable; the officers' probation period could be extended. The usual

period is for 12 months and will include any necessary Special to Arm training, followed by a period of not less than 3 months in a unit of the Arm or Service chosen.

b. RE and RLC transferees are to attend the respective capbadge Troop Commanders course. AGC(RMP) transferees require an attachment to a AGC(RMP) unit for a period of 6 months followed by attendance and successfully passing a Provost Officers course at the Defence College of Police and Guarding. AGC(SPS) transferees are to attend either the Detachment Commanders or Regimental Administrative Officers course. AGC(ETS) transferees are to successfully complete Branch training at the Army School of Education.

c. The commissions of officers found to be unsuitable at any time during the probationary period will be terminated in accordance with the procedure set out in [Para 6.1.007](#). The commission of officers found suitable will be confirmed and promulgated automatically by Offr Secretariat once notified of successful completion of probationary the period through the CM branch.

**6.3.028. Rank.** Officers should normally be transferred across in an equivalent rank. Refer to para [6.1.008](#) for the rules on promotion and conversions whilst on a probationary period.

**6.3.029. Repayment of gratuities.** When candidates first apply for a commission, CM Branches are to acquaint them with the options available, regarding the repayment of any grant or gratuities. The consent (or otherwise) of applicants to repay any gratuities is to be recorded before the approving authority makes its decision.

### Return of service

**6.3.030.** Applicants are also to be informed that, once appointed, premature voluntary retirement is not normally permitted for 3 years. Where there is any doubt candidates should write to Officers Secretariat for clarification.

**6.3.031.** Joining for duty and appointment.

a. Candidates are to be instructed to join for duty as soon as possible after selection. If they are no longer serving officers, they are to be warned that on no account are they to terminate any civilian employment until they are actually ordered to join for duty and an assignment order has been issued. Where candidates are required to give long notice to terminate civilian employment and request a deferred joining date for this purpose, the CM Branch will give sympathetic consideration.

b. Units to which officers first report are to submit a joining certificate to the CM Branch concerned confirming the date of reporting and enclosing the medical certificate (see Para [6.3.022](#) above). The CM Branch is then to inform SO1 Offr Secretariat who will make arrangements for gazetting.

c. Officers from other Services are not to report for duty whilst holding a commission in their original Service.

**6.3.032 – 6.3.050.** Reserved.

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## **PART 1 – CHAPTER 6 – PROBATIONARY COMMISSIONS, CONVERSIONS, TRANSFERS, AND CONTINUANCE**

### **SECTION 4 – TRANSFERS FROM COMMONWEALTH FORCES**

#### **Introduction**

**6.4.001.** Applications from serving and former officers of the Commonwealth forces are dealt with similarly to those of the RN, RM and RAF described in [Chapter 6 Section 3](#). Staffing for such applicants is through the NRC and CM branches via SO1 Officer Secretariat, APC who calculates TACOS for submission to the AEB.

**6.4.002.** The British Defence Liaison Staff will, in the first instance, give guidance on the equivalent UK type commission held by such applicants. This will need to be confirmed subsequently with the High Commission in the UK, when applicants have declared their intention to their own national Service authority. The MOD requires written notification from the country of origin that an officer is not subject to any reserve or call-out liability. Generally, a commission solely in the Army Reserve forces of the Commonwealth country is not acceptable as a qualification for consideration of the grant of a Land Forces Commission, nor can service in the Army Reserve forces count towards seniority. In exceptional circumstances the AOSB transfer board may refer a transfer case to the AEB for an exception to this rule.

**6.4.003.** Officers whose commission has been terminated as a result of disciplinary action or who have been called upon to resign or retire are not eligible.

#### **Qualifications**

**6.4.004.** Officers from Commonwealth forces must satisfy the nationality and residency rules given in [Chapter 1 Section 3](#) and complete the Nationality and Residency Questionnaire sent from the NRC ([Annex N](#)), or be eligible for a waiver of them. They must also meet the academic and professional qualifications detailed in [Annex I](#).

**6.4.005.** Education and academic qualifications are to be referred to Recruiting Group (RG) to establish UK comparability.

#### **Application procedures**

**6.4.006.** In addition to applying on line to the NRC at [www.army.mod.uk](http://www.army.mod.uk) the birth certificate, documentary proof of qualifications and the [Security Check \(SC\) \ Counter Terrorist Check \(CTC\) Questionnaire NSV001](#), applicants from Commonwealth countries will be sent for completion the “Nationality and Residency Questionnaire” at [Annex N](#). As in [Chapter 6 Section 3](#), Pers Pol (A) will need to confirm availability of vacancies. Simultaneously, they should apply to the CM branch of the capbadge to which they wish to transfer.

**6.4.007.** The same requirements for employers’ names and addresses and names of 2 officers, similar to [Chapter 6 Section 3 Para’s 6.3.014/015](#) and [Chapter 6 Section 4 Para 6.4.006](#), exist for Commonwealth officers. No approach is to be made to a current employer without the applicant’s approval nor is any approach to be made to nominated officers in the case of serving applicants until the applicant has made their intention known to their Service authority.

**6.4.008.** In the case of serving officers an application for records of service and a summary of annual reports (ARs) will be made by the CM Branch through the UK based High Commission of the country concerned. This request is not to be initiated until the officer concerned has confirmed that they have advised their national Service authority of the intention.

### **Acceptance of an application**

**6.4.009.** Where possible the first approaches are normally channelled through the UK Defence and Liaison Staff overseas. An Army officer on this staff will conduct initial interviews in order to establish the general suitability of such an applicant.

**6.4.010.** On receipt of an application form and supporting documents, the CM Branch will assess the applicant's suitability including, when appropriate, the likelihood of a grant or a waiver of the nationality and residency rules. Provisional regimental acceptance will then be sought, where applicable.

**6.4.011.** When a candidate appears to be suitable and acceptable, the CM Branch concerned will inform them that it is ready to proceed. These proceedings cannot progress until the candidate's approval is given for their national Service authority or civilian employer to be contacted and they confirm they are aware of the application. The candidate should also be made clearly aware that, as the necessary inquiries may take several months to complete, they should not tender any resignation until provisional acceptance has been given. If at any stage the application is found to be unacceptable, the candidate is to be informed immediately.

**6.4.012.** No further action to process an application is to be taken until security clearance and, if appropriate, a waiver of the nationality and residency rules is given.

### **Medical board**

**6.4.013.** The CM Branch is to make arrangements, through the UK Defence Liaison Staff overseas, for a medical board to be held in the country of origin in order to assess the applicant's fitness in accordance with [AGAI 78](#). The CM Branch may verify such findings with HQ AMD. The minimum acceptable standard is to be MFD. Any exceptions are subject to a review by the Army Employment Board (AEB). Confirmation of medical fitness on reporting for duty is to be made in the same way as described in [Para 6.3.021](#).

### **Attendance at AOSB**

**6.4.014.** Applicants are normally referred to an AOSB Transfer Board in accordance with the provisions of [Annex C](#). This board will determine what parts of the selection and training process the applicant is exempt.

### **Pension**

**6.4.015.** Officers will be commissioned on pension earning terms and will be members of the Armed Forces Pensions Scheme. Chapter 5 of the [JSP 764](#) makes provision for the purchase of added years reckonable service and scheme-to-scheme transfers. Officers considering such an option should obtain advice from the relevant CM Branch.

**Additional procedures on application for a commission**

**6.4.016.** Applications for a commission are to be dealt with by CM Branches in accordance with the following:

- a. Ascertain the views of the AOSB Transfer Board on what elements of selection and training are to be undertaken ([see Para 6.4.004 above](#)).
- b. Process the application to the AEB stating the views of the Arm or Service concerned and, where appropriate, provisional regimental acceptance. A vacancy state and a recommendation concerning a probationary period are to be included.
- c. Notify the applicant of the AEB decision and, if provisionally acceptable, request confirmation that resignation of their national commission has been submitted and accepted and the date when it will be effective.
- d. This is to be confirmed via the High Commission in the UK of the country concerned, who will also be informed of the AEB provisional acceptance.
- e. Communicate the AEB decision to all concerned.

**6.4.017.** The AEB decision will include:

- a. Acceptance for a Short Service Commission (SSC) or offer another type of commission.
- b. Reject an application.

**Appeals**

**6.4.018.** No one applying for a commission under the provisions of this Part have leave to appeal in the event of their application being refused.

**Probation**

**6.4.019.** The act of transferring or reinstating normally attracts a probation period of one year, during which time the officer is not normally eligible for conversion of commission or promotion. Refer to Para [6.1.008](#) for promotion and conversion rules.

**Return of Service**

**6.4.020.** The act of transferring or reinstating normally attracts a 3-year return of service: officers will not normally be allowed to request Premature Voluntary Retirement (PVR) or to transfer capbadge for a period of 3 years from the date of transfer or reinstatement.

**6.4.021 – 6.4.050.** Reserved.

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## **PART 1 – CHAPTER 6 – PROBATIONARY COMMISSIONS, CONVERSIONS, TRANSFERS, AND CONTINUANCE**

### **SECTION 5 – TRANSFER OF ARMY OFFICERS TO OTHER SERVICES**

#### **Application procedures**

**6.5.001.** Prior to application, officers wishing to transfer out of the Army should approach the Service to which they wish to transfer to ascertain the availability of vacancies in the branch of their choice.

**6.5.002.** If the gaining Service has vacancies, the officer should submit a request for transfer through their chain of command, to their CM Branch, with a copy direct to the appropriate branch of the gaining Service. The relevant CM Branch will arrange the early release of the necessary service, medical and annual reports to the potential gaining Service.

**6.5.003.** Officers are to be interviewed by their COs, who are to discuss the request with the individual before forwarding the application, together with their recommendation via the chain of command to the appropriate CM Branch. At the interview, it is to be made clear to the officer that there is no automatic right to transfer between Services; that the needs of the individual's present Service are paramount and final authority for the transfer rests with the AEB.

#### **Voluntary retirement**

**6.5.004.** If the transfer is supported, the normal single Service rules governing voluntary retirement in accordance with [Chapter 7](#) will apply and no preferential consideration will be given to the fact that the application to retire is to allow an inter-Service transfer.

#### **Return of service**

**6.5.005.** Any outstanding training return of service (Trg RoS) obligation to the Army will be taken into consideration in reaching a decision, particularly as to the effective date of transfer, and initial training in the present Arm/Service may have to be amortized before transfer could be affected. This may delay the transfer beyond the voluntary retirement notice period.

#### **Transfer**

**6.5.006.** If the transfer is acceptable to both Services and the AEB, a mutually convenient date for the seamless transfer will be agreed along with the gaining Service confirming rank, seniority and other terms and conditions of service. Detailed terms of service will be formally notified to the transferee with a copy to the CM Branch, refer to [JPA BPG PR912003](#) and [JPA L001](#) for further administrative guidance. Because there is no actual break in service there will be no effect on prospective entitlement to retired pay and terminal benefits, and reckonable service accrued with the present service will be aggregated with the period of employment with the gaining Service.

**6.5.007.** The CM Branch will issue an official letter to the officer (copied to the gaining Service), explaining that the individual's existing commission will be terminated on the day before their appointment to a commission in the gaining Service. The transferring officer will not be placed on the retired list of the Army, nor be able to claim the rank or wear Army

uniform. This letter should also contain an indication of rank and seniority to be conferred on entry. The London Gazette will be annotated “Resign Commission (date) on transfer to....”.

**6.5.008.** If the transfer request is not supported by the gaining Service, the officer will remain in the Army and the CM Branch will be responsible for providing official notification to the individual (copied to the proposed gaining Service). If the officer has already applied to PVR and wishes to remain in the Army, they would need to apply to withdraw their PVR using [Annex Q](#) in line with [Chapter 7](#) via CM branch to SO1 Offr Secretariat, APC for submission and consideration by the AEB.

**6.5.009 – 6.5.050.** Reserved.

**PART 1 – CHAPTER 6 – PROBATIONARY COMMISSIONS, CONVERSIONS,  
TRANSFERS, AND CONTINUANCE**

**SECTION 6 – TRANSFER OF RESERVE OFFICERS TO THE REGULAR ARMY**

**Introduction**

**6.6.001.** This Section explains the general process for Officers in the Army Reserve, RAF Auxiliary and RN Reserve officers who wish to be considered for a transfer and the grant of a Short Service Commission (SSC) in the Regular Army, refer to Chapter 3 Section 9 for reinstatements. Exceptionally, if CM Branches can justify it and the AEB agrees, a probationary Intermediate Regular Commission (IRC) or Regular Commission (Reg C) may be granted, in accordance with the appropriate Parts of these Regulations. Additional requirements for AMS officers are at para 6.6.018 and para 6.6.025 for RACHD Officers of these regulations.

**Eligibility**

**6.6.002.** All applications for transfer are subject to the applicant holding an in-date minimum medical standard for employment in the rank and capbadge. JMES assessments must be within 12 months of the application. Applications for transfer approved by ASB for officers Below Normal Medical Standard (BNMS) will be subject to review by the Army Employment Board (AEB).

**6.6.003.** Applicants in the rank of substantive Lieutenant or equivalent and above may apply. Officers in the rank of 2<sup>nd</sup> Lieutenant are to apply to the National Recruitment Centre (NRC) for Direct Entry to RMA. Officers with prior Regular Service will be considered as a transfer and will fall under this part.

**Application procedure**

**6.6.004.** In the first instance applicants are to consider the Arms and Service they wish to Commission into and seek advice from the relevant CM at APC, details can be found at [APC Contact Page](#). Applicants should apply using the Digital Transfer app on the Defence Gateway stating their interest to transfer. The application will be subsequently managed as follows:

- a. Liaise with the WF Plans E1 WF Planners to clarify structural space within the capbadge.
- b. Liaise with Officers Sec (Offrs Sec) for guidance on the of Terms of Service (ToS) to be offered to the officer transferring.
- c. Submit the application to the capbadge Corps Col/Hd of Arm for consideration.
- d. Submit the application to the AOSB Transfer Board when:
  - (1) The Army Reserve officer was awarded a Territorial Army commission prior to Sep 08;
  - (2) The Reserve officer is below the rank of substantive OF2 or equivalent. Applicants who would transfer in the rank of substantive OF2 and above are not referred to AOSB for consideration unless they

commissioned prior to Sep 08. The CM branch is responsible for detailing the proposed training and employment plan for OF2 and above, taking into account the education interventions in Career Stage 1 and 2. AOSB Transfer Boards will consider Officers who gained a commission through SSE and Commonwealth (NZ, Canada and Australia) Officers applying for transfer to Regular Service.

- e. Submit the application to the ASB with the AOSB Transfer Board recommendation (where relevant). The ASB must consider the ToS to be offered.
- f. Provisionally offer the applicant a transfer with ToS as directed by the ASB.
- g. Submit the application to the AEB.
- h. Offer the applicant ToS as decided by the AEB.
- i. Inform Offrs Sec CoE that the applicant has transferred.

**6.6.005.** The AEB has delegated responsibility to President AOSB and to the Transfer Board, the power to determine exemptions from certain elements of selection and/or training and will recommend whether:

- a. The applicant should attend AOSB; or
- b. The applicant should attend a Commissioning Course; or
- c. The applicant is suitable to hold a Land Forces commission and to be employed in the rank of Lieutenant.

**6.6.006.** The ASB is to ensure that the individual is of the required quality to transfer. This will involve consideration of all supporting documents and advice, including the AOSB Transfer Board recommendation for officers below the rank of substantive OF2 or equivalent. The ASB is to agree the draft ToS to be offered and provide justification for any variations from policy. CM are to consult with Officers' Secretariat on the draft ToS. Officers in the rank of Lt Col will be referred to the Pink List Filtering Board. Applications submitted throughout the year will be held until the date of the board.

**6.6.007.** The CM branch will write to the applicant to provisionally offer the terms of transfer and to agree the date of transfer. When provisionally agreed, the CM branch will submit the application to AEB, through Offrs Sec, for authority to transfer and finalise transfer terms. The AEB is to decide the ToS for the transfer, including but not restricted to:

- a. Commission type.
- b. Seniority.
- c. Pay Grade.

**6.6.008.** The receiving unit is to acknowledge arrival of the transferring officer and inform the CM branch that a reception medical to reflect the JMES category on JPA has been

completed. Before JPA action is taken to transfer the officer's record, the CM branch is to provide Offrs Sec with confirmatory details that the officer has arrived in post.

### **Attendance at RMAS**

**6.6.009.** Where applications submitted to the AOSB Transfer Board are recommended to complete the full commissioning course, the application to transfer is ended on gaining entry to RMAS. The applicant is then to resign their commission and enter RMAS as a Direct Entry Officer Cadet (OCdt). Applicants will be eligible for additional seniority in accordance with [PAW 20](#) on successful completion of the CC. All applicants for entry to RMAS must normally not have exceeded their 30<sup>th</sup> birthday at the start of the Commissioning Course (CC), unless exempted by an AOSB Transfer Board.

**6.6.010.** Officers on probation may have their period of probation extended for up to 6 months on the recommendation of the Commandant RMAS.

**6.6.011.** On entry to RMAS to attend the CC(S), Reserve Officers do not have to resign their commission unless required to reduce their rank, if so they attend RMAS on a Type S engagement as an OCdt.

### **Return to the Army Reserve**

**6.6.012.** Candidates who are unsuccessful either at AOSB or RMAS and who seek to resume service in the Army Reserve should have their case referred to the AEB for a decision.

### **Probation**

**6.6.013.** All Reserve officers below the rank of Colonel transferring to Regular service normally attract a probation period of one year, during which time the officer is not eligible for conversion of commission or substantive promotion. Officers can be considered by the relevant Board and provisionally selected, with conversion or promotion confirmed on successful completion of the probationary period.

### **Return of Service**

**6.6.014.** The act of transferring normally attracts a three-year return of service: officers will not normally be allowed to request Premature Voluntary Retirement (PVR) or to transfer capbadge for a period of three years from the date of transfer.

### **Seniority**

**6.6.015.** Previous Reserve service is only reckonable for promotion and pay purposes for those who qualify under relevant articles defined by [PAW 20](#). That service will normally fall into one of the following categories:

- a. Short Service Volunteer Commission (SSVC) (see Part 1 [chapter 3](#)).
- b. Permanent service (mobilised service).
- c. Full Time Reserve Service (FTRS).
- d. Former non-commissioned service on a Special Type S Engagement, permanent service or FTRS.

- e. Other appropriate experience as referred to in Article 106.i of [PAW 20](#). The Defence Council may allow such previous experience as they consider appropriate to reckon towards the promotion of an officer to such an extent as they think fit.

## Rank

**6.6.016.** Where there are no structural work force requirements in the rank that the reservist wishes to transfer into, the serviceperson may be offered the option to transfer in a lower rank where there is a work force shortfall.

## Promotion

**6.6.017.** The receiving cap badge may stipulate that the officer should receive one or more annual reports prior to being considered for promotion.

**6.6.018.** Regular conditions of service will be granted to officers who transfer to Regular Service. Pay on commissioning is at main scale rates as shown in [JSP 754](#).

## Training requirement

**6.6.019.** The educational standards required are laid down in [Annex I](#) for all applicants. Candidates will attend special to arm training as prescribed in [Annex L](#). Officers transferring in the substantive rank of Maj must attend ICSC(L) and meet the normal filter rules before being considered for promotion to Lt Col, less PQOs who have Gp B filter rules and are not required to attend ICSC(L).

## Army Medical Services (AMS) Professionally Qualified Officer (PQO)

**6.6.020.** This section details the differing or additional requirements for PQO Reserve to Regular Transfer.

**6.6.021.** The AMS awards seniority for time spent in the clinical/professional environment experience, rather than previous time served in the Reserves. Where individuals have both clinical and military experience, only time served in a clinical role will be eligible for inclusion when deciding on antedate and seniority.

**6.6.022.** Routes of Transfer. Reservists seeking to transfer to the Regular Army will normally do so via one of the following routes:

- a. Recently qualified as a PQO but not serving as a reservist PQO, such as a reservist Infantry officer who completes a Nursing Degree and may have worked as a nurse.
- b. Already qualified as a PQO and serving in the reserves as a PQO, such as a qualified Nurse practicing in the NHS and in the reserves as a Nursing Officer in an AMS unit.
- c. Not qualified as a PQO but wishes to transfer to the Regulars as a PQO.

**6.6.023. Seniority.** Seniority is only awarded for clinical experience, not for prior military service. Individual must show evidence that they have been held in a relevant clinical PID and that they have maintained currency during this time. This reflects the AMS's requirement to recruit and employ PQOs for their clinical acumen, and not prior military experience. Seniority will be calculated as per Annex O to [ACR 19](#), and is annotated in

paragraph 6.6.026 below, for each speciality. The only exception to this is for time on Mobilised Service as defined by [JSP 753](#) and Full Time Reserve Service (FTRS), which will attract 100% antedate seniority if employed in the specific clinical role into which an individual is being transferred. The result of the Antedate Board may result in reduction in seniority or rank.

**6.6.024. Commission.** All reservist officers transferring to the Regular Army at a lower rank will be required to resign their commission on the first day of Regular Service, where they will be appointed to a Type S engagement by the relevant CM at APC AMS until completion of the Commission Course (Short) CC(S).

### Basic Training Requirement

**6.6.025. Basic Training Requirement.** With the exception of Chaplains, all Regular PQOs are required to complete Modules A-E of the CC(S). For those with previous service the AOSB Transfer Board will determine what elements of Basic Training are required to be completed prior to gaining a Regular Commission. The Transfer Board will consider any previous training completed by a candidate, including specific CC(S) modules noting that some may have attended the abridged Reserve Module B and any appropriate alternatives, taking into account SQEP advice from ARITC Trg Ops and Pers Pol(A) (Professional Development).

**6.6.026. Transfer Requirements.** Medical Officers.

- a. **Pre-Specialist training.** Attending Foundation Year 1 or Foundation Year 2, or having completed these, not yet selected for Specialist Training. Must hold current registration with the General Medical Council (GMC).
- b. **Medical Officers in Specialist Training or CCT.** Hold a current registration with the GMC and be in a specialist training pathway or CCT, recognised by the Army and have Pers Pol (A) permission to transfer into an available position. They will be awarded antedate in line with [Annex O](#) for prior clinical experience, up to a maximum of 13 years for Rank, with no limit on pay.
  - (1) 100% post CCT.
  - (2) 75% Specialist training.
  - (3) 50% other recognised clinical experience.
- c. **Allied Health Professionals (AHPs).** Must have completed all training and hold a current registration with their relevant governing body. They will be awarded antedate in line with [Annex O](#) for prior clinical experience, up to a maximum of 5 years for Rank and pay.
  - (1) **AHPs less Pharmacists.** 100% post registration up to 5 years.
  - (2) **Pharmacists.** 100% for 4 years' post Registration, and 1-year Pre-Registration.
- d. **Veterinary Officers.** Must be qualified and hold a current registration with the Royal College of Veterinary Surgeons (RCVS). They will be awarded antedate in line with [Annex O](#) for post registration prior clinical experience, for pay only, up to a maximum of 4 years.

e. **Dental Officers.** Must have completed all training and hold a current registration with the General Dental Council (GDC). They will be awarded antedate in line with [Annex O](#) for prior clinical experience, up to a maximum of 3 years for Rank, with no limit on pay.

- (1) 100% post DFTC.
- (2) 75% Specialist training.
- (3) 50% other recognised clinical experience.

f. **Nursing Officers.** Must have completed all training and hold a current registration with the Nursing and Midwifery Council (NMC). They will be awarded antedate in line with [Annex O](#) for prior clinical experience, up to a maximum of 5 years for Rank and pay.

- (1) 100% for 2 years.
- (2) 50% for up to 6 years.

### **Royal Army Chaplains Department (RACHD) Professionally Qualified Officer**

**6.6.027.** This section details the differing or additional requirements for PQO Reserve to Regular Transfer for RACHD.

**6.6.028. Route of Transfer.** Chaplains who wish to transfer must be able to offer at least 3 years' service as a Regular Chaplain and will normally do so via the following route:

- a. Applicants should write to the Chaplain General requesting a transfer and submit a copy to the RACHD CM at APC. The Chaplain General may require the transferring chaplain to be interviewed by a Senior Chaplain or to attend the AOSB Transfer Board before an application can proceed.
- b. Applicants must gain formal approval from their Sending Church or Endorsing Authority to enter the Regular Army transfer process.
- c. Once CG agrees to consider the transfer, CM RACHD APC will staff the application to the RACHD ASB to determine suitability to transfer and set the ToS.
- d. CM RACHD, APC will staff the ASB decision to the AEB for authority to grant a Regular Commission and confirm the transfer ToS.

**6.6.029. Seniority.** The principles of seniority for pay and rank are articulated in [PAW 20](#). Chaplains will transfer at the same pay Increment Level and retain the same IBD. Chaplains will transfer in rank, and seniority will be awarded for periods of reckonable service ([PAW 20](#) refers). This will apply equally to CF4 and CF3. In practice this means that a CF3 transferring from the Reserve with no previous reckonable service will be required to gain 12 years' reckonable service before eligibility for promotion. Likewise, a CF4 would require five years' reckonable service before promotion to CF3.

**6.6.030. Rank.** Where there are no structural work force requirements in the rank that the reservist wishes to transfer into, the serviceperson may be offered the option to transfer in a lower rank where there is a work force shortfall.



**6.6.031. Probation.** Chaplains will transfer to Regular Service on the balance of any existing probation or for 12 months, whichever is greater. During the period of probation Chaplains are not considered for promotion or conversion of commission.

**6.6.032. Return of Service.** The act of transferring normally attracts a three-year return of service: Chaplains will not normally be allowed to request Premature Voluntary Retirement (PVR) until they have completed a minimum of 2 years.

**6.6.033. – 6.6.050.** Reserved.

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## **PART 1 – CHAPTER 6 – PROBATIONARY COMMISSIONS, CONVERSIONS, TRANSFERS, AND CONTINUANCE**

### **SECTION 7 – REGULAR OFFICERS: EXTENSION AND**

#### **CONTINUANCE OF REGULAR SERVICE**

##### **Definitions**

**6.7.001.** A period of regular service beyond the normal Short Service Commission/Short Commission (SSC/SC) and Intermediate Regular Commission/Medium Commission (IRC/MC) End of Engagement Date (EED), which does not take an officer beyond their Normal Retirement Age (NRA), is classed as an extension of service. A period of regular service beyond the NRA (a specified age dependent on rank and Arm or Service for ATOS officers and 34 years reckonable service for LTOS officers) is referred to as continuance. These definitions are in [PAW 20](#).

##### **Officer's Permission**

**6.7.002.** An officer's regular service is normally only extended or continued with their written permission which must accompany all applications for extended or continued service. Article 186 of the [PAW 20](#) provides the legal authority to retain an officer beyond their EED without them volunteering, if called to or engaged on active service, or, service in a national emergency.

##### **Graduate Extension of Service**

**6.7.003.** Candidates appointed to a Regular Commission (Reg C) with a graduate antedate of seniority in the RAC, RA, RE, R Signals, Inf, AAC, RCT, RAOC, RLC, REME and Int Corps, including women formerly of the WRAC for permanent employment with these Arms and Services, who commenced their undergraduate studies in academic years 1957-1986 inclusive, will be permitted to serve beyond their Reg C NRA of 55 by a period equal to the antedate, or to complete 34 years of service, whichever is the earlier, in order to qualify for increased retired pay. The legal authority for this is Article 185 [PAW 20](#). As this changes the officer's NRA, it is described as an extension of service rather than continuance. All applications for a graduate extension of service should be made to the relevant MS branch no later than 3 years before the officer's existing NRA i.e. before they are 52. If the application is made later than this, the extension of service will only be permitted if the appropriate appointment selection board confirms that the officer will continue to be in gainful employment in an established post during their extension and it is in the Service interest to grant the extension.

**6.7.004.** In September 2018 the Army Commissions Board now the Army Employment Board exceptionally decided that those who commenced their undergraduate studies after academic year 1986 would be permitted to have a graduate extension of service if they were granted their Reg C in the qualifying Arms and Services in calendar years 1990, 1991 or 1992. This is because some officers who commenced their undergraduate studies after 1986 were briefed in writing when they were granted their Reg C in 1990, 1991 and 1992 that they would be eligible for a graduate extension. The AEB decision was promulgated through [ABN 88/18](#) with the caveat that officers who as at 31 December 2018

had less than 3 years to serve would be permitted to receive a graduate extension of service if they made their application to MS by 31 December 2018.

### Non-reckonable Service

**6.7.005.** [JSP 760](#) includes a range of regular service that is non-reckonable for pay or pension.<sup>66</sup> Whilst not an entitlement, an officer may subsequently apply to have their service extended or continued by a period equal to the non-reckonable service. Providing it is not against the service interest, e.g. because the officer will be difficult to employ, it will normally be granted to IRC/MC officers whose EED is the first date they would have qualified for an Immediate Pension (IP) or Early Departure Payment (EDP). If an officer's EED is defined by their years of pensionable service, i.e. Reg C LTOS, it may be granted providing it does not extend their service beyond age 60. It will not normally be granted to Reg C ATOS officers with the possible exception of those who are qualified for a graduate extension of service to achieve 34 years of pensionable service. In this latter case their graduate extension may be recalculated but only in accordance with Para 6.7.004. Alternatively, for those who wish to recover Career Intermission years it may be possible for these to be bought back through the purchase of 'added years' AVCs on return to work.

### Service Needs

**6.7.006.** Article 184 [PAW 20](#) provides the legal authority for a regular officer's service to be extended or continued to meet the Service needs. Extensions and continuation of service into subsequent promotion years can affect commission conversion and promotion quotas and, during a period of redundancy, redundancy quotas. For these reasons and because of cost, extensions and continuance will only be granted if it is in the Service interest to do so. Personal interests will have no bearing on the case. The case for continuance must be considered by an appropriate selection board. The following criteria will normally be applied for continuance:

- a. There is a critical post to fill that:
  - (1) Cannot be filled using acting higher rank or with a lower ranked officer, or,
  - (2) Requires qualifications or experience where there is a critical shortfall, or,
  - (3) Requires the appointment of another officer which would create a critical shortfall elsewhere, or,
  - (4) Requires the incumbent to remain in post for business continuity reasons and/or to get better value from them
- b. The officer is graded JMES MFD or the retention standard.
- c. The officer holds security clearance appropriate to the appointment they are to fill.
- d. The officer is recommended by their employing officer for continuance or an extension of regular service.

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<sup>66</sup> Where an officer undergoes a period of non-reckonable service resulting from Maternity, Adoption, Paternity, Shared Parental or Paternal Leave and subsequently returns to work they apply to have their service extended or continued by a period equal to the non-reckonable service; additional service will be granted provided it is not against the service interest. For career intermissions it will be granted where there is a service need. Applications may be made when the officer reaches their last two years of service.

## Terminal Leave

**6.7.007.** An officer who for service reasons has not completed their entitled period of Terminal Leave (TL) by their EED, usually due to their extension or continuance of regular service to meet service needs (Para 6.7.006) or because they are an in-patient (sub-Para [6.7.009b](#)), shall have their service extended or continued on full pay until their deferred TL measured in working days is complete. In these circumstances, Article 188 [PAW 20](#) is the legal authority for delaying the EED.

## Graduated Resettlement Time

**6.7.008.** [JSP 534](#) explains that, in exceptional circumstances, when an officer has been unable to use all of their Graduated Resettlement Time (GRT) entitlement, for service, medical, compassionate or welfare reasons, a case can be made for a delay to their EED. In these circumstances, Article 187 of [PAW 20](#) is the legal authority for delaying the EED. If the GRT is untaken for service reasons, the officer is entitled to have their EED delayed but they can also apply through resettlement channels to take their GRT post-retirement and in a graduated way, as they can if the GRT is untaken for medical, compassionate or welfare reasons. The officer's EED will only be delayed to take GRT if there is a strong reason to do so and the officer will be able to use their GRT during their extended or continued service. In all cases the extended or continued service will not exceed the number of days of untaken GRT plus bank holidays and weekends that fall within the period of GRT.

## Medically Unfit Prior to EED

**6.7.009.** [AGAI 78](#), Part 7 describes the two circumstances when an officer who is not being medically retired may have their service extended/continued on medical grounds and these are:

- a. If the officer is in receipt of medical care that is not available on the NHS. This does not include care provided by the NHS to a lower standard, e.g. rehabilitation/physiotherapy. In these circumstances, Article 184 [PAW 20](#) is the legal authority for delaying the EED.
- b. If at the start of, or during, TL the officer is, or becomes, an in-patient (as defined in para 78.703 of [AGAI 78](#)), TL is frozen/suspended until the officer ceases to be an in-patient. As per para 16.8 of [JSP 760](#), the maximum extension/continuance that can be granted under this provision is 5 months from the last day at duty, whilst GRT is deemed duty, Annual Leave is not. In these circumstances, Article 188 [PAW 20](#) is the legal authority for delaying the EED.

**6.7.010.** GRT disrupted by illness is already covered in Para [6.7.009](#).

## Other Reasons

**6.7.011.** Article 184 of [PAW 20](#) allows Hd Pers Pol on behalf of the Army Board to retain an officer on the active list for reasons other than those stated above. These will be considered on a case-by-case basis.

## Annual Leave

**6.7.012.** Para 14.5 [JSP 760](#) explains that it is essential that officers make sure that they do not accumulate too much Annual Leave (AL) prior to departing the Service as it may not always be possible to take it. It also explains that whilst, exceptionally, service may be extended or continued to enable TL to be taken, it cannot be extended for other absences such as AL. The purpose of AL is to allow an officer time away from duty and so to return to work refreshed. If the officer is not returning to work any extended or continued service for untaken AL becomes a terminal benefit, ie being paid for untaken AL which Para 14.5 of [JSP 760](#) does not allow. Irrespective of the AL allowance shown on JPA for the final year of service, continuance granted after a final End of Tour (EOT) date for GRT, TL and medical reasons does not accrue AL.

## Officers whose final tour of duty is in a Conflict Zone or on Operations

**6.7.013.** Para 1.6 of [JSP 760](#) enables Service Attachés, Advisors and their Staffs in a Conflict Zone to carry forward untaken AL, the qualifying posts are listed in Instructions to Service Attachés. Chapter 11 of [JSP 760](#) sets out the entitlement to Post Operational Leave (POL). In both cases this leave will be taken in UK as part of the Conflict Zone or Operational assignment with an extension of service or continuance provided to the end of the assignment as required. In these circumstances, Article 184 of [PAW 20](#) is the legal authority for delaying the EED. An extension of service or continuance will also be provided in accordance with Para [6.7.008](#) for deferred TL and Para [6.7.009](#) for untaken GTR. In the case of operational tours only, para 329, Part 1 of [JSP 534](#) must be complied with which means that some untaken AL may be added to the TL to achieve the minimum period in UK before retirement.

## Relocation Leave

**6.7.014.** [JSP 760](#) Chapter 3 explains that officers returning from overseas or on completion of an Operational Commitments Establishment (OCE) tour must have an expectation of at least 2 months productive service after completion of their Relocation Leave (RL) and before the commencement of their TL in order to qualify for RL. Time spent on resettlement courses or attachments does not count towards this 2-month period and RL cannot be added to TL. It follows that officers returning to or relocating within UK solely to take their GRT and/or TL and possibly other leave, are not given extensions of service or continuance for RL because they have no entitlement to RL.

## L6MUK

**6.7.015.** With the exception of officers whose final tour of duty is on operations, extensions of service and continuance will not be provided to allow officers who are retiring from overseas to serve their final 6 months in UK or any other location. Extensions of service and continuance will normally only be provided to enable officers returning from overseas to complete their TL and exceptionally their GRT if service reasons have prevented it being taken, which will be for less than 6 months.

## Terminal Benefits

**6.7.016.** Where an extension of service or continuance has been granted, payment of terminal benefits will not be granted until final retirement.

**PVR**

**6.7.017.** An officer having been granted an extension of service or continuance and who subsequently applies to retire voluntarily is to be dealt with in accordance with the normal rules contained in [Chapter 7](#) of these regulations.

**Application**

**6.7.018.** Applications for extensions of service and continuance with a recommendation and full justification from APC and the CoC are to be staffed to Workforce Policy (WF Pol) within Pers Pol (A) (see below) by the appropriate secretariat in APC as soon as the need for an extension of service or continuance is identified:

- a. OF7 to OF9 to Col Senior Officer Policy WF Pol.
- b. OF4 to OF6 to SO1 Senior Officer Policy WF Pol.
- c. OF1 to OF3 to SO2 Offr Terms of Service WF Pol.

**6.7.019.** For extensions of SSC and IRC the application form is at [Appendix 1 to Annex H](#).

**Approval**

**6.7.020.** WF Pol must approve all officer extensions of service and continuance. If selection for an appointment or an extension in appointment requires an extension of service or continuance, informal approval should be sought from WF Pol before the selection board meets. Once WF Pol has provided the final and formal approval, APC must notify the officer in writing of the change to their EED and any career and terminal benefit implications. The officer's P-File and JPA record of service is to be updated with the revised EED (last day of paid service) and retirement date (first day of retirement which is the day after the EED). The revised EED should normally be a working day i.e. not a bank holiday, Saturday or Sunday. If the justification for the extension of service or continuance subsequently changes, the case must be returned to WF Pol for review.

**6.7.021 – 6.7.050.** Reserved.

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## CHAPTER 7 – EXIT FROM SERVICE

### SECTION 1 – GENERAL

#### Introduction

**7.1.001.** Officers exiting the Service will leave either by normal release, premature compulsory release, or premature voluntary retirement (PVR). Officers will leave the Service under the authority of appropriate Article of the PAW.

**7.1.002.** It is to be noted:

- a. The retirement or resignation of an officer of the Regular Army or Army Reserve is to be carried out in accordance with the policy laid down in ACR. The process and additional detail may be held elsewhere.
- b. The retirement or resignation is to be effected in a timely manner on the date authorised or directed. Where required unit administrative staff are to action the termination through JPA Workflow.
- c. Administrative and disciplinary terminations are to take precedence over medical terminations.

#### Normal Release

**7.1.003.** Normal release is when an officer leaves the Service on completion of their commission (SSC, IRC or Army Reserve commission), are retired for age or are retired for service (Reg C or Army Reserve). Normal release is described in more detail in Section 2 of this Chapter.

#### Premature Compulsory Release

**7.1.004.** Premature compulsory release is the early termination by the Army of an officer's service on either medical grounds (medical discharge) or non-medical grounds, other than on normal release. Premature compulsory release is described in more detail in Section 3.

#### Premature Voluntary Retirement

**7.1.005.** PVR is an officer's release from service at their own request other than on normal retirement. PVR is described in detail in Section 4.

#### Modes of Exit from the Service

**7.1.006.** The modes of release from service are:

- a. **Resignation.** An officer may be permitted to, or directed to, resign their commissions. In such instances there is no Reserve liability for those in Regular service.
- b. **Retirement with Reserve liability.** When an officer holding a commission which carries a reserve liability finishes regular service and begins reserve service. This is applicable for some normal releases and some PVR. Detail of Reserve liability is described in RLFR.

- c. **Retirement.** When an officer leaves service either prematurely or at a prescribed date.
- d. **Medical Retirement.** When an officer's service is prematurely terminated on medical grounds. This is a form of premature compulsory release.
- e. **Administrative Exit.** When an officer's service is prematurely terminated for administrative reasons. This is a form of premature compulsory release.

## Retirement

**7.1.007.** Army officers whose commission has been confirmed in accordance with these regulations normally retain their Land Forces Commission in perpetuity, as described in their commissioning scroll and [The Officers' Commissions \(Army\) Order 1967](#). When they retire, prematurely or normally, they only lose their commission 'type', eg Reg C, IRC(LE), SC, SSC etc, with its attendant EED. Retired Army officers who rejoin the Regular Army or join the Army Reserve, cease to be a retired officer and are reinstated with a commission 'type'. Similarly, a retired Army officer who is re-employed from the Regular Army Reserve of Officers (RARO) on Full Time Reserve Service (FTRS), Voluntary ex-Regular Reserve (VeRR) service or an Additional Duties Commitment (ADC) ceases to be a retired officer. A retired officer may be granted a Cadet Force Commission, but the status of their Land Force Commission shall have no bearing on their service with the Cadet Forces.

## Resignation

**7.1.008.** Officers who resign lose both their commission 'type' and their Land Forces Commission and can no longer be referred to as a British Army officer or retired British Army officer. Exceptionally, officers who are leaving or who have already left the Regular Army must resign in the following circumstances:

- a. On joining another Service.
- b. On joining the Armed Forces of any other country.
- c. As directed at [QR\(Army\)](#), para 9.023 on taking up employment with
  - (1) The government of any country, including a Commonwealth country, whose nationals do not owe common allegiance to the Crown
  - (2) Any defence, security or intelligence organisation owned, controlled or sponsored by such a government
  - (3) Any overseas police force, however it may be controlled
- d. If leaving the Army Reserve with less than 10 years' service.
- e. On joining the Regular Army or Army Reserve as a soldier or if re-employed as a soldier on full-time or part-time reserve service.
- f. In accordance with [QR\(Army\)](#), Chapter 9, Annex C, sub-para 2c, if awarded a custodial sentence or if called upon to do so by the Army Board.

- g. If leaving the Regular Army on grounds of conscience in accordance with [AGAI Chap 55](#).

### **Callout and Recall Liability**

**7.1.009.** Officers who retire from the Regular Army, including those who retire prematurely and voluntarily, will normally have a compulsory callout and recall liability. Their compulsory callout liability is defined in JSP 753 and [RLFR 2016](#) Part 2 Chapter 2 para 02.02.002. Officers who PVR and do not join the Army Reserve will normally be transferred from the Regular Army to the RARO where they will remain until their compulsory callout liability expires. Thereafter they will have a recall liability in perpetuity. Officers who resign their Land Forces Commission are not transferred to the RARO, or they leave the RARO prematurely, and have no subsequent recall liability. Officers who subsequently join the Army Reserve leave the RARO but are transferred back to the RARO if on leaving the Army Reserve they still have a callout liability from their Regular Army service.

### **Acceptance of Business Appointments after leaving the Service**

**7.1.010.** There are constraints placed upon taking up specified external employment that are covered by the MoD business appointment rules. Approval may be required prior to accepting an offer of employment with a UK or international defence contractor or organisation or enter the service of any Government outside the UK. The procedure ensures that there is no cause for suspicion or allegations of impropriety when taking up certain employments. The rules apply for up to 2 years from retirement or resignation (QR J5.085-86).

### **Date of Retirement or Resignation**

**7.1.011.** The date of retirement, transfer to the reserve or termination of commission will be the day after the final day of paid service and the date will be notified in the London Gazette. For an officer dismissed with disgrace, or simply dismissed from the Service by sentence of court martial, the exit date / and that in the London Gazette will be that of promulgation of the sentence.

### **Conscientious Objectors**

**7.1.012.** The rules regarding release of personnel declared as conscientious objectors are detailed in AGAI 55. They are required to resign their commission.

### **Rank on Retirement**

**7.1.013.** On retirement, officers may be granted the privilege of retaining their substantive rank or may be granted honorary rank. Detail on the retention of substantive rank or grant of honorary rank for Regular officers is at QR Chapter 9 Annex C.

**7.1.014. Relinquishment of Rank After Retirement.** The Defence Council retains the right to call upon an officer to resign their commission in retirement.

**7.1.015. Honorary Rank for Army Officers.** An officer who is entitled to retain their substantive rank is, provided that they have rendered satisfactory service throughout, eligible for the grant of honorary rank on leaving the Active List as follows:

- a. Honorary rank may be granted equivalent to the highest acting rank which has been held for an aggregate period of 6 months, or for less period if the officer's service in the rank was terminated by wounds or sickness which involved absence from duty and subsequent retirement or transfer to the Regular Reserve. Local rank does not qualify an officer for the grant of honorary rank, but in very special circumstances the Defence Council may allow such rank to qualify.
- b. Any period during which acting rank is held by an officer while seconded or attached to another Department or Service (or any period during which equivalent rank in that Department or Service is held) may count under sub-Para a.
- c. Honorary rank is to be suspended automatically if an officer is re-appointed to the Army Reserve or joins the Active List of the Regular Army or on enlistment. At the end of such service, honorary rank is to be restored, unless the officer is granted a higher rank.
- d. Commissioned service with other Services and armed forces of the Crown which is comparable to Regular Army or Army Reserve service may be considered for aggregation towards honorary rank. Each such case is to be considered on its merits.
- e. The grant of honorary rank is to be notified in the London Gazette, but an officer who receives from the Ministry of Defence an official intimation in writing of the grant of honorary rank may assume the rank, pending and subject to confirmation in the London Gazette.

**7.1.016. Relinquishment of Honorary Rank.** Detail on the relinquishment of Honorary rank is at QR Chap 9 Annex C.

**CHAPTER 7 – EXIT FROM SERVICE**  
**SECTION 2 – NORMAL RELEASE FROM SERVICE**

**Normal Retirement Points**

**7.2.001.** In Regular service officers are initially granted a SSC (or SC) and may now be boarded and offered an IRC or a Reg C. On any change to commission type the officer's Engagement Expiry date (EED) will be revised.

**7.2.002.** Regular officers last day of paid service will be their EED and will retire the following day. It should be noted that:

- a. Regular Officers appointed to a Reg C serving on ATOS will be retired for age as detailed at PAW Article 181.
- b. Regular Officers appointed to a Reg C serving on LTOS will be retired for service as detailed at PAW Article 183.

**7.2.003.** In the Army Reserve, officers may be granted a commission up to the Normal Retirement Age of 60. An officer appointed to a Land Forces Commission in the Army Reserve may be retired for age as detailed at PAW Article 182 on normal retirement. It is to be noted that Army Reserve officers may continue to hold a Cadet Forces Commission which is separate from a Land Force Commission.

**7.2.004.** Where an officer leaves the service at their EED having completed their commission or been retired for age or service the following entry is to be made in the London Gazette "Retires".

**Continuance and Extensions in Service.**

**7.2.005.** To meet a specific Service need, those serving on a SSC (or SC) or an IRC (or MC) may be granted an extension in service and those serving on a Reg C (or FC) may be offered continuance. Detail is at Chap 6 Sect 7. When an officer is retained, such continued employment will be for a specific period of time and will be treated as continuous employment in regular service and not as re-instatement. The grant of extensions or continuance on account on non-reckonable service is described at Chap 6 Sect 7.

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## CHAPTER 7 – EXIT FROM SERVICE

### SECTION 3 – PREMATURE COMPULSORY RELEASE

#### Scope

**7.3.001.** This Section sets out the Defence Council rules, referred to in Articles 189 to 200 of [PAW 20](#), for Regular Army Officer Premature Compulsory Release. This is when an officer leaves the Regular Army at the behest of the Defence Council before their current Engagement Expiry Date (EED). Release may be on retirement or resignation.

#### Compulsory Premature Termination of Commission

**7.3.002.** The PAW makes provision in certain cases for the termination of an officer's commission notwithstanding that they may have not reached their EED. Such compulsory exits will usually be the termination of a probationary commission, failure to secure promotion, where no future employment is foreseeable, for misconduct, unsuitability or for medical or other reasons. Additionally, those in the Army Reserve may be required to resign or retire on the grounds of long term non-attendance or completion of tenure on the ARRG in the Army Reserve.

#### Failure to Secure Promotion

**7.3.003.** An officer in Regular service who does not attain the rank of captain after completion of the requisite period of service described at Chap 5 Sect 2 may be called upon to resign under the authority of PAW Article 179. In such cases, consideration should first be given to the termination of any probationary commission that may be held. The following entry is to be made in the London Gazette "Resigns".

**7.3.004.** An officer in Regular service who does not attain the rank of major as described at Chap 5 Sect 3 may be called upon to retire under the authority of PAW Article 180 at their EDP. In such cases the No5 Board should first consider allowing the officer further time to earn promotion but may then refer the case to the AEB. The following entry is to be made in the London Gazette "Retires".

#### Where no Future Employment is Foreseeable

**7.3.005.** Within the Regular Army PAW Article 189 allows for the retirement of senior officer (above OF5) for whom no further employment can be foreseen. CM GS oversee this process determining whether the senior officers' compulsory retirement should be uncompensated<sup>67</sup> or if the terms of JSP 764 Part 2 Chap 6 apply in which case it may be compensated as Directed Early Retirement<sup>68</sup>. Authority to require an officer to retire rests with the No2 Board for officers of OF5 and OF6 and No1 Board for officers of OF7 or above. Detail of process is at CM GS P&P.

**7.3.006.** Within the Army Reserve PAW Article 190 allows for the retirement of any officer for whom no further employment can be foreseen. This will most likely be those who remain on the ARRG for periods beyond those authorised by RLFR. This Army Board policy authorises an APC CM to request the retirement of officers in these circumstances. Offr Sec may retire / resign officers as appropriate.

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<sup>67</sup> Senior Officers Compulsory Retirement (Uncompensated) (SOCR(U)).

<sup>68</sup> Senior Officers Compulsory Retirement (Compensated) (SOCR(C)).

**7.3.007.** In both cases the following entry is to be made in the London Gazette “Retires”.

### **Long Term Non-attendance**

**7.3.008.** An officer who fails to carry out their military obligations may have their commission terminated. In such cases if a Reserve unit has lost touch with an officer who is due to retire or resign, or for any other reason is unable to obtain the officer’s written consent to retirement or resignation the unit may follow the Out of Contact process:

- a. A letter is to be sent by recorded delivery to the Officer’s last known address ordering them to report for duty on the next training night, or to contact their unit giving good reasons for being unable to do so and arranging an alternative day.
- b. If they fail to attend or respond satisfactorily to that letter, a further two letters are to be sent by recorded delivery at 2-week intervals, formally warning them that continued failure to engage constructively with the unit will result in their compulsory resignation from the Army Reserve.
- c. If that fails to regain constructive communication with the officer, the CO is to submit AFE 20066 through the chain of command to Officers Secretariat in the APC recommending that the officer be removed from the Active List having failed to carry out their military obligations. The AEB will be invited to decide on the case and inform the CO of the outcome. Copies of the letters and recorded delivery records are to be sent to APC CM Ops for retention.

**7.3.009.** Those holding the TD or VRSM should have their commissions retired, all others will normally have their commissions resigned with appropriate entries made in the London Gazette.

**7.3.010.** Retirement or resignation is to be requested under the authority of Article 191 of the PAW as the reason is other than misconduct and not necessarily within their own control. The date of termination will be 28 days after the AEB decision as described at PAW Article 192. If the officer does not tender their retirement or resignation then they will be retired / resigned under the authority of PAW Article 195.

### **Resignation or Retirement as a Major Administrative Action**

**7.3.011.** Termination of service may be awarded as a major administrative action in circumstances detailed at AGAI 67. The officer may be called upon to retire or resign under the authority of PAW Article 191 following the process at Article 192 and, if necessary Article 195. Notification, and the appropriate Army Board direction, is to be included in the Army Board’s directed letter formally notifying the officer of the outcome.

**7.3.012.** An entry is to be made in the London Gazette to retire or resign the officer’s commission.

### **Resignation or Retirement on the Grounds of Misconduct**

**7.3.013.** Termination of service is likely to be required following dismissal by a Courts Martial or as a result of imprisonment by a civilian court. This could result in the termination of an officer’s commission or they may be called upon to retire or resign.



Retirement or resignation will be under authority Articles 193, 196 or 197. Detail and the process to be followed is at AGAI 67.

**7.3.014.** In rare cases the circumstances revealed at Court Martial may cast doubt upon the suitability for retention in Service of an officer notwithstanding their sentence did not include dismissal. In such cases the Defence Council may direct their removal from the Army under the authority of PAW Article 194. The process is at AGAI 62.

**7.3.015.** In each case an entry is to be made in the London Gazette to retire or resign the officer's commission.

### **Resignation of a Retired Officer**

**7.3.016.** Retired officers will forfeit their rank and status when directed, under the power of the Defence Council to do so, after conviction by a civil power where said conviction results in a custodial sentence. A report of misconduct by an officer may be submitted to the Army Board using the procedures contained within AGAI 67.

### **Termination of a probationary commission**

**7.3.017.** PAW Article 198 allows for the termination of a probationary commission where an officer on probation is adjudged not to have performed to the required standard, see Chap 6 Sect 1. In some cases, an officer may be able to return to a previous cap badge or return from Regular to Reserve service.

**7.3.018.** Where a probationary commission is terminated the following entry is to be made in the London Gazette "*Commission Terminated*".

### **Compulsory Retirement for Ill Health**

**7.3.019.** An officer is to be retired on grounds of ill health when they are placed permanently in a PULHHEEMS employment standard below that in which a Regular officer may remain in Regular Service on the Active List, AGAI 78 refers. The authority for retirement is PAW Article 199 except the medical condition existed on joining in which case retirement will be under Article 191.

**7.3.020.** Additionally, an officer of the Army Reserve is, except as provided below, to be retired on grounds of ill health under Article 199 when they are placed permanently in a PULHHEEMS employment standard below that in which a Regular officer of the same arm or service may remain on the Active List, AGAI 78 refers. The only exceptions to this rule are:

- a. Officers of the UOTC whose PULHHEEMS employment standard is not to fall below MLD.
- b. Non-Regular Permanent Staff officers whose PULHHEEMS employment standard is not to fall below MND.
- c. Officers whose qualifications are considered by Head of Personnel Policy (Army) to merit their retention.

- d. Officers whose new medical category makes them eligible for retention in another Corps who wish to be so transferred and are recommended for appointment to a vacancy in a unit or pool of that Corps.
- e. Officers in receipt of disablement allowance for total incapacity while held on the ARRG. Such officers are to be automatically retired after 26 weeks from the date of the injury or incapacity if they are at that time still unable to return to duty on account of their injury or incapacity.

**7.3.021.** The following entry is to be made in the London Gazette “retires on medical grounds”.

### **Provost Vetting**

**7.3.022. Provost Vetting.** For all officers serving in the Royal Military Police or Military Provost Staff, failure to attain and / or retain Provost Vetting will result in an individual being unsuitable for service within either arm. Whilst this does not automatically result in discharge, if employment in an alternative trade cannot be found within a reasonable timeframe, compulsory discharge may be enacted. If an individual fails Provost Vetting, there may be a requirement to disclose this and the rationale for the decision to civilian employers who also hold a requirement for equivalent vetting.

### **Redundancy**

**7.3.023.** An officer may be required to retire their commission on redundancy under the authority of PAW Article 200. The London Gazette is to record such events as “retires”.

**7.3.024-7.050** Reserved.

## CHAPTER 7 – EXIT FROM SERVICE

### SECTION 4 – PREMATURE VOLUNTARY RELEASE

#### Scope

**7.4.001.** This Section sets out the Defence Council rules, referred to in Articles 201 to 204 of [PAW 20](#), for Regular Army Officer Premature Voluntary Retirement (PVR). This is when an officer leaves the Regular Army, which is also defined as leaving the Active List, prematurely at their own request before their current Engagement Expiry Date (EED). This Instruction does not cover:

- a. Brigadiers selected by No 2 Board for early retirement under Article 189 of [PAW 20](#) and officers selected for redundancy by a redundancy selection board under Article 200 of [PAW 20](#), who wish to leave earlier than their brought forward retirement date.
- b. Officers who are called out, recalled or reemployed as full or part time Army or Regular Reservists. This is covered under [Part 2 to these Regulations](#).
- c. Army Undergraduate Cadetships or Bursaries (less medical cadetships and bursaries, which are covered by this instruction), Army Sixth Form Scholarships and the Defence Technical Undergraduate Scheme. These are covered in [Chapter 2](#).
- d. Commissions subject to confirmation including those held on probation. These are covered under [Chapter 6](#). An exception is where a Training Return of Service (Trg RoS) has been incurred before the commission has been confirmed.
- e. Major Generals and above who are required to write formally to the Chief of the General Staff (CGS) to seek their permission to leave prematurely. If CGS is content, Career Manager General Staff (Generals) work up a transition to retirement plan and new EED for approval by Colonel Senior Officers Policy in Personnel Policy (Army).

#### The Army Employment Board (AEB)

**7.4.002.** Authority to approve PVR applications made in accordance with this Section are delegated from the Army Board to the Army Employment Board (AEB) to whom applications for PVR are to be referred. The ToR of the AEB are at [Annex B](#).

#### Return of Service (RoS) before applying for PVR

**7.4.003.** A RoS is the period of time that an individual shall be required to serve in order to give a reasonable return on the investment made by the MOD. All officers less Late Entry (LE) and Army Reserve officers have a RoS on commissioning and many officers will incur further RoSs during their Regular Army service. The following RoS, which can run concurrently, will be enforced, barring exceptional circumstances:

- a. All officers less Professionally Qualified Officers (PQOs) will not normally be allowed to leave the Regular Army until they have completed 3 years commissioned service. This RoS is normally waived in the following circumstances:

- (1) LE officers but other RoSs may apply.

(2) An Army Air Corps (AAC) officer who at any stage during the Army Pilot's Course has been suspended because they are deemed unsuitable as a pilot for reasons of flying ability and/or on medical grounds. Details are at [1.2.008b](#), [1.2.009d](#) & [3.8.007](#). In such circumstances, the associated Trg RoS is waived but other RoSs may apply.

(3) Officers seeking to PVR on grounds of pregnancy, conscience and parliamentary candidature although there will normally be a recovery of training costs for any unexpended Trg RoS and possibly other benefits and allowances. Full details are in [JSP 760](#) Chapter 24, [AGAI Chap 55](#) and [QRs Chap 5](#).

(4) Newly commissioned Direct Entry (DE) officers, excluding former undergraduate cadets or bursars, who find themselves and/or are found by their commanding officers (CO) and formation commanders to be totally unsuited to Army life, may be permitted to PVR after one year of commissioned service but before completing 2 years, providing that they are not committed to further service under any other RoS. Exceptions of less than one year, with comprehensive supporting justification from the CoC, may be presented to the AEB for consideration and each case will be considered on its merits. Officers are required to resign their commissions and it is to be gazetted as such.

- b. Officers, including LE officers, who reinstate or transfer to the Regular Army, or, are qualified aircraft commanders or pilots who transfer to the AAC, have a RoS of 3 years commissioned service from their rejoining or transfer date.
- c. Officers subject to a transfer scheme within the Regular Army, who successfully complete the probationary period aligned to that scheme, may have a RoS as a commissioned officer detailed within that scheme.
- d. Officers subject to any scheme where there is a stated RoS.
- e. The AEB will not normally approve PVR where the officer has a RoS associated with a Financial Retention Incentive (FRI); if it does the money is normally repaid in full, authority for non-recovery lies with DBS.
- f. Training and courses that attract a Trg RoS and the recovery of costs for unexpended Trg RoS are covered in detail in [JSP 750](#), Chapter 3. This must be read in conjunction with this Army Instruction where there is a Trg RoS. For Regular Army officers the 'appropriate single Service Board' referred to in [JSP 750](#), Chapter 3 is the AEB.

## PVR Application

**7.4.004.** Officers wishing to apply for PVR should first discuss the matter with their Chain of Command (CoC) and APC CM as applications will impact upon future appointments, course loading and boarding for promotion. Given the complexity and multitude of pension schemes, [AFPS 75](#), [AFPS 05](#), [AFPS 15](#), AFPS 15 with accrued AFPS 75 rights and AFPS 15 with accrued AFPS 05 rights, they are also advised to take pension advice from Defence Business Services (DBS) Veterans. If they still wish to PVR they must apply for Early Termination (on request of Service Person) on JPA in accordance with the Early Termination JPA Business Process Guide ([BPG](#)). Once they have done this, they must

immediately inform their CoC and CM in order to reduce delay in the PVR approval process.

**7.4.005.** Officers applying to PVR on grounds of pregnancy must comply with the direction at [JSP 760](#) by completing [JPA Form R005](#). Officers applying to PVR on grounds of conscience must comply with [AGAI 55](#). Officers applying to PVR on grounds of parliamentary candidature must comply with [QR\(Army\)](#) Chap 5.

**7.4.006.** Applications for newly commissioned DE officers to PVR, with less than 2 years of commissioned service who are totally unsuited to Army life should refer to Para [7.1.003\(a\) \(4\)](#). Other applicants are to be forwarded through the formation commander accompanied by a statement from the CO giving reasons why the applicant is totally unsuited to Army life. The formation commander is either to interview the applicant personally or arrange for an officer, not normally below the rank of brigadier, to do so. Interviewing officers are to attach a report stating why they believe the applicant is totally unsuited to Army life. They are also to state that they are satisfied that the applicant has not been under any duress from within the Army to submit their application for PVR, [QR\(Army\)](#), paragraph 9.020 refers. In such cases commissions are to be resigned and gazetted as such.

### **CoC's Responsibility**

**7.4.007.** The CoC is to ensure:

- a. Officers applying for PVR are made aware of this regulation and all references held therein, specifically this chapter and the impact on promotion at [5.1.023](#).
- b. Applications for PVR including any supporting annexes are processed as quickly as possible by the CO, especially on the JPA workflow.
- c. Where an application for PVR is supported by the CoC, the CO understands that a replacement is unlikely to be assigned before the applicant starts their Terminal Leave (TL). If the applicant has received an assignment order the APC CM must gain the view of the applicant's future CO.
- d. Officers applying for PVR without giving their full minimum notice are advised to make a considered decision balancing the opportunity for Early Release and the risks of not taking advantage of their full resettlement entitlement, para [1.2.008](#) refers.
- e. Officers have not been under any duress from within the Army to submit their application for PVR, refer to [QR\(Army\)](#) para 9.020.
- f. Officers applying for PVR are made aware that Service disciplinary action under the [Armed Forces Act 2006](#) or administrative action under [AGAI 67](#) may continue after they have left the Regular Army. COs are reminded that an application for PVR is not a justification for discontinuing disciplinary and/or administrative action.
- g. Details of officers applying for PVR who are subject to any form of Service investigation are immediately passed to SO1 Conduct Personnel Services, APSG.

h. Before an officer departs a unit, all public claims are paid and any miscellaneous debit vouchers are acknowledged as a liability by the officer and are processed immediately through the JPA workflow procedure.

### **PVR withdrawal request**

**7.4.008.** Once an officer has initiated Early Termination of service on JPA, neither they nor their CO can withdraw that application until it has been presented to the AEB for consideration noting the delegations at [Annex B](#).

**7.4.009.** Officers wishing to withdraw their PVR applications are to apply through their CoC using the form at [Annex Q](#). An endorsed Annex Q is to be forwarded through the respective APC CM for staffing to Officers' Secretariat, APC. They are also to initiate a withdrawal request on JPA in accordance with the JPA Early Termination [BPG](#). Applications are to state the reason for withdrawal including any compelling or unforeseen change of circumstance. Each application will be considered by the AEB on its merits on a case-by-case basis and will be judged on previous performance, officer quality, future employability, future promotion opportunities, structural capacity and the overall needs of the Army.

**7.4.010.** Officers who have applied for FTRS and are successful in being selected and wish to accept the position must submit a PVR and if required a request for Early Release for consideration by the AEB. In cases where the Early Release application is rejected by the AEB the officer's PVR will be automatically withdrawn. Officers who have submitted a PVR that is not directly linked to a FTRS application who later apply for FTRS are not subject to this provision.

### **PVR Notice Period**

**7.4.011.** The minimum notice period that officers should give is:

- a. For officers on Age based Terms of Service (AToS) - 7 months.
- b. For officers on Length of Service based Terms of Service (LToS), or, Common Terms of Service (CToS) (this only refers to Medical, Dental and Nursing officers – see [JSP 950](#) - 12 months or 7 months if on the leaving date that they request on JPA they will be eligible for an Immediate Pension (IP) or Early Departure Payment (EDP).
- c. The transitional arrangements for officers who are eligible for both an [AFPS 75/05](#) IP / EDP and a later [AFPS 15](#) EDP are outlined below. It should be noted these were covered in the 'Alignment of PVR notice periods to [AFPS 15](#) EDP point' [2014DIN01-218](#).
  - (1) In accordance with the Offer to Extend DIN [2015DIN01-017](#) officers who converted their commission to IRC / IRC(LE) or Reg C / Reg C(LE) from 6 Nov 14, and officers that elected to extend their IRC to their [AFPS 15](#) EDP point, the 7 months' notice period will not apply until the later [AFPS 15](#) EDP point.
  - (2) For officers who converted their commission prior to 6 Nov 14, or, did not elect to extend their IRC to their [AFPS 15](#) EDP point, the reduced minimum notice period of 7 months will apply from the earlier [AFPS 75 / 05](#) IP/EDP point.

If these officers subsequently convert their commission, the reduced minimum notice period of 7 months will not apply until the later [AFPS 15](#) EDP point.

**7.4.012.** The notice period for PVR starts on the date the officer applies for Early Termination on JPA and ends on the leaving date that they request on JPA, noting that this date is subject to AEB approval.

**7.4.013.** Officers who are on a Career Intermission (CI) are subject to the normal rules for PVR, however, they will normally be required to return to work to serve their notice period. [JSP 760](#), Chapter 5, Annex A, sub-para 1s refers.

**7.4.014.** Officers applying for PVR without giving their full minimum notice must read [Chapter 7 Section 5](#). Such PVR is referred to as Early Release PVR and is treated, as detailed in [Annex B](#), as non-compliant. It is mandatory that non-compliant applicants complete Annex Q in addition to the Early Termination application on JPA. Without a completed Annex Q, the application for Early Release PVR will not be considered by the AEB.

### **PVR Date**

**7.4.015.** The PVR date is the date set by the AEB for the officer's final day of service in the Regular Army and becomes their new EED. The Retirement date is the first day of retirement which is the day after the PVR date/EED. This date may not be the same as the leaving date requested by the officer on JPA. For this reason, officers must not make any commitment outside of the Army predicated on their PVR date until it has been set by the AEB.

**7.4.016.** If there is no Service reason to retain an officer to serve their minimum notice period or RoS (eg because there is no further purposeful military employment for the officer as they have been replaced in their unit and/or are temporarily being held in a Resilience Margin (ReM) PID), the AEB may bring forward the PVR date and waive recovery costs for any unexpended RoS. No officer will be given less than 14 calendar days' notice of their AEB approved PVR date, starting on the day the officer learns of the AEB's decision.

**7.4.017.** An officer's PVR may be withheld until they have completed the full tenure of their assignment, or, until relief can be provided, or, until they have completed 12 months' continuous service abroad on a current tour. An officer warned for any assignment may be required to serve in the new assignment until a replacement can be provided. An officer is considered as 'warned for any assignment' either through written selection board results or when informed verbally or in writing including by e-mail or text by a competent military authority of their selection before the selection board results have been made public, or an assignment order has been issued. Officers serving in loan service or exchange assignments will not normally be allowed to PVR until completion of their assignment.

**7.4.018.** Officers warned for operations<sup>69</sup> may apply for PVR but their PVR date may be delayed to the termination of the operation or completion of the assignment if their

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<sup>69</sup> An officer is considered as 'warned for operations' through: written selection board results or when informed verbally or in writing including by e-mail or text by a competent military authority of their selection before the selection board results have been made public; an assignment or Force Generation order; when their Unit is on the Army Commitments Programme (ACP) and is within 6 months of deploying or when their Unit receives a 'be prepared to deploy' order.

application is for Early Release PVR. If their application is not for Early Release PVR, a later PVR date may be set that takes into account policy in para 330 of Part 1 of [JSP 534](#).

**7.4.019.** Article 186 [PAW 20](#) makes provision for an officer to be retained in the Regular Army at a time of national emergency. This can be invoked at any time before or after a PVR date has been set by the AEB. Personnel Policy (Army) Pers Pol(A)) will provide the necessary advice to the APC on the application of Article 186 on a case by case basis.

**7.4.020.** The AEB may consider cases of officers who are subject to [AGAI 67](#) administrative action and should normally not set a PVR date to accommodate the completion of the administrative action. Administrative action is not a factor to be considered as a justification for earlier than normal retirement or delay to that retirement. Officers who have retired may subsequently be called upon by the Army Board to resign as a result of administrative action relating to conduct which occurred whilst they were still in the Regular Army.

**7.4.021.** An officer who applies for PVR and is under investigation for an alleged offence or awaiting the disposal of formal disciplinary proceedings, may be retained in the Army up to their full minimum notice period but not beyond. However, the AEB should not normally set a PVR date based solely on the completion of the disciplinary action. The officer is not to have their PVR delayed or refused merely to facilitate disciplinary action. An officer may be charged with a service offence committed whilst they were in the Regular Army up to 6 months from their PVR date. However, the Director of Service Prosecutions (DSP) is able to obtain the consent of the Attorney General to charge beyond this 6-month period in exceptional cases.

### **PVR change of date request**

**7.4.022. Advancement.** Officers wishing to amend their PVR date to one earlier than their original date are to apply using the form at [Annex Q](#). If the new requested leaving date complies with the minimum notice period ([7.4.011](#)) the PVR date change request may be approved by the CM. If the new requested leaving date is less than the required minimum notice period, the request will be considered by the delegated authorities as listed at [Annex B](#). Key facts to be considered and which are to be addressed in the Annex Q include:

- a. The revised date of discharge requested.
- b. The circumstances that have led to the requested change in release date.
- c. Confirmation that the applicant's CoC will accept a gap until the officer's present FAD, should the advance to the release date be agreed.
- d. CM comment on the impact that the advance to release date will have on their ability to fill E1 and E2 liability should the advanced release date be agreed.
- e. Impact on structures, specifically if the officer is employed in a rank/cap badge/specialism which is in deficit or has a niche skill which it is in the interest of the Service to retain.



- f. Whether the officer is not warned off<sup>70</sup> or selected to deploy, or who is already deployed, on operations or standing tasks.
- g. Confirmation that the advanced release date would not result in the non-completion of a RoS or TRoS.

**7.4.023.** A firm offer of civilian employment or training is not sufficient justification on its own but will normally be considered in combination with the factors listed above where the date of the offer is at least 2 months after the date of compliant PVR. This is to maintain the MS binding principle. Every application will be considered on a case by case basis.

**7.4.024.** Applications are to be submitted and moved through the CoC with suitable speed to allow the AEB sufficient time to consider them before the requested leaving date. Delayed applications will result in delayed decisions. Where PVR date amendment is authorised it will normally be granted within 2 months from the date of the request to advance the date of retirement, if fully supported by the CoC. Should the AEB agree to advance a retirement date, the applicant may be required to take a portion of GRT in retirement and forego TL.

**7.4.025. Delay.** Officers wishing to amend their PVR date to one later than their original date are to apply using the form at [Annex Q](#). Delegated authorities are listed at [Annex B](#). Key facts that the decision body will take into consideration and which are to be addressed in the Annex Q include:

- a. Confirmation that the applicant's CoC, and if applicable future CoC, support the application and employment plan as detailed by the CM.
- b. CM are to comment on the impact PVR delay will have on succession planning; impact on any third party who may be affected as a result of the PVR delay; highlight any periods of PID of Multiple Occupancy (PMO); provide an employment plan for the applicant that covers the full period of the PVR delay; impact upon resettlement provision; and, if applicable, how a PVR delay would result in the completion of a RoS or TRoS which has previously been considered.
- c. E1 WF Planners are to comment on the impact on structures, specifically if the officer is employed in a rank/cap badge/specialism which is in excess. A PVR delay may impact upon future promotion and conversion quotas.
- d. The circumstances that have led to the requested change in release date.

**7.4.026.** The timing of a firm offer of civilian employment or training is not sufficient justification on its own to delay retirement yet may be considered in combination with the factors listed above. This is to maintain the MS binding principle. Every application will be considered on a case by case basis.

**7.4.027. Unapproved PVR date change requests.** When a request for date change is not approved the application is closed. Should a decision body not approve an officer's request they will normally state whether they would be prepared to support a different date. Requests for PVR date changes which are denied will be treated in the same

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<sup>70</sup> An officer is considered as 'warned for any assignment' either through written selection board results or when informed verbally or in writing including by e-mail or text by a competent military authority of their selection before the selection board results have been made public, or an assignment order has been issued – 7.4.017

manner as described at [7.5.012](#), with the exception of PVR delay requests which are not subject to 7.5.012a(2).

## Resettlement

**7.4.028.** Officers who give the correct minimum notice for PVR are entitled to resettlement in accordance with [JSP 534](#).

a. Officers permitted to PVR without giving the correct minimum notice, waive their right to certain resettlement provisions, in order to leave the Services early, Para [7.4.005](#) & Para [7.5.008](#) also refers. With the approval of the relevant single Service Director(s) of Education, individuals may transfer entitlement to the Employment Support Programme (ESP) ([JSP 534](#) Part 2 Sect 2.2) and they may access the ESP post-retirement, provided that they have registered for the ESP prior to retirement.

b. **Resettlement.** Officers that qualify for the Core Resettlement Programme (CRP) ([JSP 534](#) Part 2 Sect 2.3) and granted Early Release PVR may not be able to undertake resettlement activities in full whilst in Service and will often be required to forego an element of GRT to enable early release given their exit date has been brought forward. The Officer will retain their entitlement to resettlement post-Service, subject to a PDRA agreed by the SRA. Officers should be advised that if by taking Early Release their service is reduced to less than six years they will not retain their entitlement to the CRP. Officers that qualify for the ESP are not entitled to Graduated Resettlement Time (GRT) or IRTC but are entitled to receive resettlement advice from a SRA and maintain rights, under present regulations, to Standard Learning Credits (SLC) (see [JSP 534](#) Part 1 Sect 2.4 and 3.6).

c. SL who are entitled to access the ESP and who have registered with the CTP may attend the ESP workshop and may also apply to attend Contract Funded (CF) and Non-Contract Funded (NCF) CTP in-house training on a standby basis, using annual or terminal leave, providing places are available. All SL including ESL but only if there is sufficient time before retirement, are also eligible to attend Financial Aspects of Resettlement (FAR) and the Joint Service Housing Advice Office (JSHAO) civilian housing briefings (see [JSP 534](#) Part 1 Sect 2.3 and 2.4) and employment fairs (see [JSP 534](#) Sect 3.3).

<b>Employment Support Programme at a Glance</b>	
Career	Job Finding Service 'Right Job' Access
Time	GRT – no entitlement
Financial support	IRTC – <b>no entitlement</b> GRT Travel warrants – <b>no entitlement</b> Housing Brief and FAR Brief travel warrants – one per event.
Advice	Mandatory SRA briefing. Consultant Interview

Briefs and Workshops	Civilian Housing Brief Employment Support Workshop Financial Aspects of Resettlement Brief (including Pensions). A number of Employment Fairs are also held and SL may attend.
Vocational Training	Access (on a Standby basis) to over 50 Various Resettlement Training Centre Courses
Post-Discharge Support	Access to Right Job and employment support (up to 2 years) RFEA/OA support for life. CST Tracking and Support

**7.4.029.** The PVR date for an officer who is no longer in gainful employment (Para [7.4.016](#)) should be as soon as possible after they have completed their entitled resettlement (untaken GRT and/or TL).

### Leave

**7.4.030.** Although it is a concession at the CO's discretion, TL should normally be granted to Service personnel leaving on PVR, refer to [JSP 760](#), 14.2. This only applies if the correct minimum notice to PVR has been given.

**7.4.031.** At the discretion of the CO, and on the understanding that a replacement will not be brought forward, all outstanding leave, other than Re-Engagement and Relocation Leave, must be taken with TL. However, it is essential that individuals make sure that they do not accumulate too much leave prior to departing the Service as it may not always be possible for units to accede to their request for leave, [JSP 760](#), 14.5 refers. The purpose of Annual Leave (AL) is to allow SP time away from duty and so to return to work refreshed; it is not to provide a terminal benefit, see [JSP 760](#), 1.1. Officers must not delay taking AL in the hope it will be added to their TL.

**7.4.032.** Leave should not be accumulated and is to be managed as directed in the introduction to [JSP 760](#) specifically noting the direction at Chap 1 on untaken annual leave and that leave is granted on a proportionate basis.

**7.4.033.** No officer is to delay taking AL or be granted non-entitled AL to meet a requested leaving date. When an officer has had an application for PVR declined, unpaid leave may not be granted to substitute for this. However, unpaid leave may be granted by COs to relieve immediate hardship when PVR has been applied for and is under consideration, [JSP 760](#), 1.5 refers.

**7.4.034.** The powers of the CO in respect of leave are exercised by the AEB when it sets the PVR date for an officer who is no longer in gainful employment and is being retained for resettlement, see Paragraph [7.4.016](#) and [7.4.024](#). Policy does not routinely allow payment to SP for untaken leave so situations where untaken leave accrued before leaving gainful employment when added to terminal leave would result in a later PVR date are scrutinised by the AEB. Before agreeing what (if any) untaken leave is added to TL the AEB will consider entries of leave on JPA together with preceding operational commitments.

### Officers Applying to PVR who are Serving Outside the UK

**7.4.035.** Officers serving outside of the UK who give at least 15 months' notice to PVR, are not on Loan Service or continued/extended service and will qualify for an AFPS

Immediate Pension (IP) or Early Departure Payment (EDP) may apply to their APC CM to spend their Last 6 Months in UK (L6MUK) in accordance with [AGAI 60 para 60.107](#). However, officers have no entitlement to spend their L6MUK, which will only be granted if there is a suitable vacant post in the UK. Officers granted their L6MUK will normally serve at the location of the vacant post and be required to work when they are not on GRT or entitled leave.

**7.4.036.** Qualifying officers who are not granted their L6MUK may be granted 40 rather than 20 working days TL in accordance with [JSP 760](#), para 14.3. In these circumstances only, an application may be made to Pers Pol (A) to transfer the officer into the resettlement category 6 element of the ReM for their TL only. This ReM PID can be attached to any Army unit in the UK. Non-qualifying officers may only take 20 working days TL and will therefore remain in their overseas PID. Officers serving outside of the UK who are resettling overseas will also remain in their overseas PID whilst on TL.

### **Medical Retirement and PVR**

**7.4.037.** If an officer becomes eligible for a medical retirement after they have applied for PVR, the procedures at Chapter 10 of [AGAI 78](#) are to be followed. Within APC, Occupational Health must liaise with Officers Secretariat. If the AEB has set a PVR date and the medical retirement is to be on a different date, the AEB must be informed so that they can rescind their previous decision. Officers graded medically as permanently unfit for Army service are not normally transferred to the RARO.

**7.4.038-7.4.050.** Reserved

## CHAPTER 7 – EXIT FROM SERVICE

### SECTION 5 – EARLY RELEASE PREMATURE VOLUNTARY RELEASE

#### Introduction

**7.5.001.** Officers have an obligation to serve their minimum notice period<sup>71</sup> and this must always be the officer's expectation when they apply for Premature Voluntary Release (PVR). When officers apply for PVR which does not comply with their minimum notice period it is called Early Release PVR (ER PVR). Officers applying for ER PVR must complete the application form at [Annex Q](#).

#### PVR Application

**7.5.002. Application form (Annex Q).** The application form is to be submitted through the employment CoC as outlined at Annex Q and endorsed appropriately. Part 4 is to be completed by the relevant Career Manager (CM). Part 5 must be completed by the relevant E1 Workforce Planner. The CM is to submit the completed Annex Q to Officers' Secretariat for consideration by the Army Employment Board (AEB). An application must be accompanied by a full explanation allowing the AEB to determine if it warrants ER PVR.

**7.5.003. Timeliness.** Applications are to be submitted and moved up the CoC with suitable speed to allow the AEB sufficient time to consider them before the requested leaving dates. Delayed applications will result in delayed decisions. ER PVR will not normally be granted less than 2 months from the date of application.

#### CoC's responsibility

**7.5.004.** A statement from the CoC (Part 2 to Annex Q) will be required to inform the AEB of any circumstances which would affect the PVR date. If an officer has been warned<sup>72</sup> for a further assignment the CM must also obtain a statement from the officer's new CoC. Employing CsoC must note that should ER PVR be approved the post will be almost certainly gapped until the full minimum notice period has expired. The CoC do not have to support ER PVR.

#### Authority

**7.5.005.** Authority to approve ER PVR lays with the AEB with specified delegated authority stipulated at Annex B. The AEB is empowered to approve, not approve, advance, delay or defer an application for ER PVR and any subsequent retraction. ER PVR cases requiring a decision by the AEB will not normally be heard out of committee.

#### Refusals

**7.5.006.** ER PVR should be refused, or granted later than the requested date, if it would prevent:

- a. The completion of disciplinary action.

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<sup>71</sup> Minimum notice periods are defined at 7.4.011

<sup>72</sup> An officer is considered as 'warned for any assignment' either through written selection board results or when informed verbally or in writing including by e-mail or text by a competent military authority of their selection before the selection board results have been made public, or an assignment order has been issued – 7.4.017

- b. Completion of proceedings in accordance with [AGAI 67](#).
- c. The investigation of a Service Complaint in which the applicant was the respondent.
- d. The completion of a decision on medical retirement.

### Justification for ER PVR

**7.5.007.** The powers of the AEB will be applied in accordance with the Military Secretary's (MS) binding principle: 'The needs of the Army must come first; those of the SP and their family come a close second'. Requests for ER PVR are considered on their individual merits but approval may only be given in exceptional circumstances if one or more of the following conditions are met:

- a. The officer wishes to commission into the RN or RAF or has been accepted on to an FTRS commitment.
- b. Compassionate or welfare reasons are presented which are supported by AWS<sup>73</sup> eg. when the personal circumstances of the applicant make their permanent presence at home essential, which is incompatible with continued service in the Army.
- c. The release of the officer to take up civilian employment is deemed to be in the National Interest (this should be supported by a comprehensive statement from a prospective employer which will allow a proper assessment of the case to be made).
- d. If the officer is Reg C, FC, Reg C(LE) or IRC(LE) and in their last year of service.
- e. Where the CO considers that it is not in the best interests of the Service to retain the officer based on their performance/character.

**7.5.008.** If none of these conditions are met the officer may submit a compliant PVR.

### AEB Consideration of the request

**7.5.009.** The AEB will consider each application where one or more of the exceptional circumstances detailed at para 7.5.007 are met based on evidence presented to it which must include:

- a. The date of the requested ER PVR.
- b. Detail of the exceptional circumstance under which the ER PVR is sought.
- c. The appetite of the COC to accept a gap until the officer's present FAD should the ER PVR be agreed.

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<sup>73</sup> Where an AWS report is not available a statement should be provided by the UWO/UWC supported by a MO where appropriate. Examples of where this may be applicable include, but are not limited to, where the personal circumstances of the applicant make their permanent presence at home essential, which is incompatible with continued service, or where the SP is a victim or alleged victim of unacceptable sexual behaviours and ER is deemed to be in their best interest. Welfare reports must limit themselves to the effect on the individual and why ER is recommended, while leaving out all sensitive details of specific cases. The reports must have their distribution tightly controlled to protect the applicant. Anyone with whom the report is to be shared must be specifically briefed that the disclosure of the identity of an alleged victim of a sexual offence to any member of the public is a criminal offence.

- d. Support or otherwise of the CM that must comment on the impact that ER would have on their ability to fill E1 and E2 Workforce demand.
- e. Impact on structures, specifically if the officer is employed in a rank/cap badge/specialism which is in deficit or has a niche skill which it is in the interest of the Service to retain.
- f. Confirmation that the officer is not warned off or selected to deploy, or who is already deployed, on operations or standing tasks.
- g. Confirmation that the ER PVR will not result in the non-completion of a RoS or TRoS.

**7.5.010.** In considering the case the AEB will apply their military judgement and other factors considered relevant such as the proximity to a compliant minimum notice date. An applicant wishing to leave 2 months after applying for PVR is less likely to be successful than an applicant applying to leave 4 weeks before their full minimum notice date.

### Leave

**7.5.011.** Officers granted Early Release PVR will normally be required to forego any further entitlement that they have to TL and carried forward AL if it has not been accrued as a result of Service and operational commitments in the final 3 years' service. If an officer is seeking to bring forward their retirement date by less than the number of days of untaken TL, provided the application has the support of the CM Branch and CoC, Early Release PVR will normally be approved by exception by SO1 Officers' Secretariat APC without referral to the AEB. Only if the officer does not have enough untaken TL to forego, or if the application is not supported by the CM Branch and/or CoC, will the case be submitted to AEB for consideration.

### Resettlement

**7.5.012.** Officers that qualify for the CRP (JSP 534 Part 2 Sect 2.3) and granted Early Release PVR may not be able to undertake resettlement activities in full whilst in Service and will often be required to forego an element of GRT to enable early release given their exit date has been brought forward<sup>74</sup>. The Officer will retain their entitlement to resettlement post-Service, subject to a PDRA agreed by the SRA. SL on the ESP (JSP 534 Part 2 Sect 2.2) **are not entitled to GRT or IRTC** but are entitled to receive resettlement advice from a SRA and maintain rights, under present regulations, to Standard Learning Credits (SLC) (see [JSP 534](#) Part 1 Sect 2.4 and 3.6). SL who are entitled to access the ESP and who have registered with the CTP may attend the ESP workshop and may also apply to attend CTP in-house training (CF and NCF) on a standby basis, using annual or terminal leave, providing places are available. All SL, including ESL but only if there is sufficient time before their discharge, are also eligible to attend FAR and the JSHAO civilian housing briefings (see [JSP 534](#) Part 1 Sect 2.3 and 2.4) and employment fairs (see [JSP 534](#) Sect 3.3). Officers must be advised by their CoC to make a considered decision, balancing the opportunity for Early Release and the risks of not taking advantage of their full resettlement entitlement.

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<sup>74</sup> Officers seeking early release will normally be authorised to take 1 week's GRT in service for each whole months' notice given so, for example, an officer requesting early release giving 4 months' notice should be authorised to take 4 weeks GRT in service.

## Unapproved ER PVR

**7.5.013.** When a request for ER PVR is not approved the application is closed. Should the AEB not approve an officer's request for ER PVR, the AEB will normally state whether it would be prepared to support a different ER PVR date which uses the initial JPA Early Termination submission date to calculate the minimum notice period defined at 7.4.011, this may include support of a compliant PVR. In such circumstances:

a. Up to and including 30 calendar days of being notified of the AEB's decision the officer may:

(1) Reinitiate the JPA Early Termination process giving the date stated by the AEB as their requested PVR date. It will be considered as an ER PVR, however provided that there have been no significant changes in circumstances since the AEB's decision the PVR date will normally be authorised as a compliant PVR (see [Annex B](#)).

(2) Reinitiate the JPA Early Termination process giving a date later than the one stated by the AEB but before the minimum notice period (as detailed at 7.4.011) as their requested PVR date. It will be considered as an ER PVR, however provided that there have been no significant changes in circumstances since the AEB's decision the PVR date will normally be authorised as a compliant PVR (see Annex B).

(3) Reinitiate the JPA Early Termination process providing a date which complies with Chapter 7, Section 4, noting minimum notice periods as detailed at paragraph 7.4.011 (a compliant PVR).

b. After 30 calendar days of being notified of the AEB's decision the officer may start a new JPA Early Termination process, be that a PVR which conforms to 7.4.011 or a new ER PVR. In these cases the JPA Early Termination process will be considered to have re-started. The new submission date will form the start point from which minimum notice periods will be calculated.

c. If the AEB is not prepared to support an ER PVR or offer a different ER PVR date the application will be closed. The officer may:

(1) Submit an appeal in accordance with the Army Employment Appeals Board (AEAB) Terms of Reference as at [Annex G](#). The AEB and the AEAB may use the initial JPA Early Termination submission date as a basis of all calculations if required.

(2) Submit a new JPA Early Termination and/or ER PVR application.

**7.5.014 –7.5.050.** Reserved.





**PART 2 – CHAPTER 1 – ARMY RESERVE COMMISSIONING REGULATIONS****SECTION 1 – OFFICERS TERMS OF SERVICE****Commissions**

**1.1.001.** Candidates selected for appointment as officers in the Army Reserve will be granted commissions in His Majesty's Land Forces (LF) unless already in possession of such a commission and will be granted such rank and seniority as may be determined and notified in the London Gazette.

**1.1.002.** On being commissioned, officers are assigned to the appropriate Corps or Regiment, or to the General List. For appointments of officers to the Officers Training Corps, refer to paragraphs [2.2.077-078](#).

**Commissioning Routes**

**1.1.003.** There are two routes to a commission in the Army Reserve:

- a. **Direct Entry (DE).** For candidates with no previous military service and candidates with previous service up to and including the rank of Cpl
- b. **Senior Soldier Entry (SSE).** For candidates with previous Regular or Reserve service in the substantive rank of Sgt and above. Eligibility criteria and process are within [chapter 2 section 6](#).

**Dual Army Reserve and Cadet Force Appointments**

**1.1.004.** Officers may hold commissioned appointments in both the Army Reserve, a Land Force Commission and either the CCF or the ACF, Cadet Force Commission at the same time. Army Reserve duties take precedence over Cadet Force duties.

**Army Reserve Group B Officers**

**1.1.005.** The instructions contained in these regulations apply equally to Army Reserve Group B officers except where such instructions are overruled by the instructions within [Chapter 2 Section 3](#).

**Army Reserve Group C Officers**

**1.1.006.** The instructions contained in these regulations apply equally to Army Reserve Group C officers except where such instructions are overruled by the instructions within Chapter 2 Section 4.

**Army Reserve Group D Officers**

**1.1.007.** The instructions contained in these regulations apply equally to Army Reserve Group D officers except where such instructions are overruled by the instructions within [chapter 2 section 5](#).

**Provost Vetting**

**1.1.008. Provost Vetting.** Service within the Royal Military Police and Military Provost Staff is subject to police and/or specific custodial vetting. All offers of potential employment in Provost are provisional pending the successful passing and retention of vetting during the commissioning course. These standards reflect Home Office counterparts with periodic reassessment (including upon change of role and/or investigation for alleged disciplinary/criminal offences). This applies to all forms of commissioning and transfers in this section. Full details can be found within the Provost Vetting Policy held by HQ Provost Marshal (Army).

**1.1.009 – 1.1.050.** Reserved.

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**PART 2 – CHAPTER 1 – ARMY RESERVE COMMISSIONING REGULATIONS****SECTION 2 – AGE LIMITS****Entry Ages****1.2.001. Maximum Age.**

- a. The upper age limit for appointment to DE commissions on entry to RMAS on Module C of Commission Course (Short) (CC(S)) is the day before the candidate's 50th birthday.
- b. Candidates who have previously held a commission in the Regular or Reserve Forces of the Crown or the Commonwealth may be considered on a case-by-case basis by the relevant A&SD and authorised by Head Per Pol (Army) up to the day before their 57th birthday in order for a 3-year assignment to be completed.
- c. The upper age limit for Specialist Commissioning is the day before the candidate's 55th birthday.
- d. The upper age limit for a soldier commissioning through the Senior Soldier Entry (SSE) process is the day before an applicant's 50th birthday for attendance at **SSEA**.

**1.2.002. Minimum Age.** The minimum age for commission is 18 years (21 years for QARANC).

**Normal Retirement Age (NRA)**

**1.2.003.** The NRA for Army Reserve officers is age 60 years. Extensions of service beyond NRA are normally only granted by exception where there is a defined service need, for a unit to conduct succession planning and no other officer is available. Extensions will normally be granted for one year only unless in exceptional circumstances, but not for more than a total of 36 months.<sup>75</sup> Officers who are authorised an OAE must be in their substantive rank within current PID within their unit, they cannot promote and cannot move to another unit. Officers are to be considered ineligible to be mobilised or otherwise deployed to any operational theatre whilst serving on an OAE. Exceptional circumstances to mobilise with an OAE will be considered by SO1 WF Pol where the individual holds niche skills, knowledge and experience that are deemed in the overriding interest of the Service and/or operational output. In accordance with RLFR Pt 1 Ch 1, Sect 3, para 01.01.045, a separate application outlining the justification must be made by the LOC to SO1 WF Pol for authority. Officers approaching NRA should not be mobilised if the mobilisation period will either go to the date of NRA or beyond, unless specific authority has been sought from Pers Pol for an OAE prior to the individual being nominated for the mobilisation. 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 officer's EED. The application must be with WF Plans not less than 3 months before the officer's EED. Units should utilise the Data Quality MISR330001 on the JPA Dashboard to monitor OAEs. Applications using a [AFE 20038B](#), for service beyond NRA are made through APC to Pers Policy (A). The following actions are to be taken:

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<sup>75</sup> RACHD may extend on an annual basis up to a maximum of age 65 with the submission of AFE 20038B.

- a. The APC are to check for PID Multiple Occupancy and that the officer is occupying an Active List appointment in the officer's current substantive rank. If they support the application it is to be forwarded to WF Plans, if not supported APC have the authority to reject the application without reference to WF Pol and return it to the Unit.
- b. WF Plans will check that there is sufficient structural liability to sustain the extension without affecting other officers. 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 WF Plans, WF Pol will make the final decision.
- c. WF Pol will ensure that if the officer'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 PPMIS library. If the officer is MFD, a self-declaration on the [AFE 20038B](#) is required, declaring their medical state. If this information is not available the request will not be supported. Once the request is supported by WF Pol, Career Managers will amend the officer's EED and Future Availability Date (FAD).

**1.2.004. FTRS(HC/LC)(RSG).** The NRA for officers employed on FTRS (HC/LC)(RSG) is 65.

**1.2.005 – 1.2.050.** Reserved.

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**PART 2 – CHAPTER 2 – COMMISSIONING****SECTION 1 – ELIGIBILITY AND TRAINING****Eligibility**

**2.1.001. Nationality.** Candidates must hold either:

- a. **United Kingdom or Irish Citizenship.** A UK citizen includes a British dependant territories citizen, a British overseas citizen or a British subject under the British Nationality Act 1981, or:
- b. Commonwealth Citizenship and have Indefinite Leave to Remain (ILR) or Enter (ILE) (called “Settlement”) in the UK at the time of application to join, or:
- c. A foreign nationality provided that they have had at least 4 years’ reckonable service in the Regular Army and has ILR/ILE. Pers Policy (A) is the authority to waive these criteria in exceptional circumstances.

**2.1.002. Age.** [Chapter 1 section 2 refers.](#)

**2.1.003. Education.** Educational standards for Commissioning are laid down in Army Commissioning Regulations [Annex I](#). Certain Arms and Services require additional or specific qualifications as shown within [chapter 2 section 2](#). SSE officer requirements are within [chapter 2 section 6](#).

**2.1.004. Medical.** Candidates must meet the medical standards laid down in [AGAI 78](#) (AC 13371) Army Medical Employment Policy.

**2.1.005. Limited Eligibility.**

- a. **Civil Servants.** Members of the Foreign Service and Home Civil Service serving in the Foreign Office must produce a certificate showing the probable duration of their appointment in the United Kingdom, which should be at least 1 year.
- b. **Merchant Navy.** Members of the Merchant Navy may only be considered for a commission if the unit is satisfied that they can reasonably fulfil their training liabilities and be available for mobilisation.

**Transfers**

**2.1.006. Regular Army Officers.** The application process for Regular Army officers wishing to transfer to the Army Reserve is within [section 6](#), Chapter 6 of Part 1.

**2.1.007. RN/RM/RAF Officers.** Regular and Reserve RN/RM/RAF SP must provide a statement from their service giving permission to resign their commission in order to take up a LF commission in the Army Reserve. The applicant should also provide service documentation to enable the appropriate seniority to be awarded. AEB will determine the requirements to attend AOSB and RMAS.

**2.1.008. Gp B to Gp A Commission.** All Gp B officers must go through the full Army Reserve commissioning process.



**2.1.009. Gp D to Gp A Commission.** Gp D officers wishing to transfer to Gp A ToS must meet the minimum medical standards required to hold a Gp A commission and go through or have completed the full Army Reserve commissioning process.

**2.1.010. ACF/CCF Officers.** All ACF/CCF officers must go through the full Army Reserve commissioning process.

**2.1.011. Regular Reserve Officers.** Officers in the Regular Reserve may apply for a commissioned appointment in the Army Reserve in their substantive Rank. Officers who transfer from the Regular Reserves should serve in the Army Reserve for at least the residual period of their Regular Reserve liability. If they leave before their Regular Reserve liability is spent, they must transfer back to the Regular Reserve.

### Ineligibility

**2.1.012.** Applicants who were discharged from the Regular Army under QR(Army) paras 9.396 (Having been Sentenced by a Court Martial to Dismissal from His Majesty's Service) or 9.397 (Having been Sentenced by Court Martial to Dismissal with Disgrace from His Majesty's Service) are not eligible to join the Army Reserve until their sentence is considered 'spent' pursuant to the [Rehabilitation of Offenders Act 1974](#), [2014DIN01-216](#) refers. Applicants who were discharged from the Regular Army under [QR\(Army\)](#) paras 9.404 (Gross Misconduct) or 9.405 (Retention Undesirable in the Interests of the Service), in circumstances where a conviction for a criminal offence or a service disciplinary offence by either a civilian court or a Service Court was the sole basis for their administrative discharge, are likewise not eligible to join the Army Reserve until that sentence is spent. The eligibility of applicants who were discharged from the Regular Army under QR(Army) paras 9.404 or 9.405 for reasons unconnected, or only partially connected, to a conviction should be assessed on a case-by-case basis.

**2.1.013.** Officers who are to leave or have left the Regular Army under Articles 193, 194, 195, 196 or 197 of the Promotions and Appointments Warrant 2009 ([PAW 20](#)) are not eligible to join the Army Reserve. Those leaving under 199f PAW20 may be considered on a case by case basis.

### Recommendations

**2.1.014.** COs are responsible for recommending candidates for commissioning within or transfer to their own unit.

### Officer Cadet Status

**2.1.015.** Officer cadet status is only granted under the following circumstances:

- a. Candidates who have passed an AOSB Selection Board.
- b. Candidates who hold an acceptable degree or other qualification appropriate to their future employment in a particular arm or service. Approved qualifications are at set out in [chapter 2 section 2](#).
- c. Members of UOTCs.

## Officer Cadets Army Reserve Commissioning Course

**2.1.016. Commissioning Course Reports.** Reports are to be sent direct to units concerned by RMAS.

**2.1.017. Failure on the Course.** Commandant RMAS may decline to recommend an officer cadet for a commission. In such cases the commandant may recommend outright rejection or a second attempt at the course after not less than 12 months.

**2.1.018. Second Attempts.** Officer cadets are eligible for a second attempt provided that they first undergo a further period of annual training and are recommended by their CO.

**2.1.019. Appeals against Rejection.** In the case of outright rejection of an officer under paragraph 2.1.016 above their CO may submit an appeal to the 2\* HQ for onward transmission, if approved, to Army HQ. Should the appeal be upheld the officer cadet is required to attend a further course after an interval of no less than 12 months.

### **2.1.020. Right of Discharge.**

a. Reservists who enlisted with the express purpose of obtaining a commission and who are found unsuitable at any time while serving as an officer cadet have the right of discharge [RLFR Pt1, Ch9, Sect 1](#) refers. They are to be asked, if rejected for a commission, if they wish to exercise this right. If they do not wish to exercise this right they may continue in Army Reserve service as an OR, but not as an officer cadet.

b. All other candidates who are rejected for commissions may choose to continue serving on their current engagement or apply for discharge

**2.1.021. Continuation of Service.** SPs who do not commission should be encouraged to remain in service as ORs. Soldiers who previously held a post in the Army Reserve or Regular Army may return to their previous trade and rank. COs of Army Reserve units may classify OCdts as soldiers in the Army Reserve under the rules at [RLFR Pt1, Ch9, Sect1](#).

**2.1.022. Termination of an appointment to a commission on probation.** Army Reserve officers who fail to successfully complete Module D within 12 months of commissioning will have their commission terminated by the AEB. In conjunction with RMAS, APC Career Managers will be responsible for compiling the case file for the AEB, through Officers' Secretariat. Officers who have their commission terminated by the AEB may, with Commanding Officer endorsement, reapply for a place on Module C. This will restart the centralised training element of the Army Reserve commissioning pipeline.

**2.1.023. Deferral of Module D.** In exceptional circumstances, officers may defer Module D beyond 12 months from commissioning. Approval for deferring for a maximum of a further 12 months lies with the Formation Commander, in consultation with RMAS. All requests to defer beyond 24 months will be considered by the WF Pol.

## Training on Commissioning

**2.1.024. Newly Commissioned Officers.** On completion of the ResCC/CC(S), officers are considered trained to a standard where the officer is able to meet the basic demands of a first appointment. Whilst appointed to a commission on probation, the officer has not



**PART 2 – CHAPTER 2 – COMMISSIONING****SECTION 2 – SPECIAL TERMS OF SERVICE APPLICABLE TO OFFICERS OF CERTAIN ARMS****Royal Engineers**

**2.2.001.** Candidates for first appointment should have either:

- a. Previous full-time service as an officer in the same branch of RE (Mainstream RE Officer; Infrastructure officer (Professionally Qualified Engineer or Garrison Engineer) or Geographic Officer). Or:
- b. Obtained a pass grade at 'O' level, GCE/GCSE or equivalent in five subjects including mathematics and English language.

**2.2.002. Specialists.**

- a. **Infrastructure.** Those seeking appointment as Infrastructure specialists should demonstrate appropriate technical engineer qualifications and experience.
- b. **Geographic.** Those seeking appointment as Geographic specialists should demonstrate suitable experience or qualifications in geographical, imagery, data management, surveying or other related disciplines.

**2.2.003.** Regimental Headquarters Royal Engineers will provide further advice. All applicants must be approved by the designated RE representative.

**Royal Signals**

**2.2.004.** Candidates for first appointment should have the following qualifications:

- a. Officers, other than SSE:
  - (1) Previous full time service as an officer in the R SIGNALS; or
  - (2) Service as a soldier in R SIGNALS (AER, Army Reserve or TAVR) with qualifications in an appropriate R SIGNALS trade; or
  - (3) GCE/GCSE at 'O' level with pass grades in five subjects including mathematics and physics; or an equivalent examination.
- b. SSE officers should meet the qualifications contained within the job specification for the appointment to which they are being assigned. This may include the need to have held appointments in the relevant area of expertise within R SIGNALS in the Regular Army, AER, Army Reserve or TAVR.

**Infantry**

**2.2.005. Parachute Regiment.** The upper age limit for civilian recruitment into the Parachute Regiment is the day before the candidate's 38th birthday.

## Parachute Regiment, Parachute Roled Units and Appointments

**2.2.006.** Officers joining the Parachute Regiment, other parachute role units or appointments are to agree to accept parachute liabilities. When an officer volunteers for parachute duties, they are to sign the following certificate:

“I understand that, once having qualified as a parachutist and while serving in an Army Reserve airborne unit or parachute roled appointment, I can be ordered to make a parachute descent at any time or place as part of my normal military training in the Army Reserve subject to medical fitness at the time.”

**2.2.007.** One copy of this certificate will be sent to APC CM Ops and a copy retained in the officer's unit. Every officer volunteering for parachute duties is required to sign the certificate whether or not they have signed a similar certificate in respect of their previous service. An applicant for a commission is to sign at the time of application for the commission.

**2.2.008.** An officer who has qualified as a parachutist may be ordered to make a parachute descent at any time or place as part of their military training in the Army Reserve whilst in receipt of parachute pay, subject to being medically fit at the time. Refer to [RLFR 01.02.019](#).

**2.2.009.** An officer who has qualified as a parachutist may have their parachute tour continued for as long as they remain in an Army Reserve airborne unit or fills a parachute roled appointment.

**2.2.0010.** An officer who is undergoing parachute training or is a qualified parachutist and is serving in an airborne unit or filling a parachute roled appointment, is entitled to parachute pay subject to remaining in role.

## Army Air Corps

**2.2.011. Aircrew.** SP applying for aircrew posts must previously have qualified as military pilots. HQ AAC is responsible for ensuring that candidates for reservist aircrew positions are suitably qualified, experienced and medically fit prior to referring the applicant to APC Cbt Sp AAC Offrs/Sldrs.

## Royal Army Chaplains Department

**2.2.012. Organisation.** The RACHD (R) is organised in two sections:

a. **Group A.** Chaplains' authorised in the relevant Reserve Army Liability Plan (ResALP) serving in peace time for duty within the Army Reserve and having a limited call-out liability. Each chaplain is to be noted for attachment to a specific Army Reserve unit and may also be detailed to minister to other units as necessary. When called out, Group A chaplains may be attached as required to any unit or formation, Regular or Army Reserve, not necessarily that to which they are attached in peace time.

b. **Cadet Force Commission.** All chaplains serving with the Army Cadet Force (ACF) holding a Cadet Force Commission. These chaplains are to be governed by the provisions of ACF regulations and will have no call-out liability.

**2.2.013. Commission and Engagement Length.** Chaplains who join the RACHD (R) will serve on a specific Chaplain General's RACHD Commission. RACHD (R) chaplains are commissioned from their first day of service which will normally be served by attendance at the Armed Forces Chaplaincy Centre. Following completion of a mandatory probationary period of three years all Chaplains will have an engagement length which extends to NRA (60 years).

**2.2.014. Extensions.** Exceptionally, in the interests of the service and where a vacancy exists individuals may be extended on an annual basis up to a maximum age of 65 years on the authority of Head of Personal Policy (Army), para [6.1.007](#) refers.

**2.2.015. Qualifications on Appointment.** Candidates for commissioned appointments in the RACHD are to be ordained or accredited clergy of a recognized Sending Church or Endorsing Authority and are to have the permission of their respective authorities to undertake the liability for service involved. Applications for commissioned appointments are to be handled in accordance with the selection procedure laid down in [chapter 2 section 1](#).

**2.2.016. Rank on first appointment.**

- a. First appointment as Unit Chaplain is to be made in the rank of Chaplain to the Forces Class 4 (CF4). This rank is equivalent to OF2.
- b. A Chaplain with previous Regular service who cannot be accepted in their substantive rank may be accepted in a lower rank.

**2.2.017. Promotion.** Promotions within the RACHD up to Chaplain to the Forces Class 2 (CF2) rank are considered and authorised by the RACHD Career Review Board (CRB) chaired by the Deputy Chaplain General. Chaplains are eligible for promotion as follows:

- a. To Chaplain to the Forces Class 3 (CF3), which is equivalent to OF3 if they have:
  - (1) Successfully completed their initial 3-year probationary period, and:
  - (2) Accumulated 5 years' service as a CF4, and:
  - (3) Graded above the quality line for promotion, and:
  - (4) A recommendation for promotion in the current appraisal report, and:
  - (5) There is a vacancy within the establishment (note most unit chaplain posts are rank ranged CF4 - 3).
- b. To Chaplain to the Forces Class 2 (CF2), which is equivalent to OF4, if they have:
  - (1) Accumulated 5 years' service as CF3, and:
  - (2) Graded above the quality line for promotion, and:
  - (3) A recommendation for promotion in the most recent annual report, and:
  - (4) There is a vacancy within the establishment, and:

- (5) More than 2 years to serve to EED, on assumption of the appointment.

**2.2.018. Attachment to ARRG.** Chaplains' may apply for transfer to the ARRG under the conditions applicable to other Army Reserve officers.

### **Army Medical Services (AMS) Reserve**

#### **2.2.019. Enlistment.**

- a. Candidates who are professionally qualified and working full or part time in their respective specialty are eligible to apply for a commission in the AMS Reserve where Workforce Requirement (WR) for that specialty exists. Acceptance into the AMS Reserve will depend on service requirement and selection at an AMS Reserve Arms Selection Board (ASB).
- b. Professionally Qualified Officers (PQOs) are to be enlisted into a unit with WR for the specialty for which they are qualified or will qualify in.<sup>76</sup> If all suitable positions within an AMS Reserve unit are filled, or WR exists elsewhere to the selected unit, the AMS Global Workforce Process should be followed.
- c. All personnel who wish to serve in the AMS Reserve either as a PQO or Medical Support Officer (MSO) are required to submit a Curriculum Vitae (CV) for employment suitability assessment at an AMS Reserve WR Assessment Board. This includes all Regular to Reserve transfer applicants, those wishing to re-join, University Officer Training Corps (UOTC) applicants, inter-capbadge transfer<sup>77</sup> and new candidates without prior military service. All CVs should be submitted to [ArmyHQiHub-AMS-Res-GpMailbox@mod.gov.uk](mailto:ArmyHQiHub-AMS-Res-GpMailbox@mod.gov.uk). Successful selection at the WR Assessment Board is required to enable continuation of the recruitment process.
- d. Candidates with previous regular service may be appointed in their substantive rank if a vacancy exists and they are successful at board.
- e. Undergraduates and medical trainees who are not in GP training or are below ST3 may apply for a commission in the AMS Reserve only in a non-PQO role as an MSO. If accepted, these personnel will follow the commissioning procedures for DE officers covered in the Main body of these regulations. These SP will be on DE Terms of Service (TOS) and will complete the necessary educational requirements for non-PQO personnel.
- f. Personnel who wish to transfer from DE TOS to PQO TOS are required to submit a CV as per par 2.2.019 c for assessment at an AMS Reserve WR Assessment Board. If successful, the SP will attend AMS Reserve ASB. Antedate seniority will be assessed as per para 2.2.024.
- g. Regular PQO's (OF2-OF4) who would like to join the AMS Reserve on completion of Regular service are required to submit the documents listed below to the AMS Capbadge lead in Pers Strat. Acceptance into the Army Reserve is dependent on vacancy and selection at a board. Medical Officer (MO) trainees who wish to transfer must have a National Training Number (NTN) and be a minimum of ST3 or a GP trainee. If no vacancy exists or the SP is unsuccessful at board, the SP may apply to join ARRG 2.

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<sup>76</sup> MO trainee only at ST3 or above.

<sup>77</sup> Includes those who wish to transfer from MSO to PQO TOS.

- (1) A Posting Preference Form.
- (2) AFE 20063 Application to Join the Army Reserve Reinforcement Group (ARRG).
- (3) The Digital Transfer will replace [AFE 7547A](#) for OR2 to OF2 and [AFE 7547B](#) for OF3. Those without access to the Digital Transfer app should continue using the previous form.
- (4) Military CV.

### **2.2.020. Commissioning Procedures.**

- a. All potential PQOs will attend Main Board (Short) (MB(S)) at the AOSB Westbury. Only those who are already qualified as a PQO are eligible to attend MB(S). Loading to MB(S) will be carried out in accordance with WR and service need.
- b. Following either MB or MB(S), all candidates are required to attend an AMS Reserve Arms Selection Board (ASB) managed by AMS HQ Reserves. AMS Reserve ASBs will usually be held monthly and will be in the form of face-to-face interview.<sup>78</sup>
- c. Until confirmation of AMS Reserve ASB selection, units must not enter potential PQO data into JPA.
- d. Potential AMS PQOs will attend Commissioning Course (Short) (CC(S)) at the Royal Military Academy Sandhurst (RMAS). CC(S) consists of two 2-week modules (Module A and Module B). Module A may be carried out at an OTC over 7 weekends. Module B is always at RMAS. PQOs are not commissioned until completion and passing of Module B.<sup>79</sup> As the Reserve PQO Module B is abridged additional training may be required in the event of transfer to Regular Service.

**2.2.021. Registration and Revalidation.** All PQO personnel must maintain regulatory body professional registration and comply with all revalidation requirements. JSP 950 Medical Policy refers.<sup>80</sup> Retention of commission is based on WR, maintenance of professional registration and compliance with ACSO 3365 requirements for Continued Clinical Exposure (CCE). Evidence of professional registration and revalidation must be maintained at unit level and reviewed annually. Any officer who fails to maintain their professional registration and complete the CCE requirements for their specialty are required to apply to transfer to a non-PQO role if available and suitable for the role, or apply to transfer to ARRG 4, or resign or retire their commission. MOs registered with the General Medical Council (GMC) but without a Licence to Practice (LtP) are no longer entitled to receive Accredited Consultant or Accredited GMP rates of pay. Any MO who relinquishes or loses their LtP must inform their CoC immediately and the appropriate JPA action taken. MOs without a LtP are no longer eligible to fill a clinical appointment. JPA Defence Medical Services (DMS) speciality and associated fields must be completed and maintained as part of the process to provide assurance that all personnel remain clinically current and deployable. All changes must be recorded as a minimum quarterly.

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<sup>78</sup> Face to face interview may be conducted by virtual means.

<sup>79</sup> Date of commission is the day following the last day of CC(S) Module B.

<sup>80</sup> [JSP 950](#) Leaflet 10-2-1 (v2.3 Jun 21).



**2.2.022. Enlistment Rank.** All Army Reserve PQOs will be enlisted as an OCdt and will be placed on the level OF1-1 of the pay spine applicable to their profession until the completion of Module B at RMAS. At this point the cadets will be commissioned on probation in a rank with appropriate antedate seniority awarded if applicable. Remuneration policy is at JSP754. The officer's initial appointment will be identified during the recruitment process (CV WR assurance board and AMS Reserve ASB) and this will be reconfirmed at the Antedate Seniority board.

**2.2.023. Engagement Length.** All non-trainee<sup>81</sup> PQOs will be appointed to an initial 6 year commission the first year of which will be on probation. On completion of the Entry Officers Course (EOC) these officers may have their engagement extended to their Normal Retirement Age (NRA). It should be noted that:

- a. MO trainees who are not on the General Medical Council (GMC) Specialist register or General Practitioner (GP) register will initially be granted a 6-year engagement. Engagements may be extended on a case by case basis, up to a maximum of 24 months, depending on the individual circumstances which prevented achievement of Certificate of Completion of Training (CCT) during this initial 6-year engagement. A current speciality National Training Number<sup>82</sup> (NTN), projected CCT date and a recommendation for continuation in the AMS Reserve in the current reporting years Annual Appraisal (AR) are required before any extension to the engagement may be granted by HQ AMS Reserves.<sup>83</sup> Personnel who fail to meet the requirements above will not have their engagement renewed and their Reserve service would be terminated.
- b. Officers for whom there is no WR may apply to move to ARRG 4 or transfer to a non-medical role if WR is available moving to the OF Main pay spine. If no further employment can be foreseen they may be required to resign or retire their commission.

**2.2.024. Antedated Seniority.** Relevant civilian experience may be considered for award of antedate-seniority. An Antedate-Seniority Board will be held immediately prior to each CC(S) Module B to determine a SPs appropriate antedate-seniority award and pay level on commission. Results of the board will be released prior to the end of the CC(S) Mod B to both individual and sponsor unit. Transfer applications will also be assessed at these boards. Antedate-seniority is calculated against civilian full-time working hours (37.5/week). The table below provides detail for each AMS PQO. For the purposes of part time working this is expressed as a percentage using 37.5 hours as a baseline for whole time working (e.g. if an applicant worked part time at 24 hours/week for x 12 months, this would equate to 64% of 12 months = 7.68 months).

Topic	Doctors (pre CT1/ST1 trg)	Doctors (specialist trg + CCT)	Dentists	Nurses	AHPs	Vets	Non-PQO
Antedate seniority for previous civilian employment	None	100% post CCT; 75% within specialist trg;	100% as IP; 75% within trg; 50% other dental trg.	Pay and seniority 100% first 2 years then 50%	Pay and seniority = 100% post-reg, up to max	No seniority for rank. Pay only. 100%	Pay and seniority = up to 2 years for

<sup>81</sup> Non-trainee personnel are those on one of the following registers: the GMC Specialist register, the GMC GP register, the NMC register, the HCPC register, the General Pharmaceutical Council register, the Royal College of Veterinary Surgeons register and either Environmental Health Registration Board (EHRB) or the Chartered Institute of Environmental Health (CIEH) (note latter only applicable from June 2020).

<sup>82</sup> Must be minimum GP trainee or minimum ST3 (not FY1 or FY2).

<sup>83</sup> Email request to [ArmyHQiHub-AMS-Res-GpMailbox@mod.gov.uk](mailto:ArmyHQiHub-AMS-Res-GpMailbox@mod.gov.uk) with relevant information required.

		50% other medical trg. Rank = maximum 13 years. Pay = no limit.	Rank = up to 3 years. Pay = no limit.	for next 6 years (maximum 5 years).	5yrs	post-reg, up to maximum 4 years.	soldier service.
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**2.2.025. Career Management (CM) and Promotion of AMS PQOs.** Responsibility for the CM of all junior Captains and below lies with the CO of the employing unit. All senior Captains (defined as those SP with 5 ARs in the substantive rank of Capt) and above are career managed at APC. Officers must have an up to date recommendation to be considered for promotion (see para 3.1.005). Selections for promotion to Captain may be made at unit level boards, but selections for promotion to major and above will be made at APC boards. In all cases the officer must score above the quality line. It should also be noted that:

- a. All officers are to complete the EOC as soon as possible within the initial 6-year engagement period following commission.<sup>84</sup>
- b. All officers must submit an Assignment Preference Proforma (APP) to be considered for selection or extension in an appointment, whether on promotion or not. This must be accompanied with an in-date military CV.
- c. All officers seeking promotion must complete the requisite education and training requirements as detailed in the CM Handbook and/or OCDH.
- d. Less those on time promotion, all PQOs will promote into established WR vacancy only and will be selected and appointed on an appropriate board.
- e. In addition to cap-badge specific promotion rules, all personnel require an in date enhanced criminal records check from the region they live and work in.<sup>85</sup> RAVC officers do not require a DBS check unless their post requires it.
- f. AMS Reserve Officers are not entitled to assistance with examination fees or funding towards any civilian training requirements necessary for their chosen profession. Only courses on the AMS Reserve Statement of Training Tasks (External) (SOTT(E)) are funded.

**2.2.026. Command and Staff (C&S).** Eligible PQOs may apply for C&S OF4 and OF5 positions at E1 or E2. PQOs will be graded along with all other eligible officers and will follow the promotion rules at Chap 3 Sect 1.

### **Royal Army Medical Corps (RAMC) Medical Officers**

**2.2.027. Rank on Commissioning.** Medical specialty trainees will commission as substantive Capt (OF2) with appropriate antedate seniority awarded. The maximum rank on commissioning for Medical Officers who are fully qualified independent practitioners as a GP or SHC Consultant who have no previous military service is substantive Capt with the grant of Acting Major.

<sup>84</sup> Priority for EOC will be given to SP who are non-trainee. Those who commissioned prior to Jan 17 will have a promotion waiver for the EOC completion requirement.

<sup>85</sup> Disclosure and Barring Service in England and Wales, Disclosure Scotland and Access NI.

**2.2.028. Accreditation.**

- a. **General Medical Practitioner (GMP).** MOs entering General Practice gain GMP Accreditation on receipt of a Certificate of Completion of Training (CCT). When CCT as a GP has been achieved and Basic Training is completed, the officer should be moved to the Accredited GMP pay spine.
- b. **Secondary Health Care (SHC).** Reserve Medical Officers who are on the GMC specialist register are to apply for Military Accreditation as a Reserve Consultant. SHC MO's will remain on the non-Accredited (N/A) pay spine until formal boarding and selection as a Military Accredited Consultant in a WR specialty has been achieved. Officers on the GMC Specialist register through their civilian employment may be employed in their consultant role in accordance with their scope of practice whether they are accredited as a Reserve Consultant or not.

**2.2.029. Medical Trainees.** The number of non-accredited consultant and non-accredited GMPs that can be held on strength in training PIDs is not to exceed the deficit of qualified and accredited MOs against WR. Medical specialty trainees may step out of GMC recognised training in order to gain further experience or qualifications during their chosen training pathway to CCT. All MOs who are without an approved specialty NTN have a maximum of 24 months to secure or return to GMC recognised training<sup>86</sup>, in a specialty for which the AMS Reserve has WR. MOs who fail to return to an approved training pathway and are without a NTN for 2 years must usually resign or retire their commission<sup>87</sup> or apply to transfer to a non-medical role (moving to the OF Main pay spine) if WR is available or move to ARRG 4. Currently serving OF2 MO speciality trainees who CCT will promote to Acting OF3 effective from date of CCT and subject to AR recommendation.

**2.2.030. Currently Serving Medical Undergraduates.** Currently serving medical undergraduates are to promote to Lieutenant (OF Main Pay spine) on provisional registration with the GMC and be placed in an Initial Trade Training PID. On the date of full registration with the GMC, medical officers are to be transferred to a medical commission (MDOC) and promote to Capt (OF2 MODO non-accredited pay spine). They should then be held in a Subsequent Trade Training PID until they CCT unless appointed in a non-medical role. Currently serving medical undergraduates who CCT will promote to Acting OF3.

**2.2.031. Promotion.** The minimum criteria to promote are below, further detail is in the Career Management Handbook.

- a. **Major.** Promotion to substantive Maj will be dependent on:
  - (1) Successful completion of EOC.
  - (2) Successful completion of MK JOTAC and MK ICSC(LR).
  - (3) CCT in a SHC specialty for which there is WR or as a GMP.
- b. **Lt Col (General Medical Practitioner).** Promotion to substantive Lieutenant Colonel will be dependent on:

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<sup>86</sup> This refers to all MO trainees (currently serving and newly commissioned).

<sup>87</sup> Under the authority of Article 190 PAW 20.

- (1) 5 ARs as substantive major.
- (2) More than 3 years to serve to NRA on assumption of the appointment.
- (3) Successful completion of MK JOTAC and MK ICSC(LR).

c. **Lt Col SHC Consultants including Occupational Medicine and Health consultants.** Promotion to substantive Lt Col will be dependent on:

- (1) 5 ARs as substantive major<sup>88</sup>.
- (2) More than 3 years to serve to NRA on assumption of the appointment.
- (3) Military accreditation as a Consultant in the AMS Reserve.
- (4) Successful completion of MK JOTAC and MK ICSC(LR).

d. **Col (OF4-5) SHC and GP.** Suitably qualified MOs are eligible to apply for promotion to clinical OF 5 positions. Promotion to substantive Col will be dependent on:

- (1) 5 ARs as a substantive Lieutenant Colonel, paragraph [4.3.002.e](#) refers.
- (2) More than 3 years to serve to NRA on assumption of the appointment

e. **Col (C&S).** See para 2.2.026.

### **RAMC Allied Health Professionals (AHP) Officers**

**2.2.032. Rank on commissioning.** Radiographers, pharmacists, physiotherapists and Environmental Health Officers (EHO) will commission in the rank of 2Lt plus antedated seniority and so could be appointed in the rank of Capt.

**2.2.033. Qualifications.** To commission as an AHP, a candidate must be registered with the respective professional body for their chosen profession (Radiographer and Physiotherapist with the Health and Care Professions Council (HCPC); Pharmacist with the General Pharmaceutical Council (GPhC) and EHO<sup>89</sup> with Environmental Health Registration Board (EHRB)).

### **2.2.034. Promotion.**

- a. **Lt.** Officers may promote to substantive Lt on completion of probation and receipt of a positive recommendation in their AR.
- b. **Capt.** Officers with 4 years' seniority as a Lt may promote to Capt on receipt of a positive recommendation in their AR.
- c. **Maj.** Promotion to substantive Major will be dependent on:
  - (1) 5 ARs as a substantive Capt.

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<sup>88</sup> Exceptionally after receiving 2 ARs as an OF3, qualified consultants selected to fill an OF4 or OF4/5 consultant appointment may be awarded acting Lt Col subject to Pers Pol (A) approval.

<sup>89</sup> Civilian qualification is as an Environmental Health Practitioner.

- (2) More than 3 years to serve to NRA on assumption of the appointment.
- (3) Successful completion of EOC.
- (4) Successful completion of MK JOTAC and MK ICSC(LR).

d. **Lt Col and Col.** There is no AHP WR at OF4 or OF5. For Command and Staff appointments see para 2.2.026.

### **RAMC Medical Support Officers**

**2.2.035.** MSOs follow generic DE officer policy covered by the main body of these regulations. In addition to the promotion requirements as laid down in Part 2, Chapter 3, Section 1 and ACSO 3224, AMS Reserve MSOs are required to complete the AMS Reserve Entry Officer Course for promotion to substantive Maj.<sup>90</sup>

### **Royal Army Veterinary Corps**

**2.2.036. Qualifications.** To commission as a Veterinary Officer (VO) in the AMS Reserve, a candidate must be registered with the Royal College of Veterinary Surgeons. If not already completed prior to joining the AMS Reserve, VOs must complete their Graduate Development Programme (GDP) prior to commissioning as a VO.

**2.2.037. Rank on First Appointment.** Qualified VOs will commission in the rank of Lt and will immediately be granted the acting rank of Capt for pay purposes. They will wear Lt's badges of rank and their addressable rank will be Lt until promoted to substantive OF2. VOs may be awarded antedate seniority for post registration clinical experience for pay only, up to a maximum of 4 years.

**2.2.038. Promotion.** All RAVC officers are required to complete the necessary promotion qualifications as described at ACR Part 2 Ch 3 in addition to the requirements listed below.

- a. **Capt.** Promotion to substantive Capt will be dependent on receiving 2 ARs as a substantive Lt.
- b. **Maj.** Promotion to substantive Major will be dependent on:
  - (1) 5 ARs as a substantive Captain.
  - (2) More than 3 years to serve to NRA on assumption of the appointment.
  - (3) Successful completion of EOC.
- c. **Lt Col and Col.** There is no AHP WR at OF4 or OF5. For Command and Staff appointments see para 2.2.026.

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<sup>90</sup> Those who commissioned prior to Jan 18 will have a promotion waiver for the EOC completion requirement, and will take effect from BeL24 (boarding in Nov 23).

### Royal Army Dental Corps

**2.2.039. Qualifications.** To commission as a Dental Officer (DO) in the AMS Reserve candidates are to be registered with the General Dental Council (GDC).

**2.2.040. Accreditation.** Fully qualified (as stated above) DOs will receive Accreditation as a General Dental Practitioner (GDP) on completion of Basic Training and move to the Accredited GDP pay spine.

**2.2.041. Rank on Commissioning.** DOs who are qualified and registered with the GDC but who have not completed DFT will commission in the rank of Lt and be placed in an Initial Trade Training PID. On completion of both their probationary period and DFT DOs are to promote Captain. Qualified DOs who have completed DFT will commission in the rank of Capt including antedated seniority.

**2.2.042. Promotion.**

- a. **Maj.** Promotion to substantive Maj will be dependent on:
  - (1) 5 ARs as substantive OF2.
  - (2) More than 3 years to serve to NRA on assumption of the appointment.
  - (3) Successful completion of EOC.
  - (4) Successful completion of MK JOTAC and MK ICSC(LR).
- b. **Lt Col.** Promotion to substantive Lt Col (OF4) will be dependent on:
  - (1) 5 ARs as substantive OF3.
  - (2) More than 3 years to serve to NRA on assumption of the appointment.
- c. **Col.** There is no DO WR at OF5. For Command and Staff appointments see para 2.0.026.

**2.2.043.** Dental Officers that subsequently qualify as a consultant in Oral and Maxillofacial Surgery (OMFS) are required to transfer to the RAMC.

### Queen Alexandra's Royal Army Nursing Corps

**2.2.044. Qualifications.** To be eligible for a commission a nurse must be registered with the Nursing and Midwifery Council (NMC) for a minimum of 2 years.

**2.2.045. Rank on Commissioning.** Nursing officers (NOs) are appointed in the rank of 2Lt plus antedated seniority and so could be appointed in the rank of Capt.

**2.2.046. Promotion.** NOs need to be working in the clinical specialty for the nursing WR PID they wish to promote into.<sup>91</sup> In-date Defence Operational Nursing Competency (DONC), minimum Level 2 completion must be recorded on JPA prior to a Nursing Officer being considered for promotion to a nursing PID.

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<sup>91</sup> For example, a nurse must be working in ED if applying for an ED RN(A) WR PID.

- a. **Lt.** Officers may promote to substantive Lt on completion of probation and receipt of a positive recommendation in their AR.
- b. **Capt.** Promotion to the rank of substantive OF2 will be dependent on 4 years' seniority as a Lt and a recommendation in the current AR as substantive Lt.
- c. **Maj.** Promotion to substantive Major will be dependent on:
  - (1) 5 ARs as substantive Capt.
  - (2) More than 3 years to serve to NRA on assumption of the appointment.
  - (3) Successful completion of EOC.
  - (4) Successful completion of MK JOTAC and MK ICSC(LR).
- d. **Lt Col.** Promotion to substantive Lt Col (selection of QARANC Reserve Lt Col is carried out by AMS No 1 Board) will be dependent on:
  - (1) Minimum 5 ARs as substantive OF3.
  - (2) More than 3 years to serve to NRA on assumption of the appointment.
- e. **Col (NO).** Promotion to Col (Clinical) will be dependent on:
  - (1) 5 ARs as a substantive Lt Col.
  - (2) More than 3 years to serve to NRA on assumption of the appointment.
  - (3) Successful completion of ICSC (LR).<sup>92</sup>
  - (4) In-date DONC Level 3.
- f. **Col (C&S).** For Command and Staff appointments see para 2.0.026.

### **Corps of Royal Electrical and Mechanical Engineers (REME)**

**2.2.047. Qualifications.** For first appointment candidates should have one of the following:

- a. Previous full-time commissioned service in the REME.
- b. A degree in an engineering or related discipline; in a subject that is recognised by the Engineering Council as leading towards engineering accreditation. (At the time of application and commissioning, candidates may be undertaking a course of study or development leading to the achievement of a degree or IEng accreditation).
- c. Membership of a Professional Engineering Institution and accredited as an Incorporated Engineer, note the comment in the paragraph in sub para b above.
- d. Have held the substantive rank of Warrant Officer in REME and subsequently commissioned in another Arm or Service.

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<sup>92</sup> ICSC(LR) must have been completed earlier in career when at OF2 or OF3 rank.

- e. Such qualifications or experience as are deemed by Col REME Reserves to be acceptable for commissioned service in the REME. These will normally be related to engineering or technical management but could include allied subjects if the intellectual and leadership qualities of the candidate are strong.
- f. For commissioning via the SSE pathway, candidates and reporting officers are to note the following protocols:
- (1) Reserve SO1s working in Divisional ES Branches are best placed to report at Part 3 of the AFB 8334, on behalf of the Comd ES. For candidates in posts outside of the Fd Army, Col REME Reserves will nominate the most suitable alternative.
  - (2) Reporting Officers at Part 3 of the AFB 8334 are to state that structural capacity exists to commission the applicant; to inform this, the 3RO should seek confirmation from the candidate's local REME battalion that there are vacancies at Lt/Capt or that there is a succession plan in place to employ the candidate within 2 years if they are selected for commission via the AOSB pathway.
  - (3) There are no additional REME Corps selection processes on a candidate's journey through SSE (AOSB) selection.
  - (4) Reporting Officers at Part 3 of the AFB 8334 are invited to make their judgement of a candidate's suitability for the Corps based on their knowledge of the candidate.
  - (5) A candidate's potential for technical leadership should be commented on, which may be demonstrated by the candidate undertaking relevant professional development or gaining professional accreditation, while serving in the Army Reserve or in their civilian career.

### **Adjutant General's Corps (Staff and Personnel Support)**

**2.2.048.** Candidates for first appointment are to be approved by the SPS Branch Col or nominated representative. They should have one of the following qualifications:

- a. Previous full-time service as an officer in the AGC(SPS).
- b. Associateship of the Institute of Chartered Accountants, the Chartered Institute of Management Accountants, the Chartered Institute of Personnel Development, the Society of Incorporated Accountants and Auditors or the Association of Certified and Corporate Accountants.
- c. A degree in commerce, economics, human resources practice or accountancy.
- d. Human resources, accountancy or other similar qualifications which will be considered on their merits on the basis of the examinations passed.

### **Adjutant General's Corps (Provost)**

**2.2.049. Special Investigation Branch.**

- a. Candidates are only to be considered who:



- (1) Have had previous service within RMP SIB or formers of the RNP, RMP or RAFP who have completed the Serious Crime Investigators Course (SCIC).
- (2) Are career Home Office Police Force (HOPF) Investigators with specialist investigational skills.
- (3) Individuals from other investigative employments who can demonstrate specialist criminal investigation continual professional development and experience.

b. The first appointment is to be normally made in the rank of Capt.

### **Adjutant General's Corps (Military Provost Staff)**

**2.2.050.** The first appointment is to be normally made in the rank of Capt. Candidates are only to be considered who:

- a. Have had previous service within the MPS or RMP.
- b. Can demonstrate current occupational competence as a Prison/Detention or Custody Officer or possess previous experience in civil or military custodial/detention role.

### **Adjutant General's Corps (Educational and Training Services)**

#### **2.2.051. Eligibility.**

- a. Applications for officer appointments in AGC(ETS) Reserve are considered from graduates with current or former commissioned service.
- b. Applications for officer appointments in AGC(ETS) Reserve are also considered from graduates with current or former non-commissioned service. Such applicants must also have been recommended for a commission in their latest SJAR.
- c. Applications from Direct-Entrants (DE) for officer appointments in AGC(ETS) Reserve will be considered assuming they complete the Reserve Officer Selection process with the National Recruiting Centre (NRC).
- d. Applications for Warrant Officer (WO) appointments in AGC(ETS) Reserve are considered from WOs with a background in Training Evaluation.
- e. Final acceptance authority for all applications sits with the ETS Head of Profession (HoP) or a nominated OF5.

#### **2.2.052. Qualifications.**

- a. Officer applicants must have a Hons level degree.
- b. Officer applicants should have a PGCE or be in the final year of completing their PGCE. Primary school PGCEs will only be accepted if the individual has experience of teaching adults. QTS or QTLS is desirable. A Level 5 Certificate in Education will also be considered.

- c. Applications from former officers without a PGCE will be considered if the individual has a background in training/coaching. They will be required to complete a Level 5 Certificate in Education in their first year in post.
- d. Applications at Maj rank should hold a relevant Masters level qualification in order to be employed as a Learning Development Advisor (LDA) or Senior Instructor (SI).
- e. Applications from individuals teaching in the private sector without a PGCE will also be considered. They will be required to complete a Level 5 Certificate in Education in their first year in post.
- f. Applications from WOs should have a background in Training Evaluation. A qualification in Defence Train the Trainer (DTTT) is desirable.

### **2.2.053. Selection Procedures.**

- a. Serving Regular ETS officers leaving the branch and former Regular ETS officers within 6 years of leaving will be interviewed by the HoP or a nominated OF5. Officers who have been out of the Army longer than 1 year will be required to apply through the NRC for medical clearance/security checks.
- b. Officers who have left within 1 year will be required to complete the application paperwork which will be sent directly to APC AGC CM Br.
- c. Candidates with current or former non-commissioned service (Sgt and above) must have a recommendation for commissioning in their latest SJAR. They will be required to visit an Army Education Centre (AEC) for an observation and interview with the OC. They will subsequently be interviewed by Commander (Comd) ETS North/South for a recommendation prior to being interviewed by the HoP or nominated OF5. Once selected, the candidate's paperwork will be sent to AOSB to be loaded onto the Senior Soldier Entry (SSE) Officer Selection Board.
- d. Reserve officers requesting to transfer to the ETS will be required to visit an AEC for an observation and interview with the OC. They will subsequently be interviewed by CO ETS North/South for a recommendation prior to being interviewed by the HoP or nominated OF5.
- e. Ex-serving officers who have been out longer than 6 years should apply to join the Army Reserve through the NRC. Concurrently they will be required to visit an AEC for an observation and interview with the OC. They will subsequently be interviewed by CO ETS North/South for a recommendation prior to being interviewed by the HoP or nominated OF5. Their application will then go to the AOSB Transfer board before being appointed by APC.
- f. DE candidates will apply through the NRC. They will follow the Army Reserve Officer Selection process. Once they have passed Army Officer Briefing they will be required to visit an AEC for an observation and interview with the OC. On passing AOSB Main Board they will be interviewed by Comd ETS North/South for a recommendation. They will then be interviewed by the HoP or nominated OF5 after MOD B of the Reserve Commissioning Course. Candidates with previous service in the rank of LCpl and below will also follow this process. WO candidates will have an interview with an appointed ETS OF4.

- g. The HoP or nominated OF5 may offer a candidate a place in the branch on a probationary period. The individual will have one year on probation and if they do not fulfil the requirements they will have to find an alternative cap-badge.
- h. The HoP or nominated OF5 can offer a place in the branch at a lower rank. This is due to limited posts at Maj and above and also links to requisite qualifications.
- i. All ETS Reserve queries should be emailed to [AGCRHQ-Pers-ETS-Reserves-SO3@mod.uk](mailto:AGCRHQ-Pers-ETS-Reserves-SO3@mod.uk).

### **Adjutant General's Corps (Army Legal Services)**

**2.2.054. Qualifications.** Candidates for first appointment must be qualified and hold a current practicing certificate as:

- a. Barristers or solicitors of England and Wales, or of Northern Ireland, or
- b. Advocates or solicitors of Scotland.

**2.2.055. Selection.** Candidates will be considered by an AGC(ALS) selection board convened by the senior AGC(ALS) officer at Army HQ and consisting of an AGC(ALS) officer of the rank of Colonel or above as president, and two other officers.

**2.2.056. Rank on First Appointment.**

- a. First appointment as AGC(ALS) officers is to be made in the rank of Captain.
- b. Candidates who have served as legally qualified officers on full pay whilst holding a Regular, Special Regular or Short Service Commission in the Army Legal Corps or AGC(ALS) may be appointed in the rank (not above Major) and granted the seniority for which they are qualified by such previous service.
- c. Former Regular ALS Lieutenant Colonels may be considered by exception.

**2.2.057. Initial Training.** On first appointment, candidates with no previous commissioned service in the Regular or Reserve Forces are to attend an AGC Young Officers course at AGC CRHQ and obtain a satisfactory report during their first year.

### **Small Arms School Corps**

**2.2.058. Eligibility.**

- a. Candidates for first appointment to the Army HQ SASC(R) Pool should normally have had previous full-time service as an officer in the SASC. Exceptionally, a former SASC WO1 may be considered for an SASC(R) commission providing they have gained the necessary recommendations for a commission during their service.
- b. All candidates for an SASC(R) commission are to be initially screened and recommended for an appointment by HQ SASC. Ex-Regular WO1s seeking an SASC(R) commission are to be considered and recommended by an SASC board before any further action is taken.
- c. In the event that an SASC(R) officer's professional competence or abilities in weapons training and/or range management instruction and supervision are in doubt,

their technical abilities and competence are to be reviewed by HQ SASC, notwithstanding any other disciplinary or administrative action which might be considered necessary. In the event that an officer is found to be unsuitable to exercise their functions as an SASC officer, they may apply to transfer to another Arm or Service or voluntarily retire or resign.

### **Intelligence Corps**

**2.2.059.** Officers joining the Intelligence Corps Reserves must do so via a Reserve Military Intelligence (MI) unit. Units are MI Bn, 5 MI Bn, 6 MI Bn, 7 MI Bn, JSSU(V) or SGMI. Unless explicit authority is granted by the Corps Colonel Intelligence Corps, non-MI units are not permitted to appoint officers to the Intelligence Corps. Prior to their first appointment, Intelligence Corps Reserve officers must have passed Special to Arm (StA) selection for the relevant MI unit, be capable of securing Developed Vetting (DV) as a minimum and be qualified in one of the following ways:

- a. Have previous full-time service as an Intelligence Corps officer and have completed StA training appropriate to the officer's rank.
- b. Successfully completed the Regular or Reserve Officer Military Intelligence (OfMI) course (appropriate to employment and TACOS) within 24 months of the later of joining the Intelligence Corps Reserves or completing the appropriate Commissioning Course.
- c. Officers who do not complete the appropriate OfMI training within the timeframe set and/or cannot secure DV, will be required to transfer out of the Intelligence Corps or retire/resign from the Army Reserves.

### **Specialist Group Military Intelligence**

**2.2.060.** The Specialist Group Military Intelligence (SGM) is a national unit under command of Field Army UNDERSTAND Group (Fd Army UNDERSTAND Gp) which provide a pool of E2 and E1 Intelligence Corps staff-trained and vetted Reserve officers and Warrant Officers (a mix of Group A and Specialist Reserve Officers (SRO) & WOs (SRWO)) who are subject matter experts in scientific, technical, human domain and regional and thematic areas of high value to Defence Intelligence. Specific training requirements apply in accordance with Chapter 2, Annex C of [RLFR](#).

**2.2.061. Eligibility.** SGMI recruits' personnel primarily for their academic, scientific and/or professional skills gained from fulltime civilian (or occasionally military) employment or academic immersion in their specialist fields. Candidates will ordinarily be expected to have progressed beyond Master's Degrees (i.e. to PhD) and/or have secured national prominence professionally and be Members/Fellows of the academic or professional bodies relevant to their specialisation.

### **Land Information Assurance Group**

**2.2.062.** The Land Information Assurance Group (LIAG) is a National unit consisting of experts in the field of Information Technology and information systems engineering as defined in paragraph [2.2.072](#).

**2.2.063. Eligibility.** Candidates should be practicing professionals in this field and have obtained one of the following professional qualifications or be able to demonstrate full practicing experience and capability in the relevant field:

- a. Member of BCS, IEE or other professional body that entitles a member to be designated 'C Eng'.
- b. Master's degree in a relevant subject, eg information systems, information security, information warfare, or an equivalent military qualification, eg 'ais' or 'dis'.
- c. First degree in a relevant subject as shown above, plus experience of system administration/management.

## **254 (Specialist Group Information Systems) Signal Squadron**

**2.2.064.** 254(SGIS) Sig Sqn is a National unit consisting of experts in Field Communications, associated encryption, engineering management and network and project planning; with an understanding of the Information Technology components used.

**2.2.065. Eligibility.** Candidates should be practicing professionals in the fields outlined below. The group is split into two distinct proficiencies, Communications and IT; as such individuals, must have obtained the following professional qualifications, or be able to demonstrate full practicing experience and capability, in the relevant field:

- a. **Communications.**
  - (1) Be a qualified F of S (IS) Regular.
  - (2) Honours Degree biased towards engineering and mathematics.
- b. **Information Technology.**
  - (1) Be a qualified IS Sup, Regular or Army Reserve.
  - (2) Honours Degree biased towards IT, engineering and mathematics.

## **LIAG and 254(SGIS) Sig Sqn**

### **2.2.066. Selection Boards.**

- a. All officer candidates for 254(SGIS) Sig Sqn, regardless of whether or not they have former service in the ranks or as a commissioned officer or already hold a commission in another Army Reserve unit, are to attend an initial selection board convened by Comd CRHQ R SIGNALS.
- b. All officer candidates for LIAG regardless of whether or not they have former service in the ranks or as a commissioned officer or already hold a commission in another Army Reserve unit, are to attend the Joint Cyber Reserve Selection Board (JCRSB) convened by Joint Forces Cyber Group (JFCyG).
- c. Each board will recommend selected commissioned officers for appointment in their relevant unit and potential officer candidates for Specialist Officer AOSB.

**2.2.067.** All officers commissioned and appointed to LIAG and 254(SGIS) Sig Sqn will be appointed in the rank of Captain in the R SIGNALS. Officers transferring from another part of the Army retain their substantive rank.

### **The General List Army Reserve**

**2.2.068.** The General List Army Reserve is the officer component of the General Service Corps (GSC). Unless granted permission to wear another capbadge, officers wear the GSC capbadge. It comprises:

- a. Officers in extra-regimental employment (such as Honorary Colonels). These officers are to report themselves in writing annually on 1 April each year to the appropriate CM Br.
- b. [REDACTED]
- c. Specialist Reserve Officers who do not have another cap badge.
- d. Officers commissioned in UOTCs who have not yet joined another cap badge.
- e. This section does not apply to CCF or ACF officers, who are dealt with under Cadet Force regulations.

### **University Officer Training Corps**

**2.2.069. Commissions in the UOTC.** Officer Cadets granted a commission while serving in the UOTC will normally be appointed to the General List. Such officers will commission as Gp A Army Reserve officers notwithstanding they serve in a Gp B unit.

**2.2.070. Transfers.** An officer who joins another university may:

- a. Be assigned to the new contingent provided there is a vacancy and with the consent of the CO.
- b. Be attached temporarily to the new contingent.
- c. Transfer to an Army Reserve unit other than a UOTC contingent subject to the normal rules.
- d. Transfer to RARO or retire or resign as appropriate.

**2.2.071.** The appropriate application is to be made in accordance with paragraphs [4.2.011](#).

### **Gp A Specialist Reserve Officers**

**2.2.072. Entry process and career management of Gp A SRO.** The following specialist areas and associated sponsor branches within DCap are covered below. Officers with a MTFP qualification as a musician can serve until the day before their 65th birthday, if employed in the musician role.

a. **Comd and Comd Sp Cap.** Cultural, Language, Finance, Emerging Technologies, Science & Technical experts, Intelligence Analysts, Cyber, specialists in thematic environments and ICS Network Design Consultancy. Specific strategic knowledge/experience outside generic INT CORPS capabilities could include Investment Banking, Demographics, Economics, Police, Government Agency Analysts and Academics. Cyber specialists include the full range of Cyber and Information Assurance activities.

b. **Cbt Sp.**

(1) Information Activity and Outreach Capability, Specialists in Thematic Environments. Outreach includes Capacity Building, support to Stabilisation Operations and other aspects of Defence Engagement.

(2) Geospatial Information Systems (GIS), Data Management, Web Services, Surveyors and Geographers.

c. **HQ PM(A).** Specialist criminal investigation and custodial/detention activity. For example, cyber-crime, fraud, homicide, disaster victim identification, sexual offences, crime intelligence, domestic violence, forensics.

**2.2.073.** Other specialist areas will be considered on a case-by-case basis by Pers Pol (A) as requested by D Cap.

**2.2.074.** The processes for Professionally Qualified Officers (PQO's) are unchanged and fall outside the scope of this paragraph.

### Officer Entry

**2.2.075. The Commissioning Principle.** The principle for commissioning is:

"All officers must be selected for their officer qualities and, in the case of specialists, for their technical ability. They must then attend training and education appropriate to their role."

**2.2.076.** These are determined by the Army Officer Selection Board (AOSB) and include moral courage, compassion, judgement, creativity, determination, responsibility, diplomacy and leadership skills.

**2.2.077. Education Standard.** In accordance with [Annex I](#), SRO must normally hold the minimum of a recognised degree or equivalent in their specialisation. Specific specialist criteria will vary according to role. Individuals must be recognised specialists in their field and credible with their peers. Due to the nature of the required skill sets, individuals without a degree may be considered by the appropriate Arms Selection Board (ASB) on a case-by-case basis in accordance with [chapter 2 section 2](#).

**2.2.078. The Commissioning Process.** The standard SRO commissioning process is as follows:

a. **Application.** Initial contact with the Army Reserve may be through the sponsor specialist unit, but the actual application to become an SRO will be through the standard online recruiting pipeline administered by the National Recruiting Centre

(NRC). Applicants for the Joint Cyber Unit (Reserve) are to apply directly to the Unit via the web page.

b. **Initial Selection.** SRO candidates must pass the appropriate ASB conducted by their respective Arm to confirm their level of competence in their specialism. The cases of candidates that do not meet normal entry criteria should be processed in accordance with Para [2.2.085](#) below. When initial selection is complete, individuals will attend the Army Officer Selection Board (AOSB). If there is likely to be a significant gap before an individual can go to AOSB, units may enlist the individual into the Army Reserve as an OR with Potential Officer status.

c. **AOSB Selection.** SRO candidates will attend the Specialist Selection Board (SSB) at AOSB. The SSB serves to assess candidates' suitability for employment as an Army Reserve SRO. Should a candidate not meet the normal entry criteria, but there is pressing Defence or Army need for their skills, special dispensation may be sought from Pers Pol (A) in accordance with paragraph [2.2.093](#).

d. **Training.** Once selected, candidates will undertake the Army Reserve Course and other necessary training as directed by Army Training Branch (ATB) or Prof Dev and their respective D Cap Sponsor, dependent on their role.

**2.2.079. Commissioning Process Waivers.** Where the age or experience of the candidate or Defence's time imperative prohibit the standard commissioning process, selection bodies may apply through Pers Pol(A) to ATB for a training waiver in accordance with [2.2.085](#) below. All who commission must pass through AOSB but waivers can be granted for some training.

a. **Commission.** Upon successful selection by AOSB, an SRO will normally be awarded a probationary commission in the rank of Captain, refer to part 1 chapter 6. Exceptions may be granted by Pers Pol (A) where there is an operational need. Individuals must attend the earliest available Commission Course Short (CC(S) Modules A and B within 12 months of the award of a probationary commission. If they fail to attend within 12 months, they will normally have their probationary commission terminated; extensions are to be staffed through Pers Pol (A). If there is insufficient training capacity, the period may be extended. Furthermore, SRO may not deploy on operations until they have successfully completed any necessary pre-deployment training. Exceptions must be staffed to PJHQ.

b. **Promotion.** SRO are selected for their specialist skills and are not expected to seek a full Reserve Officer career outside their specialisation. Promotion for SRO is regulated by vacancies on the establishment of each unit. The respective No4/5 Bd has authority to promote in accordance with the CM Boarding Manual respective D Cap Sponsor directives and within the bounds of unit liability. Promotion to OF3 and above is undertaken by the relevant promotion board at APC. SROs do not need to attend ICSC(LR) to substantively promote to Major. All Group A SRO who wish to convert to full Group A TACOS will be required to complete the standard commissioning process.

c. **Role.** The roles open to SRO are defined by their respective D Cap Sponsor. SRO will be commissioned into established liability, on Reserve Group A TACOS, in the appropriate Reserve unit. They can be mobilised and may apply for FTRS commitments. Appointment boards will note the different experience and training to that of generalist Reserve Officers.



d. **Disestablishment.** If a specialism is no longer required, or a post is disestablished, where possible and if in the interests of the Service, the SRO will be assigned to another unit in the same specialist role. If this is not possible, the individual will be assigned into the ARRG until a suitable position is identified or they are able to transfer to a generalist role as per the process in Sub-paragraph e below.

e. **Employment.** SRO are commissioned for their expertise and should not be employed outside the specialty for which they were recruited. If an SRO wishes to be routinely employed outside their specialty, their suitability for their new chosen employment must be considered by the AOSB transfer board and ATB, as lead Training Requirements Authority, supported by I Dev and supported by their prospective CO, Chain of Command and D Cap Sponsor. If an individual is considered unsuitable then they will remain within their respective speciality.

f. **Existing Group A Officers.** Suitably qualified Reserve Group A officers who have already commissioned may apply and be selected for a specialist appointment, as long as they meet the specialist criteria. Once the appointment is complete, they may return to a generalist Army Reserve appointment subject to meeting the criteria required for the rank and role.

## Operational Deployments

**2.2.080. Deployment Training.** SRO cannot deploy to an operational theatre overseas until they have successfully completed Initial Trade Training and the necessary pre-deployment training. Exceptions must be staffed to PJHQ. If the individual is required to deploy to an operational theatre, they must undertake the mandated deployment training for their deployment category in the particular location in which they are to serve. This training may be within the UK or overseas.

## Eligibility

### 2.2.081. Age.

a. Enlistment. Age limitations are as follows:

(1) The minimum age for soldier and officer entry into the Army Reserve remains 18 years.

(2) SRO. Candidates must start the RMAS-based module of Reserve Commissioning training before their 55th birthday.

(3) Exceptional authority for applications outside this age brackets can be requested from Pers Pol(A) in accordance with paragraph [2.2.085](#) below.

b. **Retirement.** The Normal Retirement Age (NRA) of 60 for officers is maintained. Extensions beyond NRA will be considered by Pers Pol(A) in accordance with paragraph [2.2.085](#).

c. **Medical Procedures.** Candidates will follow the same medical administrative and clinical screening process as other Army Reserve candidates. Candidates who declare medical histories during the recruiting process that require special consideration (eg a specialist opinion and/or service occupational medicine assessment) will be identified in the application process and managed appropriately

by NRC. All candidates must have attained a medical grading no less than the Army Reserve entry standard unless a waiver has been granted by Pers Pol(A). Application for Special Enlistment Authority for individuals below normal entry criteria, should be made to Pers Pol (A) in accordance with paragraph [2.2.085](#).

**2.2.082. Residency.** Applicants from outside the UK must meet nationality residency criteria. Exceptions are to be staffed to Pers Pol(A) in accordance with Para [2.2.085](#) below.

**2.2.083. Security Clearance.** If required, security clearance should be requested after candidates have passed their respective ASBs but before commencing initial training. Where Developed Vetting (DV) is a requirement for the candidate's role, the recruitment and training process and subsequent probationary employment should continue in tandem with the DV assessment (which usually takes several months). If DV is not granted, the probationary commission may be terminated. Candidates must be briefed on this prior to commencing the selection process.

**2.2.084. Probity.** Applicants whose civilian duties and business interests' conflict with, or may be seen to be in conflict with, membership of their Specialist organisation are ineligible to join. The AEB will assess suitability based on each application. In emphasising the importance of preserving public confidence, Ministerial assent may be required when applicants have civilian business appointments that are:

- a. In contractual relationship with the Government.
- b. In receipt of subsidies, or their equivalent, from the Government.
- c. As a shareholder with the Government.
- d. In receipt of Government loans, guarantees, or other forms of capital assistance.
- e. In a special relationship with Services or Departments, or Branches of Government.

**2.2.085. Waivers.** Persons who fall outside the normal criteria may enlisted with authority from Pers Pol(A), some cases may be incorporated within Gp D ToS. Waivers can be requested using [AFB 203](#) and should state why the individual does not meet the normal policy criteria, why the skill set held by the applicant is required by the Army and why it cannot be provided by other means. The form should be submitted through the Chain of Command via the respective D Cap Sponsor to Pers Pol(A) for a final decision, before attestation.

## Career Management

**2.2.086. General.** The careers of SRO and 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 Major for officers). 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.

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

### **Reserve Liability**

**2.2.088.** SRO carry the same Reserve Liability as any member of a Group A Army Reserve unit; they may be called out for permanent service when their specialist skills are specifically required by the Army.

**2.2.089 – 2.2.100.** Reserved.

**PART 2 – CHAPTER 2 – COMMISSIONING****SECTION 3 – GROUP B OFFICERS  
SPECIAL TERMS AND CONDITIONS OF SERVICE****University Officer Training Corps**

**2.3.001. Officer Cadets.** UOTC Officer Cadets are not Commissioned Officers. They serve on modified soldier Terms of Service, [Soldiers Terms of Service](#) refers.

**2.3.002. Officers Commissioned into OTC units.** Officers newly commissioned into OTC units will commission on Gp A Terms of Service, refer to [Part 2 Chapter 2 Sections 2](#). Army Reserve Officers on the strength of OTC units remain on their existing Commission.

**Specialist Officers in General Service Corps (GSC), The Engineer and Logistic Staff Corps (ELSC), the Specialist Group Information Services (SGIS) and the Joint Force Cyber Advisory Group (JFCyG), Cyber Advisory Team (CAT)**

**2.3.003.** Specialist Group B GSC officers serve predominantly within 77 Bde and Field Army UNDERSTAND Group (Fd Army UNDERSTAND Gp). ELSC are members of the Royal Engineers and serve within 77 Bde. The CAT is a Royal Signals team embedded within the Land Information Assurance Group (LIAG) and commanded by Comd Joint Force Cyber Group (JFCyG). The SGIS is a Royal Signals sub-unit within 13th Signal Regiment.

**2.3.004. Commissions.** Newly commissioned Specialist Group B officers in the GSC, the ELSC, the SGIS, and the CAT are to be appointed to the Army Reserve Group B. Reference to Specialist Group B officers within these paragraphs refer to officers within the GSC, ELSC, SGIS, and CAT unless where specified.

**2.3.005. Call Out Liability.** Officers have a compulsory liability to call out under the Reserve Forces Act 1996 Act ([RFA 96](#)) and recall under S68 [RFA 96](#) (national danger, great emergency or an attack on the UK). Mobilisation will be in their existing Group B appointment in the GSC, ELSC, SIGS, and the CAT. If officers hold higher rank in that appointment, they will retain it.

**2.3.006. Precedence.** Specialist Group B officers have the precedence of a Group B officer irrespective of any other type of commission they may hold. Their precedence will be as follows:

- a. According to the date of promotion to their current rank, acting or substantive, within their Specialist Group B organisation.
- b. Officers of the same seniority in their substantive rank, with the exception of seconds-in-command, are to take seniority according to the date of their appointment to their specialist Group B organisation.
- c. Specialist Group B officers are to take precedence after Army Reserve Group A officers of the same rank.
- d. The rules for relative precedence of officers of the Regular Army and the Army Reserve are contained in [QR\(Army\)](#) paragraph 2.035.

**2.3.007. Eligibility of Candidates.** Nationality and Residence. A candidate will normally be eligible to become a Specialist Group B officer if they:

- a. Hold United Kingdom or Irish citizenship.
- b. Hold Commonwealth citizenship and have a passport permitting them Indefinite Leave to Remain (ILR) (called "Settlement") in the UK at the time of application to join. They must have achieved assimilation and residency:
  - (1) **Assimilation.** Clear evidence of assimilation into the UK will be expected of anyone applying for a commission.
  - (2) **Residency.** This will include Indefinite Leave to Remain (ILR) / Settlement.

**2.3.008. Former Service.** Retired officers (already in possession of a commission) retain their rank but must be reinstated as a Specialist Group B officer by the AEB. They do not require a new commission. In accordance with Legal Aid, Sentencing and Punishment of Offenders Act 2012 applicants who were discharged from the Army under [QR\(Army\)](#), paras 9.396, 9.397, 9.404 or 9.405 and do not have a due spent conviction will not be eligible to apply to join a Specialist Group B organisation. Similarly officers who do not have a 'due spent conviction' who have been directed by the Defence Council/Army Board to retire or resign their commission under [PAW 20](#) Articles 193, 194, 195, 196, 197 or 198 are also ineligible to apply.

**2.3.009. Probity.** Applicants whose civilian duties and business interests' conflict with, or may be seen to be in conflict with, membership of their Specialist Group B organisation are ineligible to join. The AEB will assess suitability based on each application. In emphasising the importance of preserving public confidence, Ministerial assent may be required when applicants have civilian business appointments that are:

- a. In contractual relationship with the Government.
- b. In receipt of subsidies, or their equivalent, from the Government.
- c. As a shareholder with the Government.
- d. In receipt of Government loans, guarantees, or other forms of capital assistance.
- e. In a special relationship with Services or Departments, or Branches of Government.

**2.3.010. Age Limits.** The age limits for Specialist Group B officers are:

- a. **For Appointment.**
  - (1) The normal minimum age for appointment is 23 years. The maximum age for appointment is 65.
  - (2) Any request for an exception to these age limits must be considered and approved by WF Pol(A).

- b. **Retirement.** Officers will normally be retired or required to resign on reaching the age of 67. Requests for age extensions must be approved by Pers Pol(A).

**2.3.011. Medical Standard.** Each applicant will be assessed on the basis of their own merit and, as such, there is no directed minimal medical entry level as the level of activity each individual undertakes will be tailored to meet their individual limitations. Applicants for the ELSC are not required to undertake a medical assessment on entry and will be graded as MND(T). If they are required to deploy to any operational theatre an appropriate medical examination will be required. Applicants are not expected to take part in any activity out with that for which their fitness has been assessed by their GPs. GSC, SGIS, and CAT applicants will be assessed in accordance with the guidance notes. The form to be used is at Appendix 2 to Annex G – Specialist Group B Medical Certificate. Special consideration should be given to those candidates for whom there is no medical provision within AMS or the wider Firm Base for their medical condition and will be dealt with on a case-by-case basis. If there is a requirement for an individual to transfer and become a Group A Reservist to deploy, the individual's medical suitability will be reassessed in accordance with extant regulations articulated in AGAI 78 Army Medical Employment Policy (PULHEEMS Administrative Pamphlet). All applicants must be aware at the point of application that if they wish to apply for an Army Reserve Group A commission in the future, their JMES grading must be MFD.

**2.3.012. Education Standard.** No formal education qualifications are required for Specialist Group B officers. However, all applicants must be aware at the point of application that minimum education qualifications are required if they wish to apply for an Army Reserve Group A commission in the future.

**2.3.013. Security.** The minimum security clearance level required for Specialist Group B officers is Security Check (SC). CAT and SGIS Officers are required to undergo Developed Vetting (DV) in order to achieve a higher level of security clearance. They are also required to report changes in their personal or financial circumstances and complete an Annual Security Appraisal on the anniversary of their DV. Where there is a change of personal or financial circumstances this may also invoke a review of their Probity status (para [2.3.009](#) above).

**2.3.014. RARO.** Officers who are members of the RARO may be granted appointments as Specialist Group B officers. A member of the RARO may be attached for Specialist Group B service provided that, if their substantive rank is higher than lieutenant, they certify that they are willing to temporarily revert to that substantive rank. They will be reinstated in their RARO rank when they cease to serve as a Specialist Group B officer. An officer attached from the RARO may, if required, be appointed to a higher rank against a Specialist Group B vacancy.

**2.3.015. Dual Army Reserve Group A and Group B Appointments.** Officers on the Active List of the Group A Army Reserve may also hold a commissioned Specialist Group B appointment. In the event of a conflict Group A Active List duties are to take precedence.

### **Selection, Appointment, Probation and Tenure**

**2.3.016.** Candidates are selected and commissioned, if not already commissioned, on appointment into a Specialist Group B vacancy. The process has 3 stages:

- a. An interview. Having been identified as holding the relevant skills, candidates for the GSC are interviewed by Comd 77 Bde, Comd Fd Army UNDERSTAND Gp or

a delegated representative. Candidates for the ELSC are assessed by the ELSC Council of Colonels and interviewed by the Honorary Colonel. Candidates for the CAT will be assessed by the Joint Cyber Reserve Selection Board (JCRSB), approved by the Corps Colonel and interviewed by DCI3. Candidates for SGIS will need to be successful on SGIS Selection Board presided by Officer Commanding SGIS and approved by Deputy Comd Reserves HQ 1 Sig Bde.

b. Following a successful Interview Board, candidate applications, will be assessed by the AEB.

c. The AEB will require a Covering Letter, the army Application or ELSC F/Cap 1 as appropriate, a selection Interview Evaluation (only for ELSC), the applicant's CV, the Job Specification, scanned Passport and Birth Certificate, medical Covering Letter or self-certification for ELSC a medical Certificate, the Technical Interview, an Application for Local Rank (not applicable for ELSC), templates are published on the [Army Commissions Regulations](#) page.

**2.3.017. Appointment.** On appointment in the GSC, SGIS, and CAT officers will hold the substantive rank of lieutenant and any higher rank conferred on them by their established Specialist Group B position. On appointment to the ELSC officers will hold the substantive rank of major. The commission for those who are not already holding a commission will be probationary for the first year. Officers who re-instate will similarly serve a probationary period. Officers serving on the active list who are assigned as a specialist Group B officer will not be placed on probation.

**2.3.018. Probation.** Subject to satisfactory performance, the Army Employment Board is responsible for confirming probationary commissions. This is normally done after the first year in appointment. If the selection board wish to extend a probationary period, they may do so for a single period of 1 year. An officer who fails to successfully complete their probationary period may have their probationary commission terminated in accordance with RLFR. Once terminated the individual will no longer be a Specialist Group B officer, hold a commission or be eligible to re-apply for a Group B commission.

**2.3.019. Tenure of Appointment.**

a. **GSC.** Officers will normally be appointed into an established Specialist Group B post for an initial period of 3 years. Thereafter the AEB may extend an assignment. Officers who are not extended in their post, or appointed to a different Specialist Group B post, must retire or resign their commission, or, transfer to another type of commissioned service subject to meeting the minimum requirements for that service. Applications to extend service for a further 3 years must be submitted to the AEB in accordance with the template on the [Army Commissions Regulations](#) page.

b. **ELSC.** Officers will normally be selected by the ELSC Council of Colonels for an indefinite period. Their tenure will be determined by their active engagement and contribution to the work of the ELSC and will be subject to annual review by the Council of Colonels. Officers may be directed to resign or retire their commission by the Council of Colonels subject to endorsement by the Honorary Colonel and the Army Employment Board.

c. **CAT.** Officers will normally be appointed into an established Specialist Group B post for an initial period of 3 years. Thereafter the selection Board may extend an assignment as required. Officers who are not extended in their post, or appointed to a

different Specialist Group B post, must retire or resign their commission, or, transfer to another type of commissioned service subject to meeting the minimum requirements for that service. Applications to extend service for a further 3 years must be submitted to the AEB in accordance with the template on the [Army Commissions Regulations](#) page.

d. **SGIS.** Officers will normally be appointed into an established Specialist Group B post for an initial period of 3 years. Thereafter the selection Board may extend an assignment as required. Officers who are not extended in their post, or appointed to a different Specialist Group B post, must retire or resign their commission, or, transfer to another type of commissioned service subject to meeting the minimum requirements for that service. Applications to extend service for a further 3 years must be submitted to the AEB in accordance with the template on the [Army Commissions Regulations](#) page.

e. Applicants will be considered from other Services, but they will be required to terminate their Regular or Reserve Service (and relinquish current or retired rank) and re-join the Royal Signals.

**2.3.020. Appraisal Reports.** Annual appraisal reports are not required for Specialist Group B officers.

**2.3.021. Promotion.**

a. **GSC, SGIS, and CAT.** There are no Specialist Group B substantive promotion rules in the GSC, SGIS, and CAT as the only substantive rank that can be held is lieutenant. This rank is granted on filling the first Specialist Group B appointment into the GSC, SGIS, and CAT. No5 Board may be invited to award the Local Rank of captain or major. Clearance to apply to other MS Boards for any higher rank must be sought from Col Snr Offr Pol, Pers Pol(A). As authority will only exceptionally be granted expectations of candidates must be managed. In all cases justification for higher local rank will be determined by the level of seniority and experience at which the officer is employed. A submission supporting higher local rank must be signed off by a 1\* officer and be submitted<sup>93</sup> to the appropriate MS Board for consideration.

b. **ELSC.** Officers are recruited into the ELSC as substantive majors. Promotion to Lt Col is determined by the degree and quality of active engagement in the work of the ELSC. Selection for promotion is made by the Council of Colonels endorsed by the Honorary Colonel and ratified by an MS selection Board. Further promotion to the rank of Colonel will be made by extending the same principle. Acting Higher Rank is not awarded within the ELSC.

**2.3.022. Reversion.** An officer may at any time apply to relinquish any acting or local rank granted and revert to their lower substantive rank. Higher rank will be withdrawn on authority of the appropriate MS selection board when the officer:

- a. No longer fills a Specialist Group B appointment in the GSC, SGIS, or CAT that attracts the higher rank.
- b. Is inefficient or guilty of misconduct.

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<sup>93</sup> Pers Pol (A) authority is required for submissions to No4, No2 or No1 Boards.



- c. Ceases to perform duty on being placed under arrest or on suspension from duty on disciplinary grounds.
- d. Is notified that steps are being taken to terminate their commission.

In the case of sub-paragraphs b & c, the withdrawal of higher rank will take effect from the date of the occurrence but, in the case of sub-paragraphs d & e withdrawal will take place 21 clear days after suspension from duty, being placed under arrest, or of the date of notification of the intention to terminate their commission.

**2.3.023. Retirement/Resignation.** Specialist Group B officers who retire continue to hold their commission and are able to use their substantive rank in retirement, but they have no compulsory reserve liability. Only those who have at least 10 years accumulated commissioned service can apply to retire. Those who resign their commissions will no longer hold a commission and cannot continue to use their military rank. Former Specialist Group B members may apply to reinstate their Specialist Group B using the selection process within paragraph [2.3.015](#).

**2.3.024. Honorary Rank.** Those who retire (not resign) and have held Acting Higher Rank for at least 12 months and held a Specialist Group B commission for at least 5 years, may apply to retain their higher rank on retirement as honorary rank. If the higher honorary rank is to be Lt Col or above, at least 18 years accumulated commissioned service is required. Honorary rank is relinquished if an officer re-joins any active list.

**2.3.025. Compulsory Retirement or Resignation.** Officers are subject to compulsory retirement or resignation in the following circumstances:

- a. If a commission is not confirmed by the MS selection Board at the end of a probationary period as described in paragraph 2.3.018.
- b. On leaving the Specialist Group B organisation and not taking up other officer employment.
- c. If their medical standard falls below that laid down for a Specialist Group B officer.
- d. In accordance with [QRs](#) 75 Para J9.023, if an officer takes up employment with any of the under-mentioned organisations:
  - (1) The government of any country, including a Commonwealth country, whose nationals do not owe common allegiance to the Crown; or
  - (2) Any organisation owned, controlled or sponsored by such a government, or
  - (3) Any overseas police force, however it may be controlled.
- e. If an officer whose civilian employment formed the basis of acceptance as a Specialist Group B officer leaves such employment unless:
  - (1) Satisfactory evidence is provided to the AEB that the nature of the new employment still qualifies the individual to be a Specialist Group B officer.

(2) Their retention is judged by the AEB to be in the interests of the Service. This will be subject to a suitable specialist Group B vacancy existing.

(3) They take up other officer employment.

f. If the probity requirements at paragraph 15 are no longer met.

g. If directed to do so by the Defence Council for misconduct or for reasons other than misconduct should the circumstances, in the opinion of the Defence Council, require it.

h. If joining another Service or the military in any other country.

**2.3.026.** Specialist Group B officers are subject to [AGAI 67](#) at all times and Service law whilst on duty.

**2.3.027. Transfer to an Army Reserve Group A Commission.** Officers must go through the appropriate Army Reserve Group A commissioning process if they are to transfer from Group B to Group A. For this they must meet the normal entry requirements for a Group A commission.

### Conditions of Service

**2.3.028. Uniform and Equipment.** Specialist Group B officers will be issued the uniform and equipment they need to complete their military training and duties. Uniform maintenance grants and promotion grants are not admissible.

**2.3.029. Training.** There is no formal training requirement for Specialist Group B officers other than general Army familiarisation included within a Workplace Induction Programme (WIP). Units are to ensure that officers are trained appropriately for the role they are undertaking. Specialist Group B officers must not undertake any military activity for which they have not been appropriately trained.

**2.3.030. Pay.** Specialist Group B activities are classed as category C-1 training (normal training authorised as unpaid training) in which personnel are on duty and eligible to travel and subsistence at public expense, however, they have voluntarily foregone pay.

**2.3.031. Bounty.** Specialist Group B officers will not train to the standard required to receive a bounty, therefore the bounty will be inadmissible.

**2.3.032. Travel.** As Group B Reservists, Specialists will not be entitled for HDT as they will not be daily commuting, however, they can claim for travel to and from individual training events/courses.

**2.3.033. Leave.** Reserve training under [RFA 96](#) Sect 22(1) or 27 accrues leave. However, Group B Specialists will conduct this training under Category A/1 and are not eligible for paid leave.

**2.3.034. Service Accommodation.** Service accommodation will only be provided when on Temporary Duty.

**2.3.035. Messing.** If taking meals on a PAYD site, Specialist Group B officers will be required to pay for the meals they take, however, on non-PAYD sites a Mess Bill should be

raised for all meals taken which is to be cleared before leaving the training. Expense claims for meals may be admissible when personnel are on duty.

**2.3.036. Injury on Duty.** Specialist Group B officers when on duty will have access to emergency military medical and dental support only. As for Regular personnel, this may be a NHS provider at week-ends or in silent hours dependant on location. As unpaid Specialist Group B service is not pensionable, Army Reserve Disability Allowance is not admissible.

**2.3.037. Armed Forces Compensation Scheme (AFCS).** The AFCS covers all those under the [RFA 96](#) but only for attributable injuries that occurred after 31 March 2005.

**2.3.038. Deployment.** Specialist Group B officers may deploy on training and operations but must meet the medical requirements and training standards required of all visitors to the operational theatre concerned. They will be considered 'on duty' when deployed. They must not undertake any activity for which they have not been appropriately trained.

**2.3.039. Mobilisation.** Specialist Group B officers are only mobilised for UK service under S52 of the [RFA 96](#) i.e. national danger, great emergency or an attack on the UK when it is likely that the SofS by order may suspend the Reservist Award (employee and employer compensation for mobilisation) - S86 of the [RFA 96](#), [JSP 753](#) and Statutory Instrument [859/2005](#) refers.

**2.3.040 – 2.3.050.** Reserved.

**PART 2 – CHAPTER 2 – COMMISSIONING****SECTION 4 – GROUP C – SPONSORED RESERVE OFFICERS  
SPECIAL TERMS AND CONDITIONS OF SERVICE****General**

**2.4.001.** The instructions contained elsewhere in these regulations for Group A officers apply equally to Group C officers except where they are over-ruled by specific instructions, or special terms and conditions of service specified in the Employee's Agreement due to conditions laid down in the MOD Arrangement and the Employer's Consent Form, [RLFR](#) 01.01.057 – 073; Annex D/1; Annex A/4 refers. Officers will normally be administered by CRHQs.

**2.4.002. Age Limits.** See Para 15 of Annex D/1 of [RLFR](#).

**2.4.003. Medical Standards.** See Para 16 of Annex D/1 of [RLFR](#).

**2.4.004. Educational Standards.** All applicants must be suitably qualified and experienced for the role they are required to fulfil. The MOD sponsor may specify minimum qualifications for particular roles in the arrangement with the principal employer. Any special qualifications are to be included in the Employee Agreement.

**2.4.005. Residence.** See Para 17 of Annex D/1 of [RLFR](#).

**2.4.006. Appointment.**

a. Sponsored Reserve potential officers are eligible for direct appointment subject to obtaining SC clearance. Regulations governing rank on appointment are in Para 18 of Annex D/1 of the [RLFR](#). The APC CM Ops (Offr Sec) is to inform the employer in writing when an officer candidate has been granted a commission.

b. The recruiting unit is to inform the APC CM Ops (Offr Sec) if a candidate is rejected for any reason or fails to be commissioned or attested as a potential officer by the date shown in the Employee Agreement. APC CM Ops (Offr Sec) is to inform the employer in writing if any of these events occur.

c. If a potential Sponsored Reserve officer has been attested as a soldier prior to commissioning, and is found unsuitable for a commission, they may be employed as a Gp C soldier or are to be discharged, [RLFR](#) Annex D/1 Para 29.c refers.

**2.4.007. Provisional Commission (Sponsored Reserves (SR)).**

a. Exceptionally, a potential Sponsored Reservist will seek a commission before their Employee Agreement has been finalised. Such instances will occur before detailed negotiations between the principal employer and the MOD sponsor have been completed, but an Employer's Consent Form has been issued, [RLFR](#) Annex D/1 Para 7 refers.

b. Provided an Employer's Consent Form has been issued and authorisation has been received from the MOD sponsor, the applicant may be processed as an officer and appointed as a Provisional 2Lt (SR) in Group C. Such provisional officers may voluntarily carry out SR training, but until an Employee Agreement has been signed

and witnessed, and the date specified on the agreement has been reached, may not have their commission confirmed and are not liable for mobilisation, [RLFR](#) 01.01.058 refers.

c. If the commission is confirmed, seniority for pay and rank will be backdated to the day of provisional appointment. Any training carried out during this period may count towards bounty.

**2.4.008. Training.** See Para 20 of Annex D/1, and Paras 01.02.034c and 01.02.036 of the [RLFR](#).

**2.4.009. Promotion.** See Para 19 of Annex D/1 of [RLFR](#).

**2.4.010. Transfers.**

a. **Within Group C.** See Para 39 of Annex D/1 within [RLFR](#).

b. **To Group A or B.** See Para 40 of Annex D/1 within [RLFR](#).

c. **To Group C from Groups A or B.** See Paras 18b and 41 of Annex D/1 with [RLFR](#).

**2.4.011. Absence Abroad.** See Para 17b of Annex D/1 within [RLFR](#).

**2.4.012. Resignation or Retirement.**

a. **Compulsory Resignation or Retirement.** If an officer ceases to be employed by an employer with a Sponsored Reserve commitment, moves to another employment in that firm which does not require a Sponsored Reservist, or receives notice of cessation of liabilities from DMCM, they are to resign or retire, [RLFR](#) Pt 1, Ch 4, Sect 8 refers. Officers with outstanding liabilities in the Regular Reserve may not resign until those liabilities have been completed. Officers who are suitably qualified may apply to transfer to another part of the Army Reserve.

b. **Voluntary Resignation or Retirement.** An officer seeking to resign or retire before their obligations as a Sponsored Reserve have ceased is to inform their employer of their intentions before submitting their application to resign or retire. If they are self-employed and under contract to provide services as a Sponsored Reserve, they are to inform the person to whom they are under contract. Their letter of application to their Commanding Officer is not required to be submitted more than 3 calendar months before their proposed date of resignation or retirement and is to confirm that they have made their intentions known to their employer, or the person to whom they are under contract. Their employer is to be notified as soon as an application is received.

c. **Action on Resignation or Retirement.** In the event that an officer ceases to have any Sponsored Reserve liabilities for any reason:

(1) Their duties and liabilities, unless they have transferred to Group A or B, shall only be those essential to affect their resignation, retirement or transfer to RARO.

(2) Their employer is to be informed of any such duties associated with the processing of their resignation or retirement which will require them to be

absent from their civilian place of work, and of the date on which the officer formally retires, resigns or is transferred from the Sponsored Reserve (see Para 32 of Annex D/1 within [RLFR](#)).

(3) Procedures and documentation are to be carried out as laid down in Part 1 Chap 9 of [RLFR](#). Additionally, this is to include the return of arms, clothing or equipment which is public property in good order, or the payment for missing items or those items for which damage is not accountable due to fair wear and tear.

(4) In all instances, the APC CM Ops (Offr Sec) is to inform the employer in writing when an officer's resignation, retirement or transfer to RARO is confirmed, or their commission is terminated.

**2.4.013. Reckonable Service.** See Paras 42 and 43 of Annex D/1 within [RLFR](#).

**2.4.014. Transitional Members.** See Para 44 of Annex D/1 within [RLFR](#).

**2.4.015 – 2.4.050.** Reserved.

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**PART 2 – CHAPTER 2 – COMMISSIONING****SECTION 5 – GROUP D SPECIALIST RESERVE OFFICERS****SPECIAL TERMS OF SERVICE****Introduction**

**2.5.001.** Group D (Gp D) Terms of Service (ToS) are designed for specialist SPs who do not meet the normal recruiting, employment or retention standards of Gp A SPs. Gp D SPs have a valuable contribution to make to Defence, but it does not require them to complete main-stream military training, fitness standards or training for promotion. They are employed in niche roles and career managed within their professional peer group. Gp D SP remain the command and control responsibility of their 1\* commander throughout their service.

**2.5.002.** This section details the special ToS which apply to Gp D officers. Where no special ToS exist, Gp A rules apply.

**Liability**

**2.5.003.** All posts must sit on a unit AFC 8005. Gp D posts count towards the overall trained strength of the Army Reserve, unless specifically excluded. Unpaid PIDs will require slightly different establishment action, in order to ensure pay cannot be drawn.

**Enlistment**

**2.5.004.** 1\* commanders may choose to enlist Potential Officers as soldiers pending selection for commissioning and/or security clearance.

**Commissioning**

**2.5.005. Entry Age.** Applicants must be between the ages of 18 and 55.

**2.5.006. Waivers.** It is expected Gp D personnel will routinely require waivers of the normal recruiting standards in one or more areas. If there is a requirement to waive any current requirements an [AFB 203](#) is to be raised, detailing the waiver(s) required. The [AFB 203](#) is to be clearly annotated with 'GROUP D' and PID of the role in which the candidate will be employed in the Job Description box in Section 1; and 'Group D Employment Only' in the text paragraph(s) for each type of waiver sought. The purpose of the [AFB 203](#) is to provide a permanent record of any enlistment that does not meet the usual standards. Such waivers should be processed as rapidly as possible, subject to employers acknowledging and accepting any risk carried.

**2.5.007. Medical.** A medical is to be conducted to establish the SP's MES, MLD or MND is not an automatic bar to enlistment as Gp D. Enlistment is subject to an [AFB 203](#) (Med) and Appx 9 which are to be completed prior to enlistment where the candidate falls below the normal entry and/or employment standard(s).

**2.5.008. Security Clearance.** If required, security clearance should be requested after candidates have passed their respective ASBs but before commencing initial training. Where Developed Vetting (DV) is a requirement for the candidate's role, the recruitment and training process and subsequent probationary employment should continue in tandem with the DV assessment which may take several months. Potential officers should not be



commissioned when awaiting DV clearance. If DV is not granted, the probationary engagement is to be terminated or the SP returned to their previous employment.

**2.5.009. Probity.** Applicants whose civilian duties and business interests conflict with, or may be seen to be in conflict with, membership of their Specialist Group B organisation are ineligible to join. The AEB will assess suitability based on each application. In emphasising the importance of preserving public confidence, Ministerial assent may be required when applicants have civilian business appointments that are:

- a. In contractual relationship with the Government.
- b. In receipt of subsidies, or their equivalent, from the Government.
- c. As a shareholder with the Government.
- d. In receipt of Government loans, guarantees, or other forms of capital assistance.
- e. In a special relationship with Services or Departments, or Branches of Government.

**2.5.010. Selection.** Candidates for Gp D commissioning may be serving soldiers of any sort, or civilians. 1\* formations will select suitable candidates who should be recognised specialists in their field and sponsor them to the Army Officer Selection Board (AOSB). All candidates must attend the Joint PQO Board at AOSB and be selected as suitable for commissioning.

**2.5.011. Transfer In.** Officers who transfer into Gp D from any other part of the Army retain their substantive rank and should be appointed to a vacancy in that rank. Subsequent career progression is under Gp D rules.

**2.5.012. Officer Training.**

- a. **Foundation.** On successful selection, commissioning training will be an induction course sanctioned by the employing 1\* HQ or Hd of Arm and sanctioned by ARITC.
- b. **Special to Arm.** The requirement to conduct post-commissioning Special to Arm training is set by 1\* commands, in consultation with the owning capability directorate.

**2.5.013. Tenure.** Officers are commissioned for service up to the NRA, subject to appropriate employment being available.

**Capbadge**

**2.5.014.** The default capbadge for Gp D officers is General Service Corps (GSC) as General List Officers. The sponsoring capabilities and units retain responsibility for the management of their personnel. The sponsoring Capability is to be added after the letters GSC e.g. GSC(INT).

**2.5.015.** Sponsoring capabilities may choose to allow Gp D officers to wear the capability capbadge(s).

**2.5.016.** Officers transferring to Gp D from another part of the Army may retain their existing capbadge with the agreement of the losing and gaining capabilities.

### Assignment

**2.5.017.** Gp D is not a Workforce Requirement type and no PIDs will be annotated as such on the C8005 – personnel may occupy no more than 15% of established PIDs for any single C8005.

### Training

**2.5.018. Annual Training.** The minimum Annual Training requirement is the completion of MATTs 6 and 7/ITR Core Education. Workplace Induction Programme (WIP) must be conducted on enlistment and at the frequency laid down in unit standing orders. 1\* Commands will set the requirement for any other periodic compulsory training and/or assessment requirements linked to the SP's role.

**2.5.019. Medical.** SP who are downgraded are to be managed in accordance with [AGAI 78](#). All MLD and MND personnel are to have a current Appx 9. In addition, an Appx 26 is to be completed for any activity beyond sedentary office employment or in the event of any doubt. SP wishing to be re-assigned who are graded L6 MND(P) must apply to the AEB using Appx 25.

### Pay and Allowances

**2.5.020. Pay.** Remuneration policy is at [JSP 754](#). Gp D officers may be in paid or unpaid roles. Job specs must clearly state whether the role is paid or unpaid, the entitlement to allowances, and any RSD limits.

**2.5.021. Bounty.** Bounty may be earned by Gp D SP subject to the same rules as Gp A Reserves. Certificate(s) of Efficiency are issued subject to the same rules as Gp A Reserves. Medical exemptions must be recorded in the SP's Appx 9.

**2.5.022. Allowances.** Allowance policy is contained within JSP752. Allowances are paid at the same rates and under the same conditions as all other SP. If the role is unpaid, C1 and C2 training must be recorded to ensure correct entitlement to Travel and Subsistence allowances, and to inform Management Information.

### Honours and Awards

**2.5.023.** Eligibility for any Honour or Award (including VRSM) follows the rules in [JSP 761](#).

### Promotion and Seniority

**2.5.024. Seniority.** Gp D rank and seniority is not automatically transferrable to any other part of the Army.

**2.5.025. Officer Promotion.** Officers will be commissioned as Lt and promoted using Acting Paid Rank or Local Unpaid Rank only. Officers transferring to Gp D with another substantive rank will retain that rank but may only progress further in Gp D using Acting Paid Rank or Local Unpaid Rank.

- a. **Acting Paid Rank.** Promotion to Acting Paid Rank is regulated by vacancies within each organisation. Officers require a minimum of one report in rank with a recommendation for promotion, to be selected for Acting Paid Rank. Promotion in Rank-Ranged posts is permitted, without reference to Pers Policy (A). For Maj and above, Acting Paid Rank will be ratified by the appropriate promotion board.
- b. **Local Unpaid Rank.** Local Unpaid Rank of up to OF2 may be granted by the 1\* employing HQ as individual tasks dictate. For Maj and above, Local Unpaid Rank will be ratified by the appropriate promotion board.

**2.5.026. Boarding.** Appointment boards for Gp D SP below the rank of OF3 will be conducted at 1\* formation level. OF3 and above will be appointed by the relevant board at APC.

## MS

**2.5.027.** SP in receipt of pay will receive an appraisal report in line with Gp A Reserves. Unpaid SP do not normally receive an appraisal report but may do so where required for CM purposes.

## Mobilisation

**2.5.028.** All Gp D SPs are liable for call-out under [RFA 96](#), Section 52. Gp D SP may volunteer to be liable for call-out under sections 54 and/or 56; and/or under the Defence (Armed Forces) Regulations 1939. Additional call-out liabilities will be approved at the employing 1\* HQ when in the interests of the service.

**2.5.029.** On mobilisation, the training requirement is to be determined between the home 1\* employing HQ and theatre commander and delivered at MTMC(I). If MLD or MND, a new Appx 26 is to be raised to cover Pre-Deployment Training (PDT) and deployment.

## FTRS

**2.5.030.** Gp D SPs are not normally eligible for FTRS. However, Gp D SPs may be brought into service on FTRS where liability has been specifically created for the purpose or the employing organisation requests a Gp D candidate. As with other Army Reservists, SPs on FTRS will have their Volunteer Reserve Record moved to ARRG 5.

## Transfer

**2.5.031.** Gp D SP who transfer to other parts of the Army (Regular or Reserve) must conform to the prevailing entry standards and must complete training to bring them to the employment standard required. Gaining capability directorates will confirm the individual requirements for Basic Training and Initial Trade Training for the new role. Rank and seniority on transfer will be determined by the receiving capability directorate. There is no automatic entitlement to transfer any rank or seniority held as a Gp D Reserve.

**2.5.032.** Gp D SP may transfer to other Gp D employment, subject to acceptance by the receiving 1\* formation. Rank and seniority on transfer will form part of the offer from the receiving 1\* formation.

**2.5.033.** Gp D SP may transfer to ARRG 1 sponsored by the employing unit. Gp D SPs are not permitted to transfer to ARRG 3 or 4. Gp D SPs who have no sponsoring unit are to be discharged or retired.

### **Retirement and Resignation**

**2.5.034. Procedures.** Retirement and resignation processes, including the non-attendance process, are as Gp A. Discharge paperwork to be clearly annotated 'Army Reserve Group D', to prevent any future Defect in Enlistment Procedure.

**2.5.035. Disestablishment.** If a specialism is no longer required, or a post is disestablished, where possible and if in the interests of the Service, the specialist will be assigned to another unit in the same specialist role. If this is not possible, the individual may be assigned into the ARRG until a suitable position is identified.

**2.5.036 – 2.5.050.** Reserved.

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**PART 2 – CHAPTER 2 – COMMISSIONING****SECTION 6 – ARMY RESERVE DE OFFICERS WHO COMMISSION VIA THE SENIOR SOLDIER ENTRY PATHWAY****Background**

**2.6.001.** There are no Late Entry (LE) commissions in the Army Reserve. Army Reserve Senior Soldier Entry (SSE) pathway is Army Reserve Direct Entry (DE) commissioning by a different route that takes account of previous service. Successful candidates could be considered for the full range of officer appointments within their rank, experience and qualifications in competition with their DE peers.

**2.6.002. Regular Reserve.** This pathway is not available to the Regular Reserve see RLFR Pt 3 Ch 3, para 03.03.411.

**2.6.003. FTRS posts.** Army Reserve soldiers serving in FTRS posts must have an Army Reserve Unit to sponsor them through the AOSB pathway. Although they may not serve in the Unit directly on commissioning they may eventually return to serve at that Unit.

**Eligibility**

**2.6.004. Capbadge requirements.** Detail of specific capbadge requirements for SSE commissioning are at Part 2 Chapter 2 Section 2.

**2.6.005. Demand.** Restrictions on numbers presenting to ASB for commissioning through the SSE pathway may be stipulated by D Pers through WF Plans. Cap Badge specific nuances may be raised and discussed through the bi-lateral process with WF plans and Corps Colonels/RHQs.

**2.6.006. Rank.** Army Reserve soldiers ranked Sgt – WO1 may apply for an Army Reserve Group A commission via the SSE pathway, subject to other limitations below.

**2.6.007. Annual Reports.**

a. **Standard Applicants.** Army Reserve SNCOs and WOs may apply for an Army Reserve DE commission via the SSE pathway if they have:

(1) **Sgts.** A minimum of three annual reports (Regular or Army Reserve) as a substantive Sgt, with a positive recommendation for commissioning in the current appraisal. Sgts who do not have three annual reports in rank but who have a current recommendation for commissioning may apply through AOSB Westbury and complete the CC(S), [chapter 1 section 1](#) and [chapter 4 section 1](#) refers.

(2) **SSgts and WOs.** A positive recommendation for commissioning in the current annual regular or reserve report in the substantive rank of SSgt or WO.

b. Former **Regular Sgts.** Former Regular Sgts who transfer to the Army Reserve directly from the Regular Army may apply if they held substantive Sgt rank in the Regular Army for the two years immediately prior to transfer; and they are recommended for a commission in their current annual report.

- c. SP who have not joined the Army Reserve directly from the Regular Army are not entitled to be considered for commissioning until they have received 1 x AR as an Army Reserve soldier.
- d. **Guidance for Reporting Officers (ROs).** There are no specific SSE roles in the Army Reserve. ROs making recommendations for commissioning are to comment on the full breadth of the subject's employability and must include comment on the subject's command potential.

**2.6.008.** [REDACTED]

**2.6.009. Education.** All candidates are required to have 5 GCSEs (or equivalent) at grade C/4 or above, including Maths and English language. Candidates who have gained educational qualifications in the Scottish education system must have achieved National 5, Credit Standard Grade or Intermediate 2 at minimum Grade C or equivalent in English language and mathematics. Those failing to meet the standard can receive advice on how to achieve this from their local Army Education Centre (AEC). Former Regular SNCOs or WOs who have successfully completed Education for Promotion 2 (EFP 2) or WO/SNCO Command, Leadership and Management (CLM) or WO/SNCO Army Leadership Development Programme (ALDP) are exempt this requirement provided they have a minimum of L2 Literacy and Numeracy or equivalent. Requests for education standard waivers are to be directed to SO1 Learning and Development, Pers Pol (A).

**2.6.010. Security Clearance.** The minimum level of security vetting clearance for commissioning is SC. Army Reserve candidates must ensure that they have it prior to taking their appointment as a commissioned officer.

**2.6.011. Certificate of Efficiency.** Applicants must have been certified efficient in the last full training year prior to their application. Applicants who were not certified efficient in their last full training year due to extenuating circumstances may apply for a waiver through their Army Reserve unit CO and 1\* Formation HQ to WF Pol, Pers Pol (A). Ex-Regulars who transfer to the Army Reserve directly from the Regular Army are exempt this requirement in the first twelve months of Army Reserve service.

**2.6.012. Medical Fitness.** The minimum medical standard for commissioning is normally medically fully deployable (MFD). Soldiers who are Below Normal Medical Standards (BNMS) must be able to complete the SSE assessment and will be considered by the Army Employment Board (AEB) if recommended for a commission. Their commissioning is subject to AEB approval. The CM Branch in consultation with the Reserve unit is required to request OH guidance to support the case submitted to the AEB.

**2.6.013. Age.** The maximum age for attendance at **SSEA** is the day before an applicant's 50th birthday, with the opportunity for some to serve to the NRA for Army Reserve Group A Officers of 60.

## Application

**2.6.014.** Applications are generated at unit level and will then be forwarded with a covering letter to the APC for action. The APC will issue further guidance to the Candidate, unit and formation.

**2.6.015.** The application pack consists of:

- a. **Application for Army Reserve Commission by applicant.** Applications for a SSE commission are made on the [Digital Transfers platform](#) on the Defence Gateway or an [AFB 7221 \(Rev 02/22\)](#) where there is no access to the Digital Transfers platform. Once an application is complete, it will be workflowed through the Commanding Officer to your current APC Career Manager (CM).<sup>94</sup> Paper copies of AFB7221 are to be submitted to [apc-cmpol-digitaltransfers@mod.gov.uk](mailto:apc-cmpol-digitaltransfers@mod.gov.uk), who will process the application via the Digital Transfers platform.
- b. **Education Certificates.** Photocopies of all relevant qualifications are to be included and uploaded to the Digital Transfer platform. For those with EFP or CLM/ALDP qualifications a legible JPA screenshot may be included and uploaded to the Digital Transfer platform.
- c. **Waivers.** Copies of any waivers that have been issued are to be included and uploaded to the Digital Transfer platform.

**2.6.016.** All sections of the pack must be dated no more than 12 months prior to the date of the start of the SSEA window. An applicant's completed Digital Transfer platform application must be received by the applicant's current CM by the deadline as published in an annual LE/SSE commissioning DIN. Once the current CM review has been completed, applications will be workflowed to the relevant future CM(s).

#### **Completion of [AFB 225B \(Rev 02/22\)](#)**

**2.6.017.** An [AFB 225B \(Rev 02/22\)](#) is to be initiated by each capbadge for whom an applicant has submitted a preference on their application, if they have met the eligibility criteria. The purpose of the [AFB 225B \(Rev 02/22\)](#) is to inform members of the ASB of the potential that an applicant has for a commission in the Arm or Service that they have applied for. Interviews should not take place before filter boards should a filter board be required. Capbadge interviews should be completed in accordance with Arm and Service instructions or as directed by respective Corps Colonels. Guidance on completing capbadge interviews and resulting [AFB 225B \(Rev 02/22\)](#) is to be published within the annual LE/SSE commissioning DIN. Completed [AFB 225B \(Rev 02/22\)](#) forms are to be uploaded to the Digital Transfers platform. Completed [AFB 225B \(Rev 02/22\)](#) must not be released to candidates until the promulgation of results

#### **Senior Soldier Entry Assessment (SSEA)**

**2.6.018. Selection.** All SSE candidates will attend the SSEA.

**2.6.019. Attempts.** An applicant will normally only be allowed two attempts at SSEA. In exceptional circumstances Pers Pol(A) may authorise a third attendances at SSEA.<sup>95</sup>

**2.6.020. SSEA Waivers.** The following waivers may be allowed:

- a. Former Regular soldiers may apply for a commission through the SSE pathway without attendance at SSEA if:

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<sup>94</sup> Or the designated APC POC for that capbadge.

<sup>95</sup> This includes all predecessors of SSEA (i.e. SSE(D), LECAB, AOSB(SSE)).



- (1) They were graded above the quality line for a Regular LE Commission at an Arms Selection Board (ASB) within the last 12 months before application; and
- (2) They received a recommendation for a commission in their current annual report; and
- (3) They are seeking a commission in the Army Reserve for a role within the same Arm/Service for which they were previously selected.

b. Age waivers will normally only be considered if the candidate has previously attempted AOSB/LE CAB/AOSB(SSE)/SSEA and on their second attempt breach the age limit for attendance. This will be limited to a 24-month extension to para 2.6.013.

c. **Unavailability to attend the SSEA.** In exceptional cases a candidate may be considered by an ASB without attending the SSEA. This is only to be considered in extremis and with prior approval granted through WF Pol. In such cases the candidate is to be advised that the SSEA report is a key piece of evidence and that its absence may have a negative impact on their likelihood of selection. Exceptions will not be granted for unit engagements such as exercises.

### Arms Selection Board

**2.6.021.** ASBs are delegated to the APC by Pers Pol (A) and are to be conducted in accordance with the Boarding Manual.

**2.6.022.** Each capbadge will score the candidates using the following evidence:

- a. Candidates' ARs.
- b. Career Profile Sheet.
- c. AFB 225B (Rev 02/22).
- d. SSEA Report.
- e. Any documentation special to Arm or Service.
- f. The Secretary to the ASB is to bring to the attention of board members details of the applicant's Record of Service, including any unspent convictions. The pre-selection process will also ensure that anything recorded in an applicant's personal file (e.g. disciplinary offences (less spent convictions) or AGAI 67 action) that may affect the outcome of the application is brought to the attention of the ASB.

**2.6.023. Authorisation of results.** Post ASB CM branches will forward the results of the ASB to Pers Pol(A) for ratification that will take place with the APC 2<sup>nd</sup> Party Assurance. **CM branches will forward the results of the ASB to Pers Pol(A) through the Digital Transfers platform for ratification of the boards to ensure the board is policy compliant.**

### Commissioning and Appointment

**2.6.024. Publication of Results.** Once ratified by Pers Pol(A), lists of successful applicants will be obtained from the Digital Transfers platform by Offrs Sec in CM Ops, APC. The Offrs Sec will publish results through workflow on Digital Transfers and

**publication of results on MS Web** stating that successful applicants are provisionally selected for an Army Reserve Group A commission, subject to continued recommendations and selected for a commissioned officer appointment. Additionally, Below Normal Medical Standard (BNMS) applicants will be subject to AEB approval. Under no circumstances should personnel be informed of their success before the publication date. The published commissioning date used for seniority purposes will be the date of appointment to an officer's post, or the date of publication of results if the candidate is in an officer's post prior to commissioning.

**2.6.025. Acceptance of Offer.** Army Reserve candidates will receive confirmation of the cap badge(s) for which they can apply for an Officer appointment and no acceptance is required at this point. Instead, Army Reserve candidates will only be offered a Commission by the relevant future CM once they have secured an Officer appointment. Responses to the offer of the commission must be submitted within 4 weeks of the date of the letter, by accepting the offer on the Digital Transfers platform. For candidates without Digital Transfers platform access, they must complete and return the acceptance letter or confirm their refusal of the offer to [apc-cmpol-digitaltransfers@mod.gov.uk](mailto:apc-cmpol-digitaltransfers@mod.gov.uk) to have the offer accepted / refused by proxy on their behalf within the same timeframe. If responses are not returned by the due date, then the offer will be withdrawn and subsequently passed to a candidate from the Commissioning Reserve List.

**2.6.026. Commissioning Reserve List.** Those placed below the commissioning line, but above the quality line may be considered for selection from the Commissioning Reserve list at a later stage if a selected candidate either withdraws from the process or is unable to be commissioned. Commissioning Reserve list selection is possible until the end of the commissioning year, usually 31 Dec in the year following the SSEA, subject to ratification by Pers Pol(A).

**2.6.027. Appointment.** Commissioning action will be initiated on selection for initial appointment and assignment is to be undertaken in accordance with the [MS Career Management Handbook](#). Should the candidate be unable to assume an officer's post immediately. Successful candidates will commission only on appointment into an officer's post. Successful candidates may commission into an FTRS officer appointment. The successful candidate must continue to be recommended for commissioning, remain MFD (unless AEB has approved otherwise) and be certified efficient in the last full training year before appointment.

**2.6.028. Rank on Appointment.** Successful candidates will assume the following ranks:

- a. **Former Sgts/SSgts.** Once commissioned, former SNCOs will be assessed on a case-by-case basis and an appropriate training intervention will be identified. This will then have to be passed within two years. Once the officer has completed both the appropriate training intervention and JOTAC(R), and are filling a Capt's PID, they will be granted substantive Capt but seniority is not to be backdated unless the officer was holding the acting rank of Capt prior to substantiation. If this is not achieved, non-compliance could result in admin action described at [para 6.1.021](#).
- b. **Former WOs.** Successful candidates will be commissioned as substantive Lt, A/Capt. Acting Capt can only be awarded if the officer is filling the WF Requirement (PID) that enables AHR to be awarded [JSP 754](#) refers. AHR of Capt can only be awarded if the officer is assigned to an appropriate Capt PID; it cannot be granted if the position is rank ranged OF1/2. Once commissioned, former WOs have two years to attend and successfully pass the SSECC and JOTAC(R). The SSECC lasts five

days and is delivered by RMAS. Once the officer has completed both the SSE course and JOTAC(R), and are filling a Capt's PID, they will be granted substantive Capt with seniority backdated to the date of commissioning. If this is not achieved, acting rank is withdrawn and seniority will be applied upon completion of JOTAC(R) under the proviso individuals are in a Capt post. Failure to successfully complete JOTAC(R) could result in Defence Council action described at [para 6.1.021](#).

**2.6.029. Training.** Officers must complete the mandated training directed in the OCDH prior to attending JOTAC(R) and prior to transfer to the ARRG. Exceptional cases to transfer to the ARRG are to be directed to SO2 Res Pol, WF Pol, Pers Pol (A), AHQ.

**2.6.030. Employment.** Once commissioned in an Army Reserve Gp A appointment, SSE pathway officers may undertake any Army Reserve commissioned officer's appointment commensurate with their rank. There are no specific SSE roles or appointments in the Army Reserve.

**2.6.031. Pay.** SSE are commissioned as Army Reserve Group A DE Officers and will be paid from the OF Main Table. The OCFR pay spine is not applicable [JSP 754](#) refers.

### Points of Contact

**2.6.032.** Applicants should contact their unit administrators or Chain of Command.

### Command Sergeant Major

**2.6.033.** Command Sergeant Majors within the Army Reserve are not commissioned officers. While a Command Sergeant Major may apply for a commission they may not hold a commission while in a Command Sergeant Major assignment.

**2.6.034 – 2.6.050.** Reserved.

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**PART 2 – CHAPTER 2 – COMMISSIONING****SECTION 7 – TERMS OF EMPLOYMENT WITH THE NAVY,  
ARMY AND AIR FORCE INSTITUTES****General**

**2.7.001.** The instructions contained in RLFR apply equally to all officers employed with NAAFI, except where stated in this section.

**2.7.002.** Liabilities for Call-Out on Permanent Service. Officers are to have the same call-out liabilities as other officers in the same Army Reserve Group but are to be called out on permanent service only when required for service with NAAFI.

**2.7.003.** Residence and Travel Overseas. Officers who are employees of NAAFI and who proceed overseas as such, may retain their commissions in the Army Reserve irrespective of the period spent overseas provided they remain in the employment of NAAFI.

**Commissioning**

**2.7.004.** Eligibility.

- a. **Age.** Candidates must be between the ages of 21 and 55 years.
- b. **Medical.** The minimum medical standard is MLD.
- c. **Previous Officer Service.** Candidates are to be eligible for consideration for the grant of direct commissions in RLC if they have previously served as an Officer:
  - (1) On full pay in the armed forces of the Crown (including the Naval, Military and Air Forces of the Commonwealth); or
  - (2) In the Regular Army Reserve of Officers; or
  - (3) In the Army Reserve, TAVR, UDR or R IRISH(HS) (other than for service with the Combined Cadet Force or Army Cadet Force); or
- d. **Previous Soldier Service.** Soldiers in the RLC who have been recommended by NAAFI for commissioning, are eligible for consideration by attending a RLC Commissioning Interview Board.

**2.7.005.** Commitment. Candidates are to be required to give a written undertaking to serve in a military capacity with NAAFI when required at a time of emergency, when not called out under an Army Reserve liability.

**2.7.006.** Type of Commission. Officers are to be appointed to Land Forces commissions for service in the specialist RLC.

**2.7.007.** Application. Applications are to be made on [AFCO Form 4](#), accompanied by F/Sy 904, (completed in duplicate) and submitted by NAAFI to HQ RLC.

## Rank and Promotion

**2.7.008.** Successful candidates are to be appointed in the rank of 2Lt. They are eligible for substantive promotion to Lt on completion of 2 years' reckonable service in the Army Reserve when not called out, or full paid service as per [JSP 754](#).

**2.7.009.** The highest rank for officers is to be Lt.

**2.7.010.** There is to be no substantive promotion above the rank of Lt, but officers called out on a permanent service may be granted acting rank appropriate to the appointment they are required to fill under such rules as may become applicable to the Army as a whole.

## Training

**2.7.011.** RLC officers, including those employed overseas, are required to complete MATTs/ITRs annually. Additional training may be undertaken on a voluntary basis, under arrangements agreed between the Ministry of Defence and NAAFI.

## Pay, Allowances and Bounties

**2.7.012.** Officers are to receive no pay, allowances or bounties from Army funds but are to be remunerated by NAAFI in accordance with the terms of employment of that organisation.

## Removal and Resignation

**2.7.013.** Officers may apply to resign their commissions at any time except during an emergency. Officers are normally to cease to serve in the Army Reserve at 55 years of age, but in exceptional service circumstances the age limit may be raised.

**2.7.014 – 2.7.050.** Reserved.

**PART 2 – CHAPTER 3 – ARMY RESERVE OFFICERS PROMOTIONS****SECTION 1 – PROMOTIONS****General**

**3.1.001.** Promotion of officers in the Army Reserve is to be regulated by vacancies on the establishment of each unit or pool except as in paragraphs [3.1.007-008](#). Before substantive promotion is granted, an officer must; have completed the required period of reckonable service; have an unqualified recommendation for promotion in the most recent annual report and have qualified or be exempt from qualifying for the necessary professional development qualifications or have obtained other professional qualifications required by the capbadge Arm or Service. Where it is considered necessary in the interests of the officer or the Army an additional report or recommendation may be called for by Military Secretariat (MS).

**3.1.002.** All Army Reserve Gp A officers commissioned from 1 Apr 07 will serve on Length of Service Terms of Service (LTOS) with progression based on experience (operational, regimental and at staff) and performance, whilst taking into account potential.

**3.1.003.** PQOs of the RACHD, RAMC (RAMC PQOs are Medical Officers, Physiotherapists, Radiographers, Physiotherapists and Environmental Health Officers. RAMC MSOs are covered in this section), RAVC, RADC, QARANC and AGC(ALS) have non-standard promotion rules. See [Chapter 2 Section 2](#). Differences in ToS for Gp B, C and D officers are detailed in Chapter 2 sections [3](#), [4](#) and [5](#).

**3.1.004. Transferees.** Any SP who has had a change of TACOS is required to have one OJAR to run to a promotion board. By exception an Army Reserve who has joined from the Regular Reserve and who has a current report from Regular Reserve Service does not require an Army Reserve report to filter in for promotion.

**Substantive Promotion**

**3.1.005. Recommendation for Promotion.** In recognition of the nuances of Reserve service, a recommendation for promotion one rank up in an OJAR will be valid for 2 years providing the officer remains eligible for grading in all other respects. That is the Appraisal Report will be considered as 'current' for 2 consecutive promotion boards.

**3.1.006. Promotion Zone.** Promotion zones cover the periods within which officers may be substantially promoted following selection. Officers normally enter the promotion zone on 1 January of the calendar year in which they have received the pre-requisite number of annual reports **or eligible Authorised Appraisal Gap Reports (AAGR) in lieu** to be considered for promotion and leave the zone on 31 December of the calendar year in which they reach their Engagement Expiry Date (EED) minus 3 years, or maximum length of commissioned service for promotion. **Guidance on the eligibility of AAGRs in lieu of appraisal reports can be found in the CM Handbook.** Officers on overage extensions are no longer in the promotion zone.

**3.1.007. Substantive 2Lt.** Army Reserve officer cadets will be granted a probationary commission in the rank of 2Lt on successful completion of Module C of the Reserve Commissioning Course. They will remain on probation until successful completion of Module D. While the date of completion of Module D will become the officer's 2Lt Increment Base Date (IBD) for pay and seniority, officers commissioned into a UOTC may

only accrue a single year's seniority, further incremental progression is available on joining a Group-A Army Reserve unit.

### **3.1.008. Promotion to Lt.**

- a. Officers appointed to commissions as 2Lt whose commissions have been confirmed may be promoted to Lieutenant on completion of 2 years' Service as a substantive 2Lt and 2 x ARs as a substantive 2Lt in an Army Reserve Group A PID. A maximum of 1 x AR from UOTC 2Lt group A PID may be counted towards the 2 x AR requirements. Commissions are confirmed on competition of module D at RMAS.
- b. Officers require a grade of B- or higher and a positive recommendation for promotion in the current appraisal report.
- c. Officers may be given an antedate for seniority in the rank of Lt if they have previous paid service as an OR with the Regular forces [JSP 754](#) refers. Half of such service will count for seniority up to a maximum of 1 year's seniority. The antedate permits accelerated promotion to Lt, once sufficient reckonable service has been accrued, and after 1 OJAR has been received as a 2Lt at a Gp A unit.

**3.1.009. Promotion to Capt.** Officers will be considered for promotion to Capt after 2 reports in substantive rank of Lt. SSE officers are not covered by this regulation.

**3.1.010. Promotion to Maj.** Officers will be considered for promotion to Maj after 5 reports in the substantive rank of Capt. SSE officers who were formerly WOs may count up to 2 reports in the rank of Acting Capt. **Professional development requirements required for promotion are detailed at paragraph 3.1.030a to 3.1.030h.**

**3.1.011. Promotion to Lt Col.** Officers will be considered for promotion to Lt Col after 5 reports in the substantive rank of Maj.

**3.1.012. Promotion to Col.** Officers will be considered for promotion to Col after 5 reports in the substantive rank of Lt Col.

**3.1.013. Promotion to Brig.** Officers will be considered for promotion to Brig after 3 reports in the substantive rank of Col.

### **3.1.014. Promotion to Maj Gen.**

- a. **Eligibility.** Officers will be considered for promotion to Maj Gen after 2 reports in the substantive rank of Brig with a recommendation for promotion in the latest report. An officer will remain eligible for grading for promotion to Major General until Engagement Expiry Date (EED) minus 3 years, provided they continue to be recommended for promotion. Grading does not provide an assurance of promotion.
- b. **Grading. No 2 Bd grade eligible offrs at a PSB in Mar each year and recommend which** officers are graded by No 1 Bd, chaired by CGS.
- c. **Selection and Appointment.** No 1 Bd meets 4 times a year to consider candidates for appointments that are to become vacant within the next 18 months or so. No 1 Bd is responsible for the grading of eligible candidates and the subsequent selection and appointment of the successful candidate.

**3.1.015. Rank Ranged Posts.** Rank range posts will routinely be filled in the lower rank. If there is no officer available or suitable at the lower rank, the post may be filled by an officer in the next higher substantive rank. Occupation of a Rank Ranged post in the lower rank does not imply a vacancy at the higher rank. In line with Queens Regulations, 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.

**3.1.016.** Mobilisation (refer to [JSP 753](#), Pt 1 Ch 3). Army Reserves on permanent mobilised service may be promoted substantively if they are qualified, boarded, selected and appointed in absentia into a vacant higher ranked Army Reserve post and:

- a. they have been granted Acting Rank in their mobilised service, or,
- b. they are filling a higher ranked rank ranged post in their mobilised service, or,
- c. they are moved into a higher ranked post in their mobilised service.

**3.1.017.** The date of their substantive promotion will be date they are shown on JPA as occupying their higher ranked Army Reserve post. If none of the above criteria are met, the date of their substantive promotion will be date they take up their higher ranked Army Reserve appointment after demobilisation.

**3.1.018. Long Deployments.** Army Reserve SPs deploying to an operational theatre for 12 or more months in a post one rank higher than their current rank may promote substantively, subject to meeting all other requirements for promotion, [chapter 4 section 2](#) refers. SP deploying for less than 12 months are not eligible for substantive promotion. 'Deploying' refers to time spent in an operational theatre whilst occupying a PID in the higher rank. It does not refer to the full period of mobilised service and does not include PDT or POL. SP do not have to accept substantive promotion and may choose to undertake the tour in acting rank, reverting back to their current sub rank on return to UK.

### Acting Rank

**3.1.019.** Eligibility:

- a. **To Lieutenant.** There is no eligibility for Acting Rank from 2Lt to Lt.
- b. **To Captain.** Substantive Lts may be appointed to a higher ranked vacancy in Acting Rank one rank up if they hold a minimum of one appraisal report in their substantive rank, are recommended for promotion in their current appraisal report and have completed all mandated education.
- c. **To Major, Lieutenant Colonel and Colonel.** Officers with a substantive rank of Capt to Lt Col may be appointed to a higher ranked vacancy in Acting Rank one rank up if they hold a minimum of three authorised appraisal reports in their substantive rank, are recommended for promotion in their current appraisal report and meet all of the criteria in [JSP 754](#).
- d. **To Brigadier.** Colonels may be appointed to a higher ranked vacancy in Acting Rank one rank up if they hold a minimum of one appraisal report in their substantive rank, are recommended for promotion in their current appraisal report and meet all of the criteria in [JSP 754](#).



**3.1.020. Authority.** Authority for all Acting Rank is to be sought from the appropriate APC promotion board or secretariat by the Career Manager.

**3.1.021. Withdrawal.** Once granted, Acting rank is not to be withdrawn except:

- a. For inefficiency, including failure to qualify for substantive promotion within 2 years of the grant of acting rank.
- b. For misconduct.
- c. On voluntary transfer to a unit or pool where there is no vacancy for the officer in their acting rank, on completion of an assignment or on transfer to the Army Reserve Reinforcement Group (ARRG).
- d. On transfer to the Regular Reserve, other than for acting Lt Cols who are under 38 years of age on such transfer. These latter officers retain their acting rank in the Regular Reserve, [chapter 5 section 2 refers](#).
- e. When a SP in acting rank receives a non-recommendation for promotion the CoC, in consultation with the APC CM Branch, will seek to have the acting rank removed with immediate effect.
- f. When a SP in acting rank scores below the quality line on a promotion board, the CoC, in consultation with the APC, may consider removal of the acting rank with immediate effect, [chapter 2 section 2](#) refers.

**3.1.022. Rank-Ranged Posts.** The grant of acting rank to take rank higher than the lowest rank in a rank-ranged post is not permissible except under the provisions of [chapter 2 section 2](#).

**3.1.023. Mobilisation.** When called out for permanent service, officers will lose any acting rank held in the Army Reserve. They are then subject to such rules regarding the grant and retention of acting rank or equivalent as may become applicable to the Army as a whole; the qualifying criteria will remain those in 3.1.019 above.

**3.1.024. Seniority.** An officer promoted to substantive rank whilst holding the same acting rank, is to be granted seniority from the date of promotion to the acting rank. Relinquishment of acting rank for FTRS(FC) or permanent service is not to be deemed to be loss of that rank for seniority on promotion to substantive rank.

**3.1.025. OJARs in AHR.** Acting rank reports do not normally count for promotion board filtering purposes, unless they are for WOs commissioned via the SSE process.

### **Substitution Pay (SUPA)**

**3.1.026.** Where Acting Rank cannot be granted SUPA may be awarded, subject to the criteria in [JSP 754](#) Pt 2, Ch 2.

### **Local Rank**

**3.1.027.** Local rank carries no entitlement to pay, allowances or pensions benefits. Local Rank may not be granted to NRPS or FTRS Personnel. It may be granted subject to the criteria at Part 1 para [5.10.035](#).

**3.1.028.** For disciplinary purposes no account is to be taken of local rank unless it is deemed necessary to deal with an officer within the area in which they hold local rank.

### Qualifications for Promotion

**3.1.029.** All officers are required to obtain qualifications for promotion to substantive Captain, Major and Lieutenant Colonel (the [OCDH](#) refers), except as shown below:

a. **Former Service Qualifications.** The following officers may be exempted from obtaining promotion qualifications:

(1) Officers who have previously held the substantive rank concerned in the regular armed forces of the Crown or of the Commonwealth or in the Army Reserve, or TAVR.

(2) Officers who have passed the appropriate Regular Army examination or are exempt from it but who may not have subsequently held the substantive rank concerned.

b. **Specialist Officers.** Promotion qualifications are not required for the following specialist officers except where noted in [chapter 2 section 2](#):

(1) Military Works Force.

(2) RACHD.

(3) RAMC PQOs.

(4) RADC.

(5) General List less OTC ██████████.

(6) QARANC.

(7) AGC(ALS).

(8) LIAG and 254(SGIS) Sig Sqn.

(9) Directors of Music.

**3.1.030.** Attendance on Intermediate and Staff Course (Land Reserves) ICSC(LR):

a. ICSC(LR) is an essential part of the development of Army Reserve officers. ICSC(LR) is a 2-week residential course held at the Defence Academy Shrivenham which aims to prepare and qualify Captains for promotion to Major. It is preceded by a mandatory pre-training weekend.

b. To be eligible for selection to attend ICSC(LR) candidates must have completed MK ICSC(LR), eDW and have a minimum of 3 Appraisal Reports as a substantive Captain. The most recent Appraisal Report must contain a positive recommendation for promotion to Major. If officers have not completed these elements at the time of selection they must complete these pre-requisites prior to attendance on ICSC(LR). Failure to complete these pre-requisites will result in de-selection from the course.

- c. Officers already holding an OF3 appointment in Acting rank who have completed ICSC(LR) and subsequently score above the Promotion Line will be substantiated with effect of the date the BeL(R) results are published.
- d. Officers selected for promotion to Major on the BeL(R) who have already completed ICSC(LR) will be substantiated as a Major on the day they assume an OF3 appointment.
- e. Officers selected for promotion to Major on the BeL(R) and to fill an OF3 appointment before attending ICSC(LR) may be granted acting rank, but may not gain substantive Major until they have successfully completed ICSC(LR), chapter 3 section 1 paragraph [3.1.017](#) refers. The substantive date will be the day the officer completes the ICSC(LR) course. The course must be completed within 2 years from publication of the BeL(R) results, allowing 4 opportunities for the SP to attend the course (there are 2 courses per year). An officer who fails to attend during this 2-year period will be required to run to the next BeL(R) to reaffirm their suitability for promotion. Officers who are not reaffirmed on the BeL(R) as suitable for promotion will relinquish their acting rank.
- f. Officers who wish to withdraw from the course must inform their unit, ICSC(LR) and MS5 at the earliest opportunity. MS5 are to be informed by email or letter.
- g. Officers not selected for an OF3 appointment will be required to run to the next BeL(R) to reaffirm their suitability for promotion, and to run to the subsequent year's Appointment Boards.
- h. Officers transferring from Regular service as Substantive OF3 who have not completed ICSC must completed ICSC (LR) within 2 years of transfer.

**3.1.031. Officers with unique circumstances.** While Reserve appraisal report are considered 'current' for 2 consecutive promotion boards there may be occasions where an officer does not receive a promotion qualifying report that they might reasonably have expected, for reasons outside their control. These instances, such as operationally induced ill-health or on account of an unreported period as a result of maternity leave, are recognised through the grant of an Authorised Appraisal Gap Report that will count as a qualifying report to filter to a promotion board. Boards will make selections on the basis of evidence presented.

**3.1.032. COVID-19 Exemptions.** [ABN 016/2021](#) provided direction on sustaining training and education during the period of national lockdown. It identified the unintended career implications and the measures put in place to mitigate them.

- a. **JOTAC(R).** Reserve officers due to promote to Capt prior to 31 Mar 21 will be eligible for promotion without attendance on JOTAC(R). However, JOTAC(R) must be completed prior to filtering for BeL(R).

**3.1.033 – 3.1.050.** Reserved

**PART 2 – CHAPTER 4 – EMPLOYMENT****SECTION 1 – APPOINTMENT, PROBATION AND REINSTATEMENT****First Appointment**

**4.1.001.** Successful candidates are to be appointed to commissions on probation except where shown below:

- a. Officers who have previously served as officers in the Regular and/or Reserve forces of the Crown or the Commonwealth, or in the UDR or R IRISH (HS) (other than for service with the cadet forces) may be granted such rank and seniority as may be authorised by APC CM Ops. Honorary rank held by these officers is relinquished when appointed.
- b. SSE Officers, who are granted Lt rank. Refer to [chapter 2 section 6](#).
- c. Officers serving with NAAFI. Refer to [chapter 2 section 7](#).
- d. Officers who have successfully completed CC(S) Module D.

**Antedates**

**4.1.002.** Antedates may be granted as laid down in [PAW 20](#) Articles 67-74.

**Probation**

**4.1.003. Duration.** The initial period of probation is normally 1 year. Officers who complete all requirements for confirmation of commission in under 12 months may have their commission confirmed earlier.

**4.1.004. Limitations.**

- a. **Promotion.** Officers on probation are not eligible for promotion.
- b. **Mobilisation.** Officers on probation are not normally eligible for mobilisation. If an officer on probation is considered for mobilisation, the CO must confirm the officer's commission before mobilisation.

**4.1.005. Reports.** Officers on probation are required to obtain a satisfactory appraisal report before their commissions may be confirmed. Refer to 04.02.009.b below.

**4.1.006. Extension.** Should an officer on probation be unable to complete their probation for reasons beyond their control, the CO of the officer concerned is to apply in writing to APC CM Branch for the probationary period to be extended by 1 year.

**4.1.007. Unsatisfactory Performance.**

- a. Should an officer fail to obtain a satisfactory appraisal report at the end of their 12 months' probation the CO is to forward a manuscript report to APC CM Ops (Off Sec). Refer to 04.02.009.b below. This report is to be initialled by the officer on probation and is to clearly recommend either:

- (1) A 6 - month (exceptionally 1 year) extension of the probationary period.

(2) Termination of commission. If termination of commission is recommended the case is to be referred to APC CM Ops for consideration by the Army Commissions Board.

b. If an officer on probation is so inefficient or unsuitable that it is considered essential to terminate their commission as soon as possible, their CO is to submit a special report to APC CM Ops without waiting for the conclusion of the probationary period. The officer concerned must see and initial the report. The decision that such a commission should be terminated is normally to be taken by:

(1) The Defence Council under chapter 6 section 1 paragraph [6.1.019](#) if the officer has been guilty of misconduct.

(2) The AEB under this paragraph if misconduct has not been alleged.

**4.1.008. Termination of a Probationary Commission For Failure to Complete Module D.** Army Reserve officers who fail to successfully complete Module D within 12 months of commissioning will have their commission terminated by the Army Employment Board on the authority of PAW Article 198. In conjunction with RMAS, APC Career Managers will be responsible for compiling the case file for the AEB, through Officers' Secretariat. Officers who have their commission terminated by the AEB may, with Commanding Officer endorsement, reapply for a place on Module C. This will restart the centralised training element of the Army Reserve commissioning pipeline. In exceptional circumstances, officers may defer Module D beyond 12 months from commissioning. Approval for deferring for a maximum of a further 12 months lies with the Formation Commander, in consultation with ARITC / RMAS.

## Employment

**4.1.009.** On completion of the ResCC/CC(S), officers are considered trained to a standard where the officer is able to meet the basic demands of a first appointment. Whilst appointed to a commission on probation, the officer has not completed the full syllabus of Basic Training. As the Delivery Duty Holder, Commanding Officers must ensure that they understand all risk factors relating to the employment of officers appointed to a commission on probation and include them in their units' Supervisory Care Directives. Officers who have not completed Module D are non-deployable on any operations and may not load to, commence or complete Initial Trade Training.

## Reinstatement

**4.1.010.** Re-instatement of Reserve Officers follows a similar process as Regular Officers, refer to Part 1 chapter 3, noting that a return of service is not required, and to Part 2 Chapter 5 for detailed requirements including the treatment of breaks in service. An AOSB Transfer Board may need to consider those below the rank of OF2. For Reserve officers commissioning and gazetting action will lie with CM Branches who are to liaise with Offr Sec following a unit request or APC Board assignment.

**4.1.011 – 4.1.050.** Reserved.

**PART 2 – CHAPTER 4 – EMPLOYMENT****SECTION 2 – ASSIGNMENT, TRANSFER, EXCHANGE AND SECONDMENT****General**

**4.2.001.** No Army Reserve officer is to be transferred, assigned or seconded to another unit or arm without their written consent, except when it is considered essential by the Army Board to be in the interests of the Service or when in permanent service. Refer to [RLFR](#) 01.01.50.

**4.2.002.** An officer may be assigned to another unit or pool, or transferred to another regiment or corps, only if a vacancy exists on the establishment for an officer of their rank or the unit has been authorised to overbear the officer concerned. Alternatively, an officer may be assigned to the ARRG. Refer to [RLFR](#) Part 2 chapter 8.

**4.2.003.** An officer who no longer fills a vacancy on a unit establishment, is to:

- a. Apply to transfer to another unit or pool, or the Army Reserve Reinforcement Group (ARRG), or
- b. Apply to transfer to RARO if their commission has been confirmed, or
- c. Apply to retire if they have more than 10 years' commissioned service, or
- d. Apply to resign.

**4.2.004.** Failure to produce a letter of application showing the chosen option within 28 days of completion of tenure of appointment will require the unit to start out of contact procedures; or to transfer the officer to ARRG if it is in the interests of the Army.

**4.2.005.** Army Reserve units may hold any AMS personnel against the gapped liability of another Reserve unit. AMS Global Liability Manager will manage the following cases:

- a. Reserve units that are overbearing AMS personnel.
- b. Reserve units that hold insufficient liability for the Career Employment Group (CEG) or cadre of AMS personnel that wish to be on their held strength.

**Tenure of Appointment**

**4.2.006. General.** COs must ensure that officers assuming sub-unit command or other key unit positions are aware of the length of tenure of the appointment. COs must ensure that such officers are informed of any changes to the officer plot which would alter the tenure of appointment.

**4.2.007. Sub-Unit Commanders.** Army Reserve sub-unit commanders are appointed for 2 to 3 years only. Units are to notify the APC CM Ops MS5 of the anticipated tenure of appointment for each position on assumption of appointment. When no other appropriately qualified officer is available, the incumbent may be extended in appointment for up to 1 year on the authority of the 1\* Formation Commander. Extension beyond 1 year must be authorised by APC CM Ops MS5. A full list of appointments with command earning status can be found in the CM Handbook (MS4 section). Regular officers are not permitted to be

considered for SUC of a Reserve unit. If there is an exceptional requirement for a Regular to fill such a post, a business case with funding certificate is to be produced and agreed by Pers Strat before the Regular SP can be selected for OF3 command.

**4.2.008. Other Appointments.** Tenure of appointment in other positions is to be specified by the selection board. Tenure is normally between 2 and 3 years except that for staff appointments the initial tenure of appointment is normally for 3 years. Guidance on selection, tenure of appointment and extensions for staff appointments are in [CM Handbook Pt3](#).

**4.2.009. Senior Appointments.** See [chapter 4 section 3](#).

**4.2.010. Failure to Relinquish an Appointment.** See [chapter 4 section 2](#).

### Transfer

**4.2.011. Application.** Applications for transfer are to be made on [AFE 7547A](#) (Capt and below) or [AFE 7547B](#) (Maj and above), pending the introduction of the Digital Transfer app on the Defence Gateway.

- a. Application for assignment between units and/or pools of the same arm for Jnr Capt and below are dealt with at unit level. All Snr Capt and above are managed by APC.
- b. Applications for assignment between units and/or pools of different arms are generated at unit level and must be approved by both the losing and gaining APC CM desks.
- c. Applications for transfer to the ARRG are detailed in [RLFR](#) Pt1, Ch 8.

**4.2.012. Change of Residence.** An officer who moves to a new area and is no longer capable of fulfilling the full range of military duties with their present unit has four options:

- a. Transfer to a more suitable unit.
- b. Transfer to the ARRG. Refer to [RLFR](#) part 1 chapter 8.
- c. Transfer to the Regular Reserve.
- d. Retire or resign their commission. Refer to chapter 6 section 1 paragraph [6.1.004-005](#).

### Attachment and Secondment

**4.2.013. Temporary Attachments.** Where an officer's experience or specialised knowledge is of particular use to the Service, they may be temporarily attached to the Ministry of Defence, Army HQ, Div or Comd / Functional Bde HQs, or another unit. Attachments are initially for not more than 12 months. This regulation is not authority for exceeding the maximum permitted RSDs, refer to [RLFR](#) paragraph 01.02.259 and 260. If the RSD limits prevent the attachment, FTRS may be considered subject to the availability of funding.

**4.2.014. Secondment to Regular Army.** Army Reserve officers may be invited or volunteer to be seconded to the Regular Army on a full-time basis. In all such cases they

will be required to enter an FTRS commitment, refer to [RLFR](#) Pt 1 Ch 8. As an essential preliminary, responsibility for seeking authority for a temporary JPAN or short-term establishment cover in the name of the officer concerned rests with the Regular Army unit or HQ concerned.

**4.2.015. Attachment to Foreign Army Reserve Forces.**

- a. **General.** [ACSO 1226](#) contains the rules and process.
- b. **Canada and Australia.** Special arrangements are in place for the attachment of Army Reserves to the Canadian Reserve Forces ([2015DIN01-176](#)) and Australian Reserve Forces ([2008DIN01-090](#)).

**4.2.016. Attachment of Foreign SP to the Army Reserve.**

- a. **General.** [ACSO 1227](#) contains the rules and process.
- b. **Canada and Australia.** Special arrangements are in place for the attachment of Canadian ([2015DIN01-176](#)) and Australian ([2008DIN01-090](#)) Reserves to the Army Reserve.

**Officers Assigned in Excess of Establishment**

**4.2.017. ARRG 1.** Units are to assign any officers held in excess of establishment to ARRG 1, [RLFR](#) Pt 1 Ch 8 refers.

[Redacted]

**4.2.018.** [Redacted]  
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[Redacted]  
[Redacted]

**4.2.019.** [Redacted]  
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**4.2.020.** [Redacted]  
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█ [REDACTED]  
[REDACTED]

**4.2.021.** [REDACTED]  
[REDACTED]

**4.2.022 – 4.2.050.** Reserved.

**PART 2 – CHAPTER 4 – EMPLOYMENT****SECTION 3 – ASSIGNMENT TO AND TENURE OF SENIOR POSITIONS****Army Reserve Commanding Officers**

**4.3.001. Authority.** The authority for the appointment of Army Reserve COs rests with No4 Board. For E1 commands, decisions will be guided by the Command Plan developed and presented by the relevant capbadge representative. For E2 commands the Board will consider the entire field of eligible Regular and Army Reserve runners and make appropriate selections. The authority for command at OF5 rests with No2 Board.

**4.3.002. Appointment Principles.** The following principles apply to the appointment of COs to Army Reserve units:

- a. The chain of command will set out specific KSE and commitment requirement for units prior to a Command Board.
- b. All officers, both Regular and Army Reserve, can compete for any unit command appointment.
- c. The CQL is set not below 30 points which equates to an average score of 6 points from each of the 5 x board members. Regular and Army Reserve officers are graded to a common standard.
- d. Army Reserve officers will have primacy for command of Army Reserve units unless the unit is annotated for open competition with Regular officers by the chain of command. A Regular officer will command an Army Reserve unit if no Army Reserve officer is available or suitable.
- e. Where a unit is annotated for open competition the quality line to filter to the board may be set above 30 points and Regular and Reserve candidates must score on or above this line.
- f. Officers who transfer from the Regular Army to the Army Reserve will not be appointed to a command appointment under the Reserve primacy rule until they have received 2 OJARs after transfer; they may, however, compete for command in open competition prior to receiving two OJARs.
- g. In exceptional circumstances the Command Board may choose to appoint against the Army Reserve primacy rule where it is judged that the benefits to the Army or unit are compelling.

**4.3.003. Appointment Process.** The details concerning the qualification requirements, application process and selection criteria for Army Reserve officers to command at unit level can be found in the [Career Management Handbook](#) owned by APC and updated annually.

**4.3.004. Employment Types.** The level of commitment required for unit command (ranging from part time to full time) will be determined by the Unit Commitment Requirement Letter (CRL) endorsed by the chain of command, processed by the APC and authorised by Army HQ. Army Reserve officers selected for unit command will normally be employed on Obligatory Training, VTOD and/or ADC up to a maximum of 207 RSDs. The

normal commitment is 120 days. Officers required by the CRL to command full time may be employed on FTRS(LC) when filling an Army Reserve unit command appointment or FTRS(FC) when filling a Regular Army unit command appointment.

**4.3.005. Tenure.** COs are appointed for 30 months, refer to Part 1 Chapter 5 [section 11](#).

### Senior Appointments

**4.3.006.** Appointments for Brigadiers, Colonels and Lieutenant Colonels RAMC whose appointments are not covered by the regulations for COs or senior staff officers are normally for 2½ or 3 years, refer to paragraphs [4.2.001-005](#) and [4.2.011-012](#). Exceptions may be made on the authority of the officer's CM branch. In the case of Army Reserve Brigadier appointments, the names of willing candidates are forwarded to No 2 Board for selection. Officers completing the tenure of appointments are required to vacate the appointment to allow for the appointment of a replacement.

### Senior Staff Appointments

**4.3.007.** Army Reserve officers may be assigned to staff appointments on the following terms:

- a. Employing HQs and APC Boards are responsible for the initial selection of officers for these staff appointments, after consultation with capability directors as required. Bde/Div recommendations must be forwarded to APC CM Ops for approval.
- b. The selected officer will be assigned to the employing HQ. If the HQ is unable to administer them, they may be attached to another unit for administration.
- c. Appointments held under the terms of this paragraph do not carry an automatic grant of substantive rank of the appointment. Normal promotion rules apply, [chapter 4 section 2 refers](#).
- d. The tenure of appointment is to be for up to 3 years, after which the appropriate APC board must review the candidate before the incumbent is extended for a further period of 1 year. All extensions must be considered against all other available and willing volunteers and be authorised by the relevant APC Bd.
- e. Officers completing the tenure of appointments are required to vacate the appointment to allow for the appointment of a replacement, paragraph [3.1.002](#) refers.

### Unit Employer Support Officer (UESO)

**4.3.008. Eligibility.** Candidates for UESO posts are to be experienced officers who have previously commanded a sub-unit and fulfil the requirements laid down in the MS Job Specification. Candidates are required to provide written consent to their employment as a UESO from their civilian employers with an acknowledgement that in the event of mobilisation the role of UESO will take priority over their civilian employment.

**4.3.009. Probation.** Officers selected for the position of UESO are required to obtain a satisfactory report at the end of their first year as UESO before their appointment will be confirmed. Officers who fail to obtain confirmation of appointment are required to find alternative employment, paragraph [3.1.002](#) refers.

**4.3.010. Tenure.** The normal tenure of appointment as a UESO is for 3 years, which is renewable for up to 3 years at a time with the agreement of the individual and their CO. Tenure is not to exceed the NRA.

**4.3.011. Mobilisation.** UESOs have the same mobilisation liabilities as other Group A personnel. However, due to the nature of their duties, UESOs remain part of their unit Rear Ops Gp on mobilisation and are not normally deployed Overseas.

### **Army Reserve Major General Appointments**

**4.3.012. Appointment Process.** Candidate(s) are selected by No 1 Selection Board. For Tri-Service appointments each service's nomination is forwarded to the Senior Appointments Committee. The successful candidate's CV is then submitted to His Majesty The King for approval. On approval by His Majesty The King, the appointment may be announced.

**4.3.013. Tenure.** Appointments are normally held for between 2 and 3 years. No 1 Selection Board or the Senior Appointments Committee may adjust tenure in the interests of the Service.

**4.3.014. Completion of Tenure.** On completion of tenure, Army Reserve officers of the rank of Major General or above will normally transfer to Regular Reserve. Officers above the maximum age for the Regular Reserve will normally be required to retire.

**4.3.015 – 4.3.050.** Reserved.

## PART 2 – CHAPTER 4 – EMPLOYMENT

### SECTION 4 – Honorary Physicians and Honorary Surgeons to the Sovereign

**4.4.001.** The tenure of an officer's appointment as honorary physician, honorary surgeon or honorary dental surgeon to the Sovereign is to be 2 years irrespective of their continuing on the Active List. Such officers are normally to be selected from among those holding the rank of Colonel.

#### Honorary Chaplains to the Sovereign

**4.4.002.** A chaplain appointed honorary chaplain to the Sovereign is to relinquish the appointment on ceasing to serve on the Active List.

#### Honorary Colonels

**4.4.003. Purpose.** The role of an Honorary Colonel is to foster esprit-de-corps and show an interest in the unit to which he/she is appointed, without interfering with the daily running of the unit. They are to represent the unit to stakeholders in both the civilian and military communities, whilst also taking on the role of a figurehead within the unit.

#### **4.4.004. Scope.**

- a. Honorary Colonels may be appointed to units of the Army Reserve on the scale of one for each Colonel's or Lieutenant Colonel's command. Save in exceptional circumstances, no appointments may be made to sub-units, but an independent unit of a Major's command may have an Honorary Colonel appointed.
- b. Honorary Colonels may be appointed to a composite group of units on the basis of one Honorary Colonel per 450 volunteers.
- c. Each contingent of the OTC is entitled to the appointment of an Honorary Colonel.
- d. An officer may not normally be Honorary Colonel of more than one unit. However, they may be appointed Honorary Colonel of one contingent of the OTC in addition to their own unit.

**4.4.005. Key Skills and Experience.** Nominees for appointment as Honorary Colonels can be either prominent civilians with no prior military experience or senior serving or retired military officers. Regardless of whether civilian or military, nominees should:

- a. Have achieved eminence in a field, either connected with the business of the unit or in the region of the unit.
- b. Have empathy with, although not necessarily a background in, military matters in general and, where appropriate, the reservist concept in particular.
- c. Have links and influence in the local community.
- d. Be able to represent the unit at a senior level in the civilian and military arena, locally and nationally.

**4.4.006.** The decision to select either a military candidate or a civilian with no prior military experience should be based on the circumstances and needs of the unit at that time. In deciding, wider civilian community influence should be given at least equal weighting to military connections and influence. It is acknowledged that given their role and regimental links, the scope for some combat arm units to select an Honorary Colonel with no previous military experience may be less than is the case for units from a more specialist technical role.

**4.4.007. Military Rank.** Military nominees should preferably have held the rank of Lieutenant Colonel (including brevet, war substantive, temporary or acting ranks) or above in the Regular Army, Army Reserve, AER, TA, TAVR, UDR or R IRISH(HS); or the equivalent ranks in the Royal Navy or Royal Air Force (or their reserves). The appointment of an officer below the rank of Lieutenant Colonel will only be considered if strongly recommended by the Div/Bde/OPCOM Commander with reasons for the recommendation.

**4.4.008. Tenure.** The tenure is 5 years, renewable on application to MS Hons by the Div/Bde/OPCOM Commander concerned for further periods not exceeding 5 years at a time, up to the age of 65 years. Annual extension beyond that age maybe granted by the Ministry of Defence, in exceptional circumstances, up to the maximum age of 70 years.

**4.4.009. Selection.** A field of at least two candidates should be sought where possible. This is to ensure that choice is not unnecessarily restricted and that all suitable people are considered for the position. The selection panel is to consist of the unit's CO and appropriate unit officers. The CO must have consulted with the relevant OPCOM and ADMINCON Bde Comd(s) and the RFCA before detailed staffing commences. Selection procedures are to comply with the Office of the Commissioners for Public Appointments (OCPA) principles.

**4.4.010. Regional Units.** Applications for the appointment or extension of appointments of Honorary Colonels are to be submitted by the CO of the unit using an [AFE 20031](#). Applications are submitted to the OPCOM or ADMINCON Brigade responsible for the administration of the unit with a copy to the RFCA and OPCOM Brigade (if different to ADMINCON), accompanied by the following documents:

- a. A list of candidates who are considered for the appointment, with brief notes on their background and suitability.
- b. A letter from the nominee stating that they are willing to accept or continue in the appointment.
- c. The written support of the Colonel, Colonel Commandant or representative Commandant or, in the case of RAC Yeomanry regiments, the Colonel Commandant Yeomanry. The unit and OPCOM Brigade should also consult the Capability Directors unless this power has been delegated to them. The consent of a Colonel in Chief is not required.

**4.4.011.** If the OPCOM and ADCON Brigade Commanders approve and the RFCA support the application it is to be forwarded with all supporting documents, together with a recommendation certificate, to the 2\* HQ concerned. The 2\* HQ concerned is then to forward the application with an expression of commander's views, to MS Hons. If it is considered that a further decision is required, the submission is to be forwarded to DCFA, who in turn will express an opinion prior to despatch to MS Hons. The role of the RFCAs in

advising the CO and OPCOM and ADCON Brigades will have an important part to play in the selection process.

**4.4.012. National Units.** Applications using an [AFE 20032](#) for the appointment or extension of appointments of Honorary Colonels are to be submitted by the commander of the appropriate CRHQ and/or Head of Capability (as appropriate by capbadge) to the Colonel, Colonel Commandant or representative Colonel Commandant accompanied by the following documents:

- a. A list of candidates who are considered for the appointment, with brief notes on their background and suitability.
- b. A letter from the nominee stating that they are willing to accept or continue in the appointment.
- c. A statement on the nominee's civilian activities showing how these are to be used in the interests of the unit.

**4.4.013.** If the Colonel or Colonel Commandant approves the application they are to forward it with all supporting documents, together with their own recommendation to the OPCOM 2\* formation headquarters for onward transmission to MOD MS Hons.

**4.4.014. The Royal Family.** Paragraph [4.4.003-012](#) do not apply to members of the Royal Family or heads of foreign states, who hold their appointments as Honorary Colonels at the Sovereign's pleasure. Applications for members of the Royal Family or head of foreign states to be appointed Honorary Colonels are to be submitted through the channels given above to MS Hons stating the name of the person who it is desired should be appointed and full reasons in support of the application. The views of DCFA are also to be added. No approach is to be made direct to the members of the Royal Family or head of foreign state for whom the application is made.

**4.4.015. Dress.** Honorary Colonels who have retired from the Services or who have never served may wear appropriate uniform in the course of their duties. Civilians Honorary Colonels may be issued with the same scales of uniforms as other Army Reserve officers but are not entitled to any uniform grants or upkeep allowances.

**4.4.016. Rank.** Honorary Colonels are permitted to use the honorary rank of Colonel in connection with that appointment and for the duration of it. The honorary rank is only to be used in the capacity of Honorary Colonel, when writing to, visiting, or in any way dealing with their unit. They may not use the rank when carrying out any other duties, whether military or civilian.

**4.4.017. Travel.** Honorary Colonels are to be permitted to travel at public expense in some limited circumstances, [JSP 752](#) refers.

**4.4.018. Pay.** Honorary Colonels are not paid.

#### **Aides-de-Camp to the Sovereign**

**4.4.019.** Officers holding the rank of Colonel or Brigadier in the Army Reserve may be selected to be ADC (Reserves) to The Sovereign.

**4.4.020.** The Military Secretary may, from time to time, recommend to His Majesty that officers holding one of the following positions; ACOS (Res), Asst Comd HQ 1 Div and Asst

Comd HQ 3 Div (or as appointed by No 2 Board), may be considered for appointment as ADCs. It should be noted that:

- a. An officer will relinquish the appointment of ADC when they relinquish the position detailed above.
- b. An officer will not normally be appointed as an ADC with less than 12 months of a tour remaining.
- c. Aiguillettes and Royal Cypher badges are issued on loan for wear during an officer's tenure and the post nominal letters 'ADC' are used.
- d. Neither the accoutrements nor the post nominal letters may be used after an officer has relinquished the position.
- e. An officer may only hold the appointment once. Therefore, in the event that an officer is appointed to an 'ADC post' and has previously held an ADC appointment, No2 Board will provide guidance.

**4.4.021.** Selected officers assume and relinquish their positions under direction from the MS Hons and positions are published in the London Gazette Defence Supplement. Positions are honorary and selected officers are unlikely to be required to fulfil any Royal duties during their tenure.

**4.4.022 – 4.4.050.** Reserved.



**PART 2 – CHAPTER 5 – TRANSFERS****SECTION 1 – TRANSFER TO THE REGULAR RESERVE****General**

**5.1.001.** Officers who wish to retain their commissions and remain liable for call-out after ceasing to serve on the Active List of the Army Reserve may transfer to the Regular Reserve. This includes officers temporarily resident abroad or otherwise temporarily unable to undertake an Army Reserve commitment who have not transferred to ARRG, [RLFR](#) Pt 1, Ch 8 refers. Such officers may transfer back to the Active List at any time, if eligible and acceptable.

**5.1.002.** Officers transferred to the RARO will retain their existing commissions.

**5.1.003.** The terms of service for Officers in the Regular Reserve are in [RLFR](#) Pt 2.

**5.1.004.** An Army Reserve officer who has transferred to RARO is liable after call-out to be assigned or transferred to any unit of any corps or to be attached to any part of HM Forces.

**Eligibility**

**5.1.005.** Officers who hold or have held commissioned appointments in the Army Reserve are eligible for transfer or appointment to the Regular Reserve, except those appointed-on probation whose commissions have not been confirmed. An officer on probation who has obtained satisfactory reports after annual camp may be held in excess of the establishment of their unit or pool until the date on which their commission is confirmed and then transferred to the Regular Reserve.

**Application**

**5.1.006.** Applications for Transfer to the Regular Reserve are made on [AFE 613](#) noting which category they wish to be placed in. This is normally to be:

- a. Officers of Group A into RARO Class 2.
- b. Officers of Group B into RARO Class 3.
- c. Officers with an uncompleted compulsory Regular Reserve liability automatically revert to RARO Class 1 and resume their compulsory liability.

**5.1.007 – 5.1.050.** Reserved.

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**PART 2 – CHAPTER 5 – TRANSFERS****SECTION 2 – VOLUNTARY TRANSFER****Conditions**

**5.2.001.** SP in the Army Reserve may be permitted to transfer voluntarily to another corps or between the units of the same Corps to complete the unexpired period of their current engagement. In all cases transfers are subject to:

- a. Existence of a vacancy.
- b. Consent of the Commanding Officers of both units.

**Procedures**

**5.2.002.** Application is made using the Digital Transfer app on the Defence Gateway.<sup>96</sup> Once the transfer is approved the losing unit is to ensure that all personal documents held by the unit, and an updated record of all training attended, including MATTs/ITRs attended and the results, are forwarded to the receiving unit without delay. The gaining unit is responsible for the issue of the CO's Certificate of Efficiency at the end of the current training year.

**5.2.003.** Any commission that has been endorsed by the AEB, any subsequent application for transfer must be presented to the Board for ratification.

**Pay Classification**

**5.2.004.** SP who transfer to another Corps or to another employment in the interests of the Service may retain their pre-transfer rate of pay see JSP 754, Ch 3.

**ARRG**

**5.2.005.** Transfers to the ARRG are covered in [RLFR Ch 8](#).

**Unit Action**

**5.2.006.** All Army Reserve transfers and assignments are to be carried out at unit level for all OF1-2. APC CM Branches will only action transfers and/or assignments for senior OF2 and OF3's or 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.

**5.2.007 – 5.2.050.** Reserved.

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<sup>96</sup> The Digital Transfer app will replace [AFE 7547A](#) for OR2 to OF2 and [AFE 7547B](#) for OF3 and above. Those without access to the Digital Transfer app should continue using the previous form.

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**PART 2 – CHAPTER 5 – TRANSFERS****SECTION 3 – TRANSFER OF REGULAR ARMY OFFICERS AND REINSTATEMENT UNDER SIX YEARS FROM DEPARTURE FOR ARMY OFFICERS TO THE ARMY RESERVES****General**

**5.3.001.** Ex-Regular and ex-Army Reserve fully trained officers enlisting into the Army Reserve who have been out of Army service for less than six years. Individuals must have completed Initial Trade Training and should have left the Regular Army or Army Reserve within six years of re-joining.

**Eligibility**

**5.3.002. Age.** Serving Regular Officers who wish to join the Army Reserve, may join immediately upon leaving Regular Service up to their 57th birthday. Those that have left Regular/Reserve service with a break of 6 years or less and up to their 57<sup>th</sup> birthday may also re-join using this process. Waivers for exceptions will be considered on a case by case basis by Pers Pol(A). The maximum serving age for officers is the day before their 60th birthday.

**Medical Standards**

**5.3.003.** The minimum acceptable medical grade is MLD(P)<sup>97</sup> for all ranks. Some Army Reserve units may require JMES higher than the minimum where there is an operational requirement.

**Incentives**

**5.3.004. Reduced Commitment.** Trained ex-Regular Service Leavers (SL) who enlist into the Army Reserve within six years of their date of discharge from the Regular Service have the option to elect to serve on a reduced Commitment. This incentive lasts for three years from the date that the individual joins the Army Reserve. The incentive comprises three distinct parts:

- a. **Annual Training Requirement.** The minimum qualifying period for the annual Army Reserve Training Bounty will be reduced from 27 to 19 days. The 19 day period does not need to include attendance on annual camp (or any of the other alternatives to camp specified in QRs).
- b. **MATTS/ITRs.** Ex-Regular personnel joining the Army Reserve under the terms of the Reduced Commitment incentive are required to complete MATTs 2, 6 and 7 or ITR Core Fitness and Core Education only.
- c. **Relaxation of Call-out Liability.** Ex-Regular personnel joining the Army Reserve will not be obliged to fulfil their call-out liability, less for the circumstances stipulated under RFA 96, Section 52: National danger, great emergency or imminent attack on the UK. After the three-year concession period, an individual remaining in

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<sup>97</sup> Gp D Reservists may be accepted with a JMES of MND subject to an AFB203 Waiver.

the Army Reserve would continue with the normal Army Reserve liability in lieu of any remaining Reserve liability.

d. On leaving the Army Reserve, an individual will resume the balance of any Regular Reserve/RARO liability that may remain. If an individual chooses not to take up the concession initially, but volunteers for deployed service or takes up a FTRS post, the concession period will not be extended beyond three years. This incentive does not preclude an individual from volunteering for mobilised service. The reduced Commitment can be reinstated after mobilisation ends but will not be extended beyond the previously scheduled reduced Commitment end date.

## Ineligibility

**5.3.005.** Officers who are to leave the Regular Army on compulsory retirement or resignation in accordance with articles 191, 193, 194, 195, 196, 197 or 199 of the PAW are not eligible to join the Army Reserve.

**5.3.006.** APC Occupational Health Branch must be consulted where the individual was discharged under the following QR reasons, 9.381(d) (if medical related), 9.385, 9.386, 9.387.

## Application and selection process

**5.3.007.** Prior to application individuals should seek advice on the changes when transferring to the Army Reserve specifically pension advice and financial conditions of service.

**5.3.008.** All SL, less OF4 and above who may attend on a voluntary basis are to undertake an attachment with an Army Reserve unit unless subject to a Commanding Officers waiver. Between 4 to 12 months from release SL are to select an Army Reserve unit to attend a Regular to Reserve Familiarisation Visit (RFV). RFVs are to run over a period of 2 days and consist of a centralised briefing covering the breadth of opportunity available in the AOR, and a minimum of 4 hours 'contact time' at the Army Reserve unit of choice.

**5.3.009.** Applications are to be made using the Digital Transfer app on the Defence Gateway. Applications are to be initiated at least 10 weeks prior to discharge.<sup>98</sup>

a. Applications with any supporting paperwork for OF2 and below are to be sent direct to the gaining Corps Workforce Planners within Pers Strat, Army Headquarters for authorisation.

b. Regular SL may not be considered for appointments in the Army Reserve until their transfer has been agreed by WF Planners. All Officers are to be considered for transfer in their substantive rank, even if their intention is to assume a lower ranked officer position.

c. Applications from senior OF2-OF4's with any supporting paperwork are to be submitted to APC CM, before being forwarded to the gaining Corps Workforce Planners within Pers Strat, Army Headquarters for authorisation.

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<sup>98</sup> The Digital Transfer app will replace [AFE 7547A](#) for OR2 to OF2 and [AFE 7547B](#) for OF3 and above. Those without access to the Digital Transfer app should continue using the previous form.

- d. Applications from OF5's and above are to be submitted to APC CM General Staff, before being forwarded to Pers Strat, Army Headquarters for authorisation.
- e. Once Pers Strat determine structural space, they will forward the outcome onto either the gaining Unit (OF1/2), APC CM (senior OF2 – OF4) or CM General Staff (OF5 and above) in APC. For those Regular SL with specialist KSE that the Army Reserve does not hold in abundance and where that KSE is relevant to specific Army Reserve appointments, or in the interests of the service where there is a vacant position which cannot be filled by Reserves, Pers Strat may offer the Regular SL a conditional offer of acceptance subject to securing an authorised WF position in the Army Reserve in their substantive rank.
- f. The conditional offer will normally last until the SP's EED in the Regular Army. However, the offer may last until either publication of the next appointment board in their substantive rank or up to 6 months from date of offer, whichever is earlier. The Army Reserve unit or Corps Col may wish to arrange an interview with the SL – this is not mandatory but may be appropriate particularly when the SL requests to change capbadge or serve at E2 or FTRS.
- g. There is no guarantee of transfer to the Army Reserve.
- h. Once a conditional offer appointment has been secured and transfer to the Army Reserve enacted, at least one AR must be generated and finalised from that appointment prior to being eligible to apply for other Reserve appointments or applying to transfer to the ARRG. Exceptions to this policy may be authorised by WF Pol.

**5.3.010.** For OF3 and below the CO of the Army Reserve unit will interview the officer to determine their employability within the unit. If the officer is found suitable, but the Army Reserve unit does not have a suitable vacancy, then the Army Reserve unit is to support the officer and Regular unit in identifying an alternative Army Reserve unit.

**5.3.011.** The Army Reserve unit is to ascertain what (if any) training requirements the SL will be expected to complete having successfully joined the Army Reserve. The SL is to be informed of these requirements before moving on to the next stage of the application process.

**5.3.012.** The officer must then be boarded for their chosen role in line with the CMHB and CM BM. Selection Boards are assured by APC and are held as follows:

- a. For posts of OF2 and below with only one candidate, the CO / Employing Officer can make the decision without the requirement for a formal board.
- b. For posts of OF2 and below with more than one candidate, the CO / Employing Officer is to conduct a Selection Board.
- c. For posts of OF3 in an Army Reserve Unit, regardless of the number of candidates, the relevant APC CM will board for appointment.
- d. National posts are advertised through MS5 for OF3. MS4 are responsible for advertising National and Regional OF4 posts and Command post appointment boards.

- e. For OF4 and above, CM Senior Officers MS will run a Board for appointment.
- f. If the SL is found to be suitable, upon request by the Adjt / RCMO/MS Rep, the APC CM will calculate individual seniority and inform the Army Reserve Unit Adjt / RCMO / MS Rep/ Employing Officer by email. Seniority is retained if the SL enters a like for like role. A change of capbadge will need to be referred to the relevant Senior Personnel Selection Officer (SPSO) to determine training requirements and seniority will only being granted once the required training is completed.

**5.3.013.** Once the Army Reserve unit has approved the SL's application to join, they are to send the SL written confirmation of the Army Reserve unit's offer of employment, specifying the position, rank and pay they intend to employ the SL in. The following action is then required:

- a. **Before being taken on strength/attestation.** The Army Reserve unit must confirm that the SL's circumstances have not changed since the offer letter (change in discharge reason or new medical status following pre-release medical). Once the unit is content that the SL remains eligible for entry to the Army Reserve, the Army Reserve unit is to determine if attestation is required.<sup>99</sup> If so, the SL is to be attested at the Army Reserve Centre.
- b. **After being taken on strength/following attestation.** The Army Reserve unit is to inform the losing Regular unit to request all previous medical document, ID disks and MOD F90. The Army Reserve unit should transfer the SL from the Regular Reserve to Volunteer Reserve (VR) by following the process in the Transfer to VR from Regular Business Process Guide (BPG) which directs the Army Reserve unit to complete a JPA Form L005. The submission of JPA Form L005 is time critical and must be received by JPAC pay & processing (SPVA-Rehire-Pay-Details) no later than 10 days before the SL's Final Processing date.

### Regular Reserve Liability

**5.3.014.** Individuals joining the Army Reserve from the Regular Army will have their Regular Reserve liability suspended during their service in the Army Reserve. Once they leave the Army Reserve, any residual Regular Reserve liability is reactivated to the date of their original Regular Reserve run out date. If their Regular Reserve liability run out date was during their Army Reserve service, then the individual will have no remaining Regular Pro

### Previous Army Service who wish to join the Army Reserve

**5.3.015.** The process is initiated by the individual with previous Army service (the Candidate) and administered by ARITC, through the National Recruiting Centre (NRC), and supported by the receiving Army Reserve Unit's Recruiting Officer, usually the ROSO.

### Categories of Personnel wishing to Rejoin the Army Reserve

**5.3.016.** There are three categories of Candidate rejoining the Army Reserve. These categories are dependent on the time since the date the Candidate was discharged to the

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<sup>99</sup> On retirement officers normally retain their commissions and do not need to be attested when transferring, re-instating or being re-employed in the Army Reserve. By exception those who have resigned their commission and are authorised to re-join will need to be attested.



date of receipt of their application form in the NRC. The time out of the Army dictates the process the Candidate should follow. The categories are:

- a. Discharged for fewer than 12 months.
- b. Discharged for more than 12 months but fewer than six years.
- c. Discharged for more than six years. If a candidate has been discharged for more than six years then they are to follow the normal recruitment process, unless Pers Pol(A) (Prof Dev) have granted a Basic Training Waiver. If a training waiver has been granted then the candidates are treated as if they have been discharged for more than 12 months, but fewer than six years.

### Age

**5.3.017.** An ex-Regular or ex-Reserve officer must have their application in the NRC before their 57th birthday.

### Process

**5.3.018.** Trained Ex-Regular or Ex-Reserve Candidates. The Candidate should first research which Army Reserve unit they want to join, either in the area in which they are settled in or in a nationally recruited Army Reserve unit. Information is available from the Army website, from an Army Careers Centre (ACC), from visits to Army Reserve Centres and for certain vacancies, from the [MS website](#) which details of their preferred Army Reserve unit or HQ post:

- a. Complete the on-line Registration.
- b. Complete the on-line application form, which is accessed after receiving confirmation of registration, to join the Army Reserve. Candidates should specify the unit which they want to join on the application form, or they can discuss their options with NRC or ACC Staff.

**5.3.019.** Action by National Recruiting Centre-Prior Service Check. The NRC staff will review the application and conduct a Prior Service Check (PSC) which will confirm:

- a. Date of Discharge.
- b. QR Discharge Category.
- c. Medical category on discharge.
- d. Conduct on discharge.

**5.3.020.** If the Candidate is found to be ineligible, then the process ends, and the Candidate will be informed by the NRC.

**5.3.021.** The date of discharge and medical condition on discharge will depend on which process the candidate will follow. If a candidate has been discharged for fewer than 12 months and was graded MFD, they can be enlisted very quickly, unless they admit a change in medical or other, circumstances.

**5.3.022. Rejoiner / Re-enlist Candidate Declaration (RRCD).** All eligible rejoiner candidates will be sent a RRCD to make a self-declaration. The candidate needs to complete the RRCD and return it to the NRC as quickly as possible. The purpose of the RRCD is to ask the candidate to declare any changes in their circumstances since leaving the Army to confirm if they are eligible to join the Army Reserve. Specifically, it asks the following:

- a. Any criminal convictions, including driving licence points or bans, since leaving the Army.
- b. Any new tattoos/piercings since leaving the Army.
- c. Any changes in medical condition since leaving the Army.
- d. Gives consent for the NRC to look at the candidate's previous medical records on DMiCP.

### Medical Requirement

**5.3.023.** If the result of the PSC and RRCD show that the Candidate is eligible to join the Army Reserve, then the following medical requirements will be applied:

- a. Candidates fewer than 12 months since Discharge. Discharge gradings of Medically Fully Deployable (MFD) or Medically Limited Deployable (Permanent) (MLD(P))<sup>73</sup> are acceptable. Candidates will not need to undertake a medical unless their RRCD indicates a change in medical condition.
- b. Candidates more than 12 months and fewer than six years since leaving. Discharge gradings of MFD or MLD(P) and MND(T) (e.g. pregnancy) are acceptable. **An Online Medical Questionnaire (OMQ) and an adapted Family Origin Questionnaire (aFOQ) will be completed. With the applicant's consent, the Recruitment Group Medical Declaration (RGMD) or the Primary Health Care record (PHCR) will be obtained (PHCR only once the RGMD to PHCR transition<sup>100</sup> is complete, except non-United Kingdom Nationals or ROI who will continue to use the RGMD). If retention standards are met, the candidate will be booked, by the NRC, to attend a physical medical examination at the Assessment Centre (AC). The cost for travel, by public transport, will be met by the NRC. The candidate will need to pass a "retention level" medical, in accordance with [AGAI 78](#), to be able to join the Army Reserve.**

### Action by Army Reserve Unit or Formation HQ

**5.3.024. Army Reserve Endorsement.** At the same time as the candidate is **undergoing the medical selection process**, the selected Reserve Unit, or Formation HQ, will need to endorse the candidate. The Candidate's details will be sent to the Army Reserve Unit to allow the Unit to get in touch with the Candidate. The following action is required:

**5.3.025. Endorsement with Army Reserve Unit.** The NRC will contact the Army Reserve unit to arrange for an endorsement to be conducted. This endorsement provides an opportunity for the Candidate to learn more about the unit and for the unit to further

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<sup>100</sup> RGMD to PHCR transition: this is a planned period of process change for all candidates to be assessed using a PHCR in place of the RGMD (other than ROI and non-United Kingdom Nationals), scheduled for transition from July 23 onwards.

assess the Candidate's employability. Prior to the interview the Unit/Formation must ensure that the E1 WF Planners has agreed that there is structural space. The interviewer need not be the CO but the interviewer must have the appropriate delegated endorsement authority by the CO. Every effort should be made by the Army Reserve unit to minimise delays. A face to face interview should be viewed as the gold standard, but, where not possible, the interview can be conducted by telephone, VTC, etc. During the interview, the Reserve unit will take into consideration the information provided in the application process and make a judgement on the Candidate's employability in the unit. If the proposed Army Reserve unit does not have a suitable vacancy, the NRC will continue to assist the Candidate in identifying an alternative

a. **Army Reserve Unit.** The Reserve Unit will be required to complete the Reserve Rejoiner check list and upload it. The check list includes:

- (1) Endorsement of candidate.
- (2) Eligibility for selected role.
- (3) Three Forms of ID (certified true copy sent to the NRC or uploaded).
- (4) Confirmation of Rank on attestation/being taken on strength.

**5.3.026. Training Requirements.** The Army Reserve unit will identify the Candidate's training requirements. This will include the training for those candidates who are changing role from their previous service.

**5.3.027. Selection Boards.** Following a positive recommendation from the interview, the Reserve unit must ensure that the Candidate is boarded for their chosen role in line with current Army Reserve Practice and Precedence. Selection Boards are held as follows:

- a. For posts of OF2 and below with only one candidate, the CO / Employing Officer can make the decision without the requirement for a formal Board.
- b. For posts of OF2 and below with more than one candidate, the CO / Employing Officer is to organise a Selection Board.
- c. For posts of OF3 in an Army Reserve Unit, regardless of the number of candidates, the respective Formation HQ is to organise a Selection Board.
- d. For national posts advertised through MS5 at OF3 level appointment boards are all conducted by MS4 Board.
- e. For OF4 posts and above CM Senior Officers MS run a Board.
- f. The results of the Selection Board are passed to the Army Reserve Unit / Employing Officer and then on to the NRC via the Army Reserve endorsement form. There will be two possible outcomes:
  - (1) Successful. The MS Rep will request that the APC CM calculate individual seniority and informs the Army Reserve Unit Employing Officer. Successful candidates will be notified by the NRC.
  - (2) Unsuccessful. Unsuccessful candidates will be notified by the NRC and will be encouraged to apply for other Army Reserve posts.

### Further Actions by the Candidate

**5.3.028. Pre-Employment Checks (PECs).** PECs are only required for Candidates who have been discharged for more than 12 months less those who need a Counter Terrorism Check (CTC). This is because their vetting remains valid for a maximum of 12 months from discharge, less CTC. Candidates requiring a PEC check will be sent a PEC pack at the same time they are booked to attend a Medical at the AC. The candidate will need to complete the PEC pack and return it to the NRC and/or submit the online SC clearance application. Once the application for Basic Check or SC has been submitted, the candidate will be PEC Amber.

**5.3.029. Counter Terrorism Check (CTC).** Some candidates, dependent on nationality or where they have lived, may need to complete a CTC instead of a Basic Check. These candidates will have to wait for their CTC to be cleared before they can be enlisted.

### Further action by National Recruiting Centre

**5.3.030.** The NRC will complete some final checks before the candidate can be enlisted. The checks include:

- a. Medical Green – **Pass of RGMD/PHCR (PHCR only once the RGMD to PHCR transition<sup>101</sup> is complete, except those from the FC or ROI who will continue to use the RGMD) and medical pass at AC.**
- b. PEC Amber – for those needing a Basic Check or SC. PEC Green for those requiring a CTC.
- c. Unit Endorsement.

**5.3.031.** If the checks above are complete, the NRC will make the Candidate a Potential Entrant. This will allow the Unit to access the attestation, if required, documents and enlist the candidate.

### Final action by Army Reserve Unit/Formation HQ

**5.3.032. Attestation.**<sup>102</sup> The Army Reserve Unit/Formation HQ can now do the following:

- a. Attest the candidate, if required.
- b. Enlist the candidate using the JPA rehire action in accordance with the JPA Business Process Guide (BPG) and then submit the [JPA form L002](#) for associated pay account action.
- c. Inform the NRC that the candidate has been attested, if required, and enlisted.
- d. Request the relevant CM Branch to publish the re-instatement/re-join in the London Gazette.

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<sup>101</sup> RGMD to PHCR transition: this is a planned period of process change for all candidates to be assessed using a PHCR in place of the RGMD (other than ROI and non-United Kingdom Nationals), scheduled for transition from July 23 onwards.

<sup>102</sup> On retirement officers normally retain their commissions and do not need to be attested when transferring, re-instating or being re-employed in the Army Reserve. By exception those who have resigned their commission and are authorised to re-join will need to be attested.

- e. Once the applicant is enlisted, the Army Reserve unit are to send all enlistment documents to the DHC in Glasgow.

### **Candidates who have been discharged for more than six years**

**5.3.033.** There are many ex Regular and Reserve candidates who have been discharged for more than six years. These candidates are classified as Re-enlisters. Units are encouraged to request a Basic Training (and Initial Trade Training) Waiver from Pers Pol(A) (Prof Dev) if they believe they can get the candidate to MATT Level 2/ITR Core Fitness within 12 months. This will get the candidate into the trained strength of the Unit more quickly.

**5.3.034.** If a training waiver is granted, these candidates will be processed as a Rejoiner who has been discharged for more than 12 months but fewer than six years. If a training waiver is not granted, these candidates will have to complete the full recruitment process.

**5.3.035 – 5.3.050.** Reserved

**PART 2 – CHAPTER 5 – TRANSFERS****SECTION 4 – TRANSFER OF SERVING SINGLE SERVICE OFFICERS TO THE ARMY RESERVE****Introduction**

**5.4.001.** This part explains the process for officers wishing to transfer to the Army Reserve. Applications for a commission in the Army Reserve by serving officers of the RN, RM and RAF and their Reserve can be considered whilst they are still serving in that Service, but appointments cannot be made until they formally resign from their existing commission. They are then treated as former officers for the purpose of the grant of a commission in the Army Reserve.

**Eligibility**

**5.4.002. Age.** Serving Officers who wish to join the Army Reserves may join immediately upon leaving Service up to their 57th birthday. Waivers for exceptions will be considered on a case by case basis by Pers Pol(A).

**5.4.003. Medical Standards.** The minimum acceptable medical grade is MLD(P)<sup>103</sup> for all ranks. Some AR units may require JMES higher than the minimum where there is an operational requirement.

**5.4.004.** All applications for transfer are subject to the applicant holding an in-date minimum medical standard for employment in the rank and capbadge. JMES assessments must be within 12 months of the application. Applications for transfer Below Normal Medical Standard (BNMS) will be subject to review by the Army Employment Board (AEB).

**5.4.005.** Applicants in the rank of substantive OF2 and above may apply. Officers in the rank of OF1 are to apply to the National Recruitment Centre (NRC) for Direct Entry.

**Application and selection process**

**5.4.006.** In the first instance applicants are to consider the Arms and Service they wish to Commission into and seek advice from the relevant Unit and CM at APC, details can be found at [APC Contact Page](#).

**5.4.007.** Prior to application individuals should seek advice on the changes when transferring to the Army Reserve specifically pension advice and financial conditions of service.

**5.4.008.** Applications ([AFE 7547A](#) or [B](#)) for transfer are initiated by the transferee and supported by their CofC giving permission to resign their commission in order to take up a LF commission in the Army Reserve. Applications with any supporting paperwork (OJAR's / certificate of qualification) should be sent direct to the chosen AR unit.

**5.4.009.** The CO of the Army Reserve unit will interview the officer to determine their employability within the unit. If the officer is found suitable, but the unit does not have a

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<sup>103</sup> Gp D Reservists may be accepted with a JMES of MND subject to an AFB203 Waiver

suitable vacancy, then the unit is to support the officer in identifying an alternative Army Reserve unit.

**5.4.010.** The unit is to ascertain what (if any) training requirements the transferee will be expected to complete having successfully joined the Army Reserve. The transferee is to be informed of these requirements. Once informed the Unit CO will complete the AFB 7547A/B and forward to CM at APC. The CM will subsequently manage the application as follows:

- a. Liaise with the E1 Workforce Planners to clarify structural space within the capbadge.
- b. Submit the application to the capbadge Corps Col/Hd of Arm for consideration.
- c. CM branch submit the application to the Transfer Board (OF2 and below).
- d. CM branch for OF3 and CM Senior Officers MS for OF4 and above are responsible for detailing the proposed training and employment plans.
- e. Liaise with Officers Secretariat (Oftrs Sec) for guidance on the of Terms of Service (ToS) to be offered to the officer transferring.
- f. CM branch staff to the AEB the proposed ToS to be offered.

**5.4.011.** The AEB is to decide the ToS for the transfer. There is no automatic entitlement to transfer any rank or seniority held as a Regular and Reserve RN/RM/RAF, the following may be taken into consideration but is not restricted to:

- a. Rank
- b. Seniority.
- c. Pay Grade.

**5.4.012.** The officer must then be boarded for their chosen role in line with the CMHB and CM BM. Selection Boards are assured by APC and are held as follows:

- a. For posts of OF2 and below with only one candidate, the CO / Employing Officer can make the decision without the requirement for a formal board.
- b. For posts of OF2 and below with more than one candidate, the CO/Employing Officer is to conduct a Selection Board.
- c. For posts of OF3 in an AR Unit, regardless of the number of candidates, the relevant APC CM will board for appointment.
- d. National posts are advertised through MS5 for OF3. MS4 are responsible for advertising National and Regional OF4 posts and Command post appointment boards.
- e. For Colonel and above posts CM Senior Officers MS will run a Board.

**5.4.013.** The receiving unit is to acknowledge arrival of the transferring officer and inform the CM branch that a reception medical to reflect the JMES category on JPA has

been completed. Before JPA action is taken to transfer the officer's record, the CM branch is to provide Offrs Sec with confirmatory details that the officer has arrived in post.

**5.4.014 – 5.4.050.** Reserved.



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**PART 2 – CHAPTER 5 – TRANSFERS**

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**PART 2 – CHAPTER 6 – RETIREMENT, RESIGNATION AND REMOVAL****SECTION 1 – RETIREMENT, RESIGNATION AND REMOVAL****Completion of Service**

**6.1.001. General.** Unless specified elsewhere in these regulations, on reaching the Normal Retirement Age (NRA); or on cessation of Group C liabilities, officers will normally retire from the Army Reserve.

**6.1.002. Completion of Tenure.** Officers who have not reached retirement age and have not been selected for another appointment are to either:

- a. Transfer to the Army Reserve Reinforcement Group (ARRG), or
- b. Transfer to RARO or
- c. Resign or retire from the Army Reserve.

**6.1.003.** Failure to produce a letter of application showing the chosen option within 28 days of completion of tenure of appointment will require the officer to retire, or out of contact procedures to be started by the unit or the officer to be compulsorily transferred to ARRG.

**6.1.004. Retirement.** Officers with 10 or more years' commissioned service (including commissioned service in the Regular Army, TAVR, UDR and R IRISH(HS)) who wish to leave the Army Reserve voluntarily, or who reach the end of their service may apply to retire from the Service rather than to resign their commission. Officers who retire retain their rank and a recall liability [chapter 2 section 4](#) refers.

**6.1.005. Resignation.** Officers with less than 10 years' commissioned service who wish to leave the Army Reserve voluntarily, or who reach the end of their service are required to resign their commissions. Officers who resign are ineligible to use their Army rank and have no recall liability.

**6.1.006. Training Beyond EED.** Under no circumstances is an officer to be allowed to attend any training after their Army Reserve EED.

**6.1.007. Extension of Service.** Extensions of service beyond NRA are normally only granted by exception where there is a defined service need, for a unit to conduct succession planning and no other officer is available. Extensions will normally be granted for one year only unless in exceptional circumstances, but not for more than a total of 36 months.<sup>104</sup> Officers who are authorised an Over Age Extension (OAE) must be in their substantive rank within current PID within their unit, they cannot promote and cannot move to another unit. Officers are to be considered ineligible to be mobilised or otherwise deployed to any operational theatre whilst serving on an OAE. Exceptional circumstances to mobilise with an OAE will be considered by SO1 WF Pol where the individual holds niche skills, knowledge and experience that are deemed in the overriding interest of the Service and/or operational output. In accordance with RLFR Pt 1 Ch 1, Sect 3, para 01.01.045, a separate application outlining the justification must be made by the LOC to SO1 WF Pol for authority. Officers approaching NRA should not be mobilised if the

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<sup>104</sup> RACHD may extend on an annual basis to a maximum of age 65 with the submission of [AFE 20038B](#).

mobilisation period will either go to the date of NRA or beyond, unless specific authority has been sought from Pers Pol for an OAE prior to the individual being nominated for the mobilisation. Applications should be made as per para 1.2.003 of these Regulations.

**6.1.008. Effective Date.**

- a. When an officer leaves the Active List on reaching the NRA, the effective date is to be the day preceding the relevant birthday.
- b. An officer who applies to retire, to resign their commission or to be transferred to the Regular Reserve ([RLFR Pt2 Ch2](#) refers), or whose commission is to be terminated, is not released from their military obligations until the date notified in the London Gazette. Notification in the London Gazette will not, however, absolve such an officer from civil liability in regard to any public or regimental claims that may be made against them.
- c. Officers are to be held as assigned in excess of establishment from the date on which [AFE 20038B](#) or [AFE 613](#) is signed by the CO, until their retirement, resignation or transfer to RARO is notified in the London Gazette.

**6.1.009. Valedictory Letter.** Officers (below the Rank of full Colonel) who are discharged after 6 or more years' unbroken voluntary service in the Army Reserve may be eligible for a valedictory letter signed by the Principal Personnel Officer (PPO). All Capts and below must receive a recommendation from their Commanding Officer. Form [AFE 20036](#) should be completed by the CO and sent to the relevant CM Branch. Majors and above do not require a recommendation. Officers up to the rank of Lt Col who transfer to the RARO will receive a VL on transfer.

**Voluntary Retirement or Resignation.**

**6.1.010.** An officer may apply, having taken CM advice, to resign their commission or to retire at any time. Applications are not normally to be accepted when a Call-Out Order under Sections 52, 54 or 56 of [RFA 96](#) is in force and the powers of Section 17(4) [RFA 96](#) have been invoked, or when the officer is called out for service with the Regular Army.

**6.1.011.** Applications to resign, retire or transfer to the Regular Reserve are to be submitted by letter to the officer's CO at least 3 months before the due date.

**6.1.012.** Recommendations are to be forwarded by the CO through the chain of command to the appropriate Termination Officer together with the documents detailed below, at least 3 months before the due date:

- a. Letter of application by the officer if they are seeking voluntary retirement, resignation or transfer to the Regular Reserve.
- b. A completed [AFE 613](#), if transferring to Regular Reserve.

**6.1.013. Withdrawal of Notice.** Requests to withdraw notice of Retirement or Resignation from Army Reserve service will be considered on a case by case basis in a similar manner to Regular officers<sup>105</sup>. In the case of junior captains withdrawal of notice may be accepted by COs. While senior captains and above are career managed by the

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<sup>105</sup> Each request will be considered judged on previous performance, officer KSE, future employability, structural capacity and the overall needs of the Army Reserve.

APC, WF planning is a significant consideration and so requests to withdraw notice from this cohort may only be accepted by CMs provided WF Planners and the Chain of Command are in agreement. If there is a difference of opinion SO2 Reserves WF Pol will direct the outcome.

### **Transfer to the Regular Reserve**

**6.1.014.** When an officer applies to voluntarily resign their commission, every encouragement is to be given to them to apply to transfer to the Regular Reserve instead. Applications are to be made on [AFE 613](#) which is to be submitted to APC CM Ops RAR MP 588.

**6.1.015.** Former Regular officers with outstanding liabilities in the Regular Reserve are to be transferred to the Regular Reserve on resignation or retirement from the Army Reserve.

### **Change of Personal Circumstances**

**6.1.016. Taking up Residence Abroad.** Officers who take up residence abroad may choose to resign, retire or follow the instructions in [RLFR](#) (01.03.032).

**6.1.017. Change of Civilian Appointment.** Officers who cease to hold the civilian employment or qualifications that were a prerequisite to their acceptance as an officer are to retire or resign their commission unless:

- a. Satisfactory evidence is furnished to the relevant Pers Strat (A) WF Planners that the nature of their new employment still qualifies them to belong to the Army Reserves. Such evidence must be certified by the CO.
- b. Their retention is judged to be in the interests of the Service. This may be subject to a suitable vacancy existing within authorised establishments.
- c. If an officer changes their civilian employment to one of the categories listed in paragraph [2.1.005](#) the facts are to be reported by the unit to APC CM Ops.

**6.1.018. Maternity.** An officer who becomes pregnant is entitled to unpaid maternity leave (refer to [JSP 760](#)) or may elect to retire, resign or transfer to the ARRG or the Regular Reserve.

**6.1.019. Ill Health.** An officer who is not required to retire but wishes to resign their commission on account of ill health may apply to be examined by a medical board. Such examination is to be voluntary, but if an officer does not undergo such an examination at the time of their resignation, no subsequent claim can be made for financial relief in respect of the disability which caused their resignation. Medical documents are to be forwarded with the application for resignation together with a copy of the medical board proceedings (where applicable) to the officer's APC CM Br.

### **Compulsory Termination of Service**

**6.1.020.** No military authority other than the Defence Council may call upon an officer to resign their commission or exert any pressure upon them to do so. This does not apply to officers who are required to retire or resign under [Para 6.1.001 above](#).

**6.1.021.** The Defence Council may at any time call upon an officer to:

- a. Have their commission terminated; or,
- b. Retire their commission; or,
- c. Resign their commission because of misconduct.

**6.1.022. General rule.** An officer may at any time be called upon to retire or resign their commission for reasons other than misconduct, should the circumstances in the opinion of the Defence Council, require it under Article 191 of PAW 20.

**6.1.023. Probation.** An officer appointed to a commission on probation who fails to fulfil the conditions of probation may have their commission terminated under the authority of PAW20 Article 198, paragraphs [4.1.003](#) and [4.1.007](#) refers.

**6.1.024. Major Administrative Action.** The process by which an officer may be called upon to retire or resign their commission following Major Administrative Action is contained in [AGAI 67](#). This is under the authority of PAW 20 Articles 193-197.

**6.1.025. Imprisonment and Court Martial.** If the officer has been sentenced to a term of imprisonment by the civil power and who is removed from the Army, the date of removal shall be the date of conviction. If the officer is sentenced by Court Martial to be dismissed from the Service, the sentence shall have effect from the date of award.

**6.1.026. Military obligation.** An officer who fails to carry out their military obligations may have their commission terminated. Guidance on the procedure for termination is given at [6.1.030](#).

**6.1.027. Where no future employment is foreseeable.** Within the Army Reserve [PAW](#) Article 190 allows for the retirement of any officer for whom no further employment can be foreseen. This will most likely be those who remain on the ARRG for periods beyond those authorised by RLFR. An APC CM is authorised to request the retirement of officers in these circumstances. Offr Sec may retire / resign officers as appropriate, and an entry is to be made in the London Gazette.

**6.1.028. Notice period.** Officers called upon by the Defence Council to retire or resign are given 2 months' notice.

- a. If the officer is serving at home, the 2 months' notice will run from the date of the Defence Council letter calling upon the officer to retire or resign.
- b. If the officer is serving overseas and returning home, the 2 months' notice will run from the date on which the officer would arrive in the UK, provided that the officer proceeds at the first available opportunity.
- c. If the officer is serving overseas and remaining there, the 2 months will run from the date the officer is informed of the Defence Council decision.

**6.1.029. Failure to resign or retire.** In the event of an officer failing to retire or resign when called upon to do so by the Defence Council their commission shall be terminated on the date on which the officer had been directed to retire or resign or would otherwise have retired or resigned.

**6.1.030. Out of contact.** If a unit has lost touch with an officer who is due to retire or resign, or for any other reason is unable to obtain the officer's written consent to retirement or resignation the unit may follow the Out of Contact process:

- a. A letter is to be sent by recorded delivery to the Officer's last known address ordering them to report for duty on the next training night, or to contact their unit giving good reasons for being unable to do so and arranging an alternative day.
- b. If they fail to attend or respond satisfactorily to that letter, a further two letters are to be sent by recorded delivery at 2-week intervals, formally warning them that continued failure to engage constructively with the unit will result in their compulsory resignation from the Army Reserve.
- c. If that fails to regain constructive communication with the officer, the CO is to submit [AFE 20066](#) through the chain of command to APC CM Ops recommending that the officer be removed from the Active List having failed to carry out their military obligations. Retirement or resignation is under the authority of PAW20 Articles 191 and 192 as a response will not have been received within 28 days. Copies of the letters and recorded delivery records are to be sent to APC CM Ops for retention.

### Compulsory Retirement for Ill Health

**6.1.031.** An officer is, except as provided below, to be retired on grounds of ill health under the authority of PAW 20 Article 199 when they are placed permanently in a PULHHEEMS employment standard below that in which a Regular officer of the same arm or service may remain on the Active List, [AGAI 78](#) refers. The only exceptions to this rule are:

- a. Officers of the UOTC whose PULHHEEMS employment standard is not to fall below MLD.
- b. Non-Regular Permanent Staff officers whose PULHHEEMS employment standard is not to fall below MND.
- c. Officers whose qualifications are considered by the AEB to merit their retention.
- d. Officers whose new medical category makes them eligible for retention in another Corps who wish to be so transferred and are recommended for appointment to a vacancy in a unit or pool of that Corps<sup>106</sup>.
- e. Officers in receipt of disablement allowance for total incapacity while held on the ARRG. Such officers are to be automatically retired after 26 weeks from the date of the injury or incapacity if they are at that time still unable to return to duty on account of their injury or incapacity.

### Provost Vetting

**6.1.032. Provost Vetting.** For all officers serving in the Royal Military Police or Military Provost Staff, failure to attain and / or retain Provost Vetting will result in an individual being unsuitable for service within either arm. Whilst this does not automatically result in discharge, if employment in an alternative trade cannot be found within a reasonable

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<sup>106</sup> Only applicable to those wish to transfer to Gp D Reserves.



timeframe, compulsory discharge may be enacted. If an individual fails Provost Vetting, there may be a requirement to disclose this and the rationale for the decision to civilian employers who also hold a requirement for equivalent vetting.

## Rank on Retirement

**6.1.033.** On retirement officers, may be granted the privilege of retaining their substantive rank or may be granted honorary rank. The conditions for the grant of honorary rank are laid down in [chapter 4 section 4](#).

**6.1.034. Substantive Rank.** The following may be permitted to retain their substantive ranks:

- a. Officers who retire from the Army Reserve after completing 10 or more years' commissioned service.
- b. Officers who transfer to the Regular Reserve after completing 10 or more years' commissioned service in the Army Reserve and subsequently cease to belong to the Regular Reserve either by removal at their own request or on reaching the prescribed age limit.

**6.1.035.** Full time commissioned service with the Regular Army will count towards the qualifying period of 10 years. Commissioned service with other Services and armed forces of the Crown which is comparable to Regular Army or Army Reserve service may be considered for aggregation towards the qualifying period of 10 years. Each such case is to be considered on its merits.

**6.1.036. Honorary Rank.** An officer who is entitled to retain their substantive rank is, provided that they have rendered satisfactory service throughout, eligible for the grant of honorary rank on leaving the Active List of the Army Reserve as follows:

- a. Honorary rank may be granted equivalent to the highest acting rank which has been held for an aggregate period of 6 months, or for less period if the officer's service in the rank was terminated by wounds or sickness which involved absence from duty and subsequent retirement or transfer to the Regular Reserve. Local rank does not qualify an officer for the grant of honorary rank, but in very special circumstances the Defence Council may allow such rank to qualify.
- b. Any period during which acting rank is held by an officer while seconded or attached to another Department or Service (or any period during which equivalent rank in that Department or Service is held) may count under sub-Para a.
- c. Honorary rank is to be suspended automatically if an officer is re-appointed to the Army Reserve or joins the Active List of the Regular Army or on enlistment. At the end of such service, honorary rank is to be restored, unless the officer is granted a higher rank.
- d. Commissioned service with other Services and armed forces of the Crown which is comparable to Regular Army or Army Reserve service may be considered for aggregation towards honorary rank. Each such case is to be considered on its merits.

e. The grant of honorary rank is to be notified in the London Gazette, but an officer who receives from the Ministry of Defence an official intimation in writing of the grant of honorary rank may assume the rank, pending and subject to confirmation in the London Gazette.

### **Wearing of Uniform**

**6.1.037.** After retirement officers may wear their prescribed uniform on appropriate occasions. [Army dress regulations part 7](#) refers.

**6.1.038 – 6.1.050.** Reserved.

**LIST OF ABBREVIATIONS**

([Para 1.1.004](#) refers)

<b>Abbreviation</b>	<b>In Full</b>
AAL	Additional Adoption Leave
AEAB	Army Employment Appeals Board
AEB	Army Employment Board
AEL	Army Electronic Library
AFA	Armed Forces Act
AFCC	Armed Forces Chaplaincy Centre (Beckett House)
AFPS	Armed Forces Pension Scheme
AGAI	Army General and Administrative Instruction
AHP	Allied Health Professional
ALIS	A Level Information System
AMC	Army Medical Corps
AMD	Army Medical Directorate
AML	Additional Maternity Leave
AMS	Army Medical Services
AOSB	Army Officer Selection Board
APC	Army Personnel Centre (Glasgow)
AR	Annual Report
ARB	Army Retirements Board
ARRG	Army Reserve Reinforcement Group
ASB	Arms Selection Board
ASCAB	Armed Services Consultant Approval Board
AReC	Army Recovery Capability
AToS	Age Related Terms of Service
AUB	Army Undergraduate Bursary
AUAB	Army Undergraduate Awards Board
BG	Brigade of Gurkhas
BPSS	Baseline Personnel Security Standard
BSA	Boarding School Allowance
CF	Contract Funded
CI	Career Intermission
CLM	Command, Leadership and Management
CMBM	Career management Boarding Manual
CMH	Career Management Handbook
CMT	Certificate of Military Training
CO	Commanding Officer
CoA	Choice of Arm
CSM	Candidate Support Manager
CTOS	Common Terms of Service (AMS)
CTP	Career Transition Partnership
DCSF	Department for Children, Schools and Families
DBS	Disclosure Barring Service
DE	Direct Entry (both Reserve and serving soldier)
DHFS	Defence Helicopter Flying School
DIUS	Department for Innovation, Universities and Skills

<b>Abbreviation</b>	<b>In Full</b>
DMS	Defence Medical Services
DMSTC	Defence Medical Services Training Centre
DSIC	Defence School of Intelligence Chicksands
DTOEES	Defence Technical Officer and Engineer Entry Scheme
DTUS	Defence Technical Undergraduate Scheme
DV	Developed Vetting
DBS-NSV	Defence Business Service – National Security Vetting
EC	Emergency Commission/Engineering Council
ECDL	European Computer Driving Licence
EDP	Early Departure Payment
EED	Engagement Expiry Date (was ROD)
EOC	Entry Officers Course (linked to AMS training)
ESP	Employment Support Programme
FC	Full Commission
FD	Fully Deployable (PULHHEEMS grading)
GCO	Gurkha Commissioned Officer
GCSE	General Certificate of Secondary Education
GDC	General Dental Council
GEA	Gurkha Education Allowance
HPC	Health Professions Council
HPT	Higher Professional Training
HSFT	Home Service Full Time
HSPT	Home Service Part Time
IOT	Initial Officer Training
IPP	Immediate Pension Point
IRC	Intermediate Regular Commission
JOTES	Junior Officer Training and Education Scheme
JPA	Joint Personnel Administration
LD	Limited Deployability (PULHHEEMS grading)
LE	Late Entry
LEOC	Late Entry Officers Course
LToS	Length of Service Terms of Service
MB	Main Board
MC	Medium Commission
CM	Career Management
MDHU	Ministry of Defence Hospital Unit
MODDAC	MOD Distinction Awards Committee
MTQ	Military Training Qualification
NCF	Non-Contract Funded
NEM	New Employment Model
Non-Reg C	Non-Regular Commission
NQF	National Qualifications Framework
NRA	Normal Retirement Age
NRC	National Recruiting Centre
NRPS	Non-Regular Permanent Staff
OCAC	Officer Candidate Administration Centre
OCD	Officer Career Development
OCDH	Officer Career Development Handbook

<b>Abbreviation</b>	<b>In Full</b>
OFAT	Officers Financial Awards Team
OJAR	Officer Joint Appraisal Review
OMA	Occupational Maternity Absence
OMFS	Oral and Maxillo Facial Surgeons
OML	Ordinary Maternity Leave
OMQ	Online Medical Questionnaire
PAM	Professions Allied to Medicine
PAP	PULHHEEMS Administration Pamphlet
<a href="#">PAW 20</a>	The Promotions and Appointments Warrant 2020
PCET	Post-Compulsory Education and Training (linked to PGCE)
PES	PULHHEEMS Employment Standard
PGCE	Post Graduate Certificate of Education
PODP	Potential Officer Development Programme
PPPA	Personnel Pay and Personnel Administration
PQO	Professionally Qualified Officer
PreRMAS	Pre-RMAS Course (known colloquially as the "Prams" Course)
PreUB	Pre-University Briefing
PRHO	Pre-Registration House Officer
PVR	Premature Voluntary Retirement
QCA	Qualifications and Curriculum Authority
QGO	Queen's Gurkha Officer
RAAC	Regulations for Army Allowances and Charges (obsolete)
RAB	Regimental Acceptance Board
RAOSS	Regular Army Officers Scholarship Scheme
RAO	Regimental Administrative Officer
RARO	Regular Army Reserve of Officers
RCVS	Royal College of Veterinary Surgeons
Reg C	Regular Commission
RD	Regimental Duty
RFCA	The Reserve Forces' and Cadets' Associations
RG	Recruiting Group
RGMD	Recruiting Group Medical Declaration
RMR	Royal Marine Reserve
RO	Reporting Officer (on OJARS and SJARs)
ROD	Run Out Date
ROS	Record of Service
RPSGB	Royal Pharmaceutical Society of Great Britain
RS	Reckonable Service
RTC	Regional Training Centre (TA)
RTMC	Reserves Training and Mobilisation Centre
SAAvn	School of Army Aviation
SC	Short Commission/Security Check
SCE	Scottish Certificate of Education
■	■
SSE	Senior Soldier Entry
SSEA	Senior Soldier Entry Assessment
SSE (D)	Senior Soldier Entrant (Devolved)
SFA	Service Families Accommodation

<b>Abbreviation</b>	<b>In Full</b>
SGIS	STEM (Science, Technology, Engineering and Mathematics) Graduate Inflow Scheme
SJAR	Soldier Joint Appraisal Review
SL	Service Leaver
SLA	Single Living Accommodation
SRA	Service Resettlement Advisor
SRC	Special Regular Commission
SRP	State Registered Physiotherapist
SSC	Short Service Commission
STEM	Science, Technical, Engineering & Mathematic
SU	Support Unit (in relation to DTUS)
TACC	Territorial Army Commissioning Course (now Commission Course (Short))
TACOS	Terms and Conditions of Service
TAFMIS	Training, Administrative and Financial Management Information System
TCOS	Terms and Conditions of Service
ToS	Terms of Service
Trg RoS	Training Return of Service
TRHJ	TAFMIS Recruiting Harmonised Joint (Tri-Service MIS)
UCAS	Universities and Colleges Admissions Service
UOTC	University Officers Training Corps
UPL	Unposted List (TA)-now ARRG
VEng	Variable Engagement
VVIP	Very Important Person (e.g. Royalty)
YO	Young Officer

## THE ARMY EMPLOYMENT BOARD

### Terms of Reference

1. The purpose of the Army Employment Board is to make decisions with respect to the Terms and Conditions of Service and continued employability of officers and soldiers. Its responsibilities amalgamate those of the original Army Employment Board (medical discharges), the Army Commissions Board (ACB), the Army Retirements Board (ARB) and the power to hear aspects of Flexible Service applications. The Army Employment Appeals Board (AEAB) is convened to hear afresh AEB cases that have been challenged by an appellant. Likewise, the AEAB has amalgamated the powers and responsibilities of those respective appellate boards.
2. The AEB delegates specific responsibilities to the following selection boards:
  - a. The Royal Military Academy Sandhurst (RMAS) Commandant's Review Board. – [Annex D](#).
  - b. Arms Selection Boards (ASBs) – [Annex E](#).
  - c. Army Reserve Selection Boards – [Annex F](#).

### Governance

3. The AEB reports through D Pers to DCGS. It will produce an annual summary of cases and AEB decisions to Army Board to inform Army policy.

### Board Composition

4. Core Membership of the AEB will consist of:

Post	Voting Member	Adviser Role	Remarks
DMS (Chair)	No		Chair in cases considering OF6
Col CM Ops (Chair)	No		Chair considering cases of OF5 and below
Col Snr Off Pol WF Pol	Yes		
DACOS Current Plans HQ HC	Yes		
AH WF Ops, Army Sec	Yes		
DACOS Pers, Fd Army	Yes		
AH WF Plans, Army Pers Strat	Yes		
SO1 Snr Offr Pol WF Pol		Yes	
SO2 Employment Law		Yes	
SO2 Offr TOS WF Pol		Yes	
SO2 Sldr Pol WF Pol		Yes	
Subject Matter Experts		Yes	As required by the Chair
SO1 MS7/Offr Sec APC		Yes	Secretary
SO1 OH APC		Yes	Secretary (MND cases)

5. The Chair or any member of the AEB has the authority to delegate their powers of responsibility to suitable replacements in their absence, (advice on the suitability of replacements should be sought from SO1 Offrs Sec).

## Meetings of the AEB

6. The AEB meets 10 times annually as decided by the Chair. When sanctioned by the Secretariat submissions may be considered out of committee by board members.
7. The Officers' Secretariat will ensure that:
  - a. AEB voting on any decision will be by simple majority.
  - b. The AEB will provide written notification of its decision to the relevant APC Career Manager within 7 days of the board sitting.
  - c. The reasons for the decision of the Board will be recorded in writing in the record of decisions and will be made available to the subject on request. Legal advice to the Board is confidential (subject to Legal Professional Privilege) and must not be disclosed to the subject.
8. An AEB Member, or someone to whom the AEB has delegated its authority, who considers that they may have a conflict of interest with an individual case, should discuss this in advance of the AEB with the Officers' Secretariat. The Officers' Secretariat will decide what action to take having sought legal advice if required.

## Remit

9. The AEB is to decide:
  - a. Continued employability of Officers and Soldiers who have been permanently downgraded by a Full Medical Board or MoD A Board.
  - b. Appointment to and relinquishment of Commissions in the Regular Army and the Army Reserve and transfers, where authorised, of Commission.
  - c. Matters concerning officer Retirements/Resignations and soldier Notice to Terminate, including Early Release, Returns of Service and withdrawal of PVR/NTT.
  - d. The authorisation of Flexible Service and withdrawal from such Service.
  - e. The authorisation of Career Intermissions and their early termination.
10. The AEB will, where possible and practical delegate authority for some or all of these cases with detailed Terms of Reference being agreed for each element of the Board.

## AEB ASSESSMENT OF EMPLOYABILITY OF OFFICERS AND SOLDIERS

### Policy Consideration

11. Army Medical Employment Policy is contained within [AGAI Vol2 Chap 78](#) which contains the rules for the application of the PULHHEEMS system of medical classification in the Army and instructions for the medical administration of officers and soldiers. It applies to all Army personnel serving in the Regular Army, Regular Reserve and Army Reserve.



12. Under the provisions of [PAW 20](#), QR(Army) and RLFR, consideration may be given to invaliding officers and soldiers from the Service. In pursuit of effective governance, it is the responsibility of Pers Pol (A), in conjunction with APC to consider, when requested, cases for both officers and soldiers whose change of medical category will affect their future employability in the Army.

13. Additional Governance. The AEB reports to the Army Health Board (AHB) chaired by DCGS. The AEB will produce an annual summary of cases and AEB decisions to the AHB to inform Army policy.

## **CONSIDERATION OF COMMISSIONS AND COMMISSIONING BY THE AEB**

### **Policy Consideration**

14. Under the provisions of [PAW 20](#), a commission in the Land Forces for service in the Regular or Army Reserve may be granted under regulations approved by the Army Board of the Defence Council. Such commissions may be probationary and for such periods as may be decided by the Board.

15. The Officers' Commissions (Army) [Order 1967](#) makes provision as to the issue and forms of commissions in His Majesty's Land Forces. In exercise of this authority it is the Army Commissions Board (ACB), now incorporated into the Army Employment Board (AEB), which appoints selected candidates to a Land Forces commission for gazetting, stating the Arm or Service concerned.

16. The commission board element of the AEB is directly responsible for:

a. Commissions:

- (1) Informing and implementing commissioning policy.
- (2) Cases where Pers Strat have a structural concern.
- (3) Decisions on controversial issues and appeals arising from cases dealt with by selection boards to whom power is delegated.
- (4) Cases where officers are subject to disciplinary and/or administrative action or for consideration for such investigations under current regulations.
- (5) Cases where officers are not fully security cleared by the Defence Business Services – National Security Vetting (DBS-NSV) e.g. subject to any special conditions.
- (6) Cases where a WO is being selected for a SSC(LE), with the exception of AMS soldiers who are commissioning under the terms laid down in the respective DIN.
- (7) WO1s selected for a LE commission who are to be deferred in order to fill a prestigious normally second tour WO1 appointment. Comd SM Commissions are not deferred, only the wearing of commissioned rank is deferred.
- (8) The reversion to a former type of Regular Army commission.

- (9) De-selection of LE commissions and all LE Commissions where personnel are Below Normal Medical Standard (BNMS).
  - (10) Reinstatement of officers to the Active List.
  - (11) Career Intermissions.
- b. Conversions:
- (1) All conversions of commissions where officers are BNMS for employment in their Arm or Service.
  - (2) The conversion of non-regular commission to a Regular Commission (Reg C), (except where defined in [Annex E](#) Para 1.b).
  - (3) Conversions of commission from LE to DE terms of service.
- c. Transfers:
- (1) The transfer of Short Service Commission (SSC) and Intermediate Regular Commission (IRC) officers between Arms and Services within 3 years of commissioning from RMAS (no requirement for board intervention if AAC pilots are deemed unsuitable as pilots).
  - (2) The transfer of Reg C officers between Arms and Services. Transfers for command purposes will be actioned on publication of the Command Board results and noted in the record of decisions.
  - (3) The transfer of Army Reserve officers to the Regular Army.
  - (4) The transfer of RN/RM/RAF and Commonwealth officers to the Regular Army and Army Reserve.
- d. Terminations:
- (1) The termination of Regular and Reserve Officers on a probationary commission.
  - (2) The termination of non-probationary commissions of all officers in the Reserve Army who fail to carry out their military obligations that are brought to the AEB for consideration. Refer to paragraphs [6.1.021](#) and [6.1.028](#) within Part 2.

### **Delegated authority**

17. The AEB delegates specific delegated powers for non-contentious cases:
  - a. Col CM Ops. Decisions concerning career intermission applications.
  - b. SO1 Officers Sec. Deciding the following cases:
    - (1) SSC to Reg C conversions.

- (2) BNMS Conversions of Commission.
- (3) BNMS LE Commissions (less MND).
- (4) BNMS Army Reserve commissions for SSE candidates.
- (5) LE to DE conversions of commission.
- (6) Transfers of cap badge within 3 years of commission.
- (7) Transfers of cap badge for command purposes.
- (8) Army Reserve Gp B Commissions.
- (9) Applications to change end date of previously approved Career Intermissions (CI).
- (10) Award of SSC (LE) instead of IRC (LE) where cap badges wish to exercise this due to score at ASB.
- (11) The retirement or resignation of an officer of the Army Reserve where the unit has lost touch with the officer as described at Part 2 Chap 6.

## **CONSIDERATION OF RETIREMENTS, PVR AND NTT BY THE AEB**

### **Policy Considerations**

18. Authority to approve PVR applications is delegated from the Army Board to the AEB.

19. The AEB is empowered to approve, not approve, advance, delay or defer an application for PVR or NTT and any subsequent retraction. The powers of the AEB will be applied in accordance with the Military Secretary's binding principle: 'The needs of the Army must come first; those of the SP and their family come a close second'.

### **Delegated authority**

20. The AEB has delegated authority to approve compliant applications for PVR and the withdrawal of PVR where supported by the chain of command (CoC) and WF Planners to Army Personnel Centre (APC) Career Managers (CMs). An application is deemed compliant if the SP is leaving on grounds of maternity and/or if all of the following applies:

- a. Does not have an unexpired RoS/Trg RoS.
- b. Has given their minimum notice period, ie is not applying for Early Release PVR.
- c. Has the support of the SP's CoC including their future CoC if selected for a new assignment.
- d. Has the support of the SP's APC CM and Career Field Manager (CFM).
- e. Has no other circumstances that make the application contentious, eg the application is to resign rather than retire.

21. The AEB delegates its authority to approve some non-compliant applications for PVR/ NTT and withdraw of PVR/ NTT as follows:

a. Assistant Head Workforce Policy (Army) in conjunction with Deputy Assistant Chief of Staff Personnel Services APSG:

(1) Approving an *application for Early Release PVR* when there are clear compassionate grounds and it is in the interests of the service and individual to release early.

(2) Approving an *application to withdraw PVR* that is not supported by the CoC, WF Plans or CM.

b. Colonels CM Branches who must retain an audit trail to support their decision:

(1) Approving Early Release PVR for transfer to another UK armed service.

(2) Approving Early Release PVR for transfer to FTRS<sup>107</sup>.

(3) Approving Early Release PVR where there is no further gainful employment in the military. Where the date of retirement may be brought forward under 7.4.016 the case is to be referred to the AEB.

(4) Approving Early Release PVR where the case is supported by the CM Branch, E1 WF Planner, and CoC and the applicant foregoes the same number of days TL and GRT that they are seeking to bring their retirement date forward by.

(5) Approving uncontentious applications to resign described at para 7.1.008 if the application would have been compliant if it had been to retire.

(6) Approving Early Release PVR where applications are unanimously supported by the CoC, E1 WF Plans and CM, except where this would result in an unexpended RoS/Trg RoS.

(7) Approving Early Release PVR where the last effective day in uniform (once terminal leave benefits are compared with a compliant PVR date) is up to 20 working days after requested EED.

(8) Approving requests to advance **PVR** date of release where the same authority is held for approving ER PVR.

(9) **Approving requests to delay PVR date of release by no more than 12 months where the case is supported by the CM Branch, E1 WF Planner, and CoC.**

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<sup>107</sup> Officers wishing to apply for FTRS appointments no longer have to apply for PVR in order to be eligible refer to RLFR Para 03.03.130. They can apply for PVR and Early Release upon notification that they have been selected for the post by the relevant board.

Where there is an unexpended TRoS the CM Branch Col may refer the application to the AEB if they consider there are exceptional circumstances that should be considered.

c. SO1 Officers' Secretariat APC:

(1) Approving an amendment to the PVR date where there is a clear service interest, there is structural space and where there is CM and CoC support.

(2) Approving an application to withdraw PVR that is supported by the CoC, Pers Strat (A) E1 WF Planners and APC CM, given clear evidence of the officer's quality, future employability and promotion prospects cap badge structural vacancies and service need.

(3) Approve PVR date amendments of 4 weeks or less. Cases where a PVR amendment date impacts a future Financial Year will be presented to the AEB.

(4) Approving Early Release PVR for an MO who fails to secure military specialist training on their second attempt in order to pursue NHS specialist training.

d. APC Soldier CMs:

(1) Soldiers whose request for Early Release is supported by the CoC and APC CM. Where a decision for Early Release is not supported by a CM, Hd Pers Pol delegates authority to the AEB as next level deciding body.

(2) Soldiers whose request for withdrawal of NTT is supported by CoC and APC CM branch. Where a decision to withdraw NTT is not supported by a CM, Hd Pers Pol delegates authority to the AEB as next level deciding body.

22. All other PVR and NTT cases are heard directly by the AEB.

## **CONSIDERATION OF FLEXIBLE SERVICE WITHIN THE AEB**

### **Policy Considerations**

23. The 2015 Strategic Defence and Security Review recognised that changes were necessary to enable the Armed Forces to work more flexibly. This has been facilitated by legislation that makes provision for Regular Forces to temporarily work on a part time basis. In the context of the AEB flexible Service applies to Regular personnel of all ranks and rates as Reserves, who serve under different terms and conditions may access differing commitment types. Policy is contained within [JSP 750](#) with Army specific direction provided within [AGAI 44](#). It should be noted that Any individual on the trained strength of either the Regular or Reserve (limited to FTRS, ADC and VeRR) Forces may apply to work flexibly.

24. The AEB is the approving authority for the grant of Flexible Service.

**Delegated Authority**

25. The AEB has delegated authority to Col CM Ops to approve FS applications where:
- a. The application is compliant with AGAI 44.
  - b. The application is supported by the Chain of Command, capability owner and the APC Career Manager.

**CONSIDERATION OF CAREER INTERMISSIONS WITHIN THE AEB****Policy Considerations**

26. A Career Intermission (CI) enables Regular Service Personnel to take a specified period of unpaid time out of their Service careers for reasons such as personal or professional growth outside of the Service, which they would otherwise be unable to do using leave entitlements and provides a mechanism for their seamless return to the Service. In the context of the AEB flexible Service applies to Regular personnel of all ranks. Policy is contained within JSP 760 with Army specific direction provided within AGAI 44.

27. The AEB is the approving authority for the grant of Career Intermissions for officers.

**Delegated Authority**

28. The AEB has delegated authority to Col CM Ops to authorise early termination of CI by the Army.

29. The AEB has delegated authority to SO1 Offr Sec to approve:

- a. CI applications where:
  - (1) The application is compliant with AGAI 44.
  - (2) The application is supported by the Chain of Command, capability owner and the APC Career Manager.
- b. Changes to end dates of previously approved CIs.

**The Army Employment Appeals Board (AEAB)**

30. The AEAB is convened to hear afresh AEB cases that have been challenged by the appellant. Details of the functions and composition of AEAB are contained at [Annex G](#). Procedures for both AEB and AEAB are at [Appendix 1 to Annex G](#).

## ATTENDANCE AND RESULTS AT THE ARMY OFFICER SELECTION BOARD

### Attendance

1. **Regular Army candidates.** The following categories of candidates, who should normally be under the age of 30 years on entry to the Royal Military Academy Sandhurst (RMAS), are required to attend and be recommended by the Army Officer Selection Board (AOSB). A pass at AOSB entitles them to undertake officer training before being appointed to a commission in the Army.

- a. Civilian Candidates (including graduates).
- b. All serving soldiers applying as DE Officers.
- c. Officers from the RN, RM, RAF and Commonwealth forces unless exempt by the AEB. This category includes Midshipmen RN and Officer Cadets RAF.

2. **Army Reserve candidates.** Army Reserve candidates for a direct entry commission, are required to attend and pass AOSB before undertaking the Army Reserve Commissioning Course. Army Reserve candidates for a Senior Soldier Entry Group A commission are required to attend **SSEA** before being considered for a commission **by the Arms Selection Board (ASB)** in the Army Reserve.

### Specific boards

3. The following categories of candidates attend specific boards at AOSB:
- a. Army Sixth Form Scholarship applicants who attend a special 27-hour board at AOSB.
  - b. Candidates for professionally qualified officer appointments in RACHD, the Army Medical Services and the Army Legal Services, who attend MB(S).
  - c. Candidates for a Specialist Reserve Officer role within national and regional specialist Army Reserve units will attend MB(S).

### Non-attendance

4. The following categories of candidates are not required to attend AOSB:
- a. Commissioning candidates who have successfully completed a Gap Year Commission (GYC)/**Internship** or an Undergraduate Army Placement (UGAP).

### Exemptions

5. Requests for exemptions from attendance at AOSB are to be submitted to Offrs Secretariat APC for AEB approval except for the category of officers at Para 1c where, in exceptional circumstances, an exemption may be granted by an AOSB Transfer Board. Under these circumstances' candidates may be called forward to an AOSB Briefing where the Transfer Board sits.

**AOSB results definitions**

6. The following grading definitions are used at the AOSB:

a. AOSB Main Board (Short) selected gradings, which are linked to risk and linked to trainability on Main Board:

- (1) A - No risk profile.
- (2) B - Development may be required in a particular area.
- (3) C - Risk profile - (development required in two or more areas, or one significant area).
- (4) D - High risk profile; likely to have difficulty in training. Note that Professional Qualifications and /or competencies may ameliorate this risk to support service needs.

b. Main Board selected gradings.

- (1) **Selected: No caveat – a straight pass.** There were no evident risks identified in this candidate's profile at selection, and they should develop into a sound officer after officer training.
- (2) **Selected (Development).** Development required in one of the following areas: practical ability; physical fitness; or personality, which should be addressed in training.
- (3) **Selected (Risk).** There was either development required in two of the areas described above or a significant short-coming in one area.
- (4) **Selected (via Pre-RMAS Trg).** There were short-comings identified in the candidate's performance that stemmed from intellectual shortfalls or a lack of cultural awareness and/or contemporary knowledge, which should be addressed through successful completion of a Pre-RMAS course at the Army School of Education. Candidates who attend PODP and are successful at the PODP VIVA must be loaded onto and attend the next available CC at RMAS.
- (5) **Selected (Physical Re-show).** The candidate will only be suitable for officer training once they have returned to AOSB and achieved the necessary physical fitness standard on the Individual Obstacles and/or the Multi-Stage Fitness Test.
- (6) **Selected (Deferred).** The candidate will be ready to begin officer training after a deferral period specified by the Board. This will usually, but not exclusively, be given to allow them to complete an academic or professional course, or similar, which will assist their preparedness for officer training.
- (7) **Selected (Character Tag).** The Board observed behaviours which did not amount to risk but which should be highlighted to RMAS and monitored in training.



## c. Not Selected gradings:

(1) **Not Selected (Recommended for Leader Development Course (LDC) or Leader Development Programme (LDP)).** There were a number of areas in this candidate's performance identified during assessment that would currently prevent the candidate successfully completing the Commissioning Course at RMAS, but that might be improved through further focussed development on either the LDC (Regular) or LDP (Reserve). The aim of the LDC and LDP is for candidates to achieve the standard to begin the Commissioning Course. Both LDC and LDP will conclude with a SEB chaired by president AOSB.

(2) **Attendance on the Reg CC or Modules C and D is subject to selection at the SEB.** Candidates recommended for LDP at AOSB who have been signed off by the AOSB SEB, and who have subsequently successfully completed Mod C at RMAS, should be deemed to have achieved the level of development required. To transfer from Type A Res commission to a Regular Commission (whilst under the age of 30) they will still be required to successfully complete the Reg CC at RMAS. In the same situation but without the Reservist having attended Mod C at RMAS before deciding to take the Regular route to a commission, the individual must either attend LDC at RMAS (if within 6 months of their LDP award at AOSB) or return to AOSB for a subsequent attempt at Main Board.

(3) **Not Selected.** No caveat. Advice contained in the Vice President's report.

(4) **Not Selected (Encourage).** Candidate should be encouraged to make a second attempt at AOSB having improved in areas highlighted in the Vice President's report.

(5) **Not Selected (Discourage).** Based on the candidate's overall performance or the identification of specific unacceptable personality traits which are assessed as enduring and therefore unlikely to be rectified by training. The candidate is extremely unlikely to succeed; regardless of how committed they appear to be. Only in the most exceptional circumstances will a subsequent attempt be authorised and only on the explicit agreement of the President.

### Notification of AOSB results

7. All candidates will be informed by post approximately 48 hours after leaving AOSB whether or not they have obtained a recommendation for officer training, subject to confirmation of security clearance.

8. The grade awarded by AOSB will remain valid for a period of 5 years for all candidates with the exception of Scholars whose award will remain valid for 6 years. The validity for candidates, with the exception of Scholars, who pass AOSB Main Board is 5 years or age 30 whichever is the earlier. The period of validity will be subject to the requirements of the Army prevailing at the time of application to attend RMAS.

9. Individuals who passed AOSB Main Board prior to 1 May 12 will retain the right to enter RMAS up to age 30.

**ROYAL MILITARY ACADEMY SANDHURST REGIMENTAL SELECTION BOARDS  
AND THE COMMANDANT'S REVIEW BOARD****Terms of Reference of These Boards**

1. The Commandant Royal Military Academy Sandhurst (RMAS) is delegated authority by the Army Employment Board (AEB) to:
  - a. Deliver a Regimental and Corps application and selection process for officer cadets and Corps Colonels through Regimental Selection Boards (RSBs).
  - b. Approve commissions for those who complete Initial Officer Training at RMAS to the required standard and who have been offered a place in a Regiment or Corps as follows:
    - (1) The granting of a Short Service Commission (SSC) to officer cadets on the successful completion of the Commissioning Course.
    - (2) The granting of an Army Reserve General List Section A Commission or Army Reserve General List Section B Commission on the successful completion of a Commission Course Short.
    - (3) The confirmation of the continuance of a probationary commission for those officers, both Regular and Army Reserves, on the successful completion of a Commission Course Short.
2. In cases where there are concerns relating to an individual's suitability either to commission successfully or to continue on a probationary commission, an RMAS Commandant's Review Board will be convened.

**Choice of Arm Selection through Regimental Selection Boards (RSBs)**

3. Commandant RMAS has been granted delegated authority to approve commissions to those that complete initial training. Before commissioning officer cadets must first have been accepted for service by a Regiment or Corps. To this end the AEB delegates to the Commandant RMAS the authority to:
  - a. Initiate a Choice of Arm process culminating in RSBs that are to ensure a fair and transparent mechanisms for:
    - (1) Processing applications from officer cadets to serve in their preferred Regiments or Corps.
    - (2) Convene RSBs as a conduit through which Regiments and Corps make offers to officer cadets through a process that complies with the principles enshrined in APC's core Board Core Operating Model.
    - (3) Appoint unplaced officer cadets to the most suitable Regiments or Corps as required following AEB assurance of the decision. However, Director Arms and Services will exhaust all avenues to appoint such officer cadets prior to higher referral.

That will deliver the Army Workforce Plan annual quota that is to be apportioned proportionately across each course.

### Composition of the Commandant's Review Board

4. The RMAS Commandant's Review Board will normally be composed of:

Chair	Commandant RMAS
Member	Director of Studies
Member	Colonel Training
Member	College Commander
Member	Company Commander
Member	Staff Officer Cadets
Member	Academy Sergeant Major
Secretary	Academy Adjutant

5. The Commandant may call on other individuals to attend the Review Board as required, including Chief of Staff RMAS, Senior Medical Officer RMAS and Senior Chaplain RMAS.

### Delegated authority

6. The Commandant RMAS' Review Board has the AEB delegated authority to:

a. Commissioning Course (CC).

(1) Back term directly to another Intake.

(2) Back term via Lucknow (Rehabilitation) Platoon, if circumstances indicate that this offers the best chance of future success for the individual.

(3) Discharge from the Army.

(4) Return to Unit for those former serving soldiers.

b. Reserves on the Commission Course Short. Return to unit.

c. Professionally Qualified Officers on the Commission Course Short Course (Regular and Army Reserve). In consultation with the appropriate Head of Arm:

(1) Recommend that an individual's period of probation is extended and that the individual retakes the CC Short at a later stage.

(2) Recommend that an individual is unsuitable for a commission.

## ARMS SELECTION BOARDS

### Terms of Reference

1. The responsibilities, where applicable, which are delegated by the Army Employment Board (AEB) to an Arms Selection Board (ASB) are:
  - a. Commissions.
    - (1) The grading, selection and appointment of Warrant Officers (WOs) to an Intermediate Regular Commission (Late Entry) (IRC(LE)). WOs who are Below Normal Medical Standard (BNMS) are to be referred to the AEB for approval.
    - (2) The grading, selection and appointment of Senior Non-Commissioned Officers (SNCOs) to a Short Service Commission (Late Entry) (SSC(LE)). SNCOs who are BNMS are to be referred to the AEB for approval.
    - (3) The grading, selection and appointment of WOs and SNCO Allied Health Professionals and Healthcare Assistants within the Army Medical Services (AMS) and on occasion Gurkhas to a SSC(LE). WOs / SNCOs who are BNMS are to be referred to the AEB for approval.
  - b. Conversions of Commission. The grading, selection and appointment to an IRC, Reg C, IRC(LE), Reg C (LE), SSC to Reg C and LE to DE. Officers who are BNMS are to be referred to the AEB for approval.
  - c. Extensions of Commission. The grading, selection and appointment to an extension of a 6-year SSC to a 9-year SSC, and a 9-year SSC to a 12-year SSC. Officers who are BNMS are to be referred to the AEB for approval.
  - d. Transfers.
    - (1) The transfer of SSC / SSC(LE) / SC and IRC / IRC(LE) / MC officers, after the completion of 3 years Active List service, (with the exception of AAC officers who are deemed unsuitable as pilots) between Arms and Services of the Regular Army or from one regiment to another within the same Arm provided there are no structural concerns from Pers Strat (A).
    - (2) The transfer of Reg C/Reg C (LE) infantry officers and RAC from one regiment to another within the same division or between divisions of infantry (including the Parachute Regiment and the Brigade of Gurkhas).
    - (3) The transfer of officers under the terms of the Medical and Dental Officer Transfer Scheme, Nursing Officer Transfer Scheme and Directorate Army Legal Services Transfer Scheme.
    - (4) The transfer of LE officers onto to DE terms of service.
  - e. Extensions. Extension of probationary commissions.
2. All out of committee decisions are to be endorsed by all members of the ASB listed at Para 4.

3. Issues or appeals arising from decisions made by ASBs or on cases where ASBs wish to obtain an AEB decision / ruling are to be referred to the AEB.

### Composition of ASBs

4. The composition of ASBs is to be in accordance with the direction set out below and approved by the appropriate Col CM branch.

- a. Chair. Arm or Appropriate Brigadier or an officer nominated by them, not below the rank of Col.
- b. Vice Chair. Appropriate Col CM branch.
- c. Members. As a minimum, this must be:
  - (1) An Arm or Service representative, as required by the Head of Arm or Service, not below the rank of Maj.
  - (2) An independent member from a separate cap badge, serving in an MS post, not below the rank of Maj.
- d. Secretary. An officer nominated by the respective Col CM branch.

5. The composition of ASBs of the RACHD, AMS, AGC(ALS) and RCAM will be similar to that given in Para 4. However, representation may be varied at the discretion of the nominated Chair and approved by the appropriate Col CM branch.

### Meetings of ASBs

6. ASBs are to be convened at least annually with additional boards where it is considered necessary. Only in urgent cases, where a decision is required before the next planned ASB, should applicants be considered out of committee.

7. Timings. To meet the Beige and Pink List filtering processes, all boards for conversion of commission are to be held in September/October annually. Conversions, including those requiring AEB approval will be effective from the release of board results.

### Grading system

8. In all cases, ASBs are to consider applicants' annual reports and where applicable AFB 225B. Applicants are to be graded out of 10 marks; half marks may be awarded by the members of the board as follows:

Marks	Definition	Marks	Definition
10	Outstanding	5	Up to standard with a few caveats
9	Near Outstanding	4	Just up to standard with several caveats
8	Well above standard	3	Below standard
7	Above standard	2	Well below standard
6	Up to standard	1	Unfit

9. The President of the ASB must set a quality line prior to its commencement. The minimum permissible quality line is to be 20 for a 4-scoring member board and 25 for a 5-scoring member board. A higher quality line higher than this may be set but this must be done in consultation with Col CM Ops.

10. Gradings are to be recorded by each of the members on their grading sheets and by the Secretary on the master grading sheet, both using the standard format at [Appendix 1](#), or on CM Portal. Where variations in individual gradings exceed 2 marks, the President is to invite the board members to reassess that particular applicant.

11. Selections are normally to be made strictly in accordance with the position of candidates in order of merit following grading, considering any direction on quotas given by WF Plans. ASBs may however authorise a departure from strict adherence to the order of merit in exceptional circumstances, for example where it is in the interests of the service to select a lower scoring candidate on the basis of that candidate's specific knowledge, skills and experience in light of the prevailing demands upon the operational effectiveness of the Army.

12. When interviews or unit boards are considered necessary these should be conducted at unit or formation level. The results are to be made available to the ASB.

### **Practice, Precedent and Rules**

13. The purpose of [Career Management Boarding Manual](#) is to formalise rules by which boards conduct their activity and the secretariats enable and record the decisions of the board. They define composition, conduct, frequency, rules and minutiae appropriate to each board. ASB secretariats are responsible for the writing of appropriate rules for their respective ASBs. The rules are to be endorsed by the ASB Vice Chair prior to the convening and meeting of the board.

### **ASB proceedings**

14. A copy of ASB proceedings is to be sent to Pers Pol (A) for approval prior to promulgation no later than 3 weeks after the board and is to comprise of:

- a. Convening order and board proceedings, including the original or fax of board members' signatures.
- b. Master grading sheets, listing all candidates and individual board members scores.
- c. Order of merit table annotated with deferred candidates and non-MFD personnel.

### **Promulgation**

15. ASB decisions, for cases defined at [Para 1](#) may be promulgated by CM Branches, subject to Pers Pol (A) approval, without reference to the AEB.

**Cases for referral to the AEB**

16. Cases for referral to the AEB, as defined at [Annex B](#) Para 3, are to be submitted to Offrs Sec as soon as possible after the ASB for inclusion in the agenda for the next meeting of the AEB.





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**SELECTION BOARDS FOR THE ARMY RESERVE**

1. The composition and procedures for the Army Reserve selection boards are given in Part 2 of these Regulations.
2. Army Reserve Direct Entry (DE) candidates are selected at the Army Officer Selection Board (AOSB) at Westbury. Senior Soldier Entry candidates are assessed by the Soldier Entry Assessment (SSEA) and selected by Arms Selection Boards (ASB). Refer to [Part 1 Chapter 3 Section 3](#) and [Part 2 Chapter 2 Section 6](#) respectively.
3. Details concerning appointments to an Army Reserve commission are given in Part 2 of these Regulations

**Documentation**

4. Recommendations of Boards are to be forwarded as follows:
  - a. AOSB Westbury to MS CM in APC for Army Reserve.
  - b. **SSEA** to MS CM in APC and the sponsoring unit for Army Reserves SSE.

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## THE ARMY EMPLOYMENT APPEAL BOARD (AEAB)

### General

1. The AEAB is convened to hear AEB cases that have been challenged by the appellant. In addition to hearing the matter afresh the AEAB may consider new or additional information that has been provided since the AEB decision. The normal composition of the AEAB is:

<b>Chair</b>	Hd Pers Pol (A) (when appropriate upscaled to D Pers)
<b>Members</b>	DMS Provost Marshal (A) Head Army Secretariat
<b>Secretary</b>	SO1 Officers' Secretariat, APC

2. The Chair or any member of the AEAB has the authority to delegate their powers of responsibility to suitable replacements in their unavoidable absence, (advice on the suitability of replacements should be sought from SO1 Officers' Secretariat). Replacement members should not be below OF6 rank/grade and when required upscaled to 2\*.

3. An AEAB Member, who feels they may have a conflict of interest with an individual case, should discuss this prior to the board convening with the Officers' Secretariat. The Officers' Secretariat will decide what action to take having sought legal advice if required.

### Appeal Procedure

4. Within 14 calendar days of notification of an AEB decision, an officer may submit a written appeal through their CoC and relevant APC CM to the Officers' Secretariat to have their case re-heard. The CoC and APC CM must make a statement on the appeal.

5. If new information is provided by the appellant that SO1 Officers' Secretariat considers substantially changes the original submission in the officer's favour, the Officers' Secretariat will resubmit the case to the AEB, normally within 30 days of receiving the information. If no new information is provided or if the AEB does not change its original decision, Officers' Secretariat will pass the appeal to the AEAB who will rehear the case within 3 months of the written appeal being received at APC.

6. In addition to the evidence that was presented to the AEB, the AEAB will be provided with a copy of the appellant's appeal, any representation or further evidence supplied by the appellant as well as further evidence which the AEAB consider to be relevant to the appeal. In order to ensure the AEAB provides procedural fairness (procedure for AEAB boards are laid out in [appendix 1 to Annex G](#)) in considering applications, SO1 Offrs Sec APC will ensure:

- a. That all documentation to be relied upon at the AEAB is to be disclosed to the applicant no later than (NLT) 14 days prior to the AEAB.
- b. The applicant is afforded the opportunity to provide written representations on the documentation disclosed. Written representations are to be returned to SO1 Offrs Sec APC NLT 7 days prior to the scheduled AEAB.

c. Where the AEAB deems it necessary witnesses may be called to give live evidence at the AEAB, SO1 Offrs Sec APC will seek legal advice from SO1 Employment Law as to whether this is necessary. The applicant may attend the AEAB in person or to ask questions of any witness called to give evidence. The applicant may also request the AEAB to call witnesses which they wish to ask questions of. The Chairman of the Board having taken legal and policy advice will consider this request.

d. AEAB voting on any decision will be by simple majority with the Chairman having a casting vote.

e. The AEAB will provide written notification of its decision (to include reasons) to the applicant within 14 days of the AEAB sitting.

f. The reasons for the decision of the Board will be recorded in writing in the record of decisions and will be made available to the officer on request. Legal advice to the Board is confidential (and subject to Legal Professional Privilege) and must not be disclosed to the appellant.

7. If the AEAB upholds the original AEB decision the Officers' Secretariat is to advise the officer on their right to appeal against the decision through a Service Complaint (SC). SCs are to be initiated in accordance with [JSP 831](#) within 3 months of the date of the letter informing the officer of the AEAB's decision. A SC submitted before this is likely to be stayed pending the outcome of the AEAB hearing.

## **PROCEDURE FOR ARMY EMPLOYMENT BOARD (AEB) AND ARMY EMPLOYMENT APPEAL BOARD (AEAB) HEARINGS**

1. The Chair (or Secretary) of the Board will read the convening order and introduce the Board Members and other parties, as per the convening order. The Chair (or Secretary) will also explain the purpose of the hearing and confirm that none of the Members have any personal knowledge of the case such that it would preclude them from dealing with the matter.
2. The Legal Adviser will then deal with the following:
  - a. The Legal Adviser's role. They are not a member of the Board but an advisor to it. They may however lead on questioning the witnesses on the Board's behalf.
  - b. That the hearing is inquisitorial, and determination of any facts will be at the civil standard (on the balance of probabilities).
  - c. Full disclosure of the case papers (less legal advice to the Board) has occurred for both the subject officer and the Members.
  - d. That the subject officer has had the chance to make representations in writing to the Board.
  - e. The Board may invite the subject officer (or their legal adviser if they are represented) to make any further representations at the start of the hearing and / or before they retire to decide the case. The subject officer may be legally represented (at their own expense) and may at the discretion of the Board be allowed to attend the hearing.
  - f. If the Board decide to hear from witnesses, evidence is not given on oath, but witnesses will be expected to tell the truth. Witnesses may be asked to refer to documentation to assist the Members. The subject officer may ask questions of a witness through the Board.
  - g. If Members require further investigation to be carried out the Board may be adjourned to allow those investigations to occur and report. The findings will be disclosed to the subject officer.
  - h. At the conclusion of the hearing the Members will retire to consider the evidence and to make their decision in private.
3. The Board will notify the subject officer of their decision in writing, with reasons, at a later point, normally within 28 days.
4. The hearing may be recorded (Verbatim Court Recorder (VCR)) for reference, at the discretion of the Secretary (who will take legal advice as to the requirement for this).

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**APPLICATION FORMS**

1. The following application forms are at appendices to this Annex:
  - a. [Appendix 1](#). Application for an extension of an Active List commission.
  - b. [Appendix 2](#). Application for conversion of an Active List commission, including guidance notes.
  - c. [Appendix 3](#). Application for conversion of an active Late Entry commission to Direct Entry commission and associated Terms and Conditions.
  - d. [Appendix 4](#). Reply to offer to convert an Active List commission.



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**APPLICATION FOR AN EXTENSION OF AN ACTIVE LIST COMMISSION**

From: \_\_\_\_\_

(Number, rank, name and current unit)

To: \_\_\_\_\_

(Current Commanding Officer)

Complete the appropriate paragraph below and delete all others:

1. In accordance with [Chapter 1 Section 2, Para 1.2.007](#) of the Army Commissioning Regulations, I wish to apply to extend my Short Service Commission by:  
\_\_\_\_\_ (months/years).

2. In accordance with [Chapter 1 Section 2, Para 1.2.011](#) of the Army Commissioning Regulations, I wish to apply to extend my Intermediate Regular Commission by:  
\_\_\_\_\_ (months/years).

3. In accordance with [Chapter 3 Section 6, Para 3.6.023](#) of the Army Commissioning Regulations, I wish to apply to extend my Short Service Commission (Late Entry) by:  
\_\_\_\_\_ (months/years).

4. In accordance with [Chapter 3 Section 6, Para 3.6.024](#) of the Army Commissioning Regulations, I wish to apply to extend my Intermediate Regular Commission (Late Entry) by:  
\_\_\_\_\_ (months/years).

5. By making this request, I accept that if I am successful in being selected by the Arms Selection Board (ASB) for an extension to my commission, my current end of engagement date will be automatically adjusted unless the extension offered is more or less than that requested. If that is the case the ASB will inform me in writing and I am to notify it within 14 days of my decision whether or not to accept the revised extension.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Commanding Officer's Certificate

(This section is to be signed personally by the applicant's Commanding Officer)

I recommend/do not recommend an extension of this officer's commission\*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Rank: \_\_\_\_\_ Appointment: \_\_\_\_\_

\*Delete as appropriate

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**APPLICATION FOR CONVERSION OF AN ACTIVE LIST COMMISSION**

From: \_\_\_\_\_  
(Number, Rank, Name and Current Unit)

To: \_\_\_\_\_  
(Desk Officer at Army Personnel Centre)

1. *Only required if not automatically eligible for conversion under the Board and Offer scheme for a conversion of a commission.*

2. In accordance with [Chapter 6 Section 2](#) ([Chapter 3 Section 6](#) and [7](#) for Late Entry and [Chapter 4 Sections 2](#) to 9 for Army Medical Services (AMS)) of the Army Commissioning Regulations, I wish to apply to convert my \_\_\_\_\_  
(commission type) to:

- a. Intermediate Regular Commission (Please note Board and Offer will be applied automatically for all eligible officers for a conversion from SSC/SC to an IRC).
- b. Intermediate Regular Commission (Late Entry) (Please note Board and Offer will be applied automatically for all eligible officers for a conversion from SSC(LE) to an IRC(LE)).
- c. Regular Commission (Please note Board and Offer will be applied automatically for all eligible officers for a conversion to Reg C).
- d. Regular Commission (Late Entry) (Please note Board and Offer will be applied automatically for all eligible officers for a conversion to Reg C (LE)).

3. By making this request, I accept that if I am successful in being selected by the Arms Selection Board (ASB) for conversion, my current commission type will be updated on my record of service unless the conversion offered is not the type requested. If that is the case the ASB will inform me in writing and I am to notify it within 14 days of my decision whether or not to accept the revised conversion.

4. I have considered the pension and financial implications of this application.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

\*Delete as appropriate

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**APPLICATION FOR CONVERSION OF AN ACTIVE LIST COMMISSION TO DIRECT ENTRY TERMS OF SERVICE**

From: \_\_\_\_\_  
(Number, Rank, Name and Current Unit)

To: \_\_\_\_\_  
(Desk Officer at Army Personnel Centre)

1. In accordance with [Chapter 6 Section 2 Para 6.2.010-6.2.015](#) ([Chapter 3 Sections 6 and 7](#) and [Chapter 4 Sections 2 to 9](#) for Army Medical Services (AMS)) of the Army Commissioning Regulations, I wish to apply to convert my \_\_\_\_\_ to Direct Entry Terms of Service.
2. By making this request, I accept that if I am successful in being selected by the Arms Selection Board (ASB) and subsequent AEB for conversion, my current commission type will be updated on my record of service unless the conversion offered is not the type requested. If that is the case the AEB will inform me in writing and I am to notify it within 14 days of my decision whether or not to accept the revised conversion.
3. I understand from the point of conversion I will be governed by DE rules on promotion, terms of service and Professional Development (PD) and will not normally be able to revert to the LE commission.
4. I have considered the pension and financial implications of this application.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

\*Delete as appropriate

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**REPLY TO OFFER TO CONVERT AN ACTIVE LIST COMMISSION**

**Instructions for completion**

- 1. Complete either Part A or Part B.
- 2. Return the completed form to reach CM Branches by the deadline of 30 Nov of the year of offer either by post, fax or by email as a scanned image to your CM Branch.

From: \_\_\_\_\_  
 (Number, Rank, Name and Current Unit)

To: \_\_\_\_\_  
 (CM Branch)

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**Part A – Acceptance of Offer**

1. In accordance with the Army Commissioning Regulations 2019, I accept the offer to convert my ..... (commission type) to:

- a. Intermediate Regular Commission\*.
  - b. Intermediate Regular Commission (Late Entry)\*.
  - c. Regular Commission\*.
  - d. Regular Commission (Late Entry).
- \* (Delete as required)

3. By doing so, I accept that my current commission type will be updated on my record of service.

4. I have considered the pension and financial implications of accepting this offer and understand I will not be able to revert at a later date.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

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**Part B – Refusal of Offer**

I decline the offer to convert my commission.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_



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## EDUCATIONAL QUALIFICATIONS

1. Educational qualifications for entry to the Royal Military Academy Sandhurst (RMAS) and conversion between mainstream commissions.
2. **Short Service Commission (SSC), Intermediate Regular Commission (IRC) and Regular Commission (Reg C).** The educational entry standards for Regular direct entry (DE) and Army Reserve officer candidates take account of the Universities and Colleges Admissions Service (UCAS) and A Level Information System (ALIS) scoring systems. Educational waivers can be granted via the NRC to AOSB Senior Education Advisor for those with unconventional educational pathways and are considered against UK ENIC.<sup>108</sup>
  - a. The Universities and Colleges Admissions Service (UCAS) tariff score for Direct Entry officers (Regular and Reserve) is set at 72 UCAS points.<sup>109</sup> The number of qualifications that contribute to UCAS 72 is restricted to a maximum of three at Level 3 on the Regulated Qualifications Framework,<sup>110</sup> or four Scottish Credit and Qualifications Framework (SQCF) Highers or Advanced Highers,<sup>111</sup> or international equivalents as endorsed by UK ENIC.
  - b. Candidates seeking officer entry must have achieved the General Certificate of Secondary Education (GCSE), or equivalent, at a minimum grade C/4 in English language, mathematics and either a science subject or a foreign language. Further, they must have achieved 35 Advanced Level Information System (ALIS) points or above from their best 7 subjects.
  - c. Candidates seeking officer entry who have gained educational qualifications in the Scottish education system must have achieved National 5, Credit Standard Grade or Intermediate 2 at minimum Grade C or equivalent in English language, mathematics, and in either a science subject or a foreign language. Further, they must have achieved 34 ALIS points from their best 5-7 subjects of these SQCF Level 5 qualifications. A combination of awards is acceptable.
  - d. A first degree will no longer be accepted as an automatic waiver to UCAS points attainment.
  - e. Some corps have preference for graduates with appropriate degrees or professional qualifications. These are shown in paragraphs 5 to 15 below.
3. Soldier entrants.
  - a. Serving and former Regular Army and Army Reserve soldiers, including service personnel from the Royal Navy and Royal Airforce must have five GCSEs (or equivalent) at grade C/4 or above, including Maths and English, or Scottish equivalents as per paragraph 2c above. All soldiers applying for the Educational Assessment at the Army School of Education (ASE) must have achieved at least a Level 2 qualification in English and Maths.

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<sup>108</sup> [www.enic.org.uk](http://www.enic.org.uk)

<sup>109</sup> <https://www.ucas.com/files/tariff-tables> or <https://www.ucas.com/ucas/tariff-calculator>

<sup>110</sup> <https://www.gov.uk/find-a-regulated-qualification>

<sup>111</sup> <https://scqf.org.uk/>

- b. Those with fewer GCSEs and/or other Further/Higher Education qualifications may apply but will be dependent on a successful pass in all aspects of the Educational Assessment held at the ASE Worthy Down. This can be applied for via the Defence School of Logistics and Administration.
- c. Former serving Regular Army soldiers may apply for a commission through the Senior Soldier Entry process into the Army Reserve following a recommendation on their latest Appraisal Report.
- d. Candidates are required to have five GCSEs (or equivalent) at grade C/4 or above, including English language and maths. Those failing to meet the standard can receive advice on how to achieve this via their local Army Education Centre (AEC) who will signpost them to a suitable provider. Ex Regular Warrant Officers who have successfully completed Education for Promotion (Advanced)/SNCO Command, Leadership and Management are exempt this requirement. All other eligibility criteria remain extant, as per the Part 2 of these Regulations.
- e. **Conversion from IRC to Reg C.** Officers will either have successfully completed 2 A levels or the equivalent outlined in paragraph 2 above or have achieved the academic, technical, and professional qualifications as per Chapter 6 Section 2 will be exempt from that requirement.

4. Candidates for Gap Year Commissions (GYC) require the same qualifications as those needed for SSC. In addition, they must have a confirmed place at a UK university or college of higher education to read for a recognised degree, with all academic work and examinations completed before entry to the GYC course at RMAS. Guidance for the Army Internship Programme is contained at Chapter 3 Section 10.

#### **Additional educational requirements**

5. **RE and R SIGNALS.** A degree is not a pre-requisite for a commission but non-graduate candidates for SSC must include a science subject at grade C GCSE, or equivalent. Degrees considered acceptable by these 2 corps are shown in the matrix at the end of this Annex.
6. **REME.** Candidates for REME are to have one of the following:
- a. An appropriate engineering, science, technical or numerate degree which, preferably, grants an exemption from the Engineering Council's (EC) Part I and II examinations (see the matrix at the end of this Annex).
- b. The appropriate qualifications to read an EC accredited engineering degree in-service at one of the Defence Technical Undergraduate Scheme (DTUS) universities. Candidates who fail to graduate with an in-service degree will be ineligible to convert from SSC to IRC or Reg C.

**Acceptable degree subjects for any type of commission**

7. In general terms, any degree discipline is accepted in the Army when recognised by the Qualifications and Curriculum Authority (QCA). Certain vocational qualifications may also be acceptable; as is membership of certain institutions. The final decision rests with Per Pol (A), if necessary, after consultation with the authorities of the university or college of HE concerned. Some Corps only accept graduates with appropriate degrees or professional qualifications.

**Corps requiring appropriate professional qualifications**

8. **Royal Army Chaplains Department.** Graduate clergy applying for a commission should normally have served for at least 3 years in full time civilian ministry.

9. **Royal Army Medical Corps.**

a. **Medical officers.** See [JSP 950](#), Career Management Regulations for the Defence Medical Services.

b. **Pharmacist officers.** Those qualified as BPharm, BSc Pharmacy or MPharm may apply to join the Corps.

c. **Physiotherapist officers.** Members of the Chartered Society of Physiotherapists who are registered with the Health Professions Council (HPC) may apply to join the Corps.

d. **Environmental health officers.** Qualified graduates in a recognised environmental health degree accredited by the Chartered Institute of Environmental Health or the Royal Environmental Health Institute of Scotland at BSc (Hons) or MSc level may apply to join the Corps provided they hold the minimum membership grade of 'voting member' or equivalent.

10. **Adjutant Generals Corps (Educational and Training Services Branch).** All applicants for commission into the AGC(ETS) must hold a Bachelor's degree, of any class, with Honours or equivalent (at Regulated Qualifications Framework (RQF) Level 6) from a recognised UK Higher Education Institute; Honours degrees from non-UK Universities will be considered on a case-by-case basis. By exception, at the discretion of the HoP, applicants who do not hold an honours degree or recognised equivalent may be considered if they hold a recognised Master's degree (at Regulated Qualifications Framework (RQF) Level 7). All officers commissioned into the AGC(ETS) will complete a Postgraduate Certificate of Education in Professional Development (PGCE, Prof Dev) during their initial tour in the Branch and therefore the specified academic qualifications required for commissioning into AGC(ETS) are common to all Direct Entry Officers.

11. **Adjutant Generals Corps (Army Legal Services Branch).** Commissions in the rank of Capt may be awarded to qualified solicitors, barristers or Scottish advocates, normally between the ages of 24 and 32, (24 - 32 are the average figures, individuals can commission into the Army as soon as they are fully qualified Lawyers or Barristers has been as young as 22 and as old as 41). There is now no longer a Legal Cadetship scheme.

12. **Royal Army Veterinary Corps.** Qualified veterinary graduates under 31 years of age may apply to join the Corps.

13. **Royal Army Dental Corps.** See [JSP 950](#).

14. **Queen Alexandra's Royal Army Nursing Corps.** See [JSP 950](#).

### Graduate entry degrees and professional institutions

Corps	Subject of Degree		Professional Institutions
	First Preference	Second Preference	Membership
(a)	(b)	(c)	(d)
RE	Engineering (It must be emphasised that the list below is a preferred degree and not mandated and is in no way a prerequisite to joining the Corps. The Corps keeps its options open for a broad spectrum of academic background): Civil Mechanical Electrical Geographical -information -management	Any degree	Civil Engineers Mechanical Engineers Engineering Technology Structural Engineers Chartered Surveyors (Land Survey) Architects Municipal Engineers
R Signals	Engineering: Telecommunications Electronic Software Electrical Computer Science Information Technology Information Systems (BSc)	Mathematics, Physics, Communications and Information Systems Management Other degrees including Arts, will be considered at the discretion of the Signal Officer in Chief.	Electrical Engineers Electronic and Electrical Incorporated Engineers British Computer Society
REME	Engineering: Mechanical Electrical Electronic Aeronautical Civil Production IT Computer Systems	Mathematics, Physics, Chemical Engineering. Any other degree giving exemption from EC Institutions Part 1 and Part 2 examinations acceptable to a professional institution listed in the next column.	Mechanical Engineers (IMechE) Engineering Technology (IET) Royal Aeronautical Society (RAeS) British Computer Society (BCS)

**GRADUATE ANTEDATE RULES**

1. In accordance with the Future Officer Structure implementation plan graduate antedates covered in Article 69 of [PAW 20](#) will cease to apply for those officers commissioning from 1 Jan 12 onwards or to such time as may be determined by the Defence Council, With the exception of some professionally qualified officers. See [PAW 20](#) Articles. This Annex is retained to maintain corporate knowledge and to support officers commissioned before Jan 12. It contains a broad outline of the rules governing the award of antedated seniority for promotion purposes. A more detailed explanation may be found in [PAW 20](#) which is the authority for all such awards.
2. An award of antedated seniority is made in order to compensate officers for the prescribed time required to earn a university degree and/or accumulating relevant civilian experience. The mechanism for awarding such seniority is to align the entry of the officer with the Commissioning Course at the Royal Military Academy Sandhurst (RMAS) calculated in accordance with Articles 67, 68, 69, 70, 70a, 70b, 71 and 72 of PAW09.
3. In addition to antedated seniority, in recognition of a degree, certain specialist arms and services offer seniority for other qualifications obtained, e.g. BTEC Higher National Diploma, Diploma of Higher Education, or Higher National Certificate – see PAW09 Article 69. The periods of seniority so awarded for such civilian experience vary greatly and it is not practical to set them out here; reference should be made to PAW09.
4. Antedated seniority, whether in respect of a degree, other recognised qualification or civilian experience, or a combination, will not be allowed to confer seniority earlier than age 18 years 6 months.

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**REQUIREMENTS FOR CONVERSIONS FROM A SHORT SERVICE COMMISSION TO AN INTERMEDIATE REGULAR COMMISSION**

Ser	Arm/Service in which Applicant Requests IRC	Age and Service Limits	Medical Standards	Education Standards	Other Qualifications	Application Procedure
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	H Cav, RAC, RA, RE, R Signals, Inf, AAC, RLC, RAMC, REME, AGC(Pro), RAVC Int Corps, AGC(SPS), AGC(ALS)	Must be in their 4 <sup>th</sup> year, or greater, of commissioned service. Two consecutive and most recent ARs with appropriate recommendations. Exceptionally, PQOE and Medical Officers need only one positive recommendation in their most recent AR.	See PULHHEEMS Administrative Pamphlet for current rules for each Arm/Service. AAC candidates must have an acceptable air crew medical category	See Annex I and, where appropriate, <a href="#">Chapter 6 Section 2, Para 6.2.011</a> . MOs are not eligible until entry into ST3 GPSTTr3.	Applicants must be qualified Service pilots	If applicable <a href="#">Annex H-2</a> to be sent to appropriate CM Branch (i.e. that of Arm/Service in which serving) to be considered by the Arms Selection Board before expiry of active service, current rules B&O.
2	AGC(ETS)	Must be in their 4 <sup>th</sup> year, or greater and up to SSC EED.	As Ser 1	Degree or equivalent qualification recognised by the Army Board, or be a qualified teacher recognised by the appropriate English, Scottish or NI Education Authority. Completion of the in-service ETS sponsored MSc programme after completing the PGCE.	NA	As Ser 1
3	RACHD	Commission before 39, after 5 years SSC and before 45. Commission after 39 and before 44, after 5 years SSC and before 50. Two consecutive and most recent annual reports with appropriate recommendations	As Ser 1	NA	NA	As Ser 1
4	In Service Degree	After 12 months SSC and under 40 years of age on date of application	As Ser 1	As Ser 1	NA	As Ser 1
5	Late Entry Officers	After 24 months last look for conversion in EED-2. Two consecutive and most recent annual reports with appropriate recommendations	As Ser 1	MK JOTAC and LEOC. Familiar with <a href="#">staff-standard</a> .	NA	As Ser 1



**REQUIREMENTS FOR CONVERSIONS FROM AN INTERMEDIATE REGULAR COMMISSION THE A REGULAR COMMISSION**

Ser	Cohort for conversion to RegC	Age and Service Limits	Medical Standards	Education Standards	Other Qualifications	Application Procedure
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	DE <sup>112</sup>	Have a minimum 24 months IRC service counted from the month of publication of the conversion results. Eligible until EED.	See AGAI 78	RAMC MO must have successfully passed the Armed Service Consultant Approval Board and recommendations must be as a GP or SHC consultant	Sub OF3 <sup>113</sup> AGC(ALS) – substantive OF3 or OF4, QARANC – substantive OF2 or OF3, RACHD – substantive CF4 or CF3, RAVC on clinical pathway – substantive OF2, OF3 or OF4 Have received two consecutive positive recommendations for conversion in the most recent Appraisal Reports (AR).	Board and offer
2	LE (TOS06)	Have a minimum of 1-year IRC (LE) service counted from the date of publication of the conversion results. EED-2 to EED-1 only, counted from the month of publication of the conversion results.	As Ser 1	MK JOTAC, LEOC and familiar with <a href="#">staff-standard</a> .	Sub OF 3 <sup>114 115</sup> Must have a positive recommendation in their latest AR.	Board and offer
3	LE (TOS10) Comd SM	Have a minimum of 2 years IRC (LE) service if commissioned on SSC (LE) counted from the date of publication of the conversion results. After 4 ARs. Officers remain eligible for conversion provided they will be in service on 31 Mar in the year following the promulgation of conversion results.	As Ser 1	MK JOTAC, LEOC and familiar with <a href="#">staff-standard</a> .	Substantive OF2 or OF3 Must have a positive recommendation in their latest AR.	Board and offer

<sup>112</sup> QARANC and RAMC MO officers who elect to transfer to the Command and Staff cadre will convert under normal DE eligibility criteria.

<sup>113</sup> Other exceptional circumstances, including conversions of Capts from an IRC to a Reg C, should be staffed to the ASB via CMs.

<sup>114</sup> All Gurkha LETOS 06 officers will be boarded for Reg C (LE) conversion in direct competition with the UKP LE cohort. If successful, the Reg C (LE) conversion will be awarded from the UKP quota of the parent capbadge.

<sup>115</sup> LETOS 06 officers who have converted their commission from an SSC to an IRC since the introduction of LETOS 10 but have opted not to transfer onto LETOS 10 TACOS, are considered for conversion from IRC to Reg C under LETOS 06 rules.

**SPECIAL TO ARM INITIAL TRADE TRAINING COURSES FOR OFFICERS - (TO BE UNDERTAKEN IN ADDITION TO ANY PERIOD ON PROBATION)**

Ser	Arm	Duration of Training	Place Where Training Carried Out	General Nature of Training
1	H Cav/RAC	Armour (CR2): 101 working days (14 weeks and 3 days); <a href="#">Cse details</a> Armd Cav (CVR(T)): 88 working days (12 weeks and 4 days); <a href="#">Cse details</a> Lt Cav (JKI): 91 working days (13 weeks); <a href="#">Cse details</a>	Induction, D&M, CIS: Bovington Gunnery: Lulworth Tactics: Warminster	Young Officers Course/RAC Tp Ldr Cse
2	RA	16 weeks	Royal School of Artillery, Larkhill Armour Centre, Bovington	RA Young Officers' Course 14 weeks Initial Trade Training to equip the offr for their first Tp Comd appointment. 2 weeks D&M Module at Armour Centre.
3	RE	28 weeks (includes 2 weeks leave)	Royal School of Military Engineering, Minley Royal School of Military Engineering, Chatham	RE Young Officers' Course
4	R Signals	20 weeks	Royal School of Signals, Blandford	R Signals Troop Commanders Course
5	Inf	16 weeks (for all Inf officers)  17 weeks (in addition to PCBC for officers due to serve in Armd Inf Bns)  8 weeks (in addition to PCBC for officers due to serve in PARA Bns)	Infantry Battle School, Brecon  Reconnaissance and Armoured Tactics Division, Bovington/Lulworth/Warminster  Infantry Training Centre, Catterick	Platoon Commanders Battle Course (PCBC)  Armoured Infantry Platoon Commanders Course  Pre-Parachute Selection
6	AAC	2 weeks ITT (+ 3 weeks mandated consecutive STT cses)	AACen, Middle Wallop	The "AAC Officer Course" is a generic 2 wk foundation course for all AAC Officers (DE and LE ground-based Aviation Support Officers (ASO) and those selected and commissioned as potential Pilots). Once complete it is followed by mandated STT cses: Bowman Staff User and Avn Support Fundamentals courses. [NB; HQ AAC recently removed the Defence Landing Point Comd's (DLPC) cse as it was not required for aircrew officers].

Ser	Arm	Duration of Training	Place Where Training Carried Out	General Nature of Training
				On completion of mandated cses ASOs will complete DLPC, FOB Comd, and FARP Comd modules delivered at Middle Wallop. Potential Pilots will commence the Army Pilots Cse which is circa 16 mths, delivered at No 1 Flying Training School, RAF Shawbury, under the Military Flying Training System (MFTS) contract.
7	RACHD	4 weeks	AFCC, Beckett House	Induction and chaplaincy training (in addition to CC Short at RMAS). Current practice but will change in response to new 3 Yr probation – additional requirement for New Chaplains Course 1 Yr in
8	RLC	14 weeks	RLC Training Centre, Worthy Down as of 2018/19	RLC Troop Commanders Course
9	RAMC Professionally Qualified Officers (PQO)	4 weeks	RMAS and DCHET	Special to Arm module of the AMS Entry Officers Course (AMS EOC) in addition to CC(S) at RMAS.
10	RAMC (Medical Support Officers)	4 weeks	DCHET	Special to Arm module of the AMS Entry Officers Course.
11	REME DE & AE officers	18 weeks	REME Arms School MOD Lyneham	Military Systems Engineering Course (Land)
12	AGC(SPS)	10 weeks	Personal Administration Training Wing Worthy Down	AGC Detachment Commanders Course
13	GSPS	10 Weeks	Personal Administration Training Wing, Worthy Down	AGC Detachment Commanders Course
14	AGC(RMP	12 weeks	Defence School of Police and Guarding, Southwick Park	Military Police Officers' Course-See para 1 below
15	AGC(ETS)	10 Weeks (+ 1 year distance learning Southampton University)	ASE - Worthy Down and Southampton University	ETS Branch Corps Training
16	AGC(ALS)	6 weeks plus 3 months	DALS, Andover	Legal Officer Training then unit attachment of 3 months in addition to CC(S) at RMAS.
17	RAVC	4 weeks	DCHET	As in Ser 9.
18	RADC	4 weeks	DCHET	As in Ser 9.
19	INT CORPS	20 weeks	Joint Intelligence Training Group (JITG)	Officers Military Intelligence (OFMI) course
20	QARANC	4 weeks	DMSTC	As in Ser 9.
21	Brigade of Gurkhas	10 weeks	BGN	Residential Nepali Language Course

1. Officers transferring into the AGC(RMP) remain on probation until successfully completing the MPOC. Depending on rank and seniority at time of transfer, in addition to serving within a GPD unit, officers may have the opportunity to serve with the Special Investigation Branch, complete the Serious Crime Investigations Course and/or undertake the Close Protection (CP) Course.
2. Information contained in this Annex is correct at the time of printing and is an approximation only. More precise details of Officer Initial Trade Training courses are available from DI Trg (A) or from the Arm/Service Directorate concerned.

## DEFENCE TECHNICAL UNDERGRADUATE SCHEME STUDENT STATUS

### Introduction

1. The Defence Technical Undergraduate Scheme (DTUS) offers the opportunity of support at university to individuals who have decided upon a mainly technical, engineering or scientific career (although a small number of places may be offered to other specializations) as an officer in the Royal Navy, Army, Royal Air Force or MOD Civil.
2. These terms and conditions apply to students enrolled on the Scheme and do not supersede the Single-Service regulations covering selection, professional training, post graduate return of service, careers, and terms and conditions of service. To be considered for the Scheme, candidates must pass the officer selection procedure applicable to the Service of their choice and hold, or be in the process of obtaining, the necessary educational qualifications.

### Aim

3. The Scheme is established in partnership with the following universities: Newcastle, Northumbria, Southampton, Portsmouth, Birmingham, Strathclyde, Loughborough and Aston. Candidates with places at Oxford, Cambridge or Imperial College will also be eligible to join DTUS. The Scheme is based on an approved course list; further details can be obtained by contacting DTUS SO2 Training & Education.
4. All candidates must be following an approved course. Study will be undertaken at the nominated university within the Scheme and successful candidates will primarily read for BEng or BSc degrees which meet the requirements of the MOD. Subject to the needs of the Services, some students may be offered the opportunity to start on MEng/MSc degrees. Additionally, the single Services will consider written requests from candidates who wish to apply for transfer to the MEng/MSc programme; which they normally submit at the end of the first/second year of BEng/BSc studies.

### Eligibility

5. Candidates will be required to satisfy the academic entry requirements of the selected partner universities within the Scheme. Typically, candidates should have, or be in the process of obtaining three GCE A Level (or equivalent) passes, including at least Grade B in both mathematics and physics, although some university entry standards may be lower.
6. Nationality: Armed Services. In general, to be eligible for admission to DTUS, candidates for the Armed Services must:
  - a. At all times since birth have been a British or Commonwealth citizen or a Republic of Ireland national. Commonwealth citizen includes a British citizen, a British Dependent Territory citizen, a British overseas citizen, a British subject under the British Nationality Act (1981) and a citizen of an independent Commonwealth country.
  - b. Have been born in the United Kingdom; or in what is, or then was, a Commonwealth country or in the Republic of Ireland.

## **Medical Fitness**

7. Armed Service candidates must be medically fit, as determined by the appropriate Service's Medical Board during the selection process.

## **Conditions of entry**

8. All Candidates will attend the Pre-University Briefing (Pre-UB) at the Royal Military Academy Sandhurst (RMAS) immediately prior to the start of their degree course. This briefing provides the rudiments of military knowledge, just sufficient to introduce students to life in the Army and their future responsibilities. Army students will be attested at this briefing as Army Reserve Group B Officer Cadets.

## **University support provision**

9. In addition to reading for a degree, all DTUS students are required to join a Support Unit (Squadron) partnered with the university. The Squadron will monitor, support and develop students in order to prepare them for a career in their chosen Service.

10. For the duration of their time on DTUS students sponsored by the Armed Services will be required to enlist in the appropriate Service Reserve with the status of Officer Cadet. As such, candidates will be subject to Single-Service regulations for Reservists, including Military Law, and will be expected to behave in a way which does not bring the Service into disrepute. There will be a training commitment during term time (excepting exam and exam preparation periods) of one evening per week and some training weekends. During holiday periods workplace experiences and adventurous training activities will be arranged. This attendance for training will equate to up to 45 training days per annum aggregated over the 3 or 4-year degree course. Students will receive training pay in addition to their bursary award and, subject to certain conditions, receive travelling expenses. (See below).

## **DTUS Bursary**

11. Apart from In-Service students who draw their normal salary, DTUS students will be awarded an annual bursary. The award is independent of an individual's financial position or that of parents/guardians. Recipients of a bursary are responsible for declaring the receipt of sponsorship to the relevant Tax Office and Local Authority (see also Para 15 below). Payment of the bursary is dependent on the successful completion of the Personal Fitness Assessment (PFA) and continued academic achievement at university.

## **Graduation from DTUS**

12. Following graduation, DTUS Bursars will normally undertake initial officer training commencing the following September, unless a delay has been agreed with the Officer Candidate Administration Centre (OCAC) RMAS.

## **Degree linkage to corps specialisations**

13. DTUS students will normally study degrees preparing them for service in one of the technical Corps and specialisations as follows:

RE: Civil, mechanical, electrical and electronic and systems engineering, and geographical information management.

R Signals: Electronic systems, computer systems, software and electrical engineering, command, control and communications information and information systems management.

REME: Aeromechanical, electrical, electronic and mechanical engineering.

RLC: Logistics and business management, applied science, electrical, mechanical and software engineering, information systems management.

14. With effect of 2018 there are no longer vacancies outside technical Corps for DTUS personnel, however exceptional circumstances supporting a transfer to another capbadge are to be staffed through Hd Policy and Development via SO1 Workforce Policy.

### **Entry to Service**

15. On final entry to the Services, candidates will be subject to the extant regulations detailed in the Single-Service Terms and Conditions of Service.

### **Return of service**

16. Candidates will be required to give an undertaking to repay the MOD any sums paid by grant of a bursary if, through their own fault, they fail to graduate because of lack of diligence, misconduct or lack of physical fitness. Reimbursement will be required when, in the opinion of the Secretary of State for Defence, the failure to graduate was the candidate's own fault or, the candidate requests premature voluntary release before graduation.

17. As a condition of the Scheme, candidates over the age of eighteen are required to sign an undertaking to make appropriate refunds in the event of any default. The parent or guardian of a candidate who is under the age of majority (18 years) will be required to sign a similar undertaking to cover the period until the age of 18 is reached; thereafter the undertaking falls to the candidate. In cases where the residency requirements have been waived, candidates (under eighteen years) who are not resident in the United Kingdom will be required to obtain a guarantor domiciled in the United Kingdom who will guarantee the repayment of all sums referred to in this Paragraph.

18. Candidates who successfully complete their studies and commence a career in the Armed Services will not normally be allowed to leave until they have completed a minimum period of effective service. The liability extends to cover subsequent failure to serve for 3 years after commissioning (excluding any time for maternity leave, where applicable). As a condition of entering the Commissioning Course (CC) all students are committed to 3 years commissioned service (see [Chapter 1 Section 2, Para 1.2.008](#)).

19. The return of service is calculated once the candidate has completed Initial Officer Training and the Initial Specialist Training that follows. This is separate from the financial liability above.

### **Failure to obtain a degree**

20. DTUS candidates who fail their degree course, or to obtain a degree at the end of the course, may be considered as applicants for other Branches or Grades in the Services, depending upon their age and the number of vacancies available. Applications will be considered by the Single-Services on a case by case basis only. Thereafter they will discharge their commitment by completing 3 years commissioned service.

21. Alternatively, they may, at the discretion of MOD, be withdrawn from the Scheme. If, however, a university offers a candidate a re-sit they must accept this offer. Individuals should be aware that if that is the case then there would be no bursary paid for the year in question.

22. Students who fail to obtain a degree may, at the discretion of the MOD, enter the CC, where they will be able to have an Army-wide choice of Arm. Thereafter they will discharge their commitment by completing 3 years commissioned service. If a candidate leaves DTOEES for any reason but still wants to enter IOT then they will have to attend a Transfer Board at AOSB.

### **Probationary Period and Withdrawal from DTUS**

23. The whole period spent on DTUS and the CC is one of probation. The MOD reserves the right to terminate the student's Technical Bursary at any time if:

- a. They fail to reach a satisfactory standard during their university studies or Initial Officer Training.
- b. Their conduct and performance, as determined and agreed by the Commanding Officer of the DTUS Support Unit and Single-Service sponsor, is unsatisfactory.
- c. They do not display the qualities required by the Services.

### **Uniform**

24. On entry to DTUS, candidates will be issued with a number of uniform items. Undergraduates whose appointments are terminated compulsorily before they have completed 2 years in the Scheme will be required to return the principal items of uniform and equipment, as directed by the MOD. Charges will be raised against them, or if they are under 18 years old their parents or guardian, for any items that they fail to return. Candidates who withdraw voluntarily will be required to refund the value of their uniform issues, outfits and uniform allowance issued to them for kit on the following scale:

- a. Grants paid, and issues made less than 1 year prior to date of release - repayment in full.
- b. Grants paid, and issues made over 1 year but less than 2 years from date of release - two-thirds repayment.
- c. Grants paid, and issues made over 2 years but less than 3 years from date of release - one-third repayment.



- d. Grants paid, and issues made more than 3 years before the date of release - nil repayment.

## **General**

25. The MOD encourages undergraduates following technical or scientific disciplines to consider a career as an engineer or technical officer in the Services and directly apply to join this Scheme. The selection procedures include a series of aptitude tests, medical examinations (except for Civil Service candidates), interviews and exercises both as individuals and in groups.

26. The Service authorities reserve the right to reject any candidate at any stage in the recruiting process without giving a reason. The Secretary of State for Defence reserves the right to vary the conditions of entry and service outlined in this document and the detailed regulations which govern them. The MOD's Equal Opportunities goal is to achieve universal acceptance and application of a working environment free from harassment, intimidation and unlawful discrimination, in which all have an equal opportunity, consistent with our legal obligations, to realize their full potential in contributing to the maintenance and enhancement of operational effectiveness. MOD respects and values every individual's unique contribution, irrespective of their race, ethnic origin, religion or gender and without reference to social background or sexual orientation.

## Defence STEM Undergraduate Sponsorship Scheme

### Introduction

1. The Defence STEM Undergraduate Sponsorship (DSUS) scheme will replace DTOEES from 2024, with new candidates entering the scheme from Sep 2022 onwards. The Army Undergraduate Bursary (Technical) scheme will also be subsumed into the DSUS scheme from 2022, creating a single Army technical bursary award scheme. The new scheme offers the opportunity of support at university to individuals who have decided upon a technical career. Further details on the type of degree available are at para 19.
2. The eligibility criteria apply to students applying for and enrolled on the scheme and do not supersede the regulations covering selection, professional training, and terms and conditions of service of regular officers joining the British Army. To be considered for the scheme, candidates must pass the officer selection procedures and hold, or be in the process of obtaining, the necessary educational qualifications.

### Aim

3. The aim of DSUS is to deliver 90<sup>116</sup> Army STEM Graduates per year to the Regular Commissioning Course (Reg CC) from universities all across the UK. Exceptions may be staffed to WF Pol if a UK university offers any periods of study with an overseas university. All candidates must be following an approved degree course. Study will be up to a period of three years, depending on which year a cadet joins the scheme. Subject to the needs of the Army, some students may be permitted the opportunity to start on MEng/MSc degrees for four years. Additionally, the Army will consider written requests from candidates who wish to apply for transfer to an MEng/MSc programme. Applications will be considered prior to entry on the scheme or during it, by ARITC.

### Eligibility

4. **Age.** The minimum age for entry onto the scheme is 18 years. All DSUS candidates must be over 17.2 years old to attend AOSB Briefing.
5. **Academic Requirements.** Candidates will be required to satisfy the academic entry requirements of the universities for the approved course. As the scheme permits entry from undergraduates in varying stages of their university degrees, in some circumstances those academic requirements will already have been met. Whilst unlikely, if any university entry standards are lower than the required standard for Army officer entry, DSUS cadets must meet this standard.
6. **Nationality.** To be eligible for admission to the DSUS scheme, candidates must meet the nationality criteria for Army officer entry as set out in AGAI 40, and must be able to meet the residency requirements at the time of loading on to the Reg CC.

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<sup>116</sup> 182 across Defence.

**Medical Standard**

7. DSUS candidates must meet the Army's medical entry standard, as determined by the appropriate Service's Medical Board during the selection process. To ensure this, civilian candidates will undertake a recruiting group medical assessment prior to attendance at AOSB.

**Application Process**

8. Candidates should indicate their desire to apply for the DSUS Scheme as soon as they apply for Officer Entry and discuss this at the first opportunity with their Candidate Support Manager (CSM). Upon passing Main Board, DSUS applications should be sought from their CSM.

9. The DSUS Board will sit in the Summer prior to each academic year which will assess all DSUS applicants. Candidates do not attend in person. The Board will consider reports from school, university and AOSB.

**Terms and Conditions of the Scheme**

10. All terms and conditions, training requirements and management processes for OCdts that have successfully joined the DSUS scheme are contained at Part 4 to [AGAI 15](#).

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**NATIONALITY AND RESIDENCY QUESTIONNAIRE**

URN:	Name:			DOB:
Were you born outside of the UK, ROI or at a BFPO address?				
What month and year did you become a permanent resident of the UK?				
What is your Nationality?				
Do you hold Dual Nationality				
Have you ever previously held any other nationality?				
Do you currently reside in the UK, ROI or at a BFPO address?				
Since Birth have you ever lived outside of the UK?				
Please Confirm ALL Countries you have lived in since birth or visited for a period of 6 months or more with dates to and from and reason for being there, i.e. born there <i>(Please include any gap year travel)</i>	Country:	Dates (from – to):	Reason:	
When did you return to or enter the UK to reside on a permanent basis?				
Do you visit or plan to visit the above country/countries or any other countries on a regular basis? Please give details.				
Please give details of nationality, residency and occupations of spouses, parents and/or siblings <i>(Please state if they have ever held any other nationality)</i>	<u>Relationship</u>	<u>Nationality</u>	<u>Country of Residence</u>	<u>Occupation</u>
Do you have any other family that reside abroad? If yes, please give details.	<u>Relationship</u>		<u>Country of Residence</u>	
Does your family, if UK resident, travel frequently outside of the UK? If yes, please give details.				

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## SUMMARY OF TERMS OF SERVICE

Ser	Topic (a)	Medical Officers (Pre-Spec Trg) (b)	Medical Officers (spec trg +CCT) (c)	Dental Officers (d)	Nursing Officers (e)	AHPs (f)	Veterinary Officers (g)	ALS (h)	RACHD (i)	Non-PQO (j)	Late Entry (k)	Lateral Entrants (k)
1	Max age on commencement of CC/CC(S)/LEOC	Prior to 37 <sup>th</sup> birthday	In trg age 48, Post-CCT Prior to 56 <sup>th</sup> birthday	Prior to 37 <sup>th</sup> birthday	Prior to 37 <sup>th</sup> birthday	Prior to 37 <sup>th</sup> birthday	Prior to 37 <sup>th</sup> birthday	Prior to 33 <sup>rd</sup> birthday	Prior to 50 <sup>th</sup> birthday	Prior to 30 <sup>th</sup> birthday	Variable <sup>117</sup>	Variable. Prior to 48 <sup>th</sup> birthday is likely to be the norm
2	Rank on entry to CC/CC(S)/LEOC	OCdt (A/Capt for pay) <sup>118</sup>	OCdt (A/Capt + for pay)	OCdt (A/Capt for pay)	OCdt (A/2Lt for pay)	OCdt (A/2Lt for pay)	OCdt (A/Capt for pay)	Capt	CF4	2Lt	Capt	Variable
3	Minimum Rank on completing CC/CC(S)/LEOC	Capt	Capt + Antedate	Capt + Antedate	2Lt + Antedate	2Lt <sup>119</sup> + Antedate	Lt (A/Capt for pay)	Capt	CF4	Lt	Capt	Variable
4	Antedate seniority for previous Pro Rata civilian employment.	None	100% post CCT. 75% Spec Trg. 50% other <sup>120</sup> . Rank up to 13 yrs (Maj +8) Pay = no limit <sup>121</sup>	100% post DFTC. 75% Spec Trg. 50% other <sup>122</sup> . Rank up to 3 yrs (Capt +3) Pay = no limit <sup>123</sup>	For Pay and Rank: 100% years 1&2, 50% for next 6 yrs (Max 5 yrs) (Capt +2)	For Pay and Rank: 100% post reg, max 5 yrs. Pharm – 100% post reg max 4 yrs + 1 yr pre reg <sup>124</sup> . (Capt +2)	Pay only DE = 100% Post reg max 4 yrs Rank = no antedated seniority	None	AFPRB 19 endorsed a new pay spine for Chaplains wef 1 Apr 20: Antedates are not granted	Pay & Seniority Up to 2 years for soldier service <sup>125</sup>	NA	To be determined by the Lateral Entry Selection Board
5	Reserve to Regular Transfer Rank and Pay	Pre-Spec Trg Medical Officers may transfer in Reserve Rank capped at Capt	Reserve to Regular Transfers may transfer in their current rank subject to confirmation of antedate awarded from relevant civilian employment as per Ser 4. Antedate awarded for relevant military service <sup>126</sup> will be calculated at 100%.					NA	NA	NA	NA	NA

<sup>117</sup> Must normally be able to complete a 6-year SSC(LE) before reaching 34 YoS, in extremis the AEB may authorise a minimum SSC(LE) of 3 years.

<sup>118</sup> DE Medical officers will commence CC(S) on OF2 IL2 (4.2.006 refers).

<sup>119</sup> For AHPs with no antedate refer to Chapter 4 [Sections 7](#) to 9.

<sup>120</sup> Other refers to fellowships, related degrees or post graduate education, all of which is of benefit to the speciality that it is being applied to.

<sup>121</sup> The maximum starting salary of IDT shall be increment level 10 on the non-accredited MODO pay scale.

<sup>122</sup> Refer to the previous footnote.

<sup>123</sup> The maximum starting salary of IDT shall be increment level 10 on the non-accredited MODO pay scale"

<sup>124</sup> To reflect Pharmacists who complete 1-year post qualification before registration.

<sup>125</sup> Not awarded on commissioning, only for the purposes of Bel.

<sup>126</sup> Full time military service (Operational Deployment or FTRS) conducted in relevant clinical specialty, calculated by the antedate board based on evidence.

Ser	Topic (a)	Medical Officers (Pre-Spec Trg) (b)	Medical Officers (spec trg +CCT) (c)	Dental Officers (d)	Nursing Officers (e)	AHPs (f)	Veterinary Officers (g)	ALS <sup>127</sup> (h)	RACHD <sup>128</sup> (i)	Non-PQO (j)	Late Entry (k)	Lateral Entrants (k)
6	Minimum Commitment <sup>129</sup>	48 months	36 months	36 months	36 months	36 months	36 months	36 months	36 months	36 months	Nil <sup>130</sup>	36 months
7	Probationary Period	48 months <sup>131</sup>	36 months								Nil	24 months
8	Initial commitment	12-year SSC									SSC 6 years IRC 10 years	12 years (SSC on probation)
9	Promotion to Sub Capt	End of Ph1 <sup>132</sup>	End Ph1	End Ph1	3 yrs	3 yrs	2 yrs	Start Ph 1	NA	3 yrs	Upon commissioning	Time based
10	Merit based promotion to Maj	Yes							Time & Merit	Yes		
11	Commission for Maj <sup>133</sup>	IRC	SSC	IRC	IRC	IRC	IRC	SSC	SSC	IRC	IRC <sup>134</sup>	SSC. <sup>135</sup>
12	Commission for Lt Col	IRC	IRC / Reg C	Reg C	Reg C	Reg C	Reg C	IRC	IRC	Reg C	Reg C	Reg C <sup>136</sup>
13	CPD	CPD1 (less JOTAC <sup>137</sup> ), CPD2 (less JCSC(L) for all. JOTAC & JCSC(L) if attending ICSC(L) <sup>138</sup>					CertAVP and refer to ACSO 3224	MK1 for all MA, MK2 & eDW if selected for ICSC(L)	MK1 in 1 <sup>st</sup> 4 yrs, MK2 & MA if selected for ICSC(L)	CPD 1 CPD 2 ICSC(L)	MK JOTAC LEOC <sup>139 140</sup>	Capt: MK & ICSC(L) on promotion. Majs: MK. ICSC(LR) encouraged. Lt Cols: ACSC(R)

<sup>127</sup> All other PQOs are strong advised to do JCSC(L) if selected to go on to ICSC(L).

<sup>128</sup> All other PQOs are strong advised to do JCSC(L) if selected to go on to ICSC(L).

<sup>129</sup> From date of commissioning or transfer to regular Army. May be reduced to 44 months for an MO who fails to secure military spec trg on their second attempt in order to pursue NHS spec trg.

<sup>130</sup> Not normally permitted to transfer within the first 3 years. Applications to be staffed to the AEB.

<sup>131</sup> To be extended by 12 months if not selected at ST2 for speciality trg.

<sup>132</sup> Day after completion of Module D of CC(S).

<sup>133</sup> Exceptional circumstances may be considered for promotion on SSC by SO2 Offr ToS, Pers Pol (Army).

<sup>134</sup> LE officers who have completed LEOC are credited with one MA module. All LE officers who commissioned on LETOS 10 must complete a further MA course to be eligible to filter to BeL.

<sup>135</sup> This allows officers who are laterally recruited as senior Capt to promote to Major on merit, without having to convert to an IRC first.

<sup>136</sup> Selection for promotion to Reg C currently depends on having a Reg C EED. If that changes in the future, lateral entrants should be able to promote to Lt Col on an SSC.

<sup>137</sup> JOTAC is desirable but not essential.

<sup>138</sup> PQOs may attend JCSC(L) as PET (as directed by APC). JCSC(L) mandatory for AMS PQO selected for ICSC(L).

<sup>139</sup> LEOC to be completed with 18 months of commissioning and be familiar with the staff standard or the Army.

<sup>140</sup> Complete MK JCSC(L) to assume formal SO3 appointment. MK JOTAC, to be completed before the officer attends LEOC.



**THE ANNUAL PROMOTION PROGRAMME****Year A - Pre-Selection Year**

<b>Year</b>	<b>To Major</b>	<b>To Lieutenant Colonel</b>	<b>To Colonel</b>	<b>To Brigadier</b>	<b>To Major General</b>
Apr/Sep	Pers Strat (A) receives the Regular Army Liability Plan (RALP) from Army Strat Org and subsequently publishes the Army Workforce Planning Requirement				
Aug/Sep	Pers Strat (A) negotiate with MS5 and CM's potential quotas.				
Sep	Pers Strat (A) Confirm Beige List quotas.	Pers Strat (A) Confirms provisional DE and LE quota vacancies with CMs and MS4.			
Sep/Oct	Beige Pre-Selection Boards (PSBs) if held.	Pers Strat (A) & MS4 undertake quota allocation with CM Branch Officer CMs.			
Oct	MS5 conducts confirmatory board to scrutinise PSB results.	Pers Strat (A) confirms Pink List quota to CMs, HoCs and MS4.			
Nov	Beige Main Board grades and makes provisional selections for both DE and LE.	PSBs undertaken at APC.			
Nov/Dec	Beige List Published.	Pers Strat (A) reviews PL PSBs results and informs MS4 and HoCs of any recommended adjustments.			

**THE ANNUAL PROMOTION PROGRAMME****Year B - Pre-Selection and Selection Year**

Year	To Major	To Lieutenant Colonel	To Colonel	To Brigadier	To Major General
Jan		Main Board considers provisional selection for promotion.			
Feb		Pink List results published.	Pers Strat (A) confirms Col quota to CM Gen Staff	Pers Strat (A) confirm Col quota to CM Gen Staff	
Feb/Mar			PSB undertaken at APC	PSB undertaken at APC	
Mar			Group B grading and Army Reserve grading for promotion to Col.		Pre-select for 2* promotion.
Mar/Apr					No 1 Board grading.
Apr					
May			Quality Line and Staff Promotion Line drawn	Quality Line and Staff Promotion Line drawn	
Jun		PL Reserve List and Group B gradings supersede previous list and grading but are not publicly disclosed.		1 Star grading Order of Merit (OOM) ratified.	
31 Jul	Officers selected for promotion in Year A gain substantive promotion.				

**THE ANNUAL PROMOTION PROGRAMME****Year C – Promotion Year**

<b>Year</b>	<b>To Major</b>	<b>To Lieutenant Colonel</b>	<b>To Colonel</b>	<b>To Brigadier</b>	<b>To Major General</b>
30 Jun		Substantive promotion on 30 Jun for officers on Pink List or Reserve List, in Year B, selected to take up a Lt Col appointment by 30 Jun.  All officers selected for substantive promotion in Year B granted a single seniority date.	Substantive promotion on 30 Jun for officers selected	Substantive promotion on 30 Jun for officers selected.	
31 Dec		Substantive promotion on 31 Dec for officers on Pink List or Reserve List, in Year B, selected to take up a Lt Col appointment after 30 Jun. Seniority backed dated to 30 Jun.	Substantive promotion on 31 Dec for officers selected to take up a Col appointment after 30 Jun.	Substantive promotion on 31 Dec for officers selected for a 1 Star appointment after 30 Jun.	

**Year D**

<b>Year</b>	<b>To Major</b>	<b>To Lieutenant Colonel</b>	<b>To Colonel</b>	<b>To Brigadier</b>	<b>To Major General</b>
			Officers selected from the Year B Reserve List for an enduring appointment commencing after 31 Dec of Year C, will be considered for substantive promotion in the year they assume their appointment.	Officers selected from the Year B OOM for an enduring appointment commencing after 31 Dec of Year C, will be considered for substantive promotion in the year they assume their appointment.	

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**APPLICATIONS FOR EARLY RELEASE/A REQUEST TO WITHDRAW OR AMEND A  
PREMATURE VOLUNTARY RETIREMENT DATE****(This form is to be completed and transmitted electronically)**

<b>Part 1 (To be completed by the applicant)</b>			
Number:	Rank:	Name:	Arm/Service:
Current EED:		Applicant's Appt and Unit:	
This is an application for:		Date PVR initiated:	
Early Release*:	Yes / No	Requested Early Release Date:	
Withdrawal of PVR:	Yes / No		
Amendment to PVR Date:	Yes / No	Requested Revised PVR Date:	
* Applicants must read Chapter 7 Sections 4 and 5, and understand that, if granted Early Release, they will normally be required to forego any further entitlement that they have to Terminal Leave, carried forward Annual Leave and they may have to forego undertaking resettlement activities whilst in Service.			
<b>Part 2 (To be completed by the applicant)</b>			
Reason for application:			
Signature:		Rank and Name:	Date:
<b>Part 3 (To be completed by the Chain of Command) – see Chapter 7 Section 4 for PVR date amendment or PVR withdrawal, or Chapter 7 Section 5 for Early Release PVR</b>			
Comment:			
I support / do not support this application.			
Appointment:	Rank and Name:	Date:	
<b>Part 4 (To be completed by the Career Manager) – see Chapter 7 Section 4 for PVR date amendment or PVR withdrawal, or Chapter 7 Section 5 for Early Release PVR</b>			
Comment:			
I support / do not support this application.			
Appointment:	Rank and Name:	Date:	

<b>Part 5 (To be completed by the E1 WF Planner<sup>141</sup>) – see Chapter 7 Section 4 for PVR date amendment or PVR withdrawal, or Chapter 7 Section 5 for Early Release PVR</b>		
Comment:		
I support / do not support this application.		
Appointment:	Rank and Name:	Date:
<b>Part 6 (To be completed by the AEB)</b>		
Comment:		
This application is approved / not approved.		
Appointment:	Rank and Name:	Date:

<sup>141</sup> E1 WF Planners are requested to return Annex Q to CMGrS after comments have been included for use by the AEB. Comments are to include an assessment of structural capacity in terms of WF Strength vs WF Requirement.

**OFFICIAL – SENSITIVE – PERSONAL**  
(when completed)**PROMOTION QUALIFICATION REVIEW – CAPTAIN TO MAJOR****Part 1 (To be completed by the officer whose case is to be reviewed)**

Personal Number:

Name:

Initials:

Substantive rank:

Acting rank:

Date of substantive promotion to Capt:

Arm or Service:

- a. Parts of CPD 2 not completed/passed:
  
  
  
  
  
  
  
  
  
  
- b. Mitigating circumstances for failure to undertake or pass elements of education training requirements as per ACSO 3224 (use a separate sheet if necessary)
  
  
  
  
  
  
  
  
  
  
- c. Any further information which the officer may wish to be taken into account by the Board (attach any additional information as required)

Date:

Signature:

**Part 2** Recommended/Not recommended by CO or equivalent employing officer

Date:

Signature:

**Part 3** Recommended/Not recommended by CM

Date:

Signature:

**(OFFICIAL – SENSITIVE – PERSONAL when complete)**

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# OFFICER CAREER DEVELOPMENT

# HANDBOOK

JANUARY 2020



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This guide is written on behalf of the Head Personnel (Army) who is responsible for all pan-Army, comprehensive officer training and education. Inevitably, this guide will become out of date, but it is designed to offer guidance, direction and 'signposts' to the most accurate and relevant information. The handbook is maintained by Professional Development Branch and is the overall authority for the guide, but the individual chapter sponsors should be approached directly for most timely and accurate information.

## **AMENDMENTS AND ADDITIONS**

Comments should be sent to:

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# CHAPTER 1

## INTRODUCTION TO OFFICER CAREER DEVELOPMENT

PROFESSIONAL ATTAINMENT BASED UPON PROLONGED STUDY, AND COLLECTIVE STUDY AT COLLEGES, RANK BY RANK AND AGE BY AGE-THOSE ARE THE TITLE DEEDS OF THE COMMANDERS OF FUTURE ARMIES, AND THE SECRET OF FUTURE VICTORIES.

WINSTON CHURCHILL, 1946

The Officer Career Development (OCD) model continually evolves to reflect changing security, political and financial imperatives and meet the transient needs of the Army - specifically warfighting competence, fulfilment of the Army's core roles and Defence Strategic Direction mandated outputs.

The Review of the Officers Career Courses (ROCC), completed in May 2002, recommended that officer education and training be based on a new career development framework, underpinned by a thorough training needs analysis and linked to a career competence framework to provide through-life coherence. This framework was further developed by ROCC2, which reported in 2013. Programme CASTLE is seeking to review and modernise Army careers where necessary; to ensure that we keep pace with the needs of a contemporary workforce, plan for the future and meet evolving Information Age threats. The programme will look to deliver any changes from 2020 onwards and is likely to significantly change our professional development programme.

### Aim

The aim of OCD is to maximise the professional effectiveness of an officer by managing and developing their potential to meet the needs of the Army. This is achieved through the provision of career management, education and training within a structured framework, which is underpinned by individual ownership in their own career management and progress within a mentoring framework for all. [ACSO 3224](#), Officer Training and Education is the policy documentation which this guide is based upon and should be referred to in the first instance.

### OFFICER CAREER DEVELOPMENT PROGRAMME

The career course programme incorporates a blend of residential command and staff courses and, where appropriate, courses delivered, in the workplace, by distance and/or e-Learning. The programme covers a "golden thread" of officership which spans functional tasks and skills and behavioural competencies. The 6 functional tasks<sup>1</sup> are:

#### Military skills

#### Command

#### Leadership

#### Management

#### Intellectual ability

#### Staff skills

1 Waves Career Stage One Training Needs Analysis, 2014

The 6 behavioural competencies<sup>2</sup> are:

**Emotional Intelligence**

**Communicate effectively**

**Manage own capability and development**

**Collaborate**

**Solve Problems**

**Develop Ethos**

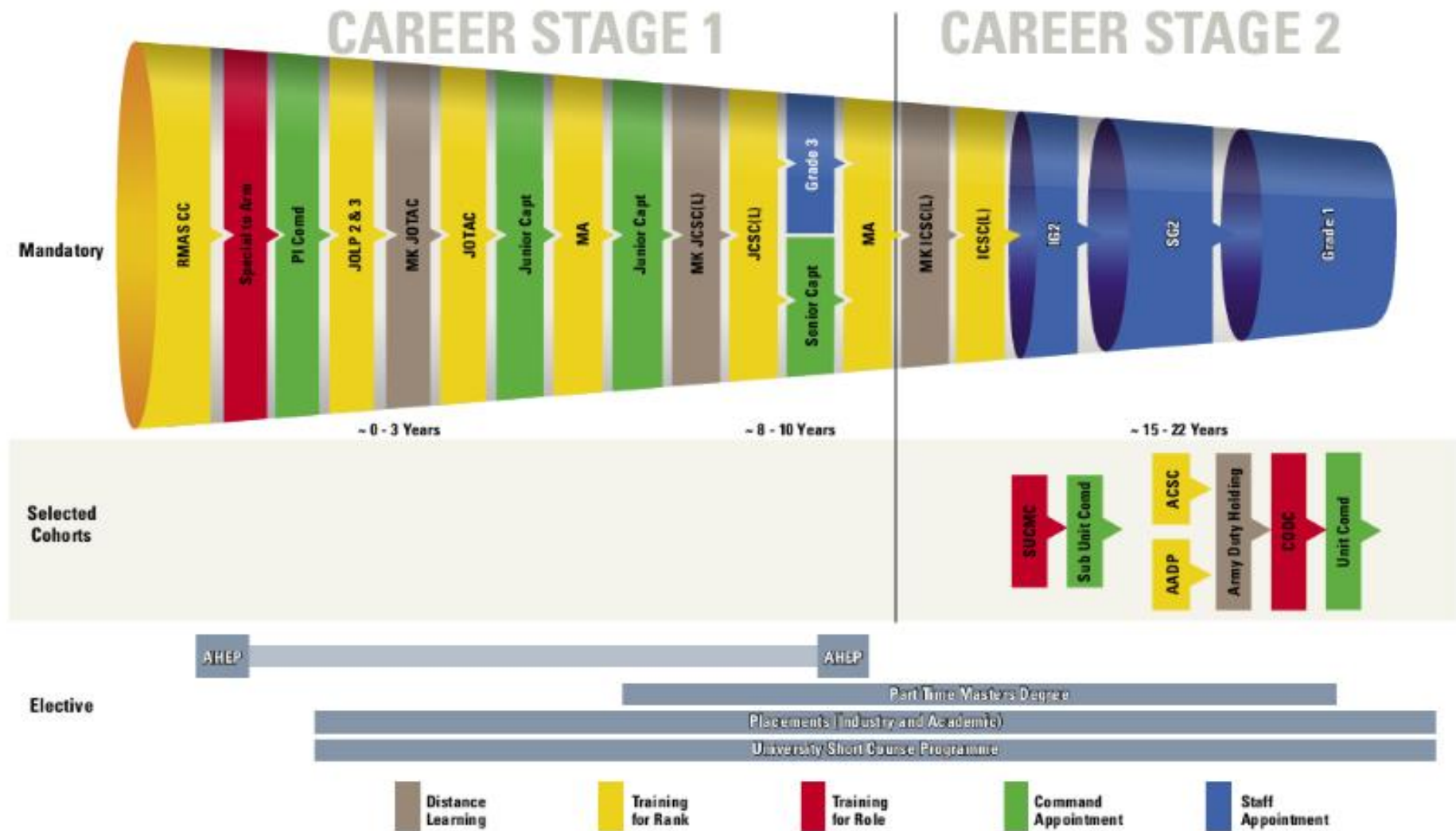
The Officer programme mirrors the Soldier Career Development programme and the common threads of Command, Leadership and Management span both, with common content.

The indicative Officer Career Development Pipeline (OCDP) is shown opposite. Regular Professionally Qualified Officers (PQOs), Reserve Officers and Reserve PQOs and those with unique terms and conditions of service may deviate from the typical progression shown overleaf and should consult Chapters 25 and 29. Where there is any doubt about OCDP applicability to an officer, they should consult their APC Career Manager for advice.

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<sup>2</sup> Defence Education Pathway Implementation Training Needs Analysis, 2019





## CAREER DEVELOPMENT RESPONSIBILITIES

Career development is the responsibility of the Career Managers, the individual officer and the CoC. Working within the parameters of realistic opportunities and expectations, all 3 must steer the career along a course balancing the Army's manning requirements with the individual's competence (derived from Knowledge, Skills and Experience (KSE) and professional and personal aspirations.

Personnel Policy (Army), within the 4\* Army HQ is charged with overseeing Individual Training and Education across the Army and is the Training Requirements Authority (TRA) for all generic career courses and Basic Training<sup>3</sup> and brings coherence to Initial Trade Training and subsequent Trade Training. It also owns all educational and individual development policies.

## CAREER STRUCTURES - WORKFORCE PLANS

The Army's career structure aims to provide the right number of officers with the appropriate experience and ability at the required rank to meet the operational demand. This structure takes into account the different motivating factors as officers move through life and natural career decision points.

## CAREER MANAGEMENT - ARMY PERSONNEL CENTRE

The definitive Guide for all Career Management is the [CM Handbook \(Part 1\)](#) on the MS Web - CM Handbook. The authority for promotion is the [Promotion and Appointments Warrant](#). The current policy rules are detailed in [AGAI 035](#) and [AGAI 34](#).

## CAREER STRUCTURE BASED ON LENGTH OF SERVICE (LoS)

The current career structure, based around the length of service of a full career, applies to almost all DE officers (and PQOs) commissioned on, or after, April 2000. The Terms of Service (ToS) associated with this structure are referred to as Length of Service Terms of Service (LToS). Regular Officers commissioned before 1 April 2000 will remain on the Age based ToS (AToS).

## CAREER STAGES

The endorsed Army Officer Career Stages (CS) are:

- Career Stage 1 – Officer Cadet<sup>4</sup> to promotion to Major (OF3).
- Career Stage 2 – Major (OF3) and Lieutenant Colonel (OF4).
- Career Stage 3 - Colonel (OF5) and above.

## TRAINING FOR CAREER FIELDS

OCD requires career management procedures that allow officers to develop a broad range of skills in CS 1 and 2 and then to increasingly specialise in CS3, hence, the training interventions in CS 1 and 2 span multiple career fields. Officers should consider their Career Field specialisation and exposure to differing working environments as their career progresses, engaging with their CoC and Career Manager to make informed decisions.

<sup>3</sup> JSP 822 refers to Phase 1 – Basic Training, Phase 2 – Initial Trade Training and Phase 3 – subsequent Trade Training.

<sup>4</sup> The post commissioning journey is formally marked by an entry published in The London Gazette and the issuing of a Commissioning scroll. For regulars this is completed by APC for reserves this should be completed by the Army Reserve Unit.



### CAREER FIELDS (CF) AND WORKING ENVIRONMENTS

Staff appointments have been categorised into 6 Career Fields and 6 working environments (Field Forces, MOD, Alliances, Defence Equipment and Support (DE&S), International and Training Establishments). The career fields are listed below:

- **Operations** Posts that are involved in the planning, direction, command and control, and execution of operations. Includes posts involved in the planning and execution/delivery of soft/non-kinetic military effect in support of an operational mission (e.g. Psyops, Cyber, EOD, Media Ops, Influence Ops). Includes posts directly involved in the planning, tasking and command and control of deployed assets on operations. These posts are able to directly influence or own elements of the battlespace.
- **Operational Support** Posts that are involved in the generation, preparation and provision of support and advice to the forces that conduct operations. Op Sp posts include those involved in collective training and operational enablers e.g. Intelligence, Medical, Logistics and Infrastructure Support.
- **Personnel** Posts involved with all aspects of individual training and the provision of trained personnel; recruiting; personnel strategy; policy and planning; manpower planning and career management of Service personnel.
- **Defence Engagement** Posts which either enable and/or deliver engagement between UK Defence and other organisations and audiences (e.g. Defence Diplomacy; liaison, exchange and loan service appointments); with other nations, international organisations and UK Government departments; UK international policy and planning; NATO and European Policy; media operations & corporate communications; and culture and language.
- **Management of Defence** Posts that develop Defence and sS policy and strategy, manage at the military strategic level and deliver Departmental and TLB non-operational outputs.
- **Capability and Acquisition** Posts that: develop and execute capability and acquisition policy, strategy, planning and finance; identify and manage their requirements; conduct research including operational analysis; manage equipment programmes and projects, engineering support and in-service capability management.

### SUB CAREER FIELDS

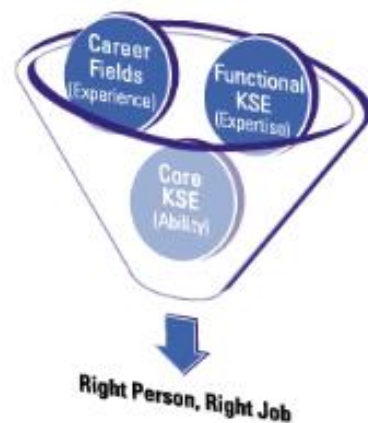
Sub-CFs are used to group posts into specific, or more narrowly defined areas of activity. They are important for ensuring we have the Knowledge, Skills and Experience (KSE) we need e.g. Infra, Log Ops, Med and Supply Chain Management.

### CORE KNOWLEDGE, SKILLS AND EXPERIENCE (CKSE)

The 10 CKSE attributes are embedded within OJAR16 and are designed to be objective, with a focus on reporting observable behaviours.

### FUNCTIONAL KNOWLEDGE, SKILLS AND EXPERIENCE (FKSE)

FKSE is a tool that allows Defence to define priority specialist skills and to identify and track those who acquire expertise in those skills. By awarding an FKSE to individuals on JPA, those with the necessary skills and experience for specific assignments can be identified, and officers can use it to demonstrate their own level of expertise in a particular field. FKSE are currently available in Capability and Acquisition, Defence Engagement and Defence Communications and at three levels: Awareness, Practitioner and Expert.



### TALENT MANAGEMENT— WTE AND MSTAR APPOINTMENTS

The annotation of posts as Where Talent Endures (WTE) and Medium and Short Term Areas for Reinforcement (MSTAR) is a workforce planning tool designed to ensure that the most talented officers are employed where the Army has decided it requires either enduring quality or a surge of quality to meet a particular short to medium term need. WTE and MSTAR positions are limited to a maximum of 15% of the staff liability at each rank from OF3-OF5 by CF. They are defined as follows:

- **WTE** WTE positions are those demanding positions that require very high-quality officers on an enduring basis. The quality is defined both in terms of staff and command quality and should be filled by officers in the top 15% of the respective cohort.
- **MSTAR** MSTAR are those positions that require a surge of quality into an area of particular importance at a given period of time; perhaps one that is failing, or one that has been afforded a particular Army priority. MSTAR positions are also drawn from the top 15% of the respective rank cohort; however, the top third officers who have specific skills, competencies and experiences may be selected for niche MSTAR appointments.

### LEARNER MANAGEMENT SYSTEM (LMS)

Defence utilise a myriad of LMS to record training, as outlined in JSP 794. The source system for Career Management is JPA, and as part of the individual's responsibility for their career, they should take ownership of both their JPA Competency Record and JPA Learning History<sup>5</sup> to ensure that on completion of each training activity that a record has been entered onto JPA. Specific JPA Competencies associated with each course are outlined in each chapter of the OCDH to assist with this tracking.

### APPRAISALS

Officers will receive an Officers' Joint Appraisal Report (OJAR) annually, which is used by the APC and CoC in career management. The OJAR is designed to allow dialogue between the subject officer and the employing officer at the beginning of the year, mid-year and end-of-year appraisals. As part of personal ownership of their career, an individual officer should fully engage with the OJAR process completing their personal objectives and career aspirations on JPA, annually and highlighting to their CoC if they have completed an element of personal development that should be exploited by Defence by a subsequent appointment, to progress their Suitably Qualified Experienced Personnel (SQEP).

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<sup>5</sup> Such as Educational Establishments Attended, Educational and Vocational Qualifications, Membership of Professional Bodies.





## CHAPTER 2

# DEFENCE SYSTEMS APPROACH TO TRAINING

Defence utilises the Systems Approach to Training (DSAT) to ensure that individuals are prepared (trained and educated) for their current and future appointments, in a way that is efficient and effective for Defence, as outlined in [JSP 822](#). The training and education provided meets the legal requirement of a reasonable employer, exercising due diligence, to take appropriate steps to ensure it has Suitably Qualified and Experienced Personnel (SQEP).

Role Analysis is conducted for each of the generic through career appointments (eg Pl Comd, Coy 2IC, SO3) and an appropriate training intervention is designed and delivered, as close to the point and time of usage as is practicable in order to meet the employers' essential needs. Decisions are made in training design into the blend of residential learning (captured on the Training Performance Statement), workplace learning (captured on the Workplace Training Statement) and those elements which the organisation/employer have decided to take risk and not train (captured in the Residual Training Gap Statement). Decisions are also made as to how much training time is required on an objective, and what fidelity is replicated, ie. how closely the task in training replicates that in role, which is communicated via a Training Category. Training Categories are all expressed as an end state of the training activity to show that by the end of the training, for each category, what the trainee will be able to do, as expressed below:

**Trg Cat 1** - The trainee will be able to perform the task completely, immediately on arrival in the workplace.

**Trg Cat 2** - The trainee will have performed the whole task at least once to the full role standards, under realistic physical, functional and environmental conditions and in a realistic scenario. The trainee should be able to perform the task, on arrival in the place.

**Trg Cat 3** - The trainee will have performed the whole task in a training environment to a lesser standard than required in the role.

**Trg Cat 4** - The trainee will have demonstrated an adequate level of underpinning knowledge and principles required but will have not applied it to develop the skills required to perform the task.

**Trg Cat 5** - Not trained on the course, only in the Workplace Training Statement.

**Trg Cat 6** - Not trained on the course. Not considered in the Workplace Training Statement. No training considered.

Rarely, will an individual complete a residential course and be able to perform all the tasks required of them, immediately on arrival in the workplace and more likely, individuals will require support, development and mentoring to build on their training, to ensure that they can perform all the tasks required, to the right standard, in all conditions.

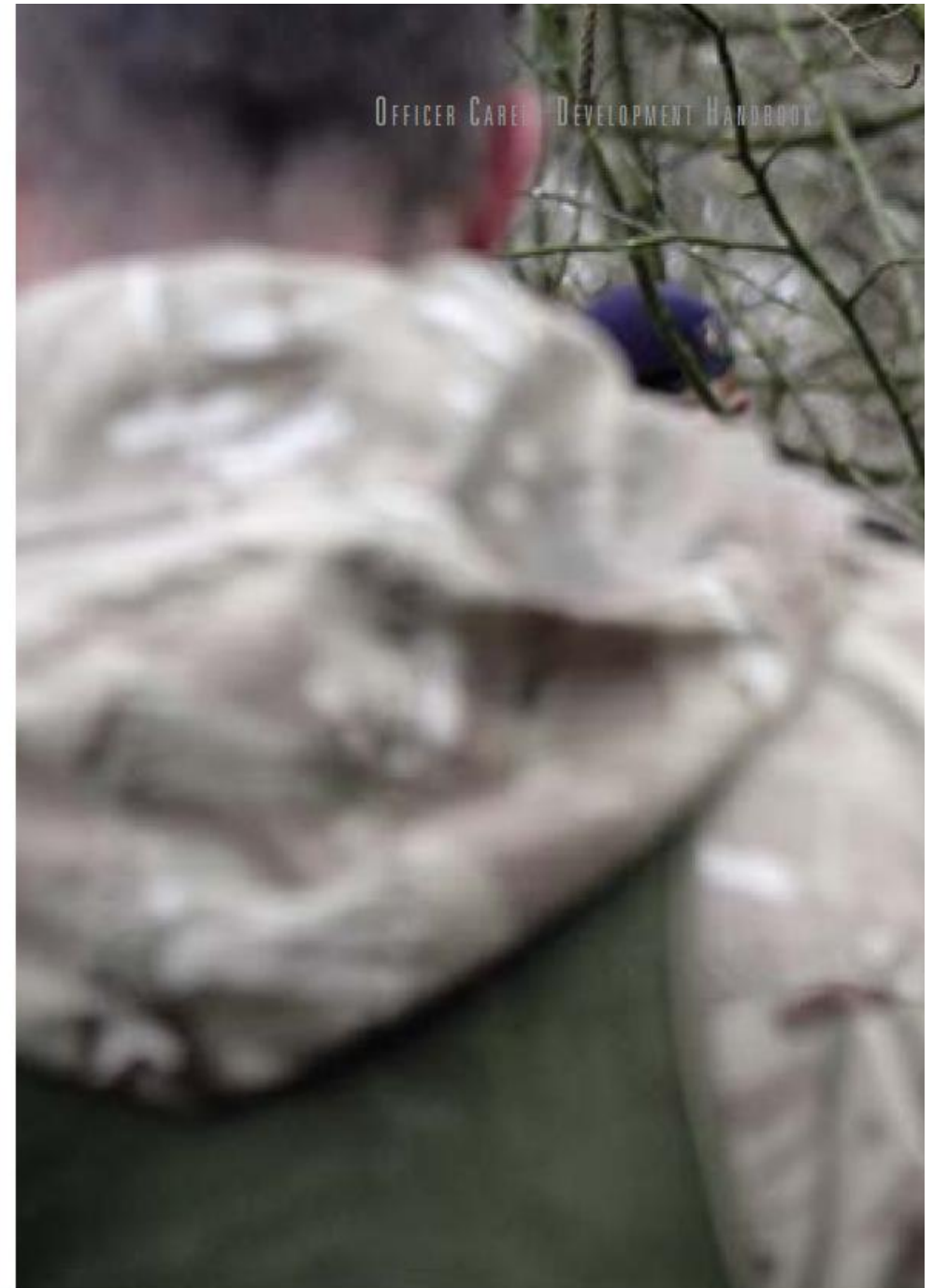
The blend of residential training, workplace training and no training will vary between regular and specialist cohorts, as result of differing job requirements and access to training.

For courses that have Trg Cat 5 elements, as annotated in the Workplace Training Statement the CofC must provide support and resources to complete this training. For example, JOLP 2 is workplace training that is required on completion of the CC, prior to JOLP 3 residential training. JOLP 2 requires CofC resources. At the end of their residential learning officers will be given information by the Trg Provider if there are elements of workplace training to be completed post course.

Some objectives are repeated across courses, sometimes with different training categories, sometimes with the same training category but with different contexts. This builds on skills and themes identified in Chapter 1, to develop the Officer. For example, the combat estimate is delivered in the Sect/Pl context at RMAS, the Coy/BG context on JOTAC, the BG/Bde context at JCSC(L) and Bde/Div level context on ICSC(L). Students should not expect to repeat exactly the same training serial, with the same context and fidelity across courses.

Job Analysis and training design decisions are reviewed periodically and validated by the External Validation (ExVAL) Process. The process reviews whether the training decisions on what and how to train are valid. The validation is conducted a minimum of 18 months after the training activity, to allow individuals to have performed their role for long enough to determine the efficacy of the training. The ExVAL process also involves the Line Manager, to seek a CofC perspective on the effectiveness of the training. This is in addition to the immediate Internal Validation (InVAL) that is conducted to review training delivery. Officers who are not contacted via the ExVAL process but have observations about a specific training intervention, should contact SO2 TDT, Pers Pol (A).

The training process is assured by the Training Providers, Training Delivery Authorities and Training Requirements Authorities, in accordance with JSP 822, [ACSO 4001](#) and [ACSO 9001](#).









## CHAPTER 3

# POTENTIAL OFFICER DEVELOPMENT PROGRAMME (PODP)

### INTRODUCTION

PODP is a 12 week residential programme, delivered by the Army School of Education (ASE) in Worthy Down. The program serves two outcomes; to develop serving soldiers prior to main board and to develop DE civilians who have passed main board but who are assessed to need wider educational development before starting the Commissioning Course.

### TRAINING OBJECTIVES

	TO Title
1	Demonstrate group influence
2	Demonstrate aerobic fitness and muscular endurance
3	Analyse current political, defence and cultural issues
4	Perform arithmetic calculations
5	Communicate effectively
6	Display the values and standards of a potential Officer Cadet

### COURSE OUTLINE

The programme takes serving soldiers away from their in-barracks environment, providing them with the opportunity to develop into a potential officer.

### ELIGIBILITY AND ATTENDANCE

Serving soldiers are allocated a place on the PODP by the National Recruiting Centre (NRC) on receipt of a Category 2 (PODC) at AOSB. The process for a serving soldier wishing to apply for officer selection is as follows:

- Submit initial application via [www.army.mod.uk/jobs](http://www.army.mod.uk/jobs)

- NRC will allocate each applicant a candidate support manager
- Unit to submit a completed [AFB227](#) (Report of Serving Soldier seeking Officer Commission (this report takes the place of an employment reference for a serving soldier)) to the NRC. Officer Commanding (OC) and Commanding Officers (CO) Sections are a mandatory requirement on the AFB 227; comments from Regt Col / COS Cbt / DCOS G1 HQ Inf are not.
- Attend AOSB Briefing
- Attend the PODP (if awarded a CAT 2 (PODC))
- Attend AOSB Main Board
- If successful at AOSB Main Board the candidate will proceed to the next Commissioning Course (CC). Whether soldiers are successful at the AOSB or not, the PODP will have developed their self-confidence and prepared them to face a diverse range of new challenges.

DE candidates are referred to the ASE on receipt of a 'Pass via ASE' grading at AOSB Main Board. These candidates follow the same programme as serving soldiers but instead of re-attending the AOSB Main Board, their suitability for officer training is assessed at the Sandhurst Entry Board (SEB).



# CHAPTER 4

## CAREER STAGE 1 (CS1) OVERVIEW

### GENERAL

Education and training provided during CS1 is designed to improve an officers' employability. The majority of courses are mandated and are linked to career progression.

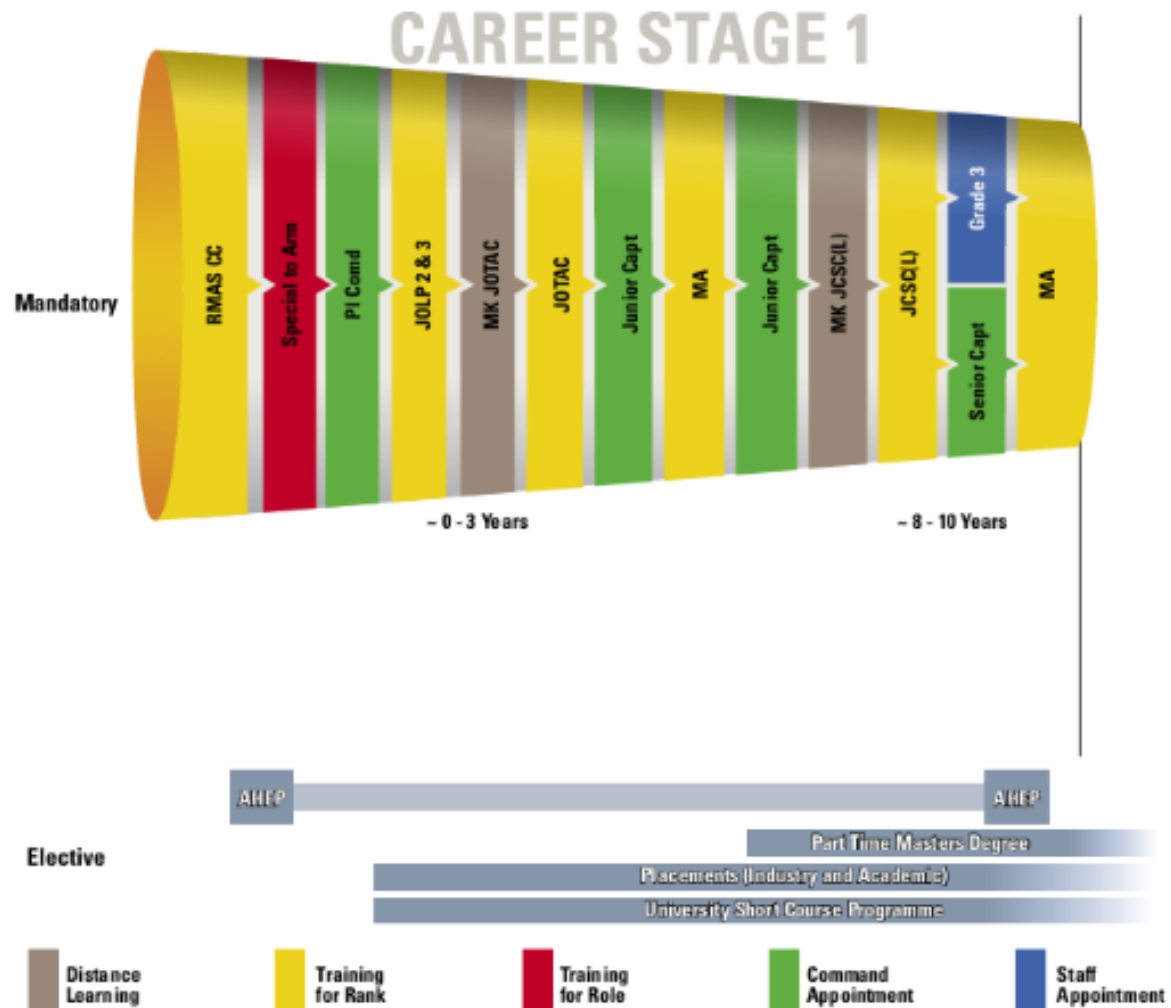
### COMMISSIONING COURSE (CC)

The Regular CC is the principal education and training for CS1. The course is mandated for all Direct Entry (DE) Officer Cadet entrants to the Army, less Professionally Qualified Officers. Selection for RMAS will be conducted by the Army Officer Selection Board (AOSB).

Where appropriate candidates may be directed to attend the Potential Officer Development Programme (PODP) or the Sandhurst Leader Development Course. See Chapter 5.

### LATE ENTRY OFFICERS' COURSE (LEOC)

LEOC is mandated for all Late Entry (LE) officers within 18 months of commissioning. Students must have passed MK JOTAC (Regular and Reserve) and must be familiar with the Staff Standard for the Army. This course is loaded by APC CMs. See Chapter 27.



### **SPECIAL TO ARM (StA) AND PRE-EMPLOYMENT TRAINING (PET)**

The Reg CC delivers the pan-Army Basic Training (BT) requirement for DE officers in their first appointment. Initial Trade Training (ITT) is delivered through Special to Arm (StA) training which is programmed and delivered by the Land Warfare Centre (LWC). Pre-Employment Training (PET) consists of short, focused courses for particular specialisations or staff appointments.

### **JUNIOR OFFICER LEADERSHIP PROGRAMME (JOLP)**

JOLP is the first stage of a programme to develop officers' leadership abilities. The programme builds on leadership theory developed on the Reg CC (JOLP 1), it extends through Regimental Duty (JOLP 2) and culminates with a five-day distributed package (JOLP 3) delivered at selected Army Education Centres (AECs).

JOLP 2 must be completed prior to attendance on JOLP 3; and for Reserves prior to attendance on JOTAC(R). There is no requirement for PQOs to complete JOLP 2. See Chapter 6.

### **JUNIOR OFFICER TACTICAL AWARENESS COURSE (JOTAC)**

JOTAC is a four-week residential course at the Junior Staff Centre (JSC) in Warminster. It is to be attended by all Lieutenants and is a prerequisite for promotion to Captain. Completion of this course ensures that all junior Captains have a better understanding of combined arms tactics and combat staff skills. JOTAC is mandated for all DE officers who must have completed a minimum of 18 months of commissioned service. See Chapter 7.

### **JUNIOR COMMAND AND STAFF COURSE (LAND) (JCSC(L))**

JCSC(L) is a six-week residential course run by the JSC, Warminster and is designed to prepare and develop Captains for employment in a broad range of staff posts. It is mandatory for all DE Captains (between one and three years seniority) and recommended for LE and PQO Officers attending ICSC(L). See Chapter 8.

### **MILITARY ANALYSIS (MA)**

MA is the primary pan-Army vehicle for developing flexibility of mind and analytical skills during CS1. The MA programme comprises two modules each of five days taught by an AGC(ETS) Officer Tutor and a RMAS Academic lecturer at an AEC or an Officer Study Centre (OSC). For Regulars JOLP 3 is a prerequisite for attendance of JOTAC. MA requires students to participate in discussion and syndicate work using the medium of contemporary defence issues. See Chapter 9.

### **MILITARY KNOWLEDGE (MK)**

MK is an integrated web-based distance e-learning programme that provides the basic foundation of military knowledge required by junior officers at different stages of their career from pre-RMAS through CS 1 to the start of CS 2. MK is accessed via the DLE on the Defence Gateway. Those MK packages that are aligned with residential courses must be completed within six months of attendance. See Chapter 10.







# CHAPTER 5

## REGULAR COMMISSIONING COURSE (REG CC)

### INTRODUCTION

The Regular CC (Reg CC) is the principal education and training for CS1 and delivers the generic pre-employment training for all Regular first appointments. It is residential, unaccompanied and mandatory Basic Training for all Regular DE officers who are not Professionally Qualified. Special to Arm Initial Trade Training takes place after the Reg CC.

Army Reserve Officer Recruiting and Selection details can be found in Chapter 24.

### COURSE END STATE

An officer with the leadership qualities to lead soldiers both on and off operations. The Reg CC prepares newly commissioned officers to carry out the following tasks:

	Task
1	Apply Military Skills
2	Command a Platoon
3	Lead a Platoon
4	Manage a Platoon
5	Apply Intellectual Ability

### COURSE OUTLINE

The Reg CC is a comprehensive course that provides the skills, knowledge and attitudinal development to enable individuals to take up their first appointments as 2Lts. It is structured into 3 terms, with the total time spent at RMAS close to 1 year (44 weeks training plus individual leave allowance).

The ethos of RMAS is to develop the individual to their maximum potential and therefore a 'train in' approach is applied. Throughout the course there are regular assessments and review boards to ensure the commissioning standard is met. Where an Officer Cadet needs extra time to meet this standard they may be required to repeat parts of the course. A full brief on the assessment criteria is delivered during Pre-Commissioning Course Briefing Course (PCCBC).

The content of the Reg CC is comprehensive and is designed to meet the Training Requirement set by Army HQ. The first term sets the foundations: soldier first, team player and basic combat leader. The second term focuses on command and conceptual development. The last term hones in on leadership in complexity, resulting in an agile thinking, ethical and robust leader by the end of the course.

The Arms and Services selection process is managed by RMAS during the Reg CC through the Choice of Arm procedure. Officer Cadets narrow down their Choices of Arm to two and are then interviewed at Regimental Selection Boards by the Arms and Services they have chosen. Whilst there are 2 opportunities during the Reg CC for Officer Familiarisation Visits (OFV), it is recommended that candidates attend OFVs before arriving at RMAS. Further advice on OFVs can be gained from the National Recruiting Centre (NRC).

### PRE-COURSE PREPARATION / INPUT STANDARD

All students must attend the 3 day, Pre-Commissioning Course Briefing Course (PCCBC) delivered at RMAS, in the term immediately prior to starting on the Reg CC. MK RMAS is an online learning course focused on the structure, role and capability of the British Army. How to access MK RMAS will be explained during PCCBC.

Prior to attending the Reg CC, Candidates must:

- Pass the Army Officer Selection Board (AOSB).
- Pass the Potential Officers Development Programme if identified as a requirement by AOSB.
- Attend the PCCBC.
- Pass the RMAS fitness and medical standards.
- Comply with Security Vetting requirements.

### EXEMPTIONS AND WAIVERS

Exemptions are rare and advice should be sought from the AOSB. The policy decision will remain with Workforce Policy Branch, D Pers.

### COURSE LOADING

The Reg CC and the PCCBC are loaded by the NRC, Upavon. Course dates for both the Reg CC and the PCCBC can be obtained from the NRC directly: (<http://www.army.mod.uk/contact.aspx>). There are 3 Regular CC intakes per year starting in January, May and September.

**JPA Competences.** The relevant competence will be loaded by RMAS staff on successful completion of the course.

**BOWMAN | VHF Manpack Section BCIP5.6 | Joint**  
**CMS | Fitness TRG MST Army Military Swimming Test | Army**  
**AA | SA B 18 | Army**  
**AA | SA M 18 | Army**

### ACCREDITATION

Funded L5 Leadership and Management accreditation is available, see [ACO 2019/04](#) for details. The Army Higher Education Pathway (AHEP) starts at RMAS (see Chapter 29)







# CHAPTER 6

## JUNIOR OFFICER LEADERSHIP PROGRAMME (JOLP)

### INTRODUCTION

The overarching aim of the JOLP is to evaluate leadership performance, analyse and apply contemporary leadership approaches and to develop leadership skills and techniques appropriate to future command and staff appointments.

### COURSE END STATE

Support the development of 'a cognitively adaptive agile leader capable of operating effectively in junior staff and command appointments.

### TRAINING OBJECTIVES

	TO Title
1	Evaluate Personal Leadership Performance
2	Evaluate professional leadership, knowledge, skills, values and attitudes appropriate to present and future command & staff appointments
3	Evaluate Leadership Tools
4	Exercise Critical Thinking Skills
5	Communicate Effectively
6	Apply the Army Leadership Code (ALC)

### COURSE OUTLINE

#### JOLP1

JOLP 1 is embedded within the Reg CC and upon commissioning, an officer is deemed to have completed JOLP1, with no additional requirements.

#### JOLP2

For Regular DE Officers JOLP 2 should be completed as an induction programme within the first 6 months of a junior officer arriving at their

first unit and prior to attendance on JOLP 3. For Reserves completion must be prior to attendance on JOTAC(R). There is no requirement for Regular and Reserve PQOs to complete JOLP 2. JOLP 2 can be delivered flexibly by units but collectively delivered officer development programmes have proved to be extremely effective.

**JPA Competence Mil Ed|JOLP2.** On completion of JOLP 2, Unit Training Managers are to upload the competence to JPA. This is required prior to bidding for JOLP 3. The certificate must be retained by the individual as proof of completion.

#### JOLP3

JOLP 3 is a five-day distributed leadership course delivered in Army Education Centres (AECs). For Regular DE Officers it must be completed between 6 – 18 months of commissioning, prior to JOTAC. Reserve Officers are not mandated to attend JOLP 3. All students must be conversant with [The Army Staff Standard](#) and have completed JOLP 2.

Further details on the course and loading information are published in an annual DIN. Once loaded on a JOLP 3 course, students will be sent a link to the course material and other useful references held on the DLE. Students must have a current working logon to the [Defence Gateway](#).

### EXEMPTIONS AND WAIVERS

Late attendance waivers are to be directed to career managers detailing the circumstances. These will be dealt with in a case by case manner.

**JPA Competences.** The following competence should be loaded by unit training staff on completion of JOLP2.

**Mil Ed | JOLP2 | ARMY**

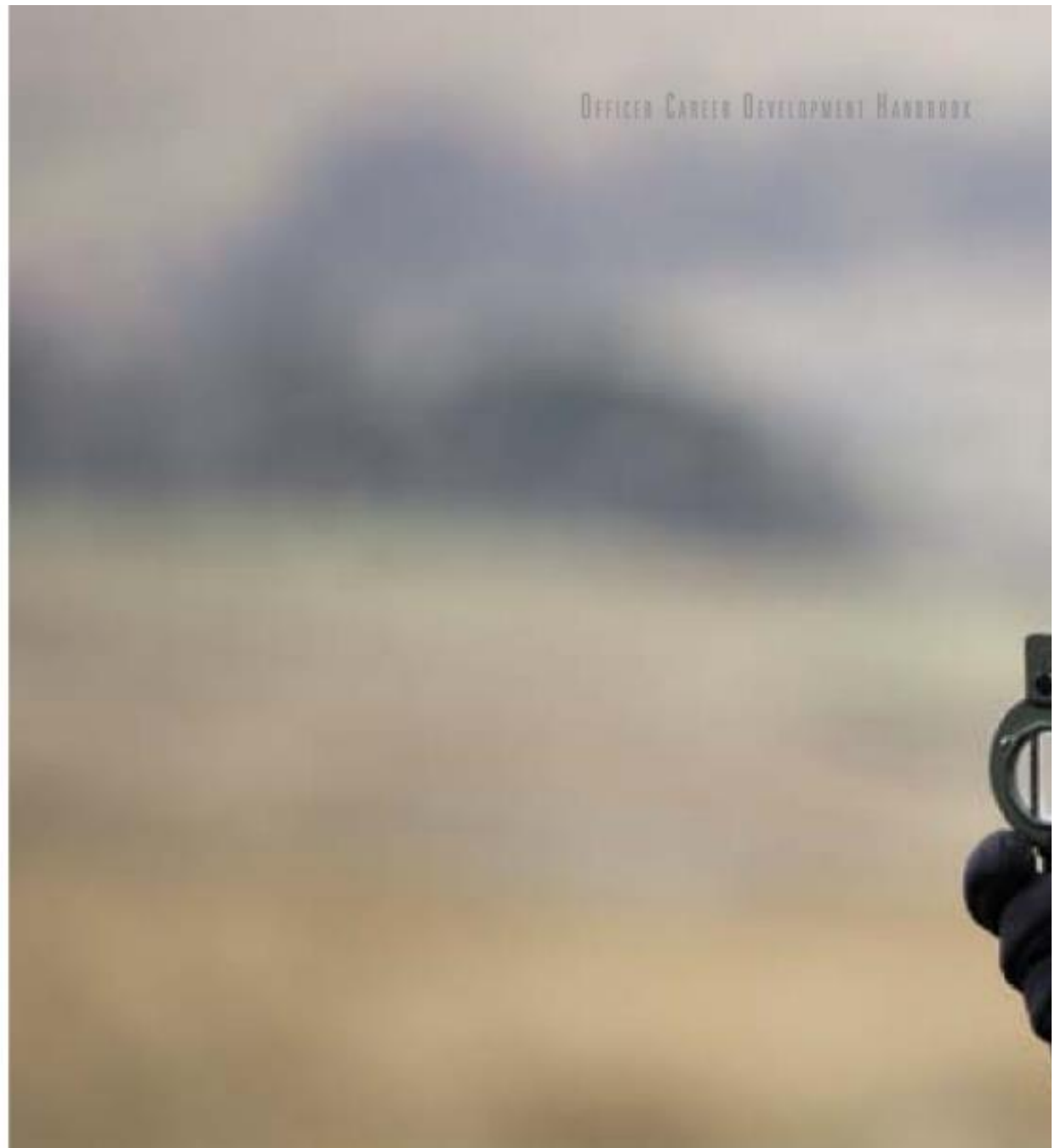
The following competence will be loaded by AEC staff on successful completion of JOLP 3.

**Mil Ed | JOLP3 | ARMY**

**LINKS AND SIGNPOSTS**

The DIN covering JOLP and MA courses is published annually and can be found on the Officer Career Development Course Information Sharepoint page <https://modgovuk.sharepoint.com/teams/1564/OCD/SitePages/Home.aspx>

Telephone POC:  
(Mil) 94391 2366 | (Civ) 01264 382366









## CHAPTER 7

# JUNIOR OFFICERS' TACTICAL AWARENESS COURSE (JOTAC)

### INTRODUCTION

JOTAC is a four-week residential course for all substantive DE Lieutenants. The course aims to educate junior officers by developing their military knowledge and tactical understanding of sub-unit and BG operations in a combined arms environment in order to prepare them for employment as a junior Captain. The course is delivered at the Junior Staff Course (JSC), Warminster.

### COURSE END STATE

An officer with the requisite military knowledge and tactical understanding required of a junior Captain<sup>6</sup>.

### TRAINING OBJECTIVES

JOTAC (in conjunction with MK JOTAC) covers the following TOs:

	TO Title
1	Conduct Sub-Unit Operational Staff Work (OSW) enabling activities
2	Apply Command Functions at Sub-Unit level
3	Apply the key components of Inform at Sub-Unit level
4	Conduct Force Preparation activities at Sub-Unit level
5	Conduct Force Projection procedures at Sub-Unit level
6	Plan the operation
7	Execute the operation
8	Conduct Force Protection Procedures at Sub-Unit level
9	Apply sustainability considerations at Sub-Unit level
10	Recover Force

### ELIGIBILITY AND ATTENDANCE

Passing JOTAC is a mandatory requirement for promotion to Captain for all DE substantive Lieutenants from the Regular Army and Army Reserve. Students must have completed a minimum of 18 months of commissioned service prior to attending JOTAC. Attendance priority will be based primarily on seniority, followed by operational necessity and the requirement to achieve a cap badge balance across the syndicates.

### PRE-COURSE PREPARATION / INPUT STANDARD

Units are to ensure all students arrive at JOTAC having completed and passed MK JOTAC, JOLP 2 and 3.

### EXEMPTIONS AND WAIVERS

Late attendance waivers are to be directed to career managers detailing the circumstances. These will be dealt with in a case by case manner.

### COURSE LOADING

Bids for JOTAC are closed approximately 6 weeks before the start of each course. JIs will be sent at least four weeks prior to the start of each course. Any unsuccessful applicants will be required to submit a new application as applications are not automatically carried forward. Applications are made via the JOTAC SharePoint site.

**JPA Competences.** The relevant competence will be loaded by JSC staff on successful completion of the course.

Mil Ed | JOTAC | Army      For Regular officers  
Mil Ed | JOTAC R | Army      For Reserve officers

<sup>6</sup> Also referred to as 'Captain on 1st appointment.'

**ACCREDITATION**

Funded L5 Leadership and Management accreditation is available, see [ACO 2019/04](#) for details.

**LINKS AND SIGNPOSTS**

[JOTAC Courses site on SharePoint](#)

Telephone POC:  
JOTAC (L) Clerk -  
(Mil) 94381 2412 | (Civ) 01985 22 2412

Chief Instructor -  
(Mil) 94381 8752 | (Civ) 01985 22 8752







# CHAPTER 8

## JUNIOR COMMAND AND STAFF COURSE (LAND) (JCSC(L))

### INTRODUCTION

JCSC(L) is a six-week residential course run by the Junior Staff Centre (JSC) and is designed to prepare and develop captains in the application of the Combat Estimate at Battlegroup and Brigade level. In addition, the course focuses on teaching the required staff skills and wider awareness of army structures and capabilities required of a captain on subsequent appointments at Regimental Duty or in a Formation Headquarters. It is mandatory for all DE Captains (between one and three years seniority) and recommended for LE and PQO officers attending ICSC(L).

### COURSE ENDSTATE

The JCSC(L) is to deliver Captains with the requisite analytical and communication skills, professional knowledge and understanding to fill senior Captains appointments at RD and on the Staff within the Land domain.

### TRAINING OBJECTIVES

The aim of the JCSC(L) is to provide the functional knowledge and understanding of integrated combat staff procedures at BG and brigade levels in order to prepare Captains for staff appointments within unit and brigade headquarters.

The JCSC(L) covers the following TOs:

	TO Title
1	Conduct Operational Staff Work enabling activities.
2	Identify the requirement for contemporary staff skills in support of operations.
3	Apply Operational Staff Work procedures.
4	Apply Command Functions.
5	Apply the key components of Inform.
6	Identify the requirements of Force Preparation.
7	Contribute to Force Projection procedures.
8	Conduct Tactical Actions.
9	Apply the key components of Force Protection.
10	Identify Sustainability considerations.
11	Identify the principles to conduct Force Recovery.

## ELIGIBILITY AND ATTENDANCE

The JCSC(L) is mandatory for all DE Captains promoted to substantive Captain. The attendance window is after 12 months in substantive rank and before the end of their third year in rank (a two year window).

The following officers may attend JCSC(L):

- LE Captains and PQOs attending ICSC(L). The JCSC(L) is highly desirable for LE officers and PQOs selected for attendance at ICSC(L). Such applicants will be loaded if capacity allows, but attendance cannot be guaranteed.
- LE Captains and PQOs may attend the JCSC(L) as pre-employment training for certain appointments.
- RM attendance. JCSC(L) is mandatory for all DE RM officers and is a pre-requisite for promotion to Maj. Officers should consult [2019DIN07-054](#) or contact the Corps Tutors for further details.
- Royal Air Force (RAF) officers. JCSC(L) may also be appropriate for a small number of RAF officers whose employment demands a good understanding of the Land domain. Units should discuss the requirement/justification with the JSC.

## PRE-COURSE PREPARATION / INPUT STANDARD

Units are to ensure all students arrive at JCSC(L) having completed and passed MK JCSC(L), ComBAT Staff User training and at least one MA Module. Recommended pre-course reading is outlined in the Joining Instructions.

## EXEMPTIONS AND WAIVERS

Late attendance waivers are to be directed to career managers detailing the circumstances. These will be dealt with in a case by case manner. Waivers for the Beige List (BeL) will only be issued in exceptional circumstances.

## COURSE LOADING

Bids for JCSC(L) are closed approximately 12 weeks before the start of each course. JIs will be sent approximately ten weeks prior to the start of each course. Any unsuccessful applicants will be required to submit a new application as applications are not automatically carried forward. Applications are made via the JCSC(L) SharePoint site.

**JPA Competences.** The relevant competence will be loaded by JSC staff on successful completion of the course.

## Mil Ed | JCSC(L) | Joint.

## ACCREDITATION

Funded L6 Leadership and Management accreditation is available, see [ACO 2019/04](#) for details.

## LINKS AND SIGNPOSTS

[JSC Courses site on SharePoint](#)

Telephone POC:

JCSC(L) Clerk - (Mil) 94381 2737 | (Civ) 01985 22 2737







# CHAPTER 9

## MILITARY ANALYSIS (MA) PROGRAMME

### INTRODUCTION

The MA programme comprises two modules each of five days taught by an AGC(ETS) Officer Tutor and a RMAS Academic lecturer at Army Education Centres (AEC) or Officer Study Centre (OSC).

### COURSE END STATE

An officer who is able to solve ever more complex problems under increasing extremes of pressure heightening the need for lateral thinking and creative, innovative and original solutions.

### TRAINING OBJECTIVES

The aim of MA is to develop the ability to challenge and critically test hypotheses in order to produce the flexibility of thought and attitude required by Captains, using the medium of contemporary Defence studies.

The MA package covers the following TOs:

	Module A - The Application of Force	Module B - Britain's Role in the International Security Environment
1	Evaluate the application of force	Evaluate Britain's role in international security
2	Exercise thinking skills	Exercise thinking skills
3	Communicate effectively	Communicate effectively
4	Challenge hypotheses	Challenge hypotheses
5	Analyse issues	Analyse issues

### ELIGIBILITY AND ATTENDANCE

Completion is mandated for all DE officers, with at least one module, ideally MA module A, must be completed before JCSC(L); preferably within the first 12 months of promotion to substantive Captain. A second module, preferably MA module B, must be completed within 18 months of completion of JCSC(L).

MA modules must be attended with a minimum of 3 months between modules. This gap allows individuals sufficient time to complete their planned post-course intellectual development and, if required, to seek remedial support before attending the next module.

LE officers who have completed LEOC are credited with one MA module. All LE officers who commissioned on LETOS 10 must complete a further MA course to be eligible to filter to Beige List. See Chapter 28 for details.

PQO attendance is dependent on cadre<sup>7</sup>, current rank and aspirations for promotion to Major. See Chapter 29 for details.

### PRE-COURSE PREPARATION / INPUT STANDARD

Students may wish to access the course material before arrival on their MA course and this is available within the AES area on the DLE. Students must obtain a [Defence Gateway](#) log-in and password prior to arrival on the course. Students should also consider bringing their own laptop to the AEC as this will assist with their learning.

### EXEMPTIONS AND WAIVERS

Other MA exemptions for Beige List will only be granted in

<sup>7</sup> Clinical or Command and Staff

exceptional circumstances. Requests for waivers should be directed to career managers.

Attendance on 2 modules within a 3 month period will only be authorised by exception and the candidate will require the support of their Career Manager and CO. The career manager/ desk officer is to submit the supporting request in writing directly to SO2 Mand Ed, Ed Branch, APSG. The career manager/desk officer may wish to discuss the application prior to submission. The contact details for submission of waivers are as follows: [APSG-EdBr-OMailbox@mod.gov.uk](mailto:APSG-EdBr-OMailbox@mod.gov.uk) with "MA\_3month Waiver\_Request" in the subject line.

### COURSE LOADING

Units are to bid for places on the MA courses using the electronic bid form linked in the DIN and submit to their local AEC. Individuals should be prepared to travel to attend MA modules in a timely fashion. Please note, there may be a T&S burden in attending courses at certain locations. T&S will be at the unit's expense.

A reserve student list is maintained for each course and individuals will be drawn forward as required.

### ADMINISTRATION

Once a course has been loaded, individuals will be informed of successful bids via JPA. Units are to inform the Officers' Education PoC at the AEC where they will be attending the course immediately of any intention to withdraw a candidate so that a reserve may be called forward. Requests for withdrawal must be submitted on the form provided in the DIN and signed by the chain of command. Withdrawal from the course within 5 days should only take place in exceptional circumstances. The Commanding Officer of any officer withdrawn from an MA module within 5 days without an adequate justification will be

contacted by the respective ETS CO to clarify the withdrawal reason and impact on the individual's career.

Students are provided with an individual course report. This is a developmental tool and includes an action plan highlighting specific areas where further intellectual training is required.

**JPA Competences.** The relevant competence will be loaded by AEC staff on successful completion of the course.

**Mil Ed | MA MOD A | Joint.**

**Mil Ed | MA MOD B | Joint.**

### LINKS AND SIGNPOSTS

The DIN covering JOLP and MA courses is published annually and can be found on the Officer Career Development Course Information Sharepoint page. <https://modgovuk.sharepoint.com/teams/1564/OCD/SitePages/Home.aspx>

Telephone POC:  
(Mil) 94391 2366 | (Civ) 01264 382366





# CHAPTER 10

## THE MILITARY KNOWLEDGE PROGRAMME (MK)

### INTRODUCTION

MK is an integrated web-based distance programme that provides the basic foundation of military knowledge required by junior officers at different stages of their career from pre-RMAS through CS 1 to the start of CS 2. MK is accessed via the DLE on the [Defence Gateway](#).

### COURSE END STATE

MK RMAS	To equip Pre-RMAS OCdts with the basic knowledge of Army organisation, capabilities and command that will provide the necessary military knowledge foundation prior to attendance on the Reg CC so as to enhance their performance on the course.
MK JOTAC	To equip Regular and Reserve 2Lts & Lts with the required preparation for JOTAC and LEs for LEOC. In particular, MK JOTAC covers knowledge of the BG's capabilities and Defence writing that will enhance their first appointment in command and provide the necessary military knowledge foundation prior to attendance on JOTAC.
MK JCSC(L)	To equip Regular Capts with more detailed knowledge of the BG in preparation for attendance on JCSC(L).
MK 2(R)	To equip Reserve senior Capts with the knowledge of BG capabilities, tactics and command tools that will enhance their first appointment in command and provide the necessary military knowledge foundation in preparation for further training & education. Module 7 equips senior Maj with the pre-requisite knowledge for ACSC (R).
MK ICSC(L)	To equip Regular Maj with the knowledge of staff skills, doctrine and history that will provide the necessary military knowledge foundation prior to attendance on ICSC(L), so as to enhance their performance on the course.

### TRAINING OBJECTIVES

The TOs, set by course owners, for each MK course are expressed as learning outcomes at the start of each lesson. The MK Office (MKO) coordinates the design, development, policy and administration of the MK Programme. The course owners are:

- MK RMAS: RMAS
- MK JOTAC/JCSC(L): JSC
- MK 2(R): JSC
- MK ICSC(L): Intermediate Faculty, JSCSC

## COURSE OUTLINE

Each MK course consists of a number of modules, each of which contains a number of lessons. Most, but not all, modules are summatively assessed and must be passed in order to complete the course and achieve the relevant MK competency.

MK RMAS	Module 1	The British Army	(Elective Learning) (not summatively assessed)
	Module 2	Effective writing	
MK JOTAC	Module 1	The Army's Approach to Operations	
	Module 2	The Battlegroup	
	Module 3	The Combat Estimate - 7 Questions	
	Module 4	Defence Writing (not summatively assessed)	
MK JCSC(L)	Module 1	The Battlegroup	
	Module 2	Battlegroup Capabilities	
	Module 3	Battlegroup Operations	
	Module 4	Battlegroup Command and Training Tools	
	Module 5	Brigade Tactical Actions (not summatively assessed)	
MK 2(R)	Module 4	Brigade Tactical Actions	
	Module 5	Operational Planning	
	Module 7	Joint Structures and Planning	
MK ICSC(L)	Module 1	Formation Capability (not summatively assessed)	
	Module 2	Doctrine & History (not summatively assessed)	
	Module 3	Battle Group Science & Technology (Elective Learning) (not summatively assessed)	
	Module 4	Equipment Capability & Technology (Elective Learning) (not summatively assessed)	

**Study Methodology** MK study should be undertaken as part of an officer's normal working day (instructions for the Reserves have been promulgated separately). While responsibility for ensuring that an officer completes MK rests primarily with the individual, units are required to support the officer by allocating sufficient time in line with the agreed study plan.

The JSC requires all JOTAC and JCSC(L) attendees to have completed and passed the relevant MK course within 6 months of when JOTAC/ JCSC(L) course convenes.

**Assessment Strategy** Unless otherwise stated in this document all the modules in a MK course are summatively assessed online as an 'open book test'. All summative module assessments are timed; only the questions completed within the timeframe are marked. The pass mark for all summative module assessments is 70%. All summative module assessments in a course must be passed to achieve a pass in a specific MK Course.

The summative module assessments are only available to students who have registered for MK on the DLE. The summative module assessments will appear within the relevant MK course page on the DLE.

## ELIGIBILITY AND ATTENDANCE

All MK courses must be completed in order and within the following appropriate career timeframes:

MK RMAS	MK RMAS provides useful context prior to commencing the commissioning course.
MK JOTAC	All Regular DE officers (2Lts & Lts) must complete MK JOTAC as a requirement for attendance at JOTAC and subsequently for promotion to Capt. All Regular LE officers who are commissioned on or after 1 April 10 must complete MK JOTAC before attending the LEOC. Some Arms and Services direct that WOs and SSgts eligible for LE commissioning complete MK JOTAC prior to commissioning; further details must be sought from the relevant APC Career Manager. All Regular AGC (ALS) and AMS PQOs must complete MK JOTAC. For other PQOs, completion of MK JOTAC is not mandatory but its contents provide useful background knowledge. Further details for PQOs should be sought from the relevant APC Career Manager. All Reserve Officers must complete MK JOTAC as a requirement for attendance at JOTAC and subsequently for promotion to Capt.
MK JCSC(L)	All Regular DE and LE Capts must complete MK JCSC(L) prior to attending JCSC(L). Regular LE Capts are encouraged to complete MK JCSC(L) prior to assuming any formally titled SO3 appointment. Regular PQOs selected to attend JCSC(L) must complete MK JCSC(L) prior to attending JCSC(L).
MK 2(R)	Reserve Officers are required to undertake MK2(R) Modules 4 and 5 prior to attendance on ICSC (Land Reserves) (ICSC(LR)) and MK2(R) Module 7 prior to attending ACSC(R).
MK ICSC(L)	All Regular DE, LE and PQO Majs selected to attend ICSC(L) must complete MK ICSC(L) prior to attending ICSC(L).

## EXEMPTIONS AND WAIVERS

Requests for exemption to MK are to be staffed to SO2 MKO on 96161 5054 or 01793 758054 or via email: [DEFAC-TECH-MKOSO2@da.mod.uk](mailto:DEFAC-TECH-MKOSO2@da.mod.uk). The Officer's Career Manager at APC must support all exemption requests. For policy advice or exemption requests SO2 MKO can be contacted.

## COURSE LOADING

Students register for the course via the DLE on the [Defence Gateway](#). Each student must log into their Defence Gateway account, enter the DLE and then follow this path: 'Schools; Army: MK; MK Registration'. Alternatively search for 'MKREG' using the search box on the schools page. Once on the MK Registration page follow the instructions and complete and submit the MK Registration form.

## TIMING GUIDELINES

Timing guidelines for each MK Course are set out in the table below. It is emphasised that these are guidelines only.

MK RMAS	3 hrs
MK JOTAC	14 hrs
MK JCSC(L)	25 hrs
MK 2(R)	13 hrs (Module 7 ~ 1hr)
MK ICSC(L)	7 hrs

**JPA Competences.** The MK Helpdesk load competencies onto JPA of successful completion of summative assessments. Results are loaded twice weekly. The MK Helpdesk will also email a letter and pass certificate to the student's registered email address.

**Mil Ed | MK JOTAC | Joint**

**Mil Ed | MK JCSC(L) | Joint**

**Mil Ed | MK MK 2 (RES) Cse Qual | Joint**

A JPA competency will only be awarded for MK 2(R) students who have completed all three modules, i.e. 4, 5 and 7.

### LINKS AND SIGNPOSTS

Further guidance on MK is given in ACO 2016/14

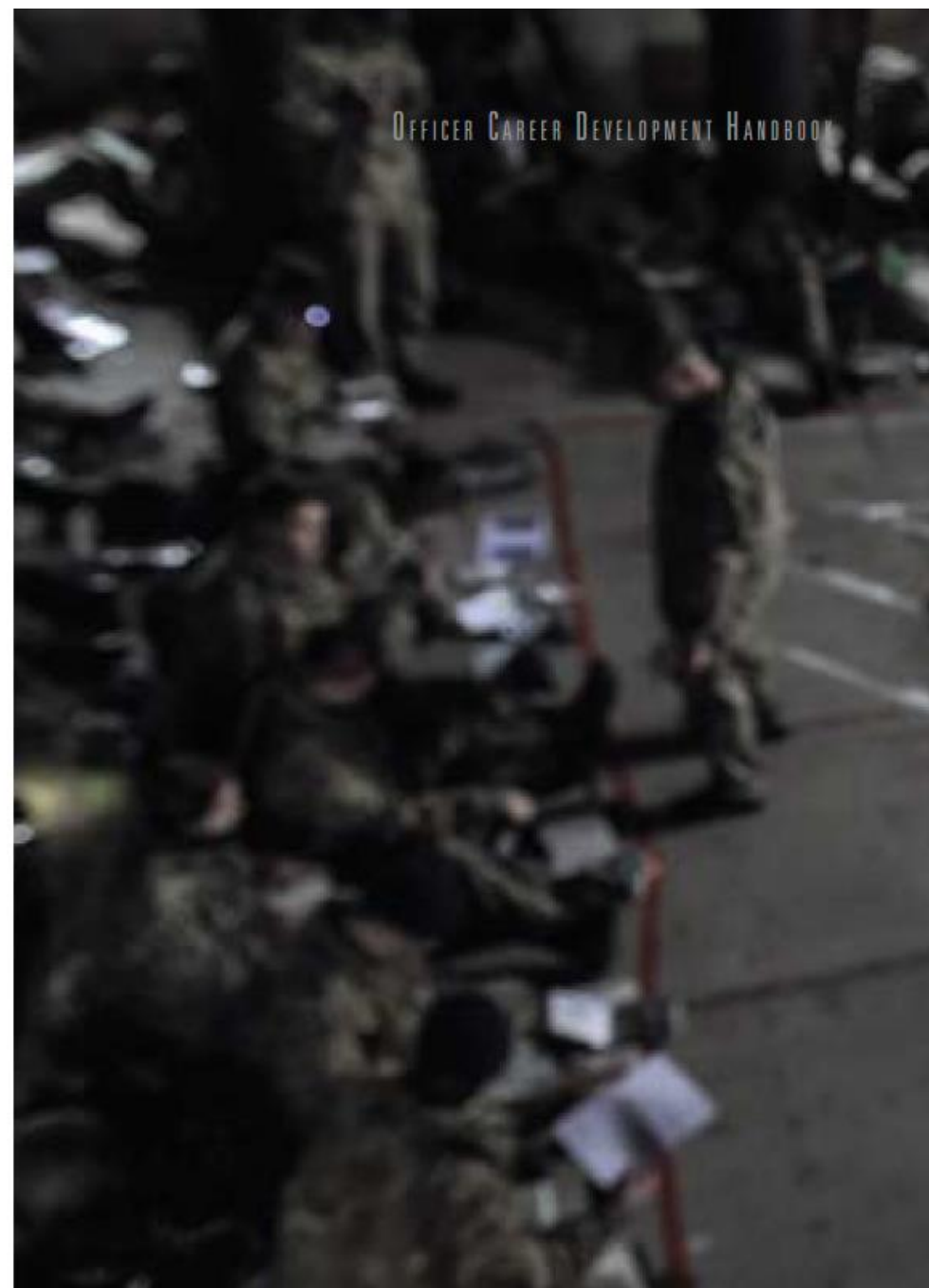
Email: [mkhelp@da.mod.uk](mailto:mkhelp@da.mod.uk)

Telephone POC:

(Mil) 96161 5054 (Mon-Thurs 0800 - 1600 hrs & Fri 0800-1500)

(Civ) 01793 315054

**Reference Material.** The MK material is available on DLE (via the [Defence Gateway](#)) as a highly valuable reference resource for officers, other ranks, and former students to enable them to remain current. It is called MK REFERENCE ONLY. Registration is not required and clear direction on the purpose of the MK REFERENCE ONLY course is given on the front page. This material is for wider MOD use and is not assessed.









# CHAPTER 11

## CAREER STAGE 2 (CS2) OVERVIEW

### GENERAL

CS2 covers the education, training and employment of an officer in the substantive ranks of Major and Lieutenant Colonel. On promotion to Major, all officers (less some LE and PQOs) will attend Intermediate Command and Staff College (Land) (ICSC L). Upon promotion to Lieutenant Colonel, selected officers will attend Advanced Command and Staff College (ACSC), as well as other employment training courses relevant to Grade 1 Staff and Unit command appointments.

### INTERMEDIATE COMMAND AND STAFF COLLEGE (LAND) SELECTION

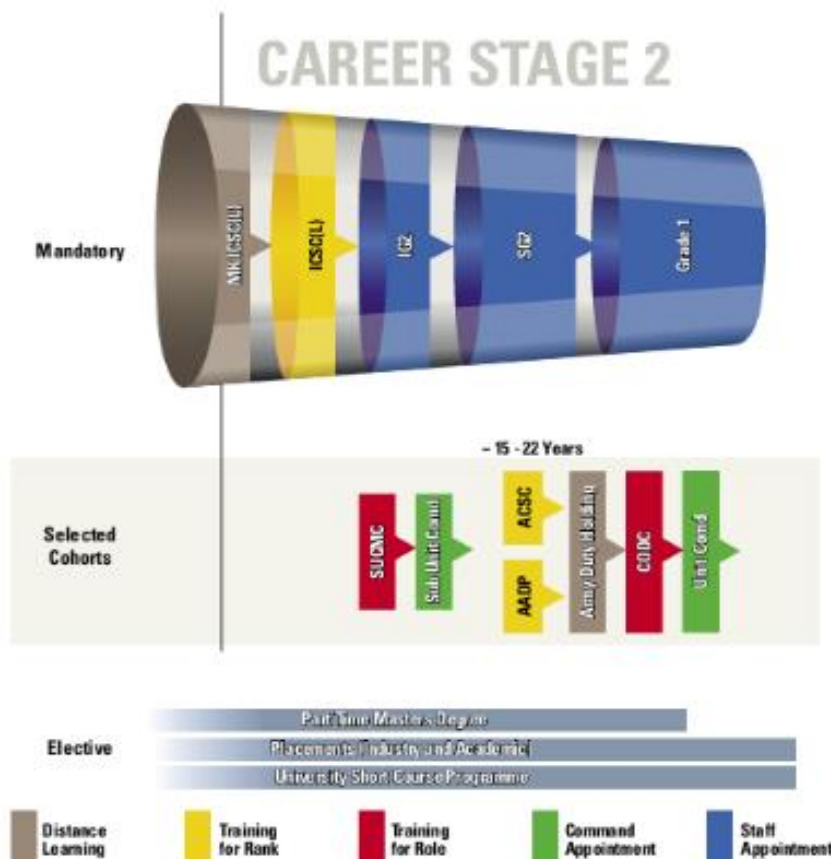
ICSC(L) attendance is mandatory for all DE officers. Following selection at the Beige List, officers will substantively promote to Major on 31 July and attend ICSC(L) in the September or the following January, as directed by the No 5 Board. LE officers and PQOs will also be selected for ICSC(L) attendance by the No 5 Board. A 26-week residential course, ICSC(L) is run by the Army Division within the Joint Services Command and Staff College (JSCSC) at the Defence Academy. See Chapter 12.

### BATTLESPACE TECHNOLOGY COURSE (BTC)

The BTC course is attended by officers selected by the No 5 Board for BTC 'tagged' Capability and Acquisition posts requiring practitioner levels of technology and business knowledge and skills. Officers attend this 30-week course from May – December, delivered by the Defence Academy, normally before ICSC(L). There is also a limited opportunity to attend BTC SG2 onwards, subject to personal career development. This course is loaded by APC CMs. See Chapter 13.

### SUB UNIT COMMAND TRAINING

The Sub Unit Commanders Management Course is mandated for all officers selected for SUC and is delivered in Warminster. Further SUCC elements may be required dependant on cap badge. See Chapter 14.



### **ADVANCED COMMAND AND STAFF COLLEGE (ACSC)**

ACSC is attended by selected OF4 students from all 3 Services, from overseas and from the UK Civil Service, as a foundation course for CS3 employment. The 39-week course is delivered by the Defence Academy. See Chapter 15.

### **ARMY ADVANCED DEVELOPMENT PROGRAMME (AADP)**

AADP is a 24-month programme and a foundation course for CS3 employment. It is completed as an alternative to ACSC for selected OF4s. The programme is delivered at Army HQ. See Chapter 16.

### **COMMANDING OFFICERS DESIGNATE COURSE (CODC)**

The CODC is a 9-day course delivered at Robertson House, RMAS. Attendance on the CODC is mandated pre-employment training for all unit commands and any independent sub-unit command appointments where powers of Higher Authority are granted and should be completed prior to assuming appointment. See Chapter 17.

### **OVERSEAS DEFENCE COLLEGES**

Selected officers will attend Overseas Defence Colleges, as part of their CS2 Command and staff training. See Chapter 18.







# CHAPTER 12

## INTERMEDIATE COMMAND AND STAFF COURSE (LAND) (ICSC(L))

### INTRODUCTION

All DE officers and a number of LE and PQOs will be selected on the Beige List to attend ICSC(L), a 26-week residential course run by the Army Division (AD) within the Intermediate Faculty of the Defence Academy. Two courses are run annually; starting September and January. Students loaded onto the Battlespace Technology Course (BTC) will be loaded onto the January ICSC(L) course (see Chapter 14).

### COURSE END STATE

Officers with the requisite skills, knowledge, understanding and motivation to achieve operational success.

### TRAINING OBJECTIVES

ICSC(L) covers the following Training Objectives:

	HLTO Title
1	Apply Army Command and Staff Skills.
2	Evaluate command, leadership and management in the delivery of military capability.
3	Evaluate the nature and character of warfare and the strategic environment.
4	Analyse British Defence Policy.
5	Analyse the principles of how Defence and the Army operate.
6	Appreciate the application of Army and Defence doctrine.
7	Analyse how technology and equipment support Land environment operations.
8	Evaluate Land environment operations.
9	Conduct formation level operations in a joint and combined context.

### ASSESSMENT

Students will be assessed throughout the course and a report will be written on all officers. It will aim to measure students' achievement against the course TOs, highlight to MS how students have performed, identify students' potential for future employment in the various CF and those students who are considered suitable for conversion of commissions. The report will be placed on an officer's AR Book and will be used by Boards, in conjunction with OJARs, to select officers for appointments.

### ELIGIBILITY AND ATTENDANCE

It is mandatory for all DE Army officers to attend ICSC(L) after promotion to Maj and from BeL 19 attendance on ICSC(L) is an eligibility requirement for DE officers to run to PL. Selected Royal Marine officers will also attend ICSC(L). Selected LE officers and PQOs will be loaded onto ICSC(L) by APC. Attendance on JCSC(L) for LE officers and PQOs loaded onto ICSC(L) is highly desirable and accounted for in the JCSC(L) statement of trained requirement.

### PRE-COURSE PREPARATION / INPUT STANDARD

MK ICSC(L) is mandated. Details of all other pre-course learning will be provided to students when they have registered for the course on the DLE.

### EXEMPTIONS AND WAIVERS

In exceptional cases requests for deferrals are to be directed to career managers detailing the circumstances. These will be dealt with in a case by case manner. From BeL 19 ICSC(L) attendance is a prerequisite for filtering to the Pink List.

### COURSE LOADING

Officers will be loaded automatically by APC once the Beige List is published.

**JPA Competence Mil Ed | ICSC L qs | Army** is entered by DA staff on successful completion of the course. DA staff will use the JPA Appraisal system to submit the course report which career managers enter onto the officer's AR book.

### ACCREDITATION

A funded MSc with Henley Business School is available for students attending the complete ICSC(L) course. Also available is funded L7 Leadership and Management accreditation, see ACO 2019/04 for details.

### LINKS AND SIGNPOSTS

The Army Division page is at <http://www.da.mod.uk/Colleges-Business-Units/Joint-Services-Command-and-Staff-College/Army-Division>. Select ICSC(L) to go to the Course Overview.

E-mail: [ICSCPreCourseAdmin@da.mod.uk](mailto:ICSCPreCourseAdmin@da.mod.uk)









# CHAPTER 13

## BATTLESPACE TECHNOLOGY COURSE (BTC)

### INTRODUCTION

The BTC is a 30-week residential course run by the Defence Academy, each Spring. The BTC provides selected officers with the technical knowledge and skills required for demanding assignments in the Capability and Acquisition CF up to and including Lieutenant Colonel, prior to ICSC(L).

### COURSE END STATE

An officer with the additional skills of technical analysis, synthesis and evaluation, beyond those imparted by ICSC(L), to enable an immediate posting as an SO2 in a demanding technical post and to support career development in the Capability and Acquisition CF. Further to this, the BTC will produce officers with an excellent grounding in technical matters for subsequent Command and Staff Appointments at higher ranks; this will be to both the Army and the officer's mutual benefit.

### TRAINING OBJECTIVES

The BTC package covers the following TOs:

	HLTO Title
1	Apply Army staff skills to support defence capability and acquisition
2	Evaluate how Defence acquires capability
3	Evaluate Battlespace Technology to Enhance Capability
4	Evaluate Information Manoeuvre
5	Evaluate Battlespace Manoeuvre

### ELIGIBILITY AND ATTENDANCE

The BTC is a pre-eminent technical educational programme for officers who will conduct the most demanding appointments in the Capability and Acquisition CF. There are 48 places per year on the course and they are primarily aligned to IG2 appointments.

The academic entry requirement for BTC is either:

- A First or Second Class Honours Bachelor Degree (or equivalent) in a relevant science or engineering based subject (standard candidate).
- A First or Second Class Honours Bachelor Degree (or equivalent) in any other subject, along with suitable A-levels (for example Maths and/or Physics) or relevant experience (conversion candidate).
- Exceptionally, sufficient relevant experience that demonstrates high technical aptitude, without a First or Second Class Honours Bachelor Degree (experience candidate).

Officers should be aware that in order to gain a full understanding of the BTC syllabus, a basic level of mathematical competence up to GCSE Further Maths level and an understanding of some basic GCSE level physics topics will be required. Successful applicants to BTC who are not at this level will be required to complete some study before joining the course. Guidance on the pre-course study will be given on the Defence Learning Environment (DLE). Additional support will also be provided during the Introductory Module.

It should be noted that any student currently studying for another Higher Education qualification will be required to suspend those studies during the BTC.

### COURSE LOADING

Applicants will be boarded, by APC, in Jan with results promulgated in Feb each year for the following BTC that year.

**JPA Competencies.** The respective competence is entered by DA staff on successful completion of the course:

**Capability and Requirement | BTC Battlespace Manoeuvre (BTC BM) | Joint**

**Capability and Requirement | BTC Information Manoeuvre (BTC IM) | Joint**

**Capability and Requirement | BTC Simulation/Battlespace Manoeuvre (BTC SIM/BM) | Joint**

**Capability and Requirement | BTC Simulation/Information Manoeuvre (BTC SIM/IM) | Joint**

### ACCREDITATION

PG Dip and MSc are accredited by Cranfield University.

### LINKS AND SIGNPOSTS

The BTC website is at <http://www.da.mod.uk/Courses/Course-Details/Course/17>.

Telephone POC:

(Mil) 96161 5562 | (Civ) 01793 785562







# CHAPTER 14

## SUB UNIT COMMAND TRAINING

Regular officers, both DE and LE, selected for Sub-Unit Command must complete SUC Training. The generic pan-Army Sub-Unit Command training is the Sub Unit Commanders' Management Course (SUCMC). Depending on Cap-badge is may be necessary to complete the SUC Special to arm (SUCC StA) and SUC Combined Arms (SUCC CA). Those selected are to engage with their APC Career Manager to confirm StA requirements.

### SUB UNIT COMMANDERS' MANAGEMENT COURSE

#### INTRODUCTION

SUCMC is pre-employment training (PET) for all Majors appointed to SUC. The aim of the SUCMC is to provide the generic functional knowledge and professional understanding required for all Majors selected for OC appointments. The course also provides a signposting function for future Subject Matter Expert assistance and support.

#### ELIGIBILITY AND ATTENDANCE

From Apr 20 the SUCMC is mandatory pre-employment training for all regular SUC appointments.

#### COURSE LOADING

SUCMC runs 5 times a year with 60 places on each course. Individuals are to enroll themselves on the SUCMC by submitting an application form (link) to the ARMCCN Course Loading Cell: [ARMCCN-TDSG-TRGOPS-0Mailbox@mod.gov.uk](mailto:ARMCCN-TDSG-TRGOPS-0Mailbox@mod.gov.uk).

**JPA Competence. Mil Ed | OCDA | Army.** On return to Unit, Officers are to get their competence uploaded to JPA.

#### LINKS AND SIGNPOSTS

Email: [ARMCCN-TDSG-TRGOPS-0Mailbox@mod.gov.uk](mailto:ARMCCN-TDSG-TRGOPS-0Mailbox@mod.gov.uk)

### SUB-UNIT COMMANDERS COURSE StA AND CA

#### INTRODUCTION

SUCC is to provide officers with the appropriate knowledge and understanding of combined arms' tactics in order to prepare them for command of their sub-units in the contemporary operating environment. Those officers selected for appointments as HCav/RAC Sqn Ldrs and Inf/RM Coy Comds are mandated to attend the full course. Other Majs and Cpts from Cbt Sp and CSS cap badges are also eligible and are encouraged to attend.

#### COURSE LOADING

SUCC StA and CA runs twice a year with 60 spaces on each course. SUCC is loaded by HQ Armour Centre. All Applicants are to apply by submitting an application form (link) to the ARMCCN Course Loading Cell: [ARMCCN-TDSG-TRGOPS-0Mailbox@mod.gov.uk](mailto:ARMCCN-TDSG-TRGOPS-0Mailbox@mod.gov.uk).

#### LINKS AND SIGNPOSTS.

Course dates can be found on the RATD [CATAC TeamSite](#)

#### OTHER SUC TRAINING

In addition to SUCMC and SUCC in some cases there is a requirement to attend cap-badge specific SUC training courses. Those selected are to engage with their APC Career Manager to confirm StA requirements.





# CHAPTER 15

## ADVANCED COMMAND AND STAFF COURSE (ACSC)

### INTRODUCTION

ACSC, a 39-week course, is attended by students from all 3 Services, from overseas and from the UK Civil Service. The Course is intended for officers in the rank of Lieutenant Colonel with the potential to command a field-deployable unit and to progress to at least Colonel rank. Courses run annually, held at JSCSC, Defence Academy, starting each September. The course is based on a common core to provide broad, generalist command and staff education before students are streamed (by their respective Services) into modules to gain greater expertise in related career fields..

### COURSE END STATE

The aim of the ACSC is to cultivate selected officers for high-grade assignments, including command, by focusing their effective intellect, developing associated analytical, decision-making and communication skills, and by broadening their professional knowledge and perspective through:

- a deeper appreciation of single Service, joint, combined and multi-agency operations.
- a better understanding of the higher management of Defence.
- a comprehensive grasp of strategy, Security and Defence in political, international and financial contexts.

### TRAINING OBJECTIVES

ACSC covers the following TOs:

	TO Title
1a	Security & Strategy - Understand and analyse the factors which shape the international system and how these affect the UK security context.
1b	Mgmt of Defence - Analyse and evaluate the strategic contexts most relevant to the security and defence of the UK, the formulation of strategy and its application to regions of interest.
2a	Operations - Understand and analyse the use of military capability for engagement and across the full spectrum of conflict in single Service, Joint, combined and multi-agency environments; and its practical application at the operational level.
2b	Ops and DE - Analyse and evaluate the use of military capability for engagement and across the full spectrum of conflict in single Service, Joint, combined and multi-agency environments; and its comprehensive application at the operational level.
3a	Capability and Technology - Understand and analyse the principles that govern the Higher Management of Defence in balancing policy, capability and resource; and their application at that level.
3b	Cap & Acq - Analyse and evaluate the factors within the Higher Management of Defence pertinent to the creation of choices in balancing policy, capability and resource; and their application at that level.
4	Evaluate and reflect on the characteristics of Command, Leadership and Management in all relevant contexts and environments.

### ELIGIBILITY AND ATTENDANCE

Selection of all Army students to attend ACSC will be made during the annual Maj-Lt Col promotion board process.

The Army's optimum ACSC cohort are those who place highest on the order of merit list generated by the annual Maj-Lt Col promotion board grading process. This includes officers with the greatest potential for Command and promotion to OF5. Officers selected to attend ACSC will be those placing highest within the promotion to Lt Col order of merit once an appropriate capbadge demand has been applied. Officers selected for Reserve List promotion to Lt Col may be considered for a deferred place on the first ACSC course following that initial Grade 1 appointment subject to course vacancies and an appropriate placing within the promotion order of merit list (as determined by the No4 Bd). Officers will routinely attend ACSC in the year that they are selected for promotion, however deferred attendance can be considered by the No4 Bd.

There is a return of service of 30 months post completion of ACSC, as outlined in JSP 750.

**JPA Competences.** The following competencies are entered by DA staff on successful completion of the course:

**Mil Symbol | psc (j) | Joint  
Mil Ed | ACSC | Joint.**

### ACCREDITATION

Funded L7 Leadership and Management accreditation is available for ACSC, see [ACO 2019/04](#) for details. King's College London (KCL) accreditation options are also available.

### LINKS AND SIGNPOSTS

The ACSC website is available at <https://www.da.mod.uk/course/ACSC>







# CHAPTER 16

## ARMY ADVANCED DEVELOPMENT PROGRAMME (AADP)

### INTRODUCTION

AADP is a 24 month, single-Service programme, attended in lieu of ACSC, aimed at developing a cohort of experienced and skilled officers capable of driving strategic change projects in Army HQ. The programme is intended for officers in the rank of Lieutenant Colonel with the potential to command a field-deployable unit and to progress to at least Colonel rank. The programme has been constructed around the principles of: individual development; individual attractiveness; and developing capacity for the organisation.

### PROGRAMME END STATE

To create a senior cohort in the Army which will acquire high grade business orientated skills and generate transformational capacity within Army HQ.

### PROGRAMME OUTLINE

The programme is run on the nationally recognised 70:20:10 ratio of workplace learning, continued skills training and mentoring; with mandated working hours and specified periods for personal study, reflection and development. Students on the course will have access to a senior military mentor and will complete a part-time Executive MBA with a nationally recognised provider.

### TRAINING OBJECTIVES

AADP covers the following HLTOs:

	HLTO Title
1	Demonstrate and apply business acumen in a consultancy role
2	Lead, develop & manage others.
3	Manage own capacity & development
4	Collaborate across boundaries

### ASSESSMENT

Assessment will be formative, with officers reported on in the normal OJAR cycle.

### ELIGIBILITY AND ATTENDANCE

Selection of all Army students to attend AADP will be made during the annual Maj-Lt Col promotion board process.

The Army's optimum AADP cohort are those who place highest on the order of merit list generated by the annual Maj-Lt Col promotion board grading process. This includes officers with the greatest potential for Command and promotion to OF5. Officers selected to attend AADP who have expressed a preference to attend AADP and who have placed highest within the promotion to Lt Col order of merit once an appropriate capbadge demand has been applied. Officers will routinely attend AADP in the year that they are selected for promotion, however deferred attendance can be considered by the No4 Bd.

### COURSE LOADING

Students for this programme are selected by the No 4 board.

**JPA Competence Mil Ed | AADP | Army.** This code is entered by AADP staff on successful completion of the programme.

### ACCREDITATION

The programme is accredited with a funded Executive MBA, Level 7, CMI Diploma in Professional consulting and students will achieve CMI Chartered Manager status, on completion of the course.

### LINKS AND SIGNPOSTS

Email POC: [ArmyIDev-BusAc-SO1@mod.gov.uk](mailto:ArmyIDev-BusAc-SO1@mod.gov.uk)

Telephone POC: (Civ) 03067708053



# CHAPTER 17

## COMMANDING OFFICERS DESIGNATE COURSE (CODC)

### INTRODUCTION

CODC is a 9-day residential course for all designate Commanding Officers. The Army's most senior commanders, policy makers and subject matter experts are invited to address the course, covering the following core themes:

- Leadership experiences at unit level.
- Management of the unit and its personnel supported by practical advice, guidance and signposting.
- Command relationships across capabilities and organisations.

### COURSE END STATE

An officer with the requisite professional knowledge and understanding to support Unit Command.

### TRAINING OBJECTIVES

CODC covers the following HLTOs:

	HLTO Title
1	Command Unit specific to CD Operations.
2	Personify the Army Leadership Code (ALC).
3	Develop intellectual agility.
4	Develop subordinates.
5	Develop Unit.
6	Lead discipline in unit.
7	Manage unit well-being issues
8	Manage career development in unit.

9	Oversee the management of unit finances
10	Oversee the management of unit equipment holdings and infrastructure.
11	Oversee the management of information in unit.
12	Oversee the management of unit security.
13	Manage individual/collective training in unit.
14	Oversee the management of additional unit tasks.

### ELIGIBILITY AND ATTENDANCE

Attendance on the CODC is mandated pre-employment training for all unit command and any independent sub-unit command appointments where powers of higher authority are granted. Three courses of 9 days are run at Robertson House, RMAS, in February, June and September.

### EXEMPTIONS AND WAIVERS

Officers who are unable to attend prior to taking Command, must submit a deferral request via their Bde Comd to Comd LIDG stating their reason for late attendance.

### COURSE LOADING

Self-enrolment via [ARITC-LIDG-GSC-Mailbox@mod.gov.uk](mailto:ARITC-LIDG-GSC-Mailbox@mod.gov.uk).

### PRE-COURSE PREPARATION

All students are to have completed the 'Army Duty Holding e-learning course' on the DLE prior to attending the course.

**JPA Competence Mil Ed | CODC | Joint.** This code is entered by LIDG staff on successful completion of the course.

Telephone POC:  
(Mil) 94261 2642 | (Civ) 01276 41 2642





# CHAPTER 18

## OVERSEAS DEFENCE COLLEGES (ODC)

### INTRODUCTION

The Army has places at a number of Overseas Defence Colleges (ODCs) or National Defence Colleges (NDCs) which span CS2. Opportunities are advertised on routine Job Lists and officers are selected by the No 5 Appointment Boards. Enquiries concerning course availability and selection criteria should be made in the first instance to: [ArmyACGS-IntlEng-Mailbox@mod.gov.uk](mailto:ArmyACGS-IntlEng-Mailbox@mod.gov.uk) (MULTIUSER). International students also attend UK courses, as outlined in the International Defence Training (Army) [ITDA catalogue](#).

### ODCs ALIGNED WITH ICSC(L).

A trial is being conducted (2017-2020) with Majors selected to attend ODCs in Pakistan, India, Italy and Spain in lieu of ICSC(L). Following a review of this trial a formal decision will be made as to whether this change to selection criteria will become policy.

### AOSCs ALIGNED WITH BOTH THE INTERMEDIATE COMMAND & STAFF COURSE (LAND) (ICSC(L)) AND THE ADVANCED COMMAND & STAFF COURSE (ACSC).

Selected officers will attend the AOSC courses detailed below in lieu of both ICSC(L) and ACSC, at the two-year Command and General Staff College at the US Army Combined Arms Centre (CAC) in Fort Leavenworth, Kansas or the two-year Führungsakademie der Bundeswehr (German Command and Staff College) in Hamburg.

### ODCs ALIGNED WITH ACSC.

Selected officers will attend the AOSC courses detailed below in lieu of ACSC.

- [Joint Command and Staff Programme \(JCSP\) at the Canadian Forces College \(CFC\);](#)
- [Australian Command and Staff Course \(Joint\) at the Australian Defence College;](#)
- [College Inter Armess de Defense \(CID\) in Paris;](#)
- [Joint Advanced Warfighting School at the US Joint Forces Staff College \(JFSC\) in Norfolk, Virginia;](#)
- [Mubarak Al-Abdullah Joint Command and Staff College in Kuwait City.](#)

Officers eligible for promotion to Lt Col must apply through their CM in advance of the Pink List (PL) main board, held in Jan annually. Officers will be considered for attendance following selection for promotion to Lt Col. Selections will be made by the No.4 Board in conjunction with routine ACSC and Army Advance Development Programme (AADP) selections.

### LINKS AND SIGNPOSTS

General information on ODCs is included in [2011DIN07-063](#) and specific information on the qualifications awarded by each college is [2011DIN07-011](#).



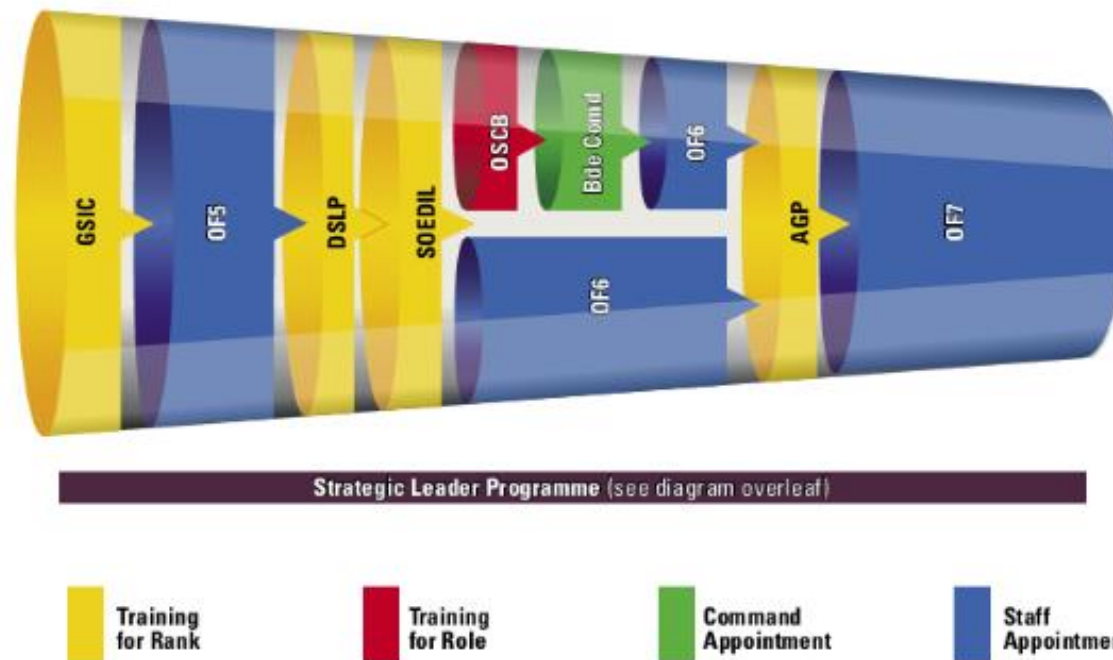
# CHAPTER 19

## CAREER STAGE 3 (CS3) OVERVIEW

### GENERAL

CS3 commences on promotion to Colonel and the education and training will focus on command and specialist employment fields, with the latter being mainly Defence orientated.

## CAREER STAGE 3



### GENERAL STAFF INDUCTION COURSE (GSIC)

The GSIC is attended on promotion to Colonel and is designed to update senior officers on the current issues and policies across the Army. The GSIC is mandatory for all officers within one year of selection for promotion to Colonel. Two courses of 5 days are run in May and December annually. See Chapter 20.

### ONE STAR BRIGADE COMMANDERS' BRIEFING (OSCB)

Attendance on the OSCB is mandated pre-employment training for all Type 1, 2 and 3 Commands and any 1\* command appointments where powers of Higher Authority are enacted. See Chapter 19.

### ARMY GENERALSHIP PROGRAMME (AGP)

The AGP is attended on promotion to Major General and is designed to update senior officers on the current issues and policies across the Army. See Chapter 19.

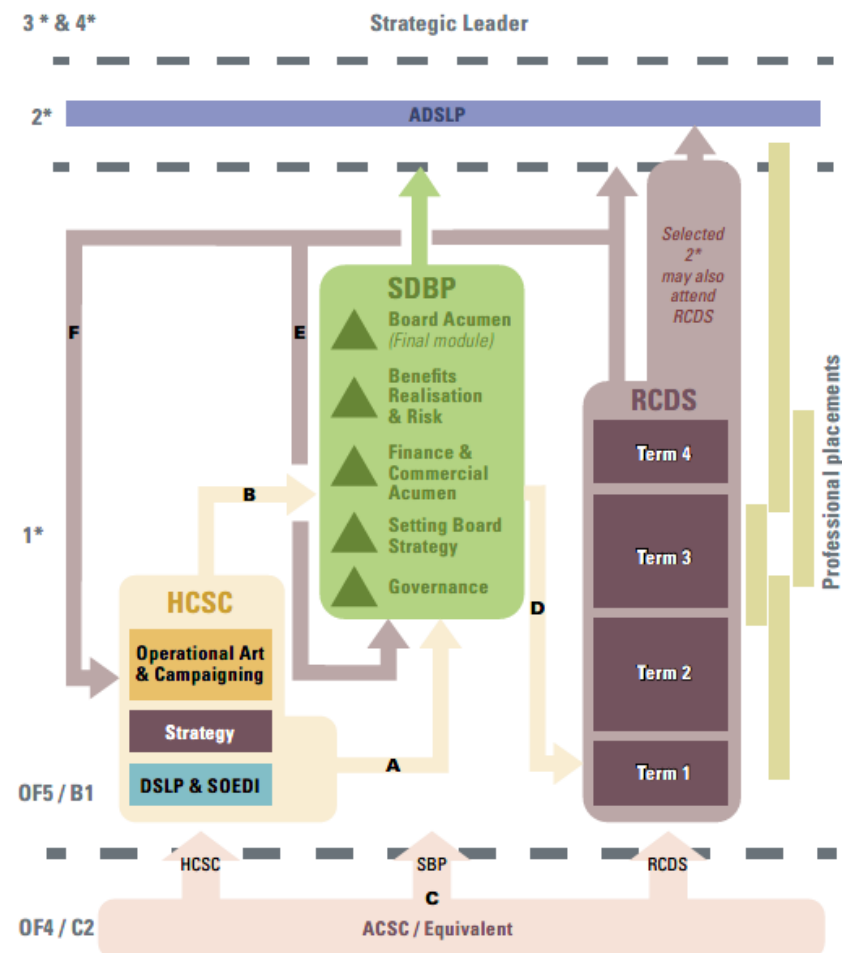
## STRATEGIC LEADER PROGRAMME

### INTRODUCTION

The SLP is the recognised pathway to regular 2\*-4\* appointments. It provides a modularised programme of education for the highest performing officers from within the Whole Force.

### SELECTION FOR SLP

The No 2 Board grades all Regular Lieutenant Colonels, Colonels and Brigadiers who meet the filter criteria in May each year and then assess priorities and decides who should attend the SLP. The No 2 Board will then determine the best pathway for the individual through the SLP (HCSC, RCDS, SBP or a combination).



### **HIGHER COMMAND AND STAFF COURSE (HCSC)**

HCSC is a 16-week Joint Service course for 1\* and OF5 officers taking place from January to April annually, at the Defence Academy. It covers operational art in a Joint and multi-national context, as well as the nature of higher command. There are normally 11 places for the Army at HCSC annually, for Officers selected by the No 2 board. See Chapter 21.

### **DEFENCE SENIOR LEADERS PROGRAMME (DSLPL)**

Attendance on the 7 day DSLP programme is mandated for all Army officers promoting to 1\*, and also forms part of the HCSC Leadership Module. DSLP educates delegates in a range of topics to better prepare them for strategic positions. The Programme comprises 3 short residential modules supported by an elective e-learning package on the DLE.

### **ROYAL COLLEGE OF DEFENCE STUDIES (RCDS)**

RCDS is a 10-month Joint Service course for 1\* and OF5 officers taking place from September to July annually, at Seaford House, London. RCDS covers grand strategic defence and international security issues. The Army normally has an allocation of 9 places at RCDS and one place at an overseas National Defence College (NDC) in India, Pakistan and Australia, for Officers selected by the No 1 and 2 boards. See Chapter 22.

### **STRATEGIC BUSINESS PROGRAMME (SBP)**

SBP, previously known as SDBP comprises of five modules, each of 2-3 days duration for Brigadiers and Colonels, delivered by the Defence Academy. There are 22 places annually on the SBP, noting that all HCSC graduates will automatically gain an SBP place. Selections to the SBP are made by the No 2 Board. This course is loaded by APC CMs. See Chapter 23.

### **ADVANCED DEFENCE SENIOR LEADERS PROGRAMME (ADSLP)**

The ADSLP is a short intervention for selected 2\*'s to prepare them for the highest levels of leadership within Defence.



# CHAPTER 20

## GENERAL STAFF CENTRE (GSC) COURSES

### OVERVIEW

The General Staff Centre (GSC) runs 3 CS3 courses delivered primarily in Robertson House at RMAS. The GSC delivers the core induction into, and intellectual enhancement of, the General Staff cohort in a central location that enhances the General Staff's esprit de corps and is delivered in a manner that demonstrates investment in the senior Army leadership.

Colonels are mandated to attend GSIC, Brigade Commanders are mandated to attend the OSCB and Major Generals are invited by Comd HC to attend the AGP.

### LINKS AND SIGNPOSTS

Further supporting detail can be found in the APC career management [General Staff Aide Memoire](#) which is available on the MS Web.

Email: [ARITC-LIDG-GSC-Mailbox@mod.gov.uk](mailto:ARITC-LIDG-GSC-Mailbox@mod.gov.uk)

Telephone POC:  
(Mil) 94261 2642 | (Civ) 01276 41 2642

Sharepoint: [General Staff Centre](#)

### GENERAL STAFF INDUCTION COURSE (GSIC)

#### INTRODUCTION

The GSIC provides newly appointed Colonels (OF5s) with their core induction into the General Staff. The 5 day course covers the General Staff, the higher management of the Army and the Army in the Defence context. The course seeks to invest in the individual, both personally and professionally, focusing on senior leadership and business skills, self-awareness, General Staff careers, health and wellbeing, as well as developing coaching and networking skills.

#### COURSE OUTLINE

To induct officers into the General Staff and mark their graduation from Regimental service to service on the General Staff.

#### ELIGIBILITY AND ATTENDANCE

The GSIC is mandatory for all officers within one year of selection for promotion to Colonel. Two courses of 5 days are run at Robertson House, RMAS, in May and November annually.

#### EXEMPTIONS AND WAIVERS

Waivers for attendance beyond one year of selection are to be sought via the CoC to Comd LIDG detailing the reasons for this circumstance.

**JPA Competence Mil Ed | General Staff (Induction) | Army.** This code is entered by LIDG staff on successful completion of the programme.

#### COURSE LOADING

Self-enrolment via [ARITC-LIDG-GSC-Mailbox](#).

## ONE STAR COMMANDERS' BRIEFING (OSCB)

### INTRODUCTION

The OSCB provides updates for future Brigade Commanders in preparation for command and includes the Higher Authority Legal and Discipline Brief, 1\* MS responsibilities, 1\* risk and assurance responsibilities as well as focusing on the higher management of the Army, the Army in the Defence construct and decision-making from the political level downwards.

### COURSE OUTLINE

To train and prepare future Brigade Commanders for associated legal and risk responsibilities and provide an update on current higher-level issues prior to command.

### ELIGIBILITY AND ATTENDANCE

Attendance on the OSCB is mandated pre-employment training for all Type 1, 2 and 3 Commands and any 1\* command appointments where powers of Higher Authority are enacted. Individuals are to self-enrol on this course. Two courses of 1.5 days are run at Robertson House, RMAS, in Apr and November annually.

### EXEMPTIONS AND WAIVERS

Late attendance waivers are to be sought via the CoC to Comd LIDG detailing the reasons for this circumstance.

**JPA Competence Mil Ed | OSCB | Joint.** This code is entered by LIDG staff on successful completion of the programme.

### COURSE LOADING

Self-enrolment via [ARITC-LIDG-GSC-Mailbox](mailto:ARITC-LIDG-GSC-Mailbox).

<sup>8</sup> It is acknowledged that the MS cycle and course frequency (one per annum) may preclude this.

## ARMY GENERALSHIP PROGRAMME (AGP)

### INTRODUCTION

The AGP will focus on those skills required of a General Officer; strategic leadership and thinking, analysis and decision-making, awareness of military-political relationships, a wider understanding of contemporary society, handling change, the economy and financial management and communicating within and beyond the Army. This course will fit into the wider Defence education system and complement generic Defence training available to select audiences.

### COURSE OUTLINE

The AGP will contribute to the education of future General Officers to lead and manage the Army as an institution in the modern world.

### ELIGIBILITY AND ATTENDANCE

All newly promoted Major Generals are to attend, prior to their appointment<sup>8</sup>, or as soon as possible once in role. The course is run over 3 weeks, at Robertson House, RMAS, once a year in January/February.

### EXEMPTIONS AND WAIVERS

Late attendance waivers are to be sought via DCGS.

### COURSE LOADING

Participants will be enrolled on the course via the No 1 Board and will receive an invitation to attend from Comd HC.







## CHAPTER 21

# HIGHER COMMAND AND STAFF COURSE (HCSC)

HCSC prepares selected officers from the 3 Services and officials from the MOD and other government departments for higher command and staff appointments. It covers strategy and operational art in a combined, Joint, inter-agency, inter-governmental and multi-national context, as well as the nature of higher command. HCSC is Joint Service course for 1\* and OF5 officers taking place from January to April annually.

The course covers the necessary education of officers to command and lead at the operational level in the context of fusion doctrine and the full spectrum approach.

	TO Title
1	Evaluate the Defence contribution to national strategy
2	Demonstrate effective military decision-making in crisis management and operational design
3	Judge the utility of force at the operational level in the joint, inter-agency and multi-national contexts
4	Revitalise professional interest
5	Evaluate the enduring nature and character of high command and leadership
6	Demonstrate and refine the required standards of personal and collegiate behavior within a network of like-minded security professionals.

The curriculum evolves annually, ensuring that it remains at the cutting edge of security education. A maximum of 39 HCSC members attend at OF6, OF5 or equivalent rank. Although numbers vary, typically there are up to 9 overseas officers and 6 senior civil servants from the MoD, DFID, FCO and other Government Departments or Agencies. These HCSC members make a valuable contribution to the Course by bringing their own culture and experiences to bear. Indeed, the unwritten product of the HCSC is a trusted peer group likely to assume leading roles in future

crises. HCSC members represent the top tier of their profession and are likely to reach the highest rank in their Service or parent organisation. For example, all of the heads of the UK Armed Forces are graduates of the HCSC. HCSC members can expect the very best international and national speakers and a very healthy amount of critical debate.

The Course will give students valuable time to reflect and to revitalise their professional curiosity. It will enhance their ability to master complex strategic, operational, joint and multinational challenges in their future career.

HCSC is kept relatively short and run at a high tempo for a small, select group. It provides a collegiate atmosphere that encourages the sharing of views. HCSC members will arrive with different abilities and experiences and should be ready to share these with their peers. Where necessary, the Course will break down into 3 syndicates of 13, each led jointly by a member of the military directing staff and an academic tutor.

The HCSC is, by nature, a forward-focussed Course; it takes risks in deciding how best to prepare rising stars for tomorrows' challenges. The Course is about education rather than training: 'how to think' rather than 'what to think'. It seeks to inculcate intellectual agility and adaptability in our future leaders. It explores complex subjects in a dynamic and challenging manner, requiring students' critical engagement.

Notwithstanding the high-grade facilitation that takes place during the formal programme, much benefit is gained in the margins of the curriculum during social interaction and team-building. This helps create a close-knit alumnus ready to take leading roles in the international and national security communities.

Those completing HCSC receive an automatic place on the SBP.

## ELIGIBILITY AND ATTENDANCE

The following eligibility criteria applies to HCSC:

- Officers must be between EED-14 and EED-9 in the year the course commences,
- Have a minimum of 2 ARs in a Command earning appointment at the start of the course and have:
  - A recommendation for HCSC in their second AR in a Lt Col Command appointment.
  - Have been graded 1 Rank-Up High/ 2 Ranks-Up High by their 3RO in that report (cleared by CFA).
  - Have an unqualified recommendation for 1\* Type 1 or Type 2 Command Appointment in that report.
- Additionally, an officer's most recent report at Grade 1 or General Staff must be graded at least 1 Rank-Up Yes for all ranks.

**JPA Competences.** The following competences are entered by DA staff on successful completion of the programme.

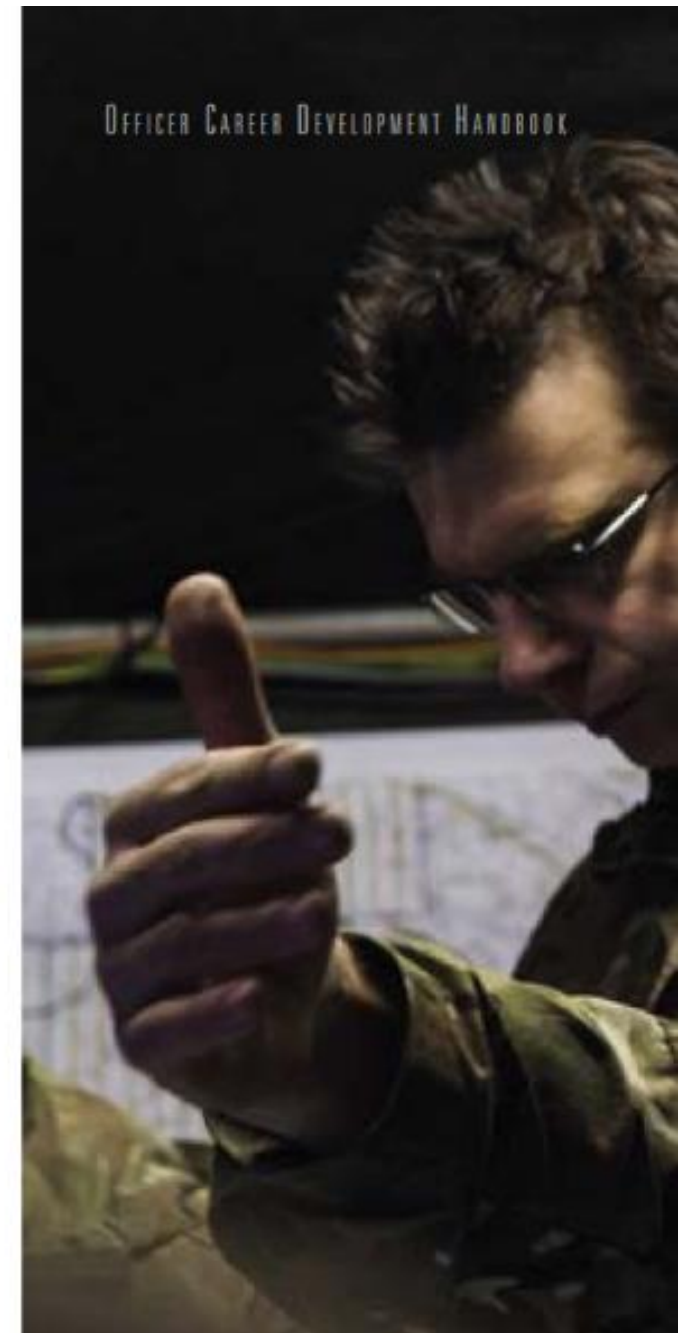
**Mil Symbol\hcsc(j) | Joint Leadership | Officers (General) Defence Strategic Leadership Programme (DSLPL) | Joint**  
**CMSiSenior Officers Equality and Diversity Course | Joint**  
**Joint Operations | Operational Planning Staff Expert | Joint**

## ACCREDITATION

Funded L8 Leadership and Management accreditation is available, see ACO 2019/04 for details.

## LINKS AND SIGNPOSTS

Further supporting detail can be found at [www.da.mod.uk](http://www.da.mod.uk).







# CHAPTER 22

## THE ROYAL COLLEGE OF DEFENCE STUDIES (RCDS)

### INTRODUCTION

RCDS is the senior college of the Defence Academy and exists to provide the capstone to the strategic education of those officers of the Armed Forces, and equivalent civil servants, who have the potential to reach the highest ranks and who must therefore understand and be comfortable working at the strategic level in a cross-government and international environment. This is delivered by providing a globally respected course in international strategic studies at post-graduate level across an academic year.

### COURSE END STATE

The RCDS mission is to prepare selected senior military officers and government officials as well as appropriate individuals from the private sector, from the United Kingdom and elsewhere for senior leadership and management roles. We do this by developing strategic understanding and the capacity for strategic thinking through rigorous analysis of the international security agenda; the levers that provide for security, stability and prosperity and the key tenets of leadership at the national strategic level.

### TRAINING OBJECTIVES

1	Describe and evaluate the 21st century strategic context.
2	Identify the instruments of power, explain their limitations and apply them to the analysis of a strategic issue.
3	Explain and apply the tenets of strategy, including the business approach.
4	Analyse strategic issues and formulate strategy.
5	Recognise and contrast the effect and impact of different national/cultural perspectives on international issues and strategy.
6	Recognise and assess the demands of leadership at the highest level.
6	Personally, develop an international network of trusted interlocutors.

### COURSE OUTLINE

The aim of the RCDS course is to provide graduates who understand the international strategic context, are skilled in analysis and able to work intuitively across national, cultural and ideological boundaries to lead or contribute to developing strategy at the highest level.

The RCDS course is a post-graduate-level course in international strategic studies, focusing on, political, diplomatic, security, social and economic related issues at the grand strategic level; the level at which governments take decisions on these issues both nationally and within the international community. To prepare its Members, selected from over 50 countries for their potential for future senior responsibility, the course concentrates on developing and practicing the ability to think and work at the strategic level. Issues are analysed for their implications in terms of strategy and leadership. The focus of study on the main course is practical rather than theoretical, with frequent reference to implications for global and regional stability, security, prosperity. The RCDS course runs annually over an academic year from September to July and is divided into 4 terms:

- Term 1: Current and Future Strategic Context.
- Term 2: Strategy and Strategy Making.
- Term 3: Regional Understanding and Strategic Issues.
- Term 4: Culmination.

Education is delivered via a variety of mediums, including lectures, seminars, case studies, assessed written work, exercises, study tours, tutorials, self-reflection and informal interaction between Members in and out of the College.

During their academic year at RCDS, up to 24 course Members may, on passing a competitive entrance exam, study for an MA in International Security and Strategic Studies with King's College, London under a jointly sponsored programme.

### ELIGIBILITY AND ATTENDANCE

The No 2 Board grades eligible Colonels in May annually (when grading for promotion to Brigadier) with selections made in June for attendance in September. The filter criteria for grading are as follows:

- Regular Brigadiers and Colonels must be in EED-6 in the year of attendance.
- Officers must have a minimum of 1 AR as a substantive Colonel.
- For Brigadiers to receive a RCDS recommendation, they must have a 2RO recommendation for promotion of Yes or higher 1 Rank-Up and Colonels must have a 2RO recommendation for promotion of Yes or higher 2 Ranks-Up.

### COURSE LOADING

APC

### JPA Competence Mil Ed | RCDS | Army.

This code is entered by DA staff on successful completion of the course.

### ACCREDITATION

Those who attend the RCDS Course become Members of the college for life, retaining access to Seaford House in Belgravia and its facilities, including the library. They may attend lectures and other events, subject only to an overall limit on numbers.

### LINKS AND SIGNPOSTS

[www.da.mod.uk](http://www.da.mod.uk)









# CHAPTER 23

## THE STRATEGIC BUSINESS PROGRAMME (SBP)

### INTRODUCTION

The modular SBP is delivered and accredited by the Institute of Directors (IoD) in partnership with the Defence Academy Business Skills College (BSC). It provides education in business management, specifically for those who will operate at Board level within Defence. It provides a blend of commercial experience and best practice and is contextualised for Defence and public sector.

The SBP comprises of 5 modules each of 2-3 days duration:

	Modules
1	Governance for Board Directors
2	Setting Board Level Strategy
3	Strategic Finance and Commercial Skills for Directors
4	Strategic Benefits Realisation and Risk Management
5	Board Acumen (must be the last module taken)

### ELIGIBILITY AND ATTENDANCE

Attendance is by selection at APC for the Strategic Leadership Programme. Course Members are normally at Colonel to Brigadier rank or their equivalent, who have demonstrated their potential for high responsibilities in their parent organisation or Service.

Those officers selected to attend the HCSC at JSCSC will automatically be loaded onto the SBP by the Def Ac and encouraged to complete the modules either side of the course. The APC, via the No 2 Board, will select up to an additional 11 officers a year to attend the SBP as Pre Employment Training for the appointments the Board deems require the specialist knowledge. The appointments are primarily within the C&A,

MD and Ops Sp career fields. These officers will be eligible to attend from the date of notification, having been loaded onto the course by the APC.

### COURSE LOADING

APC

**JPA Competence Mil Ed | SBP | Joint.** This code is entered by DA staff on successful completion of the course.

### ACCREDITATION

TBC

### LINKS AND SIGNPOSTS

[www.da.mod.uk](http://www.da.mod.uk).



# CHAPTER 24

## ARMY RESERVE OFFICERS

The Army Reserve's officers are its leadership element responsible for maximising the talent of the soldiers they command and bringing that capability to bear. The British Army recognises that its Army Reserve Officers undertake this public duty over and above their civilian career, full-time education or wider responsibilities and as such a Reservist's time is at a premium.

### AIM

The aim of this chapter is to set out the key individual training courses an Army Reserve Officer needs to complete in order to operate effectively. Officers benefit from a combination of individual training and Special to Arm (StA) training. In addition to the prescribed training, officers are encouraged to hold an inherent desire to develop themselves professionally and personally.

The following topics are covered in this chapter:

- Statute, Policy & Guidance
- Army Reserve Officer Recruiting and Selection
- Career Progression

### RELATED STATUTE, POLICIES AND USEFUL LINKS

This chapter is a guide to be read in conjunction with statute, policy and DINs. See Chapters 1 and 2 for generic training and education and career management policies. Outlined below are Reserve specific :

- [The Reserve Land Forces Regulations 2016 \(Amdt 3 - 2019\)](#)
- Army Commissioning Regulations 2019

- Head of Capbadge Special to Arm Career Policy
- [2019DIN01-019 Army Reserve – Gp A Specialist Reserve Officers and Other Ranks: Entry Process and Career Management](#)
- [2019DIN01-025 Army Reserve – Gp D Specialist Reserve Officers and Other Ranks: Entry Process and Career Management](#)

### ARMY RESERVE OFFICER RECRUITING AND SELECTION

Potential Army Officers apply online and attend a common Phase1(A) at a shared Soldier Assessment Centre. Their application for officer continues simultaneously. With the exception of members of UOTCs (already studying at university), who are granted the Officer Cadet title, an individual remains a Potential Officer (PO) until passing the Army Officer Selection Board (AOSB) at Westbury and commencing officer training. This is the point they are entitled to use the term Officer Cadet (OCdt). Officer training is conducted at an University Officer Training Corps (UOTC), Officer Training Regiment (OTR) or The Royal Military Academy Sandhurst (RMAS).

The methods of officer entry into the Army Reserve are:

### **GROUP A COMMISSION :**

- The Direct Entry system.
- The University cadetship system UOTC (entering a UOTC Gp A PID).
- Senior Soldier Entry (SSE) system after previous experience in the ranks.
  - Available for candidates in the Army Reserve from substantive Sgt with 3 x substantive Sgt reports through to WO1.
  - Regular soldiers who have been through the LE CAB route who successfully join the Army Reserve.
- Group A Specialist Reserve Officers (SROs). These individuals do not need to complete the full commissioning course and could not command without going through a transfer board.

### **PROFESSIONALLY QUALIFIED OFFICERS (PQO) COMMISSION :**

Those seeking to commission as Professionally Qualified Officers including medical doctors and nurses, veterinary surgeons, dentists and chaplains.

### **GROUP B AND D COMMISSION :**

- Those seeking to commission as Specialists
- The University cadetship system UOTC (remaining in a UOTC PID).

The University cadetship system is for university students who are enrolled and studying at a university affiliated with a University Officer Training Corps. These students become members of the UOTC during their time at university. Any other PO candidate permitted to attend UOTC training does so on Army Reserve TACOS and in an Army Reserve PID.

### **SENIOR SOLDIER ENTRY (SSE)**

Soldiers from the ranks are encouraged to seek formal endorsement via their Unit to support their application for Commission. Those at the rank of Cpl and below aiming to commission would enter the standard DE selection and commissioning route. Whilst not restricted from entering the standard DE selection and commissioning route, those at the rank of substantive Sgt – WO1 may also consider one of the alternative SSE routes open to them. The first route is through AOSB, Westbury, which offers the candidate the most flexible option or the SSE Devolved route which is run alongside the Late Entry Commissioning Assessment Board (LE CAB).

### **AOSB**

The AOSB Boards relevant to the Army Reserve are as follows:

- AOSB Main Board – DE and SSE candidates 4 day Board.
- Professionally Qualified Officer (PQO) Boards.
- Chaplains (RACHD) Board.
- Army Medical Services (AMS) Board.
- Specialist Selection Board (SSB).

## DIVERSITY OF KNOWLEDGE, SKILLS & EXPERIENCE IN THE ARMY RESERVE

**THE ARMY RESERVE DELIVERS AN INDISPENSABLE CONNECTION TO CIVIL SOCIETY AND A MEANS TO OPEN UP SOURCES OF TALENT WITHIN COMMUNITIES WHICH THE ARMY WOULD OTHERWISE STRUGGLE TO ACCESS.**

**THE ARMY RESERVE : A COMMANDER'S GUIDE**

The Army recognises Reservists are likely to hold differing and diverse knowledge, skills and experience (KSE) acquired externally and that distinguishes them from the Regular Army. More than one major project is underway to better capture those KSE and improve the way that those KSE can be utilised for the benefit of the Army and including the ability to invite the Reservist to relevant opportunities.

Reservists' attention is drawn to the existing policy that actively seeks to capture each individual's valuable KSE and how this can be recorded in Unit on JPA by supplying appropriate certificates.

## PROFESSIONAL DEVELOPMENT & PREPARING FOR STAFF ROLE

Whilst there is no formal training intervention between JOTAC and ICSC(LR) at this time, the Army recognises the individual may acquire additional thinking and analytical skills via their external vocation or civilian employment.

In preparation for Staff roles, officers are encouraged to take an active interest in professionally developing themselves including their practical application of JSP101 and the Army Staff Standard. The skill of well written Staff work performs a useful function in aiding thinking and deciding, organising and communication in an efficient and effective manner.

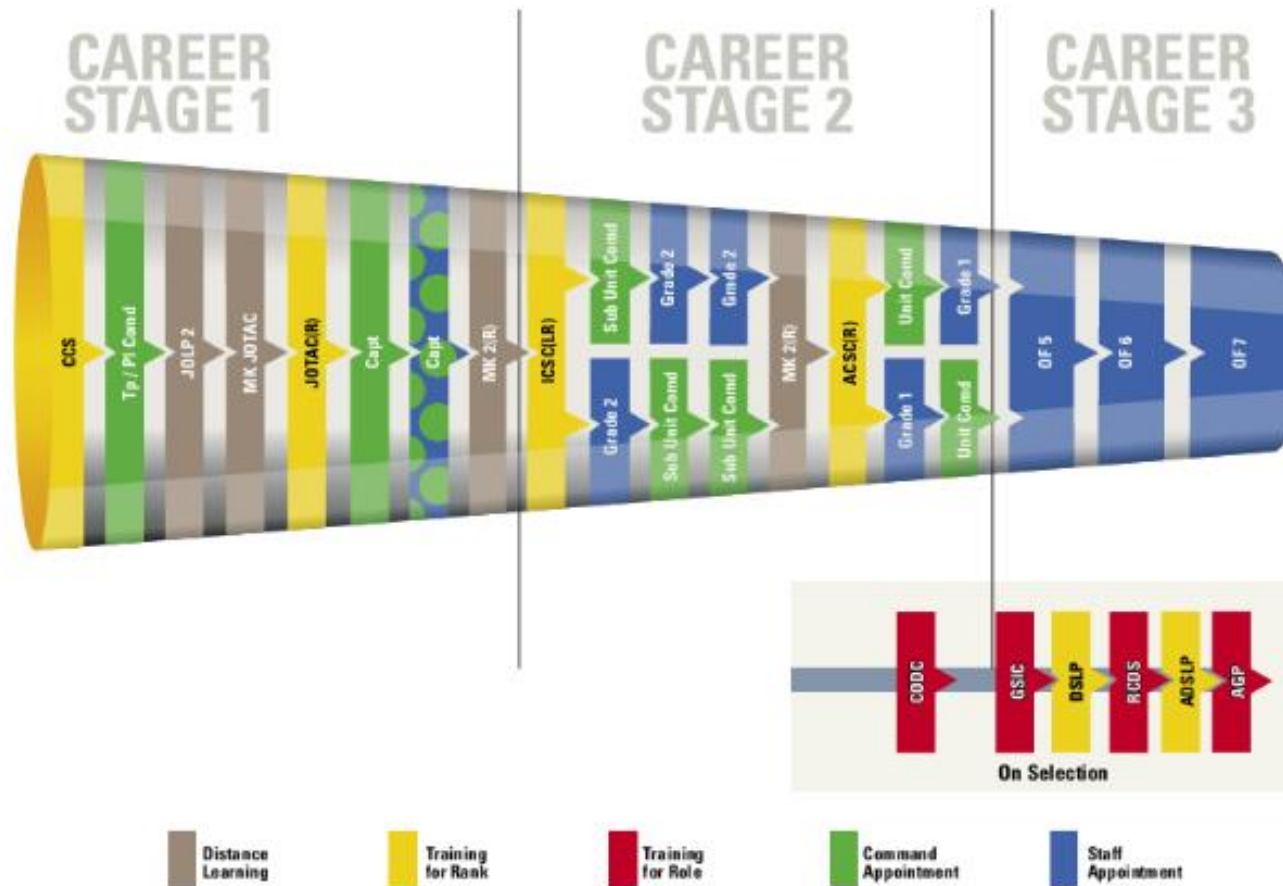




# CHAPTER 25 RESERVE OFFICER CAREER COURSES (CS1-3) OVERVIEW

## RESERVE OFFICER CAREER DEVELOPMENT

The career development of the Reserves officer broadly follows the model below.



## ARMY RESERVE COMMISSIONING COURSE(CCS)

This course is delivered in residential modules:

- 4 x 2 week RMAS-delivered course Mod A-D. A total of 8 weeks that can be completed within 1 year or up to 4 years.
- Officer Training Corps OTCs and Officer Training Regiments OTRs can deliver CCS Mods A and B in both 7 weekends and/or 2 week consolidated format.
- RMAS exclusively delivers Mod C and D.
- RMAS delivers 3 Mod A-D courses annually.

### CONTENT

Module A	Basic military training (first 4 weekends are similar to soldier Phase 1A training).
Module B	Officership and officer training skills with emphasis on the combat estimate and orders process.
Module C	Two weeks of advanced officer training, involving harbour drills, platoon attacks, recce/ fighting patrols, academic studies and command tasks.
Module D	Two weeks of testing, including 7 days of field exercise, leading to a Commissioning parade.

## ARMY RESERVE SENIOR SOLDIER ENTRY (SSE)

After passing AOSB or LE CAB, soldiers should be selected for an officers' post by their chain of command and on assumption of this post will be granted the rank of Lt. They must complete Senior Soldier Entry training within 24 months of selection.

For those selected for Company/Squadron 2IC roles or RD Staff appointments training consists of a 7-day SSE training package at RMAS followed by attendance on JOTAC(R) on completion of which the substantive rank of Captain will be granted.

For those selected for Platoon or Troop Command appointments training consists of an initial SSE weekend at RMAS followed by joining their reserve peers on module C and D of the Commissioning Course Short. On successful completion of the Module D the substantive rank of Captain will be granted.

This further harmonises the training afforded to all those who commission from DE or SSE routes all of whom are employed on the same TACOS and may be employed in the full gamut of DE roles.

## JUNIOR OFFICERS' LEADERSHIP PROGRAMME (JOLP2)

JOLP is the first stage of a programme to further develop officers' leadership abilities. JOLP1 is deemed complete after the commissioning course, where candidates are introduced to leadership theory, leadership role models, and challenges them to develop their leadership qualities. JOLP2 is to be completed by all DE officers; it is to be delivered in Units and completed whilst at Regimental Duty. Completion must be recorded on JPA with Competency Code Mil Ed|JOLP2|Army|No. See Chapter 6 for more details.

### **SPECIAL TO ARM (STA) AND PRE-EMPLOYMENT TRAINING (PET)**

The CCS delivers the pan-Army Basic Training (BT) requirement for DE officers in their first appointment. Initial Trade Training (ITT) is delivered through Special to Arm (StA) training which is programmed and delivered by the Land Warfare Centre (LWC). Pre-Employment Training (PET) consists of short, focused courses for particular specialisations or staff appointments. An example of which would be the Platoon Commanders Course and SUC course.

### **JUNIOR OFFICERS' TACTICAL AWARENESS COURSE JOTAC(R)**

To develop military knowledge and tactical understanding of sub-unit and BG operations in a combined arms environment.

- 16 day mandatory period within the JSC 4 week residential course.
- Second and third weeks are mandatory for AR officers with minimum of 18 months commissioned service.
- Undertaken prior to promotion to Captain.
- 4 of the 7 courses run annually are suitable for Reserves.

Refer to Chapter 7 for more details.

### **INTERMEDIATE COMMAND AND STAFF COURSE (LAND RESERVE) ICSC(LR)**

This residential course prepare officers for Grade 2 staff appointments through a combination of education and training.

- 15 day residential course at The Defence Academy, Shrivenham

- 2 courses annually, Jun and Oct.
- MS5 at the Army Personnel Centre (APC) will nominate individuals to attend:
  - Reserve officers recommended or selected for a staff appointment at Grade 2 or 3 level.
  - Reserve officers seeking to undertake an FTRS staff post.
  - Reserve captains in their 4th or 5th year not nominated for staff appointments are eligible to attend where priority fills have already been met.
  - Group B officers with a specific requirement to work at a staff post may attend where priority fills have already been met.
  - PQOs and SROs may attend if there is a Defence requirement but will only fill gaps on the course and are not priority selections.

Refer to Chapter 26 for more details.

### **OFFICER COMMANDING DISCIPLINE AND ADMINISTRATION (OCDA)**

The OCDA course is mandatory pre-employment training for all Army Reserve SUC appointments. The course provides reserve SUC with their G1 discipline induction. The 1-day course covers Service Law, Administrative Action and Service Complaints.

Special to arm (StA) TRAs may deliver additional SUC specific training and frequently OCDA is embedded into StA SUC courses. OCs are to

engage with their APC Career Manager to confirm StA requirements.

JPA Competence Mil Ed | OCDA | Army On return to Unit, Individual Officers are to get their competence uploaded to JPA.

### LINKS AND SIGNPOSTS

Email: [APSG-PersSvcs-Conduct-Oftrs-SO2@mod.gov.uk](mailto:APSG-PersSvcs-Conduct-Oftrs-SO2@mod.gov.uk)

Telephone POC: (Mil) 94261 2642 | (Civ) 01276 41 2642

MOSS: [Annual OCDA Programme](#).

### COMMANDING OFFICERS DESIGNATE COURSE (CODC)

Reserve Officers are taught alongside Regular officers on this residential course for all designate Commanding Officers. The Army's most senior commanders, policy makers and subject matter experts are invited to address the course, covering the following core themes:

- 9 day residential course at Robertson House, RMAS.
- Leadership experiences at unit level.
- Management of the unit and its personnel supported by practical advice, guidance and signposting.
- Command relationships across capabilities and organisations.

Further details are available in Chapter 17.

### ADVANCED COMMAND AND STAFF COURSE (RESERVE) ACSC(R)

This residential course prepares officers for employment as Grade 1 staff appointments and in command as a Lieutenant Colonel (OF4).

- 2+14 day residential course at The Defence Academy, Shrivenham.
- 1 course per year in Jul
- Tri-service plus civil service.
- MS4 APC will nominate individuals to attend:
  - Reserve Officers recommendation for ACSC(R) in latest AR.
  - Selected for Lieutenant Colonel.
  - Substantive Majors who are considered by CM branches and decided by MS5.





## CHAPTER 26

# INTERMEDIATE COMMAND AND STAFF COURSE (LAND RESERVES) (ICSC(LR))

### INTRODUCTION

ICSC(LR) prepares Army Reserve officers for appointments as Grade 2 staff through a combination of education and training. The Intermediate Command and Staff Course (Land Reserve) (ICSC(LR)) is delivered by the Army Division of the Joint Services Command and Staff College at the Defence Academy.

### COURSE OUTLINE

The course comprises residential induction weekend, followed by an extended self-study period with assessed elements, culminating in a 15 day residential course in a single service and international environment. The course is run twice per year.

### ELIGIBILITY AND ATTENDANCE

Those selected for promotion on the BeL or by exception OF2s with 3 ARs in substantive rank or those holding Group B or D commissions

### PRE-REQUISITES

Officers must have completed and passed MK 2(R) Mod 4 and 5 before attendance. See Chapter 10 for details. The pre-course study weekend is mandated to ensure candidates are given the best opportunity to perform well and gain the maximum benefit from the Army's investment in both the course and the Reservist. Additional preparatory work and pre-reading is required between the pre-study weekend and the course.

### COURSE LOADING

Selections for the course are undertaken between CM Branches and MS5 in the APC. Priority goes to all those appearing on the BeL.

**JPA Competence Mil Ed | ICSC L R | Army | No** - This code is entered on JPA by DA staff on successful completion of the course.

### ACCREDITATION

Funded Level 7 Leadership and Management accreditation is available, see [ACO 2019/04](#) for details.

### LINKS AND SIGNPOSTS

Army Division

[https://www.da.mod.uk/course/ICSC\(LR\)](https://www.da.mod.uk/course/ICSC(LR))

E-mail: [ICSCPreCourseAdmin@da.mod.uk](mailto:ICSCPreCourseAdmin@da.mod.uk)





## CHAPTER 27

# ADVANCED COMMAND & STAFF COURSE (RESERVES) (ACSC(R))

### INTRODUCTION

ACSC(R) comprises a residential induction weekend, followed by an extended self-study period with assessed elements, culminating in a 15 day residential course in a Quad service and international environment. There are currently 40 places per annum and these are allocated to by MS4 APC in the Spring board. Attendance on the course is not a pre-requisite for substantive promotion.

### END STATE

ACSC(R) prepares selected officers for employment in Reserve OF4 command and staff appointments.

### TRAINING THEMES

ACSC(R) covers the following themes:

- 1 **Command, Leadership & Ethics (CLE).** Building the capability to manage and develop self, and lead and develop others. Includes developing self-awareness, critical and creative thinking, effective communication skills and collaborative working.
- 2 **Independent Research, Analysis and Engagement Skills.** Providing a broad range of skillsets to enable students to engage in critical research and active debate during the Course and throughout their careers.
- 3 **Command, Leadership & Ethics (CLE).** Building the capability to manage and develop self, and lead and develop others. Includes developing self-awareness, critical and creative thinking, effective communication skills and collaborative working.
- 4 **International Security Environment, National and Military Strategy.** Covering the international security context and the various ways and means through which military power can support national strategy within this context.

- 5 **Military Operations.** Multi-domain, multi-agency and multi-national operations, and associated conceptual thinking, covering coalition warfighting and hybrid operations through to COIN / stabilisation and influence operations, now and in the future.
- 6 **Capability and Technology.** Understanding how capability is developed from higher level strategy and policy in the context of available resource.

### ELIGIBILITY AND ATTENDANCE

All Army Reserve Group A officers who have been selected for a Lieutenant Colonel appointment, and those Majors specifically selected for early attendance by MS Reserves will be considered. Army Reserve officers must satisfy the following additional filter rules to be considered for ACSC(R) selection:

- Recommendation for ACSC(R) in latest Annual Report (AR).
- Selected for Lieutenant Colonel.
- A substantive Major who is selected to attend by relevant career branch.
- Officers must have completed and passed ICSC(LR) or its equivalent.

### PRE-REQUISITES/INPUT STANDARD

Officers must have completed and passed Mod 7 of MK 2(R) before attendance, see Chapter 10 for more details on MK including time guidelines (~1.5hrs). The pre-course study weekend is mandated to ensure candidates are given the best opportunity to perform well and gain the maximum benefit from the Army's investment in both the course and the Reservist. Additional preparatory work and pre-reading is required between the pre-study weekend and the course.

**COURSE LOADING**

Officers are to bid via APC. Course loading is made by APC and determined by priority.

**JPA Competence Mil Ed | ACSC (Res) | Joint.** This code is entered on JPA by DA staff on successful completion of the course.

**ACCREDITATION**

As per The Army Command Order 2019/04 [ACO 2019/04](#), at this time there is no further accreditation for Reservists completing ACSC.

**LINKS AND SIGNPOSTS**

<https://www.da.mod.uk/course/ACSC-R>







# CHAPTER 28

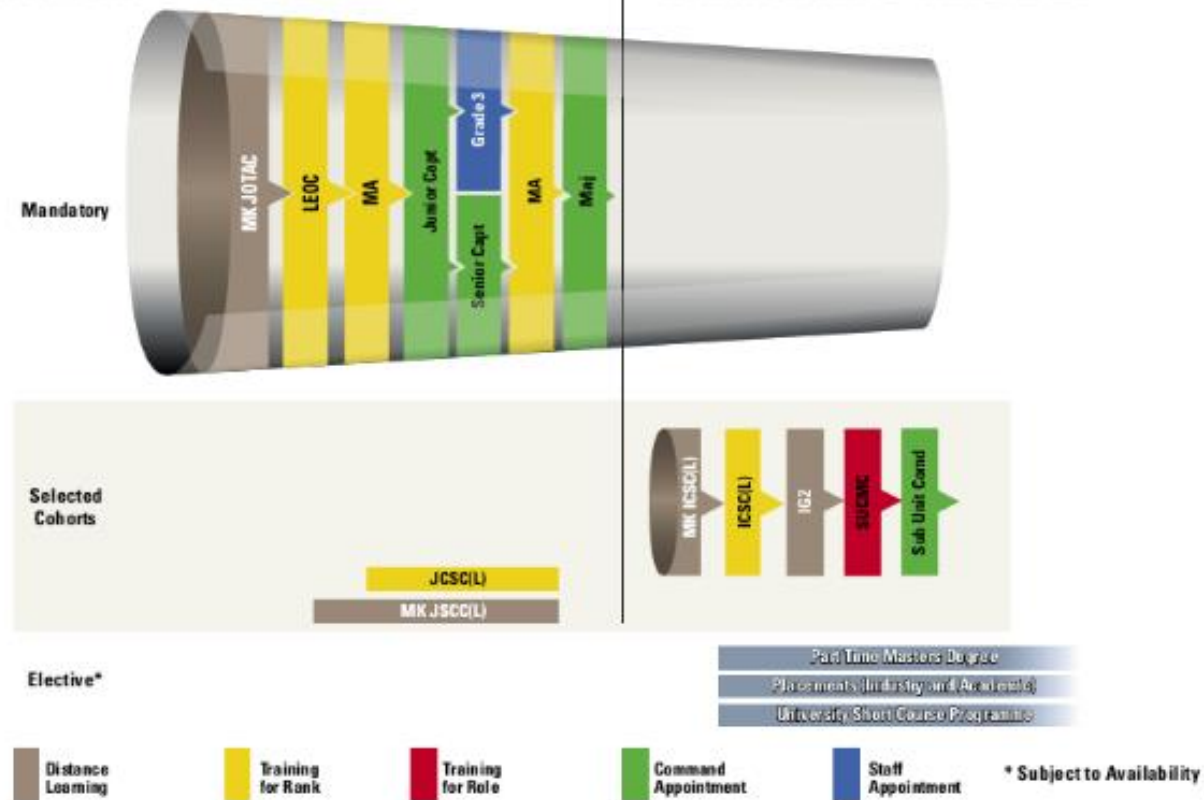
## LATE ENTRY (LE) OFFICERS

This chapter details the education and training opportunities for those selected on or after the 2009 LE Commissioning Board, and those commissioned previously who chose to transfer onto LE Terms

of Service (LE ToS) 2010. Further information can be found in Army Commissioning Regulations and AGAI 35'

### CAREER STAGE 1

### CAREER STAGE 2



### LATE ENTRY OFFICERS COURSE (LEOC)

LEOC is a 4-week residential course at RMAS. There are 9 LEOC courses each year and each course can hold 36 students. Students will be introduced to BG Battle Planning, Defence and International Affairs, War Studies, Defence Writing (DW), MOD structures including briefs from Army HQ, PJHQ and MOD.

The LEOC is a **mandatory** education requirement for all LE Officers within their first 18 months of commissioning. Warrant Officers who are selected for commission but deferred to fulfil their duties as a WO are to attend LEOC. There are no exemptions from LEOC. LE Career Managers at APC will load Officers onto the course. Prior to LEOC attendance all officers are to have completed MK JOTAC. Must be familiar with the staff user

**JPA Competence Mil Ed | LEOC | Army.** This code is entered by a student's Unit Training Manager on successful completion of the course.

### ACCREDITATION

Funded L7 Leadership and Management accreditation is available, see [ACO 2019/04](#) for details.

Telephone POC:  
(Mil) 94261 2387 | (Civ) 01276 412387

### MILITARY ANALYSIS (MA)

LE officers serving on LE ToS 2010 are required to attend only 1 of the 2 MA modules to be eligible for BeL consideration, as LEOC attendance will be accredited as a single MA module. See Chapter 9 for course details.

### JCSC(L) ATTENDANCE

While LE Officers are not mandated to attend JCSC(L), they may attend as PET for certain appointments and attendance is highly recommended for those LE Officers who are likely to attend ICSC(L). However, given the short time gap between the Beige List and attendance on ICSC(L) (8 months for the A Course, 13 months for the B Course), COs/1ROs are advised that high quality LE Officers who are likely to attend ICSC(L) should seek to attend JCSC(L) prior to the Beige List, allowing for more time to apply the benefits of JCSC(L) to senior LE Captain appointments. LE Officers who are appointed to a formally titled SO3 appointment are strongly encouraged to complete MK JCSC (L) as pre-employment training. See Chapter 8 for course details.

### ICSC(L) ATTENDANCE

Officers can be selected to attend ICSC(L) early as a Captain (in their third or fourth year of commissioning), coincident with their promotion to Major, or as a Major until EED-3. Officers will be selected for ICSC(L) at the annual No5 BeL Promotion Board using evidence in ARs and officers will be directed to attend the course. Officers who are selected in their third or fourth year of commissioned service will attend as an Acting Major. They will gain substantive rank upon completion of the course. LE officers who have commissioned from Comd Sergeant Major on terms of the [2015DIN01-35](#) have a guaranteed place on ICSC(L) subject to them achieving the required SJAR/OJAR recommendations. See Chapter 13 for ICSC (L) course details. LE officers selected to attend ICSC(L) will find it beneficial if they have attended JCSC(L) beforehand.

### LE TRANSFER TO DE TACOS

LE officers who transfer onto DE TACOS need to complete all mandatory training and education in the DE Officer pipeline apart from JOLP/JOTAC. See Chapters 8 onwards.







## CHAPTER 29

# PROFESSIONALLY QUALIFIED OFFICERS (PQOs)

### GENERAL

The comprehensive training and education of PQOs is integrated into the DE programme, however, the unique and distinctive circumstances of their role and position means that it is broadly on an 'as needed' basis. This chapter is of greatest utility when read in conjunction with Army Commissioning Regulations 2017 2nd edition, with special focus on Annex O, that covers AMS ToS changes in 2019. The following guidance applies:

### COMMISSIONING

The PQQ Commissioning Course (PQOCC) has been removed and PQOs now attend Commissioning Course Short (CCS) alongside Army Reserve Direct Entry candidates. See Chapter 25.

### JOLP / JOTAC

PQOs do not routinely complete the JOLP. Attendance on JOTAC is desirable but not essential.

### MK JOTAC

After Commissioning Course Short (CCS), MK JOTAC will be made available as a reference source for all PQOs. Completion of MK JOTAC is mandatory for AGC (ALS) and AMS PQOs<sup>9</sup>. MK JOTAC is not mandated for RACHD.

### MK JCSC(L)

Whilst not mandated in pan-Army policy (ACSO3224), the HoC for RACHD, the Chaplain General, currently requests the completion of MK JCSC(L) within 3 years from Commissioning for all RACHD PQOs.

### JCSC(L)

PQOs may attend the JCSC(L) as PET for certain appointments and this will be directed by the APC. The JCSC(L) will be desirable for PQOs

selected for attendance at ICSC(L).

### ICSC(L)

Eligible AGC (ALS), AMS and RACHD PQOs can be selected to attend ICSC(L). In order to be eligible to attend ICSC(L) PQOs are to:

- Hold an IRC or equivalent.
- Hold the substantive rank of Major.
- Have a positive recommendation for ICSC(L) in their latest AR.

Once formally selected for ICSC(L), PQOs will be required to complete MK JCSC(L) and MK ICSC(L) and a minimum of 1 MA module before the start of the course. (CM guidance must be sought as Capbadge variations exist for the second MA module). In consultation with their CM RACHD PQOs can opt to attend only term 1 (Foundation Term) of ICSC(L).

### ACSC

ALS and RE PQOs are considered under Group A Officer rules for attendance on ACSC. Eligible AMS PQOs can be selected to attend ACSC if they fulfil the following criteria:

- Hold a RegC or equivalent.
- Hold the substantive rank of Lieutenant Colonel.
- Be a volunteer for attendance within Paragraph 1b of their OJAR.
- Be of EED -11 in the year of attendance.
- Have a positive recommendation for ACSC attendance in their latest AR

<sup>9</sup> Medical Support Officers (MSOs) follow the DE Training and Education route and will not gain exemption under PQQ terms.



# CHAPTER 30

## FURTHER DEVELOPMENT, RESOURCES AND RESETTLEMENT

### INTRODUCTION

A number of supporting policies and schemes are available to assist with Officer Career Development, information on these schemes is accessible online via the Army Knowledge Exchange (AKX). All of the schemes below can be found in the [Learning and Development](#) tab. The links below outline the previous structure of the OCDH 2017, Chapters 28-35 which are now held on the AKX. The links will open if you are logged into the AKX, however, should the links fail then the AKX has an excellent search engine. Officers should utilise this information to assist with their elective professional development.

#### [External Accreditation and Academic Opportunities](#)

[Army Higher Education Pathway](#)

[Leadership and Management Accreditation](#)

[Publicly Funded Further Education and Higher Education Scheme \(FEHE\)](#)

[University Short Course Programme \(USCP\)](#)

[Defence Academy Courses \(external link\)](#)

[Centre for Army Leadership](#)

[Cap Badge Education and Accreditation Opportunities](#)

[External Placements \(Academic\)](#)

[External Placement \(Industry\)](#)

[Army Language and Cultural Capability](#)

[Standard Learning Credits](#)

[Enhanced Learning Credits](#)

[Army Library and Information Service \(ALIS\)](#) Including the Annual Army Leader reading list and access to books on the list.

[Resettlement](#)

THE NATION THAT MAKES A GREAT DISTINCTION BETWEEN  
ITS SCHOLARS AND ITS WARRIORS WILL HAVE ITS THINKING  
DONE BY COWARDS AND ITS FIGHTING DONE BY FOOLS.

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