

CHAPTER 52

‘TRANSFER’ FROM THE NAVAL SERVICE TO ANOTHER SERVICE

POINT OF CONTACT - PART 7

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CHAPTER 52

'TRANSFER' FROM THE NAVAL SERVICE TO ANOTHER SERVICE

5201. Definitions and Terminology

Personnel occasionally request to move from the Naval Service to one of the other Services, a process which involves their discharge from the RN or RM and subsequent entry into the new Service. As such, this is not strictly a 'transfer' but the term will be used as short hand for the process in this chapter. The Service in which the applicant is currently serving is referred to as the "present Service"; the potential future Service is referred to as the "gaining Service". For the rules regarding transfers between the RN and RM or vice-versa, see [Chapter 48](#).

5202. Officer Transfers to the Army or RAF– Untrained Strength

- a. A Young Officer (YO) who wishes to transfer to the Army or RAF should thoroughly research the potential gaining Service in order to identify the branch/specialisation/regiment or corps that they wish to join. They should then contact the Service which they wish to join to ensure that it is currently recruiting and has vacancies, or is likely to have vacancies, in the proposed branch/specialisation/regiment or corps of entry. Contact details for the Army and the RAF are as follows:

Army
SO1 MS8
Army Personnel Centre
Kentigern House
65 Brown Street
Glasgow
G2 8EX
Tel 0141 224 3086

RAF
OASC4e(RAF) MOD
PO Box 1000
Cranwell
Sleaford
Lincolnshire
NG34 8GZ
Tel 01400 266717

- b. If the gaining Service indicates that there are vacancies and that, on the information available, they appear to be a suitable candidate, the YO should submit a request for transfer through their parent authority/command chain, copied to the appropriate branch/department in the gaining Service

c. The YO is to be interviewed by their current Commanding Officer who is to discuss the request with the individual before forwarding the application, together with their recommendation, via the command chain to the appropriate department within the gaining Service. At the interview, it is to be made clear that there is no automatic right to transfer between the Services and that the needs of the individual's present Service are paramount. RN YOs who request to transfer to the Army or RAF are to be advised that, in addition to the usual manning and suitability considerations, the success of their application will be dependent on the gaining Service's ability and willingness to agree an early joining date. It should also be made clear that the normal single Service rules governing voluntary withdrawal from training/voluntary retirement (see Chapter 54 [Section 1](#)) will apply and that the fact that the application is for a move to another Service will not attract preferential consideration. In addition, the YO is to be advised that, by voluntarily withdrawing from training, they may incur a financial liability (see Para 5202 [sub para e](#)). Once a transfer request has been received, the appropriate policy staff should arrange the prompt release of the necessary security clearance, medical and confidential reports to the potential gaining Service. Arrangements should then be made to discuss and staff the case as soon as possible.

d. Requests to transfer to another service submitted by Officer Cadets undertaking initial training at BRNC will not normally be considered and approval will be given only in the most exceptional circumstances. Where manning approval is given, exceptionally, the timescale described in Para 5202 [sub para e](#) will be strictly adhered to.

e. Any outstanding return of service (ROS) obligation to the individual's present Service will be taken into consideration in reaching a decision and, if there is an outstanding financial liability for education costs associated with degree studies/bursary awards, the terms of the undertaking signed by the individual will transfer with the individual to the gaining Service, and will be included within their terms of service upon transfer. If the application is acceptable to both Services, (and subject to the provisions in above), a mutually convenient date for the transfer will be agreed so that there is no actual break in service. Transfers must normally be completed (i.e. the individual must join the gaining Service) within a period of two months from receipt of the formal transfer request. This timescale will be strictly adhered to and will be exceeded only in exceptional circumstances. Reckonable service accrued with the present Service will be aggregated with the period of employment with the gaining Service. The gaining Service will confirm the terms and conditions of service as soon as is practicable. The present Service should also, as soon as is practicable, inform the YO officially, in writing (copied to the Career Manager in the gaining Service), of the approval for their voluntary withdrawal from training (see [Para 5402](#)) and subsequently the termination date of their existing commission, which will be the day before commencement of their appointment to the gaining Service. Transfer will not take place until the individual has signed to accept the terms and conditions of service that will apply upon their transfer to the Army or RAF.

5203. Officer Transfers to the Army or RAF – Trained Strength

There are limited opportunities for officers on the Trained Strength to transfer to the Army or RAF. The policy and procedure is as follows:

a. Officers who wish to transfer to the Army or RAF should first contact the Service they wish to join in order to make sure it is currently recruiting and has vacancies, or is likely to have vacancies, in the branches in which they are interested. Contact details are at Para 5202 [sub para a](#).

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b. If the gaining Service has vacancies, applicants are to submit a request for transfer through their Command chain to their Career Manager, copied to the agency specified at Para 5202 [sub para a](#) and the appropriate branch within the gaining Service:

Military Secretary for Army.

Air Secretary (attn: PM(AR)1a(RAF)) for RAF.

c. Officers are to be interviewed by their Commanding Officer who is to discuss the request with the individual before forwarding the application and recommendation, via the Command chain, to the appropriate Career Manager. At the interview, the Commanding Officer is to make it clear that there is no automatic right to transfer between the Services and that the needs of the individual's present Service are paramount.

d. The relevant Career Manager is to consider all applications for transfer from the RN or RM in conjunction with CNPers DACOS Career Management before consultation with the personnel authorities of the potential gaining Service. If the application is acceptable to all concerned, the Career Manager will agree a mutually convenient date for transfer with the gaining Service. Any outstanding ROS obligation to the individual's present Service will be taken into consideration in reaching a decision (see Para 5202 [sub para e](#)). If the transfer is agreed by CNPers and Commodore Naval Personal Strategy (CNPS), the normal Single Service rules governing Early Termination (see [Chapter 54](#) for RN/RM; AGAI for Army; and GAI 6028 for RAF) will apply and no preferential consideration will be given to the fact that the application is for a move between the Services.

e. Rank, seniority and other terms and conditions of service will be confirmed by the gaining Service as soon as is practicable. For transferees to the Army, the terms of service rules are contained in Army Commissioning Regulations and, for the RAF, in AP3393. Detailed terms of service will be formally notified to the transferee, with a copy being sent to the present Service. As 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.

f. The present Service 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 assignment to a commission in the gaining Service and that they will not be placed on the Retired List of the present Service, nor will they be subject to a recall liability to the present Service.

g. The London Gazette will be annotated "Commission terminated (date) on transfer to..." (as appropriate).

h. If the transfer request is not supported by the gaining Service, officers will remain in their present Service, which will be responsible for providing official notification to the individual (copied to the proposed gaining Service).

5204. Ratings and Other Ranks - Eligibility to Seek Release to Join the Army or RAF - Untrained Strength

Whilst ratings and other ranks have a statutory right to leave within their first six months' service or until their 18th birthday (if later) (and may make their own arrangements to join the Army or RAF thereafter if they so wish), beyond this point individuals are ineligible to submit their notice until completing a minimum of 2½ years on the trained strength (see [Para 5403](#)) and, as such, are unable to seek release to join another Service. However, if a decision has been taken to discharge an individual under the provisions of [Para 5442](#) and the reasons are such that the individual would not be debarred from applying for the Army or RAF, Commanding Officers of establishments have the option of forwarding a letter of recommendation (the form at [Annex 52A](#) should not be used in such cases) and a copy of the individual's full Service Documents direct to the Personnel Management Authority of the Service concerned.

5205. Ratings and Other Ranks – Early Release to Join the Army or RAF - Trained Strength.

a. Individuals who wish to apply for early release to join the Army or the RAF before the end of their career or engagement may do so once they have reached the point at which they are eligible to submit 12 months' notice to leave the Naval Service (see [Para 5302 sub para b](#)) and only if they are not subject to either a further training or financial ROS (see [Para 5303](#)). There are two normal methods for applying:

(1) If an individual chooses to seek a transfer through Service channels, and manning clearance is given to do so, successful applicants will be able to leave the Naval Service on the day before entering the other Service. In this way the individual retains continuity of service which may have beneficial implications on pay and pensions. It may also be possible, if both Services agree, to allow the transfer in less than the normal 12 months' notice period, but the actual timing will depend on a variety of factors.

(2) The alternative is for the rating or other rank to submit 12 months' notice and apply independently to enter the gaining Service, without involving their present Service. Under these circumstances it will not be possible to arrange the same continuity of service. Individuals who have already submitted notice, and who are serving out the 12 months' notice period, or who have already been offered a place in the Army or RAF through their own efforts, are not eligible to be considered for release iaw [Para 5205 a sub para \(1\)](#), but may be eligible to apply for release at less than 12 months' notice (see [Para 5413](#)).

b. Before applying for release from the Naval Service to join another Service through Service channels iaw [Para 5205 a sub para \(1\)](#), ratings and other ranks who are considering a career in another Service should make appropriate enquiries at a Careers Office, namely to confirm that they meet the entry requirements and that the gaining Service is currently recruiting for that specialisation. Commanding Officers are required to confirm that the individual has made these enquiries before forwarding a request.

c. **Forwarding of Requests.** An application form for release from the Naval Service, iaw [Para 5205 a sub para \(1\)](#), to join the Army or RAF can be found at [Annex 52A](#). Forms must be completed fully, including the recommendation and signature of the Commanding Officer, and returned with a copy of the full Service Documents to the Navy Command's Ratings Terms of Service Manager. Individuals should not apply for Early Termination on JPA in such cases.

d. Approval for early release to join the Army or RAF is subject, in all cases, to Naval manning requirements and approval will only be given in exceptional circumstances, such as where an individual's talents could be better utilised in the other Service. Requests based on personal reasons for wanting to join another Service, such as a notion that an individual will encounter less family separation, will not be considered and therefore must not be forwarded.

e. **Unsuccessful Applications.** Should an individual not gain manning clearance to join the Army or RAF or be unsuccessful in their application to join another Service, they will remain in the Naval Service until such time that they reach the end of their career/engagement or submit 12 months' notice to leave via JPA, if sooner.

f. **Failure to Enter the Army/RAF after Successful Application.** In the unlikely event that an individual who does not enter the gaining Service, after having gained manning clearance for release from the Naval Service and having successfully applied for their chosen Service, a decision will be made regarding their future on the individual merits of the case. Whilst individuals who have reached this stage of the application process are deemed to have submitted their notice option, due consideration will be given to their wishes, either to continue in the Naval Service or to complete the 12 month notice period (counting from the date that the application form is signed) and thereby leave. Commanding Officers should forward details of the circumstances, their recommendation and the wishes of the applicant to the Ratings Terms of Service Manager.

5206. Ratings and Other Ranks – Early Release to Enter the Royal Australian Navy or Royal New Zealand Navy

a. Early release from the Naval Service to the Royal Australian Navy (RAN) or Royal New Zealand Navy (RNZN) is only available to those ratings and other ranks, on a regular career or engagement, who meet the criteria at Para 5206 [sub para b](#). Ratings and other ranks who do not meet the criteria below and still wish to join the RAN or RNZN will have to apply directly to the other Service and join after submitting and completing their 12 months' notice period in the normal course. More information regarding direct application may be found at:

RAN - <http://www.defencejobs.gov.au/navy>

RNZN - <http://www.navy.mil.nz/join%2Dus/uk/>

Note. *The MOD has no input to these sites and can give no assurances as to their accuracy.*

b. Applications for early release in order to enter the RAN and RNZN are to be made to the Ratings Terms of Service Manager, if ratings or other ranks satisfy at least one of the following criteria:

- (1) They are married with a spouse who is a national of the country concerned and who wishes to live permanently in that country.

(2) They are unmarried, under age 25 at the date of application and wish to continue to make their home with their parents who have emigrated (or are about to emigrate) to the country concerned since their son/daughter joined the Service. The upper age limit will be applied rigidly; applications will not be accepted once an individual has reached their 25th birthday. Such individuals who are under age 21 at the date of application may be given the option of being given immediate compassionate discharge (see Para 5412 a [sub para \(5\)](#)) or to apply for release to join the RAN/RNZN.

c. These arrangements do not apply to those who have already been offered a place in the RAN/RNZN and application for early release by such individuals should be made in accordance with [Para 5413](#).

d. Applicants should be reminded that discharge from the RN/RM is conditional upon their entry into the particular Navy and failure to complete attestation will mean automatic cancellation of the RN/RM discharge. All applicants are to sign a statement to the effect that they fully understand the following conditions.

(1) Accepted applicants will be required to enter into a fresh career/engagement in the Commonwealth Navy concerned.

(2) The effective date of discharge is, in all cases, to be the day before the attestation into the Navy concerned.

(3) Entry into the Naval Service concerned is conditional on the maintenance of satisfactory standards of conduct and efficiency while waiting to be discharged from the RN/RM.

e. The discharge of successful applicants will be allowed as soon as a relief can be arranged conveniently unless other arrangements are mutually acceptable to both Navies.

f. Those whose applications are not accepted either by the MOD or by the Australian or New Zealand Naval authorities cannot expect to be treated exceptionally for any other form of premature release. They have no claim to an immediate compassionate discharge unless their family difficulties are such as to meet the normal criteria which are held to justify such discharge.

g. Commanding Officers should inform the Ratings Terms of Service Manager if applicants are re-assigned while their applications are still under consideration. They should also report the marriage of any applicant under Para 5206 b [sub para \(2\)](#) whose application will thereby be disqualified and in whose case no further action will be taken.

h. **Application procedure.** Initial requests from qualified applicants via their Commanding Officer, together with the particulars and Service Documents described below should be sent to the Ratings Terms of Service Manager. All applications for discharge must be accompanied by a full copy of the individual's Service Documents, a full copy of medical documents, Form Sy/904 completed in duplicate and the signed statement referred to in Para 5206 [sub para d](#). Failure to forward all necessary documents will cause a delay. In the case of a single rating, this should be accompanied by a note of his parents' address in the country concerned or, if at the time of application, the parents are still residing in the UK, it will be necessary for the applicant to produce evidence of their travel arrangements to Australia/NZ. In the case of a married rating, the spouse's address in the country concerned is to be shown.

i. Royal Australian Navy

(1) Applicants approved to enter the RAN are sponsored through immigration under the Employer Nomination Scheme (ENS), which is specifically for professionals and artisans who have qualifications and experience not readily available in Australia. As such, the ENS does not sponsor applicants at Able Rate and therefore applications from Able Ratings should not be forwarded.

(2) Those entering the RAN will normally be required to engage for six years. If the unexpired portion of the RN career or engagement exceeds six years, they may be required to serve for a longer period.

j. Royal New Zealand Navy. The RNZN authorities require the applicant to have medical and full-plate chest X-ray examinations. The appropriate forms should be obtained from The Head, New Zealand Defence Liaison Staff, New Zealand High Commission, Haymarket, London SW1Y 4TQ (signal address NZDEF London). Personnel entering the RNZN will be required to serve on either:

(1) *Standard Engagement* - those whose date of birth and rank on enlistment will allow them to complete career service before reaching retiring age for their rank can be assured of serving, if desired, for at least 20 years.

(2) *Fixed Term Engagement* - those whose date of birth and rank on enlistment will not allow them to complete 20 years' service before reaching retiring age for rank, will have the length of service determined by Defence Headquarters, Wellington.