

CHAPTER 11

ENTERING THE NAVAL SERVICE

POINT OF CONTACT - PART 4

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CHAPTER 11

ENTERING THE NAVAL SERVICE

1101. Entry Date Allocation - Regular Service Ratings and Other Ranks

a. Once the whole selection process has been successfully completed (less PRNC for RN ratings) and the online security vetting procedure started, a bid for an entry date is to be made to CNR. A bid for an entry date is not to be made until SC has been received for the following categories:

- (1) Those who do not meet the Residency requirement and have not been awarded a waiver.
- (2) Trained re-entries.
- (3) Candidates with declared criminal convictions.

b. Bids for entry places are to be forwarded to CNR. The candidate's availability dates must be accurately assessed and entered into the MIS. If this information is not shown it will be assumed that the candidate requires no notice and is willing to accept the first available entry date.

c. **ACTION: AFCO.** Candidates who withdraw their application or become ineligible after being bid for but before being allocated are to be withdrawn or rejected on the MIS which will automatically remove them from the waiting list. A new application is to be made should a candidate wish to re-apply to join the Service.

1102. Provisional Entry Date - Application

a. The FOST Pipeline Manager provides CNR with the annual RN and RM recruiting target. The target shows the entry pattern to BRNC, Raleigh, CTCRM and the RM School of Music broken down into branches and numbers required over three terms.

b. Allocation of entry dates is carried out centrally by CNR Allocations (CNR OPS RA). From the annual recruiting target, CNR RA will:

- (1) Produce a Recruiting Sitrep, outlining the CNR requirements for each term.
- (2) Action Bids from AFCOs on the MIS system.
- (3) Inform the entry establishments, a minimum of four weeks prior to the entry date, of the number of ratings/other ranks joining by name and branch.

c. The monthly 'Recruiting Sitrep' will also update the Field Force on those branch rosters that are oversubscribed. Where the recruiting targets are small and the branch is oversubscribed, Careers Staff must take care to explain to candidates the likely waiting time to enter these branches after they have chosen the branch before the RT.

d. CNR OPS RA will allocate a provisional entry date to meet the planned training requirement on the MIS to the AFCO.

e. **ACTION: AFCO.** AFCO must inform CNR OPS RA of those who withdraw their application after being allocated an entry date. CNR OPS RA must also be informed immediately if a candidate has any police involvement after the SC process has started or SC given. A decision will then be taken on the eligibility of the candidate for entry in conjunction with the CA.

1103. Provisional Entry Date - Informing Candidates

a. Great care must be taken by Careers Staff when informing candidates of the provisional entry date to ensure that they are not given the impression that entry is now guaranteed.

b. **ACTION: AFCO.** AFCO is to inform the candidate of the provisional entry date, ideally by telephone, but in all cases also by MIS letter. Before talking to the candidate, and sending the letter, all time sensitive elements of the selection process including Medical, Selection Interview, SC, PJFT and RT are to be checked; any that are going to become out of date before the entry date are to be re-booked. Consideration and planning for the dates of the PRNC and FEB (see **ROM Ch 11 - Final Entry Brief**) is also to be made. Any elements that require re-taking or completing are to be explained to the candidate and are to be completed as early as possible.

c. Since the introduction of the New Employment Model (NEM) on 01 April 15, care is to be taken when issuing the Provisional Offer of Entry. Although the MOD Form S3049 (Version Feb 15) remains extant, all those Candidates who have been allocated an entry date post-01 April 15 are to be sent the 'RN or RM Advice on NEM' letter on TAFMIS. The accompanying MOD Form S3049 (Version Feb 15) is to be sent and collected prior to their entry date.

d. **ACTION: AFCO STAFF.** AFCO must inform CNR RA immediately if DBS NSV ask for additional information after a provisional entry date has been given. CNR RA will then discuss with the Careers Adviser the feasibility of the provisional entry date. Candidates who are contacted during the SC process with regard to undeclared criminal convictions or debt should be made aware of a possible delay in entry or rejection of their application.

e. **ACTION: AFCO STAFF.** AFCO is to forward PEPs to the NETE in accordance with the approved timescale. Documentation for those who cannot be given a SC to meet their entry date will, depending on the circumstances of the delay, either be retained at the NETE or returned to the AFCO.

f. **ACTION: AFCO STAFF.** AFCO is to ensure the candidate is given a minimum of two weeks notice of cancellation of their entry date by informing CNR RA of those candidates who have not been given SC 2 weeks before the planned entry date. CNR RA will liaise with DBS NSV to hasten clearances for these candidates and inform Careers Staff of those subsequently given SC or an SC waiver. Once SC is received at the AFCO, the candidate is to be contacted with confirmation of the entry date. SC details must be entered on MIS when received. The candidate is to be instructed to attend the AFCO for final entry brief which is to be conducted in accordance with **ROM Ch 11 - Final Entry Brief**.

1104. Entry Date - Candidate not cleared or waived within 2 weeks of entry

- a. It is inevitable that some candidates will have their provisional entry date withdrawn because SC has not been received. It will take great care and professionalism by the Careers Adviser to ensure this extremely disappointing news is given to the candidate in a sympathetic and clear manner immediately the decision is known. The candidate should, if possible, be informed by telephone, and must be told by a qualified CA. This is to be followed up by the appropriate MIS letter.
- b. The security authorities are not obliged to give a reason for refusal or delay in giving SC. Therefore, the candidate must be left in no doubt that the delay is because CNR has not yet given final approval. The candidate is to be reassured that all efforts are being made to obtain approval and as soon as it is received the candidate will be informed. The candidate is never to be allocated a further provisional entry date until SC has been received.
- c. Understandably, the candidate, and their family, may feel some anger or bitterness when given this news. Careers staff must frequently keep in touch with the candidate and their family to assure them that every effort is being made to obtain approval and that they have not been forgotten.
- d. Once SC is received CNR will endeavour to allocate the candidate to the first available entry and inform the AFCCO immediately.

1105. RNR Entries - Attestation

- a. On completion of the RT, RNR Candidates can attest. Once attested, for statistical reasons, the Candidate is now classed as recruited into the RNR.
- b. Once attested, Candidates are entitled to sign in and receive pay and allowances for training, with attendances counting towards Reckonable Service.
- c. After attestation the normal recruiting process continues, with a requirement to pass the medical, PJFT and Selection Interviews as normal.

1106. RNR Entries - RNR Documentation for Entry

- a. In addition to the required PEPs listed in Para 1110 [sub para b](#) the following documents are required:
 - (1) Photocopy of passport.
 - (2) PJFT Certificate.
- b. The following forms are to be completed by all candidates during the in Unit Induction day, retained at the RNR unit and married up with PEPs in due course:
 - (1) MOD Form 134: Official Secrets Act.
 - (2) JPA Standard Journey Claim (HDT details).
 - (3) SPVA Form F Ident 1024 (Rev 05/09) ID Card Application Form.

(4) JPA N006: Privately held Wills Form.

(5) NOK details.

1107. RNR Entry Process

a. Once an application for Security Clearance has been made, DBS NSV will inform the AFCO once SC has been given. SC details are then to be entered on to TAFMIS.

b. A standard allocation pattern will be followed by AIB TSO and CNR OPS RA for all new entries, with the following dates: 01 Jul, 01 Oct, 01 Feb and 31 Mar.

c. Once allocated, an Offer of Service letter advises the Candidate they have successfully completed the recruitment process:

(1) *For RNR Ratings.* AFCO to generate 'RNR Offer of Service' letter and 'Entry Papers Summary Sheet' from TAFMIS. Letters are then sent to the Candidate and copied to the CO of the parent RNR Unit.

(2) *For RNR Officers.* AIB TSO to generate 'RNR Officer Offer of Service' letter and 'Entry Papers Summary Sheet' from TAFMIS. Letters are then sent to the Candidate, copied to the CO of the parent RNR Unit and CMRHQ SO2 Training.

d. With the dissolution of the Regional Pipeline Manager post, and the creation of the Unit Warrant Officer role, the progression of the Candidates' documentation is to be conducted as each RNR unit sees fit.

1108. RNR Recruiting - Voluntary Training In Unit

a. Candidates may attend voluntary training at their RNR unit on successful completion of the medical. This may be impracticable unless the unit is resourced to run a Holding Class alongside a New Entry class and care should be taken to avoid delivering Phase 1 by default in combining the Holding and New Entry classes. Candidates must be in no doubt that they are not yet accepted into service; specifically, they must not be given a Kit Book or be issued with uniform items.

b. Voluntary attendance does not carry an entitlement to pay or allowances nor does it count as reckonable service towards Bounty or medals.

c. **ACTION: CANDIDATES.** The RNR Temporary Identification Card/Letter of Authorisation must be completed by all candidates prior to commencement of any voluntary training.

1109. Final Entry Briefing

a. Once a candidate has been accepted for Service it will be necessary for the AFCO to complete the processing before entry at the New Entry Training Establishment (NETE). These are currently HMS Raleigh, CTCRM and RMSoM. The processes detailed below have been worked out to ensure that a Rating's or Other Rank's joining procedure is eased during the first few days.

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- b. **ACTION: CAREERS STAFF** are to carry out the final entry brief in accordance with the **ROM Ch 11 - Final Entry Brief** and issue travel instructions 6 weeks before the entry date provided that the candidate has received security clearance. Candidates are to be advised that the first few hours at the NETE are hectic, and that the evening meal may be quite late.
- c. PEPs for those who are not security cleared are to be forwarded to the NETE but candidates are not to be given travel documentation until security clearance has been received.
- d. Tickets are to be issued to cover the journey to the NETE by the shortest practical route. Where it is necessary to issue ticket for journeys by a more expensive route (e.g. via London) the variation is to be entered in the unit date stamp space and signed by the CA. This variation is to be used sparingly and mainly for those entrants who would suffer unacceptable delay or be subject to an excessive number of train changes by the cheaper route. Tickets are to be issued for the entry date. When candidates are travelling from the far North of UK CAs are advised where practical to utilise air travel into either Bristol or Exeter airports, with onward journeys by rail. In exceptional circumstances it is possible for candidates to join on the Monday. In order to assist the Recruit School, Offices are to send candidates' planned arrival times to the RALEIGH TUPO.
- e. Signing of the Engagement/Attestation Forms will be carried out at the NETE concerned. **ACTION: CAREERS STAFF** must warn candidates that if they refuse to attest or engage they will not be given travel expenses to return back home.
- f. Entry establishments and nearest railway stations are as follows:

ENTRY ESTABLISHMENT ADDRESS	RAILWAY STATION
HMS RALEIGH Torpoint Cornwall PL11 2PD	Plymouth
CTCRM Lympstone Devon EX8 5AR	Lympstone Commando
Royal Marines School of Music HMS NELSON Portsmouth PO1 3TD	Portsmouth Harbour

1110. Part Entry Papers (PEPS)

- a. **ACTION: CAREERS STAFF.** Careers Staff are to check PEPs carefully. It is mandatory that the ARM checks and signs PEPs before despatch. PEPs are to be sent direct to NETEs with proof of posting at least 21 days prior to entry (New Entry Trainee Records HMS Raleigh or Foundation Block CTCRM). PEPs for candidates who have not been given an SC are also to be forwarded to NETE within the laid down timescale; once SC is received Careers Staff are to inform the NETE of the clearance details.

b. The CNR Recruiting Target Sitrep will state the dates that PEPs must be forwarded to the NETEs for the first two entries that join immediately after a leave period. AFCOs must telephone the New Entry Trainee Records HMS Raleigh or Foundation Block CTCRM when the timescale for submission of PEPs cannot be met. PEPs are to be assembled in the following order in accordance with the Summary Sheet before being forwarded to NETEs:

- (1) Entry Papers Summary Sheet.
- (2) Signed (by CA) Form S3049 (not applicable to RNR/RMR).
- (3) Signed Form 486 and Photographic Consent Form (U18 only).
- (4) Form 101 and 101 (A) Update (if raised).
- (5) Copy of Birth (adoption) Certificate.
- (6) Statutory Declaration of Name Change (if applicable - U18 should be endorsed by parent or guardian).
- (7) Certificate of Termination (re-entries only).
- (8) Copy of re-entry CNR Approval to Enter (if applicable).
- (9) Former Regular Service documents (if applicable).
- (10) Pay Statement (if applicable).
- (11) Bounty Card Application (if applicable).
- (12) Certified True Copy of PIN registration for NN(Q) (if applicable).
- (13) NN/MA/DSA - Original CRB Clearance Certificates (if applicable).

c. Medical Documents

- (1) For RN Ratings to HMS Raleigh: medical documents should already have been sent on successful completion of PRNC. See Para 0911 [sub para g](#) for details.
- (2) For all other candidates, medical documents are to be included in the PEPs.

d. Self-Measurement Kit Form should be posted direct to The Kitting Up Store, HMS RALEIGH and The Kitting Up Clerk, Clothing & Equipment Store, CTCRM prior to arrival.

e. PEPs for RNR candidates are to be forwarded to the appropriate RNR Unit as soon as the electronic allocation request has been made in MIS. Medical documentation is to be sent directly to the Regional Medical Co-ordinator (North) or (South) as appropriate.

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f. The nature of Naval recruiting requires the transmission of a considerable amount of personal data through mail systems; this includes Part Entry Papers (PEPs), AIB Applications Forms, candidate S1605 between AFCO, occasional NSV 001, SMO SE referrals, educational certificates etc.

g. The transmission of personal data in the form of PEPs is deemed data processing and therefore the provisions of Data Protection principle 7 must be adhered to when despatching these documents from AFCOs to Recruit Schools. JSP 440 details the minimum standards of physical security that are to be applied to the carriage of protectively marked assets.

h. PEPs should carry the protective marking Protect – Private. This also applies to all other forms of personal data sent through mail systems. JSP 440 directs that documents so marked should be afforded the same minimum level of protection that is applied to that marked Restricted.

i. This notwithstanding, PSyA and Fleet DNPers Disclosure Cell have advised that, when processing all DPA sensitive material, staff should utilise the following procedures up to a maximum of five sets of PEPs/other personal documents:

(1) Documents should be double enveloped with the inner envelope only being marked Protect – Private.

(2) Documents may be carried by trusted hand in a closed cover or container or, by post or other courier or messenger service. The outer cover should not be marked with protective marking, caveat or descriptor, other than PERSONAL, or ADDRESSEE ONLY. It should be addressed to an individual by name or appointment (including full address and postcode) (see below).

(3) Although not required by the References, for added security Recorded Delivery should continue to be used. The free Post Office "Certificate of Posting" does not afford the same level of security as Recorded Delivery and should no longer be used.

(4) An administrative record should be maintained for the dispatch and return of these PEPs through use of either MOD Form 24 or RAF Form 591 receipt notes. In both cases, the return address should be completed in full.

j. Thus for up to five sets of PEPs/personal documents, Royal Mail Recorded Delivery may continue to be used. For "bulk handling" of data, which as far as PEPs/personal documents are concerned is defined as in excess of five sets, they should be processed using a secure courier such as Parcel Force 24. However, there is nothing to prevent a larger package from being broken into two or more smaller packages in order to minimise the risk and then using the normal Royal Mail system.

k. PEPs sent to HMS RALEIGH should be addressed to:

The Training Records Officer
HMS RALEIGH,
Torpoint,
Cornwall,
PL11 2PD

- l. PEPS sent to CTCRM should be addressed to:

UPO – New Entry,
CTCRM,
Lympstone,
Devon,
EX8 5AR

- m. PEPs sent to RMSoM should be addressed to:

OPS NCO,
Royal Marines School of Music,
HMS NELSON,
Queen Street,
PORTSMOUTH,
Hampshire,
PO1 3HH

- n. All items of official mail are to include a clear return address on the outer cover. For items circulating to military addresses in GB or via BFPOs a branch/unit date-stamp is acceptable. These items are to be endorsed with the generic MOD return address as follows: PO BOX 701, HA4 4DW.

1111. Entry Establishments – Arrival

- a. **RN Ratings.** On arrival at HMS RALEIGH candidates will receive a welcome brief outlining the routine for the 36 hours including the signing on process. They will then receive a hot meal before being shown to their accommodation in the division. Staff from the Recruit School including a senior recruit will be available throughout the night. Due to civilian contractual reasons the hot meal will cease at 2100, therefore candidates who will arrive after this time should be advised to purchase a meal or meals during their journey. Candidates need to retain their receipts in order to claim back expenses in line with current subsistence rates and rules. CAs are to ensure that they are fully conversant with current regulations when briefing candidates of their subsistence entitlement.

- b. **ACTION: RM GENERAL SERVICE CANDIDATES.** Candidates are to arrive at CTCRM on the Monday, between 1400 and 1600, which may be extended to 1800 if meeting this time proves difficult. The names and ETA of any candidate who cannot arrive within the designated time or is delayed should be relayed to the Foundation Block SNCO. Lympstone Commando railway station is immediately adjacent to CTCRM.

- c. **ACTION: RM BAND SERVICE CANDIDATES.** Candidates are to arrive at the School of Music HMS Nelson between 1300 and 1700. Transport is provided at Portsmouth Harbour rail station.

1112. RNR/RMR Officers - Rank on Entry

The regulations concerning the rank of Officers on entry are at [Chapter 49](#).

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1113. RNR Officer Entries - Entry Letter

- a. On successful completion of the AIB the results letter and the AIB Feedback form are sent to the Maritime Reserve Unit.
- b. **ACTION: RNR UNIT** is to forward this to CMRHQ SO2 Training who will issue an 'Offer Letter' which the candidate must formally accept in writing. NPT(RES) will issue an 'Entry Letter' on receipt of the candidate's acceptance letter. Officers are deemed to be 'in service' on completion of this process.
- c. The RNR Unit is to inform the OCLC on receipt of the Entry Letter to ensure OCLC updates MIS with an allocation date after which Officers' PEPs are to be forwarded to the Unit.