

THE ROYAL ELECTRICAL AND MECHANICAL ENGINEERS

CORPS INSTRUCTION No: E6

by

Regimental Headquarters Royal Electrical and Mechanical Engineers

CAREER MANAGEMENT OF REME SOLDIERS

1. **Sponsor.** The sponsor for this Corps Instruction is SO1 REME Sldr Wing.
2. **Authority.** This Corps Instruction is issued under the authority of Colonel REME.
3. **Review Date.** This Corps Instruction will be reviewed annually by the Authoriser and will be updated when deemed necessary. The last review was conducted [20 Feb 23](#) and was updated accordingly.
4. **Previous Instruction.** This Corps Instruction supersedes the previous Corps Instruction No E6 issue [15 dated 04 Nov 22](#).
5. **Equality Assessment.** This Corps Instruction has been considered against the Public Sector Equality Duty and whilst it does impact on people it does not impact adversely on any protected characteristic group and thus an Equality Analysis Impact Assessment (EQIA) was not completed, the initial assessment is archived and available from the Corps Instruction Sponsor.
6. **Change Log.** The following amendments have been made in this issue:

Ser	Change Description	Location
1	Removal of REME Professionalisation – IEng in Command Appointments.	Part IV, para 20 of v15
2	Footnote - Career Manager trained personnel present on unit delivery of FCR	Part 11, para 14c
3	Cat H licence via Unit	Part 11, A-1
4	Change to interest level on CM Portal PPP	Part IV, para 14

7. **Forms.** The following forms referred to within the document are held in [Capbadge Announcements](#).

Ser	Description	Location
1	Posting Preference Proforma	PART IV
2	Application for attendance on REME career course	PART VI
3	Application to change Main Trade for Pay	PART VIII
4	Unit visit proforma	PART IX
5	Interview proforma	PART IX

8. **Aim.** The aim of this Instruction is to describe career management (CM) procedures that are to be practiced by employing officers and warrant officers of REME soldiers. It is to be given the widest publicity and the contents are to be periodically brought to the attention of all REME officers and soldiers, including those attached to other Arms and Services.

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PART I – CONTENTS

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<u>Part VI</u>	Training <ul style="list-style-type: none"> • <u>Section 1</u> – ALDP career training • <u>Section 2</u> – REME career training • <u>Section 3</u> – REME MTI training
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Part XI	Other CM issues <ul style="list-style-type: none">• Section 1 – Driving licences• Section 2 – Formal Career Review (FCR)• Section 3 – Potential Assessment Board (PAB)• Section 4 – Versatile engagement• Section 5 – Military Training Instructors (MTI)• Section 6 – Selection of soldiers to become instructors at RMAS• Section 7 – MS referral and M3D tagging• Section 8 – REME Sldrs below the minimum medical standard• Section 9 – Rejoins• Section 10 – Selection of Recruiting Group posts

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PART II – GENERIC CAREER MODELS

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1. **Introduction.** This section is aimed at describing the generic career path for each of the trades in REME. It is intended to show an average career path and manage the expectations of the soldier¹. Statistics for averages have been taken from DS(A), JPA and APC historical data but they are only a guide; some Service Personnel (SP) will progress more quickly and some more slowly than this.

2. **On Leaving Phase 2.** All REME SP should leave Phase 2 Training as a class 3 tradesperson. The Training School is to ensure that soldiers graduate as class 3 tradespeople and their Main Trade for Pay (MTFP) classification is amended on JPA from ‘Soldier Under Training’ to the soldier’s newly acquired Career Employment Group (CEG).

3. **Class 3 to 2 Trade Upgrading.** On joining their first unit the tradesperson will be expected to be upgraded to class 2 status, subject to recommendation and proving their trade competence through their Trade Proficiency Development Booklet. This process is driven by the soldier’s employing unit and is normally completed within six months of arrival. The unit is to take JPA action to change the trade competence once class 2 status is achieved.

a. **Aviation Technicians.** An aviation technician will normally leave the training school as a LCpl Technician Under Training (UT). After a period of consolidation and equipment training² at their first unit, they must pass an assessment of competency carried out by a level J authorised Aircraft Engineering Officer. If successful, they are to be qualified and authorised as a technician.

4. **Class 2 to 1 Trade Upgrading and Supervisor Training.** After serving approximately 4 years³ with the Field Army and proving technical competence in accordance with LEES⁴, a tradesperson may be considered for class 2 to 1 upgrading. REME Soldier Wing is the authority for loading soldiers on class 2 to 1 Upgrader training. The process for accelerated class 1 attendance is detailed within part VI of this document. All personnel on a Class 1 or Supervisor’s course will attend the Potential Assessment Board during or immediately after their course.

5. **Generic Models.** Generic Career Models for Artisan and Artificer CEGs are attached at Annexes A - H. The individual CEG timelines are taken from the average time for SP to reach that rank and not a guarantee of promotion in that timeframe.

¹ Those with above average trade and military abilities are likely progress quicker.

² Laid down and assured through unit Aircraft Engineering Standing Order’s (AESOs).

³ Tech Av 3 years from class 3, Tech Ac/Elec 4 years from class 3, Other years from class 2.

⁴ Land Equipment Engineering Standards, or AP7400 for Avn Trade Groups.

6. **REME Artificer.** REME is a technical Corps, and the Artificer route is considered the gold standard career model within it, providing the backbone to the structure that delivers ES to the Army. REME Soldier Wing manages the process for Artificer selection, the details of which are published in [CI E5](#).

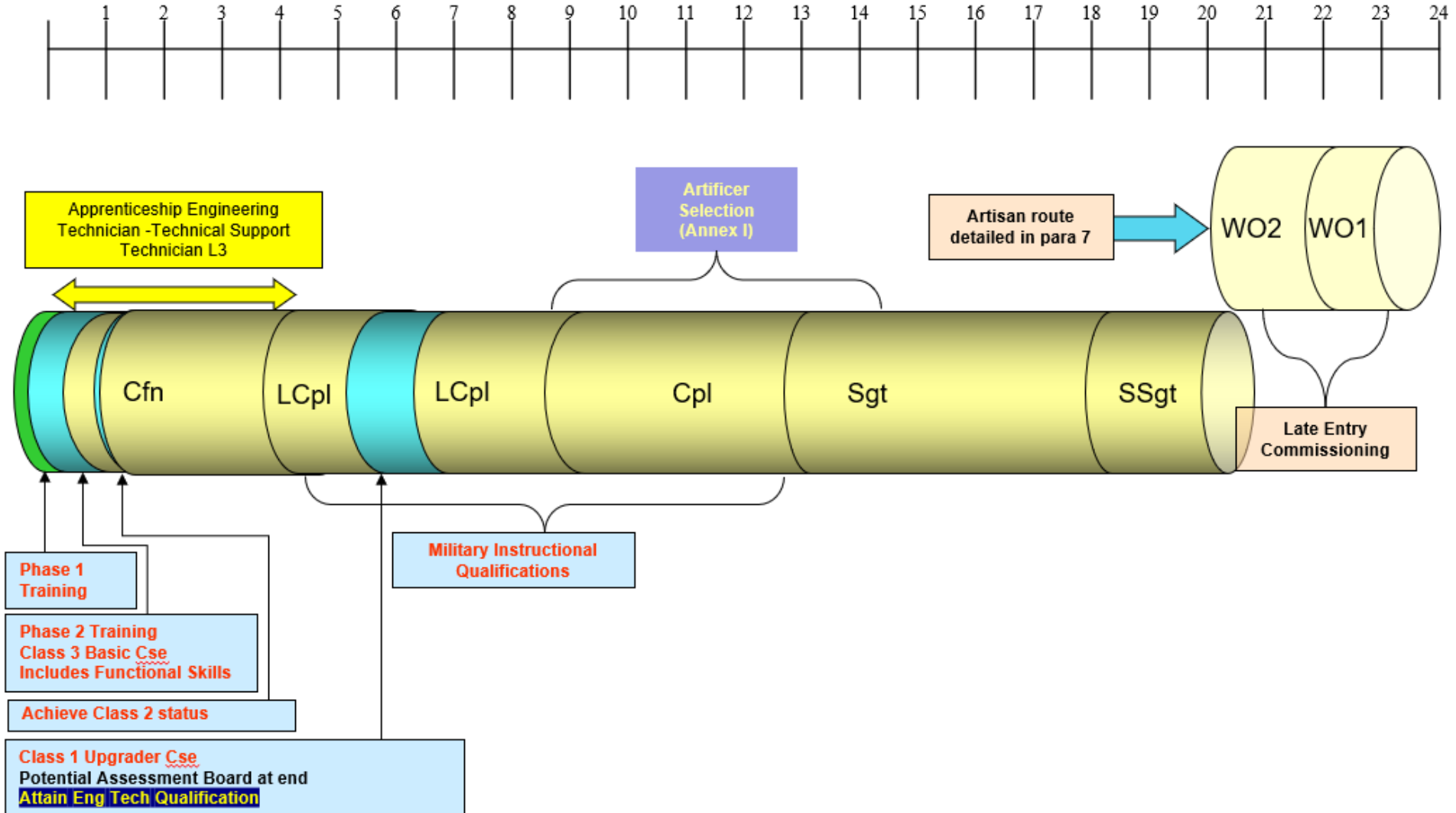
7. **REME Artisan.** The REME Artisan route is open to all CEGs. From SSgt onwards, selection for promotion is KSEB based and limited to the vacancies available. Unspecified vacancies for Artisans could include welfare WO, Ops WO and Trg WO etc. In addition, CSM / WSM / RSM appointments would be considered if no eligible TSS candidates are available.

8. **Annexes:**

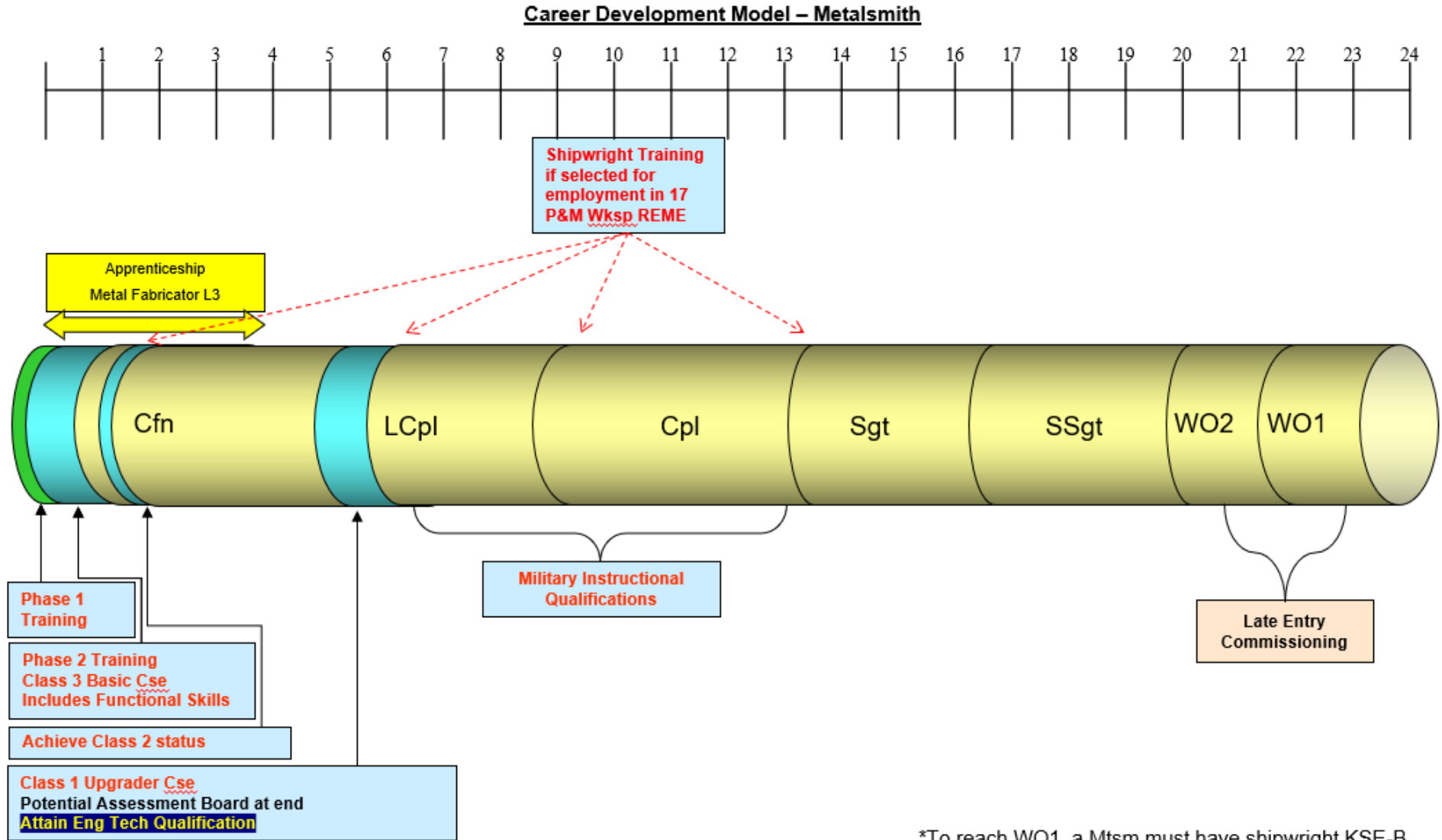
- a. Generic Career Model – Vehicle Mechanic.
- b. Generic Career Model – Metalsmith.
- c. Generic Career Model – Technical Support Specialist.
- d. Generic Career Model – Armourer.
- e. Generic Career Model – Recovery Mechanic.
- f. Generic Career Model – Electronics Technician.
- g. Generic Career Model – Aviation Technician.
- h. Generic Career Model – Artificer.

Annex A to CI E6 PART II
20 Feb 22
GENERIC CAREER MODEL – VEHICLE MECHANIC

Career Development Model – Vehicle Mechanic



Annex B to CI E6 PART II
20 Feb 22
GENERIC CAREER MODEL – METALSMITH

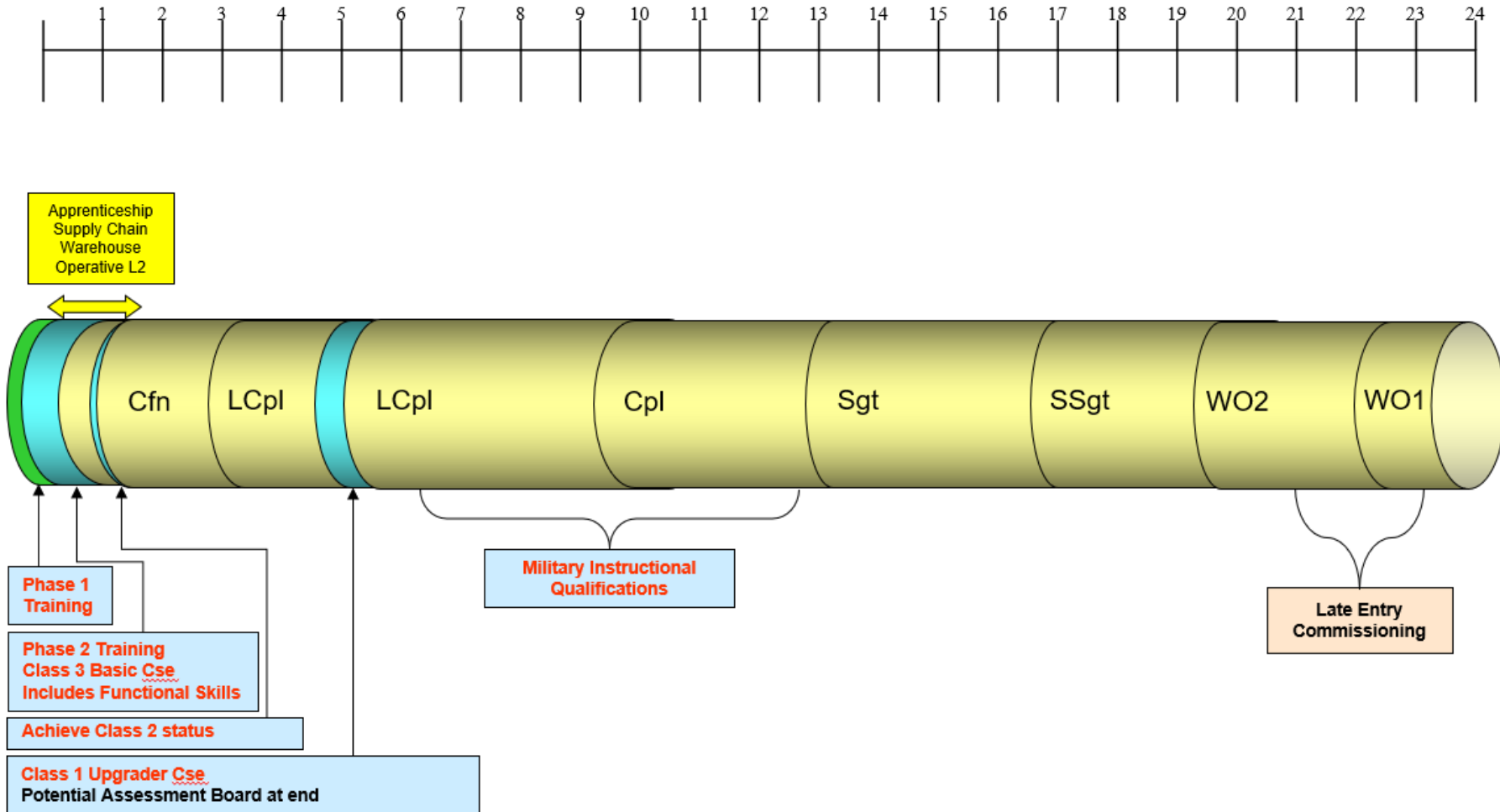


*To reach WO1, a Mtsm must have shipwright KSE-B.

Annex C to CI E6 PART II
20 Feb 22

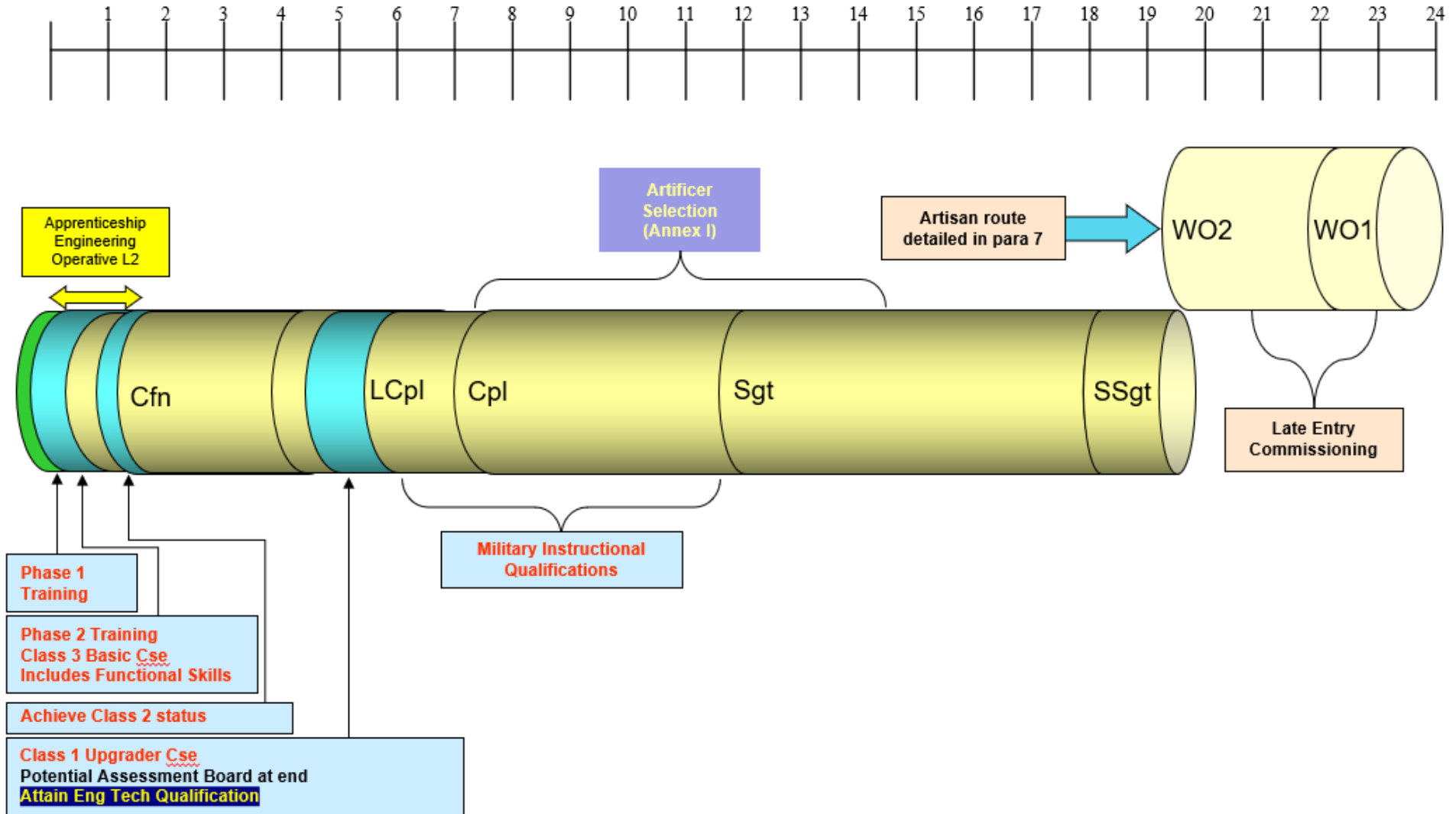
GENERIC CAREER MODEL – TECHNICAL SUPPORT SPECIALIST

Career Development Model – Technical Support Specialist



Annex D to CI E6 PART II
20 Feb 22
GENERIC CAREER MODEL – ARMOURER

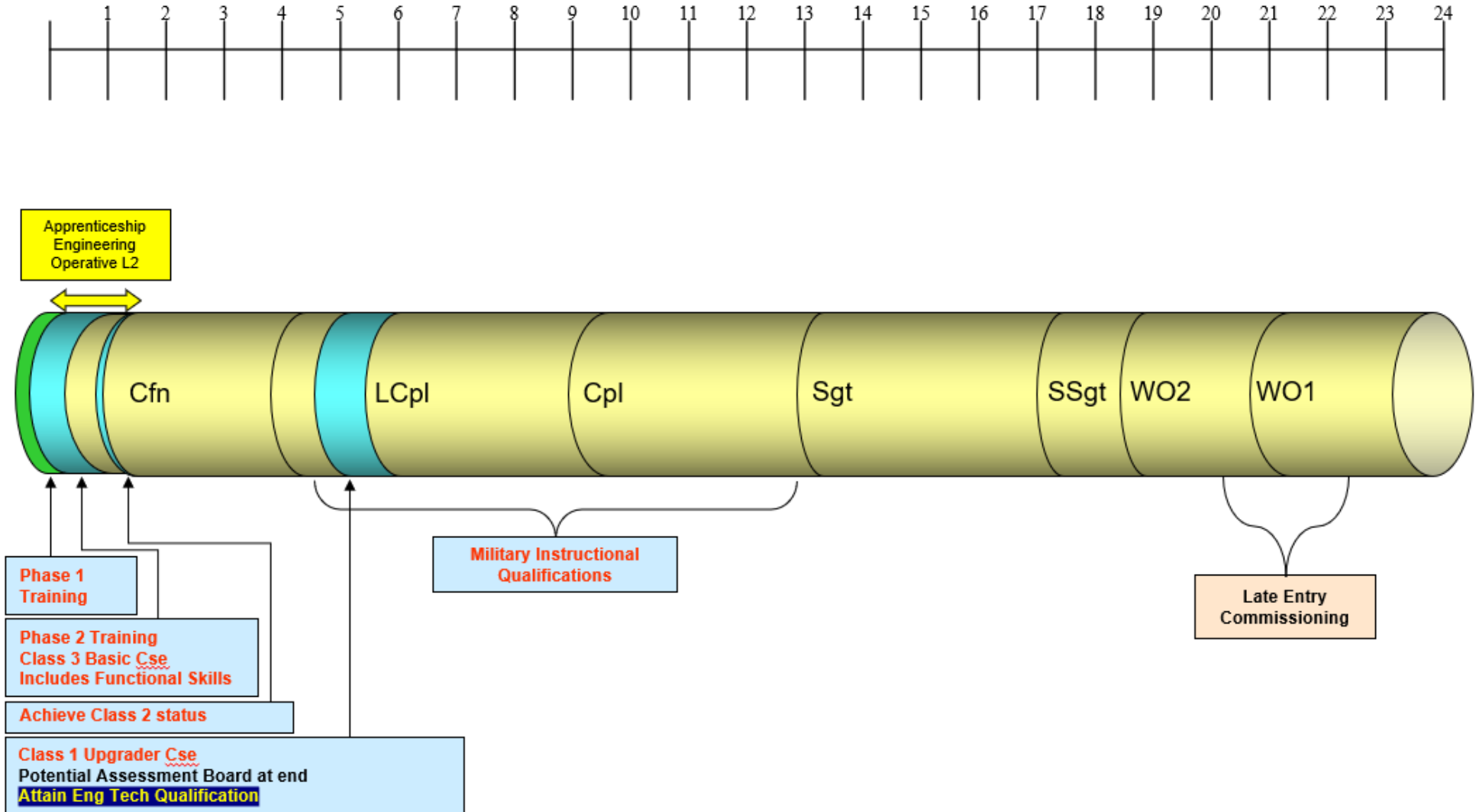
Career Development Model – Armourer



Annex E to CI E6 PART II
20 Feb 22

GENERIC CAREER MODEL – RECOVERY MECHANIC

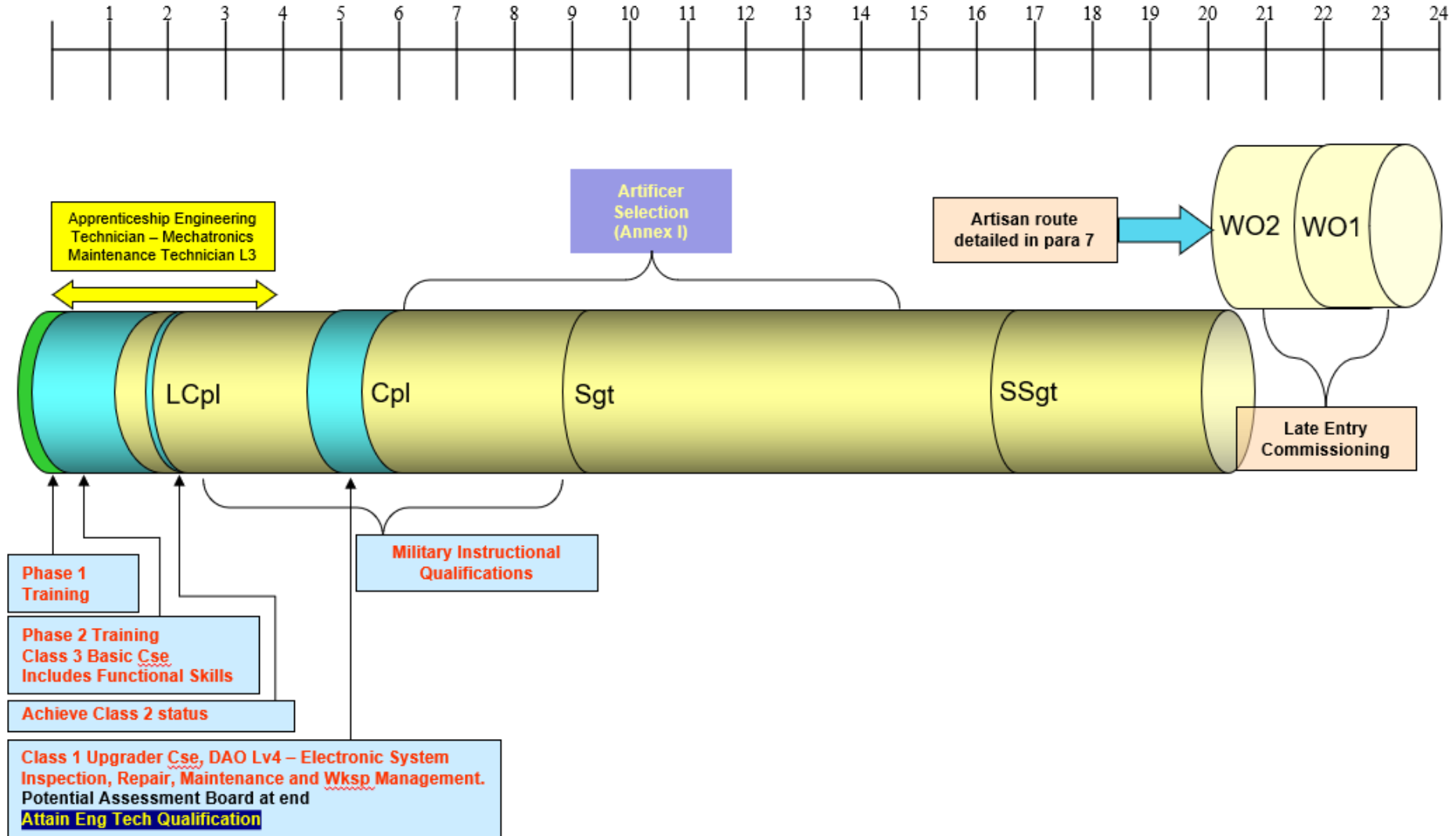
Career Development Model – Recovery Mechanic



Annex F to CI E6 PART II
20 Feb 22

GENERIC CAREER MODEL – ELECTRONICS TECHNICIAN

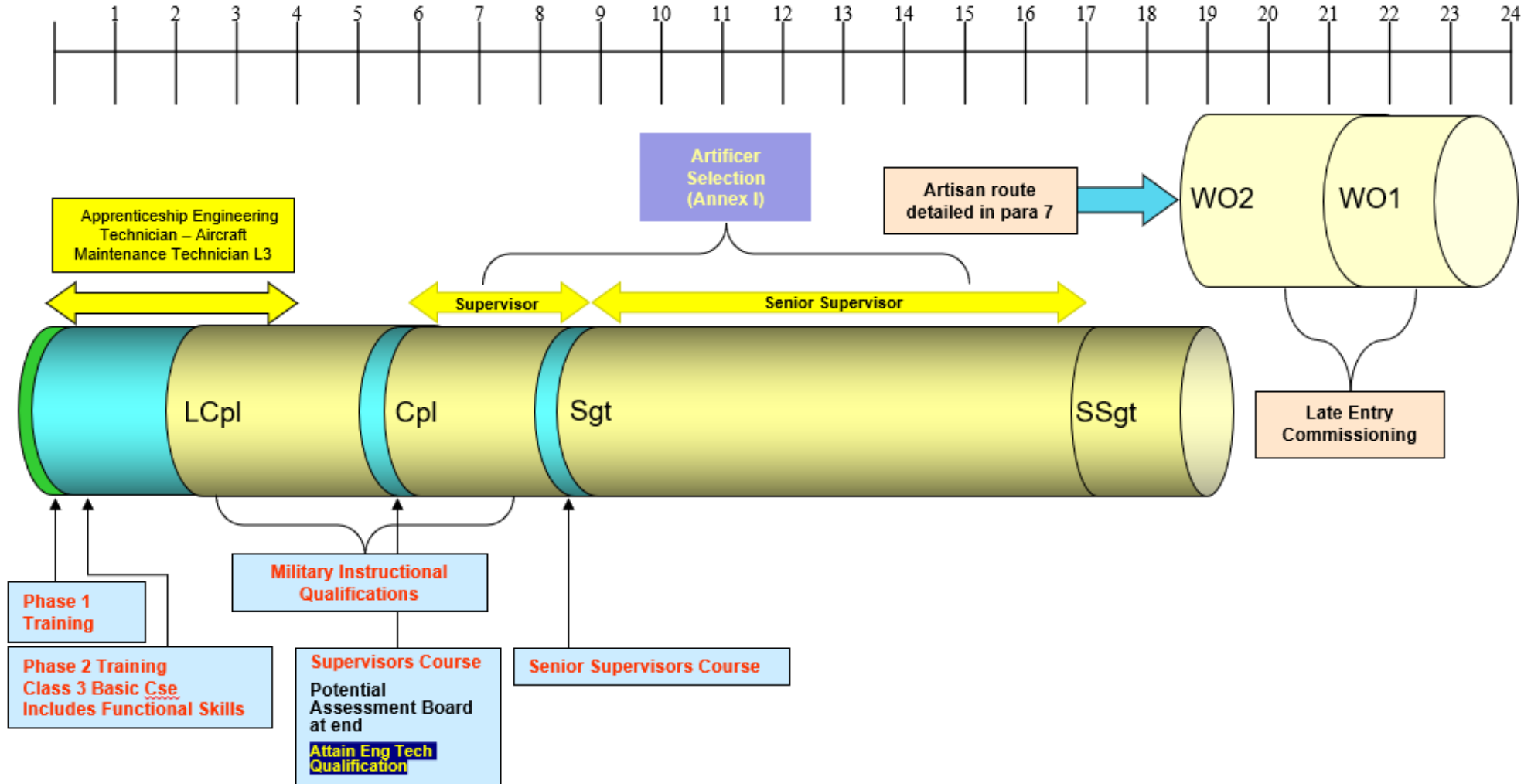
Career Development Model – Electronics Technician



Annex G to CI E6 PART II
20 Feb 22

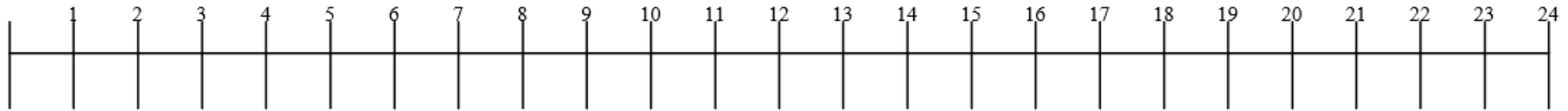
GENERIC CAREER MODEL – AVIATION TECHNICIAN

Career Development Model – Avionic & Aircraft Technicians



Annex H to CI E6 PART II
20 Feb 22
GENERIC CAREER MODEL – ARTIFICER

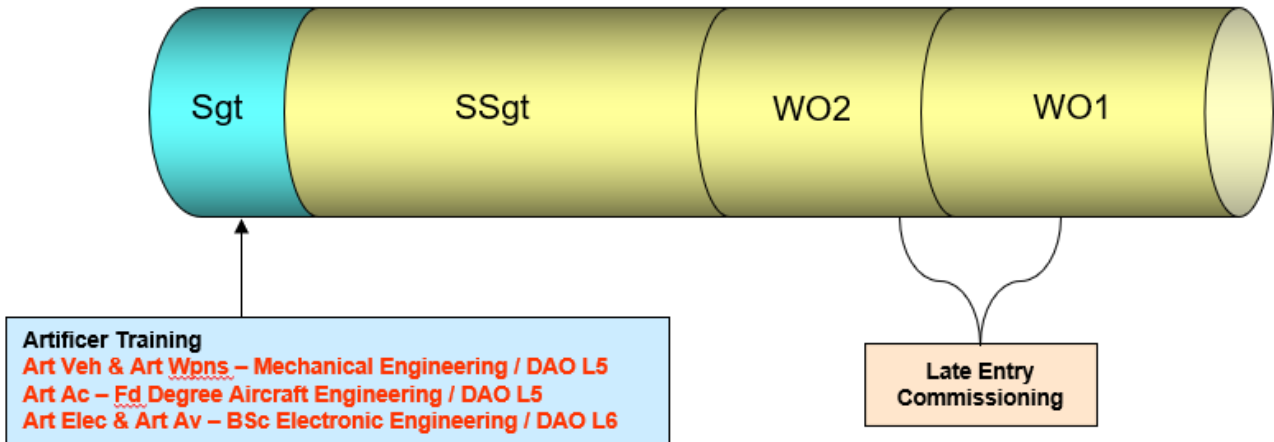
Career Development Model – Artificer



Change of employment for the purposes of training for Artificer status.

All Techs, VM and Armourer trades feed directly into Artificer training.

When a soldier passes PAB and is in a non-feeder trade for artificer training, they will be required to change their primary employment. The procedure to be followed in this instance is detailed in REME Corps Instruction E5.



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1. **Introduction.** Colonel Career Management (Combat Service Support) (Col CM CSS), on behalf of the Personnel Strategy, Workforce Plans, is the sole authority in peacetime for the promotion of REME soldiers iaw. [Queens Regulations](#) Chapter 9 Part 3 and [AGAI](#) Vol 2 Ch 47; the rules for promotion in REME are all framed within these existing Army Regulations and Instructions.

2. **Responsibilities.** Within the overall limits of the Army’s workforce requirements by employment and rank, Col REME plans target levels of promotion opportunities (and commissioning) to match the experience and ability required in each Career Employment Group (CEG). On behalf of Col REME, Col CM CSS is responsible for ensuring that these levels of promotion opportunities are maintained consistently to conform to the Army’s overall policy. The day-to-day implementation of this policy is invested in SO1 REME Sldr Wing.

3. **Ranks and Appointments in REME.** Appointments authorised for and peculiar to REME are:

- a. Artificer Sergeant Major (ASM).
- b. Artificer Quartermaster Sergeant (AQMS).
- c. Additionally, the courtesy titles of ASM and AQMS for the limited population of non-Artificers promoted to WO1 and WO2 may also be used.

4. **Substantive Rank.** References made in this Instruction to rank are for substantive rank unless stated.
5. **Promotion Systems.** All promotion for REME soldiers is based on vacancy therefore, REME Sldr Wing will only promote sufficient SP to fill the available vacancies.
6. **Promotion Boards.** Promotion Boards (see Part V) assist in the selection of individuals for promotion. The exception is for technicians at the conclusion of Phase 2 Training where promotion from Cfn to LCpl is the prerogative of CO 8 Trg Bn REME.
7. **Promotion years.** For Sgts and below, the promotion year is between 1 Oct – 30 Sep. For SSGts and above, the promotion year is 1 Apr – 31 Mar. This means that when a SP is selected for promotion, they will be promoted in the following promotion year between those dates. A few examples are below:
 - a. LCpl X receives their SJAR on the 31 Mar 21 and is selected for promotion in Jul 21. Between 1 Oct 21 – 30 Sep 22, they will either be appointed to a new unit or promote in post to promote to Cpl. However, they must wait for a Cpl vacancy to become available. If LCpl X is appointed to a new unit with a Cpl vacancy on 1 Feb 22 (for example), they will promote on this day.
 - b. Alternatively, LCpl Y is also selected for promotion in Jul 21, but is assigned to remain in their current unit. As there is an available Cpl vacancy in their current unit, they can be promoted in post on the first day of the promotion year, 01 Oct 21. (Note: Not the day of their selection for promotion in Jul).
 - c. Finally, LCpl Z is notified of promotion in Jul 21. However, the appointment they have been assigned to doesn't have an available Cpl vacancy until 1 Sep 22. Therefore, LCpl Z moves on promotion to their new unit and starts as a Cpl on 1 Sep 22.
8. The examples above highlight how three SP who all selected at the same Promotion Board start wearing their new ranks at different points throughout the Promotion Year. It doesn't matter when the SP starts wearing their new rank, the seniority remains the same, and therefore they all become eligible for promotion to Sgt at the same time.
9. For example, if the eligibility criteria is 3 years in substantive rank, then those individuals will run to the Cpl – Sgt Promotion Board in May 24 and, if successful, will promote to Sgt between 1 Oct 24 to 30 Sep 25. In LCpl Y's case, they may believe that they missed out on running to the previous board by a single day, which is a common misconception. This is not the case as LCpl Y was simply promoted at the very start of that promotion year. A SP who wore their Cpl on the 30 Sep 21 when compared to another SP wearing on the 1 Oct 21 may look only a day apart but, the two individuals are a full Promotion Year apart.
10. **Qualification Requirements.** Annexes A and B provide a more detailed overview of eligibility criteria for promotion but, in general terms, a soldier must:
 - a. **Current rank.** Hold the substantive rank one rank below the rank for which they are being selected.

b. **Appraisal recommendation.** Have a positive recommendation for promotion one rank up in their current SJAR.

c. **Experience.** Have the necessary minimum experience in rank as at the start of the relevant promotion year.

d. **Qualifications.** Hold the necessary educational, military, medical, employment and special qualifications as laid down in ACSO 3223⁵, ACSO 3225, QR(Army) and this instruction. Qualifications must normally be held and recorded on JPA by the date of the board, but this requirement may be deferred where:

(1) **Delayed completion for service reasons.** Where the soldier has been delayed in completing the required qualifications, but there is a reasonable expectation they will be able to do so before the start of the promotion year. Where the soldier is selected their name is not to be promulgated publicly until they have gained the required qualifications. If this has not occurred by the start of the promotion year their selection will be cancelled.

(2) **Delayed for reason of pregnancy and maternity.** The soldier has been impaired in completing the mandated qualifications due to pregnancy, maternity absence, or post-partum recovery. More information is detailed in para 15 to this instruction and SToS.

e. **Residual service.** Have 12 months residual service on their engagement. For Regulars this is calculated from the start of the relevant promotion year.

f. **Soldiers who have given NTT.** Soldiers who have given NTT but who would otherwise have met the criteria are eligible to select providing they have 30 days residual service from the date of publication of the board results, and workforce restrictions allow them to withdraw their NTT. Where workforce restrictions prevent withdrawal of NTT, the soldier is still to be boarded and informed of their score by their CM and CoC. Soldiers who have given NTT are not considered differently by the relevant promotion board, but units are not obliged to load soldiers who have given NTT onto courses.

11. **Technicians.** All technicians will now leave DSEME with a guaranteed placement on an 8 REME-run ALDP within 12 months of their assignment date. To minimise pressure on the Field Force, 8 REME will ensure all Individual Training Requirements (ITRs) are complete prior to assignment out of DSEME.

a. **Technician Promotion.** Technicians are assessed by CO 8 Trg Bn REME at the conclusion of their initial trade training by means of a promotion assessment board where performance and potential is assessed against technical competence, military skill and bearing, leadership and quality of character to decide on suitability for promotion. All technicians will receive an MPAR mid-way through their initial trade training from their PI Comd to inform trainees of areas that require improvement. Those that are at the standard for promotion, but have yet to gain a LCpl ALDP pass, may be assigned to their first unit as Acting LCpl.

⁵ Applicable to soldiers who promoted to their current rank under CLM rules. These soldiers must hold the educational qualifications required for their current rank to be eligible select.

They will be required to attend and pass a LCpl ALDP within 12 months of leaving Phase 2 to substantiate in rank.

b. **Technician Non-recommendation.** If there is a non-recommendation for promotion at the end of their trade training, on the promotion board the CO is provided with the MPAR as part of the evidence pack. Technicians assessed as not meeting the standard required will leave Phase 2 as a Cfn, requiring a recommendation for promotion on their first SJAR or special report after 6 months in their initial unit. If they receive a recommendation, they will be promoted once their initial report is received by APC; the date of promotion will be the date of that report. Unless granted dispensation by Col REME, if REME technicians fail to achieve a positive recommendation from Cfn to LCpl at the end of their first SJAR period the SP may be transferred to another trade / Capbadge, or will be discharged under [QRs](#) 9.414.

12. **Accelerated promotion.** Soldiers may be deemed eligible for promotion early in the following circumstances.

a. **Exceptional Potential.** Soldiers graded with a potential recommendation of 'Exceptional for promotion one rank up' in their Annual Report, Short Tour or Duty Period (STDP) report or Special Circumstance report (in lieu of an Annual Report) will not be required to meet the stated experience or qualification requirements relevant for their promotion⁶.

(1) **Vacancy.** Soldiers graded 'Exceptional' will not be subject to the experience from paragraph 10. They will compete on merit with all those eligible for selection and will be subject to the same controlling considerations. All substantiation requirements must be completed for the soldier to substantiate in the higher rank.

b. **Formal Acceleration (Early Boarding).** REME Sldr Wg consider the use of 'Early Board' candidates during Promotion Boards when there is a clear workforce need to do so, but can only make that decision once the number of Main Board candidates meeting the promotion eligibility criteria is known; the grading and use of 'Early Boarders' should not be considered the norm and any SP selected as an 'Early Boarder' will be promoted in acting rank with substantive rank expected to be confirmed at the following year's Promotion Board if fully qualified. This is not a [SToS](#) 02.024 accelerated technique for early promotion, and is only to be used to address a workforce shortfall. Unlike the accelerated technique for early promotion, an early board selection is only in acting rank and therefore does not come with the same seniority.

13. **Consideration of Pregnancy, Maternity Absence and Post-Partum Recovery.** Pregnancy, maternity absence – including shared parental and adoption absence – and post-partum recovery can affect a soldiers' ability to satisfy all elements of promotion policy. Wherever possible the Army will seek to prevent a soldier being disadvantaged in their career progression, without compromising the essential requirement that all soldiers must be appropriately qualified for their substantive rank and role.

⁶ Soldiers are still required to hold the educational qualifications for their current rank to be eligible for Accelerated Promotion. This affects all soldiers who selected for promotion under CLM rules.

a. **Eligibility for promotion.** It is incumbent on the CoC to give soldiers the opportunity to complete the qualifications required to be eligible to select for promotion and to substantiate. Where pregnancy, maternity/ShPL/adoption absence or post-partum recovery prevents this the following is to take place.

(1) **Eligibility to select.** Soldiers prevented from completing the required qualifications may be considered by a board where eligible in all other respects.

(2) **Eligibility to substantiate.** Soldiers prevented from completing the required qualifications will be promoted in Acting Rank on their anticipated date.

(3) **Completion of qualifications.** Soldiers selected or promoted in Acting Rank because of para (1) and (2) must complete any outstanding qualifications within ALDP timelines on their return, otherwise they will be de-selected or will have their AHR removed.

(4) **Applications and authority.** Authority for a soldier to be considered for promotion under this provision rests with the relevant CM who must be satisfied that the soldier has not had reasonable opportunity to gain the qualifications required. Such decisions will be made based on applications submitted by the soldier via their CoC. The application form can be found in SToS, at Annex F.

b. **Rank during absence period.** The rank of a selected soldier whilst on maternity/ShPL/adoption leave will be determined retrospectively based on the assignment that immediately follows the absence period as listed below. Soldiers will be considered for assignment consistent with normal practice for their corps or regiment.

(1) **Where the soldier assigns into a post of the higher rank.** Where the soldier assigns directly into a post of the higher rank their prior absence period within the promotion year will be deemed to have been an assignment in the higher rank. Substantive or Acting Higher Rank will be awarded retrospectively from the start of the absence period or the start of the promotion year, whichever is later.

(2) **Where the soldier assigns directly into a post in their substantive rank.** Where the soldier assigns directly into a post of their substantive rank during the promotion year their prior absence period will be deemed to have been in the substantive or Acting Higher Rank held before it started.

(3) **Determination of Assignment.** Soldiers will be considered for assignment consistent with the normal Career Management practice of REME Sldr Wg. CMs are not obliged to assign soldiers in the higher rank.

c. **Appraisals following promotion.** Soldiers assigned into a post of the higher rank but delayed in substantiating will be appraised as if in substantive rank in accordance with [JSP 757](#) Vol 2 Para 21. Such reports are eligible for board filtering as per paragraph 10b/c.

14. **Appraisal Reports (AR).** ARs are key to the promotion of REME soldiers. Selection for promotion is based on the assessments and recommendations contained therein. [JSP 757](#), supplemented by regular advice from REME Sldr Wing, gives Reporting Officers (ROs) and Subjects more detailed guidance.
15. **Commendations / REME Engineering Awards.** If a SP receives a commendation their CoC are to ensure that a copy has been sent to APC, CM CSS, Boarding Section. All OF5 and above commendations should be included, along with any annual REME Engineering Awards. The commendation / award will then be retained digitally by Boarding Section.
16. **Late Appraisal Reports.** Failure to submit ARs to meet the times laid down in [JSP 757](#) will result in soldiers failing to appear before the appropriate Promotion Board. Where there are problems with the completion of reports, or it is unclear if a soldier is due a report, advice is to be sought from the unit HR administrator in the first instance. REME Boarding will hasten units once the APC deadline has passed. Timely submission of ARs to the APC is the responsibility of the CoC.
17. **Promotion Board filtering.** A spreadsheet of all REME SP of the rank to be considered at the next Promotion Board will be made available to the CoC prior to the Board, indicating whether SP meet the various eligibility criteria (from JPA) for the Board. A final list will be updated to the CoC approximately two weeks before the Board but, due to its content, the spreadsheet will **not** be published on MS Web, nor should it be viewed by those outside the CoC of those included on it. The CoC are to ensure they check this spreadsheet and notify APC of any errors or omissions.
- a. **REME Professionalisation.** From Apr 23⁷, Tech Elec, Tech Ac, Tech Av, VM, Mtsm, Armr and Rec Mech must be 'Eng Tech' to be eligible for selection for promotion to Sgt. During the pre-board filtering process, the Boarding team will carry out a competence check via JPA to confirm that all SP running to the Sgt Promotion Board have the necessary pre-requisite of 'Eng Tech' listed as a competence. For more information on professional registration, and refunding of fees, the detail is contained in [Corps Instr E8](#).
18. **Promulgation of Promotion Results.** Promotion Board results are promulgated centrally by MS CM Ops, normally on the first Wednesday of the month that follows the Board. These are planned promotions and no action is to be taken other than informing the soldier. The final authority for promotion lies with a soldier's CO (see [QR 9.140](#)), but substantive promotion will not be awarded on JPA until the SP has been assigned into PiD of higher rank and is fully qualified for substantive promotion.
- a. **Direct notification of promotion board results.** Defence Connect is being utilised to inform individuals directly if they have been successful, or not, at a promotion board. All successful and unsuccessful board candidates will receive a direct notification. SP will be informed of their promotion board results between 0900-1500hrs, with the full results published to all via [MS Web](#) at 1530hrs. For more detail, refer to [ABN:076/2021](#).
19. **Unit Action.** On receipt of formal notification of a soldier's promotion, the following action is to be taken:

⁷ In PY 23/24 all Cpls eligible for promotion to Sgt will be filtered in to the board. It is acknowledged that there will be a backlog of EngTech applications and no SP will be penalised.

- a. If the CO considers that the soldier's current performance does not warrant promotion, the appraisal policy at [JSP 757](#) Pt 2 Ch 2 Para 18 allows for a 'Significant Change Report' to be written where a subject may no longer be deserving of selection for promotion. If the CO deems a significant change report is required, SO2 REME Sldr Wing and SO2 REME Boarding are to be notified. The soldier will not be considered again for promotion until they are recommended by their CO in an AR (normal promotion and Promotion Board rules apply).
 - b. If the soldier remains recommended by the CO, the unit and soldier should monitor JPA to ensure APC has taken the appropriate promotion action.
20. **Seniority.** Seniority is normally determined by the date of promotion to that substantive rank (within the Promotion Year). Where a soldier has previously held acting higher rank (AHR) then their seniority will be that date they assumed AHR or the first day of the promotion year, whichever is later.
21. **Seniority Special Rules.** Normally the basic rank seniority date for a REME soldier below substantive LCpl (less technicians) is the date of the soldier's enlistment. Exceptions to this rule are:
 - a. **Re-joiners.** SO1 REME Sldr Wing has the flexibility to offer entry at a lower rank for a re-joiner, potentially where the workforce requirement is available only in the lower rank. Alternatively, it can offer entry in a higher rank should it deem the KSEB gained outside of service justifies it in accordance with [QRs](#) 9.115/6.
 - b. **Transferees.** SO1 REME Sldr Wing will decide the seniority date of a soldier who transfers to REME from another Service, Arm or Corps based on the CEG the soldier is transferring into and the level of training required. Consideration must be given to ensuring fairness to across the CEG they are transferring into, coupled with the technical skills they have or about to be taught. More detail is provided in Part VIII.
22. **Seniority Redress.** A soldier who believes that they have been unfairly treated in terms of their seniority may apply through his CO to SO1 REME Sldr Wing for their case to be reviewed.
23. **Refusal of Promotion / Artificer training.** In accordance with para 2.25 of the [Career Management Boarding Manual](#), soldiers provisionally selected for promotion who decline to accept it remove themselves from consideration on future selection boards. Soldiers MUST confirm their decision in writing and MUST NOT be considered for subsequent promotion until they rescind that decision in writing. In both cases, the declaration must be counter-signed by their CO. Artificer training is classed as promotion. Therefore, the same process is to be used if a SP refuses selection from ASCLB. An example of the refusal for promotion declaration is also contained in the [CM Boarding Manual](#). SPs should note that refusal of promotion or Artificer training does not prevent reassignment in the Promotion Year.
24. **REME Sldr Wing MS Planner.** The REME Sldr MS Planner can be found under [Capbadge Announcements](#) in MS Web and provides a detailed forecast of events for the forthcoming year. REME Career Management dates change slightly year-on-year

but the most up to date copy can be found within the link. REME Sldr Wing usually aim to produce the following years MS planner three months in advance.

25. Annexes:

- a. REME Soldier seniority timelines aide-memoire
- b. REME Soldier pre-requisites for promotion and substantiation requirements

**Annex A to CI E6 PART III
20 Feb 22**

REME SOLDIER SENIORITY TIMELINES AIDE-MEMOIRE

Promotion year	Rank	Date of SJAR	Latest date for SJAR at APC ⁸	Next Promotion Board	Promotion Board date	Results Public ⁹	Seniority for 22/23 PB if substantive	Seniority for 23/24 PB if substantive	Seniority for 24/25 PB if substantive
1 Oct – 30 Sep	Cfn	31 May	31 Jul	Cfn – LCpl	Sep (2 weeks)	Oct	Assigned to Field Force on or before 30 Sep 21	Assigned to Field Force on or before 30 Sep 22	Assigned to Field Force on or before 30 Sep 23
	LCpl	31 Mar	31 May	LCpl - Cpl	Jun / Jul (2 weeks)	Jul	On or before 30 Sep 20	On or before 30 Sep 21	On or before 30 Sep 22
	Cpl	31 Jan	31 Mar	Cpl - Sgt	May (2 weeks)	Jun	On or before 30 Sep 20	On or before 30 Sep 21	On or before 30 Sep 22
	Sgt	30 Nov	31 Jan	Sgt – SSgt	Mar	Apr	On or before 31 Mar 19	On or before 31 Mar 20	On or before 31 Mar 21
1 Apr – 31 Mar	SSgt	30 Sep	30 Nov	SSgt – WO2 Non-Artificer	Jan	Feb	On or before 31 Mar 19	On or before 31 Mar 20	On or before 31 Mar 21
				SSgt – WO2 Artificer			On or before 31 Mar 18	On or before 31 Mar 19	On or before 31 Mar 20
	WO2	30 Jun	31 Aug	WO2 – WO1	Nov	Dec	On or before 31 Mar 20	On or before 31 Mar 21	On or before 31 Mar 22

Note: All Promotion Boards (PB) require the SP to have 12 months residual service remaining.

- Cfn – LCpl example.** Cfn X is successful at the 21/22 PB for LCpl as they assigned to the Field Force between 1 Oct 19 and 30 Sep 20, i.e., that Promotion Year. The SP will be considered at the AB and depending on vacancies could either be appointed elsewhere or in-post as a LCpl. Depending on the date a vacancy becomes available, they will promote between 1 Oct 21 – 30 Sep 22. SP promoted 1 Oct 21 will present to the same Promotion Board as someone promoted 30 Sep 22; they are both in the same Promotion Year.
- Sgt – SSgt example.** Sgt Y is successful at the 23/24 PB for SSgt (they were a substantive Sgt on or before 31 Mar 20). They will promote in-post or be appointed to a new unit as a SSgt between 1 Apr 23 – 31 Mar 24 (changing to the SSgt and above Promotion Year), when a vacancy becomes available. SP promoted 1 Apr 23 will present to the same Promotion Board as someone promoted 31 Mar 24; they are both in the same Promotion Year.

⁸ The required SJAR receipt date at APC is a deadline not a suggestion, those received after this date will be reported to Col CM CSS.

⁹ Promotion Board results are usually public on the first week of the month following the Promotion Board, the exception being the LCpl to Cpl Promotion Board results which are usually published in the last week of Jul to inform units before they depart on Summer Leave.

Annex B to CI E6 PART III
20 Feb 22

REME SOLDIER PRE-REQUISITES FOR PROMOTION AND SUBSTANTIATION REQUIREMENTS

Rank step	CEG ¹⁰	Promotion Board pre-requisites	Required to substantiate ¹¹	
			Selected PY 19/20 or earlier	Selected PY 20/21 or later (21/22 for WO)
Cfn - LCpl	Armr, Mtsm, RecMech, TSS, VM CEGs	Class 2, SJAR recommendation, 12m in Field Force as at 30 Sep	PNCO CLM	ALDP LCpl MT
	Technician CEGs	Class 3, recommendation from DSEME	PNCO CLM	ALDP LCpl MT
LCpl - Cpl	All CEGs (less Avn Tech)	2 years in Sub rank as at 30 Sep, Lit & Num 1	JNCO CLM Pt 1	ALDP Cpl MT & ME
	Avn Tech	Class 2, 2 years in Sub rank as at 30 Sep, Lit & Num 1, Supervisor's course recommendation	JNCO CLM Pt 1, Supervisor's course	ALDP Cpl MT & ME, Supervisor's course
Cpl - Sgt	All CEGs (less Avn Tech)	Class 1, 2 years in Sub rank as at 30 Sep, Lit & Num 2, Eng Tech (less TSS) JNCO CLM Pt 3 (pre-20/21 substantiation only)	SNCO CLM Pt 1	ALDP Sgt MT & ME
	Avn Tech	Supervisor, 2 years in Sub rank as at 30 Sep, Lit & Num 2, Senior supervisors course recommendation JNCO CLM Pt 3 (pre-20/21 substantiation only), Eng Tech	SNCO CLM Pt 1, Senior supervisors' course	ALDP Sgt MT & ME, Senior supervisors' course
Sgt - SSgt	TSS, RecMech, Metalsmith CEGs	3 years in Sub rank as at 31 Mar SNCO CLM Pt 3 (pre-20/21 substantiation only)	Already qualified to substantiate	Already qualified to substantiate
	Artificer CEGs	15 years' service ¹² , 3 yrs in Sub rank as at 31 Mar SNCO CLM Pt 3 (pre-20/21 substantiation only)	Already qualified to substantiate	Already qualified to substantiate
SSgt – WO2	TSS, RecMech, Metalsmith CEGs	3 years in Sub rank as at 31 Mar	WO CLM Pt 1	ALDP WO (from 1 Apr 21)
	Artificer CEGs	4 years in Sub rank as at 31 Mar	WO CLM Pt 1	ALDP WO (from 1 Apr 21)
	Artificer Feeder CEGs (Armr, VM, Technician)	3 years in Sub rank as at 31 Mar	WO CLM Pt 1	ALDP WO (from 1 Apr 21)
WO2 – WO1	All CEGs	2 years in Sub rank as at 31 Mar WO CLM Pt 3 (pre-21/22 substantiation only)	Already qualified to substantiate	Already qualified to substantiate

¹⁰ Trade qualifications must be "as at" and entered on JPA before the respective Promotion Board convenes.

¹¹ Further information on the Army Leadership Development Programme can be found in [ACSO 3234](#) and the [ALDP Handbook](#).

¹² SP must have **completed** 15yrs of Service before the start of the next Promotion Year (i.e., all SP must be in their 16th Year of Service (or more) at the start of the relevant Promotion Year) to be eligible.

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PART IV – ASSIGNMENTS

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1. **Introduction.** Throughout their service in REME, soldiers are always to be on the posted strength of a unit or administered by REME Sldr Wing whilst held on the Sickness Absence Management (SAM) list¹³. Soldier assignment policy is detailed in [QRs](#), paras 9.260-9.274.

2. **Individual Assignments.** REME soldiers are assigned in accordance with MS' Binding Principle from which the Individual Assignment Policy below is derived. They do not normally move because of the Arms Plot however, REME soldiers may be assigned as a direct consequence of a parent unit Arms Plotting, for example, if the incoming unit has a change of role or a reduction in liability.

3. **Assignment.** All planned assignments for the subsequent Assignment Year are decided by an Assignment Board (see Part V). Once complete and results are authorised for release, Assignment Orders (AO) will be issued by REME Sldr Wing. The AO is issued via JPA¹⁴ to the soldier and the Administrators of both the losing and gaining units.

4. **Assignment Principles.** The principles applied during the REME assignment boards are as follows:

- a. REME soldiers are not moved except;

¹³ This includes absentees.

¹⁴ The JPA AO notification is available to view on JPA for 90 days from date of issue before it then becomes unavailable to view. An AO which has been accepted and then closed in a JPA workflow will be removed from your JPA workflow notifications after 30 days. There is no requirement for the APC CM's to retain a copy of the AO. SP are advised to print off a copy.

- (1) To meet the needs of the Service.
 - (2) To promote into a vacancy.
 - (3) They are approaching their Future Availability Date (FAD) and it is considered in the soldier's career interests to be assigned e.g., to broaden their experience on different eqpt/unit types or Theatres.
 - (4) To meet a reasonable personal request¹⁵.
- b. Welfare, accompanied by the respective annex from AGAI 81, is to be considered at the start of the board.
 - c. The SP will be considered for assignment in merit order.
 - d. KSEB will be considered in conjunction with the SP's posting preferences.
 - e. Multiple assignments to overseas units are unlikely¹⁶.
 - f. Requests for an extension in the current unit, when supported by the CoC, will be considered.
 - g. The SP will be considered for promotion in their current unit if a vacancy exists.
 - h. Requests to remain in the same geographical location will be considered.
 - i. Directed assignments are to be avoided where possible.

5. Special consideration for assignment. Soldiers who may warrant special consideration for assignment are to engage with their CMs and register their details and preferences. The interests of the service require that assignments in a requested area cannot be considered a right, nor should the interests of other soldiers be allowed to suffer because of the policy of attempting to satisfy the preferences of soldiers warranting special consideration. In the interests of good personnel management and soldier retention, every reasonable effort is made by the respective CEG Career Manager to consider the assignment preference of service personnel in the following circumstances. More detail is explained in [SToS](#).

- a. Serving couples.
- b. Soldiers accessing Assisted Conception Services (ACS).
- c. Soldiers approved to be an adoptive parent who are awaiting a match.
- d. Soldiers returning from Maternity, Shared Parental or Adoption leave.

6. Timing. Assignment Orders will be necessary to:

- a. Place a soldier who has completed Phase 2 Training.

¹⁵ MS Binding Principle states a minimum of 2 years in post.

¹⁶ Cyprus/BATUS/BATUK/BATSUB/Brunei.

- b. Place a soldier into a different PID/Unit.
- c. Place a soldier onto, or at the completion of, a long course.
- d. Replace a soldier who is leaving the Service, changing trade, or transferring to another Arm or Service.
- e. Place a soldier on promotion into a PID of the appropriate rank.
- f. To comply with an Establishment change.
- g. To meet an operational requirement.
- h. To meet the needs of a soldier who has a dependant with additional needs¹⁷.

7. **Authority for Assignments.** In peacetime REME Sldr Wing is the authority for the issue of AOs for REME soldiers. COs may reallocate soldiers between subunits without reference to REME Sldr Wing provided this does not involve a change of PID; if it does the unit **must** inform their Career Manager in REME Soldier Wing to ensure all records are accurate.

8. **Notice of Assignment.** REME Sldr Wing aims to issue AOs 3-6 months in advance of an assignment date¹⁸, however this may not always be possible. MS's Binding Principle underpins all AOs.

9. **Tour Lengths.** The Army has introduced the principle of an Open-ended Assignment Policy for soldiers, REME's requirement to employ its SP across a variety of equipment types and units can only be met through SP being assigned to different units throughout their career. Stability for the SP and their families is always a significant consideration; however, it is not always possible to meet all preferences¹⁹.

Ser	Assignment Trigger	Typical Assignment Length	Remarks
1	Initial Assignment from Phase 2	2 years	Default tour lengths are a 2 yr Initial Assignment from Phase 2 Training for Land Non-Aviation CEGs, with subsequent assignments being 4 yrs for Cfn-SSgt (non-Artificer). Tech Ac/Av initial assignments will be 4 years; however, SP may opt to move after 2 years.
2	2 nd Assignment	4 years	This 2 nd assignment will be in a different type of unit (either the main equipment supported, or the level of repair provided (1 st or 2 nd Line) or both) than the SP's Initial Assignment. This Assignment should also coincide with the SP attending their Class 1 Course (or Supervisors Course for Tech Av/Ac) midway through the Assignment and then completing the Assignment as a class 1 (Supervisor).

¹⁷ See AGAI 81.

¹⁸ MS's target is a minimum of 90 days notification.

¹⁹ MS' Binding Principle remains extant – The needs of the Army come first and those of the soldier and family a very close second.

3	Subsequent Assignments (Cfn – SSgt (non-Artificer))	4 years	Assignment lengths may vary if the SP is selected for promotion (and Avn Senior Supervisors Course), or the unit Establishment changes significantly during their tenure.
4	Routine REME Assignments overseas (Cyprus/BATUS/BAT UK/BATSUB/Brunei)	2 years	Requests to extend in overseas assignments will always run to the next assignment board for consideration. A decision will be made based on the order of merit, wider interest in the post and the workforce need at the time. Multiple assignments overseas (and subsequently extensions in these posts) are the exception rather than the norm.
5	Loan Service REME Assignments (Brunei & Oman)	27 – 36 months	The Initial Assignment Order will always be for 27 months, but the host nation may request that it be extended to 36 months if they are happy with the SP's performance and suitability once in post.
6	Assignments away from Trade (MTI/DoC/Recruiting/E2 etc)	2 years	To minimise trade skill fade. This may be extended to 36 months based on workforce requirements.
7	SSgt Artificers	1 st - 2 years 2 nd – 3 years	A newly qualified Artificer's Initial Assignment will be to a Field Force unit for 2yrs. The second assignment will be to Staff or another Field Force appointment depending on the vacancies for CEG and will be for 3yrs.
8	WO2 / WO1	2 – 3 years	Determined on a case-by-case basis considering the SP's EED.

Table 1 – Assignment Lengths

10. **Future Availability Date.** The AO confirms the tour length by the inclusion of the SP's Future Availability Date (FAD); this date should be used by both the SP and the Unit for planning purposes, but also noting that SP are liable for assignment at any time within the Promotion Year for their rank. Units must not commit an individual SP beyond their FAD without prior agreement from REME Sldr Wing. In principle, an individual who has given Notice To Terminate (NTT) their Service, or who is within 12 months of completing a full career, will not be assigned, though this principle will not apply if the SP is serving overseas when submitting NTT; such SP can expect to be assigned back to the UK.

11. **Requests for changing FAD.** Requests to extend an assignment beyond the guidelines in Table 2 will be considered by REME Sldr Wing. The CoC are encouraged to see the FAD as a review date and are requested to submit any extension requests prior to the release of the jobs list ahead of the promotion year in which the FAD falls. Consolidated requests from units are preferred if possible. These can include extensions in post or early assignment requests due to operations, unit moves, long exercises and welfare issues. Any request for an extension must be made as early as possible, as this will allow the post to be removed from the relevant jobs list prior to publication. Extension requests can also be included as an assignment preference on a soldier's PPP, although this not the preferred method since it will need to be considered as part of the Assignment Board. Requests providing justification should be made in writing and **must** be supported by the individual's CO/OC as appropriate; all factors will be considered and REME Sldr Wing are the deciding authority.

12. **Assignment Date.** The SP's date of arrival in the unit is shown on the Assignment Order (AO). This is the latest time that the SP is to report for duty; there is no 28-day bracket either side of this date for the SP to arrive. Where both units agree a change of the LTA can be requested via the Career Manager. If accepted an updated AO will be issued. Any change to the LTA may have an impact on the SP's SJAR timelines, SO2 Boarding Section should be consulted if in doubt.

13. **Assignment Preferences.** The assignment preferences on JPA should reflect the preferences [submitted on the CM Portal](#) or the [Posting Preference Proforma \(PPP\)²⁰](#). The PPP is the primary method by which SP can inform REME Sldr Wing of their personal preferences for future employment. However, if no PPP is received by REME Sldr Wing, the most recent preferences submitted on JPA are used; therefore, SP must ensure their JPA preferences are kept up to date. The SP must ensure that the preferences submitted are selected from the [REME Jobs List](#) (duplicated on the CM portal as per CEG/KSEB) . The SP is encouraged to submit as many units/locations as possible and these must be submitted in priority order. The assignment information provided must be current and relevant to allow APC to make informed decisions (see Part IX). Assignment preferences, with the meaning for each, are as follows:

- a. **1st Preference.** Any of the SP's submitted preferences met.
- b. **2nd Preference.** Not a submitted preference but accepted after CM / SP discussions.
- c. **3rd Preference.** No in date preferences submitted.
- d. **Non-Preference.** Directed assignment.

14. **Definitions.** When a SP is choosing their preferences from the jobs list and completing their PPP, [four](#) descriptors are used to state their wishes.

- a. **Would Love.** The SP's top preferences in preference order that they wish to be considered for.
- b. **Wouldn't Mind.** Appointments the SP would like to be considered for should all their WLs have gone.
- c. **Not Preferred.** [Appointments that a SP doesn't necessarily want but is a more viable option than unselected jobs. The SP should insert a note explaining that this is a choice as it is a better option than other positions.](#)
- d. **For Future Consideration.** [Although this is an option on CM Portal, the RSW are not currently using this option.](#)

15. **Assignment Orders (AO)**

16. **Distribution.** The executive instruction for an assignment is the AO. AOs are distributed as follows:

- a. The SP.

²⁰ PPP submission will be via CM Portal from WO1 Appointment Board 23/24.

- b. The losing unit, to:
 - (1) Notify the SP (in case the SP has not logged onto JPA).
 - (2) Initiate the SP's movement to the gaining unit.
 - (3) Take the SP off the unit's strength on departure.
- c. The gaining unit, to 'arrive' the SP on JPA.
- d. Any staging unit, if required.
- e. The SP's P/File (held at APC).

17. **Arrival.** JPA 'arrival' actions are to be in accordance with SP'S/JPA work instructions. The soldier should be 'arrived' at the unit at the first possible moment. Failure to do so will leave the soldier on the losing unit's strength and will not allow the necessary MS responsibilities to be executed or personal allowances issued.

18. **E2 Appointments.** Opportunities exist for REME soldiers to serve in several E2 appointments and soldiers may request consideration for such employment on their PPP. The soldier will also be required to complete a E2 PPP on the [MS Web](#). The list of current [E2 posts](#) should be reviewed before submitting a PPP. No soldier, irrespective of trade, is restricted from applying, but REME Sldr Wing will always consider its ability to fulfil the Corps' E1 obligations before allowing soldiers to be employed at E2.

19. **Loan Service.** Opportunities exist for soldiers to serve overseas in Loan Service appointments with the Armed Forces of Oman and Brunei. Volunteers should submit assignment preferences as appropriate. It will be assumed volunteers have researched the posts and conditions of Loan Service (particularly for families) before volunteering themselves for consideration. Should circumstances change they are to immediately inform REME Sldr Wing.

20. **Volunteers for Specific Posts/Employment.** There are some specific posts for which individuals may volunteer. Applications should be submitted to REME Sldr Wing and be supported on ARs. Again, it will be assumed that an individual has conducted their own research before volunteering for such posts:

- a. Gurkha units in Nepal.
- b. Helicopter Pilot (Refer to [AGAI](#) Volume 2 Paragraph 43.401).
- c. Cadet Training Teams.
- d. PTI/Adventure Training Instructors.
- e. Medical and Dental Technicians (Tech Elec Class 1).

21. **Handovers.** There is no workforce margin for handovers. However, some posts will by necessity, demand a handover, particularly those involving stores or money. Except for a few designated posts, handovers will not exceed 5 working days.

22. **Removal from Appointment.** The procedures to follow for removal from post are given in [AGAI](#) 67 Part 5. REME Sldr Wing will only be involved as part of that process, although all originating Officers must approach SO2 REME Soldiers before instigating any Removal from Appointment action.

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1. **General.** REME Sldr Wing is tasked with the execution and integration of various boards within the APC calendar. For ease of reference these are covered in the sections as outlined above.

2. **Career Management Board Practices.** Each of the boards is subject to its own practices, precedents, and rules. Where relevant these are summarised below.

Section 1

The No 7 Soldier Selection Board

3. **Background.** A very small percentage of REME's total workforce liability is specifically provided to fill E2 appointments, so REME Sldr Wing requires a steady flow of volunteers to be considered for such appointments by the No 7 Soldier Selection Board (hereafter referred to as No 7 Board). Employment at E2 offers something different for our soldiers and the appointments themselves vary; some are overseas, some are on operations, some are in University Officer Training Corps. They are open to soldiers from across the Army, so selection for such appointments is competitive. Those selected for an E2 appointment generally fare well on Promotion Boards because success at E2 demonstrates to the Board a soldier's broad employability and flexibility.

4. **Aim.** The aim of this Section is to explain the process of the No 7 Board and how it affects the REME soldier and the CoC.

5. **General.** The No 7 Board is responsible for selecting the following:

- a. SNCOs and WOs to fill operational E2 posts on the Operational Commitment Establishment (OCE) for which at least 4 months of notice has been given.
- b. SNCOs and WOs to fill non-operational E2 posts.

6. **No 7 Board Endorsements.** No 7 Boards are also responsible for endorsing the selection by CM Sldr Wings of the following:

- a. SNCOs and WOs to fill operational E1 posts on the OCE.
- b. ORs across all ranks for operationally vital E1 posts as directed by Col CM Ops.

7. **No 7 Board.** The No 7 Board is chaired by Col CM Ops and consists of SO1 Soldier Career Manager from each CM Branch (CSS, Cbt, Cbt Sp and Comd Sp). They are tasked with making selections from the soldiers' Annual Report (AR) Files that are presented to the Board for specific appointments. Dependant on competence, quality and employability of each soldier compared with others presented for the same post, they make their selection. The soldier stands or falls on the strength of their Annual Report (AR) and any operational inserts, all underpinned with their competencies (or ability to secure competences). SO2 REME Sldr Wing will review all No7 Board applications prior to submitting a request to MS7 and confirm both CoC and Career Manager can support any request. Failure to have support from either the CoC or the Career Manager may result in the submission being withheld.
8. **Unsuccessful applications.** A SP will only be considered for the appointment requested. If unsuccessful they will either remain in their current assignment until their FAD. Further E2 applications can be submitted for subsequent boards, if requested.
9. **Post Board Activity.** Once the No 7 Board has concluded, and following a period of MS post board admin, the successful candidate list will be published; shortly after Assignment Orders will be issued. The intent is to give 4 months' notice of assignments.
10. **Summary.** The Corps is required to fill a certain number of E2 appointments, and they can be very rewarding, both personally and professionally. Soldiers should not be afraid to step out of their comfort zone and try something different.

Section 2

Promotion Boards (PB)

11. **General.** REME Sldr Wing is tasked to run Promotion Grading Boards (PB) for each rank annually. Only one board is to be run for each rank although exceptionally supplementary Special Grading Boards may be run if necessary.
12. **Tasks.** The PB is to:
- a. Consider all soldiers eligible for promotion in the following Promotion Year.
 - b. Produce an order of merit (OoM) for those soldiers presented to the Board, which will be used by the Assignment Board.
 - c. Consider all soldiers presented to the Board as supplementary Special Grading Board candidates who have missed a previous report²¹.
 - d. Comment on any reports that are poorly presented or that are ambiguous in terms of assessing promotability.
 - e. Identify and comment on any reports that do not meet [JSP 757](#) in respect of content or style.
 - f. Provide feedback to the CoC on any trends that might be identified in terms of style, content, or effect regarding promotion.

²¹ This is only to occur if Board Members are of the correct rank.

13. **Composition.** REME Soldier PBs are composed as follows:

Chair	Col REME	For promotion to WO1
	SO1 REME Sldr Wing	For all promotions between Cpl and WO2
	SO2 REME Sldr Wing	For promotion to LCpl
Members	Field Army Lt Cols ²²	For WO1
	Maj or above	For WO2
	Capt ²³ or above	For SSgt
	WO1 or above	For Sgt
	SSgt or above	For Cpl and LCpl
Secretary	HEO Promotions Section REME Sldr Wing	
Observers	As appropriate	

Table 1 – Promotion Board Composition

14. **Observers.** REME encourage Observers on PBs; they carry out the same role as the Board Members, they just don't have their score recorded. They must be of sufficient rank to be the 1RO on the cohort being graded (i.e., at least 2 ranks senior to the candidates). Observers do not need to attend the entire PB; most benefit enormously from attendance on a single day of a PB where they will read more than 360 SJARs. Volunteers should contact SO2 REME Sldr Wing to apply for PBs.

15. **PB Timings.** All PBs are conducted at a time in the calendar to allow the publication of results in line with the Harmonised Soldier Year (HSY). There is no flexibility in these timings:

- a. **Cfn to LCpl PB.** Sits in Sep for Promotion Year (PY) 1 Oct to 30 Sep.
- b. **LCpl to Cpl PB.** Sits in Jul for PY 1 Oct to 30 Sep.
- c. **Cpl to Sgt PB.** Sits in May for PY 1 Oct to 30 Sep.
- d. **Sgt to SSgt PB.** Sits in Mar for PY 1 Apr to 31 Mar.
- e. **SSgt to WO2 PB.** Sits in Jan for PY 1 Apr to 31 Mar.
- f. **WO2 to WO1 PB.** Sits in Oct/Nov for PY 1 Apr to 31 Mar.

16. **Selections.** In the event of the selection line falling between multiple SPs on the same score, the following criteria will be applied to separate the board runners:

- a. **Score.**
- b. **Seniority (in current rank).**
- c. **Years of Service (YoS).**
- d. **Chairperson score.**

²² Those recently appointed in command or those about to assume command.

²³ In or post LAD command.

Section 3

REME Employability Board (EB)

17. **General.** To ensure soldiers can meet the physical demands of an ALDP²⁴ cse and to ensure they can assume the role of a leader in **all** respects, an Employability Board (EB) takes place immediately after the relevant PB and before the associated Appointment Board. The EB considers all SP graded on the PB who are non-MFD²⁵; therefore, units are required to provide an extant Appendix 9²⁶ on PAPMIS for their non-MFD SP prior to the PB. The Appendix 9 must state that the SP is permitted to attempt the Core Fitness - Role Fitness Test (RFT) element of the Individual Training Requirement (ITR) or be classed as Level 3 PT. The phrase 'Not Advised' on an Appendix 9 or Level 1 is the same as 'No' and those SP will not pass the EB. **Soldiers that are not capable of meeting all elements of all ITRs should not expect to promote, regardless of the requirement to attend ALDP courses (i.e, promotion to SSgt and WO1).** SSgts and WOs who will enter their last two years of service in the new promotion year may be passed at the employability board at the discretion of SO1 REME Sldrs, to fill a non-deployable role, where a workforce need exists.²⁷ The Table below gives more clarity of likely permutations from an Appendix 9, though it is not exhaustive:

Appendix 9 Category for ITR	Is SP in date for test? (FISS/ODR)	Employability Board Decision	Remarks
RFT – No Restriction or Level 3 PT	Yes	Yes	SP can be considered for an assignment in the next rank.
RFT – No Restriction or Level 3 PT	No	More Info ²⁸	SP will not be considered at the Assignment Board until APC has confirmation that SP has completed the RFT.
RFT – No Restriction or Level 2 PT with Caveat that SP can attempt RFT element of ITR Fitness.	Yes	Yes	Appx 9 that restricts PT to Level 2 will be reviewed individually by the EB. Appx 9 that allows an RFT to be completed annually is likely to receive a yes at the EB. Detailed input from the RMO on the Appx 9, that expands on what is possible, is essential to allow the EB to make the right decision.
RFT – Level 2 PT but App 9 dictates not allowed to attempt RFT.	N/A	No	The EB will always follow medical advice towards restrictions on an App 9 and will not overrule medical guidance.
RFT – Not Advised or Level 1 PT	N/A	No	SP not medically permitted to conduct RFT.

Table 2 – Examples of Employability Board Criteria

²⁴ ALDP will require SP to complete MT with BCCS phase for LCpl and Cpl.

²⁵ The CoC are trusted to ensure that MFD soldiers have completed their ITR tests/assessments throughout the Trg Yr.

²⁶ On a soldier being reviewed at a Medical Board and receiving an updated Appendix 9, the unit CoC are required to upload the in-date Appendix 9 onto PAPMIS and to make REME Sldr Wing aware. All Appendix 9s are to be uploaded to PAPMIS.

²⁷ WOs selected under this rule must be permitted to attend the necessary ALDP to substantiate.

²⁸ As promotions are vacancy based, if we don't have the necessary information by the Assignment Board SP are likely to be overlooked on that Board.

18. **ITR requirements.** All elements of all ITRs (Core Fitness, Core Education and Core Combat Skills) are required to be able to be completed. The ability to pass Core Fitness RFT (but only when medically permitted to do so) remains a key indicator for the EB; but the Corps isn't looking for '300 Club' members, just evidence that SP can pass the **basic** physical tests that they are expected to complete each Training Year. This requirement is for all REME soldiers, including those at units that have a reduced ITR completion commitment. The Corps expects its leaders of all ranks (anyone above Cfn) to be able to meet these standards which is why we conduct an EB for all promotions, even when there is no ALDP MT course required²⁹. This is about employment at the higher rank in the next Appointment. The CoC and SP must ensure that APC has the relevant information to make timely and correct decisions.

19. **Board Membership.** SO1 REME Sldr Wing is the permanent Chairperson for all REME Soldier Wing EBs; SO2 REME Sldr Wing is also a Board Member, and the HEO Boarding Section is the Secretary.

20. **Procedure.** Boards are convened on the first working day upon completion of the respective Promotion Grading Board. The process followed by the Board is outlined at Annex A to Part 5. Evidence includes all recent information received from the unit regarding the soldier's ability to meet any ALDP entry requirements:

- a. Up to date Appendix 9 uploaded onto PAPMIS by the unit.
- b. RFT Information uploaded to FISS / ODR by the unit.
- c. Completed Appendix 18 to AGAI 78 (where available/requested) on PAPMIS.
- d. Completed Appendix 26 to AGAI 78 (where available/requested) on PAPMIS.
- e. Appendix 8³⁰ (where appropriate) on PAPMIS.
- f. Appendix 12³¹ (where appropriate) on PAPMIS.

21. **Outcome.** Using corporate knowledge, the Board shall place the candidate in one of three categories based on the evidence presented:

- a. **Yes.** The Board believes the soldier can be employed in the higher rank, could complete ITRs, BCCS training where applicable, and is widely employable. Or a non-deployable job can be filled for final tour of duty (normally last 2 years). Soldiers in this category will require an authorised waiver as per the [ALDP Handbook](#).
- b. **More Information Required.** Insufficient evidence to make a recommendation.
- c. **No.** The Board believes the soldier cannot be employed in the higher rank, could not complete ITRs, BCCS training where applicable and is not widely employable.

²⁹ Sgt to SSgt and WO2 to WO1.

³⁰ Use SO2 REME Soldiers as the APC SPOC for all APC input on Appendix 8s.

³¹ Use SO2 REME Soldiers as the APC SPOC for all APC input on Appendix 22s.

22. **Change in JMES.** If a soldier is selected for promotion and their JMES status changes before they assume an appointment in the higher rank, they will be re-considered by the REME Employability Board. The same criteria as above will be considered and if the soldier does not pass the Employability Board, they will be de-selected for promotion. If their JMES subsequently improves in the same Promotion year they will be reconsidered by the Employability Board again but can only be selected for promotion if a vacancy and sufficient promotion quota still exists.

23. **Promulgation of Results.** Candidates graded "Yes" can move to the Assignment Board phase of the Boarding Cycle. Candidates graded "No" having been above the selection line will have their CO / OC informed of the outcome of the Board. If 'More Information' is required then the Unit will be contacted, though if the necessary information is not readily available it is likely that promotion quota will have been used by the time the information is received; the Boarding Cycle is short, so it is in a soldier's interest to make sure APC has the information it requires before the Employability Board convenes. The CoC must drive this; if one of your soldiers is being considered for promotion and is not MFD, they will be assessed by the REME EB. The procedures are clear, it is vital that they are understood and implemented by the SP and their CoC.

Section 4

Appointment Boards (AB)

24. **General.** REME soldiers are assigned to E1 appointments after being considered by an Appointment Board (AB) commensurate with their rank run by REME Sldr Wing. REME Sldr Wing ABs are conducted in accordance with the [CM Boarding Manual](#).

25. **Tasks.** The AB is to:

- a. Appoint those soldiers selected for promotion from that year's Promotion Grading Board (PB).
- b. Appoint soldiers already holding substantive rank and have a Future Availability Date (FAD) in the following Promotion Year.
- c. Appoint soldiers in acting rank in advance of their promotion selection³².
- d. Endorse gaps created by workforce shortfalls.

26. **Composition.** The ABs are composed as follows:

	SSgt / WO2 / WO1 (Artificers)	SSgt / WO2 / WO1 (Non-Artificers)	Cfn / LCpl / Cpl / Sgt
Chair	SO1 REME Sldr Wg	SO1 REME Sldr Wg	Head of Section for CEG being assigned
Members	SO2 REME Sldr Wg	SO2 REME Sldr Wg	REME Sldr Wg WO / Field Force Representative
	Head Section B	Head of Section for CEG being assigned	Section Clerk for CEG being assigned

³² If not fully qualified for substantive promotion.

	Corps ASM	Corps ASM	Trade champion
Secretary	Clerk for Artificer CEG	Nominated Section Clerk	Nominated Section Clerk

Table 3 – Assignment board composition

Note: Cfn are assigned on a rolling basis throughout the year from Ph 2 Trg, but only once a signed Trg RoS certificate has been received by their respective Career Manager.

27. **Soldier Representation.** All ABs will have a Field Force Representative (FFR), this can be either the Corps ASM, one of the REME Trade Champions or a suitable REME Field Force Warrant Officer for each CEG is to be nominated by the trade champion if the trade champion is unavailable. The FFR's responsibilities are to:

- a. Be a full board member and directly responsible to the Chair of the Respective AB. They will use their current Field Army experience and military judgement to add value to the overall assignment process, allowing the Chair to make better informed assignment decisions.
- b. Remain impartial throughout the AB. All discussions and decisions with regards to the AB are not to be communicated outside of REME Soldier Wing, without prior approval from SO1 REME Soldier Wing, even after formal release of the results.
- c. Provide feedback from their AB experience directly to SO1 REME Soldier Wing and to the wider REME cohort, using the REME Bulletin and the REME Career Management Facebook Group.

28. **AB Timings.** The AB follows the relevant Promotion Board (PB) and REME Employability Board (EB) and uses the Order of Merit generated by the PB. AB results for all ranks will be published on the [REME MS Web page](#), distributed to the REME Functional Chain and communicated using Defence Connect and the REME Career Management Facebook group, on or around the publication of the pan-Army Promotions for that rank.

29. **Generation of Vacancies.** The PB is the driver for the subsequent move of soldiers. Posts will become vacant due to the following reasons each Promotion Year:

- a. SP with a FAD in the upcoming PY, due to be assigned on that board.
- b. WOs Commissioned into the Corps and SNCOs and WOs commissioned outside of the Corps.
- c. Soldiers leaving the Corps because of:
 - (1) Completion of their Engagement.
 - (2) Voluntary Outflow (NTT).
 - (3) Involuntary Outflow (Medical Discharge).
 - (4) Transfer to another Capbadge.

- d. Soldiers removed from appointment because of AGAI 67 Action.
- e. Changes in workforce requirement.
- f. Soldiers placed on the SAM system.

30. **Publication of Vacancies.** The lists of vacancies for each rank for the forthcoming Promotion Year will be published on [MS Web](#) and distributed to the REME Functional Chain prior to each Promotion Board. They will be published as follows:

- a. **All ranks.** Each individual vacancy will be listed by CEG with an approximate date by which the vacancy should be filled. Not all vacancies will be listed due to changes which may occur during the AB process, although every attempt to advertise every vacancy will be made right up until the closing date i.e., the date that all the PPPs are required to be with APC.³³

31. **Future Availability Dates.** REME SP and their CoC are expected to know their FAD from the information provided on their AO; this will inform them and their unit whether they are due assignment in the forthcoming Promotion Year. If they are due assignment, then they must submit their preferences for the AB in good time, preferably via a PPP or by updating their JPA Preferences in response to the published vacancies for their rank. The FAD should be used by the individual and the unit for planning purposes, but all should note that SP are liable for assignment at any time within the Promotion Year for their rank. **Units therefore must not plan on committing individual SP beyond their FAD without prior agreement from REME Sldr Wing.**

32. **AB Process.** REME Sldr Wing will adopt the following process in conducting its ABs:

- a. **Order of Merit (OoM).** The Promotion Board will generate 2 or 3 OoMs: A Promotion OoM; a 'Returners' OoM; and, if the workforce situation requires it, an 'Early Boarders' OoM; the REME EB conforms with the OoMs but removes those who have failed the EB. 'Returners' are those soldiers who are already substantive in the rank the PB is grading for and due assignment in the following Promotion Year (i.e., during the Cpl to Sgt PB, those substantive Sgts who are due assignment in the following Promotion Year will be graded on their performance as a Sgt, which will determine their place in the 'Returners' OoM). Each CEG has its own OoM and is split into thirds; top, middle, and bottom third.
- b. **AB Exceptions.** SP can be considered out with their position in the OoM if the circumstances justify doing so; this can range from extension requests to meet a particular unit training or operational need, the retaining of a particular Knowledge, Skills, Experience and Behaviours (KSEB) and the consideration of an individual's exceptional circumstances (welfare / compassionate). The AB will consider the evidence and determine if the request is to be considered out with the normal AB sequence.
- c. **AB Sequence.** SP are allocated assignments on the AB in the flowing sequence, with all approved AGAI 81s being reviewed upfront:

³³ This may occur due to terminations, removal from appointments or medical discharges etc.

- (1) Top-third Returners (highest scorer first and so on).
- (2) Top-third Main Board Promotion Candidates (highest scorer first).
- (3) Mid-third Returners.
- (4) Mid-third Main Board Promotion Candidates.
- (5) Bottom-third Returners.
- (6) At this point the AB will look at the remaining vacancies and the remaining Main Promotion Board candidates (Bottom-third) to determine whether we need to use any Early Board candidates, though these are only used if absolutely necessary.

d. **Unspec Artificer.** Artificers are assigned to a role that requires their CEG, unless it is an Artificer Unspec post in which case the AB will choose the best individual. Some Artisan roles (CSM etc) are open to trades other than TSS, but the AB will generally only consider someone that has KSEB for such a role. Depending on workforce requirements, there remain opportunities for Artificers out of trade within the E2 arena and within the Corps.

e. **Meritocracy.** Each individual is looked at in order of merit, so the better someone scores on the promotion board, then the more chance they have of getting one of their choices on the AB. An individual's preferences are considered, as well as their previous experience and competences. The AB will also decide if SP need to broaden their experience for both their own good and the good of the Corps; there is at least 1 x military Offr / WO on each AB. REME Soldier Wing invests a great deal of time and effort during ABs attempting to get the best result for all.

33. **Assignment Preferences.** A soldier's failure to update their assignment preferences prevents the AB from doing its job correctly but, nevertheless, the AB still has a job to do and a short timescale in which to do it. Therefore, if SP do not update their preferences once the list of vacancies is published then REME soldier Wing will use their existing preferences, no matter how old they are. Also, if a soldier has no preferences, either on JPA or a PPP they will be considered at the end of the AB process, no matter how well they scored; this is likely to result in disappointment for the soldier, so all are strongly encouraged to provide preferences. If a SP fails to submit a PPP this is not considered, or recorded, as a directed assignment.

34. **Assignment Vacancies.** SP are strongly encouraged to submit their assignment preferences on JPA and the PPP form having first consulted the [REME Jobs List](#). The SP is encouraged to submit as many units/locations as possible and these should be submitted in priority order. The AB will work through the list until a vacancy is available or all the preferences submitted have been filled.

35. **Relevant Information.** The PPP is designed to allow the soldier to express their preferences to the AB; it is also designed to allow the soldier to give as much relevant information to allow the AB to make informed decisions. SP informing APC of a significant personal issue, or that a dependant has additional educational needs, after the AB results are published does not help REME Sldr Wing to manage your career.

REME Sldr Wing will always do what they can to help, but withholding information from REME Sldr Wing, for whatever reason, is not in anyone's best interests. All information is treated in the strictest confidence.

36. **AB Contact.** REME Sldr Wing may, where possible, attempt to contact the CoC of the SP directly if clarification of preferences is required in support of the AB. REME Sldr Wing also reserve the right to use a SP's contact mobile number, as recorded on JPA, for this purpose. The SP should therefore ensure that their mobile contact details held on JPA are up to date. Any SP who does not wish for REME Sldr Wing to do this, should let their Career Manager know via their CoC. If a SP is contacted by the CASM or Field Force Representative, then any discussion that takes place is to remain confidential. Things do change during ABs and therefore any possible outcome discussed remains subject to change.

Section 5

Acting Rank Review Board (ARRB)

37. **General.** SP are promoted in acting rank until their respective ALDP training is complete³⁴. All SP must complete their ALDP training before the end of the promotion year in which they have been selected; **not when they start wearing the rank.** For Sgts and below this must be completed prior to 30 Sep, and for SSgts and above, this must be completed prior to 31 Mar; in both cases before the end of the Promotion Year³⁵. However, if they have not substantiated by this point, their acting rank is reviewed at the ARRB in accordance with [QRs](#), para 9.147 and the [CM Handbook](#), chap 1, para 01.10.

38. **Task.** The ARRB is to:

- a. Review those SP who have not completed ALDP in the allocated time.
- b. Extend or revert those SP based upon the information provided by the chain of command (iaw the [ALDP Handbook](#)).
- c. Provide formal feedback to the CoC on the outcome of the ARRB and update JPA.

39. **Composition.** The ARRB is composed as the following board members:

Chair	SO1 REME Sldr Wing
Members	SO2 REME Sldr Wing
Secretary	HEO Boarding Section

Table 4 – Acting Rank Review Board composition

40. **ARRB Timings.** The ARRB is conducted twice a year in April and October, to align with the end of the respective Promotion Years.

41. **ARRB Process.** REME Sldr Wing will adopt the following process when conducting its ARRBs:

³⁴ For promotion to LCpl (ALDP LCpl MT), Cpl (ALDP Cpl MT and ME), Sgt (ALDP Sgt MT and ME) and WO2 (ALDP WO ME).

³⁵ Promotion Year for SSgt and above commences 1 Apr; for Sgt and below on 1 Oct.

a. **ALDP extensions.** The extension request form is at Annex E to the [ALDP Handbook](#). They should be used in extremis and are limited to two 6-month extensions, **units and SP should not assume that an extension is guaranteed.** Applications are to be submitted to REME Sldr Wing in accordance with the following timelines.

(1) **Promotees to LCpl, Cpl, and Sgt.** Latest date for an application to be sent is 31 May, with a resulting decision made by 30 Jun. For exceptional circumstances, the final application date is 1 Sep.

(2) **Promotees to WO2.** Latest date for an application to be sent is 30 Nov, with a resulting decision made by 31 Dec. For exceptional circumstances, the final application date is 1 Mar.

b. **ARRB pre-work.** Prior to the ARRB, the Boarding HEO within CSS branch will confirm the details of all SP who are currently still in Acting Higher Rank (AHR), pending completion of their mandated ALDP course. Those that have not been granted an ALDP extension will run to the ARRB.

c. **ARRB.** HEO Boarding section will present all SP in AHR to the Board and a final decision will be made; SP will either be reverted in rank or be granted an extension. This decision is based on whether an extension request form has been submitted (as described above), consultation with the CoC and any other correspondence that requires investigation.

(1) **Reversion in Rank.** If an SP is deemed unsuitable to promote as they have no reasonable grounds for not becoming qualified for the next rank, they will be reverted as of the day of the ARRB decision.

(2) **Granted extension.** If reasonable, SP may be granted a three- or six-month extension. This is usually based on timings for next available course loading. However, this is only used in extremis as all Promotees have a minimum of 12 months to substantiate in rank.

d. **ARRB post-work.** The outcome for all SP who run to the ARRB will be formally communicated to the CoC. All necessary JPA action will be carried out by REME Sldr Wg.

42. **ARRB Exceptions.** The agreed exception to ALDP in REME are Artificers. All those selected from ASCLB must have completed MT, however those who have not completed ME in time will be granted 12 months upon completion of their Artificer course to complete ME. If this is not completed, the SP will be reverted in rank.

43. **Summary.** The longer into the PY that a SP waits to complete their ALDP, the more risk that the SP becomes injured in the interim; SP should be encouraged to complete their career course at the very earliest opportunity. Substantiation requirements must be completed before the end of the promotion year; **it is not 12 months from when they start wearing the rank.**

Section 6

The Artificer Selection Course Loading Board (ASCLB)

44. **General.** The ASCLB convenes in May of each year and selects those SP who are suitable for Artificer training. Further detail on Artificer training can be sought in [Corps Inst E5](#).

45. **Task.** The ASCLB selects and loads candidates onto appropriate Artificer Courses depending on the SP's CEG. The REME Workforce Plans determines the number of course vacancies annually. Board members grade the candidates based on merit and the number of reports in rank to set soldiers into their cohorts. Soldiers who have met the eligibility criteria are considered by the ASCLB.

Section 7

The Military Training Instructor Selection Course Loading Board (MSCLB)

46. **General.** CoC are encouraged to identify potential MTI candidates within the normal working environment. In addition, ALDP cses and PAB are ideal to exploit this potential and course directors are to highlight such individuals in the relevant cse reports.

47. **Tasks.** The role of the MSCLB is to select suitable candidates to become MTIs and Section Commanders at Phase 1 and 2 training establishments. REME Sldr Wing will aim to give sufficient notice of assignment to complete the mandated training as detailed in Part VI (training) of this instruction.

48. **Eligibility Criteria.** All REME CEGs are eligible to fill MTI posts. SO2 Sect A, REME Sldr Wing will screen potential MTIs using the following criteria:

- a. **Rank.** For Cpl MTI posts, individuals should either hold, have been selected for, or recommended for promotion to, the rank of Cpl. There are also several rank-ranged Cpl-Sgt MTI posts at Phase 2 units, providing Technicians and senior Cpls with an opportunity to become an MTI. An individual wishing to fill a Sgt/SSgt MTI post should ideally have previously completed a tour as a Cpl (Sect Comd).³⁶
- b. **Class.** All personnel appearing at the MSCLB must have class 1 status for a period of 1 year prior to the date of the board. For potential MTI candidates deemed exceptional by their CoC, the requirement to have 1 year minimum as a class 1 may be waived by SO1 REME Sldr Wing, however the minimum requirement to be class 1 will not be waived.
- c. **Recommendation.** SP must have a positive recommendation for instructor duties in their latest SJAR to filter into the board.

49. **Convening.** REME Sldr Wing convenes the MSCLB on behalf of RHQ REME. The board sits in July of each year.

50. **Composition.** The MSCLB is comprised of the following board members:

Chair	SO1 REME Sldr Wing
Members	SO2 REME Arms School – ALDP
	OC Helmand / El Alamein Coy, DSEME

³⁶ PI Sgts are responsible for the mentoring of Sect Comds and should ideally have previously served within ARTD.

	Corps ASM
	MTI Trade Champion
Secretary	SO2 REME Sldr Wing

Table 5 – MTI Selection Course Loading Board composition

51. **Assessment of Merit.** In assessing the suitability of an individual to be an MTI, the MSCLB considers the SP's SJARs. The outcome of the MSCLB is an OOM based on the suitability of the SP to undertake an MTI role.

52. **Discipline.** SO2 REME Soldiers will conduct a JPA disciplinary check prior to selection for MTI roles. Those soldiers with recent or serious disciplinary incidents are unlikely to be considered for a role. All MTIs will undergo a DBS check prior to assignment. Those soldiers selected for AFC(H) and ATC(W) must be DBS cleared before an AO will be issued.

53. **Welfare.** Candidates should be free from welfare issues that would impact upon their ability to complete pre-employment training or those that would impact upon their ability to be an MTI. Reporting Officers must ensure that soldiers who are recommended meet these criteria.

54. **Medical Grading.** MTIs who are selected will need to be able to pass the REME employability board. Any soldier who is less than MFD will present to the Employability Board.

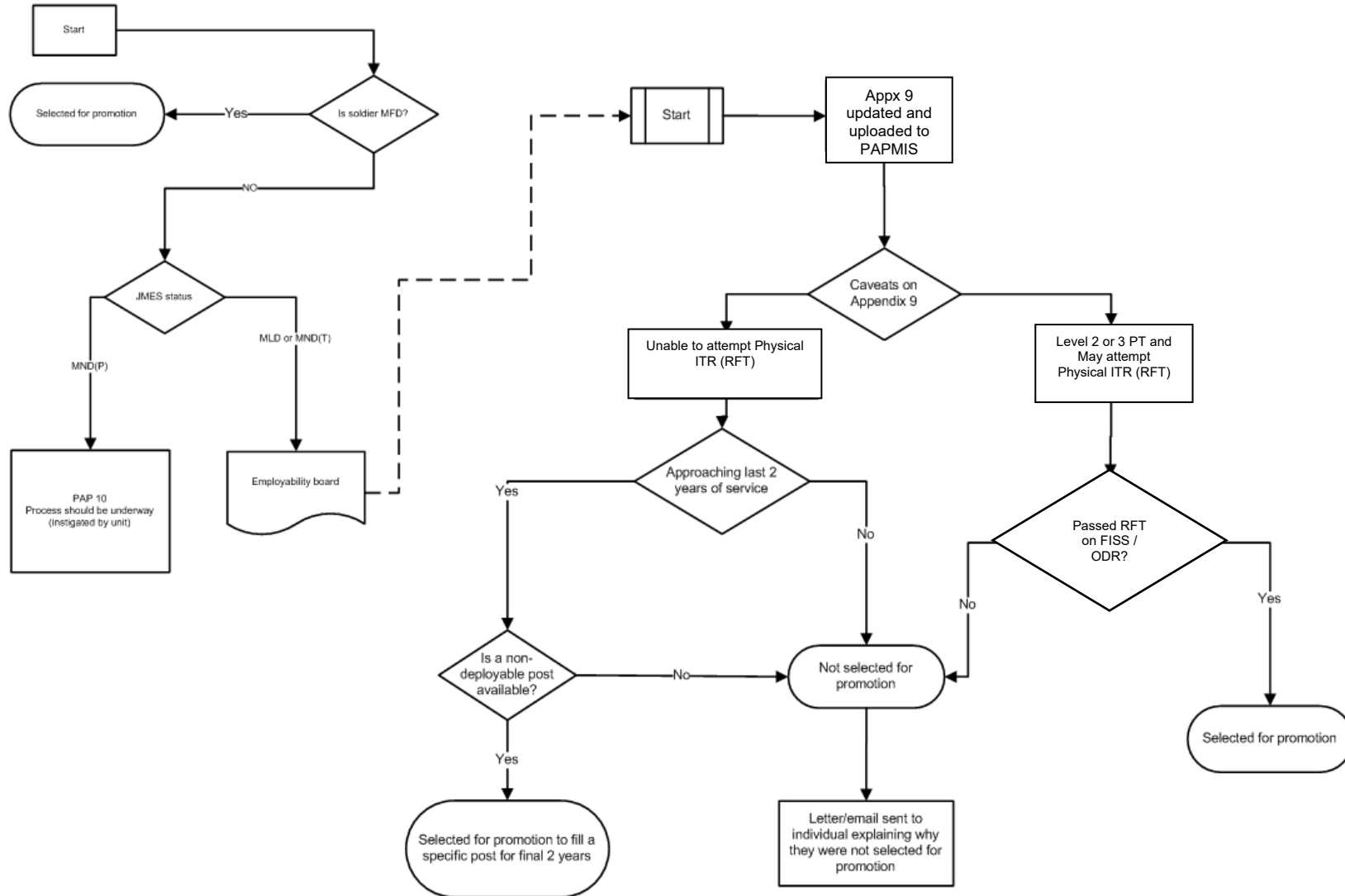
55. **Non-suitability for MTI assignment.** Reporting officers who consider that a candidate, selected by the MSCLB, is no longer suitable for an MTI appointment, they must raise a Special Circumstance SJAR providing reasons for the change in MTI recommendation.

56. **Notification.** Following the MSCLB, REME Sldr Wing is to publish a list of successful candidates. The successful candidates' CoC are to be reminded of the requirements detailed in this instruction.

57. **Annex.**

a. **EMPLOYABILITY BOARD PROCESS**

Annex A to CI E6 PART V
20 Feb 22
EMPLOYABILITY BOARD PROCESS



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PART VI – TRAINING

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1. **General.** Career progression and the loading of career courses is the responsibility of REME Soldier Wing in accordance with guidance found within LEES. This part covers the training of REME soldiers and is split into the sections outlined above.

2. **Balancing the Requirement.** REME personnel are selected for promotion based upon their performance, employability, and their potential for higher rank. Employability includes their potential for employment in the COE. This policy seeks to balance two competing issues:

- a. REME personnel (commensurate with their role) must be able to deploy, work, fight, survive, command and lead in the Contemporary Operating Environment (COE).
- b. REME personnel must be given a fair chance to substantiate their promotion if capable of doing so.

3. **BCCS training.** In the Contemporary Operating Environment (COE) there are no ‘front lines’ in the traditional sense and all soldiers must be prepared to fight to achieve their mission. For this reason, career training for those most likely to command and lead in the COE includes arduous field exercises and training in Basic Close Combat Skills (BCCS). This training is formally assessed, and the following ALDP and Artificer career courses have assessed field and BCCS phases:

- a. LCpl ALDP
- b. Cpl ALDP (MT)

- c. Artificer Command and Field Course Phase 3 (ACFC 3)

Section 1

ALDP Career Training

4. **Acting Rank and ALDP.** [Army Command Standing Order \(ACSO\) 3234](#) and the [Army Leadership Development Programme \(ALDP\) Handbook](#) is the overriding policy regarding Army Career training. Soldiers selected for promotion are appointed in Acting Rank until their respective ALDP³⁷ courses are complete. They must complete these before the end of the Promotion Year³⁸ to substantiate. REME Sldr Wing can authorise extensions but only in exceptional circumstances; far too often the reasons are weak, and applications are rejected, resulting in SP reverted to their substantive rank. The following demonstrates each promotion step and the timelines associated to it, noting that Sgt–SSgt and WO2–WO1 do not have any ALDP course criteria.

a. **Promotion to LCpl, Cpl and Sgt.** Promotion results are released in Oct, Jul, and Jun respectively. The window to substantiate is 1 Oct – 30 Sept; this is the Promotion Year. Once SP are notified of promotion, they can apply to complete the ALDP course. It must be complete before 30 Sept of the Promotion Year to substantiate, or the SP risks being deselected for promotion.

b. **Promotion to WO2.** Results are released in Feb with the window for completing ALDP between 1 Apr – 31 Mar.

5. **When an application should be made.** Soldiers notified of their selection for promotion have **one month** to book a place on their required ALDP course, ensuring that their CoC are involved in the process. Failure to bid for a course vacancy iaw this direction will not be accepted as a valid reason for an ALDP extension request. For MT elements of ALDP, SP are directed to the [REME Arms School SharePoint](#) page, in particular the [Course Facts Sheets](#) area to identify suitable course dates. Applications should be made to Mark Nicholson from REME Sldr Wing, Sect A. For ALDP ME, SP should book their course through their local Army Education Centre (AEC).

a. **Additional time to apply.** In the period between notification of promotion and the start of the promotion year, SP may apply for ALDP. This means the total time can be up to 16 months (four months additional time for Sgt, and two months for Cpl and WO). The earlier the SP applies for their ALDP, the better.

b. **Additional promotions.** For those SP who are selected as an additional promotion, ALDP must be completed with the same amount of time as SP who gained a main board promotion (including the additional time between notification and start of Promotion Year). The date of commencement will be promulgated by REME Sldr Wing when a SP is selected from the reserve list and notified of their selection.

6. **ALDP exceptions.** The agreed exception to ALDP in REME are Artificers. All those selected from ASCLB must have completed MT, however those who have not completed ME in time will be granted 12 months upon completion of their Artificer course to complete ME. If this is not completed, the SP will be reverted in rank.

³⁷ For promotion to LCpl (ALDP LCpl MT), Cpl (ALDP Cpl MT and ME), Sgt (ALDP Sgt MT and ME) and WO2 (ALDP WO ME).

³⁸ Promotion Year for SSGt and above commences 1 Apr; for Sgt and below on 1 Oct.

7. **Deselection for Promotion.** Where a SP cannot complete ALDP, or cannot complete within an authorised extension timeframe, they will be deselected for promotion and must be boarded again for consideration in the next Promotion Year.

8. **Fitness, ITR, and entry standards.** For soldiers attending LCpl ALDP and Cpl ALDP MT, command is assessed within a BCCS environment. The standards and tolerable variance for weight carriage and distance on ALDP BCCS serials is provided in the physical training elements from the [ALDP Handbook](#). The Handbook also contains pre-course requirements and a Risk Assessment for any soldier graded other than MFD, which must be endorsed by their Chain of Command. If SP are fit enough to pass the REME EB to be selected for Promotion, then they are fit enough to attend their ALDP MT. The longer into the PY that a SP waits to complete their course, the more risk that the SP becomes injured in the interim; SP should be encouraged to complete their ALDP at the very earliest opportunity.

a. **Soldiers whose Medical Grading Changes during Training.** Soldiers who become ill, are injured or whose medical grading changes during a career course are to be medically assessed and a case made recommending retention or withdrawal of the soldier from training. For soldiers on ALDP training a decision to retain or return to unit (RTU) will generally be made direct between the training unit and the soldier's parent unit.

9. **Policy for Removal from Career Training.** Removal from a training course typically involves the soldier being Returned To Unit (RTU) unless the training unit is also the one designated as the SP's unit for administrative and disciplinary purposes. If a soldier is removed from course, a Training Review Board (TRB) must be convened to confirm and record course removal action. In accordance with [AGAI](#) 67, the CO of the parent unit is responsible for determining further Administrative Action.

a. **Blameworthy and Non-Blameworthy Removals.** Where such cases arise, removal action will be underpinned by an assessment of whether the removal is blameworthy or non-blameworthy and whether its cause is unsuitability, inefficiency, or misconduct. Each case will be different but, as a general guide:

(1) Removal due to Values and Standards (V&S) transgression is likely to be classed as blameworthy/misconduct.

(2) Removal due to a failure to meet the required standard against formal TOs may involve elements of all categories, less misconduct.

(3) Removal due to Injury or illness is likely to be classed as non-blameworthy/unsuitability.

10. **Further ALDP guidance.** Further guidance on course TOs for ALDP MT can be sought from SO3 ALDP who resides in the REME Arms School. For ALDP ME, SPs are directed to their local AEC.

Section 2

REME Career Training

11. **Return of Service.** Tradespeople assigned or detached from a unit to attend a long course, such as an Artificer course, or in receipt of a Financial Retention Incentive (FRI) are required to commit themselves to a guaranteed Return of Service (RoS) in recognition of the training, both financial and operational, being offered. Details of the current RoS associated with each REME course are shown in [JSP 750](#). REME Sldr Wing coordinates the issue of a RoS Proforma with any course Joining Instructions or payments of FRIs. This Proforma must be signed by the soldier, countersigned by an officer, and returned to REME Sldr Wing **before** the soldier will be allowed to attend a course or receive any payment. The Artificer Trg RoS starts from the commencement of the course and is 36 months from the expected completion date of the course; it remains valid even if the soldier does not successfully complete the course. SP who have committed to a Trg RoS will be held to it. Should they submit NTT, the requested discharge/retirement date will not normally be approved if it leaves a RoS. If, in exceptional cases, a Trg RoS can be broken, a financial repayment may be required.

a. **Failure on Artificer Course RoS.** If a soldier fails their Artificer Course, they will be assigned to a new unit in their original CEG and appropriate rank (rank reversion is explained in the following Para 11b); such SP are still subject to the 36-month Training Return of Service (Trg RoS) they accepted on selection for Artificer Training. The Trg RoS starts on the expected date of Artificer Training Course completion (pass or fail). Details are covered in [CI E5](#).

b. **Rank reversion when removed from course.** The rank a SP will revert to on removal from course is dependent on three elements; Sub rank at ASCLB, successful/unsuccessful at relevant PB in the same promotion year as the ASCLB (Cpl-Sgt or LCpl-Cpl), successful/unsuccessful at an out of committee board if required. The following explains the three main scenarios following removal from course:

(1) **Substantive Sgt successful at ASCLB.** No reversion. Removed from course and appointed to a unit as a Sgt.

(2) **Substantive Cpl successful at ASCLB and Sgt Promotion Board.** Removed from course and appointed as a Sgt. The soldier then has 12 months from removal to complete all ALDP courses required to substantiate, if required.

(3) **Substantive LCpl or Cpl successful at ASCLB but NOT at the Promotion Board.** If the SP is removed during the same Promotion Year of the respective boards, they will be appointed back in the substantive rank they were before commencing course.

(4) **Special Grading Board.** If an SP has not run to a promotion board whilst waiting to attend or whilst on Artificer course, they will be scored on a special grading board to determine if they would have been deemed suitable for promotion. If so, they will be promoted and appointed; if not, they will be appointed in their substantive rank.

12. **Non-REME Course Applications.** Bids from non-REME organisations to attend career courses are to be submitted through Training Branch Strat Org (ES) and will be afforded a priority in line with the operational requirement whilst ensuring that there is no adverse effect on REME soldiers.

- a. **RM.** RM tradespeople are allocated a set number of places on certain courses, details of which are included in respective course schedules. Bids over-and-above those already allocated will be considered on a case-by-case basis.
- b. **Gurkha and Royal Gibraltar Regt.** Bids are rare and must have been agreed through Strat Org (ES). Applications will be considered on a case-by-case basis.
- c. **Bids from Other Cap-Badges.** Applications will consider the operational situation but will tend to be afforded a lower priority than that for REME tradespeople.

13. **Class 1.** Attaining class 1 provides an SP with a level of autonomy at trade and authority over class 2 tradespeople; it makes them eligible for promotion to Sgt and above; it makes them eligible for Artificer Training (if in the correct CEG) or selection as a Section Commander (Ph 1 or 2). APC will load SP for class 1 Training if they match the requisite criteria (time served / recommended for class one).

a. **Early Class 1 Attendance.** There are some soldiers who excel at trade, either through natural aptitude or through previous experience; these should be considered for early class 1 attendance. If the soldier is recommended for promotion and recommended for early class 1 training the unit should apply to APC for them to be considered for early attendance. Exceptionally, SO2 REME Sldr Wing may request DSEME input for exceptionally early applications³⁹, and to assist with prioritisation for oversubscribed early course loading where applicable. Consideration should also be given to the Potential Assessment Board (PAB); they may be good at trade, but they must also be ready for their potential to be assessed. **Units can request to apply for a soldier to attend the Class 1 Course early by using the Application for attendance on REME career course Form in [Capbadge Announcements](#)**⁴⁰.

b. **Class 1 failures.** Individuals who fail the Class 1 Course will not be eligible to re-attend until recommended. Once recommended to re-attend, which could be included in the TRB or by the CoC, the SP will be loaded onto the next available course, although course loading will not be at the detriment to any SP already loaded. The TRB must include a recommendation for return, including appropriate timelines. Such individuals must be confirmed as suitable to re-attend by their OC or the most appropriate REME Officer in their Unit / CoC.

14. **Aviation training requirements.** The aviation community have further requirements and REME specific courses to attend.

a. **Technician to Supervisor.** Attendance on the Supervisors' Course will be triggered by selection for promotion to Cpl by the Cpl Promotion Board. Successful completion of the Supervisors' Course is a pre-requisite to hold substantive rank. LCpls selected for promotion to Cpl will be allocated a place on a Supervisors' Course on a balance of merit order and availability. Soldiers are strongly encouraged to complete ALDP, as for all other CEGs, only acting Cpl will be granted post supervisor training; soldiers holding acting Cpl will be reverted to LCpl by the Acting Rank Review Board (ARRB) if they have failed to complete the mandated ALDP Training within the relevant Promotion Year (1 Oct XX – 30 Sep XX+1 noting that the Cpl Promotion Board Results are published in Jul XX). Career managers must note:

³⁹ Exceptionally early - less than three years from class 2 completion date.

⁴⁰ Applications to be sent to SO2 REME Sldrs.

(1) A recommendation for the Supervisors' Course is to be made in a Technician's AR using the Free Text box and explicitly mentioned in the potential paragraph alongside a recommendation for promotion. A positive Supervisor recommendation is required to filter in and therefore be presented to the Corporal promotion board.

(2) Completion of the Supervisors' Course will result in the award of the JPA career competence: Class One Supervisor.⁴¹

(3) Soldiers selected for promotion who do not qualify as a Supervisor within the promotion year (1 Oct XX – 30 Sep XX+1) will be deselected.

b. **Supervisor to Senior Supervisor.** Attendance on the Senior Supervisors' Course will be triggered by selection for promotion to Sgt by the Sgt Promotion Board. Successful completion of the course is a pre-requisite to hold substantive rank. Cpls selected for promotion to Sgt will be allocated a place on a Senior Supervisors' Course on a balance of merit order and availability. Soldiers are strongly encouraged to complete ALDP, as for all other CEGs, only acting Sgt will be granted post Senior Supervisor Training; soldiers holding acting Sgt will be reverted to Cpl by the Acting Rank Review Board (ARRB) if they have failed to complete the mandated ALDP Training within the relevant Promotion Year (1 Oct XX – 30 Sep XX+1 noting that the Sgt Promotion Board Results are published in Jun XX). Career managers must note:

(1) A recommendation for the Senior Supervisors Course is to be made in a Technician's AR using the Free Text box and explicitly mentioned in the potential paragraph alongside a recommendation for promotion. A positive Senior Supervisor recommendation is required to filter in and therefore be presented to the Sergeant promotion board.

(2) Completion of the Senior Supervisors' Course will result in the award of the JPA career competence: Class One Senior Supervisor.⁴²

(3) Soldiers selected for promotion who do not qualify as a Senior Supervisor within the promotion year (1 Oct XX – 30 Sep XX+1) will be deselected.

c. **Supervisor and Senior Supervisor Course failure or removal.** Any SP that fails or is removed from either the Sup or Snr Sup Course will not be qualified to occupy the vacancy to which promotion is linked, nor eligible to re-attend until recommended. Therefore, the failure to complete the Sup or Snr Sup Course is likely to require a change in assignment for the SP if a vacancy in their current unit in their current rank no longer exists. If subsequently recommended to re-attend, the SP will be loaded onto the next available course; although course loading will not be at the detriment of any SP already loaded and may not be within the current promotion year. The TRB must include a recommendation for return, including appropriate timelines where required. Such individuals must be confirmed as suitable to re-attend by their OC or the most appropriate REME Officer in their Unit / CoC.

d. **Refusal to complete the Supervisor/Senior Supervisor Course.** Any SP that refuses to attend either the Sup or Snr Sup Course will not be qualified to occupy the vacancy to which promotion is linked. Therefore, the refusal to complete the Sup or

⁴¹ 'Class One' remains in the JPA competency purely for REME APC promotion board filter purposes.

⁴² 'Class One' remains in the JPA competency purely for REME APC promotion board filter purposes.

Snr Sup Course will be considered as a refusal of promotion. Refusal of promotion is detailed in Part 3 (Promotion) of this instruction.

e. **Early Supervisor / Senior Supervisor Course Loading.** If space permits and all Early Boarders have been used or there is insufficient promotion quota available, exceptional not fully qualified Sup and Snr Sup candidates will be identified and boarded for their suitability for early course loading. Course loading to fill a vacancy should not be confused with an Early Board selection, since it is not linked to promotion. Exceptional candidates must have an 'excp' recommendation for Sup/Snr Sup training in their most recent SJAR and a request for early Sup/Snr Sup loading is to be made to SO2 REME Sldrs using the application for early career course attendance, found in [Capbadge Announcements](#).

15. **Artificer Training.** Upon selection from the Artificer Selection Course Loading Board (ASCLB), SP are loaded onto their respective Artificer course depending on their CEG. Further detail can be found in [Corps Instruction E5](#) – Artificer Selection and Training.

a. **Artificer Course Training.** Three distinct phases of course are outlined below:

(1) **Artificer Command and Field Course Phase 1 (ACFC 1).** This initial phase delivered by the REME Arms School focuses on student development and preparation for their studies ahead.

(2) **Artificer Command and Field Course Phase 2 (ACFC 2).** Advanced Engineering Skills (AES). The second phase delivered by 8 Trg Bn REME focuses on the engineering skills an Artificer requires to make independent engineering decisions.

(3) **Artificer Command and Field Course Phase 3 (ACFC 3).** The final stage delivered by the REME Arms School, prepares potential Artificers for command in the Field Army. It will test and develop them for their roles ahead to give them to give them the skills to be credible leaders in their new units.

b. **Professional Accreditation.** All potential Artificers **must** be Engineering Technician Accredited for loading at the ACSLB.

c. **Medical grading.** Those SP who are not MFD will run to the Employability Board, which is detailed in Part V (Career Management Boards) of this instruction.

d. **Aviation Artificer.** From 2020 Aviation Artificers will be selected and trained regardless of aviation trade. To maximise the opportunity for early promotion, soldiers should be encouraged to pursue the Artificer route where there is an established pathway to achieve WO1. Soldiers following the Artisan route are likely to promote at a slower rate with promotion opportunities to Warrant rank extremely limited. The following applies specifically to Aviation Artificer selection on the ASCLB.

(1) Aviation technicians attending Senior Supervisors' Course will be expected to attempt a Potential Assessment Board (PAB) if they have not attempted it earlier.

(2) In addition to the normal eligibility criteria for ASCLB, aviation technicians will also need a minimum of 1 AR as a Senior Supervisor (Sgt) with a recommendation for Artificer Training.

(3) Legacy Class 1 Technicians⁴³ will still be eligible for ASCLB selection as a Cpl if they have fulfilled the eligibility criteria laid down in [Corps Instruction E5](#).

16. **RQMS appts.** All soldiers in RQMS appointments are to be suitably qualified for the role. The RQMS qualification course is to be completed prior to assigning into an RQMS appointment.

Section 3

REME MTI Training

17. **General.** To become a qualified MTI there is a significant training bill to be conducted. All mandated courses must be completed during the period of notification before appointment as an MTI. Recommended and desirable courses should be completed as early in the identification process as possible:

a. **Mandated MTI Courses.** Once selected by the MSCLB, successful candidates must complete the following courses prior to assignment:

- (1) **MTI Seminar.** REME Arms School (1 Wk).
- (2) **All Arms Skill at Arms.** School of Infantry SASC (2 Wks).
- (3) **All Arms Safety Supervisors Course.** School of Infantry SASC (2 Wks).
- (4) **SA(M) 07.** School of Infantry SASC (2 Wks).
- (5) **Defence Trainer course (DTc)** ASLS Pirbright (10 Days).
- (6) **ARTD Care of Trainees.** ASLS Pirbright (3 Days).

b. **Recommended MTI Courses.** REME unit and sub-unit commanders should seek to load potential MTIs as early as possible, and preferably prior to MSCLB, onto the following recommended courses:

- (1) **All Arms Drill Instructor.** All arms drill wing, Catterick (3 Wks).
- (2) **CBRN Defence Instructor.** Defence School of CBRN, Porton Down (3 Wks).
- (3) **Battlefield Casualty Drill Trainer.** DMS(W) (1 Wk).
- (4) **Summer Mountain Leader (Trainer) ML(T).** Joint Services Mountain Training Centres (1 Wk).
- (5) **Land Navigation.** Delivery by land navigation SME in-unit.

c. **Desirable MTI Courses.** REME unit and sub-unit commanders should seek to load potential MTIs as early as possible, preferably prior to MSCLB, onto the following recommended courses to deliver disembarked close combat skills to meet the operational requirements of the Field Army:

⁴³ A legacy class 1 Technician is defined as a Technician who has qualified as class 1 prior to Mar 2017.

- (1) **All Arms Basic Tactics Course (BTAC).** School of Infantry, Brecon (2 Wks).
- (2) **Section Commanders Battle Course.** School of Infantry, Brecon (8 Wks).
- (3) **Battle Noise Safety Supervisor Course.** School of Engineering, Chatham (1 Wk).

18. **Recording.** Specialist qualifications are to be recorded as a competence on JPA. Parent units are to ensure that SP from their unit are awarded the correct JPA Competence on successful completion of a course. Additional guidance can be sought from Training Branch Strat Org (ES).

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PART VII – DISCIPLINE, ADMINISTRATIVE ACTION, COMPLAINTS AND LITIGATION

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1. **Introduction.** This chapter covers career management (CM) issues that emerge because of soldiers being subject to discipline (in accordance with the Army Act/Services Discipline Act) and administrative action (in accordance with AGAI 67). This part is broken down into the sections outlined above.

Section 1

Discipline

2. **The Object of Military Law.** The object of Military Law is twofold. First, it is to provide for the maintenance of good order and discipline among members of the Army and in certain circumstances among others who live or work in a military environment. This it does by supplementing the ordinary Criminal Law of England and the ordinary judicial system with a special code of discipline and a special system for enforcing it. Such special provision is necessary to maintain, in time of peace as well as war, and overseas as well as at home, the operational efficiency of an armed force. It is for this reason that acts or omissions which in civil life may amount to no more than breaches of contract (like failing to attend work) or, indeed, mere incivility (like being offensive to a superior) become, in the context of army life, punishable offences. The second object of Military Law is to regulate certain aspects of Army administration, mainly in those fields which affect individual rights. Thus, there is provision relating to enlistment and discharge, terms of service, forfeitures of and deductions from pay, and billeting. Often in practice, however, the term “Military Law” is used regarding its disciplinary provisions rather than its administrative ones.

3. **Consequences of Disciplinary Action.** Where commanders are in doubt about the appropriate action to take, they should seek early advice from the G1 (Disc) and Legal staffs in their CoC in the first instance.

a. **Censure.** Three types of Censure can be issued depending on the severity of the offence. These sanctions are detailed within AGAI 67, Vol 2.

b. **Reduction in Rank.** The rules applicable to reduction in rank apply irrespective of whether the rank is substantive or acting. Removal of local rank does not count as reduction in rank and can be ordered at any time by the CO. Reduction in rank is always ordered by the CO. All reductions in rank are spent immediately and have no time barring associated. If a soldier is reduced in rank, the following will be considered:

(1) **Minimum Rank in Appointment.** A Warrant Officer or NCO holding an appointment which carries a minimum rank, who is reduced for inefficiency, unsuitability or by Court Martial to a rank below the minimum for the appointment, will be removed from that appointment and, under instructions of REME Sldr Wing is either to be returned to the roll appropriate to their original employment or be reclassified in an employment on a roll appropriate to the circumstances of the case.

(2) **Re-promotion.** Any soldier who is reduced in rank will be eligible to appear at the next promotion board provided that:

- (a) They have had suitable time in the lower rank to receive an SJAR.
- (b) They receive a recommendation for promotion.
- (c) They are eligible in all other respects.

Section 2

Administrative Action

4. **Consequences of Administrative Action.** Administrative Action is action taken to safeguard or restore the operational effectiveness and efficiency of the Army by commanders using their command authority under Queen's Regulations. The effect of particular conduct and performance which may damage operational effectiveness is assessed by applying the Service Test. Through the process of the Administrative Report, sanctions may be applied to restore current operational effectiveness and safeguard it in the future. The Administrative process involves investigation; reporting; determination; sanction and review. The soldier's right to complain about any matter relating to his service remains unaffected. This process of self-regulation is familiar to most employers and employees. It is entirely separate from the military criminal justice system. Administrative Action may result in a range of outcomes from an informal interview or censure, or in the most serious cases, termination of service. It is taken in accordance with the procedures set out in AGAI 67, the principal document that governs Administrative Action.

5. **Major Administrative Action.** In MAA, warnings and removals, apart from when acting rank is held solely because a soldier selected for promotion has yet to pass ALDP, SP will be dealt with in their substantive rank. For Minor Administrative Action SP are dealt with in their apparent (local or acting) rank.

6. **Career Implications.** If a soldier is to be investigated for a breach of the Service Test, and a Major Administrative sanction is being considered, then REME Sldr Wing⁴⁴

⁴⁴ SO2 REME Soldiers is the APC POC for Career Implications.

must be contacted to provide a formal Career Implications Brief. The set format letter provided by REME Sldr Wing will summarise the soldier's career and give the possible implications of a Sanction and the effects they may have on the soldier's career. Point to note:

- a. **AGAI 67 Information.** All Major Sanctions become effective at the date of the Directed Letter awarding the Sanction. The sanctions that can be awarded are contained within AGAI 67, Vol 2, Part 3, Annex F.

7. **Removal from Appointment.** The 3 principle grounds for requesting removal from appointment under the provisions of AGAI 67 (Vol 2 Part 1, 67.019) are unsuitability, inefficiency, and misconduct. Every potentially blameworthy removal from appointment must be supported by Major Administrative Action to decide on grounds and culpability. The process of removing an SP from appointment should not concern itself with blame but confine itself to whether the SP has become untenable in their post. A removal may be found subsequently to be blameworthy however that issue will be decided by the Administrative Action Investigation, not the Removal process. Col CM CSS is the final authority for removal of REME soldiers from post, but all Applications will be staffed through REME Sldr Wg to Col CM CSS, who is the authority for Removal (it is not delegated to SO1 REME Sldr Wg). The grounds and all processes to be followed when requesting a Removal from Appointment are contained within Vol 2 of AGAI 67, Vol Part 5.

Section 3

Other Issues

8. **Postponement of Discharge**⁴⁵. A soldier subject to military law should not be discharged or transferred to the reserve if he is pending proceedings for offences.

9. **Delaying Assignments of Soldiers under Investigation**⁴⁶. When a soldier is placed under investigation for a criminal offence or is subject to disciplinary or administrative action relating to a breach of the Army's values and standards, they will not normally be assigned and/or promoted until the disciplinary or administrative process is complete. The CoC, with advice from REME Sldr Wing, must determine whether the soldier is to remain in their current appointment. CM CSS REME Sldrs is the final authority for removal from appointment. In certain circumstances, and following a full review of an individual's case, assignment and/or promotion may be authorised on the agreement of the individual's CoC and REME Sldr Wing. In determining the appropriate course of action, the CoC and REME Sldr Wing staff should consider the following factors (this list of factors is not exhaustive):

- a. Legal/or jurisdiction issues when the assignment involves international movement.
- b. The need to move an individual for their own safety or the safety of others.
- c. The need to avoid a soldier serving in a particular environment, appointment, or type of appointment which, in view of the nature of the allegation against them, would be inappropriate.

⁴⁵ See AA 1955, Part 1, ss13.

⁴⁶ See AGAI Vol 2 Ch 62.

- d. The need to supervise and monitor the soldier whilst the investigation proceeds.
- e. The need for the soldier under investigation to have access and continuity for their legal and unit support.
- f. The need to maintain the integrity and morale of the Army.

10. **Armed Forces Act (AFA) 06.** [The Armed Forces Act 2006](#) (AFA 06) received Royal Assent on 8 November 2006. It replaces the Army Act 1955 and subsequent Armed Forces Acts, although the Reserve Forces Acts continue.

11. **Service Complaints**⁴⁷. A soldier can complain at any time (subject to time limits) and explain how they believe they have been wronged and what they would like the CoC to do about it. The intent is that complaints are dealt with at the lowest level and resolution achieved quickly and, where possible, informally. Every effort should be made, where appropriate, to resolve a complaint informally; the making of a complaint is a soldier's legal right. If a service complaint is Career Management related, the CoC should engage with REME Sldr Wing early to see if an informal resolution can be found. All details concerning Service Complaints are contained within [JSP 831](#).

12. **Complaints Against Annual Reports.** [JSP 757](#) contains the general instructions on appraisal reports. The subject of a report has the opportunity to comment on the first reporting officer's assessment, but comments do not carry any formal requirement for the second or third reporting officers to give a direct reply. However, the second reporting officer will take any comments into consideration when making their assessment and career managers and selection board members will also see comments. These procedures do not affect the SP's right to make a Service complaint at any time within the time limits.

13. **Claims for Litigation and Compensation.** Any claims for litigation or compensation, made by the soldier, their legal counsel or agent, should be sent/directed in the first instance to:

Army Personnel Centre
Support Division
Litigation Branch
Injury Compensation Wing
Mail Point 120
Kentigern House
65 Brown Street
GLASGOW G2 8EX

⁴⁷ Contained within [JSP 831](#).

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PART VIII – TRANSFER (INTO, WITHIN AND OUT OF THE CORPS)

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1. **General.** This instruction describes the Principles underpinning transfers into, within and out of the Corps, and the procedures to follow. The instructions are supported by [AGAI 48](#) and [2014DIN01-014](#) which remain the authoritative documents.

Section 1

Principles

2. **Principles.** Freedom of transfer between Corps of the Army is essential to:
- a. Make best use of the Army's workforce.
 - b. Provide soldiers with the best possible career in the Army commensurate with their skills and mental, physical, and technical ability.
 - c. Retain soldiers no longer suited to their present Corps or trade, but who may still have years of useful service to the Army.

d. Meet deficiencies in certain employments.

3. **Training Return of Service.** There is no bar to any soldier applying for transfer and soldiers considering giving their notice are to be actively encouraged to consider transfer as an alternative to discharge. Transfer will normally be approved if it is in the interest of the Army and meets the requirements below. Soldiers who are subject to Training Return of Service (Trg RoS) generally because of attending a long course such as Artificer Training, will not be allowed to transfer from REME until their Trg RoS is spent⁴⁸.

4. **Rank Considerations.** WOs, SNCOs and exceptionally, Cpls considering transfer should be aware that when they apply for transfer (in or out of REME), because of their lack of experience of their new employment, there may be difficulty in absorbing them into their chosen employment in their present rank. All transfers are considered individually.

5. **Medical Considerations.** If the transfer is for medical reasons or because the soldier cannot be further employed in their present Corps, these facts are to be stated on the AF B241A⁴⁹, which is to be forwarded with all relevant supporting paperwork.

Section 2

Phase 2 Soldier Cascades and Reallocations

6. **Cascade and Reallocation**⁵⁰. Section 3 describes the transfer process applicable to trained soldiers already serving in the field force.

7. **Phase 2 Trainees.** Soldiers in Phase 2 training who are found unsuitable for their chosen trade may apply to Cascade within the Corps to another trade or Reallocate out of the Corps to another cap badge. The Cascade and Reallocation procedure is owned by RHQ REME, supported by the relevant Training School's Training Review Board (TRB) and CoC. The following steps describe Cascade and Reallocation process:

a. Soldiers found unsuitable for trade training should undergo a formal TRB to be removed from Phase 2 Training. They are to be advised on options to reallocate or cascade. The TRB initiates the Reallocation / Cascade process.

b. The soldier's CoC should mentor the individual in selecting an appropriate alternative CEG and prepare them for the relevant selection assessments. Advice should be sought from SO2 Pers Ops (Sldrs)⁵¹ on REME's workforce priorities, entry standards of each CEG and alternative course availability.

c. All soldiers considering Cascade or Reallocation must be MFD, clear of any disciplinary issues and have passed any physical tests within 2 weeks of their interview with SO2 Pers Ops (Sldrs).

d. SO2 Pers Ops (Sldrs) is to formally interview all reallocation soldiers to assess their suitability for their selected CEG and where required, liaise with receiving cap badge Personnel Selection Officers to facilitate selection assessments.

⁴⁸ JSP 750 Pt 1 (V1.2 Sep 17) Chapter 2, para 23 refers.

⁴⁹ The principal document that prosecutes the transfer process.

⁵⁰ Cascade is an internal change of course within the REME. A reallocation is a change in a SP's Capbadge.

⁵¹ SO2 Pers Ops is to liaise with SO2 WF Plans.

- e. Once a soldier has been successful in Reallocation assessment, SO2 Pers Ops (Sldrs) is to generate a letter of authority confirming the change of CEG and future Phase 2 course loading.

Section 3

Post Phase 2 Transfer into and out of REME

8. **Digital Transfers App (Defence Gateway).** The Digital Transfers App hosted on Defence Gateway is the process SP should refer to if they are considering making an application to transfer. It identifies all those trades or specialisms where there is a current or forecast workforce shortfall against the Future Soldier structure which is considered potentially damaging to the Army's outputs. It specifies the criteria for potential candidates wishing to transfer into the Corps, including rank, Length of Service and other specific pre-requisite qualifications. REME Workforce Plans is the authority for the development of the listed opportunities; recognising that this is a live list that changes as workforce levels fluctuate, it should therefore be understood that vacancies will vary over time.
9. **Applications.** All applications to transfer **into or out of** the Corps by Phase 2 trained soldiers are to be made using the Digital Transfers App (as described above). Once initiated by the soldier, it will be completed and forwarded, with a minimum of delay, to the soldier's current Capbadge at APC. Transfer requests cannot be refused at unit level.
10. **Transfer out of REME.** The criteria to be considered when dealing with an application to transfer out of the Corps are as follows:
- a. Training Returns of Service (Trg RoS) (sometimes referred to as time bars) are to be served in full within the trade discipline the Trg RoS was awarded for.
 - b. The remaining workforce for the trade of the SP in question must be able to absorb the loss without unduly affecting the Corps' capabilities. REME Sldr Wing can delay transfers if the transfer will adversely affect the capability of the SP's unit.
11. **Transfer to the Army Reserve.** Upon termination of a service-person's full-time contract they are normally encouraged to transfer to the Army Reserve. Policy and process is in [Soldier Terms of Service \(SToS\)](#) and specific guidance on transferring to the REME Reserve is in [Corps Instruction E7](#).
12. **Transfers between the Services.** Transfers to other Services are detailed in [QRs](#), paras 9.246-9.249; this is not yet transitioned to the Digital Transfers process. For REME soldiers, AF B241A is to be forwarded directly to REME Sldr Wing at APC, who complete Part 2, stating their willingness (or not) to release the soldier and specifying the earliest release date. The form is then forwarded direct to the relevant Service for action.
13. **Transfers into REME.** On receipt of an application to transfer into REME the Head of Section D REME Sldr Wing will assess whether the candidate meets the Corps' requirements and be called forward for interview in RHQ. The Interview Panel is to routinely consist of:
- a. **SO2 Pers Ops (Sldrs)** – President.
 - b. **Trade champion / SME** – Minimum WO1 rank.

- c. **Corps ASM** or a suitable RHQ representative.

The Interview Panel will consider each applicant for suitability to transfer into the Corps. Where required, the panel will also align candidates onto the required training pipeline. The transfer assessment will include a formal interview and a mathematics test. Other checks will confirm:

- a. **Unexpired Service.** The minimum RoS required is 2 years or their current EED, whichever is the longer.
- b. **Security Clearance.** Some posts require SP to hold a Security Clearance (SC) and transfer will not be permitted until this is obtained. The SP's current unit is to initiate action to obtain the required clearance immediately, as advised by the respective CM Branch. Failure to obtain a necessary Security Clearance will halt the transfer. It should be noted that Security Clearance can take considerable time and failure to act quickly could deny the soldier their planned attendance on specialist training, wasting a valuable course place.
- c. **Academic Suitability.** Apart from the mathematics test, each candidate will be required to provide certificates of their academic qualifications to ensure they are up to the required entry standards for their chosen trade group.
- d. **Training Return of Service (Trg RoS).** [AGAI](#) and [Defence Information Notes](#) define the period of Colour Service to be completed after attendance on a course of instruction. Where a SP has insufficient Residual Service to complete the required Trg RoS (36 months on completion of REME Class 3 course) after any required training and/or period of assessment, AF B6848 is to be raised by the SP's parent unit at the direction of REME Soldier Wing and submitted to REME Soldier Wing prior to the soldier's attendance on the transfer course. Part 6 of the Form is to be endorsed: '*For benefit of transfer to REME.*' Failure to commit to the required Trg RoS will result in the transfer being cancelled. Should a soldier prolong their Service to meet this condition and subsequently not be accepted for transfer, [QRs](#), para 9.219⁵² may be invoked, if the soldier wishes and the failure is not directly their fault.
- e. **Medical.** The medical standard required for transferees is the same as those for initial entry into the Regular Army. Note that colour perception requirements are strict for electronics-based trades.

14. **Rank.** Where possible, a soldier's rank will be retained, however each case is judged on its own merit. In principle, a soldier will be allowed to retain their rank if it's a rank that can be awarded in their new trade / CEG for the level of trade training the transferee has achieved. As an example, there are no REME trades where a soldier can be a Sgt as a Class 2, therefore Sgts transferring into REME should expect to drop in rank until they have been awarded Class 1 status in their new trade. This may include initial trade training which may be required. Not only does this protect the reputation of what the Army expects from a REME Sgt, but it also protects the new unit of the newly trained transferee from unrealistic expectations of the transferee's trade ability. Any requirement to revert in rank will be clearly explained on the Offer to Transfer letter sent to the soldier before transfer. Depending on circumstances, transferees who revert in rank may benefit from Mark Time Rates of Pay (MTRP) for up to two years.

⁵² Whereby the authorised extension of Service required for transfer is cancelled.

15. **Attachment from Other Arms / Corps.** Considerable embarrassment may be caused if REME units offer unauthorised attachments for prospective soldiers from other Arms/Corps, only to find that the transfer application is rejected because there are no REME trade vacancies, or the soldier is below the standard (physically, educationally or in quality terms expressed in the soldier's AR) for entry into REME. Such attachments must not be initiated without the authority of REME Soldier Wing. ([AGAI 48](#), refers).

16. **Contested and Delayed Cases.** Where the time required to commence transfer, training is greater than 6 months from initiation of the AF B241A, or the sending Soldier Wing is unwilling to release a SP (whilst the receiving Soldier Wing is willing to accept), the transfer paperwork will be forwarded to SO2 Change of Engagement for arbitration. It will be normal for transfer requests to be agreed, however there is no right of transfer and the needs of the Army remain paramount. It should also be noted that the transfer of soldiers from units involved on operations and other priority tasks, including recruit training, may be delayed until completion of Post-Operational Leave (POL), completion of intake training or other such logical point, unless the CO of the losing unit is willing to release them early.

17. **Rejections.** Where REME Soldier Wing rejects a soldier's request for transfer, despite being accepted by the losing Soldier Wing, the transfer will be cancelled.

18. **Acceptance.** Once an application to transfer has been approved, REME Soldier Wing will raise a 'Provisional Letter of Acceptance of Transfer'. This will detail the decisions made, advise of any probationary period, the itinerary of any transfer course and reporting dates plus any action required of the soldier and / or their unit. Soldiers will need to agree, sign, and return the Offer of Transfer Letter and the enclosed AF B6848 detailing the RoS before the transfer is complete.

19. **Unit Action.** A unit receiving authority to transfer a soldier is responsible for ensuring that the transferee is despatched to the new unit on the due date. The transferee should be fully equipped with up to date pay and documentation.

20. **Medical Transfer.** If the transfer is for medical reasons, or because the soldier cannot be further employed in their present Corps, these facts are to be stated on the AF B241A, which is to be forwarded with all relevant supporting paperwork.

21. **Completion of Digital Application.** The soldier is to complete Part 1 clearly stating their reasons for requesting transfer to another cap badge and confirming that they are willing to meet the required minimum RoS and are free of welfare problems. The Unit CoC and RCMO complete their parts before forwarding to the next stage. The losing Career Manager is to complete 1a to confirm:

- a. The soldier's current employment and engagement.
- b. JMES.
- c. If there are any impending G1 issues; welfare, discipline or administrative, that may affect the soldiers' suitability or ability to transfer.

The future Career Manager will then ensure that the candidate meets the requirement for the CEG applied for before forwarding the application to SO2 Pers Ops Soldiers in REME RHQ. The application then goes back to the future Career Manager for the final decision to

be entered. It is at this stage the offer containing rank and seniority details is made to the SP and considered a formal offer to transfer.

22. **Conduct Assessment.** As transfer will not normally be permitted for soldiers with a conduct assessment below Exemplary, it is important that the unit confirms both the soldier's assessment and, where this is other than exemplary, the acceptability of the soldier to the receiving cap badge before proceeding with the request. Where the soldier is not acceptable this is to be explained. The CO, or their authorised representative, is to explain the reasoning using the CoC entry on the Digital Transfers App.

Section 4

Change of Main Trade for Pay (MTFP)

23. **General.** It will be unusual for soldiers to be permitted to change their primary trade, except when justified on workforce grounds or unless, through no fault of their own, personal circumstances are such that they can no longer be employed in that trade. Employing officers are encouraged to seek verbal advice on soldiers' prospects from 'losing' and 'gaining' section career managers within REME Soldier Wing prior to the submission of any application.

24. **Transfer Trial.** Where possible, when a SP indicates that they wish to change their MTFP, they should be allowed the opportunity to work alongside tradespeople of the aspired new trade, for a suitable trial period. The length of the trial should be at the discretion of the current CoC and unit providing the opportunity but should routinely not last more than 5 working days. This should be managed at a local level by the CoC, but if no opportunity exists then the relevant Trade Committee should be consulted to identify an opportunity within the new proposed CEG. However, it must be noted that these opportunities will depend on the capacity of the SP's current CoC to release the individual for the period of the trial. Also, it is not a pre-requisite of the transfer process as described in Section 3, merely a confirmation event to ensure that the SP is making the correct decision to apply to change their MTFP.

25. **Process.** The process to apply for a change of trade is the same as per Section 3 for transferees. Individuals must apply for the change of trade using the Application to Change MTFP Form in [Capbadge Announcements](#). APC will initiate the process accordingly. The assessment process will mirror the transfer assessment described above but not necessarily follow the digital process, if the aspired CEG does not appear on the Digital Transfers App. REME Workforce Plans retain the right to make the final decision in the decision to change trade, noting the impact to current and future structures of the CEGs concerned.

26. **Change of Employment for Purposes of Training for Artificer Status.** When a soldier passes PAB and is in a non-feeder trade for Artificer Training, they will be required to change their primary employment to pursue Artificer Selection. The procedure to be followed in this instance is detailed in [Corps Instruction E5](#).

27. **Special Forces.** The procedure for REME soldiers who wish to be considered for a tour of duty with Special Forces are covered in [AGAI 43](#), Part 1.

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PART IX – COMMUNICATION

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1. **Introduction.** REME Sldr Wing exists to manage the personnel resources of the Corps and in this respect, it is a servant of the Corps. SO1 REME Sldr Wing is responsible to the Directorate of Workforce (Army) but liaises closely with RHQ REME and Strat Org (ES) on all workforce matters.

2. **Aim.** To carry out its task efficiently, REME Sldr Wing must also have good liaison with all headquarters and units employing REME soldiers. The aim of Part IX, Communication, is to facilitate this liaison.

3. **Organisation.** REME Sldr Wing is part of Military Secretary (MS) Career Management (CM) Combat Service Support (CSS) Branch. It is further organised into four sections, each with a specific responsibility. Further details on all wings can be found on MS Web, with the REME Sldr Wing [Organisation Chart](#) in [Capbadge Announcements](#). Records of Service, Colour Service and REME Reserve matters are all dealt with by separate organisations within the APC.

4. **Addresses.** The following addresses are pertinent:

a. **Postal.** REME Soldier Wing
Mail Point 410
APC Glasgow
Kentigern House
65 Brown Street
GLASGOW, G2 8EX

b. **Email.** All personnel in REME Sldr Wing are now on MODnet.

5. **Means of Communication method.** The appropriate means of communication between units and REME Sldr Wing is by Skype, e-mail, visit or letter. Written communication (e-mail or letter) must be received by REME Sldr Wing before any action is

taken in response to a verbal request from a unit. All contact with REME Sldr Wing regarding soldiers' career management, including assignments and promotion, must be addressed to the appropriate Career Manager.

6. **Hours of Operation.** REME Sldr Wing are available Mon, Tue, Thu and Fri between 0730-1700hrs, although there will be a reduced availability of staff after 1200hrs on a Fri. Units are requested to refrain from contacting REME Sldr Wing after 1200hrs on a Wednesday to allow the Career Managers to conduct training and any basic housekeeping required. If a matter is of a time critical nature and an answer is required on a Wed or Fri afternoon, then SO1 REME Sldrs should be contacted in the first instance.

7. **Visits.** Liaison visits by units to REME Sldr Wing are encouraged, however it is essential that the process is followed, and communication is made using the forms below. Visits by officers who are about to take up appointments such as Comd ES, CO REME, OC LAD, OC Wksp, RCMO or Adjt are welcomed and are usually of great mutual benefit.

8. **Process.** Using the REME Sldrs MS Planner in [Capbadge Announcements](#), units should find appropriate mutual availability in the FOE and email the shared mailbox (APC-MSSldrsCSS-REME-Mailbox@mod.gov.uk) with the Unit Visit Proforma. Once REME Sldr Wg have conducted the necessary checks and confirmed Desk Clerk availability, the unit will be emailed with a calendar invitation. It is essential at this point, that Interview Proformas are sent to the respective Desk Clerk if applicable. All forms must be received at least 10 working days prior to the visit. The Wing WO book the applicant(s) into Kentigern House for the duration once final approval is authorised. More information for the forms is shown below, which are all found in [Capbadge Announcements](#).

a. **Unit Visit Proforma.** To be completed by the OC / WOIC who is booking the visit. Any accompanying personnel are to be listed, and detail provided for the reason (mock boarding, interview, etc). If there is a need for an interview whilst in APC, the Proforma below is to be used. To discuss soldiers not attending, the OC / WOIC must also annotate this to provide the time needed to investigate individual soldiers.

b. **Interview Proforma.** This form is to be used by any soldier visiting REME Sldr Wg, or during a REME Unit brief when the Wing delivers Career Management presentations at units / garrison visits. As much information as possible is to be detailed as well as supporting CoC comments.

9. **Correspondence.** To save time and avoid confusion all correspondence should contain the following details of any soldiers concerned. The inclusion of the soldier's MTFP is important to ensure the request goes to the correct CM and must always be quoted.

Unit	1 RIFLES
Number	12345678
Rank	LCpl
Name and Initials	Snoggins A
Main Trade for Pay (MTFP)	VM

10. **Unit Presentations.** REME Sldr Wing will conduct regular unit presentations to pass MS guidance to attendees. Presentations will occur periodically and be delivered to REME soldiers and the CoC geographically (preferably based on Bde AORs). The POC for presentations will be the HQ of the Fmn ES. Prior to REME Sldr Wing visits, individuals may wish to have an interview. If this is the case the interview proforma discussed above

is to be sent to the shared mailbox (APC-MSSldrsCSS-REME-Mailbox@mod.gov.uk) at least 10 working days prior to the Presentation taking place. Individuals may ask for an interview on the day of the Presentation, but personal details will be lacking, and only generic advice will be given.

11. **Annual Update.** An update will be held annually in APC and will be coordinated by REME Sldr Wing WO. This update is primarily intended for RCMOs, Adjts, independent Sub-Unit OCs and BEMEs and is aimed at providing an update on the current REME workforce situation, recent personnel policy developments and any ongoing REME issues. It also affords the opportunity for those attending to meet with the relevant Career Managers and discuss any current SP issues.

12. **REME Bulletin.** REME Sldr Wing will use the REME Bulletin, produced quarterly by RHQ REME, to inform the Corps of any key dates in the REME Sldr Wing Calendar, as well as providing relevant CM information to the CoC and REME Soldiers.

13. **Direct Communications.** Service Personnel, irrespective of rank, can now contact their respective CM directly for career advice. Any Career Management questions should be emailed to APC-MSSldrsCSS-REME-Mailbox@mod.gov.uk. However, the following should be noted before submitting a request:

a. In the first instance, SPs should use their CoC / RCMOs to address any queries.

b. The answer may already be contained in [REME Corps Instructions](#) or indeed, [JSP 757](#). SPs should ensure they have tried to find the answer in these documents prior to emailing REME Sldr Wing direct.

c. If the request is likely to have an impact on the unit, then the CoC / RCMO will need to be notified and brought into the discussion.

d. All correspondence to the shared mailbox should include name, rank, number and CEG.

14. **Facebook.** REME Sldr Wing are on Facebook. This provides a platform for the passage of unofficial key information to the Corps and can be found by searching for the closed group 'REME Career Management'. SP are encouraged to join the group; to gain access to the group, applicants must answer some security questions prior to acceptance.

15. **Defence Connect.** For official information promulgation, other than MODnet means, SP are strongly encouraged to find REME Sldr Wing via Defence Connect. [CM REME Soldiers](#) can be accessed by following the link and inputting the respective Defence Gateway details.

16. **MS Website.** REME Sldr Wing will publish all Board Results on [MS Web](#), which contains links to all career management issues. SP and those with MS responsibilities are to monitor the REME page on MS Web regularly. They should also use it as the first port of call when searching for information. [MS Web](#) also contains the gateway to other APC departments such as Reserves and FTRS, Colour Service section etc.

17. **REME AS Career Courses.** REME Sldr Wing presents to various Command courses at the REME AS, ideally in person, but sometimes VTC will be used.

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PART X – ASSURANCE

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1. **Introduction.** The Field Army and REME Sldr Wing must ensure it complies with these instructions. To ensure compliance, there are two levels of assurance:

a. **Compliance within the Field Army.** Monitored by compliance inspections such as TECHEVAL, annual assessment of a Unit and Col REME visits. Comds ES will consolidate such results and inform RHQ REME of compliance, trends, and patterns.

b. **Compliance within REME Sldr Wing.** Monitored by APC's CM Pol and the meeting of several pre-set performance indicators. All management levels within REME Sldr Wing will also conduct an annual review of policy, practice and rules, SOPs, and desk top Instructions.

2. **Field Army Compliance.** To ensure the Field Army are conducting their command responsibilities regarding MS the following should form part of the REME TECHEVAL:

a. **Appraisal Report Completion.** The number of soldiers in the Unit that are outstanding an Appraisal Report (SJAR, NSAR etc); results should be recorded (including soldier's details) with notes added to explain the tardiness of the report.

b. **Soldiers in Acting Rank.** The number of soldiers holding acting rank whilst waiting for ALDP. This report should focus on those who have been waiting for between 6 and 12 months and what plans are in place to attend training. Those soldiers who have exceeded the 12-month qualification period are to be recorded separately to allow REME Sldr Wing to decide whether to revert the soldier to his substantive rank or not (see Part VI – Training).

c. **Accuracy of JPA Recorded Competencies.** As JPA is the medium that informs REME Soldier Wing of a soldier's technical competence it is important that it is kept up to date. As an example, there are many soldiers who have been precluded from Promotion Boards because their qualifications have been incorrectly recorded (e.g., ALDP and Class 1 or 2 trade qualifications). Inspections should include a sample check of a soldier's record to ensure its correct. REME Sldr Wing can be contacted to confirm details as required.

d. **Establishment / Workforce Planning & Gapping Advice (WP&GA).** Unit strengths will be scrutinised to ensure its establishment has personnel at the minimum workforce levels as defined in the WP&GA.

e. **Separated Service Report.** Confirmation that reported statistics on the Separated Service Reporting Tool represent reality within the Unit.

3. **REME Sldr Wing Compliance.** In addition to the assurance procedures imposed by APC CM Pol, REME Sldr Wing also provides internal assurance on its own working practices. These are completed monthly and include:

- a. **Invalid or Double PIDs.** Should a SP be found in an invalid PID, the correct PID will be identified, and the SP will be moved. Should more than one SP be identified in a single PID, then an explanation will be sought, and if required one of the SP will be moved to another PID.
- b. **Future Availability Date (FAD).** This assurance is conducted to identify SP who have an expired or are missing a FAD. Checks are also in place to ensure SP with a FAD within 4 months, have an AO issued to them.
- c. **Acting Rank Review (ARR).** This identifies SP who have an expired or missing ARR date.
- d. **Desk Marker.** This is used to identify SP who haven't been assigned a Desk Marker, and once remedied, it ensures the correct JPA Career Management chain is in place.
- e. **MS Referral and Security Vetting.** These checks are done to ensure that personnel in PIDs requiring those competencies are qualified and current.
- f. **Secure payroll.** These checks are done to ensure that those personnel in secure PIDs have been tagged as serving at a specialist unit.

4. **Other Reports and Returns (R2) & Management Information.** REME Sldr Wing is also to provide the following information:

- a. **Appraisal Reports.** This management information is broken into two areas:
 - (1) **Pre-PB.** Six weeks prior to a PB sitting a list of soldiers who are to be considered by Board is to be published on MS Web. This list is to show the soldier, by unit, his eligibility, and the reason for non-eligibility (i.e., no SJAR/NSAR, unqualified, lack of residual service etc). This list is to be refreshed at PB minus 1 week.
 - (2) **Post PB.** A list of all soldiers not presented at the PB due to lack of SJAR/NSAR. This list is to be broken down by soldier's details, unit and person holding the SJAR/NSAR. HEO Promotion section is to engage with the CoC within one week of the board concluding.
- b. **Bespoke Workforce Reports.** When requested REME Sldr Wing is to provide bespoke ad-hoc workforce reports.
- c. **REME Dashboard.** REME Sldr Wing WO is to provide monthly stats to the REME dashboard via REME Workforce Plans.

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PART XI – OTHER CAREER MANAGEMENT ISSUES

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1. **Introduction.** This part is split into nine sections as outlined above.

Section 1

Driving Licences

2. **Introduction.** Driving is a key skill across the Corps; either to provide operational mobility or to enable soldiers to perform their trade. Corps driving policy is based on the following:

- a. There should be a ratio of 1.5 drivers per prime mover. This equates to approximately 5,000 drivers of all types to meet the Deployable Component (DC) requirement.
- b. Operationally, the most junior person in a vehicle crew should drive; NCOs should, where possible, command.
- c. Officers, Warrant Officers and SNCOs (less Recovery Mechanics) should be able to drive for administrative moves.
- d. Recovery Mechanics, Vehicle Mechanics and Technician Avionics/Aircraft are required to drive as part of their trades.

3. **REME Driver Requirement.** The REME driver requirement by Trade and Class is summarised at Annex A, which also indicates where driver training is delivered.

4. **Loss of license for disciplinary reasons.** The rules and action to be taken pertaining to loss of driving licences for disciplinary offences are laid down in [QRs](#), para 9.232. As the source document, they should be consulted first along with the notes below. For clarification, advice can be sought from REME Sldr Wing. All losses of licences are to be formally recorded on JPA with notification sent to REME Sldr Wing.

5. **Reduction in Class.** Historically, SP from certain CEGs who had their driving licence removed were also reduced to Class 3 for the duration of their ban, which had a significant effect on their pay. The introduction of Pay 16 and the withdrawal of 'Class' pay has now rendered that practice ineffective, and the Corps is effectively punishing itself by doing so. This practice is to cease as the only factor that affects a soldier's pay within their CEG is their rank. This decision has not been taken lightly, but given the shortage of Class 1 trained personnel and the lack of impact on the affected soldier's pay, it is in the best interest of the Corps.

- a. **Rec Mech.** Driving is an essential part of a Rec Mech's duties and without the appropriate licences they cannot complete their duties effectively. However, they are still trained and qualified as a Class 1 Rec Mech and therefore can complete all aspects of their job, less driving. This is naturally a significant burden for their unit, so it is highly likely that any Rec Mech who loses their driving licence will need to be

assigned into a REME Bn, as smaller units will struggle with training an additional driver.

b. **VM.** All VMs are required to drive, but it is possible for them to carry out most of their tasks without doing so. Therefore, VMs can still be employed in the unit as a Class 1 VM, less the requirement to road test vehicles after repair/inspection. Whilst a VM who is unable to drive is also a burden for their unit, assignment into a REME Bn will be considered on an individual basis if the REME OC requests it.

c. **Avn Tech.** All Av and Ac Tech are required to drive, but it is possible for them to carry out most of their tasks without doing so. Therefore, Tech Ac/Av can still be employed in the unit, less the requirement to move ASE. Whilst a Tech Ac/Av who is unable to drive is also a burden for their unit, assignment into a REME Bn will be considered on an individual basis if the REME OC requests it.

d. **All SP Banned from Driving.** For all SP, the withdrawal of a driving licence has a significant impact on their unit and fellow SP. It is rightly dealt with by a civilian court, but Military Discipline must still be applied as the SP has fallen short of the Army's Values & Standards. As such, SP can expect to receive a MAA Sanction for the duration of their Driving Ban, details of which will be seen on the Annex B to the DASC Report placed in their SJAR File until it is spent. Such information will therefore be available to any Promotion Board whilst it remains extant, and SP should not underestimate the effect of the Board seeing such information.

6. **Action on Return of Licence.** When the SP's licence is reinstated⁵³ the soldier will continue to be employed in his unit at the time of re-instatement. If the SP was assigned as a direct result of losing their driving licence, they will not be considered for re-assignment until their FAD, in line with normal assignment policy.

7. **Civilian Court Prohibitions.** Where a soldier is prohibited from driving by a civilian court in the UK then the ban extends to both military and civilian vehicles. The civilian ban is, however, territorial and does not extend to countries outside the UK. An FMT 600 must be withdrawn for the period of the ban. **In extremis**, a CO may reinstate the FMT 600, and thus the authority to drive Service vehicles, in countries outside the UK where there are urgent operational reasons for doing so. Where a soldier is prohibited from driving by a civilian court outside the UK then the decision of the court must be respected within that jurisdiction unless Status of Forces Acts (SOFAs) or Memorandum of Understandings (MOUs) still permit the soldier to drive Service vehicles. In all cases where a ban is imposed consideration should be given to reassessment prior to reinstating the FMT 600.

8. **Loss of Licence for Medical Reasons.** All personnel are obliged by law to inform the DVLA when a change in medical circumstance may have some effect on their ability to drive. The subsequent decision by the DVLA on the retention or withdrawal of driving licences is to be passed to REME Sldr Wing. Future employment implications, in line with the workforce situation at the time, will be considered and a recommendation on retention/future employability will be made to RHQ REME.

9. **JPA Action.** JPA action by the Unit JPA Discipline Administrator is required along with informing REME Sldr Wing of any imposition of driving disqualification or limitation. Similarly, JPA action is also required to promulgate the lifting of a driving prohibition and the reinstatement of driving licences. REME Sldr Wing are also to be informed.

⁵³ Regain of civilian driving licence and assessment and test by Defence Driving Examiner.

10. **Extended Driving Bans.** All personnel are to be aware that some driving offences can incur driving bans more than 2 years. In such cases and where the DVLA decide to permanently withhold a licence or part of it (e.g., refuse to reissue a Cat C+E licence) which makes future full employment at trade difficult, administrative action may be sought to cease or amend a soldier's engagement. The principle applies; if a soldier is not able to carry out the full range of duties over a period exceeding 12 months he should be considered for employment in alternative trade. This may carry financial implications.

11. **BF(G) Licences.** Standing Order British Army (Germany) 3208 must be consulted in all cases involving the loss of a driving licence in BF(G). A tradesperson who loses the ability to drive in Germany due to the loss of their BF(G) licence will not necessarily be posted prior to their expected end of tour date. They will usually be required to complete their current assignment. Trade and pay implications are still to be carried out in accordance with this instruction.

Section 2

Formal Career Review

12. **Background.** FCRs are one element of the Career Management (CM) Advise function and are mandated at specific points in a career. The soldier FCR requirement originated to assist in delivering the ECAB NECSt Findings Paper⁵⁴, which recognised a requirement to take a more consistent view across the Army towards optimising soldiers' potential. FCR(S) for REME will be delivered where possible by the chain of command supported by REME Sldr Wing. Records will be held using the FCR format.

13. **Aim.** The aim of the FCR is to provide the soldiers with a realistic career review that examines the potential future employment, professional development, and career advancement. The FCR must manage the expectations of the soldier as well as consideration to their personal aspirations. It is mandated that all soldiers who attain trade class 1 competency after 1 Mar 2018 must receive an FCR. It is to be delivered within 12 months of completion of a class 1 course. For all SP who missed the mandatory trigger point, they must receive an FCR within 12 months of their 16th year of reckonable service⁵⁵.

14. **Principles.** The following principles apply:

- a. Maximum use is to be made of the functional CoC in delivering REME FCR(S). Interviews need not be conducted by REME Sldr Wing.
- b. FCR(S) have been identified as an enhancement to the career management and development of soldiers; this emerged from NECSt.
- c. FCR(S) should be delivered by a REME Officer or WO⁵⁶, or with a REME Officer or WO present to advise on special to arm matters. This could be BEME / SO2 ES or their REME Bn RCMO.

⁵⁴ 2018DIN01-042

⁵⁵ Pg 4, Para 18 refers

⁵⁶ Policy dictates that Career Manager trained personnel should be present to assure the FCR. Unit RCMO or Adjt.

d. FCR(S) is to be completed using the FCR template found on MS Web under [Capbadge Announcements](#). Once complete the FCR is to be emailed to the unit and the individual for their record. APC will store electronically.

15. **Objectives.** The FCR(S) must:

- a. Provide an objective appraisal of promotion prospects in the context of the individual's career to date.
- b. Provide an opportunity to discuss posting preferences in a 3-to-5-year timeframe.
- c. Provide the opportunity to discuss transfer options.
- d. Provide the opportunity to discuss personal factors and constraints.
- e. Provide an opportunity to discuss personal development aspirations.
- f. Provide the opportunity to verify personal records.

16. **Timings.** FCRs are to be delivered to a soldier at a minimum of one point in their career⁵⁷:

- a. **FCR.** Within 12 months of completion of Class 1.
- b. **Additional FCR.** Additional FCR(S) may be requested, for example when a soldier is due assignment or is promoted.

17. **Reporting and Recording.** The format for recording FCR(S) is detailed in [2018DIN01-042](#), updated Jun 2018.

18. **Information Sources.** The FCR is compiled from multiple sources of information to ensure maximum accuracy and detail. These sources include;

- a. Potential Assessment Board report, provided by the REME Arms School, DSEME.
- b. Soldiers career profile sheet, provided by APC, REME Soldiers.
- c. CoC comments, provided by the SP's 1RO.

19. **FCR Process.** IAW Annex B, the following process for delivery of the FCR should be as follows;

- a. Upon completion of the Class 1 or Supervisor's course, the SP's unit are to receive a copy of the PAB report by electronic means.
- b. The appropriate Career Manager is to be informed when a SP has completed the Class 1 course and therefore requires an FCR. SP's detail are to be captured within a centrally held register within [Capbadge Announcements](#).

⁵⁷ Assuming the soldier serves out to the end of VEng (FC).

- c. Within 28 days of returning to unit post Class 1 course, the Unit CoC are to interview and discuss performance on Class 1 and PAB. Units are to raise FCR as soon as reasonably practicable noting the 12-month timeframe from Class 1 competency.
- d. Once FCR input from the unit is complete, it is to be sent to the relevant CEG Desk Clerk at APC⁵⁸.
- e. APC have 3 months to complete all areas within FCR and return to the SP's unit for delivery.
- f. FCR is to be delivered by the unit within 28 days of receipt. Once the FCR has been delivered, the unit are to inform APC and the delivery recorded by APC using the process within the DIN.
- g. APC are to formally close the entry within the central register once all steps are completed⁵⁹.
- h. The CM is to record the delivery date within CRM notes.

20. **FCR Storage.** The FCR is to be stored as follows:

- a. Individual – for the SP's own record.
- b. Unit – for inclusion in unit P File.
- c. REME Sldr Wing – for inclusion in the individual's electronic P File.
- d. On completion the FCR date must be recorded on JPA by the CM using CRM notes.

21. **Expectation Management.** The interviewing officer is to take the soldier through what could happen with their career, what rank they may achieve and, in an ideal world, how they might achieve or enhance their chances. They should also receive a candid SITREP on what is likely to happen; the possible balanced against the likely. The two views may be different, and the soldier will get the most from the process if they arrive with an open mind.

22. **Interviewing Officers.** Interviewing Officers are reminded that delivery of the FCR(S) results in a recorded document. Advice and guidance must be well researched, prepared, and thorough. Ignorance is not an excuse.

23. **Roles.** This should normally be the CoC. Where there is no direct REME Officer or WO then it is likely to be the SO2 ES / BEME or RCMO of the relevant Bde or Bn. Comds' ES (or HR Rep) are responsible for strategy within their areas.

24. **REME Sldr Wing.** REME Sldr Wing are to:

- a. Provide relevant career information when asked.

⁵⁸ All FCRs must be sent to the trade specific HEO.

⁵⁹ REME Sldr Wing Warrant Officer is the POC for this action.

- b. Coordinate and issue instruction on the use of FCR as the reporting format.
- c. Act as Interviewing Officer when requested or appropriate.

25. **Communications.** Guidance notes on the completion of FCR are available on MS Web with the authority for the document vested in REME Sldr Wing.

26. **Summary.** The introduction of FCR(S) represents a significant enhancement to the career management of soldiers. Developed from the various retention initiatives prompted by NECSt this initiative will, over a full career, offer every REME soldier the opportunity to receive one formal career review. These reviews will be delivered, in the main, by the CoC supported by REME Sldr Wing and will present everyone the opportunity to discuss their promotion prospects and career aspirations, personal development opportunities and other personal issues. The effort needed, by the soldier but particularly by the interviewing officer, should not be underestimated.

Section 3

Potential Assessment Board (PAB)

27. **Introduction.** The PAB is a development of the Potential Artificer Assessment Board (PAAB) however it does not concentrate on Artificer feeder trades. All trades are to complete the PAB during or immediately after completion of Class 1 or the Supervisors cse.

28. **Aim.** The aim of the PAB is to identify and highlight the potential of all REME soldiers to provide feedback on possible career paths, both in and out of trade. The PAB will also assess a soldier's potential for specific roles within the REME, including;

- a. **Potential Artificer.** Further details are contained within [Corps Instruction E5](#).
- b. **Potential MTI.** Further details are contained at Section 5 to Part XI of this instruction.
- c. **Potential for DE commissioning.** Further details are contained within [Corps Instruction E1](#).

29. **Summary.** The PAB report should provide an indication of a soldier's potential based upon their performance throughout the board in a testing environment whilst under perceived pressure. The report will give recommendations for suitability on para 28 (a-d) with evidence as part of a narrative. While the report will contain recommendations, it is the CoCs responsibility to act on these recommendations for the soldier to progress.

Section 4

Versatile Engagement

30. **Introduction.** The Versatile Engagement (VEng) was introduced as a type of engagement available to new Army entrants from 1 Jan 08. VEng consists of three stages: Short, Full and Long Career. Personnel already serving on 1 Jan 08 remain on their current engagements, unless offered the opportunity to transfer to the VEng Full or Long Career through REME Sldr Wing. From 1 Jan 08, soldiers initially enlist on a Short Career

for 12 years' service. During this initial 12 years' service, the soldier will be considered for conversion to a Full Career (VEng (FC)) and service to a total of 24 years. Selection for a Long Career (VEng (LC)) will extend the soldier's service to 30 years initially, and thereafter in 6-year blocks as required by the Army and up to the Normal Retirement Age (NRA) of 60 years.

31. **Pensions.** The VEng structure is tied to the provisions of the Armed Forces Pensions Scheme (AFPS 75, 05 and 15). This ensures that the soldier who is discharged at the end of a Short or Full career, will have qualified for either the Resettlement Grant (12 years) or an Early Departure Payment (EDP) point if on AFPS 05 / 15 (between 18- and 24-years' service), or the Immediate Pension (IP) of AFPS 75 (22 years). There is no change to the pension rights of a soldier currently serving on the OPENG/NOTENG/Type S who accepts an offer of a VEng Full Career.

32. **Stages.** There are three stages to the VEng:

a. **Short Career (VEng(S)).** From 1 Jan 08 the Short Career replaced the OPENG for new Army entrants enlisting on or after that date. The Short Career is an engagement lasting 12 years from the date of enlistment. Personnel will have the opportunity to convert to a Full Career if they meet the conversion criteria and a workforce requirement exists.

b. **Full Career (VEng (FC)).** This is a term of 24 years from the date of enlistment. Personnel will have the opportunity to convert to a long career, if they meet the conversion criteria and a workforce requirement exists.

c. **Long Career (VEng(L)).** This is a term initially of 30 years from the date of enlistment. Personnel will have an opportunity to extend their service beyond 30 years if they meet the relevant criteria and a workforce requirement exists. This extended service will normally be granted in 6-year periods up to the NRA of 60yrs⁶⁰. REME Sldr Wing has identified a number of posts where the employer has requested the incumbent to be on a VEng(L) engagement to provide continuity for the role (some WO1 posts in DAIB/LEAT and CAMO organisations); all such posts are listed on the relevant jobs list on [MS Web](#), by submitting a preference for a VEng(L) tied appointment, the SP acknowledges that if selected VEng(L) will be applied.

33. **Conversion.** The conversion process and criteria is detailed in the [Soldier Terms of Service](#).

34. **Promotion.** Under VEng there has been a slight slowing of promotion across the ranks as full career profiles are stretched from 22 years to 24 years. REME Sldr Wing continues to monitor this.

35. **Transferring to the Regular Reserve.** All those enlisted between 1 Jan 08 and 5 Aug 08 have the right to request a transfer to the reserve after completing 4 years' service (the minimum commitment period) beginning with the date of enlistment. Those who enlist on or after 6 Aug 08 have the right to transfer to the reserve 4 years after enlistment or the person's 18th birthday, whichever is later.

36. **Reserve Liability.** Individuals will continue to have a reserve liability which will be calculated in accordance with the current legislation.

⁶⁰ DM(A) remain the authority to retain personnel in service beyond the age of 60.

37. **Notice Period.** The minimum notice period for leaving the regular Army for those on VEng is 12 months. This also applies to personnel who have been granted a period of continuance on the Short or Full Career.

38. **Continuance in Army Service Beyond Completion of Engagement.** Continuance allows for a soldier's service to be extended for a limited period beyond the end of their current engagement. It will normally only be available to soldiers serving on VEng, with soldiers serving on an Open Engagement instead offered conversion to the appropriate VEng type. In exceptional circumstances WF Pol are the authority for continuance to a legacy engagement type.⁶¹ More detail on continuance is explained further in [SToS](#), paras 2.5.3 – 2.5.8. Continuance will be considered on a case-by-case basis and may be offered for:

- a. **Pension purposes.** To make up non-reckonable service for a pension.
- b. **Workforce need.** To fill appointments of a short-term nature to meet service or individual needs.
- c. **Reversion in Rank.** Soldiers serving on the VEng will not normally be reverted in rank when awarded continuance. REME Sldr Wing will only make an offer of continuance where there is workforce requirement in substantive rank.
- d. **Specific provisions.** Some soldiers may be disadvantaged due to their individual circumstances. The following sub-paras highlight situations where SP may apply for continuance.
 - (1) **Career Continuance for Maternity.** Where a soldier undergoes a period of non-reckonable service resulting from maternity, Shared Parental or adoption leave and subsequently returns to work they may apply for Career Continuance equivalent to the non-reckonable period.
 - (2) **Transfer continuance.** Soldiers transferring trade or corps will normally be offered continuance by the gaining corps to account for any career disadvantage resulting from transfer. The authority to make such offers rests with the Soldier CM in conjunction with E1 WF Plans.

39. **Transfer Policy.** A successful voluntary transfer application will not require an individual to revert to a shorter term of service under the VEng. The receiving Capbadge may however require an individual to extend their service by converting to either the Full or Long Career on transfer.

40. **Normal Retirement Age (NRA).** [Soldiers Terms of Service \(SToS\)](#) sets out the terms for soldiers Normal Retirement Age (NRA). Soldiers' engagement lengths are governed by length of Service. Those granted service beyond a full career (24 years) may be employed until the NRA of 60 subject to the needs of the Service. Service beyond 60 requires WF Pol Branch authority. The NRA of 60 will not be applied retrospectively though capbadges may offer new EEDs to those currently serving to NRA 55 on VEng. There is no right to serve until 60. WF Pol is the Authority, although requests should be made via REME Sldr Wing.

⁶¹ Reference [AGAI 31](#), [AGAI 46](#), [QRs 1975 9.099](#), [SToS](#).

41. **Conversion from OPENG to VEng.** For individuals who opt to transfer to the VEng from the OPENG or other engagements from before 1 Jan 08 the relevant date for service remains as defined in [QRs](#), para 9.108.

42. **Re-joins.** Those individuals who have transferred to the reserve will normally re-join on their previous engagement. They may subsequently be offered conversion to different engagement types.

43. **Benefits of Conversion.** Transfer to the VEng (FC) and VEng (LC) will result in greater career certainty and additional years of service that may be counted towards pension. Individuals should also note that longer service under VEng provides them with additional years of promotion opportunity. An individual's right to give notice is not affected.

Section 5

Military Training Instructors – Career Management

44. **Introduction.** The aim of this section is to set out the procedures for the Career Management of REME Military Training Instructors (MTI). For further guidance on the MTI selection course loading board (MSCLB) or MTI training courses, refer to parts V and VI to this document respectively.

45. **MTI Definition.** A REME Military Training Instructor is an NCO who has been selected to fill an Instructor appointment at a Phase 1, 2 or 3 training establishment, having demonstrated the instructor attributes expected of an MTI. NCOs will have first been recommended for MTI employment and finally, selected from the Military Training Instructor Selection and Course Loading Board (MSCLB). This process ensures MTI appointments are filled by highest calibre of NCOs who can teach military skills to a high standard, instil Corps Ethos, and become a role model to junior soldiers. MTIs once qualified, will be able to deliver training to officers and soldiers across ARTD and the Field Army.

46. **Ownership.** The Corps has full control of the MTI selection, preparation, appointment, and sustainment process. All soldiers who are qualified and recommended, not just volunteers, will be considered for assignment as an MTI. Volunteers will be selected before non-volunteers.

a. **Responsibilities.** A phase responsibility model is shown at annex C and details the roles and responsibilities for all stakeholders at each point of the process outlined in figure 1.

b. **MTI Champion.** The Chief Instructor REME Arms School is the MTI Champion, as appointed by Col REME and is responsible for acting as the role champion for all assigned MTIs. The primary responsibilities are:

- (1) Act as the Corps focal point for all matters relating to MTI employment.
- (2) Be a standing member of the MSCLB.
- (3) Provide Special-to-Arm advice for non-REME reporting officers.

- (4) Promote and advertise the benefits of employment as an MTI.
- (5) Work with Strat Org (ES) and APC to establish the annual requirement for MTI.
- (6) Act as the POC for all REME MTIs regardless of their assignment location.
- (7) Offer career guidance and support to all REME MTIs.

c. **MTI Trade Champion.** The MTI Trade Champion is a permanent member of the MSCLB and provides representation on behalf of potential MTIs.

47. **Basic Principles.** The Corps has full control of the MTI selection, preparation, assignment, and sustainment process. All soldiers who are qualified and recommended, not just those who volunteer, will be considered for assignment as an MTI. The process will follow the model below:

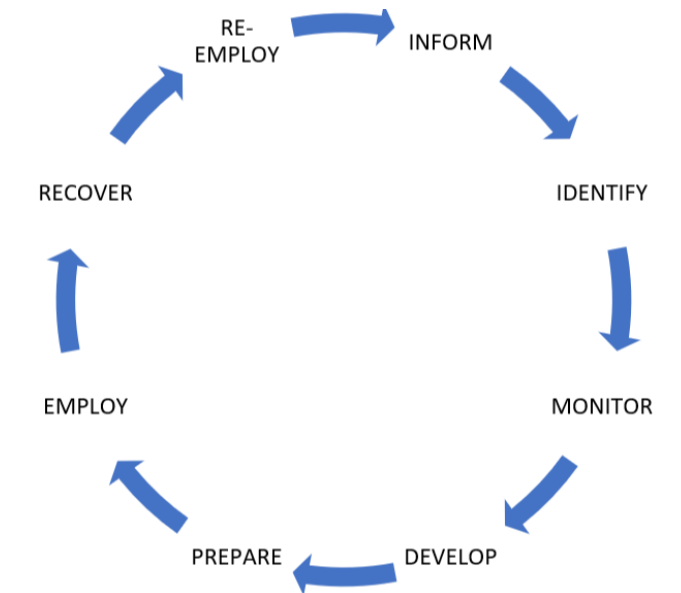


Fig 1: MTI Selection, Preparation, Employment and Recovery Process.

48. **Inform.** The process of informing the Corps of the opportunities available through the MTI route must be a continuous effort from the CoC. As well as the usual sources of information such as The Craftsman, Corps Bulletins, MS web pages and Defence Connect. The key components are:

- a. **ALDP.** Units delivering courses on behalf of the REME Arms School are to deliver the MTI presentation as part of ALDP training. The course commander is to ensure the selection process contained in this instruction is fully understood.
- b. **APC Road Shows and Career courses delivered by the REME Arms School.** These will include an update on the process contained in this instruction to clearly, and regularly, communicate details of the selection, preparation, and employment process to all, including employing officers and SNCOs/WOs.
- c. **Chain of Command.** The CoC must seek to generate a culture among the junior ranks of the Corps that, if they are good enough, and aim to progress; then

service as an MTI should be viewed as advantageous to achieving that aim. It is acknowledged that a key element of this will be the hard evidence of individuals achieving career success after serving as an MTI and this is starting to emerge.

49. **Identifying Potential.** The early identification of potential MTIs is the responsibility of all REME unit and sub-unit commanders, and training organisations; key to the success of this phase is close liaison and communication by the CoC with Section A, REME Sldr Wing. The positive and negative behaviours indicating aptitude for instructor duties are at Annex E to this part and it is essential that specific comment be made on a soldier's suitability to become an MTI in the following reports:

- a. **Soldiers Joint Appraisal Report (SJAR).** Recommendations for Instructor Duties should be made by selecting one of the drop-down options in the recommendations tab. A selection is mandatory for all ranks Cpl – Maj, although a positive recommendation should not be the default selection. All recommendations, both positive and negative, must be supported by comments in the 'Potential' narrative that briefly states the reason for the recommendations and highlight attributes that make the subject particularly suitable or unsuitable for Instructor Duties.
- b. **ALDP LCpl course report.** The ALDP LCpl course provides an early "first look" opportunity to identify developing characteristics of potential MTIs and this should be mentioned as part of their course report.
- c. **Potential Assessment Board (PAB).** The PAB offers another opportunity to provide further evidence of MTI suitability in those who complete it.

50. **Monitor.** REME Bn Training Wings are to provide a Bde level lead (including Level 2 REME units) and highlight suitable candidates to BEMEs, unit and sub-unit commanders to collate a list of potential MTIs within their Bdes. The list will be used to monitor potential MTI progress. The RSM will act as an additional POC for the potential MTIs CoC. Training wings should, where possible, employ potential MTIs when delivering ALDP courses to aid their professional development. As a minimum, Bn RSMs should monitor the following activities:

- a. Initiation of a JPA disciplinary check.
- b. Completion of a Defence Workplace Training (DWT) qualification.
- c. Completion of a Military Skills instructional qualification. (Ideally one of the courses identified as recommended or highly recommended in part VI, Sect 3 of CI E6.
- d. Identify and promote instructional opportunities for all potential MTIs.

51. **Develop.** Units should actively encourage SP who display instructional attributes to attend a Defence Trainer course (DTc) course at the earliest opportunity. This provides the foundations on instructional techniques required in attend further enabling courses such as All Arms Skill at Arms etc. By completing this course, the MSCLB board members can see that the SP understands training delivery and will help shape any recommendations for the MTI role.

52. **Posting Preference Proforma (PPP).** If an individual has been recommended for an MTI appointment, preferences should be submitted on their PPP providing REME Sldr Wing with clear options for appointments and locations. The MS binding principle will still take priority.⁶²

53. **MTI Selection and Course Loading Board (MSCLB).** SP identified as potential MTIs will run to the MSCLB if eligible. For further guidance on the criteria and process, part V, Sect 6 of CI E6 (career management boards) provides the detail.

54. **Preparation.** To become a qualified MTI there is a significant training bill including mandated, recommended, and desirable courses. The courses must be completed during the period of notification before appointment as an MTI. Further information on the respective courses are detailed in part VI, Sect 3 of CI E6.

55. **Employment.** The default mandated appointment length is 2 years.

56. **Reward.** The following are tangible rewards offered to those who have served as MTIs:

a. **Promotion.** Successful applicants, if not Substantive Cpl, will receive Acting Cpl rank on commencement of MTI duties.

b. **Recognition on ASCLB and Promotion Boards.** Promotion and Selection Boards will be pre-briefed by the Board Chairman that a successful MTI tour is to be regarded in the same way as a successful performance on operations or other demanding, out-of-trade roles.

c. **Increased Career Opportunities.** A successful assignment as a Cpl MTI will enhance future eligibility for SNCO/WO instructor posts in training units or the Field Force. Success in an instructor post will be well regarded on Promotion and Appointment Boards.

d. **Increased employability in units.** Qualifications gained during the MTI process will enable wider employability within units and allow an individual to stand out from their peers on return to a field force unit.

57. **Training Accreditation.** Completion of the DTc course attracts the Level 3 Certificate in Education and Training.

58. **Return to Trade.** Volunteers may serve for 3 years but in accordance with [AESP-0200-A-090](#), LAND Equipment Engineering Standards (LEES), on return to trade they will require a period of re-training.

59. **Future Employment as an MTI.** The following opportunities exist for personnel who have previously been MTIs. These posts are not solely for previous MTIs but the experienced gained would be advantageous.

a. Secondary posting to Ph1 &2 unit as PI Sgt, CSM, RSM.

⁶² All SP recommended for an MTI appointment should be informed that, once the AR has been acknowledged, this will be an indication to the MSCLB that the SP is a volunteer for an MTI assignment.

- b. RMAS Cadre after completing further mandatory courses to meet qualifying criteria.
- c. Employment within a REME Bn Training Wing (dependant on COs division of workforce).
- d. E2 Instructional posts including UOTCs.

60. **Summary.** REME soldiers employed as MTIs provide a vital function in delivering military skills and instilling Corps ethos, both of which underpin the ability of REME to provide Equipment Support (ES). It is essential to select and train the most suitable SP for these demanding appointments. Commanders have a vital role to play in informing, identifying, selecting, and preparing MTIs for appointment. The policy in this instruction provides a framework by which this can be achieved.

Section 6

Selection of Soldiers to Become Instructors at RMAS

61. **Introduction.** The Corps must ensure we are well represented by high quality SNCO instructors at the Royal Military Academy Sandhurst (RMAS), it is beneficial to the Army and the Corps. Officer Cadets (OCdts) at RMAS are trained by a mixture of commissioned officers and Assistant Instructors in the rank of SSgt. Assistant Instructors are key in developing OCdts' courage, character and competence to the level demanded of an Army officer on first appointment. The role of the Assistant Instructor is therefore vital to the successful training and education of OCdts.

62. **Aim.** The aim of this instruction is to detail REME Soldier Wing's process for career managing those soldiers who want to be considered for such employment. It is split into 3 sub-sections.

- a. Pre-Selection
- b. Selection
- c. Post Selection

Pre-selection

63. **Identification.** Application to become a potential RMAS instructor is not limited to TS Spec, the opportunity is open to all trade groups within REME. Soldiers will be identified through the medium of appraisal reports and positive recommendations from the CoC. SO2 REME Sldr Wing will collate all nominations, volunteers, and field any queries.

64. **Standards.** Instructors set the example by their excellent character, ability, bearing and empathy. Alongside their PI Comds, they are the critical interface with the OCdts and therefore realise the culture and atmosphere in the Academy. The future leadership of the Army depends upon the impact each Instructor has at RMAS.

65. **Knowledge.** To ensure all Instructors are credible, they will be expected to, not only, be the expert in the topics that they are teaching, but also of their own cap-badge capability within the All-Arms Company Group. The OCdt experience at RMAS must reflect the Army

they are joining and will therefore exploit the array of experience offered by a breadth of cap badges. Assistant Instructors must be able to use their own experience, or drawdown experience from their cap badge to explain their part in CAM. – i.e. a REME Technical Support Specialist must have a working understanding of 1st Ln ES support, a Lt Role Infanteer must be able to explain the role of Armoured Infantry in the Coy Gp.

66. **Skill.** The mandatory qualifications required for attendance on the RMAS Assistant Instructor Cadre are listed below at table one. The competency framework has been built around the Compendium of Course Qualified Personnel, ensuring all arms have access to undertake pre-requisite training. All other training requirements will be delivered as part of Pre-Employment Training for RMAS (table two). SCBC is voluntary for those that choose to attend, the AcSM holds 10 places a year for this purpose.

SER	TITLE	TIME	REMARKS
1	AA SAA Instr (SA(B)18)	6 wks	Pre-cadre
2	All Arms Drill Basic Instructor	10 days	Pre-cadre
4	LFTT (SA(C)18 / SA(A)18)	5 wks	All arms desirable pre-cadre. Also available as PET
5	PSBC Phase 1 and 2	11 wks	All arms desired pre-cadre.
6	SCBC Phase 1 and 2	15 wks	All arms desired pre-cadre. Also available as PET
7	Defence D&I Fundamentals	DLE	Pre-cadre
8	Defence Diversity & Inclusion Practitioner	2 days	Pre-cadre desirable
9	Responsible for Information – Asset Owner	DLE	Pre-cadre
10	Alcohol Advice Practitioner (AAP)		Pre-cadre

TABLE 1

SER	TITLE	TIME	REMARKS
1	Battlefield Casualty Drills Instructor	5 days	RMAS PET (if not already held)
2	CBRN Defence Trainer	10 days	RMAS PET (if not already held)
3	Behaviours, LOAC, CPERS & RoE Training	2 days	RMAS PET (if not already held)
4	Battle Noise Safety Supervisor	5 days	RMAS PET (if not already held)
5	Risk Assessment Practitioner	2½ days	RMAS PET (if not already held)
6	Advanced Drill Course	2 days	RMAS PET (if not already held)
7	RMAS DCC Instructors Course	10 days	RMAS PET - tbc
8	VIRTUS Trainer	4 hrs	RMAS PET (if not already held)
9	VIRTUS Maintainer Training	3.5 hrs	RMAS PET (if not already held)

TABLE 2

67. **Experience.** RMAS seeks the broadest representation of Instructors. SP who have been employed in Training Establishments in previous roles are particularly sought after. All candidates require a recommendation for a training role in their last three annual reports and to have 2 years' substantive experience at OR6 on application and must be recommended for promotion to OR7.

68. **Behaviours.** All members of the Permanent Staff at RMAS must be exemplars of the Army's Values and Standards. OCdts learn much of the behaviours they will carry forward into their commissioned service from the example set by their instructors. All potential

Assistant Instructors must understand and live by the Values and Standards of the British Army and critically, must be able to bring them to life for the OCdts.

69. **Physical and Mental Fitness.** Instructors need to be at a high standard of physical and mental fitness. The Cadre conducts a number of the Army's Physical Employment Standard assessments, and the course includes Battle PT, a log run, an assault course and Ex Long Reach, an arduous physical challenge over mountainous terrain. Instructors also require the mental robustness and fortitude to work under pressure throughout the four-week course. Commanding Officers are asked to assure that applicants are suitably fit and not subject to ongoing rehabilitation prior to attending the Cadre.

Selection

70. **Call for Candidates.** Each year RMAS calls for volunteers to attend the RMAS Cadre. This call-in notice will come via REME Soldier Wing and will be sent to the ES CoC and to any volunteers identified. If an individual is still to gain one or more of these qualifications at the time the nomination form is submitted, it should be clearly marked as "*course to be completed by...*". MS Soldiers will then allocate a provisional place on the cadre, which will be confirmed once MS Soldiers is informed of the successful completion of the course. All communications will come via SO2 REME Sldr Wing.

71. **Selection Process.** This selection process is a fiercely competitive all arms pool of highly motivated and trained SNCOs. The Cadre, held at RMAS and its supporting training areas, is conducted to assess potential instructors on their suitability to become an instructor.

72. **RMAS Cadre.** Final selection takes place at the end of the Cadre Course. Those instructing on the Cadre are forbidden from giving any external indication as to an individual's progress. Commanders are requested to refrain from making any such enquiries about their subordinates. Those selected to be an Instructor take up their appointments at the start of the Autumn Term. Individuals will be posted onto RMAS strength in the August that follows their selection.

Post Selection

73. **Post Selection.** Selected SNCOs will be allowed to return to their units after the Cadre has finished to conduct personal administration. Continuation training now forms an integral part of the cadre for successful candidates.

74. **Promotion.** Those that have successfully completed the Cadre and are selected for employment at RMAS will, where necessary, be granted local rank on the last day of the course and acting rank of SSgt on the day of their posting to the Academy. These individuals are to have an up-to-date annual report completed prior to being posted to RMAS.

75. **Point of Contact.** The point of contact for all RMAS Instructor issues is SO2 REME Soldier Wing, CM CSS REME Soldiers.

Section 7

MS Referral and M3D Tagging

76. **General.** MS Referral is vital in supporting the Army's aim of Safeguarding Children and Vulnerable Groups⁶³ (VGs). The Military Secretary has mandated⁶⁴ that this is to be applied by career managers and relevant personnel so that all involved in the process follow appropriate procedures to safeguard the interests of those who are most vulnerable. The procedure for personnel and posts which require a disclosure check is contained in [JSP 893, pt 1](#).

77. **Purpose.** The MS Referral Process is the process by which the Army ensures that, in order to comply with UK legislation, Army personnel are not employed in positions or given tasks that require them to work, or give rise to a reasonable expectation that regular / recurrent contact could occur, with Under 18 Year Olds (U18s) not serving in the Armed Forces and / or those undergoing Phase 1 and Phase 2 Training if they are disqualified by law from such employment or, on the basis of the information available at the time of assignment / tasking, are judged to be unsuited to it by character.

78. **Referral.** Any Regular Army or Reservist who qualifies for consideration for MS Referral positions/employment is only to be employed after several background checks have been conducted and where legally entitled includes a DBS check. On successful completion of these checks, they will be assessed as suitable by character in the light of any information revealed. This is the MS Referral process. The APC is the only organisation permitted to make the final assignment or confirm employment suitability. If the workforce imperative is such that an individual must be moved into a MS Referral position or given MS Referral employment before the process is complete, the authority of SO1 REME Sldr Wing must be obtained first.

79. **Mandatory CRB checks.** As with all other employers in the UK, the MOD is required by law to conduct a check into the criminal background and employment disqualifications of the military and civilian personnel it employs. This check is known as a CRB check. It applies if personnel are being considered for paid or voluntary employment in a 'regulated position', which involves working with Vulnerable Groups. Personnel are only to be employed in such positions if judged suitable following completion of the check. The MS Referral process is the wider process by which the suitability of serving Army personnel for employment in regulated and care positions is determined. Therefore, the CRB check has been incorporated into it.

a. **Discretionary CRB checks for non-regulated positions.** In addition to mandatory CRB checks, the MOD is also legally empowered to conduct checks on personnel being considered for certain employment in training establishments. It is MOD policy to exercise this legal empowerment. CRB checks are to be conducted on personnel being considered for employment in positions in Phase 1 and Phase 2 Training Establishments in England, Wales and Northern Ireland that involve caring for, training, supervising, or being solely in charge of persons aged Under 18. The MOD term for these is non-regulated positions. The MS Referral process includes a CRB check for all non-regulated positions.

b. **CRB Check Validity.** MOD policy is that CRB checks currently have a validity of 5 years after which time they must be renewed. REME Sldr Wing may require an individual to submit a new CRB application if there are major changes in the nature of a post. A new CRB application is also required if there is a reasonable belief that there is new disclosure information held on the individual which would affect their

⁶³ AGAI Vol 3 Ch 119 – Army Policy on Safeguarding Vulnerable Groups Jan 11.

⁶⁴ 04Deliver/Rec/413CRB dated 1 Oct 11 - The MS Referral Process.

suitability for continued employment in regulated activity, and there is no other way of obtaining confirmation of this information.

c. **CRB Check Portability.** CRB checks made whilst an individual is employed within the Army are portable to another post within the Army, given that the VGs are the same and the work is similar, although REME Sldr Wing may undertake other appropriate checks before taking assignment action. CRB checks made outside the MoD are not portable into the MoD and therefore an individual with a CRB certificate issued for regulated activity outside of the MOD will be required to submit a new CRB application for an MOD nominating authority to determine whether to employ in regulated activity for the MOD.

80. **Authority to Proceed 'At Risk'.** APC alone has the authority to approve assignment or employment 'at risk'. Depending on the information pertained within the CRB Disclosure, this may be granted from SO1 REME Soldiers for minor issues, to DMS as the final authority for serious incidents. The risk is then held by the deciding authority. Additionally, the receiving / employing unit must give due consideration to the consequences, actual and potential, and accept them in writing, that the individual is content to be assigned / employed 'at risk'. They should also satisfy themselves of the imperative to proceed 'at risk', rather than to delay the start date in position or employment. At no point should the welfare of the VG be prioritised as less than that of the potential assignee.

81. **Action on Additional Information Post Assignment Start.** If an individual who has been assigned to a MS Referral position and who subsequently acts in a manner that makes their continued service in that position or employment unacceptable, or a past action of this kind comes to light, the unit in conjunction with REME Sldr Wing should take the appropriate steps to have the individual removed from post, following disciplinary and / or administrative action as appropriate. Following such removal, MS Referral section will insert an M3d tag against the JPA record of the individual concerned. Removal from Appointment is to be conducted iaw [AGAI 67](#), Vol 2, Part 5.

Section 8

Management of REME Soldiers Below The Minimum Medical Standard

82. **General.** The Army's policy for the management of personnel below the minimum medical standard for their Arm or Service has been revised. Further details can be found in [AGAI 78](#) and [ABN:112/2021](#), key points have been extracted below.

83. **Minimum Retention Standard.** The retention standard for all Regular SP⁶⁵ is now MLD(P) A4M4L4E4. SP are to be retained provided their medical assessment does not fall below the minimum standard. If an SP is below the medical retention standard and does not receive or accept an employment offer following an Appendix 28 application, they will be discharged on medical grounds or may apply for their case to be referred to the Army Employment Board (AEB).

84. **Definitions.** The following provides a brief explanation of medical gradings.

a. **Medically fully deployable (MFD) L1.** Medically fit for unrestricted service worldwide.

⁶⁵ Less FTRS(LC/HC), MPGS and Limited Reserve roles (UK Only).

- b. **Medically limited deployable (MLD) L2-L4.** Medically fit for duty with minor employment limitations.
- c. **Medically non-deployable (MND) L5.** Medically unfit for deployment. Fit for branch / trade and limited UK operations.
- d. **Medically non-deployable (MND) L6.** Medically unfit for service in the Land environment.

85. **Permanent Medical Grading.** When an SP is assessed by a Fit for Work Assessment (FWA) to be permanently below the minimum medical grading required, they will be medically discharged. However, Commanding Officers may apply to retain an individual in unit or recommend employment elsewhere via an Appendix 28. This does not affect a SP's right to apply for Premature Voluntary Release (PVR) / Notice To Terminate (NTT) nor does it prevent an individual from being regraded due to changes in their medical condition.

- a. **Overarching Policy.** The Joint Medical Discharge Policy with regards to permanently downgraded personnel is:

(1) *"The Armed Forces will discharge all those medically unfit for military service. However, the Armed Forces **may** retain those seriously injured, if they wish to stay, for as long as there is a worthwhile role, and it is judged to be in the interest of the SP **and** the individual service to which they belong⁶⁶. It requires the Army Employment Board (AEB) to consider all relevant factors in assessing whether the benefits of retention meet the interests of the Service and the SP⁶⁷. It also includes factors such as medical, welfare, financial and presentational factors and may also include the circumstances leading to the injury or illness.⁶⁸"*

- b. **Personnel Graded L5 MND(P).** If an SP is graded L5 MND(P)⁶⁹ the Commanding Officer must support / request an employment offer within 28 days of the FWA. This request must be made having consulted with the SP taking into consideration whether they wish to be retained in Service. The final employment decision sits with Pers Pol(A), following medical advice and in consultation with APC and the unit CoC on the role available. The decision will be based on Service need and individual SQEP. Where an individual wishes to appeal an employment decision they may do so via the Army Employment Board (AEB). The COs request for an employment offer must be made using an Appendix 28 on PAPMIS. The full process is outlined in [AGAI 78](#), part 10, para 78.1019.

(1) **MND Employment offer.** Prior to WF Pol making an employment decision on SP graded L5 MND(P) the unit is responsible for investigating all employment opportunities with APC Career Managers and E1 workforce planners. Where suitable employment opportunities are identified they are to be

⁶⁶ The period of retention will be directed by the AEB and will be subject to review.

⁶⁷ **Worthwhile Role.** 'Worthwhile role' is defined as the ability to perform useful military employment, for which a SP is suitable, qualified or can be reasonably trained.

⁶⁸ Injury refers to an acute event that results in damage to one or more systems e.g. musculoskeletal, burns, hearing etc. Illness encompasses a range of aetiologies e.g. infections, organ damage from poisoning, inflammatory arthropathies etc. In the case of medical discharge cases, the MB(T)/FMB will not state direct causality/attribute-ability, as this is for the DMS Pensions to determine as part of the pension settlement process.

⁶⁹ And exceptionally permanently Medically Limited Deployable.

annotated on an Appendix 28 in order that the SP can make an informed decision on whether they wish to be retained in service for a period of time or whether they wish to be Medically Discharged following any resettlement and leave entitlements.

(2) **Pers Pol (A) Employment decision – completed by WF Pol.** Pers Pol (A) will review all applications and make an employment decision based on the SP's preference and CO / APC recommendations. Retention will be aligned to the end date of the employment offer (typically one assignment length, subject to a continued service need) having been agreed by both the unit and APC CM. This should be annotated on the Appendix 28 under assignment end date. It is important that units ensure that this is correct prior to submission and that the SP understands that at this date they will be medically discharged.

c. **Personnel graded L6E5 MND(P).** SP graded L6E5 MND(P) by a FWA(P) will routinely be retired or discharged⁷⁰ with the application being generated automatically from the Full Medical Board (FMB) to APC SO1 OH. CoC input will be sought prior to the FMB. It should be noted that SP permanently graded L6E5 MND(P) do not follow the Appendix 28 process as the retirement or discharge is processed automatically between the FMB and APC. The exceptions to this are SP's who are graded L6E5 MND(P) who wish to be retained in the Army and who must therefore apply to the AEB. It should be noted that it is unlikely that SP who are graded L6E5 MND(P) will be retained unless there is a compelling argument for retention. Once a SP has been permanently graded L6E5 MND they are no longer allowed to work without the authority of the AEB and it is therefore essential that a handover is conducted by any SP who has the potential to be permanently graded L6E5 MND prior to them attending their FWA.

86. **Assignment and extension in post.** Employment offers are time bound. Once an employment decision has been made, SP's graded L5 MND(P) are not eligible to be assigned between units. Extensions in post will not be granted. At the end of assignment L5 MND(P) SP's will be medically discharged. SP wishing to appeal their medical discharge may do so through the AEB.

87. **Promotion.** MND SP who continue to be employed on an Appendix 28, may still filter to Promotion Boards, however if subsequently run and successful, SP will have to be upgraded to substantively promote. In the case where a SP has already been selected for promotion, where substantive promotion can be realized employment offers in the higher rank should be considered by APC.

88. **Appeals.** For decisions the soldier disagrees with, the appeals process through the Army Employment Board (AEB) is to be used.

Section 9

Corps Rejoins

89. **Introduction.** Detailed instructions on the induction into the Regular Army of personnel with previous military experience can be found in [AGAI 40](#), part 4 – Reinstatements / Rejoins. This section is designed to provide outline guidance for the reinstatement of a trained ex regular SP.

⁷⁰ Under [QRs](#), para 9.386 or 9.387 Temporarily or Permanently Medically Unfit for any form of military service.

a. An ex-Regular Soldier can apply at the National Recruiting Centre (NRC) to re-join the Colours. The application will be processed by the NRC and candidates are advised not to apply direct to their former Capbadge. All necessary action and correspondence relating to all applications will be dealt with by the NRC. If a candidate is clearly ineligible or unsuitable, they will be informed accordingly by the NRC.

90. **Definitions.** The following definitions apply to ex Service Personnel, unless specified otherwise:

a. **Re-joiner.** The following categories are considered to rejoin the Regular Army and are discussed in this part:

(1) **Category A.** A trained ex-Regular soldier (or ex-RM or RAF Regiment soldier) who left full-time service within the last 6 years who wishes to rejoin the Regular Army.

(2) **Category B.** A trained ex-Regular soldier (or ex-RM or RAF Regiment Soldier) who left full-time service within the last 6-10 years AND reached a minimum rank of substantive Cpl, who wishes to rejoin the Regular Army.

(3) **Category C.** May be considered on a case-by case basis according to the workforce requirement at the time. Cat C applicants are trained ex-Regular soldiers (or ex-RM or RAF Regiment) who do not fit into Cat A or Cat B.

b. **Untrained Ex-Service personnel.** SP who have not completed regular or reserve Army Basic Training (Ph 1) are considered untrained. Untrained ex-Army personnel may re-enlist into the Army but are dealt with by the Army's NRC as a new recruit.

c. **Ex-Service personnel from other Services.** Personnel who have left the RN or RAF have not conducted Army Basic Training (Ph 1) and are therefore not rejoiners. These personnel may enlist into the Army by following the NRC for new recruits.

91. **Process.** An application for a rejoin is to be initiated through NRC. The process flowcharts for rejoining can be found in [AGAI 40](#), Annexes G, H, I and J of the document.

92. **Regular Reserve Membership.** In accordance with [QRs](#), para 9.113, soldiers who are a member of Section A of the Regular Reserve may apply to re-enter the Regular Army and have their previous service without 'Regular Reserve Liability' (not Section A) who wish to rejoin the Regular Army must volunteer to be a voluntary member of Section D of the Regular Reserve in order to subsequently rejoin⁷¹.

a. When applying to rejoin the Regular Army, it is accepted that those without Regular Reserve liability are volunteering to become a Section D member of the Regular Reserve to rejoin.

⁷¹ [STOS](#) refers to the process of transferring both ways between the Regular Army and Army Reserve for soldiers.

b. Unsuccessful rejoin applicants will not remain Section D members unless they separately apply to do so. More information can be found in Part 2, Chapter 3 to [The Reserve Land Forces Regulations](#).

c. Should a rejoin applicant not be willing to volunteer to be a member of Section D, they cannot return to service 'as if they had never left' and will instead need to apply to re-enlist.

93. **Reserve Transfer Process.** The process for applying to transfer from the Reserves to the regular Army is explained [SToS](#), Chap 4, Pt 2, and is highlighted below.

a. **Step 1.** An individual decides they wish to transfer to the Regular Army. They seek guidance from their Adjutant in the first instance (or CoC). The Adjutant will provide advice and guidance on the transfer process and arrange for a letter of recommendation to be written by the CO and mustering of medical documents. The individual is to complete an AFB 241 B.

b. **Step 2.** AFB 241B is sent to REME Soldier Wing for consideration. If successful at this stage individual is sent to RHQ in Lyneham for a Transfer Assessment Day. Results are passed to REME Soldier Wing, who inform the individual of the outcome.

c. **Step 3.** REME Soldier Wing will confirm at what phase of training an individual should enter the Regular Army and at what rank, based on their Reserve rank and experience. The means by which this is done is the Transfer Assessment Day applicants where the applicants' transferable skills in terms of training, experience or any currency that may have been gained in the civilian or military spheres are assessed. This board will also make recommendations on future employment either in terms of military or trade training or the types of future posts. Previous military training and experience, particularly operational, will obviously be considered during this process, to ensure no unnecessary training is demanded from individuals.
Transfer Assessment Days

(1) Sldr PSO

(2) Trade Champion

(3) DSEME

d. **Step 4.** Once accepted, REME soldier Wing will issue a letter detailing the individuals' TACOS. Once the individual has signed the acceptance certificate and AF B6848, giving an appropriate training ROS, a final letter will be issued informing them of a start date and location of unit. The Regular unit will carry out all arrival action as per the [SToS](#).

94. **Changes in Circumstances.** In all cases, note is to be taken of any change in circumstance and AFB 203 raised if necessary.

95. **Premature Termination of Colour Service ([QRs](#), Para 9.391) For Personnel Re-Enlisted into The Regular Army.** This is more commonly known as Discharge as of Right (DAOR). The statutory right to claim discharge under the provisions of [QRs](#), para 9.391 applies only to personnel enlisted into the Regular Army for the first time. Personnel re-enlisted after previous service in the Regular Army have no such right. This is made clear

in the Notice Paper handed to each Candidate prior to attestation which they acknowledge in their Attestation Paper but is to be pointed out by the ARO prior to attestation.

96. **Security Clearance.** A former soldier's vetting is valid up to the 12 month point after leaving the Army. A Basic Check (BC) for a re-joiner, who has been out of the Army for more than 12 months, will need to be completed. If the soldier requires SC or DV clearance, this should be applied for as soon as possible and will be fast tracked through the DVA system. To ensure that this is flagged up to the DVA, applicants should ensure that the Recruiting staff annotates the front of the MOD F 1109 at the top with "RE-JOINER" in clear bold capital letters.

Section 10

Selection of Recruiting Group Posts for soldiers

97. **Introduction.** Soldiers are required to fill various vital posts within recruiting group (RG) ensuring that REME input is placed within the recruiting process. Some of these posts are REME tied jobs (Army Careers Centre, Outreach Teams, Role Model Recruiter and Corps Engagement Team) and REME Sldr Wg will routinely advertise these posts as they are due to become available. These vacancies will be advertised to the CoC, and applicants will be encouraged in advance of the appointment board, to conduct interviews of interested parties. Vacancies should be advertised a minimum of 3 months in advance of the assignment board becoming live.

98. **Assurance.** To select suitable individuals, SO2 PersOps Sldrs within RHQ REME, will conduct the necessary assurance checks in advance of the relevant appointment board. E2 posts are dealt with separately and also attract assurance from REME Sldr Wg but are boarded separately by MS7, so no interview is needed from SO2 PersOps Sldrs.

99. **Interview.** Candidates will be invited for an interview in RHQ via their CoC once they identify themselves as a candidate for the RG post advertised. During this interview, individuals will be expected to articulate why they believe they are suitable for a Public facing post. The interview process adds a layer of both assurance for RHQ/REME Sldr Wg but also an opportunity for the candidate to gain more information about the role they have applied for. The indicators found in Annex E will be used as a guide to ensure suitability.

100. **Selection.** Once the interview is complete a recommendation will be sent to REME Sldr Wg by SO2 PersOps Sldrs, to help inform the appointment board. It should be stated that the final decision is for REME Sldr Wg and the interview is part of the wider appointment process and not the final decision. Selection for RG posts maintain the same process and MS binding principle. The Soldier's PPP, SJARs and CoC comments/recommendations provide the basis for the selection to be made, as per the process laid down in Part V, Section 4.

101. **Annexes:**

- a. Driving Licence Requirements.
- b. FCR Flow Chart.
- c. Phase responsibility model for potential MTI.
- d. Positive and negative indicators for instructional duties.
- e. Positive and negative indicators for RG posts.

Annex A to CI E6 PART XI

20 Feb 22

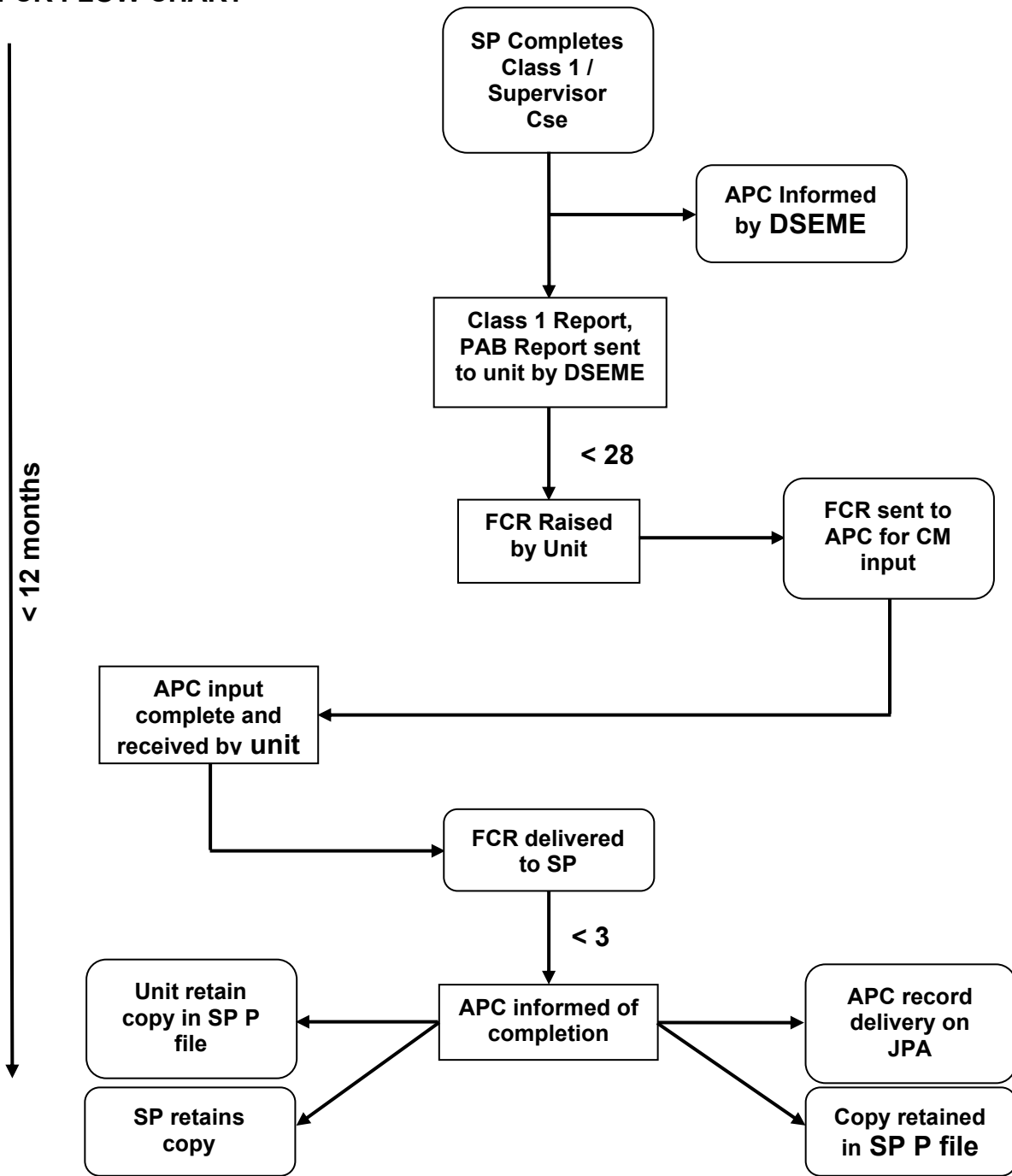
VOCATIONAL DRIVING LICENCE REQUIREMENTS

Ser	Trade	Trade Requirements	Vocational Requirements	Delivery		Remarks
				Ph 2	Ph 3	
1	Rec Mech	Cat C+E and Cat H required before CI 3 awarded	B, C, C+E	Cat C+E Cat H		Before trade training.
2	VM assigned to Armd unit	Cat C+E before CI 2 granted. Cat H highly desirable	B, C, C+E	Cat C+E	Cat H	Should leave Ph 2 with Cat C+E. Cat H under Unit arrangements.
3	VM	Cat C+E before CI 2 granted	B, C, C+E	Cat C+E		Should leave Ph 2 with Cat C+E.
4	Armr, Mtsm	Nil	B, C, C+E	Cat C/C+E	Cat C/C+E	All eligible to Cat C+E training in Ph 2 or 1 st tour under DTE arrangements.
5	Tech Elect	Nil	B, C, C+E	Cat C/C+E	Cat C/C+E	85% Tech to receive Cat B, Cat C+E training in Ph 2 or 1st tour under DTE arrangements. Remaining 15%, if eligible, to receive Cat B in Ph 2 and Cat C/C+E in 1st tour at DST(N) or by DT(C).
6	TSS	Nil	B, C, C+E	Cat C/C+E	Cat H	All eligible to receive Cat B, Cat C+E training in Ph 2 or 1 st tour under DTE arrangements.
7	Tech Ac/ Av	Nil	B, C, C+E	Cat C/C+E		

1. Notes:

- a. Driver training consists of 3 elements: licence acquisition, Service General Service Driver Conversion (the military skills required of a driver e.g., convoy drills, hand signals) and familiarisation training on the vehicle train the driver will operate.
- b. All eligible REME personnel should leave Ph 2 with a Cat B licence.
- c. 8 Trg Bn to determine which Techs receive driver training in Ph 2 based on eligibility for, and ability to pass, Cat B training.
- d. DST Leconfield no longer conducts Cat C / C+E training. They now only deliver Mod Pt 2 upon SP completion of Cat C / C+E received at DSEME.
- e. In those cases, supported by the CoC, where soldiers have been unable to attend driver training due to operational deployments Class 2 status will be back dated to the time when the soldier had completed the requisite competencies in their trade book.

Annex B to CI E6 PART XI
20 Feb 22
FCR FLOW CHART



Annex C to CI E6 PART XI

20 Feb 22

PHASE RESPONSIBILITY MODEL FOR POTENTIAL MTI

Phase	CoC / RO	REME RSM	ALDP Course commander	REME Sldr Wing	REME AS	MTI Champion
INFORM	Promote a positive image of MTI employment	Brief annually	MTI brief as part of ALDP courses	Brief as part of Road Shows	Brief on Career Courses	Craftsman Articles CoC presentations CASM Downrep
IDENTIFY	Make appropriate recommendation on SJAR with evidence		Highlight MTI potential as part of course report		Highlight on PAB Report any MTI characteristics identified	
SELECT				Screen potential MTIs for eligibility Convene and chair MSCLB and act as secretary		Standing board member on MSCLB
PREPARE	Apply for recommended courses for successful candidates	Maintain list of potential MTIs within Bde to monitor progress and provide Bde lead		Load successful candidates on mandated training courses	Run DWT, DTc and MTI prep course	Provide advice and support to CoC Endorse course applications
EMPLOY				Screen potential MTIs for employment		Maintain contact with MTIs Monitor and support MTIs Provide STA advice for employing officers
RE-EMPLOY	Make recommendation regarding future employment as MTI			Appoint secondary MTI appointments		Identify those suited to future MTI appointments

Note: The PREPARE phase occurs before, during and after SELECT phase

Annex D to CI E6 PART XI

20 Feb 22

POSITIVE AND NEGATIVE INDICATORS FOR INSTRUCTIONAL DUTIES⁷²

Qualities	Positive associated behaviours indicating aptitude for instructor duties	Negative associated behaviours which may indicate unsuitability for instructor duties
Articulacy	Clear diction, well-modulated voice Uses a wide range of vocabulary Easily understood	Stumbles over words Monotonous speech Limited vocabulary Difficult to understand
Confidence	Positive demeanour Self-reliant Decisive Can be assertive when required	Timid or negative Overpowering demeanour
Empathy	Open, responsive, and committed to others' needs Supportive, considerate, and compassionate Good listener Good rapport	Isolated and uninterested in others Indecisive in matters affecting others' welfare Puts self before others Poor listener Lacks rapport Overly robust and critical Poor understanding of others' needs
Enthusiasm	Energised Readily puts self forward Focuses on the positives in any situation Optimistic	Apathetic Reluctant to get involved Focuses on negatives Pessimistic
Mental Agility	Able to think rapidly under stress Analytical and logical in approach Adaptable to new ideas and changing circumstances	Unable to think rapidly and cogently under stress Fails to take decisive action when required Lacks analytical and logical thought processes Inflexible attitude to change
Objectivity	Takes impartial view Able to weigh up opposing arguments / options	Has narrow focus and misses alternative viewpoints / options
Self-Criticism	Actively reviews own progress Seeks opportunities for self-improvement Responsive to feedback	Tendency to blame others for own shortcomings Takes criticism personally Does not reflect on own performance Unresponsive to feedback

⁷² JSP 757, Chap 4, Annex B

Annex E to CI E6 Part XI

20 Feb 22

POSITIVE AND NEGATIVE INDICATORS FOR RG POSTS

Qualities	Positive associated behaviours indicating aptitude for RG posts	Negative associated behaviours which may indicate unsuitability for RG posts
Communication	Clear speaker Uses wide range of vocabulary but uses simple language Easily understood	Stumbles over words Monotonous speech Limited vocabulary Difficult to understand
Confidence	Positive demeanour Self-reliant Decisive Can be assertive when required	Timid or negative Overpowering demeanour
Enthusiasm	Energised Readily puts self forward Focuses on the positives in any situation Optimistic	Appears disinterested Reluctant to get involved Focuses on negatives Pessimistic
Professional knowledge and understanding	Good understanding of all CEGs Good knowledge of career progression for Artificer and Non-Artificer feeder trades Knowledge of opportunities within REME: a. Appointment locations b. Accreditation opportunities	Limited knowledge of other CEGs Poor understanding of the Artificer course loading process Limited knowledge of appointment locations