

STAFF

ANNEX A2 (Revised Dec 11)

DETAILED INSTRUCTIONS - PROMOTIONS TO LTCDR/MAJ (L, RM, MS AND QA)

1. These instructions relate to boards for the selection of Logistics, Medical Services and QARNNS officers for promotion to Lieutenant Commander, and Royal Marines officers for promotion to Major.
2. The board process is conducted in two stages:
 - a. Annual Promotion Board (APB) members independently pre-read candidates' files and vote.
 - b. In-session, the Board selects the required number of candidates for promotion to Lt Cdr/Maj.

ANNUAL PROMOTION BOARD

3. For promotions to Lt Cdr/Maj, the selection process consists of one board, whose tasks are to:
 - a. Independently read the promotion files of all eligible officers, grade them **A**, **B+**, **B** or **C**, and pass the result to the Branch Secretary for collation.
 - b. Score all officers graded **A** on a scale of 9 to 1, where 9 is awarded to officers of the highest calibre and potential.
 - c. In-session, review the overall corporate order of merit (OOM) generated by individual members' votes and collated by the Branch Secretary.
 - d. Note that candidates not in date for RNFT or in possession of a valid waiver or exemption at the CRD have been excluded in accordance with 2010DIN 01-024.
 - e. Consider any additional matters placed before the board by the Board Adviser.
 - f. Subject to the detailed promotion requirement, select the required number of officers for promotion to Lt Cdr/Maj.
 - g. As necessary, prepare a list of officers who have suffered poor continuity or other adverse reporting.
4. Before Assembly. Board members will be provided with boxes containing the promotion files in seniority order of all eligible officers and other documentation several weeks prior to meeting in-session. Board members are then required to carry out the pre-Board actions (paras 3a and 3b) and record their assessment on the voting sheets provided. These are to be returned to the Branch Secretary (PROMBSR) prior to the board assembling in order that composite voting sheets can be compiled. Specific instructions on the return of voting sheets are in the APB calling letter.
5. Board members will appreciate that it is essential to identify and then maintain a consistent scoring standard. Although it is possible that there will be a large number of officers in a branch who merit an **A** grade, too low a standard is normally evidenced by an

STAFF

unduly high number of **A** grades. Similarly, too high a standard is often marked by the generation of insufficient **A** grades. If adjustment in standard/marking is found to be necessary, it will probably become apparent early in the reading process in which case the Board member may have to re-assess the officers considered first before the decision is made to revise the standard. Also, the attention of Board members is drawn to the restrictive nature of the **B** grade definition, which is designed for those who are realistically coming into contention and to avoid raising the expectations of others who still have some way to go. De facto the award of a **C** grade does not necessarily mean an officer lacks potential for promotion but the strength of competition is such that he/she is not yet a serious contender.

6. Board members are asked to bring to the meeting their promotion file boxes and personal notes on officers considered. The Branch Secretary will produce the aggregated results of individual members' voting for review by the Board in-session.

7. Formal Record. On completion of the Board, the Branch Secretary will prepare a closing statement for signature by the Chairman. This document will contain the name, initials, branch and specialisation of all officers considered for promotion, and their grades in seniority/alphabetical order. Also, the document will detail the officers considered by the Board for the last time. Once completed and signed, the Branch Secretary will forward it to the DACOS Promotions for action and retention as the formal historical record of the board. All other records and electronic data including the votes cast by individual Board members and their personal notes will be destroyed by the Branch Secretary.

8. 1998 Data Protection Act. The data contained in the historical record of the Board and any other information generated during the Board process as it affects an individual is disclosable under DPA98, but only after the announcement of the promotion selections has been made. Given that the Board's decision is a corporate one and that minutes of the proceedings are not taken, it follows that individual Board members' votes and personal notes may not be truly representative of the final outcome. It is for this reason that the Branch Secretary destroys all records and data other than the closing statement signed by the Board Chairman. Individual Board members should not knowingly retain their jottings as they are disclosable under DPA98.