

STAFF

ANNEX B (Revised Oct 11)

TRANSFER AND PROMOTION FILE CONTENTS

RANK	APPRAISAL REPORTS (Notes 1 and 2)	STAFF TRAINING REPORTS	OTHER REQUIREMENTS
LT/CAPT (for transfer, and promotion to Lt Cdr/Maj)	All reports in rank and as Sub Lt but not E190s	ICSC(M) ICSC(L)	
LTCDR/MAJ (for transfer and promotion to Cdr/LtCol)	All reports in rank; include last 2 years reports as Lt/Capt (Note 3)	ICSC(M) ICSC(L) ACSC	X: PWO Course, Sea/NAS Flt Command as Lt * E & L: Charge as Lt * RM: Sub Unit Command as Capt (Lt pre-rank alignment)*
CDR/LTCOL (for transfer and promotion to Capt/Col)	All reports in rank	ACSC	X: Sea/NAS Command as Lt and Lt Cdr ; XO of DD/FF as Lt Cdr* E & L: Charge as Lt and Lt Cdr* RM: Sub and Major Unit Command as Capt and Maj (Lt and Capt pre-rank alignment)*
CAPT/COL (for promotion to Cdre/Brig)	All reports as Capt/Col and Cdr/LtCol	ACSC HCSC RCDS	

* Final report only

Note: 1. Reports include S206s, MOD Forms 2020 (OJAR), JPA Appraisals (OJAR), NATO and other non-UK reports, training course reports, and letters of commendation and censure (see BR 3 Chapter 57).

Note: 2. No more than 10 years worth of reports in rank to be included under this header.

Note: 3. All reports as Lt and Lt Cdr for transfer (All Branches) and promotion (MED, DEN, MS and QARNNS only).