

The Career Employment Structure for Regular and Territorial Officers and Soldiers of the Royal Engineers

Part 2 - Regular Soldiers

2010

This publication supersedes 'The Career Employment Structure for Regular and Territorial Officers and Soldiers of the Royal Engineers, Part 2 - Regular Soldiers (Rev 2002) (AC No 71631) and 'The Career Employment Structure for Regular and Territorial Soldiers of the Royal Engineers, Part 1 - Regular Army' (1987) (AC No 71375) which are all to be destroyed.

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Amendment	Amendment Number	By Whom	Date

Distribution As directed by SO1 People HQ EinC(A) who is the sponsor and to whom comments and queries concerning this publication should be addressed ☺ .

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PREFACE

GENERAL

1. The Career Employment Structure for Regular and Territorial Officers and Soldiers of the Royal Engineers, known as the Blue Book comprises of 4 parts and can be found on the Royal Engineers Action Directory (READ):
 - a. Part 1 – Regular Officers' Career Employment Structure; on the READ.
 - b. Part 2 – Regular Soldiers' Career Employment Structure; on the READ.
 - c. Part 3 – Territorial Officers' Career Employment Structure; on the READ.
 - d. Part 4 – Territorial Soldiers' Career Employment Structure; on the READ.
2. These publications should be used as the main reference document by all personnel involved in Royal Engineer officer and soldier career management.
3. New career management policies or amendments to existing ones are initially issued under a People Policy Note (PPN) and placed on the READ. A review of issued PPNs will be take place annually and where appropriate, an amendment to the Blue Book will be made.

Part 2 – Regular Soldiers

4. Part 2 specifies the career management, promotion and employment structure of Regular soldiers following the revised career employment structure which became effective on 1 July 1997 and affects soldiers enlisted on or after that date.
5. The Military Secretariat Soldiers Combat Support – RE Soldier Wing (MS Sldrs Cbt Sp – RE Sldr Wing) at the Army Personnel Centre (APC) in Glasgow, grants dispensation, where necessary, to soldiers recruited into the Corps prior to 1 Jul 97 to ensure their careers are not disadvantaged. The 1987 publication, 'The Career Employment Structure for Regular and Territorial Soldiers of the Royal Engineers' (Army Code No 71375), Part 1 – Regular Army, must be retained for reference with regard to soldiers enlisted prior to 1 July 1997.
6. Part 2 should be read by regimental career management officers (RCMOs), regimental officers and warrant officers (WOs) and made available to non-commissioned officers (NCOs) on request. It is to be used in conjunction with JSP 757 – Tri-Service Guidance for Service Reporting and the MS Unit Career Management Aide-Memoire.
7. The Corps of Royal Engineers wholeheartedly supports the principle of equality of opportunity in employment. We are opposed to all forms of unlawful discrimination on the grounds of race, colour, ethnic background, gender, marital/civil partnership status, sexual orientation, disability, religious belief or age. We are committed, wherever practicable, to recruiting and maintaining a workforce which broadly reflects the UK population we serve. We have a strict code of conduct that ensures zero tolerance of bullying, harassment, discrimination and victimisation on any grounds. Use of the male gender is taken to include females where applicable.

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Chapter 1

Summary of Structure

Introduction

101. **Capabilities.** The capabilities required to meet the Corps' mission in the UK and overseas, across the spectrum of conflict, are extremely wide-ranging. As one of the Army's Combat Support Arms, all RE recruits must be trained first as soldiers. To deliver an effective military engineering capability, however, additional employment qualifications in combat engineering and trade are essential.

102. The Corps of Royal Engineers is one of the combat support arms of the Army. Sappers are required to be trained first as combat soldiers and then as combat engineers and finally provided with the military engineer trade skills necessary for them to play a part in military operations anywhere in the world. The fundamental attributes of the Corps may be summarised as follows:

- a. The Royal Engineers' core activity is the full range of engineering skills and knowledge.
- b. The Royal Engineers is a skilled Corps: formal training in skills to appropriate levels is fundamental to its capability.
- c. The Corps of Royal Engineers has to be highly skilled in peace in order to be readily deployable in war or on other operations in advance of other troops.

Principles

103. The career employment structure for all Regular soldiers of the Royal Engineers is based on the following principles:

- a. **Dual-capability.** The employment structure should reflect the roles of the Corps which require multi-skilling in combat and general engineering to enable the Services to live move and fight.
- b. **Skills.** Combat engineering is the foundation skill for all soldiers in the Corps. Combat engineering is to be complemented by trade skills. Both combat engineering and trade skills are required for employment as a military engineer, reflecting the nature of the Corps.
- c. **Employment progression.** Progression as a military engineer is dependent on successful achievement at each classification level of constituent skills in combat engineering and trade. Some soldiers whose employment is less likely to need a higher level of combat engineer training are exempt from that training.
- d. **Employment training.** Employment training is based on skills and at Class 1 level, on technical supervision. All soldiers are, on completion of recruit training, trained to a productive skill level as a Class 3 Military Engineer (ME). Initial training in some of the more technical employments is directly to a Class 2 level. Where initial employment training is to Class 3 level, qualification at Class 2 is dependent on field experience and retention of knowledge. Class 1 is attained through formal training after experience at Class 2.
- e. **Command and supervisory training.** Aspects of organisation, planning and command are to be included in training at junior NCO (JNCO), senior NCO (SNCO) and, where appropriate, WO level, where the breadth of knowledge required should be emphasised by balanced training in military, combat engineer and trade skill areas. Command training should be limited to those selected for promotion. It should comprise

common courses complemented by additional courses for certain specialisations.

f. **Trickle posting.** The Corps currently applies a policy of Trickle Posting which is seen as key to the delivery of effective military engineering capability. This relies on Royal Engineers soldiers gaining the correct balance of soldier, combat engineer and artisan trade skills as well as command experience commensurate with their rank. Trickle posting:

(1) Provides individual soldiers with employment opportunities in the right rank and trade to give them the required experience and competence.

(2) Allows the Corps to man a variety of different types of units with the correct balance of rank and trade.

(3) Develops SNCOs and Warrant Officers who can fill leadership roles across the full range of Sapper tasks.

Definitions and glossary of terms

104. The following definitions are used:

a. **Employment Qualification (EQ).** This is a group of skills which makes up a trade. EQs may be divided into:

(1) **Career Employment Qualification (CEQ).** This is the principal qualification for which a soldier is assessed for manning and promotion purposes.

(2) **Additional Employment Qualification (AEQ).** Any AEQ which is not the soldier's CEQ.

b. **Specialist Qualification (SQ).** A qualification recording success on a specialist course of training.

c. **Career Employment Group (CEG).** For career planning purposes, soldiers are grouped together in one of a number of CEGs in order that they may be assessed for promotion with soldiers with the same or similar CEQs.

d. **Career stream.** A practical grouping of CEQs to ensure flexibility of employment within a CEG for career planning purposes.

e. **Recruiting group.** A group of trades to which a recruit may be allocated on enlistment.

f. **Obsolete and obsolescent.** The term 'obsolete' applied to an employment, indicates that a soldier can no longer be classified or assessed in that employment unless covered by the proviso in Regulations for Army Employments (Army General and Administrative Instructions, Volume 2, Chapter 51). The date an employment is declared obsolete is preceded by a period of obsolescence which starts on the date an employment is declared obsolescent. Once an employment is declared obsolescent, no further training or testing in that employment is permitted.

g. **Phases of training.** The 4 phases of training are:

(1) Phase 1 – All Arms Recruit Training.

(2) Phase 2A – Special-to-Arm Recruit Training (Combat Engineering). This covers combat engineer training at the Royal School of Military Engineering (RSME) to enable a soldier to be employable in a field unit as a combat engineer.

(3) Phase 2B – Special-to-Arm Recruit Training (Trade). This covers trade training at a range of establishments such as RSME, DCLPA, DST and RSMS to enable a soldier to be employable in a field unit as a trades man.

(4) Phase 3 – Career and Employment Training. This includes upgrading in combat engineering skills, trade skills and career courses.

105. **Glossary of terms.** A Glossary of the terms used throughout this document is given in the table at [Annex S](#).

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Chapter 2

General Soldier Management

Principles

201. **Career employment.** Every soldier has a career employment that is normally used as a basis for manning and promotion purposes. A soldier may also hold additional employment or specialist qualifications.

202. **Career Employment Groups (CEGs).** For career planning purposes, soldiers are grouped together in CEGs in order that they may be assessed for promotion with soldiers with the same or similar CEQs.

203. **Career Employment Qualifications (CEQ).** A CEQ is the principal EQ for which a soldier is assessed for manning and promotion purposes. In addition to their foundation EQ of ME (Cbt), all RE soldiers require a CEQ. Career streams are therefore sub-divided 26 CEQs as shown in the following table:

Military Engineer (Armoured)	ME (Armd)
Military Engineer (Blacksmith) ¹	ME (Blacksmith)
Military Engineer (Bricklayer and Concreter)	ME (B&C)
Military Engineer (Building and Structural Finisher)	ME (B&SF)
Military Engineer (Carpenter and Joiner)	ME (C&J)
Military Engineer (Clerk of Works (Construction))	ME (Clk Wks (Const))
Military Engineer (Clerk of Works (Electrical))	ME (Clk Wks (Elec))
Military Engineer (Clerk of Works (Mechanical))	ME (Clk Wks (Mech))
Military Engineer (Command, Control and Communication Systems)	ME (C3S)
Military Engineer (Construction Materials Technician)	ME (CMT)
Military Engineer (Design Draughtsman)	ME (Des Dtmn)
Military Engineer (Draughtsman Electrical and Mechanical)	ME (Dtmn E&M)
Military Engineer (Driver) ²	ME (Dvr)
Military Engineer (Electrician)	ME (Elec)
Military Engineer (Fabricator/Welder)	ME (Fab/Welder)
Military Engineer (Fitter Air Conditioning and Refrigeration)	ME (Ftr ACR)
Military Engineer (Fitter General) ³	ME (Ftr Gen)
Military Engineer (Fitter Equipment)	ME (Ftr Eqpt)
Military Engineer (Fitter Machinist)	ME (Ftr Mach)
Military Engineer (Fitter Utilities and Petroleum)	ME (Ftr U&P)
Military Engineer (Geographic Technician)	ME (Geo Tech)
Military Engineer (Heating and Plumbing)	ME (H&P)
Military Engineer (Plant Foreman)	ME (Plt Fmn)
Military Engineer (Plant Operator Mechanic)	ME (POM)
Military Engineer (Engineer Logistics Specialist)	ME (Engr Log Spec)
Military Engineer (Survey Engineering)	ME (Svy Engr)

204. **Additional Employment Qualifications (AEQs).** AEQs are any EQ which are not a soldier's CEQ.

¹ Although ME (Blacksmith) courses have been discontinued, the actual CEQ remains extant. Requisite ME (Blacksmith) will be subsumed by the ME (Fab/Welder) CEQ.

² This CEQ is a prerequisite for ME (Dvr Spec) EQs.

³ This CEQ is a prerequisite for ME (Ftr Eqpt), ME (Ftr Mach) and ME (Ftr U&P) CEQs.

205. **Specialist qualification.** An SQ is a qualification recording success on a specialist course of training⁴. It is a qualification or acquired skill fitting the soldier for some particular role and is additional to employment training.

206. **Career streams.** Soldiers with comparable CEQs are categorised to follow the same career streams.

207. **Employment classifications.** Where an employment is divided into classes, the general classifications are defined as:

- a. **Class 3.** A trained soldier who undertakes an employment training course of 0 – 3 level, is qualified to undertake his employment safely but who normally works under detailed supervision.
- b. **Class 2.** A trained soldier who undertakes an employment training course of 3 – 2 or 0 - 2 level, is deemed competent by virtue of qualification and experience, who is capable of performing tasks appropriate to his employment level safely and without detailed supervision.
- c. **Class 1.** A skilled and experienced soldier who undertakes an employment training course of 2 – 1 level.

208. **Training return of service (Trg RoS).** Many employments involve a training return of service (Trg RoS), which may be defined as a period of time that an individual who has completed a course of funded training shall be required to serve in order to give a reasonable return on the investment made by the MOD. Details of Trg RoS are issued with each course calling notice.

209. **Phases of training.** RE employment-training is delivered throughout the following phases of a soldier's career:

a. **Phase 1: All Arms recruit training.** All Standard Entry (SE) soldiers are trained to a common standard as soldiers, dictated by the Common Military Syllabus for Regular Recruits (CMSR), during Phase 1 training at one of the Army Training Regiments (ATRs). Junior Entry (JE) soldiers undertake lengthier training, incorporating the CMSR, at an ATR or at the Army Technical Foundation College (ATFC) where recruit training is combined with academic and external leadership training. All soldiers are briefed by and have initial interviews with the Senior Personnel Selection Officer Royal Engineers (SPSO RE) during their Phase 1 training. All RE recruits undergo phase 1 'basic training' alongside trainees from other Arms and Services (A&S). Depending on their age and provisionally allocated trade, recruits join as either a Standard Entry (SE) or a Junior Entry (JE).

b. **Phase 2 (Special-to-Arm recruit) training.** The career pattern for soldiers is dictated mainly by the allocation to a trade employment by the SPSO RE and subsequent training in combat engineering and the trade employment. Soldiers are taught combat engineering to Class 3 level and the trade skill to Class 3 or Class 2 level, depending on the trade, at Phase 2B establishments. Thereafter, soldiers are assigned to a field unit for an initial tour of, where possible, 5 years in order to gain practical experience in both their skills and to prepare them for promotion.

(1) **Phase 2A training.** On completion of phase 1 training, all recruits must pass a ME (Cbt) Class 3 Course as part of their phase 2A pre-employment training at the RSME. It is during this phase of training that provisional trades are confirmed by the SPSO RE.

(2) **Phase 2B: Special-to-Arm recruit training.** Thereafter, during phase 2B, all trained combat-engineers must complete further pre-employment training to either

⁴ Such as the All Arms Commando Course.

class 3 or class 2 standards, dependent on trade. Where class 3 EQs are awarded, they may be upgraded to class 2 at a later date once the soldier has accrued the necessary experience (usually after 6 months or a year in unit). Soldiers in the ME (Geo Tech) career stream do not upgrade to ME (Cbt) Class 2.

c. **Phase 2B: Driver training.** Many of the Phase 2B courses necessitate driver training (see the RE Driver Training Requirements at [Annex Q](#)).

d. **Phase 3: Career and employment training.** Similarly, class 1 EQs are awarded once the necessary experience at class 2 has been accrued and the soldier has achieved a skilled level during phase 3 training. Selection for class 1 training is based on seniority. Tradesmen within the following career streams, however, are not required to complete ME (Cbt) class 1 training:

- Military Engineer (Command, Control and Communications Systems)
- Military Engineer (Driver/Quartermaster)
- Military Engineer (Geographic Technician)
- Military Engineer (Plant/Quartermaster)
- Military Engineer (Engineer Logistics Specialist)

Terms of service

210. **Transfers and change of employment.** All soldiers can apply to transfer between cap badges or employment, either for career purposes or for personal reasons. Transfers or change of trade are not a right. In addition;

a. **Transfers into the Corps.**

(1) **Transfer in.** A soldier whose application to transfer to the Corps has been accepted by the MS CS Sldr RE Wing is to transfer to the Corps on the first day of his ME Cbt 0-3 course. No probation period will exist before confirmation of the transfer.

(2) **Failing transfer training.** A soldier who has transferred to the Corps and is subsequently found to be unacceptable⁵ or who fails the ME Cbt 0-3 course cannot be employed elsewhere in the Corps as the ME Cbt 3 is the foundation skill regardless of CEG. In this event, the soldier is to be referred to DM(A) who would then adjudicate as to whether they should go back to their original Arm/Service or be offered to his 2nd or 3rd choice from his transfer application.

b. **Transfer out of the Corps.**

(1) **Application process.** All applications for transfer out of the Corps are to be completed on AF B241 and forwarded to MS Occurrences in the APC with a minimum of delay. Normally, transfers will be completed at the first opportunity but under special circumstances, for example transfer from a unit formally warned for operations, the transfer may be delayed by the APC until the operational (or other special requirement) is satisfied. No application is to be withheld except for soldiers yet to complete Phase 2 training⁶.

(2) **Non-endorsement of application.** If the application is being made by someone who is specifically employed in either an OPP or MPP⁷, the application will not normally be endorsed by the CS RE Sldr Wing even if the Corps that soldier wishes to transfer

⁵ Either by direct rejection, found to be unsatisfactory or failure of training

⁶ See QRs para 9.212.

⁷ Applications from other CEQs will also be subject to scrutiny.

into is willing to accept him⁸. In such cases, the AF B241 will be annotated as not being supported by RE Wing, APC and passed to MS Occurrences for a decision. In either case the decision will be passed through the normal channels to inform the individual.

c. **Change of employment.** The aim of this paragraph is to define the procedure by which RE soldiers may apply for a change of employment.

(1) **Terminology.** The definition of Change of Employment is a change of artisan or technician employment. It is extremely unlikely that an individual will be authorised a change of employment if he is already qualified in 2 or more employments one of which will be ME Cbt.

(2) **Applications.** Applications for change of employment are to be submitted:

(a) At the soldier's request.

(b) For a soldier found to be unsuitable for the employment he has been trained in.

(c) By a soldier who fails to maintain requisite medical standards for his current employment.

(d) Applications for change of employment should not be submitted as a means of:

i. Disposing of unsuitable soldiers.

ii. Improving employment prospects for civil life.

iii. Collecting additional career qualifications.

iv. Effecting a temporary move to the UK or an assignment.

Applications submitted for the reasons listed in paragraph 2b above may normally only request training in a Combat Employment (i.e. ME (Armd), ME (C3S), ME (Dvr), ME (Engr Log Spec) or ME (POM)). Exceptionally, and only where evidence of academic ability is available and manual dexterity is proven, training may be requested in a Construction/Building Services, Metalworker, Fitting or Engineer Design Group Employment. Such applications should invariably merit an unreserved recommendation by the unit commander and will, if necessary, be referred to RSME for consideration or aptitude testing of the soldier concerned.

(3) **Career Implications.** When considering a soldier for a change of employment the unit commander must take into account the career implications of such an application. RE Sldr Wing can assist the chain-of-command in this respect.

(4) **Method of Application.** Applications are to be submitted to OC Employments, RE Sldr Wing, MS Sldrs CS at the APC using the format specified at [Annex R](#):

Assignments

211. **Assignments.** The assignment of soldiers is first and foremost based on the Military Secretary's binding principle which states that:

⁸ See QRs para 9.215.

***The needs of the Army must come first:** Those of officers, soldiers and their families come a close second. But to be worthy of its pre-eminence the Army must be seen always to give due consideration to the best interests and preferences of each individual officer and soldier*

Furthermore⁹, a soldier must be available for worldwide assignment at any time. If circumstances are such that a soldier cannot comply with this condition, he will normally be discharged or transferred to the Reserve, no matter how good a soldier he may be in other respects.

212. **Assignment preferences.** RE Sldr Wg is responsible for manning the Corps. Their primary function is to assign soldiers of all ranks in accordance with Army Manning Priorities (AMP), EinC(A)'s Corps Manning Priorities (CMP), soldiers' career-requirements and, where possible, personal preferences. All soldiers should regularly update their assignment preferences on Joint Personnel Administration (JPA). As a minimum, this should be done annually and at least 12 months before their end of assignment. This allows desk officers sufficient notice to plan a soldier's next move.

213. **Assignments procedures.**

a. **Assignment duration.** Where possible, soldiers should expect to receive at least 4-months' warning of an assignment and serve an initial assignment of approximately 5 years at their first unit to gain the necessary knowledge and experience to prepare them for promotion. However, this will vary according to an individual's rank, career stream and career stage.

b. **Initial assignment.** During their initial assignment in a field unit, soldiers are expected to qualify at Class 2 level in combat engineering and also Class 2 in their trade employment if they are Class 3.

c. **Exceptions.** All subsequent assignments are generally for 3 years with the exception of:

(1) ARTD posts. Maximum of 2 years.

(2) BATUS permanent staff posts. Maximum of 2 years.

(3) WO2 appointments. Maximum of 2 years (-) to enable two tours as a WO2.

214. **Trickle assignment policy.** In line with para 103f, the variety of CEQs and AEQ available within the Corps raises a requirement to synchronise soldier, engineer, trade and command experience at each rank to ensure that individuals maintain currency across the spectrum, whilst promoting in line with their abilities. The Corps' trickle assignment policy provides the mechanism to enable this synchronisation to be achieved.

Continuous Personal and Professional development

215. **Command, leadership and management training.** All soldiers must receive command, leadership and management (CLM) training on promotion to Cpl, Sgt and WO2 and this must be completed within 12 months of selection for promotion. Further details can be found in the current CLM handbook.

216. **Continuous personal and professional development.** The Corps' approach to continuous personal and professional development (CPD) is described in the RE CPD Business Plan, which is produced annually by the Chief Executive¹⁰ (CE) RE CPD. The general aim of RE CPD is to

⁹ QRs 9.260

¹⁰ The CE RE CPD is the staff officer advising the EinC(A) on accreditation for members of the Corps.

ensure that the best possible accreditation is made available to RE personnel. Further guidance is available on the website www.re-cpd.org.uk.

Annual reports

217. **JSP 757.** Full details of the requirement for Appraisal Reports (ARs) can be found in JSP 757 – Tri-Service Guidance for Appraisals.

Commissioning

218. **Commissioning.** Further details can be found in the Army Commissioning Regulations 2009 and the annual DIN covering eligibility and the process of applying for a Late Entry (LE) Commission in the Royal Engineers. This DIN is normally issued in February by RE Sldr Wg.

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Chapter 3

General Career Structure and Promotion

Career employment groups

301. **Career Employment Groups.** There are 6 CEGs in the Corps and soldiers are held in one of the following CEGs for manning and promotion purposes as shown in the table below.

	CEG	Employment within CEGs
1.	General	All RE employments not listed under another CEG
2.	Combined Geographic	All geographic employments
3.	Clerk of Work (Construction)	Clerk of Work (Construction)
4.	Clerk of Works (Electrical)	Clerk of Works (Electrical)
5.	Clerk of Works (Mechanical)	Clerk of Works (Mechanical)
6.	Military Plant Foreman	Military Plant Foreman

302. **General CEG career streams.** The General CEG comprises a number of career streams for career planning purposes. The career stream is dictated by the soldier's CEQ and soldiers follow the career stream appropriate to their CEQ. The standard career streams are:

Military Engineer (Armoured)	ME (Armd)
Military Engineer (Artisan/Combat)	ME (Art/Cbt)
Military Engineer (Clerk of Works (Construction))	ME (Clk Wks (Const))
Military Engineer (Clerk of Works (Electrical))	ME (Clk Wks (Elec))
Military Engineer (Clerk of Works (Mechanical))	ME (Clk Wks (Mech))
Military Engineer (Command, Control and Communication Systems)	ME (C3S)
Military Engineer (Design/Combat) ¹¹	ME (Des/Cbt)
Military Engineer (Driver/Quartermaster)	ME (Dvr/Q)
Military Engineer (Fitter/Combat) ¹²	ME (Ftr/Cbt)
Military Engineer (Geographic Technician)	ME (Geo Tech)
Military Engineer (Plant Foreman)	ME (Plt Fmn)
Military Engineer (Plant/Quartermaster)	ME (Plt/Q)
Military Engineer (Engineer Logistics Specialist)	ME (Engr Log Spec)

303. **AEQs and SQs.** AEQs and SQs may also be required for certain assignments.

Promotion policy

304. **General.** Promotion policy is an integral part of the career-planning process and governs the future prospects of soldiers in all CEGs and career streams within the Corps. Eligibility for promotion within the Corps is governed by the Limited Zone Promotion System (LZPS) and the promotion process is in turn governed by a clear and transparent set of criteria which are generally applicable across all ranks and trades.

305. **Promotion boards.** RE Sldr Wg are responsible for convening annual promotion boards boarding eligible candidates for promotion to Cpl, Sgt, SSgt, WO2 and WO1. Promotion to LCpl is

¹¹ The career of ME(Des/Q) was changed to ME(Des/Cbt) in Oct 07 but is still used by APC for career management purposes.

¹² The career of ME(Ftr/Q) was changed to ME(Ftr/Cbt) in Oct 07 but is still used by APC for career management purposes.

subject to successful completion of the Potential NCO (PNCO) Cadre and available vacancies by trade.

Summary of RE promotion boards

Ser	Board	CEGs	Convenes	Promotion Year	Seniority
1.	LCpl to Cpl	Gen and Geo	June	1 October – 30 September	1 October
2.	Cpl to Sgt	Gen and Geo	April	1 October – 30 September	1 October
3.	Sgt to SSgt	Gen and Geo	February	1 April – 31 March	1 April
4.	SSgt to WO2	Gen, Geo and Plt Fmn ¹³	January	1 April – 31 March	1 April
5.	WO2 to WO1 ¹⁴	All	November	1 April – 31 March	1 April

306. **Appointment boards.** Squadron Sergeant Major (SSM) and WO1 appointments are considered during the following boards, which are held annually at the APC:

- a. **SSM Selection board.** Selects suitable WO2s for employment as SSM by squadron type. Appointment year is 1 April – 31 March. Candidates should have at least one AR as substantive WO2 and must be specifically recommended for an SSM's appointment in their most recent SJAR.
- b. **WO1 Appointments board.** Selects WO2s from the Corps' Senior Selection Board (CSSB), and WO1s at the end of their tour, for suitable WO1 appointments throughout the Corps. Candidates for RSMs' appointments should have at least one AR as a SSM and must be specifically recommended for an RSM's appointment.
- c. **Selection for SMI.** Before a WO2 is selected for employment as an SMI, a tour as a QMSI must have been completed.

307. **Royal Engineers Late Entry (LE) commissions board (LECB).** All soldiers reaching the rank of WO1, can apply for a Late Entry (LE) Commission either in the Corps or with another Arms and Service (A&S). Exceptionally, WO2s with an appropriate technical degree as agreed by the Selection Board may also apply. The RE LECB is held annually in September/October to consider suitable candidates for an LE commission. A DIN is issued annually in January detailing RE LECB application process for that year.

308. **Promotion board procedures.** Promotion-board procedures comprise 3 essential elements:

- a. **Eligibility for selection.** There are 3 types of rank: substantive, acting and local. To be considered for substantive promotion in the Corps, a soldier must:
 - (1) Have an 'unqualified recommendation for promotion' by his second reporting officer (2RO).
 - (2) Have completed the required time at the previous rank in line with the LZPS (see [Annex O](#)).

¹³ Clerks of Works (C, E and M) will be included from 2013 as those on merit-based promotion begin to zone in.

¹⁴ Also known as the Corps Senior Selection Board (CSSB).

- (3) Possess the necessary qualifications (educational, military and employment).
- (4) Have a minimum of 12-months' residual service, calculated from the beginning of the relevant promotion-year.

b. **Educational qualifications.** The mandatory educational-qualifications for substantive promotion in all career streams are as follows:

(1) **Promotion to LCpl.** In accordance with the Command, Leadership and Management (CLM) Programme, the RE PNCOs' Cadre is a prerequisite for all RE soldiers prior to substantive promotion to LCpl.

(2) **Promotion to Cpl.** Successful completion of the JNCOs' CLM Part 1 (Junior Commanders' Course (JCC)) is a prerequisite for substantive promotion to Cpl.

(3) **Promotion to Sgt.** Successful completion of the SNCOs' CLM Part 1 (RE SNCOs' Course) is a prerequisite for substantive promotion to Sgt.

(4) **Promotion to WO2.** Successful completion of the WOs' CLM Part 1 (RE WOs' CLM Course) is a prerequisite for substantive promotion to WO2.

c. **Military qualifications.** It is mandated that the following career courses¹⁵ in the table below are to be completed prior to assuming appointment:

Ser	Pre-employment training course	Course attended as a ¹⁶
1.	Field Section Commanders	LCpl selected for Cpl
2.	Military Engineer (C3S) Corporals	
3.	Plant Section Commanders	
4.	Field Sergeants	Cpl selected for Sgt
5.	Military Engineer (Geographic Technician) Sergeants	
6.	Military Engineer (C3S) Sergeants	
7.	All Arms Defence Transport Operators (AADTO)	
8.	Plant Sergeants	Sgt selected for SSgt
9.	Logistic Specialist Supervisors Course	
10.	Military Engineer (C3S) Quarter Master Sergeant Instructors	SSgt selected for WO2 or QMSI appointment
11.	Military Engineer (Geographic Technician) Warrant Officers	
12.	Military Engineer Quarter Master Sergeant Instructors (Combat)	
13.	Regimental Quartermaster Sergeant Course (RQMS)	

¹⁵ Details of military qualifications required for substantive promotion may not be varied without DM(A)'s authority.

¹⁶ Although, under certain circumstances, courses may be attended by soldiers who have not been selected for promotion.

Mandatory military-qualifications for substantive promotion by career stream

Ser	Career streams	Military qualifications courses	Required for promotion to
1	ME (Armd)	Armoured Engineer Crew Commander	Cpl
		Field Section Commander Course (FSCC)	Sgt
		Field Sergeant Course (FSC)	SSgt
		Quartermaster Sergeant Instructor (QMSI)	WO1
2	ME (Art) ME (Des/Cbt) ME (Ftr/Cbt)	FSCC	Sgt
		FSC	SSgt
		QMSI	WO1(SMI)
3	ME (Clk Wks (Const))	ME (Clk Wks)	SSgt
4	ME (Clk Wks (Elec))		
5	ME (Clk Wks (Mech))		
6	ME (C3S)	ME (C3S) Cpl	Sgt
		ME (C3S) Sgt	SSgt
		ME (C3S) QMSI	WO1
7	ME (Dvr/Q)	Defence Transport Operator (DTO)	SSgt
8	ME (Geo Tech)	ME (Geo) Sgt	SSgt
		ME (Geo) WO	WO1
9	ME (Plt Foreman)	ME (Plt Foreman)	SSgt
10	ME (Plt/Q)	Plant Section Commander	Sgt
		Plant Sgt	SSgt
11	ME (Engr Log Spec/Q)	ME (Engr Log Spec) Supervisor	SSgt
		ME (Engr Log Spec) QMSI	WO1

d. **Employment qualifications.** The mandatory employment-qualifications for substantive promotion are as follows:

(1) **Promotion to LCpl.** For substantive promotion to LCpl, Sprs must have attained ME Cbt 2 (less Geo) and Class 2 in their respective CEQ.

(2) **Promotion to Cpl.** For substantive promotion to Cpl, LCpls must have attained the highest EQ and CEQ open to their employment. Tradesmen in the following career streams, however, can promote to Cpl with a lower ME (Cbt) classification:

ME (C3S)	- requires only ME (Cbt) CI 2
ME (Dvr/Q)	- requires only ME (Cbt) CI 2
ME (Geo Tech)	- requires only ME (Cbt) CI 3
ME (Plt/Q)	- requires only ME (Cbt) CI 2
ME (Engr Log Spec)	- requires only ME (Cbt) CI 2

(3) **Medical standards.** All soldiers who are recommended and qualified for promotion are boarded as normal, irrespective of their Joint Medical Employment Standard (JMES). SO1 Occupational Health, APC will subsequently make a decision on promotion based on employability in the next rank.

e. **Age.** Adult service and age limits for substantive promotion in all career streams are as follows:

(1) A WO2 will not normally be eligible for substantive promotion to WO1 after his 42nd birthday. In exceptional cases, subject to DM(A)'s approval, a WO2 over the normal age limit may be eligible for substantive promotion to WO1 up until their 45th birthday.

(2) Any extension beyond the age limit of 45 years will require special consideration and cases are to be referred to DM(A), with full supporting details.

f. **Residual service.** To be considered for substantive promotion in a given promotion year, a soldier must have a minimum of 12-months' residual service (RS) prior to his normal run-out date, calculated from the start of that promotion year. If serving on VEng and selected for promotion, a soldier may be awarded Continuance to provide up to 2 years in rank on promotion.

g. **Regulating procedures.**

(1) **Acting rank.** Acting rank may be granted in accordance with QRs 9.147 – 9.158, if a soldier is required to undertake the duties and responsibilities of an established soldier assignment that carries a higher substantive rank. All applications for Acting rank must be staffed through OC Secretariat, RE Sldr Wg.

(2) **Promotion orders.** Promotion Orders for substantive promotion in all CEGs are issued by Col MS Sldr. Those selected for promotion are allotted a common seniority date, regardless of the date they are assigned to a post. The seniority date governs promotion to substantive rank and entry into the next zone for promotion.

(3). **LZPS.** The LZPS, as detailed in [Annex O](#), applies to all soldiers whether they are employed on VEng terms of service or not.

h. **Cpl to Sgt promotion board.** Working within the recruiting and training pipeline is sometimes perceived by JNCOs in the Field Army as detrimental to their career and this has an adverse affect on ensuring that the right calibre of instructor or recruiter volunteers to serve in these rewarding assignments. To counter this perception, all Cpls serving or who have served in the training or recruiting engine may be awarded an additional half point by each scoring member during the boarding process. This is a discretionary award and no record is maintained of whether the award is granted or not.

Factors affecting promotion to LCpl

309. **PNCO cadre pass.** Units are to grade Sprs who complete PNCO Course as:

a. Pass (Green) – Suitable for Promotion now.

b. Pass (Amber) – Suitable for Promotion once the CO has satisfied himself that the soldier has successfully achieved remediation training within 12 months of the Pass (Amber) being awarded. Those who fail to achieve a Pass (Green) within that period must be selected to attend another Course.

c. Fail – Not suitable for Promotion and must be selected to attend another PNCO Course.

310. **Promotion guidelines.** Promotion, both 'Off the Square' and subsequently, is to be conducted in accordance with the following guidelines:

a. **Authority to promote.** Authority to promote will only be granted by RE Sldr Wg if an appropriately traded LCpl PID is vacant.

b. **Promotion window.** Sprs who Pass (Green), or are subsequently awarded a Green by their CO despite initially receiving a Pass (Amber), will usually promote within 12 months of receiving their Green Pass. However, where more than one individual is qualified for a

single PID, the final decision to promote at either unit or Corps level must be made on the basis of merit tempered by seniority as a Spr¹⁷.

c. **Seniority date.** The Spr – LCpl promotion year runs from 1 Oct to 30 Sep annually. The seniority date awarded will be 1 Oct in the promotion year in which a Spr is promoted and not the year that he gained his Pass (Green).

d. **Promotion off the square.** Commanding Officers may promote the top-performing candidate on any single PNCO course off the square, irrespective of CEQ.

Selection for Clerk of Works and MPF training

311. **Potential Clk of Wks and MPFs.** Full details of the selection process for potential Clerks of Works and MPFs can be found at [Annex I](#).

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¹⁷ If two Sprs of the same trade are being considered for promotion into a vacant PID and both were placed 2nd on different PNCO Courses then the one with the most seniority should be promoted. However, if one came 2nd and the other 3rd, then the one placed 2nd would be promoted on quality even if he had less seniority than the other.

Chapter 4

Management of lower medical category soldiers

PULHHEEM Administration Pamphlet 2010.

“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 long¹⁸ as there is a worthwhile role or it is judged to be in the interest of the individual and the service to which they belong and seen to be dependent on the outcome of a considered medical assessment followed by an executive led employability assessment.”

General

401. One of the outcomes of the current operational tempo is that members of the Corps are being wounded at a greater rate than over the past 27 years. Whilst the wounded in action are clearly in the public eye, there are also personnel who are injured to various degrees on a range of other activities associated with military service. The principles underpinning this policy are that:

- a. Operational effectiveness must not be compromised.
- b. Other than in exceptional circumstances, individuals must meet the minimum medical requirements for their employment.
- c. It must be legally defensible and compliant with extant Employment Law.
- d. Health and safety for the soldier and those they work with, must be safeguarded.

Aim

402. The aim of this chapter is to detail the processes involved in making the decision to promote, retain or medically discharge Corps personnel who have been medically downgraded for whatever reason.

Policy

403. **Equal opportunities and employment.** The legal requirements of Equal Opportunities and Employment Law place a duty upon the Army to treat all soldiers fairly and to continue their employment, including providing opportunities for advancement or promotion, within their capabilities. In so doing, the Army must also be cognisant of the requirements to safeguard the individual and, operational threat aside, not to place an individual in a position that is detrimental to his health, or that of others. This is not incompatible with the requirement to ensure that operational capability is not compromised, if the loss of an individual is likely to result in a gap. It is therefore in the best interests of the Corps to continue the retention, training, education and promotion of medically downgraded soldiers, for employment in appointments of which they are capable.

404. **PULHHEEM administration pamphlet 2010 (PAP10).** PAP10 is the authority for medical standards for retention in the Army according to cap badge and employment. The system classifies personnel in 2 ways. The PULHHEEMS¹⁹ system describes the overall functional capacity of an individual; associated with this is the award of the Joint Medical Employment Standard (JMES). Combined, they describe the employability and deployability of an individual.

¹⁸ The period of retention will be directed by the Army Employment Board and will be subject to review. Retention could be as long as the completion of an individual's current engagement or commission.

¹⁹ PULHHEEMS is a coded occupational medical report on an individual's physical capacity. Detailed guidance for medical officers, on the method of carrying out a PULHHEEMS assessment is set out in JSP 346 - 'PULHHEEMS - A Joint Service System of Medical Classification'.

The allocation of the grades is the responsibility of medical staff. The PULHHEEMS system of medical classification and JMES grading is designed to:

- a. Provide a functional assessment of the individual's capacity for work in a specified environment.
- b. Assist in expressing the physical and mental attributes appropriate to the individual's employment with the Army.
- c. Assist in assigning people to the employment and position for which they are most suited in the light of their physical, intellectual and emotional status.
- d. Provide a system that is administratively simple to apply.

405. **Employment standards.** Employment standards define the levels required for trained soldiers to be retained in the Corps, including any limitations. An individual's PULHHEEMS profile relates to their trade requirements and expresses it as a numerical degree. The exact criteria for each P category and associated deployability standard can be found PAP10.

406. **Medical deployment standards.** The Medical Deployment Standards (MDS) describe the medical capacity for deployment and are determined by the P category. There are 3 Medical Deployment Standards, which are:

MDS code	Meaning	Awarded when P category is	Notes
MFD	Medically Fully Deployable	P2	
MLD	Medically Limited Deployable	P3 or exceptionally P7	1. MLD grade requires a risk assessment carried out for each deployment. 2. MLD can only be awarded with P7 by a medical board with at least one consultant in occupational medicine
MND	Medically Not Deployable	P0, P4, P7 and P8	

407. **JMES Grading.** Medical officers are responsible for grading personnel using JMES and the detail of this grading will be recorded on JPA. They should be assisted by commanders and career managers by providing clear articulation of that individual's employment at trade and as a combat engineer (the main stay of the Corps). In individual cases DM(A) has the authority (after taking appropriate medical advice) to waive or vary recommended employment restrictions. Any application for such a waiver must be made through RE Employment Board (REEB) for a Corps decision prior to submission to DM(A). The various categories of JMES are at [Annex N](#).

408. **Minimum standards for retention of regular soldiers.** The minimum JMES for retention in the Corps can be found in PAP10 under Table 6 [for ease of reference], these are:

Minimum retention JMES code for:	Deployability coding		
	MFD	MLD	MND
Soldiers	A4L1M6E1	A5/6L3M6E2 (For MLD Perm, see footnote 20)	See foot note ²⁰

²⁰ Units must initiate administrative action for soldiers who are graded MND and MLD Perm by pursuing one of two options. Commanding Officers must decide whether to (1) apply to DM(A) to retain the individual by completing Appendix 8, or (2) initiate the Restricted Employability in Current Unit (RECU) process to seek transfer opportunities or medical discharge if none can be found.

If a soldier's JMES does not meet the Corps' minimum level, he may be allowed to continue to serve on their current engagement for as long as suitable agreed employment can be found via the REEB process. If and when suitable employment compatible with their assessment can not be found:

- a. In the Corps and current trade;
- b. In the Corps and another trade;
- c. In another capbadge to which they are willing to transfer and there is a vacancy;
- d. At extra-regimental employment;

then they are to be discharged under the provisions of QR 9.385 on the authority of MS/DGAPC or QR 9.414 on the authority of DM(A). Before any case for discharge is submitted via the REEB, the soldier's PULHHEEMS is to have been reassessed irrespective of the date of the last assessment. Further details can be found in Chapter 10 of PAP10.

409. **Rules for assignment and employment of soldiers.** Personnel below the JMES minimum standard may only be assigned to or retained in a unit on the approval of the MS CS RE Wings or the REEB.

410. **Promotion.** LMC soldiers who score above the selection line will be provisionally selected for promotion but referred to SO1 Occupational Health (OH), APC for a ruling on employment at the next higher rank. Every attempt will be made to obtain this ruling prior to the centralised promulgation of promotion results. Where this is not possible, names will be held back until such time as the ruling is obtained. In cases where OH has ruled that the MLD/MND individual should not be employed in any of the jobs being boarded, an additional selection will be made against that vacancy.

Restricted Employment in Current Unit (RECU)

411. The RECU process applies to trained soldiers whose permanent medical grading is MND (either P7 or exceptionally P3) and it can also be applied to MLD soldiers where no suitable employment can be found within their unit. The Army policy is in Chapter 10 of PAP10 and the implementation process within the Corps is detailed at the end of this chapter, complete with a [one-page flowchart](#).

Career courses

412. Where a downgraded soldier is to be retained, the timing of attendance on courses is of importance particularly where it relates to pay and promotion. Careful consideration therefore needs to be given as to when a MLD or MND soldier attends a course. The decision should take into account the likely timeframe for any improvement in medical status and any financial or promotion penalty likely to result from delayed attendance. The options for consideration are as follows:

- a. **Temporarily downgraded.** Where a soldier is temporarily downgraded and is likely to make a recovery to a level whereby he can achieve the Training Performance Statement (TPS) without the use of a remediation plan, then his attendance should be delayed until he can achieve the TPS during the course provided that this does not impose an undue penalty on the individual. Where a delay would impose an undue penalty, the case can be referred to the REEB via MS CS RE Wing.
- b. **Permanently downgraded MLD.** Once all permanently downgraded personnel have been re-graded under the new PAP10 rules, there should be significantly fewer permanently downgraded MLD personnel. Where they can fully complete a career course they should be

loaded in accordance with other career priorities (e.g. someone downgraded for hearing could still complete JCC and FSCC). Where their medical condition precludes full participation on mandatory career courses (such as JCC, FSCC, RE SNCO, FSC) then their case should be referred to the REEB in the normal manner, so that a limited Career Advice Letter (CAL) may be initiated by MS CS RE Wing.

c. **Permanently downgraded MND.** Where a MND soldier is retained by the Corps, his offer (specific post, specific period) will state which career courses he must do, with any waivers that may apply in order to be retained in a worthwhile role. His ability to complete these courses fully may be a condition of continued employment. If further guidance is required, refer the matter to MS CS RE Wing and subsequently the REEB if necessary. In principle, an individual should not attend courses unless to do so is deemed in the interests of the Corps.

Career management

413. The effective career management of MLD and MND soldiers is vital to ensure that their operational effectiveness is to be maximised, they are to have a career within realistic expectations, and they are to be retained.

414. Depending on the level of re-grading, the individual may not be able to meet the TPS for courses and training required for promotion and thus further promotion is not available. A MLD or MND grading may limit both current performance and future potential with a detrimental effect on promotion prospects compared to others who are fully fit. Personnel must be kept informed of career implications of their medical grading.

415. Those re-graded early in their career may be able to change cap badge and employment with little detrimental effect on promotion and career prospects. Those re-graded later in their career may have a limited opportunity to progress in another cap badge or employment due to the time required to re-train, their relative inexperience compared to others and the possible requirement to revert to a lower rank on transfer. However, those re-graded later in their career may have skills and experience that the Corps wishes to retain, and there are likely to be more sedentary jobs available to them.

416. Whilst MLD and MND soldiers may be able to meet the TPS of a specific course or training, their grading will inhibit their ability to execute duties, and will place limitations on employment and deployment. Since promotion is based on potential, which is partly demonstrated through performance any deployability restrictions are likely to impact on the chances of promotion, as boards can be expected to treat employability restrictions as a counter to ability in other respects. If MLD and MND personnel are selected for promotion but cannot subsequently be placed due to their medical condition, their selection for promotion may need to be reviewed.

417. Career management of MLD and MND soldiers should be a continuous process rather than a single discrete event. It takes into account the changing manning situation, changing employment requirements and changes to the medical condition of personnel. Career management reviews for MLD and MND personnel are to take place, (through the RECU process if necessary) at the time of initial down grading, and whenever any subsequent re-grading review occurs, during formal career reviews and at other times as necessary, including at the request of the individual. To ensure continuity of advice, and to protect against litigation, the outcomes of career counselling are to be recorded and retained in the soldier's personnel documents. Units are to ensure that copies of the current Appendix 9 to PAP10 are sent to the respective MS CS RE Wing as soon as any medical review is conducted.

Royal Engineers' employment board process

418. The RECU process is detailed in Chapter 10 of PAP10 and stipulates in para 1012 that A&SDs must examine all reasonable options before the case is forwarded to the Army Employment Board (AEB).

RECU process

419. **Restricted employment in current unit (RECU).** Where a soldier falls below the minimum JMES in their current employment or worthwhile role and retention has not been sought using Appendix 8 to PAP10, COs are to follow the RECU process, full details of which are in Chapter 10 of PAP10. All RECU applications are to be made using Appendix 22 to PAP10. The RECU process applies to trained soldiers whose permanent medical grading is MND (either P7 or exceptionally P3) or exceptionally for MLD soldiers where no suitable employment can be found within their unit. Before the RECU process is initiated, all avenues are to be explored with the appropriate MS CS RE Wing and advice sought from the APC SO1 OH. If no appropriate employment can be found, or offers to transfer are rejected, then an individual may be discharged under QRs 9.414 (services no longer required), or their case submitted to the AEB via the REEB. An aide memoire can be found at Appendix 24 to PAP10.

420. Key points about the RECU process are:

- a. **General.** Individuals are to be managed carefully throughout the process and kept fully informed at all times with frank and pragmatic advice on the financial, welfare and career implications of their medical condition, employability and potential outcomes. It is imperative that employment must not exacerbate the individual's medical condition or place at risk the health and safety of others.
- b. **Initiation.** The RECU process should not be initiated until an individual is medically assessed as being permanently downgraded and stable or having a disability that is of slow progression²¹; temporary inability to perform duties due to a medical condition does not automatically fall into this category.
- c. **Worthwhile role.** A soldier should only be retained if he can fulfil a worthwhile role. A worthwhile role is defined as the ability to perform useful military employment for which an individual is suitable, qualified or can be reasonably trained to do.
- d. **Graduated return to work (GROW).** While treatment is ongoing, soldiers should be employed under the GROW process and managed in line with Appendix 9 to PAP10 and the SAM process in AGAI Volume 3 Chapter 99.
- e. **Personnel graded P8.** Personnel graded P8 by a medical board will routinely be discharged with the application being generated automatically from the full medical board (FMB) to the APC SO1 Occupational Health (OH). Chain of command input will be sought before the FMB. It must be noted that those graded P8 do not follow the RECU process as discharge is automatic. However, if a P8 individual wishes to remain in service, they must apply via the REEB to the AEB. Retention is unlikely to be agreed unless there is a compelling reason in line with the joint medical discharge policy. Full details are in PAP10 Chapter 12, with an aide memoire at Appendix 23.
- f. **Other Corps personnel.** The RECU process applies to all soldiers serving within a RE unit from out side of the Corps. In this case, all RECU applications are to be sent to the appropriate APC wing.

²¹ Slow progression is rehabilitation from an injury or illness regarded as gradual improvement over a period of 12-18 months.

421. **Step 1 - CO's occupational report.** Unless the injury is particularly serious, most soldiers are temporarily downgraded prior to being permanently downgraded. Through monitoring the individual via the Unit Health Committee (UHC), the CO will know when the next medical review is planned, and be able to influence the next review. This is done via Appendix 18²² to PAP10, and COs are to submit these for all medical reviews where there is a chance of an individual moving from temporary to permanent downgrading, and for all reviews and medical boards of permanently downgraded personnel.

422. **Step 2 - CO's initial employability assessment.** Once an individual has been permanently downgraded by a medical board, an individual should make an informed decision as to whether they wish to remain in the Armed Forces. They can review their decision throughout the RECU process. The CO, using information from SMEs (occupational health, Service Personnel and Veterans Agency (SPVA) and Regional Forces SAM staff officers) is to make an initial employability assessment in consultation with unit medical advisers and MS CS RE Wing. Respective MS CS RE Wings will provide a Career Advice Letter (CAL) on request; this provides an initial assessment of employability and career progression. Following medical downgrading, the CO is to ensure that an individual is provided with:

- a. Assistance in completing the Armed Forces Compensation Scheme application forms.
- b. Initial career advice on the outcome of the medical board's decision, including prospects for promotion and a full career. This will be supplied from the appropriate MS CS RE Wing in the CAL.
- c. Limited financial advice based on career option implications including pay, pensions and compensation with support from the SPVA as necessary.
- d. Additional medical advice and clarification if required.
- e. Resettlement advice and support (if applicable).
- f. Welfare support and any provisions that may be available.
- g. An explanation of the RECU process.
- h. A copy of the completed Appendix 18 to PAP10.

423. **Step 3 - Retention in current unit (soldiers).** If the CO wishes to retain the individual, a case is to be referred to DM(A) via SO1 Soldiers at the MS CS RE Wing for action using Appendix 8 to PAP10. If MS CS RE Sldr Wing agrees with the CO's proposal, then it will be sent to DM(A) for approval. If approved, then an offer will be made to the individual by MS CS RE Wing in writing. This would normally be an offer of a specific post for a specified time period - normally a standard posting of 3 years - with a review mandated not later than one year before the end of that period where the process must start again. There is no guarantee that there will be a suitable post for the individual after the initial specified period and their discharge might be applied for as a result of the review.

424. **Step 4 - Retention elsewhere in the Corps.** If there is no suitable role for the downgraded soldier within the unit, then units are to discuss with MS CS RE Wing whether employment can be found elsewhere in the Corps. Where it is felt by the MS CS RE Wing that the individual's situation requires further consultation, the case will be referred to the REEB.

²² Appendix 18 specifically asks for the consent of the individual before completion. If the individual does not give consent for the CO to discuss his case with medical personnel, then the CO will need to fill the form in referring generically to what the soldier would be expected to do in his rank and all his trades (combat, artisan, armoured etc) as well as any specialist qualifications. The CO should annotate the form stating that it is a generic assessment from the requirements of the job without any knowledge of the individual's medical condition.

425. **Step 5 - Soldiers wishing to be retained.** If a soldier wishes to be retained but is not employable within their current unit or in the Corps and options for transfer have been discounted, then the case should be referred to the REEB, who will consider whether to recommend his discharge to the AEB.

RECU process for dealing with permanently downgraded personnel - HQ EinC(A) level

426. **Royal Engineers' Employment Board (REEB).** All RECU applications will be processed by SO1 Soldiers MS CS RE Wing and circulated to REEB Members. The task of the REEB is to act as a pre-filter to the AEB. The REEB will convene on an 'as required' basis to ensure that the case has been compiled correctly and that every possible avenue has been explored before submission to the AEB.

427. **REEB composition.** The Board will take advice from the unit and SMEs as appropriate, and will comprise:

- a. HQ EinC(A) - COS, SO1 People, SO2 People, CRSM.
- b. APC - SO1 Soldiers/Officers MS Sldr CS RE Wing.
- c. RSME - SO2 Trg HQ RSME.

428. **REEB outcomes.** The REEB will decide on one of the following outcomes:

- a. An offer to the individual to be retained in their current unit.
- b. An offer to the individual to be retained elsewhere in the Corps.
- c. That there is no employment for the individual in the Corps, but that they might wish to consider transferring to another part of the Army.
- d. That there is no employment for the individual in the Corps, but that they might wish to consider transferring to another Service.
- e. That the individual should be discharged.
- f. Examples of a REEB decision may be as follows;

(1) A P7 Fd Sect Comd who has been selected for promotion to Sgt might be expected to attend the RE SNCO Course without meeting the minimum physical standards, but is excused the Field Sgts' Course because the REEB does not foresee him being employed as a cbt engr again and is going to use him as a recruiter. However, his Career Advice Letter (CAL) would make it clear that any future posting or promotion would only be finalised once his circumstances had been reviewed again by the REEB and that their recommendation then may be discharge. Thus, continued employment will only be for the next assignment and promotion prospects will be curtailed.

(2) A P3 LCpl ME Elec who has been selected for promotion as an ME Elec Fd Sect Comd within ARRC Sp Bn might be expected to attend JCC without meeting the minimum physical standards, but is excused Fd Sect Comds' Course as he is going to be employed in a trade post. However, his CAL would make it clear that any future posting or promotion would only be finalised once his circumstances had been reviewed again by the REEB and that their recommendation then may be discharge.

RECU process for dealing with permanently downgraded personnel - Army level

429. **Army Employment Board (AEB).** Chapter 12 of PAP10 describes the procedures to be used to submit a case to the AEB. All RE cases must first go to the REEB. The AEB will meet as required and is arranged by the SO1 OH under the following circumstances:

- a. In exceptional circumstances where a soldier is graded P8 and is seeking retention.
- b. Where a soldier's JMES is below the minimum required level and;
 - (1) The FMB grading means they are unsuitable for transfer; or
 - (2) A transfer opportunity is not found; or
 - (3) A transfer opportunity is found but the individual rejects it and retention is sought by the individual.
- c. Where the circumstances in para 12b(1)-(3) apply but the chain of command considers discharge is appropriate²³.
- d. For cases where the current guide lines are felt to be insufficient or the case is complex.

430. **Application process.** Where retention is sought by the individual, they are to initiate the application for referral to the AEB using Appendix 25 to PAP10. If the CO feels that discharge is more appropriate, then it is to be indicated on the application. Where the CO has initiated the RECU process using Appendix 22 and it is disputed by the soldier, then Appendix 25 is to be raised with the CO signing at para 4.

431. **AEB composition.** The full composition of the AEB is at para 1209 of PAP10. HQ EinC(A) has an advisory role but cannot vote on any case.

432. **Unit and individual attendance.** The AEB is focused on making decisions based on employability and as such individuals are not required to attend, however a unit representative such as the CO may be asked to attend.

433. **AEB findings.** The AEB has the authority to direct one of the following options:

- a. Grade the individual as P0 and retain, giving guidance on the appropriate length of the retention. They may also comment on the individual's fitness for a conversion of engagement or commission. A FMB grading can not be changed by the AEB. The P0 grade will be reviewed annually.
- b. Retain an individual subject to a review within a specified timeframe, which is usually on an annual basis.
- c. Invaliding from the Service after a period of resettlement in line with the current regulations set out in JSP 760.
- d. Discharge/retirement from the Services after a period of resettlement in line with JSP 760. This option is only likely where employment can be found but is declined by the individual.

²³ The individual initiates Appendix 22 of PAP10 which may or may not be supported by the chain of command.

434. **AEB appeals process.** There is a right of appeal process. Full details are given at para 1216 of PAP10.

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RE Employment of non-MFD Soldiers Flowchart

Injured & sick soldiers managed by unit health cte (UHC):

- Med Limited Deployable (MLD)(Temporary) or Med Non Deployable (MND) (Temporary) (para 0120a)
- P0 (para 0120b & 0708)
- Light duties (para 0121)

CO Influences med board (MB):

- Commanders report not mandatory (para 0914)
- COs need to influence MB to 'request' a Commanders Report to ensure that they fully understand the current employment role of the soldier

Medical Board (MB) convenes (para 0907):

- One Man MB
- Two Man MB
- Full MB

CO Advises P8 soldier who will be routinely discharged on:

- Right to appeal against MB decision
- Army Recovery Capability
- Pensions & welfare (para 1007)
- Process outlined in Appx 23

Downgraded Soldiers managed by UHC:

- Med Limited Deployable (MLD)(Permanent) (para 0123)
- Med Non Deployable (MND) (Permanent) (para 0123)
- P8 (para 1011)

CO assesses employability, deployability & promotability of downgraded soldiers who:

- **Are permanently** below the Minimum Med Grading (Table 5 & 6) or are unsuitable for employment due to med reasons (para 1001)
- RE Wgs at APC provide advice
- CO makes decision to:
 - Apply to DM(A) to retain the individual by completing Appendix 8 via the RE Sldr Wing
 - Initiate RECU (para 1006) or
 - Request MB for review of grading (downgrading maybe incorrect, particularly during initial implementation of PAP10 & JMES)

Endorse continued employment in current PID

Submit RECU to APC

Request MB grading review

Soldier continues in current employment and is:

- Monitored by UHC
- Reviewed annually by MO
- Referred back to MB if condition deteriorates
- Re-assessed by CO if employment changes

APC draft:

- Career Advice Letter (CAL)
- Courses of Action (COA)

MB convenes

Soldier is:

- Managed by UHC
- Re-assessed by CO for employability, deployability & promotability

RE Employment Board (REEB) (COS, SO1 & SO2 People, CRSM, SO1 Sldrs) convened or consulted by email by SO1 Sldrs to:

- **Scrutinise any AEB submissions**
- **Consider CAL**
- **Consider RECU submitted by CO**
- **Endorse a COA:**
 - **Managed Career (promotion may be possible)**
 - **Transfer (within defence)**

APC implement decision of REEB

Soldier continues on a managed career:

- Monitored by UHC
- Reviewed annually by MO
- Referred back to MB if condition deteriorates
- Re-assessed by CO if employment changes
- Career managed iaw with CAL
- Re-assessed by REEB prior to assignment

RECU processed by APC

Soldier Transferred

Soldier Discharged (para 1007)

Soldier Referred to Army Employment Board (AEB) (Chapter 12) if he disagrees with REEB decision

APC implement decision of AEB

Chapter 5

Trade specific career planning and training

Introduction

501. **General.** This chapter deals with the specific requirements of individual trades. All the flow diagrams are to be interpreted with common sense as it is not possible to cover every eventuality.

502. **Specific trade annexes.** The table below details the annex for each trade covered;

Annexes
A. Combat engineer training
Appendix 1 Guidelines for qualification as Military Engineer (Combat) class 2
B. Artisan career employment structure and training
Appendix 1 Artisan employment groups – construction groups
Appendix 2 Artisan employment – design groups
Appendix 3 Artisan employment – fitter groups
Appendix 4 Artisan career structure chart
C. Plant Operator Mechanic career employment structure and training
Appendix 1 Plant Operator Mechanic career structure chart
D. Driver Career employment structure and training
Appendix 1 Guidelines for qualification as Military Engineer (Driver) class 2 and Military Engineer (Driver Specialist) class 1
Appendix 2 Record sheet for upgrading Military Engineer (Driver) class 3 to class 2
Appendix 3 Driver career structure chart
E. Command, Control and Communications Systems operator career employment structure and training
Appendix 1 Guidelines for qualification as Military Engineer (C3S) class 2
Appendix 2 C3 Systems operator career structure chart
F. Armoured Engineer career employment structure and training
Appendix 1 Armoured Engineer career structure chart
G. Engineer Logistics Specialist career employment structure and training
Appendix 1 Engineer Logistics Specialist career structure chart
H. Geographic career employment structure and training
Appendix 1 Geographic Technician career structure chart
I. Clerk of Works career structure - selection and training
Appendix 1 Guide to the employment of infrastructure specialists
J. Military Plant Foreman career structure - selection and training
K. EOD career employment structure and training
Appendix 1 EOD career structure chart
L. Amphibious Engineer non-career employment structure and training

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ME (COMBAT) – CAREER EMPLOYMENT STRUCTURE AND TRAINING

CEG:	All
CEG Career stream:	All
CEQ:	All
1. General. All RE personnel complete ME (Cbt) Class 3 prior to commencing trade training.	
2. Promotion to Cpl. ME (Cbt) Class 1 is a pre-requisite for promotion to Cpl in all CEQ except; ME(C3S), ME(Dvr), ME(Geo Tech), ME(POM) and ME(Engr Log Spec).	
Soldier training	
0 – 3 Entry criteria:	
<ul style="list-style-type: none"> ▪ ME (Cbt) Class 3 at RSME. 	
Class 3 qualification:	
On completion of Modular Standard Cse at RSME.	
3 – 2 Entry criteria:	
<ul style="list-style-type: none"> ▪ Min 6 months experience as CI 3 in unit. ▪ Sub-unit recommendation. ▪ CO's authority. 	
Class 2 qualification:	
In unit. See Appendix 1.	
2 – 1 Entry criteria:	
<ul style="list-style-type: none"> ▪ ME (Cbt) Class 2 ▪ Min 12 months experience as ME(Cbt) CI 2 in unit. ▪ Applications by unit to RE Sldr Wg. 	
Class 1 qualification:	
On completion of Standard Class 1 training.	
Specialist training:	
Fd Sect Comd Cse (FSCC):	
<ul style="list-style-type: none"> ▪ All Lance Corporals selected for promotion that 	

are ME (Artisan) or (Armd) career streams.
<ul style="list-style-type: none"> ▪ JNCOs from other career streams may be required to attend this training for additional employability or other career reasons.
Common entry criteria:
<ul style="list-style-type: none"> ▪ Class 1 ME(Cbt) ▪ Successful completion of the Junior Command Course. ▪ Applications by unit to RE Sldr Wing.
Field Sgts Cse (FSC):
<ul style="list-style-type: none"> ▪ Mandatory for all corporals selected for promotion that are following the ME(Artisan) or (Armd) career streams. ▪ NCOs from other career streams may also be required to attend this training for additional employability or other career reasons.
Common entry criteria:
Successful completion of the RE SNCOs Course and the FSCC.
QMSI (ME):
The QMSI (Combat) Course is for staff sergeants and WOs prior to selection for a QMSI (ME) or QMSI (Armd) appointment.

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GUIDELINES FOR QUALIFICATION AS MILITARY ENGINEER (COMBAT) CLASS 2

1. **Authority for qualification.** Classification as a Military Engineer (Combat) Class 2 may be authorised by the commanding officer, after at least 6 months in the field unit, on the recommendation of the sub-unit commander and successful completion of a test, administered in the unit, of Class 3 knowledge.
2. **Basis of recommendation.** The sub-unit commander's recommendation should be based on:
 - a. The soldier being assessed as a competent combat engineer having gained a sufficient measure of experience through taking part in unit or formation operations or training involving combat engineer disciplines.
 - b. The soldier having passed a test, provided by the TDSB at Minley, to confirm retention of core knowledge from Class 3 combat engineer training.
3. **Testing system.**
 - a. The Multi-Choice Objective Questions (MCOQ) test is sent to units on demand. The test is completed under unit arrangements and returned to the TDSB at RSME Minley for marking. The TDSB informs the unit of the result.
 - b. The MCOQ test is mandatory. If failed, it should be re-attempted as soon as possible.
4. **Documentation.** Once authorised by the Commanding Officer, notification of the achievement of "**RE|ME (Cbt Engr) CI 2|Army**" is to be published on JPA under Competences by Unit HR staff. The effective date of the award is to be recorded in the "Date From" box on the competence page. No entry is to be inserted on the "Date To" box.

ME (ARTISAN) – CAREER EMPLOYMENT STRUCTURE AND TRAINING

Annex B

CEG:	General
CEG career stream:	ME(Artisan)
CEQ:	ME (Blacksmith), (B&C), (B&SF), (C&J), (Elec), (Fab/Welder), (H&P)
1. General. Initial artisan training is conducted at the RSME and follows the Military Engineer (Combat) Class 3 course at the RSME.	
2. Promotion to Cpl. ME (Cbt) Class 1 and Class 1 in trade is a pre-requisite for promotion to Cpl.	
SOLDIER TRAINING	
0 – 2 Entry criteria:	
Initial artisan training is to Class 2 level.	
2 - 1 Entry criteria:	
<ul style="list-style-type: none"> ▪ A soldier may be selected, by RE Sldr Wing, for Class 1 training at the RSME after he has qualified as a Class 2 in cbt and artisan employment. ▪ At least one year's experience at Class 2 level in his artisan employment. ▪ Guidelines for Class 1 training are at Appendix 2. ▪ Class 1 artisan training requires a return of service, depending on employment from completion of the course. 	
Early class 1 qualification:	
Soldiers who qualify at Class 2 level on their	

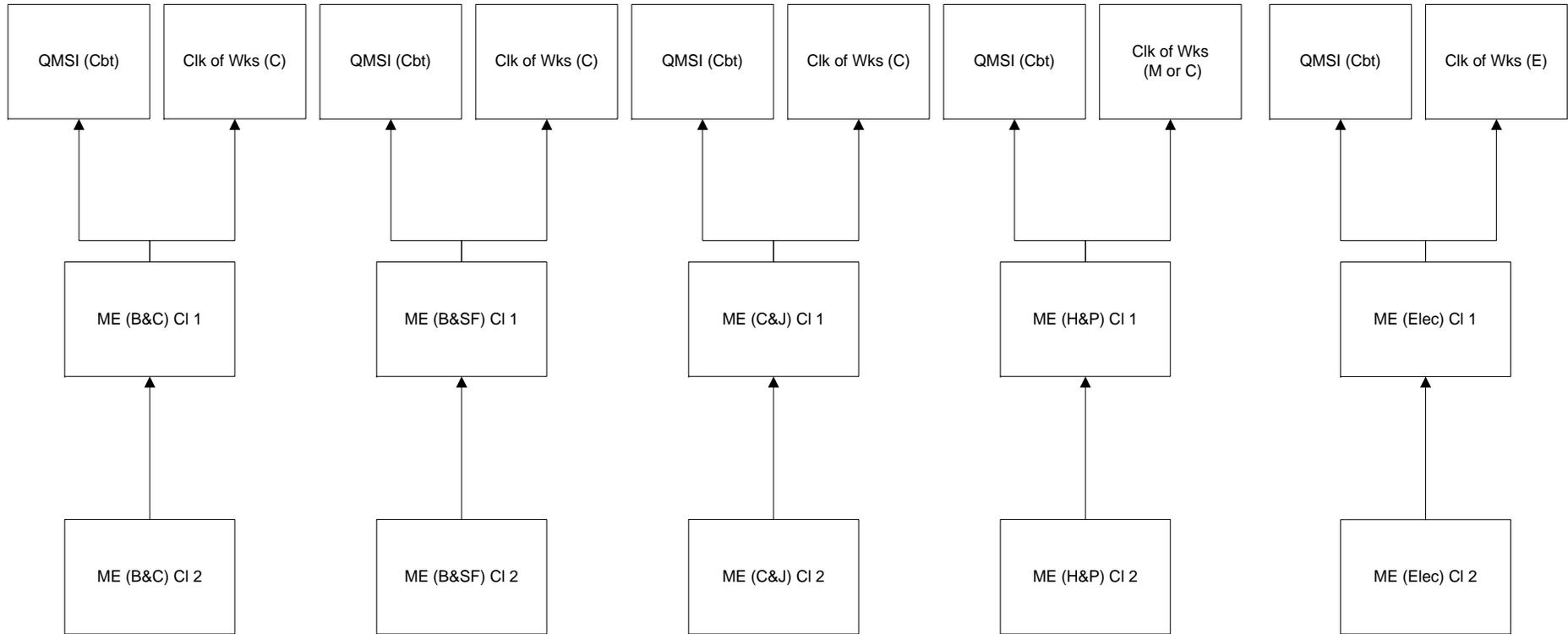
initial artisan course may be specifically recommended for early Class 1 training. To be eligible for selection by the RE Sldr Wing for early Class 1 artisan training, soldiers must have at least one year's experience at Class 2 in a field unit, be qualified as ME (Cbt) Class 2 and be recommended for early Class 1 training by their Commanding Officer. Guidelines for early Class 1 training are at Appendix 2
Specialist training
Well Drillers:
<ul style="list-style-type: none"> ▪ Well drillers are drawn from certain tradesmen (generally fitters and plant operator mechanics, but some others) in the ranks of sapper and lance corporal and with experience of at least one year in a field unit. ▪ RE Sldr Wing calls for and screens volunteers and final selection is by interview. ▪ Training is direct to Class 2 level. Soldiers may be selected, by the officer commanding, for Class 1 training in the unit.
Fd Sect Comd Cse (FSCC):
<ul style="list-style-type: none"> ▪ All Lance Corporals selected for promotions that are ME (Artisan) or (Armd) career streams. ▪ JNCOs from other career streams may be required to attend this training for additional employability or other career reasons.
Common entry criteria:
<ul style="list-style-type: none"> ▪ Class 1 ME(Cbt) ▪ Successful completion of the Junior

Command Course.
<ul style="list-style-type: none"> ▪ Applications by unit to RE Sldr Wg.
Field Sgts Cse (FSC):
<ul style="list-style-type: none"> ▪ Mandatory for all corporals selected for promotion that are following the ME(Artisan) or (Armd) career streams. ▪ NCOs from other career streams may also be required to attend this training for additional employability or other career reasons.
Common entry criteria:
Successful completion of the RE SNCOs Course and the FSCC.
QMSI (ME):
The QMSI (Combat) course is for staff sergeants and WOs prior to selection for a QMSI (Combat) appointment.
Clk of Wks:
Those who fulfil the entry qualifications and are recommended may be selected for supervisory technical training as a clerk of works in the appropriate discipline. Courses are run annually at the RSME and further details are given in Annex L.
Appendix:
1. Artisan Employment Groups – Diagrams.
2. Design Employment Groups – Diagrams.
3. Fitter Employment Group – Diagrams.
4. Artisan Career Structure Chart.

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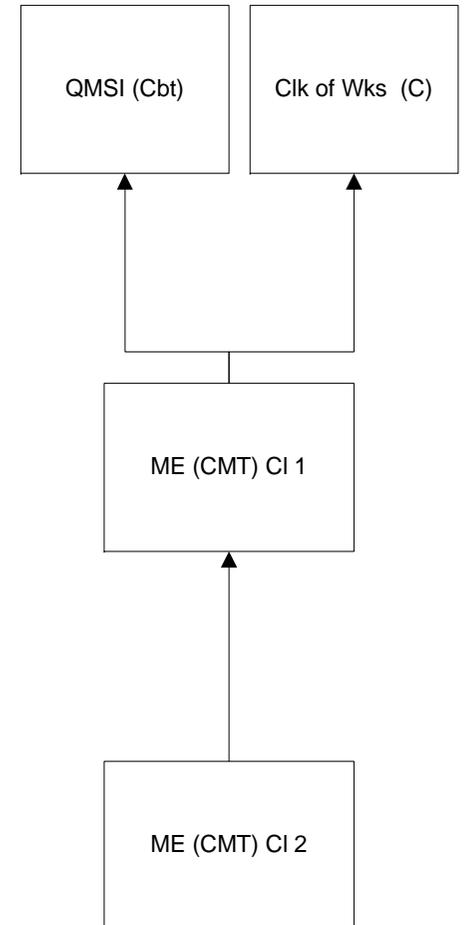
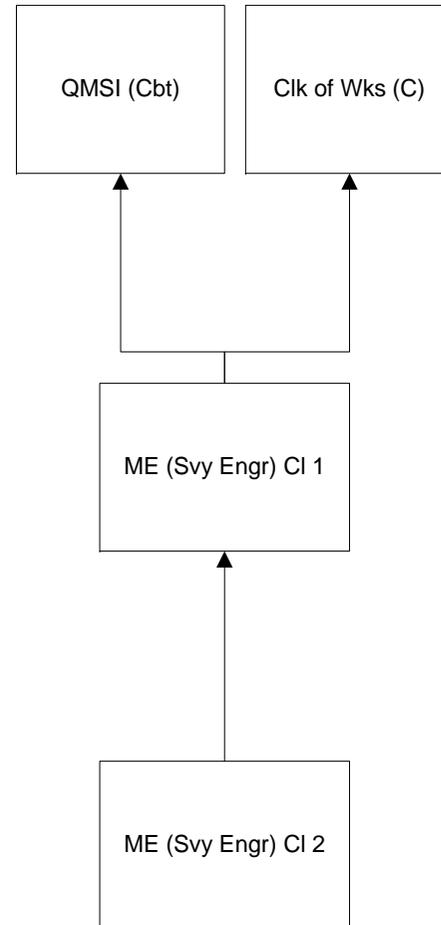
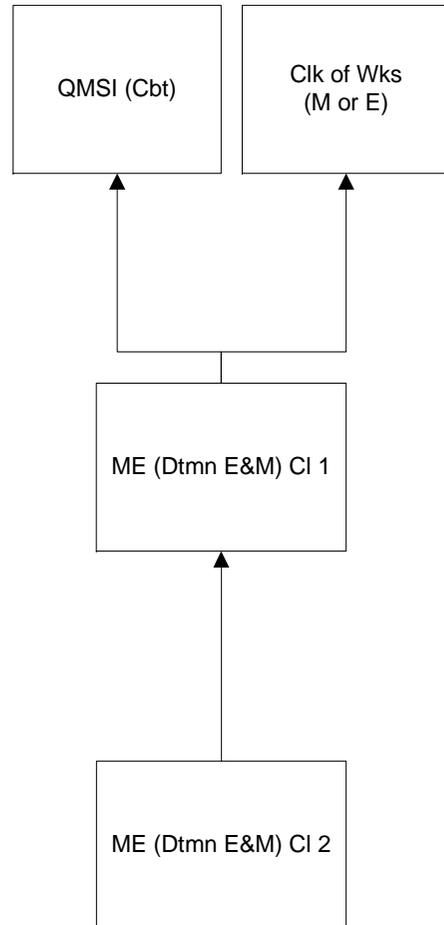
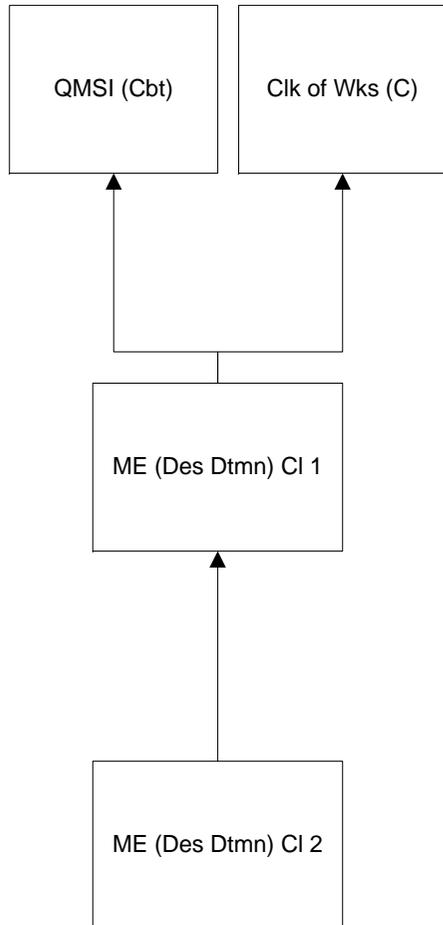
**ME (ARTISAN) EMPLOYMENT GROUP DIAGRAMS
CONSTRUCTION/BUILDING SERVICES GROUP**

**Appendix 1 to
Annex B**



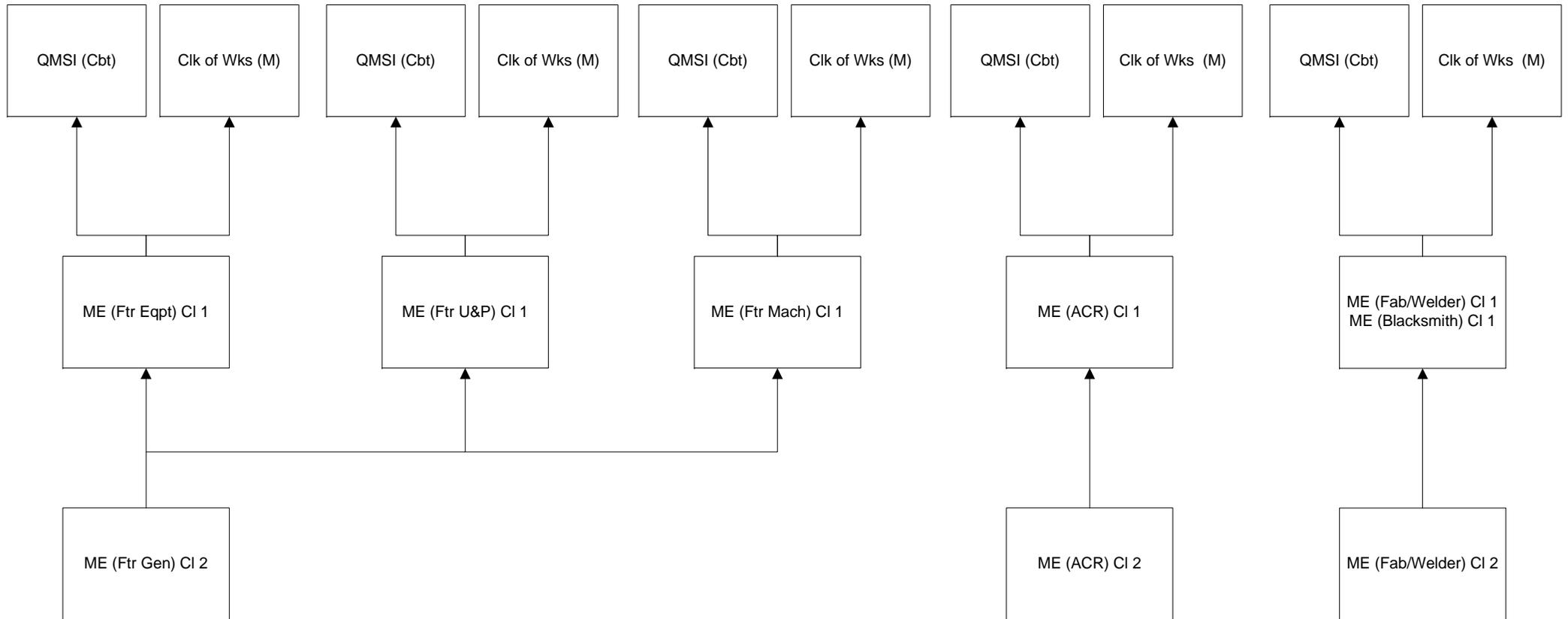
**ME (ARTISAN) EMPLOYMENT GROUP DIAGRAMS
DESIGN GROUP**

**Appendix 2 to
Annex B**



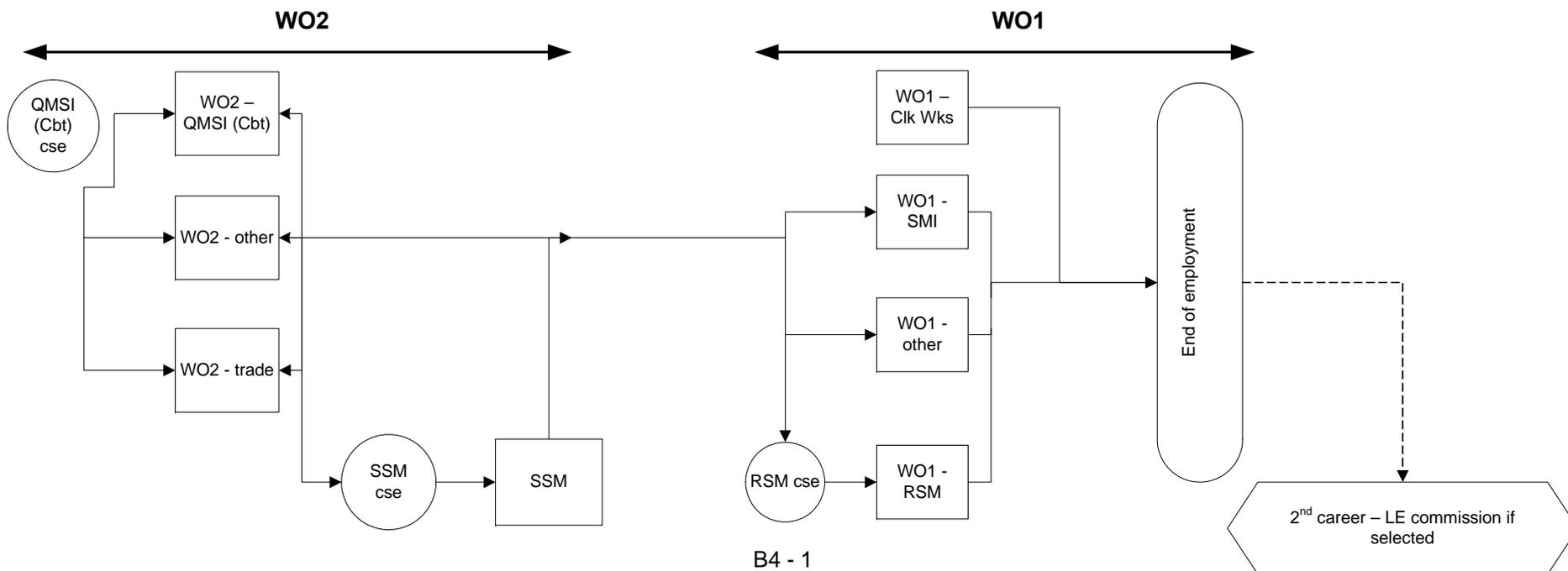
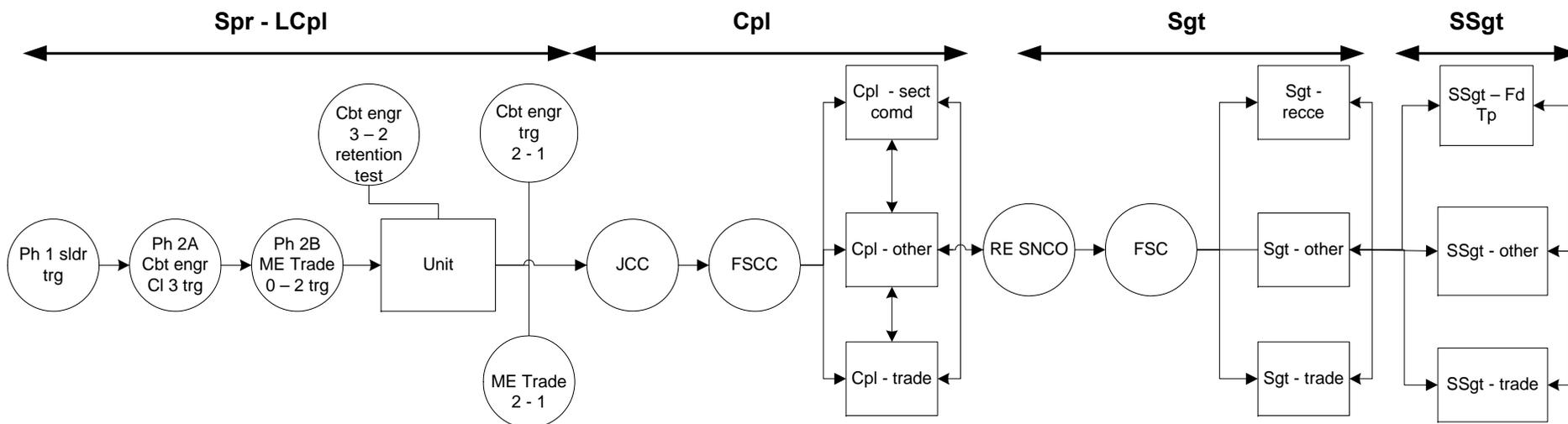
**ME (ARTISAN) EMPLOYMENT GROUP DIAGRAMS
FITTER GROUP**

**Appendix 3 to
Annex B**



ME(ARTISAN) – CAREER STRUCTURE CHART

Appendix 4 to Annex B



ME (PLANT OPERATOR MECHANIC) – CAREER EMPLOYMENT STRUCTURE AND TRAINING

Annex C

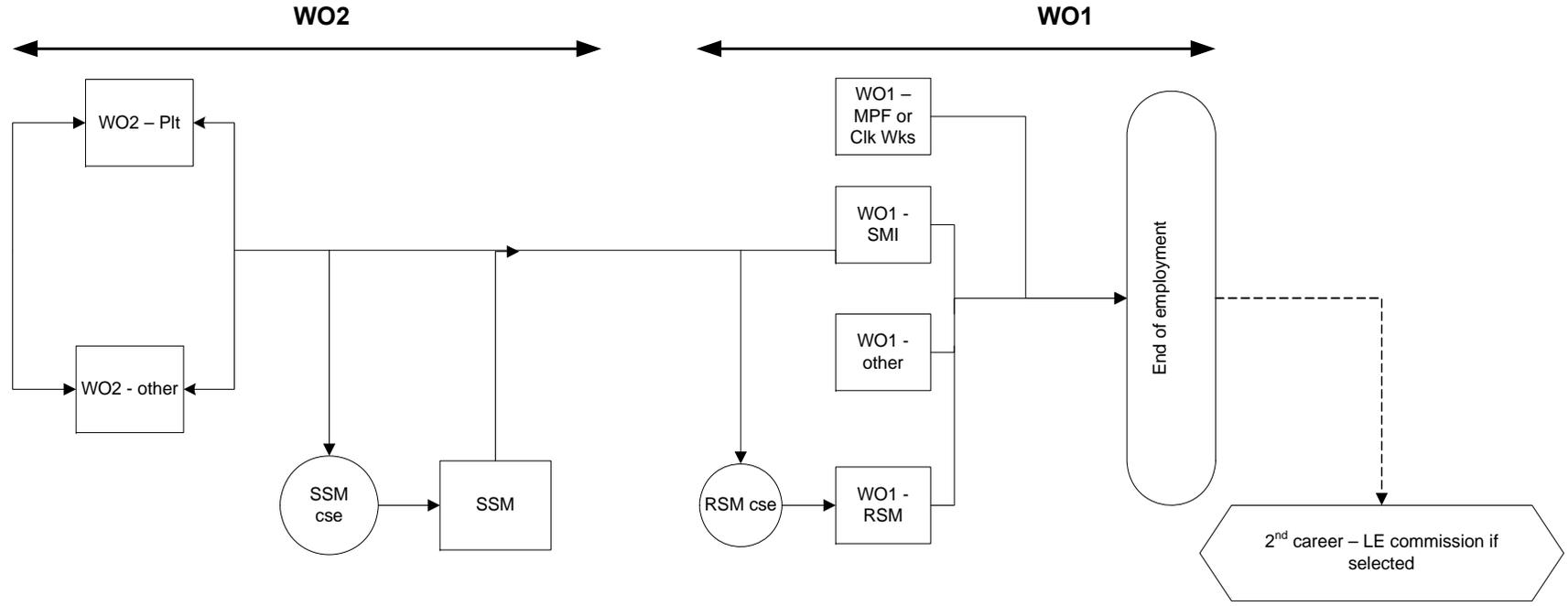
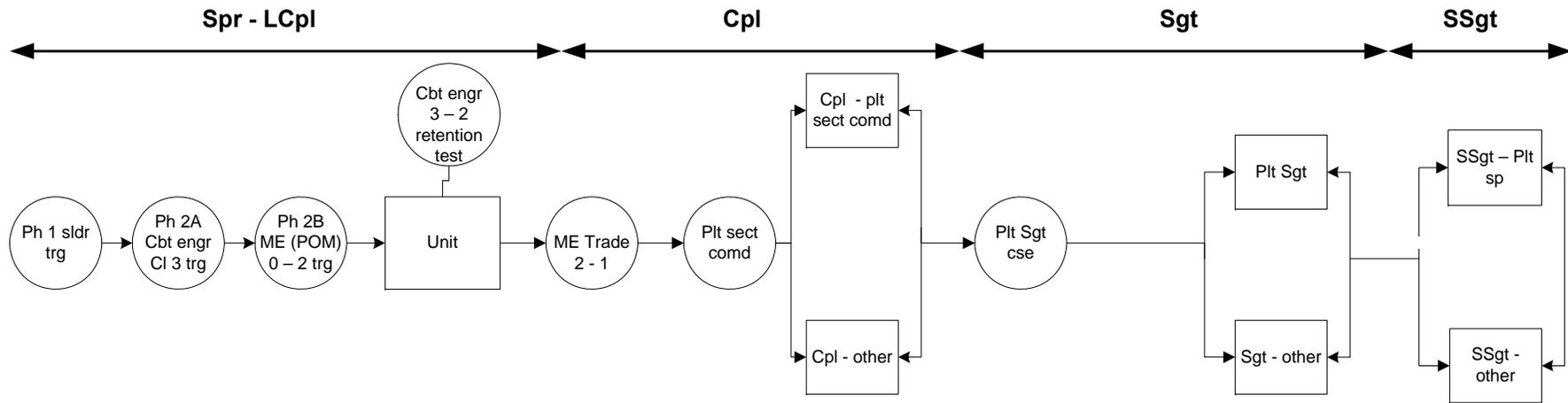
CEG:	General
CEG Career Stream:	ME(POM/Q)
CEQ:	ME(POM)
<p>1. General. Plant operator mechanics complete combat engineering training to Class 3 level and conduct relevant driving licence acquisition prior to commencing ME POM training at RSME Chatham.</p>	
<p>2. Promotion to Cpl. ME (Cbt) Class 2 and Class 1 in trade is a pre-requisite for promotion to Cpl.</p>	
Soldier training	
0 – 2 Entry criteria:	
<ul style="list-style-type: none"> ▪ Initial plant operator mechanic training is to Class 2 level. ▪ Conducted at the RSME and follows successful completion of the ME (Combat) Class 3 course at the RSME. 	
2 - 1 Entry criteria:	
<ul style="list-style-type: none"> • A soldier may be selected, by RE Sldr Wing, for Class 1 training at the RSME after he has qualified as a Class 2 ME(Cbt) and (POM). <ul style="list-style-type: none"> ▪ Must have at least one year's experience at Class 2 level as ME(POM). ▪ Class 1 POM training requires a training return of service on completion of the course. 	
Plant section commanders course:	
<ul style="list-style-type: none"> ▪ All LCpls selected for promotion that are following the ME (Plant/Q) career stream. ▪ It is to be attended directly after the Junior Command Course. 	
Common entry criteria:	

<ul style="list-style-type: none"> ▪ ME (POM) Class 1 ▪ Successful completion of the Junior Command Course. ▪ Successful completion of the Plant Section Commanders Course is mandatory before employment as a plant corporal.
Plant Sergeants course (PSC):
<ul style="list-style-type: none"> ▪ Mandatory for all corporals selected for promotion following the ME (Plant/Q) career stream. ▪ It is to be attended directly after the RE SNCOs Course.
Common entry criteria:
<ul style="list-style-type: none"> ▪ Successful completion of the RE SNCOs Course. ▪ A NCO is not appointed to a plant sergeant appointment until he has successfully completed the Plant Sergeants Course.
Further technical training:
Those who fulfil the entry qualifications and are recommended may be selected for training as a MPF or, exceptionally, as a clerk of works.
Appendix:
1. Plant Operator Mechanic Career Structure Chart

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ME(POM) – CAREER STRUCTURE CHART

Appendix 1 to Annex C



ME (DRIVER)– CAREER EMPLOYMENT STRUCTURE AND TRAINING

Annex D

CEG:	General
CEG career Stream:	ME (Dvr/Q)
CEQ:	ME (Dvr)
1. General. All drivers complete the ME (Cbt) Class 3 prior to commencing driver training.	
2. Promotion to Cpl. ME (Dvr) Class 1 and ME (Cbt) Class 2 are pre-requisites for promotion to Cpl.	
Soldier training	
0 – 3 Entry Criteria:	
<ul style="list-style-type: none"> ▪ ME (Cbt) Class 3. ▪ Cat B Licence. 	
3 – 2 Entry criteria:	
<ul style="list-style-type: none"> ▪ Minimum 12 months experience as Cl 3 Dvr in unit. ▪ Sub-unit Comd recommendation. 	
Class 2 qualification:	
In unit. See Appendix 1.	
2 – 1 Entry criteria:	
<ul style="list-style-type: none"> ▪ ME (Cbt) Class 2 ▪ ME (Dvr) Class 2 ▪ Min 12 months experience as Cl 2 Dvr in unit. ▪ Applications by unit to RE Sldr Wg. 	
Class 1 qualification:	
On completion of Standard Cse & RE Module (DST Leconfield).	
Further Training:	
On completion of Class 1 cse, recommendation made on suitability for specialist dvr trg.	

Specialist training
ME Dvr (Spec). There are 4 types of driver specialist, catering for the Plant Transporter, crane, Automotive Bridge Launching Equipment (ABLE) and the Tank Bridge Transporter (TBT), and each of these categories has a separate employment qualification.
ME Dvr (Spec) common entry criteria:
<ul style="list-style-type: none"> ▪ Sub-unit Comd recommendation. ▪ Applications by unit to RE Sldr Wg.
ME Dvr (Spec (ABLE)) & ME Dvr (Spec (TBT) entry criteria:
<ul style="list-style-type: none"> ▪ ME Dvr Class 2 or 1. ▪ If Class 2 then min 12 months experience at Class 2 level.
ME Dvr (Spec (Plt Tpt)) & ME Dvr (Spec (Crane) entry criteria:
<ul style="list-style-type: none"> ▪ ME Dvr Class 1.
Appendix:
1. Guidelines for Qualification as Military Engineer (Driver) Class 2 and Military Engineer (Driver Specialist) Class 1
2. Record Sheet for Upgrading Military Engineer (Driver) Class 3 to Class 2
3. Driver Career Structure Chart

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GUIDELINES FOR QUALIFICATION AS MILITARY ENGINEER (DRIVER) CLASS 2 AND MILITARY ENGINEER (DRIVER SPECIALIST) CLASS 1

Military Engineer (Driver) Class 2

1. **Authority for qualification.** Classification as a Military Engineer (Driver) Class 2 may be authorised by the Commanding Officer, after at least one year as a Class 3 driver in the field unit, on the recommendation of the sub-unit commander and demonstration of the driver's ability to carry out tasks applicable to a Class 3 driver.
2. **Basis for recommendation.** The sub-unit commander's recommendation should be based on the soldier:
 - a. Being assessed as a safe and competent driver having been employed as a driver for a period of one year.
 - b. Having proved his ability to carry out the tasks applicable to a Class 3 driver within the unit without the necessity of detailed supervision. These tasks are listed in Appendix 2.
3. **Testing system.** A record of the driving experience gained by each driver is to be maintained by the unit and used as a guide for assessing the soldier's suitability for upgrading. The record sheet to be used is shown at Appendix 2.
4. **Documentation.** Once authorised by the Commanding Officer, notification of the achievement of Military Engineer (Driver) Class 2 is to be placed on the soldier's JPA record.

Military Engineer (Driver Specialist) Class 1

5. **Authority for qualification.** Classification as a Military Engineer (Driver Specialist) Class 1 may be authorised by the CO, after at least 6 months' experience on the equipment of his specialisation in the field unit, on the recommendation of the sub-unit commander.
6. **Basis for recommendation.** The sub-unit commander's recommendation should be based on the soldier:
 - a. Being assessed as a safe and competent driver/operator over a period of 6 months on the equipment of his specialisation.
 - b. Having proved his ability, where applicable to the specialisation, to load, secure, transport and off-load unit equipments with, where necessary, the assistance of personnel trained in the operation of such equipments. (Note: A Military Engineer (Driver Specialist (Plant Transporter)) is not trained in the operation of plant and other equipments. He is only responsible for guiding and supervising personnel trained to operate such equipments. However, the driver is taught to load dead loads and vehicles by winch when necessary.)
 - c. Having demonstrated his competence in the inspection of his specialist equipment and proved his ability to inspect and prepare an inspection report on the equipment.
7. **Documentation.** Once authorised by the CO, notification of the achievement of Military Engineer (Driver) Class 1 is to be placed on the soldier's JPA record.

RECORD SHEET FOR UPGRADING MILITARY ENGINEER (DRIVER) CLASS 3 TO CLASS 2

Number: _____ Rank: _____ Name: _____

Unit: _____ Sub Unit: _____

QUALIFIED MILITARY ENGINEER (DRIVER) CLASS 3 date: _____
(Upgrading after at least one year in a field unit)

1. One year's employment as a safe and competent Category C+E licence driver.

a. Details of Employment:

Type of Vehicle	Length of Experience (Months)
Landrover TUL/TUM GS/FFR Variant	
Bedford 4/8/14T Variant	
Leyland Daf 4T	
MAN SV Variant 6, 9 or 15T	
DROPS MMLC/IMMLC	

b. Details of FMT3 accidents or incidents:

Details	Date of FMT3 Action

2. Carry out tasks applicable to Military Engineer (Driver) Class 3 without detailed supervision.

3. Recommendation for upgrading to Military Engineer (Driver) Class 2:

Tp Comd _____ Sub Unit Comd _____
Signature: _____ Signature: _____

4. Upgrading authorised date: _____

5. JPA: _____ Date: _____

**Appendix 2 to
Annex D**

**CARRY OUT TASKS APPLICABLE TO MILITARY ENGINEER (DRIVER) CLASS 3
STANDARDS WITHOUT DETAILED SUPERVISION**

Task	Initials/ Date	Task	Initials/ Date	Fault Diagnosis	Initials/ Date
(a)	(b)	(c)	(d)	(e)	(f)
Understand drivers' standing orders.		Secure vehicle load.		Identify/rectify electrical faults including: a. Fuses. b. Batteries. c. Lighting. d. Ignition system.	
Understand information contained in vehicle documents.		Drive cross country (Day/Night).		Identify/rectify mechanical faults including: a. Fuel systems. b. Coolant system. c. Braking system. d. Transmission.	
Understand drivers' hours regulations.		Give/respond to silent directional signals (Day/Night).		Identify/rectify defective wheels and tyres.	
Complete Vehicle Utilisation Record (F MT 1001A)		Interpret Route cards/map.		Complete FMT 1005 fault reporting paperwork.	
Complete FMT 3 paperwork.		Convoy drills.			
Check CES and deficiency state.		Tow casualty.			
Servicing relevant to AESP 601.		Tow and operate: a. 1 ¾ tonne trailer. b. MGB trailer. c. Drops trailer.			
Prepare prime mover and trailer for road move.		Camouflage prime mover and trailer.			
Remove canopy/superstructure.		Load/unload Drops flatrack.			
Remove enhanced seating system.		Self recovery using vehicle mounted winch.			

Number: _____

Certified that the soldier named opposite completed the above tasks to a satisfactory standard without supervision.

Rank: _____

Signed MT SNCO: _____

Name: _____

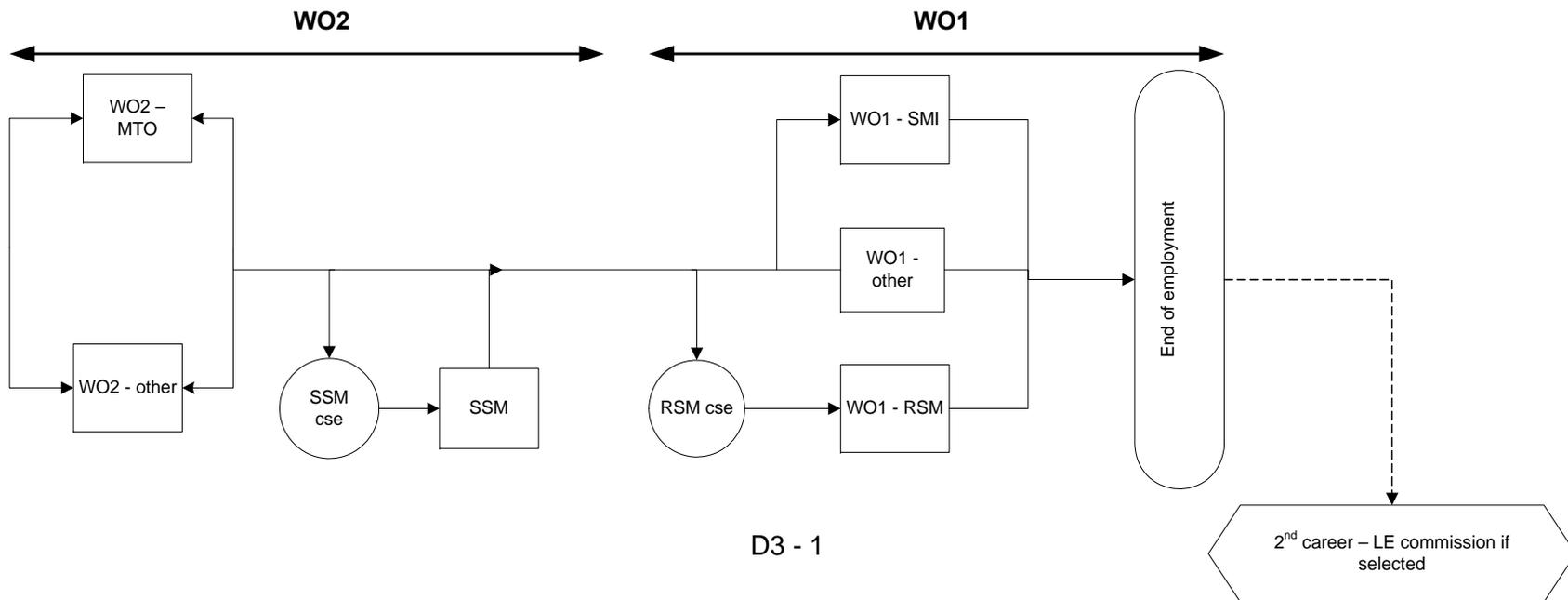
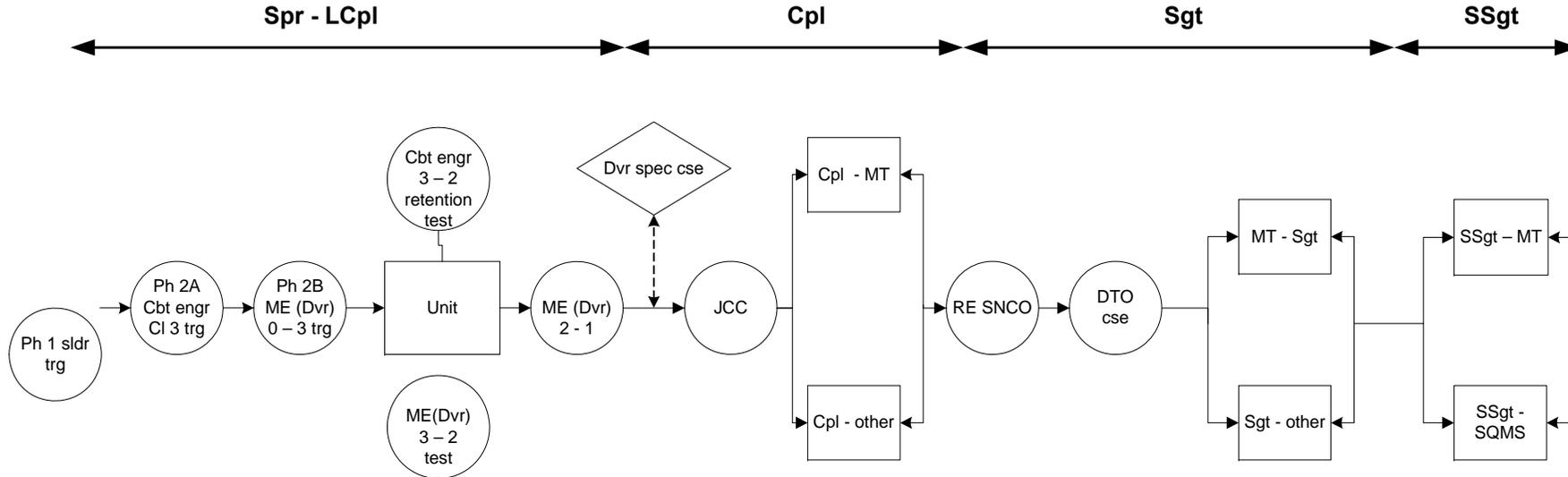
Name: _____

Date: _____

Rank: _____

ME (Dvr) – CAREER STRUCTURE CHART

Appendix 3 to Annex D



ME (C3S) – CAREER EMPLOYMENT STRUCTURE AND TRAINING

Annex E

CEG:	General
CEG career stream:	ME(C3S)
CEQ:	ME(C3S)
1. General. Potential C3 systems operators complete combat engineering training to Class 3 level prior to commencing C3 systems training.	
2. Promotion to Cpl. ME (Cbt) Class 2 and ME (C3S) Class 1 is a pre-requisite for promotion to Cpl.	
Soldier training	
0 – 3 Entry Criteria:	
<ul style="list-style-type: none"> ▪ Initial training to Class 3 level is conducted at the RSME and follows successful completion of the ME(Combat) Class 3 course. ▪ Appropriate security clearance. ▪ Acquisition of Category B and C+E. Driver licence acquisition is undertaken at RSME and DST preferably prior to C3 systems training but it can follow the C3 systems course if necessary. 	
3 - 2 Criteria:	
<ul style="list-style-type: none"> ▪ Classification as Class 2 may be authorised by the commanding officer ▪ At least one year as a Class 3 operator in the field unit. ▪ Recommendation of the sub-unit commander. ▪ Successful completion of a test, administered in the unit, of Class 3 knowledge. The test is issued and marked by the Training Design and Standards Branch (TDSB) at 	

RSME.
<ul style="list-style-type: none"> ▪ Guidelines for qualification for Class 2 and details of the testing system are at Appendix 1.
2 – 1 Criteria:
<ul style="list-style-type: none"> ▪ Applications for Class 1 training are submitted by units to the RE Sldr Wing. ▪ Qualified to Class 2 ME(Cbt) and ME (C3S). ▪ At least one year's experience at Class 2 level as a C3 Systems operator.
Class 1 qualification:
Class 1 training is conducted at the RSME
C3 Systems corporals course:
<ul style="list-style-type: none"> ▪ All lance corporals selected for promotion following the ME (C3S) career stream. ▪ It is attended directly after the Junior Command Course.
Common entry criteria:
<ul style="list-style-type: none"> ▪ ME(C3S) Class 1. ▪ Successful completion of the ME(C3S) Corporals Course is mandatory before employment as a C3 systems corporal.
C3 Systems Sergeants course.
<ul style="list-style-type: none"> ▪ Mandatory for all corporals selected for promotion that are following the ME(C3S) career stream. ▪ It is attended directly after the RE SNCOs Course.
Common entry criteria:
<ul style="list-style-type: none"> ▪ Successful completion of the RE SNCOs Course. ▪ It is possible to do the C3S Sgts course first as there is only one course per year ▪ A NCO is not appointed to a C3 systems

sergeant appointment until he has successfully completed the C3 Systems Sergeants Course.
WO2 (C3S) course.
<ul style="list-style-type: none"> ▪ Mandatory for all staff sergeants selected for promotion in the ME(C3S) career stream. ▪ A WO should not be appointed to a WO2 (C3S) appointment until he has successfully completed this course.
Appendix:
1. Guidelines for Qualification as ME (C3S) Class 2
2. C3 Systems Operator Career Structure Chart

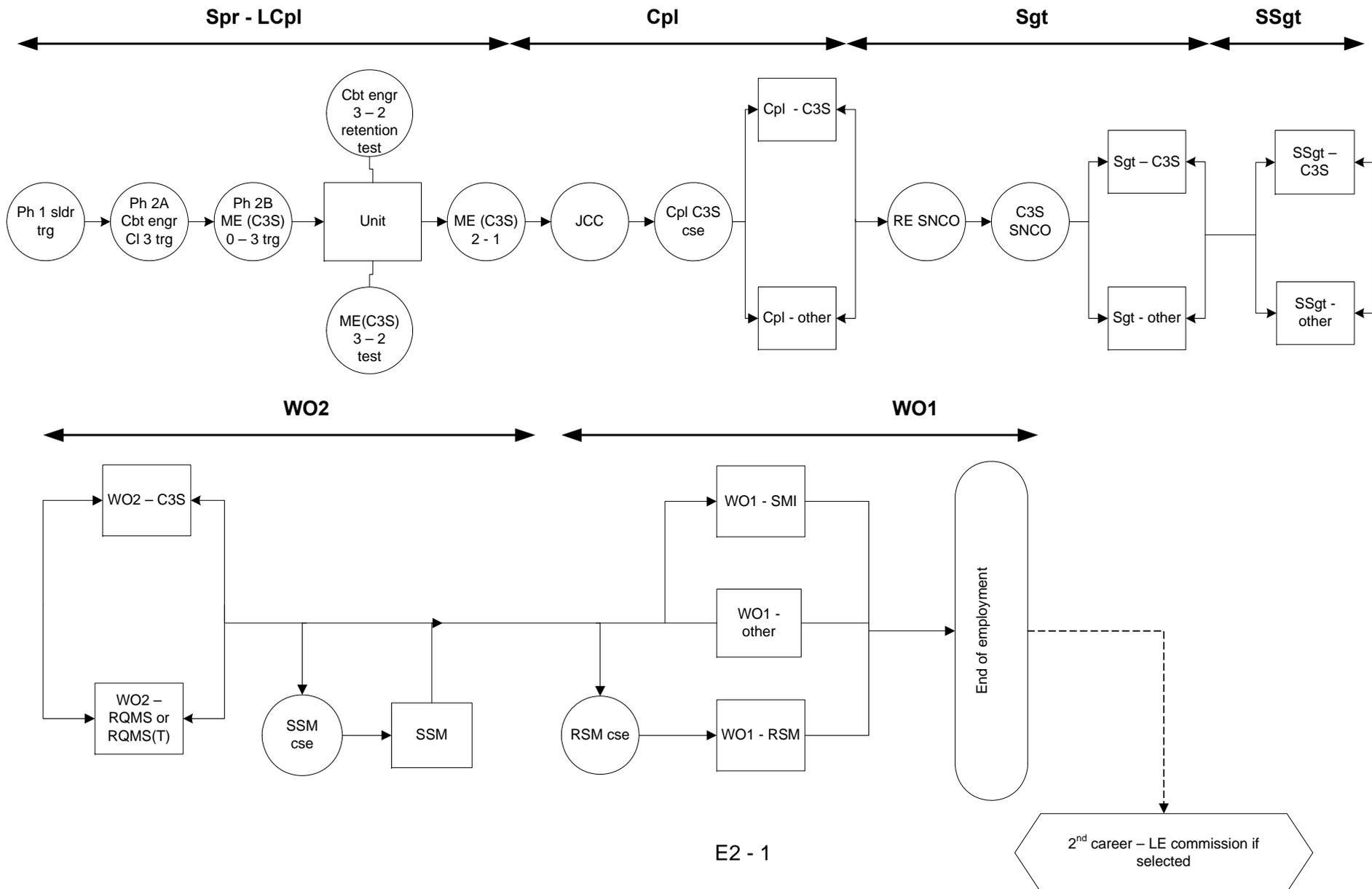
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**GUIDELINES FOR QUALIFICATION AS MILITARY ENGINEER (C3S CLASS 2
AUTHORITY FOR QUALIFICATION SYSTEMS)**

1. **Authority for qualification.** Classification as a ME(C3S) Class 2 may be authorised by the CO, after at least one year as a Class 3 C3 Systems operator in the field unit, on the recommendation of the sub-unit commander and successful completion of a test, administered in the unit, of Class 3 knowledge.
2. **Basis of recommendation.** The sub-unit commander's recommendation should be based on:
 - a. The soldier being assessed as a competent C3 Systems operator having gained a sufficient measure of experience through taking part in unit or formation operations or training involving communications disciplines.
 - b. The soldier having passed a test, provided by the TDSB at Minley, to confirm retention of core knowledge from Class 3 C3 Systems training.
3. **Testing system.**
 - a. The Multi-Choice Objective Questions (MCOQ) test is sent to units on demand. The test is completed under unit arrangements and returned to the TDSB at Minley for marking. The TDSB at Minley informs the unit of the result.
 - b. The MCOQ test is mandatory. If failed, it should be re-attempted as soon as possible.
4. **Documentation.** Once authorised by the commanding officer, notification of the achievement of ME(C3S) Class 2 is placed on the soldier's JPA record.

ME (C3S) – CAREER STRUCTURE CHART

Appendix 2 to Annex E



ME (ARMOURED) – CAREER EMPLOYMENT STRUCTURE AND TRAINING

Annex F

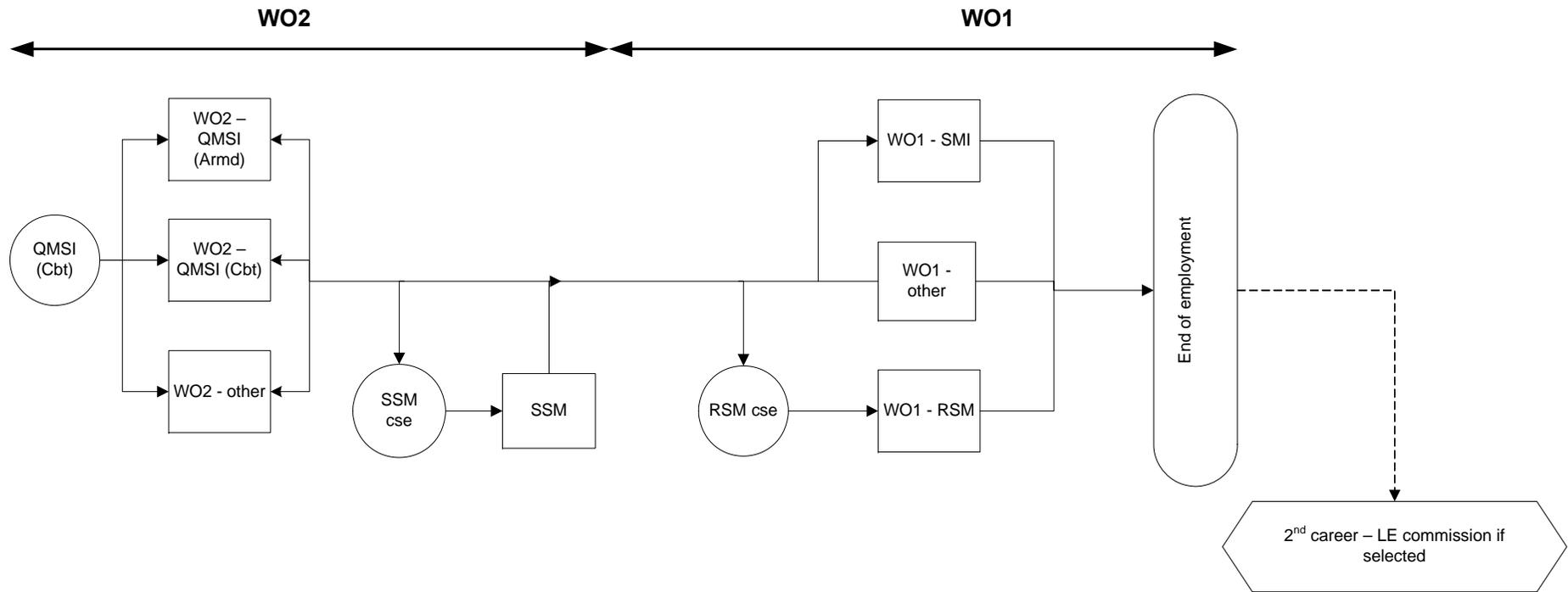
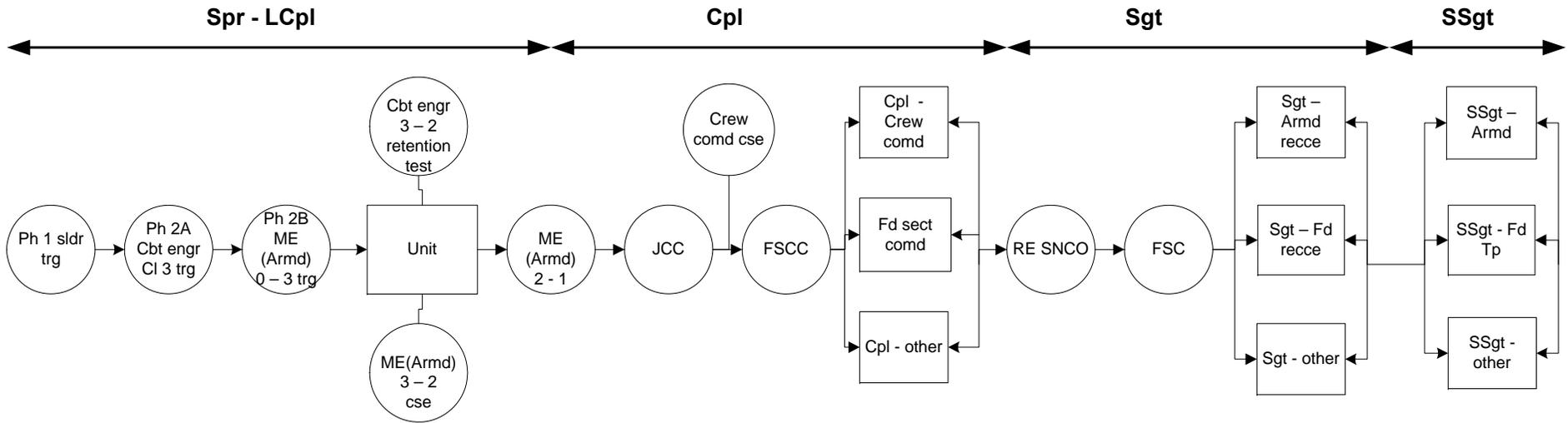
CEG:	General
CEG career stream:	ME(Armd)
CEQ:	ME(Armd)
1. General. Potential Armoured Engineers complete combat engineering training to Class 3 level prior to commencing Armd Engr training.	
2. Promotion to Cpl. ME (Armd) Class 1 and ME (Cbt) Class 1 is required for promotion to Corporal.	
Soldier training	
0 – 3 Entry Criteria:	
<ul style="list-style-type: none"> Class 3 takes place prior to arriving at their assigned unit. 	
3 - 2 Criteria:	
<ul style="list-style-type: none"> Class 3 – 2 training is formally carried out at ARMCCEN. 	
2 – 1 Criteria:	
<ul style="list-style-type: none"> Completed a minimum of 12 months service from qualification as a Class 2 Armoured Engineer. 	
Armoured Engineer crew commander:	
<ul style="list-style-type: none"> Course is conducted at RE Wing, AFV D&M School, Armour Centre, Bovington for all substantive Corporals who have been, or are likely to be, selected for employment as a crew commander. Units are to bid direct to HQ Armour centre. JNCO's are not to be appointed to a crew commander position until they have successfully completed the Armd Engr Crew Commander course. 	

Common entry criteria:
The pre-course standards, as laid down in PAM 1, Pamphlet of Armour Centre Courses, are to be met prior to the unit bidding for a place on the course.
Fd Sect Comd Cse (FSCC):
<ul style="list-style-type: none"> All LCpls selected for promotion that are ME (Armd) career stream.
Common entry criteria:
<ul style="list-style-type: none"> Class 1 ME(Cbt) and (Armd) Successful completion of the Junior Command Course. Applications by unit to RE Sldr Wg.
Field Sgts Cse (FSC):
<ul style="list-style-type: none"> Mandatory for all Cpls selected for promotion that are following the ME(Artisan) or (Armd) career streams.
Common entry criteria:
Successful completion of the RE SNCOs Course and the FSCC must also have been completed.
QMSI (Cbt):
The QMSI (Cbt) Course is for staff sergeants and WOs prior to selection for a QMSI (Cbt) appointment.
Appendix:
1. Armd Engr Career Structure Chart

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ME (ARMD) – CAREER STRUCTURE CHART

Appendix 1 to Annex F



ME (ENGINEER LOGISTICS SPECIALIST) – CAREER EMPLOYMENT STRUCTURE AND TRAINING

Annex G

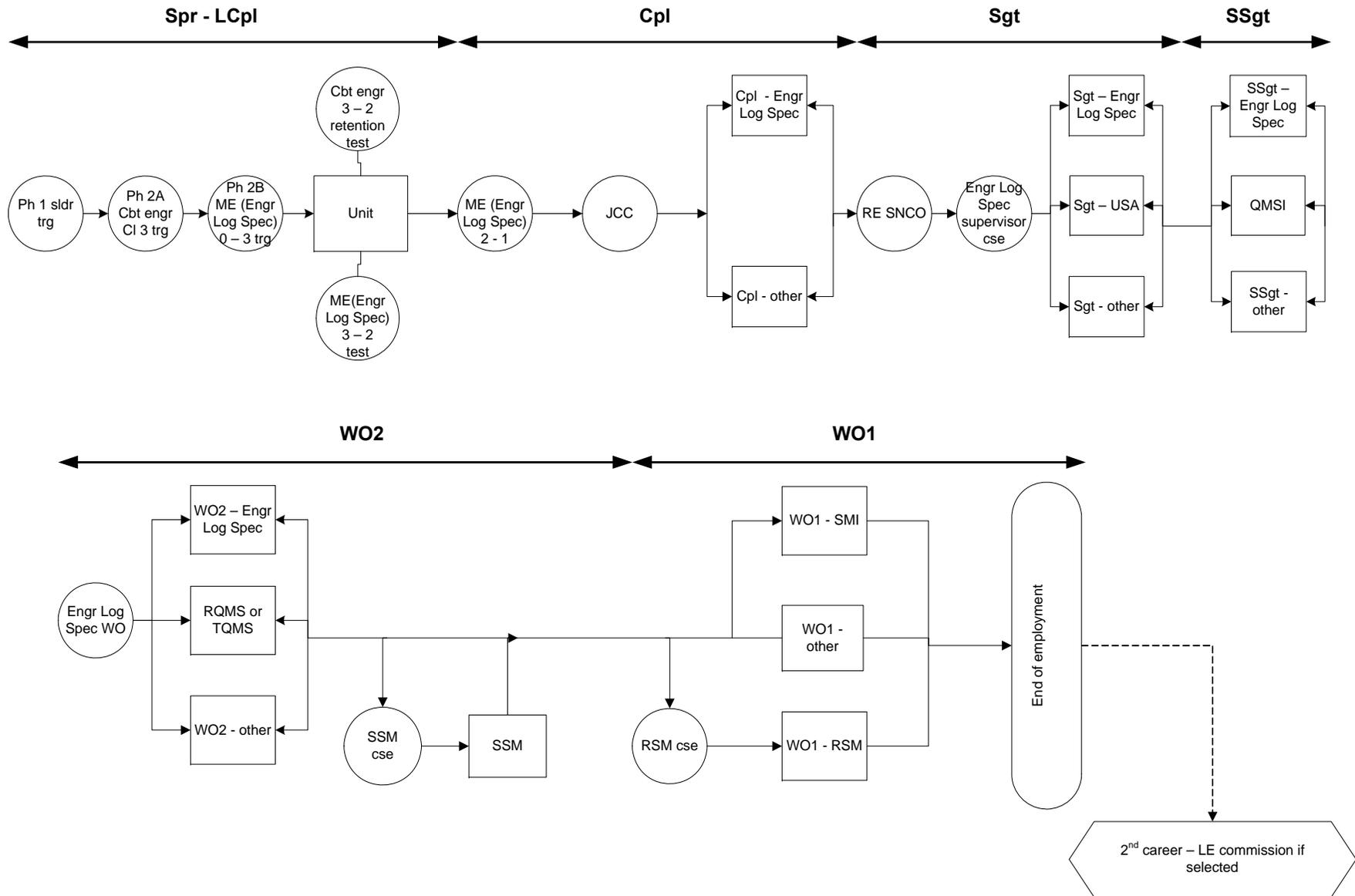
CEG:	General
CEG career stream:	ME(Engr Log Spec)
CEQ:	ME(Engr Log Spec)
1. General. Potential ME(Engr Log Spec) complete combat engineering training to Class 3 level prior to commencing Engr Log Spec training.	
2. Promotion to Cpl. ME(Engr Log Spec) CI 1 and ME(Cbt) CI 2.	
Soldier training	
0 – 3 Training:	
<ul style="list-style-type: none"> ▪ Conducted at the Defence Logistics School and DST. 	
3 – 2 Entry criteria:	
<ul style="list-style-type: none"> ▪ Class 2 level is conducted after a minimum of 12 months from completion of Engr Log Spec Class 3 course. ▪ Applications for CI 2 trg are to be submitted by units to RE Sldr Wing. 	
2 – 1 Entry criteria:	
<ul style="list-style-type: none"> ▪ Applications for Class 1 training are submitted by units to the RE Sldr Wing. ▪ After a minimum of 12 months practical experience as a Class 2. 	
Class 1.	
<ul style="list-style-type: none"> ▪ Class 1 level is conducted at the Defence Logistics School. 	

Engineer Logistics Specialist Supervisors course.
<ul style="list-style-type: none"> ▪ Run at the Defence Logistics School. ▪ It is mandatory for all Sgts in the ME (Engr Log Spec) career stream.
Entry criteria:
<ul style="list-style-type: none"> ▪ Class 1 with appropriate Engr Log Spec experience. ▪ RE SNCO's course prior to attending the Engr Log Spec Supervisor course.
WO2 (Engr Log Spec) course:
<ul style="list-style-type: none"> ▪ Applications for this course are to be submitted to RE Sldr Wing. ▪ Run at the Defence Logistics School. ▪ Mandatory for all selected SSgt's and WO2.
Appendix:
1. Criteria for Selection for Engineer Logistics Specialist Training
2. Engineer Logistics Specialist Career Structure Chart

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**ME (ENGR LOG SPEC) – CAREER
STRUCTURE CHART**

Appendix 1 to
Annex G



ME (GEOGRAPHIC TECHNICIAN) – CAREER EMPLOYMENT STRUCTURE AND TRAINING

Annex H

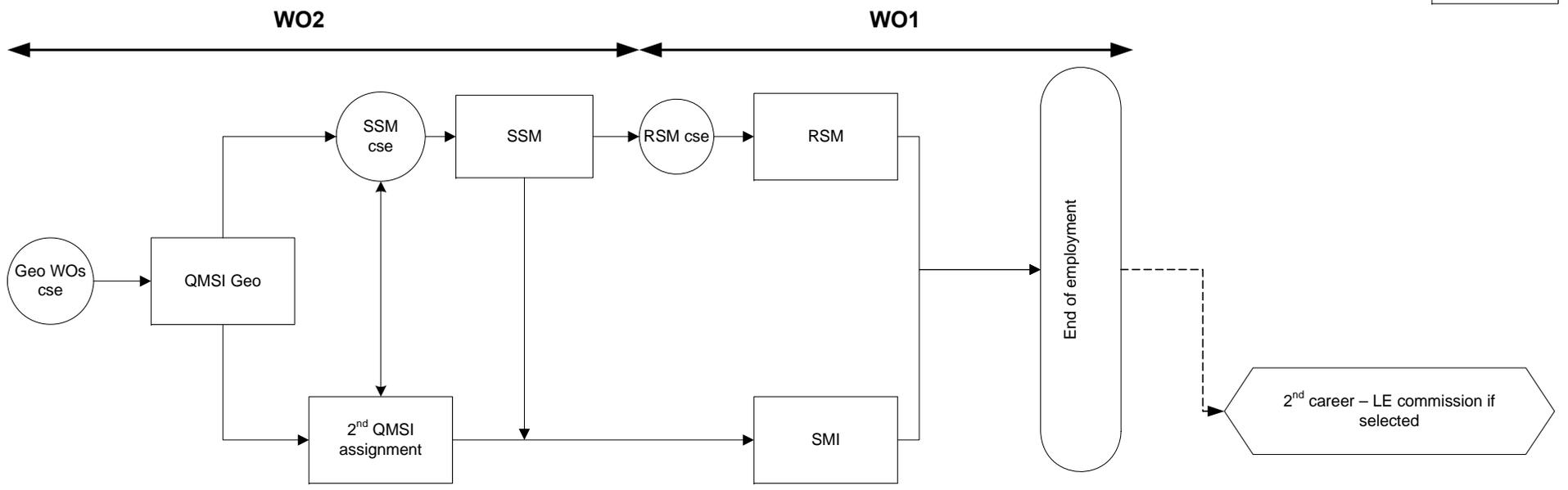
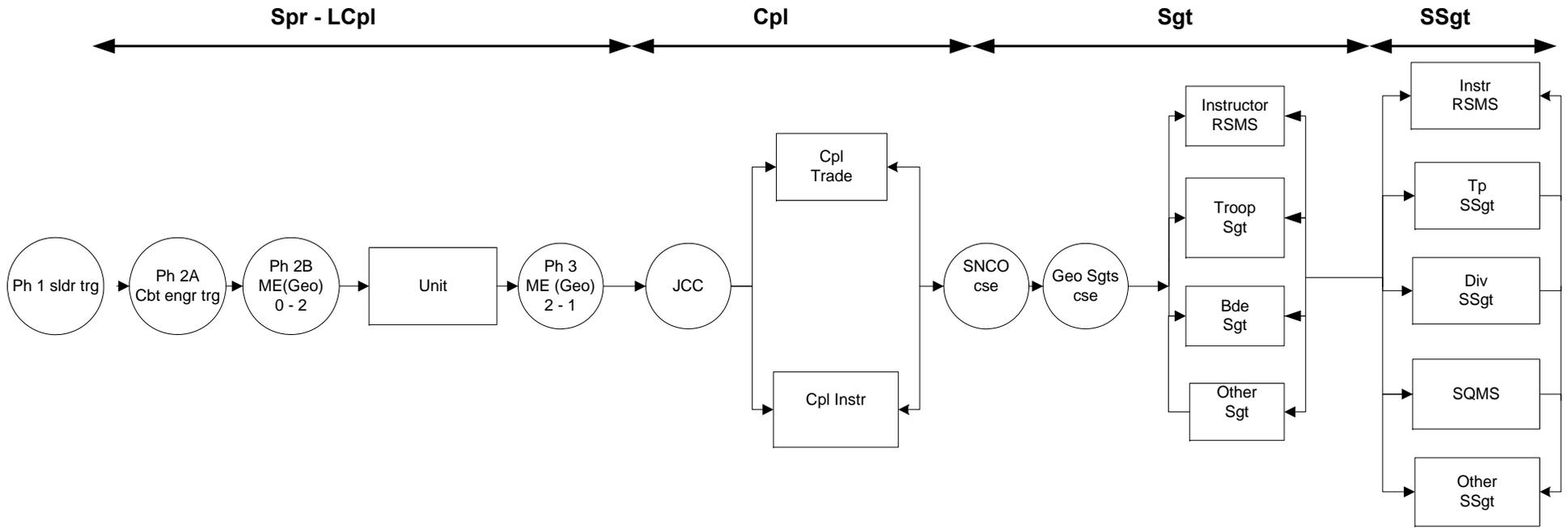
CEG:	Geographic
CEG career stream:	ME(Geographic Technician)
CEQ:	ME(Geographic Technician)
1. General. Geographic technicians complete combat engineering training to Class 3 level.	
2. Promotion to Cpl. ME(Geo Tech) CI1 and ME(Cbt) CI 3.	
Soldier training	
0 – 2 Training.	
<ul style="list-style-type: none"> ▪ Conducted at the Royal School of Military Survey (RSMS) and follows successful completion of the ME (Cbt) Class 3 course at the RSME. 	
Class 1.	
<ul style="list-style-type: none"> ▪ Loaded by HQ JAGO. 	
Geographic Sergeants course.	
<ul style="list-style-type: none"> ▪ Essential employment training for geographic sergeant appointments. ▪ Mandatory for promotion to Staff Sergeant. 	
ME(Geo Tech) Warrant Officer course.	
<ul style="list-style-type: none"> ▪ Mandatory for promotion to WO1 in the Geographic CEG. ▪ A WO is not to be appointed to a WO2 (Geographic) appointment until he has successfully completed this course. 	

Appendix:
1. Geographic Technician Career Structure Chart

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ME (GEO) – CAREER STRUCTURE CHART

Appendix 1 to Annex H



ME (CLERK OF WORKS) – CAREER EMPLOYMENT STRUCTURE AND TRAINING

Annex I

CEG:	Clerk of Works
CEG career stream:	ME(Clerk of Works)
CEQ:	ME(Clerk of Works (C)), ME(Clerk of Works (E)) and ME(Clerk of Works (M))
<p>1. General.</p> <ul style="list-style-type: none"> Potential clerks of works are identified during their Class 1 artisan training at the RSME and their course reports annotated accordingly. A certificate listing the qualifications required for clerk of works training is included in the soldier's documents and each potential clerk of works is presented with a logbook in which to record his experience. Soldiers will be considered by their COs to be potential clerks of works notwithstanding their non-recommendation during Class 1 artisan training. These soldiers are not issued with a logbook retrospectively but apply for clerk of works training in the normal way. 	
<p>2. Promotion to WO. Employment and promotion rules are at Appendix 1.</p>	
Training	
Guidance to units on the preparation and support of potential clerks of works is given in Appendix 2.	

Application process
<ul style="list-style-type: none"> Applications for clerk of works training are called for by the RE Sldr Wing about 18 months before the course is scheduled to start. The format of the application is specified in the MS Sldrs Cbt Sp - RE Sldr Wing calling notice relating to clerks of works courses. Applications are submitted through COs and are not be withheld by units. They will include details of academic and technical qualifications and trade experience plus recommendations by the soldier's sub-unit commander, CO and a technical officer or clerk of works. A chartered engineer Lt Col from the RSME (normally the Chief Instructor of the relevant Wing), conducts a technical assessment of the soldier, including interview, prior to making a recommendation to the selection board.
Selection.
<ul style="list-style-type: none"> Selection is undertaken annually by a board held at the APC. Following the board, RSME PEW is to provide units with feedback on potential Clk Wks selection interviews as a matter of course.
Eligibility:
Candidates should be Corporals (or, exceptionally, high calibre LCpls recommended for promotion) in the General CEG, who are considered suitable for promotion to acting

sergeant during the course and for subsequent promotion to SSgt on completion of the course.
Essential qualifications:
Clerk of Works (Construction). Class 1 in respective Artisan trade - ME (B&C), ME (C&J), ME (B&SF), ME (H&P), ME (Des Dtmn), ME (Svy), ME (CMT). In addition ME(Cbt) CI 1 is also required.
Clerk of Works (Electrical). Class 1 in respective Artisan trade - ME (Elec), ME (Dtmn E&M). In addition, ME(Cbt) CI 1 is also required.
Clerk of Works (Mechanical). Class 1 in respective Artisan trade - ME (H&P), ME (Ftr Eqpt), ME (Ftr U&P), ME (Ftr Mach), ME (Ftr ACR), ME (WD), ME (Fab/Weld), ME (Blacksmith), ME (Dtmn E&M). In addition ME(Cbt) CI 1 is required.
Non-Artisan applications:
In exceptional circumstances a candidate with a non-artisan employment, particularly ME (POM), is considered for Clerk of Works training provided all other requirements are met.
Additional qualifications.
<ul style="list-style-type: none"> ME(Cbt) Class 1. Successful completion of the appropriate section commander's course. Successful completion of the Junior Command Course (JCC). A Category B driving licence.
Education:
Candidates must complete all of the CLM required for promotion to Corporal, prior to

ME (CLERK OF WORKS) – CAREER EMPLOYMENT STRUCTURE AND TRAINING

Annex I

commencement of Clerk of Works training.
Return of service:
Applicants must have at least 8 years of service remaining at the completion of clerk of works training. A candidate selected for clerk of works training is required to serve for a minimum period of 3 years from the date of completion of the course.
Appendix:
1. Guidance to Units on Preparation of Potential Clerks of Works
2. Guide to the Employment of Infrastructure Specialists

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**GUIDE TO THE PREPARATION, EMPLOYMENT AND PROMOTION OF
INFRASTRUCTURE SPECIALISTS**

1. Clerks-of-Works and Military Plant Foremen.

Cornerstone 1: Regimental Duty

- Develop leadership skills
- Understand the strengths and weaknesses of a Military Construction Force
- Apply a Safe System of Work (SSoW) in an operational context.

Cornerstone 2: Delivery of Operational Infrastructure Support

- Understand how the Military Design Authority functions
- Practice the delivery of operational infrastructure support
- Under the mentorship of a GE, start to develop a portfolio of contractual experience

Cornerstone 3: Commercial and Contractual

- Practice MOD contractual procedures
- Develop judgement faculties in the running of a contract
- Broaden and deepen the portfolio of contractual experience (this may include exercising a limited value commercial license)

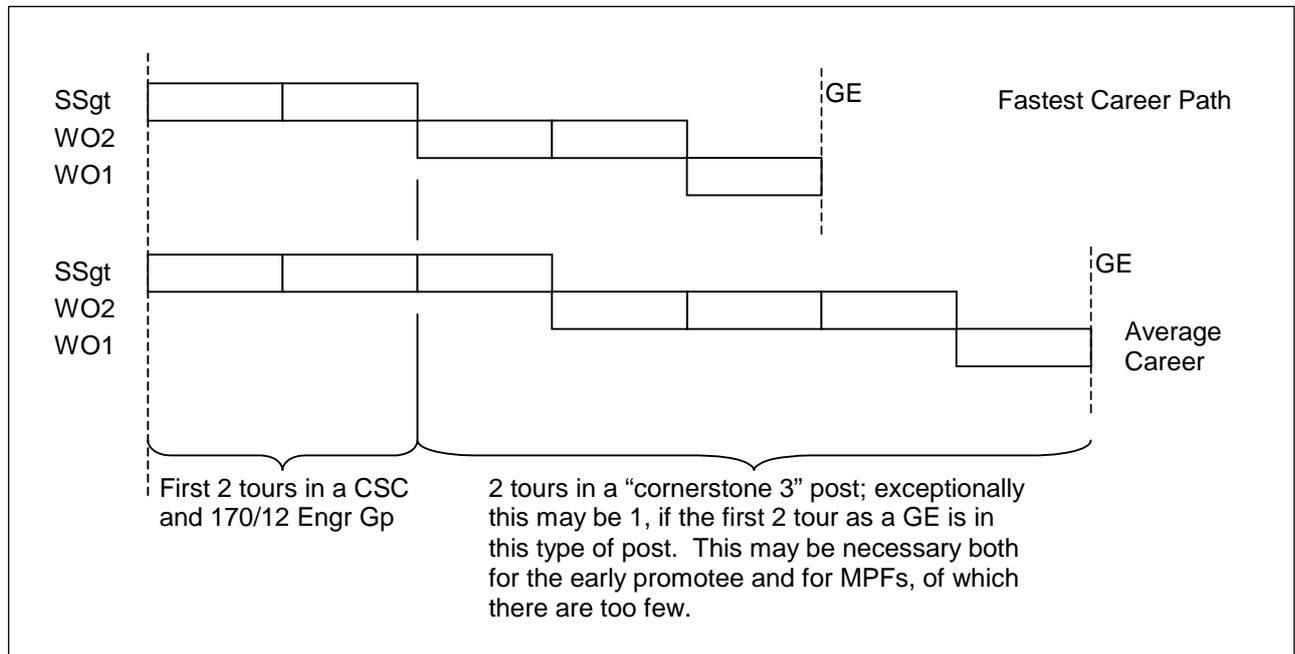


Figure A-1. Career model path for Clerks-of-Works and Military Plant Foremen.

a. First 2 tours should be within a Construction Supervision Cell and within an Infrastructure Support Delivery Unit; either 170 or 12 Engr Gp.

b. By the time they have completed their last tour as a WO1 they should have completed at least 2 tours in a post whose primary content is contractual and commercial. This is in order to build a portfolio of experience with which to apply for a commercial licence and to

develop the skills needed to exercise judgement whilst monitoring the performance of a contract. The experience to be gained in each post should allow at least 3 of the following:

- (1) Understand the Department's commercial processes.
- (2) Gain experience managing a contractor once a contract has been let. This requires a balance of pragmatism and flexibility – holding a contractor to the contract yet doing so in a reasonable manner.
- (3) Performance monitoring and management of routine Facilities Management delivery.
- (4) Performance monitoring and management of routine New Works delivery (£20k - £5M).

Ideally this experience should be as close to that found on operations:

- Working with foreign contractors.
- Non-UK standards.
- Difficult supply chain.

Clerk of Works promotion – SSgt to WO2

2. **Promotion.** The RE Technical Stream Steering Group has defined the competencies²⁴ a Clk of Wks requires in order to be an effective WO2 are:

a. **Design.** To be able to design, within relevant skills sets²⁵, as part of a major design team and to be able to supervise minor designs. The required knowledge is imparted in training so an SSgt would need experience in the following areas to be able to be deemed competent:

- Conduct works option studies, initial designs, preliminary costing, detailed project designs and cost estimates; supervise design drawings; write specifications; produce bills of quantities, stores and materials lists.

b. **Construction Management.** To be able to plan, supervise and monitor construction works; including the supervision and monitoring of works by a contractor. The required knowledge is imparted in training so a SSgt would need experience in the following to be able to be deemed competent:

- Plan sequence of works; estimate labour & eqpt requirements; plan project implementation; manage minor works; monitor quality of materials; monitor and approve quality of workmanship; monitor progress of site works.

c. **General Management and Leadership.** To be able to manage and lead troops. This is a general requirement for all SNCOs.

3. **Experience Gaining Posts.** The change in emphasis over recent years for the military to concentrate on expeditionary operations has caused Clk of Wks to gain experience more rapidly than previously; this is due to far more demanding and realistic collective training, including Joint Force Enabling Exercises, and to current operations. HQ EinC(A) assess that

²⁴ Competence is a combination of knowledge, skills and experience.

²⁵ Different for each Construction, Electrical and Mechanical Clk of Wks.

the following relevant experience is likely to be routinely gained in a SSgt Clk of Wks tour, which are now 2 rather than 3-years long, in the following Clk of Wks main post types:

- a. **Specialist Team RE²⁶ (STRE).**
 - Design.
 - Construction Management – some.
 - General Management and Leadership – limited.
 - b. **Regimental Construction Supervision Cell (CSC).**
 - Design – limited.
 - Construction Management.
 - General Management and Leadership.
4. **Promotion.**
- a. The first 2 tours for a SSgt Clk of Wks should be in a STRE and a CSC in either order. Exceptional measures can be applied on a case by case basis if the mix cannot be achieved.
 - b. Commanding officers, taking advice from Technical Stream personnel as required, comment on the required competencies in the Clk of Wks SJAR²⁷.
 - c. Once assessed as competent in all of the specified competencies, it is considered that a SSgt Clk of Wks has achieved the “necessary minimum service in the rank to obtain experience as required by the respective arm or service”²⁸ and becomes eligible for promotion as long as he/she has:
 - Met the other requirements²⁹ for promotion.
 - His/her service in rank is at least equal to that required of other RE SSgts.
 - d. Promotion to WO2 is then on merit within the Clk of Wks roster at a formal Clk of Wks Promotion Board.

Guidance to units on preparation of potential Clerks of Works

5. Unit RCMOs should compile and maintain a register of potential clerks of works. The register should include qualification requirements and completion dates.
6. A suitably qualified officer (such as a chartered or garrison engineer) should be nominated to monitor the register and undertake the following action:
 - a. Interview potential clerks of works within a month of their arrival in the unit to confirm they understand what a clerk of works is and what pre-course training is required.
 - b. In consultation with the soldier, produce a draft programme for each soldier’s pre-course training.

²⁶ The STREs at 170 (Infra Sp) Engr Gp and 12 (Air Sp) Engr Gp.

²⁷ In the performance element of the 2RO part of the report.

²⁸ As required by Ref A QR Eligibility for Selection 9.133 and Ref E Vol 2 47.034. Eligibility for Selection.

²⁹ An unqualified recommendation for promotion by the commanding officer (which includes assessment of General Management and Leadership) and the necessary educational, military, medical, employment and special qualifications as laid down in QR (Army) 1975 and Arm or Corps instructions.

- c. Record details of the interview in the unit register and provide copies for the soldier's officer commanding and troop commander.
- d. Review the register every 3 months to confirm progress with pre-course training and re-interview the soldier when necessary.
- e. Ensure the soldier has been interviewed by a clerk of works of the relevant discipline within 6 months of the soldier's arrival in the unit.

ME (MILITARY PLANT FOREMAN) – CAREER EMPLOYMENT STRUCTURE AND TRAINING

Annex J

CEG:	Plant Foreman
CEG career Stream:	Military Plant Foreman
CEQ:	ME (Military Plant Foreman)
<p>1. General. Potential military plant foremen are identified during their Class 1 plant operator mechanic training at the RSME and course reports annotated accordingly. A certificate listing the qualifications required for military plant foreman training is included in the soldier's documents.</p>	
<p>2. Promotion.. The military plant foreman career structure is incorporated in the plant operator mechanic career structure chart at Appendix 1 to Annex C.</p>	
Training	
<p>Guidance to units on the preparation and support of potential clerks of works is given in Appendix 2.</p>	
Application	
<p>Applications are called for by RE Sldr Wg 18 months before the course is scheduled to start. The format of the application is specified in the RE Sldr Wing calling notice to Military Plant Foreman courses. Applications are submitted through COs and they are to include: Details of academic and technical qualifications and trade experience and the recommendations of the soldier's sub-unit commander, commanding officer and a technically qualified lieutenant colonel. The latter recommendation follows a technical assessment of the soldier conducted</p>	

at interview.
Selection.
<ul style="list-style-type: none"> ▪ Selection is conducted by a board held at the Army Personnel Centre.
Eligibility:
<p>Candidates should be Sgts recommended for promotion to staff sergeant but applications from SSgts are considered. Exceptionally, a Cpl recommended for promotion to Sgt may be suitable provided he can complete the RE SNCOs and Plant Sergeants Courses prior to the start of MPF training and is considered suitable for promotion to SSgt on successful conclusion of the course.</p>
Essential qualifications:
<ul style="list-style-type: none"> ▪ A candidate must be ME (POM) Class 1 and have passed the RE SNCOs and Plant Sergeants Course. ▪ ME (Cbt) Class 2. ▪ Candidates must have completed all prerequisite CLM courses for promotion to sergeant.
Return of service:
<p>Applicants must have at least 6 years' service remaining on completion of military plant foreman training. A candidate selected for military plant foreman training is required to serve for a minimum period of 3 years from the date of completion of the course.</p>

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ME (EOD) – CAREER EMPLOYMENT STRUCTURE AND TRAINING

Annex K

CEG:	General
CEG career stream:	ME(Cbt/Art)
CEQ:	ME(EOD)
<p>1. General. Prior to commencing EOD training, potential ME(EOD) will have achieved at least Class 3 level in combat engineering and their artisan employment. WOs and SNCOs may be employed as EOD Officers because of the technical and managerial qualities which they gain by virtue of their rank.</p>	
Soldier training	
EOD Class 3:	
<ul style="list-style-type: none"> RE Elementary EOD Course (805) at DEMSS. 	
EOD Class 2:	
In unit retention test after 4 months experience in an EOD unit.	
EOD Class 1:	
<ul style="list-style-type: none"> Defence EOD No2 Course at DEMSS after a minimum of 12 months experience in an EOD unit. 	
Non EOD personnel	
<ul style="list-style-type: none"> Attendance on EOD Courses is not reserved solely for ME(BD) personnel; all RE personnel employed in an EOD role are eligible to attend the courses without needing to re-trade. 	

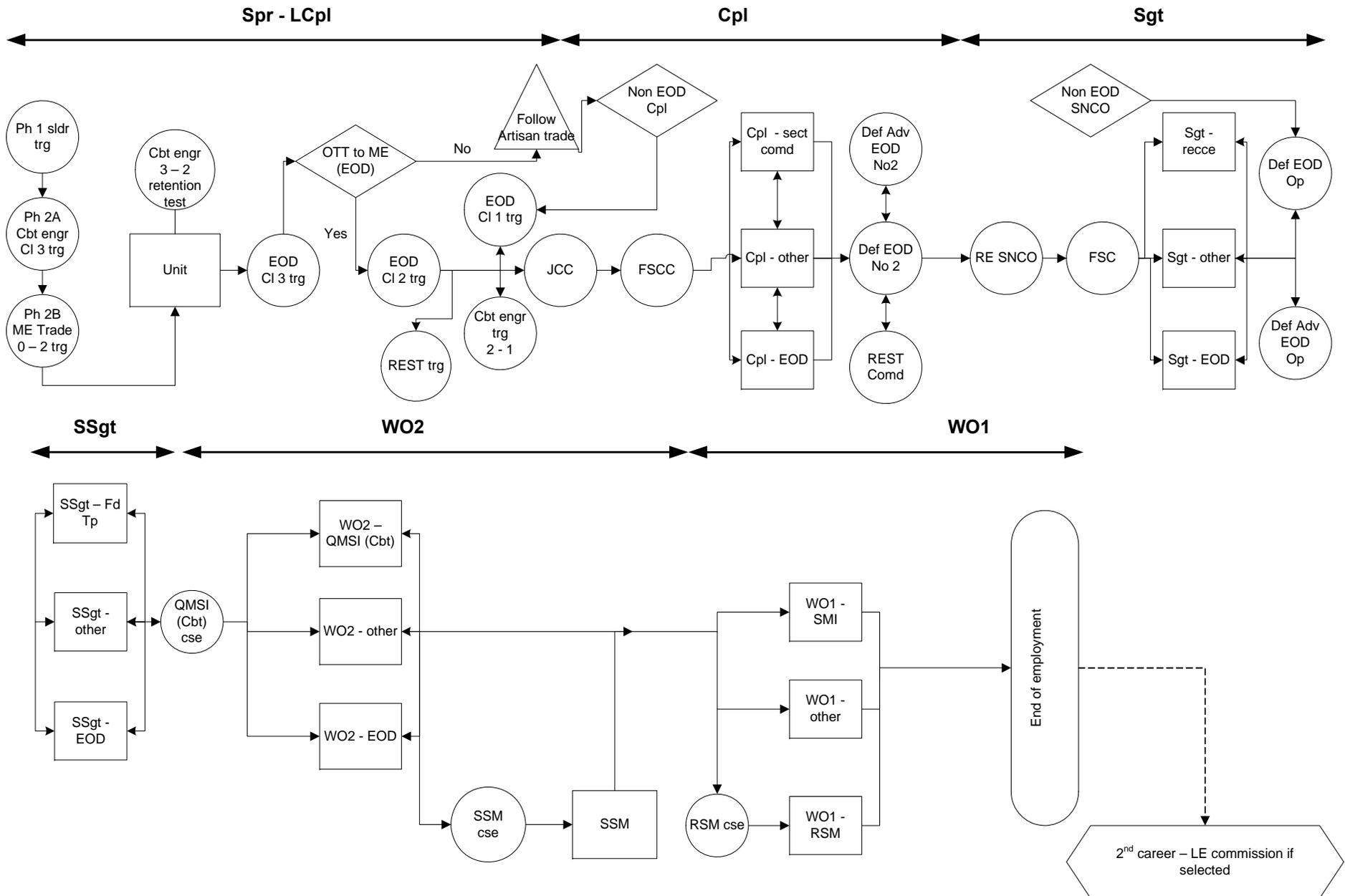
Offer to transfer:
<ul style="list-style-type: none"> Until direct recruiting into the EOD CEQ commences, OTT will initially be limited to those non-EOD Sprs and LCpls assigned to units in 29 EOD & Search Gp. Where soldiers express an interest in transferring, the unit chain of command is responsible for initiating OTT action. This must be done prior to a soldier completing his acceptance form for ME(Artisan) Class 1 training and applications must be supported by the chain of command.
Fd Sect Comd Cse (FSCC):
<ul style="list-style-type: none"> All Lance Corporals selected for promotion that are ME (Artisan) or (Armd) career streams. JNCOs from other career streams may be required to attend this training for additional employability or other career reasons.
Common entry criteria:
<ul style="list-style-type: none"> Class 1 ME(Cbt) and (Artisan) Successful completion of the Junior Command Course. Applications by unit to RE Sldr Wg.
Field Sgts Cse (FSC):
<ul style="list-style-type: none"> Mandatory for all Corporals selected for promotion that are following the ME(Artisan) or (Armd) career streams. NCOs from other career streams may also be required to attend this training for additional employability or other career reasons.
Common entry criteria:
Successful completion of the RE SNCOs Course and the FSCC.
QMSI (Cbt):
The QMSI (Cbt) Course is for staff sergeants

and WOs prior to selection for a QMSI (Cbt) appointment.
EOD SNCOs and WOs Course:
All SNCOs and WOs posted to an EOD appointment must successfully complete the advanced EOD course, which merits a specialist qualification, at DEMSS. A Military Engineer (Combat) Class 1 SNCO or WO without previous EOD experience may qualify as a Military Engineer (EOD) Class 1 on successful completion of the Advanced EOD course and a subsequent 4-month period in the EOD unit, and may undertake the responsibilities of an EOD Officer
Search training:
RE Search Advisor - SNCOs and WOs:
SNCOs and WOs, who are normally but not essentially from the Cbt/Artisan CEG, are also trained as a RE Search Advisor (RESA), a specialist qualification, at DEMSS – Search Wing. No previous EOD experience is necessary and there is no minimum ME(Cbt) Class criteria.
RE Search Team:
Sprs and JNCOs, who are normally but not explicitly from the Cbt/Artisan CEG, are also trained as a RE Search Team (REST) members, a specialist qualification, at DEMSS – Search Wing. No previous EOD experience is necessary and there is no minimum ME(Cbt) Class criteria.
Appendix:
1. EOD career structure

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ME(EOD) – CAREER STRUCTURE CHART

Appendix 2 to Annex L



CEG:	General
CEG career stream:	ME(Cbt/Art)
AEQ:	ME (Amph)
<p>1. General. Prior to commencing amphibious engineer training, potential amphibious engineers will have achieved at least Class 3 level in combat engineering and their secondary employment.</p>	
<p>2. Promotion to Cpl. ME(Amph) is an EQ and as such promotion to Cpl is based on the soldier's CEQ.</p>	
Soldier training	
M3 Basic Skills:	
<ul style="list-style-type: none"> ▪ The M3 Basic Skills Course is the fundamental skills training for all amphibious engineers. ▪ It is complemented by a C3 systems module also conducted in the unit. ▪ Successful completion of the course and the C3 systems module is an essential prerequisite to undertaking the M3 Pilot, Driver or Crew Commander Courses. 	
M3 Pilot:	
<ul style="list-style-type: none"> ▪ A soldier who has acquired M3 Basic Skills and is a ME (Cbt) Class 3 may be trained as a M3 Pilot. ▪ Successful completion of the course qualifies the soldier as a M3 Pilot. 	
M3 Driver:	

<ul style="list-style-type: none"> ▪ A soldier, who has acquired M3 Basic Skills, is a ME (Cbt) Class 3 and who has a Category C driving licence may be trained as a M3 Driver. ▪ Successful completion of the course qualifies the soldier as a M3 Driver.
M3 Commander:
<ul style="list-style-type: none"> ▪ The M3 Commanders Course is primarily for NCOs. Exceptionally, a Sapper qualified as a M3 Pilot, M3 Driver and ME(Cbt) Class 1, with experience as a M3 instructor and the recommendation of his Command Officer, may attend the course.
ME (Amph) Class 1:
<ul style="list-style-type: none"> ▪ A soldier qualifies when he has successfully completed the 4 amphibious qualifications (M3 Basic Skills, M3 Pilot, M3 Driver and M3 Commander) and ME (Cbt) Class 1.
Amphibious Engineer Commanders Course:
<ul style="list-style-type: none"> ▪ Run at the unit for all substantive LCpls. ▪ Exceptionally, Sappers may attend ▪ No soldier may command an amphibian without having successfully completed the course which attracts the specialist qualification of Amphibious Engineer Commander.
Entry criteria:
<ul style="list-style-type: none"> ▪ Substantive LCpl. ▪ Successful completion of the M3 Basic Skills Course. ▪ The Amphibious Engineer Commanders Course is additional to, and normally attended

earlier than, the Field Section Commanders Course.
Fd Sect Comd Cse (FSCC):
<ul style="list-style-type: none"> ▪ All LCpls selected for promotion that are ME (Artisan) or (Armd) career streams. ▪ NCOs from other career streams may also be required to attend this training for additional employability or other career reasons.
Common entry criteria:
<ul style="list-style-type: none"> ▪ Class 1 ME (Cbt) ▪ Successful completion of the Junior Command Course. ▪ Applications by unit to RE Sldr Wg.
Field Sgts Cse (FSC):
<ul style="list-style-type: none"> ▪ Mandatory for all Corporals selected for promotion that are following the ME(Artisan) or (Armd) career streams. ▪ NCOs from other career streams may also be required to attend this training for additional employability or other career reasons.
Common entry criteria:
Successful completion of the RE SNCOs Course and the FSCC
QMSI (Cbt):
The QMSI (Cbt) Course is for staff sergeants and WOs prior to selection for a QMSI (Cbt) appointment.

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FORMAL CAREER REVIEW (SOLDIER) PROFORMA

1. Formal Career Reviews (Soldiers) (FCRs) for RE LCpl to WO2 are conducted annually at the APC, generally preceding the respective promotion board. As a result every soldier from the rank of LCpl to WO2 receives a FCR(S) delivered to the soldier through the chain of command. This acts as an annual health check on an individuals' career and will offer bespoke advice to both the soldier and the chain of command. It will also provide detail on the individuals' performance on the last promotion board (if in zone and not selected) as follows:

Grading	Definition	Advice on FCR	Grading	Definition	Advice on FCR
Highly Competitive	Within 1 point of selection in CEQ	Highly competitive	Competitive	Within 1.5 to 3 points below selection in CEQ	Competitive
Not yet competitive	(1st or 2nd look candidates) More than 3 points below selection in CEQ	Not yet competitive	Not competitive	(3rd or more look candidates) More than 3 points below selection line in CEQ	Not competitive

2. **Subject Details.** These must be checked to ensure accuracy. In particular, attention is drawn to the Seniority Date as this is key in providing a date for zoning in for promotion.

3. **Summary of Essential Data.** This section informs the chain of command and the individual many important dates; such as Pension Service Date, Years of Service and Engagement Type and subsequent Run out Date. This information will provide the basis for deciding on whether an individual has the Residual Service to be considered for promotion to the next rank.

4. **Career Planning.** This informs how the individual performed on the last promotion board. The table above refers.

5. **Last Promotion Board.** This section provides the information taken from the last AR and any qualifications for promotion still required.

6. **Next Promotion Board.** Data includes when the individual zones/zoned for promotion, next board eligible for and how many subsequent looks at promotion. This indicates clearly when an individual goes out of zone for further promotion.

7. **Action/Advice.** Key career advice and direction is provided for all to action as necessary. An example FCR is shown below:

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SUBJECT DETAILS

Ser	Field	Data		
01	Army No			
02	Name			
03	Initials			
04	Substantive Rank		Seniority Date	
04	Acting Rank		Sub Rank Date	

LAST PROMOTION BOARD

Ser	Field	Data/Result
18	Valid CR	Latest AR details
19	Current ACR Recommendation	Recommendation for promotion or not
20	Qualified for Promotion	Yes or No
21	Promotion Quals Still Reqd	Any course requirements
22	Promotion Grading	Last promotion board grading

SUMMARY OF ESSENTIAL DATA

Ser	Field	Data		
05	Pension Service Date	Usually 18 th birthday of 1 st day of service if enlistment was after 18 th birthday		
06	Years of Service	Number of years service		
07	CEQ/Class			
08	EQs/Class			
09	PES			
10	Current Unit			
11	PID			
12	TOS			
13	EOT			
14	Engagement Type	Type of engagement the individual is contracted to		
15	Engagement ROD	Current Run out Date		
16	Remarks	Details on representative sports may be included.		
17	VEng	VEng status – accepted/offered/not suitable		

CAREER PLANNING

Serial	Field	Remarks
26	Promotion Board Assessment and Factors	Results of the individuals' performance on the last promotion board.
27	Education	
28	Cses Reqd	
29	Future Unit	

NEXT PROMOTION BOARD

Ser	Field	Data
23	Further Looks (if not selected at 22 above)	This box will identify how many further looks at promotion the individual has.
24	Next Board	The month and year of the next promotion board
25	Zone In	The year the individual zoned/zones for promotion
Note:	The Further Looks, Next Board and Zone In at Serials 23-25 above are subject to 2 factors:	<ol style="list-style-type: none"> The Residual Service Rule – One year of service remaining on the first day of the promotion “year”. The re-introduction of the Limited Zone Promotion System from 01/10/08.

Ser	Field	Data
30	Action / Advice from 2007 FCR(S)	The career management advice from the previous ACR.

ACTION / ADVICE

Ser	
31	This serial is key. It will provide bespoke career advice and direction for APC, chain of command and the individual.

MEDICAL DEPLOYMENT AND EMPLOYMENT STANDARDS**1. Medical Deployment Standards.**

Code	Meaning	Awarded when P category is:	Notes
MFD	Medically fully deployable	P2	Medically fit for unrestricted service worldwide and worldwide deployment
MLD	Medically limited deployable	P3 or exceptionally P7	The grade of MLD requires a risk assessment to be carried out by the chain of command for each deployment and the decision on that deployment will depend on the medical condition, individual function, the proposed employment, length of the deployment, operating environment and the medical support available. The MLD code may only be awarded with P7 by a medical board with at least one consultant in occupational medicine.
MND	Medically not deployable	P0, P4, P7, P8	In line with codes contained in Table 7 of PAP 07.

2. Medical Employment Standards.

	MES Code	Description	P Category	Notes
Air	A1	Fit for flying duties without restriction	P2	To be used by Army aircrew
	A2	Fit for flying duties but acknowledging sub-optimal hearing or sight	P2	
	A3	Fit for limited flying duties	P2, P3, P7	
	A4	Fit to be flown in a passenger aircraft	P2, P3, P7, P0, P4, P8	Default for Army personnel less aircrew
	A5	Unfit to be taken in the air	P3, P7, P0, P4, P8	By exception
	A6	Air assessment not currently required	N/A	N/A for Army personnel
Land	L1	Fit for unrestricted duty	P2	
	L2	Fit for unrestricted duties but with a medical risk marker	P2	GP decision to highlight a medical risk such as an individual who is on medication but remains fit for all military duties.
	L3	Fit for limited duties but with some restriction subject to medical risk assessment	P3, P4, P7	
	L4	Fit for specific limited duties within branch/trade	P7	
	L5	Unfit for service in the land environment	P0, P8	
	L6	Land assessment not currently required	N/A	N/A for Army personnel
Maritime	M1	Fit for unrestricted duties	P2	May be used by certain Army trades that have a maritime element, e.g. RLC Seaman/Navigator
	M2	Fit for restricted duties with caveats to be stated	P3	
	M3	Fit for limited duties in harbour or ashore with caveats to be stated	P4, P7	
	M4	Fit for limited duties ashore only, may not necessarily be in own trade or skill, with caveats to be stated	P7	
	M5	Unfit for service in the maritime environment	P0, P8	
	M6	Maritime assessment not currently required	P2, P3, P7, P0, P4, P8	Default for Army personnel
Environmental and Medical Support	E1	Fit for World Wide Service in all environments	P2	
	E2	Restricted employment outside UK	P3, P4, P7	For example unfit cold or hot environments
	E3	Employment in UK only	P4, P7	
	E4	Employment subject to single-Service Manning Authority restriction	P2, P3, P7, P0, P4, P8	DM(A) authority required
	E5	Medically unfit for duty and under medical care (holding category)	P0, P8	
	E6	Pregnancy	P4	

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ROYAL ENGINEERS LIMITED-ZONE PROMOTION SYSTEM

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PROMOTION YEAR AND SENIORITY DATE	RANK NOW	YEAR										EXAMPLES	
		2007	2008	2009	2010	2011	2012	2013	2014	2015	2016		
		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026		
		2027	2028	2029	2030	2031	2032	2033	2034	2035	2036		
Current promotion year for promotion to LCpl is 01 Oct in one year to 30 Sep in the following year. LCpl's normally have 6 'looks' for promotion to Cpl. Boards take place annually in approx Jun.	LCPL					1	2	3	4	5	6	A LCpl with a seniority date of Oct 2007 has a 1st look for promotion in 2011, and a 6th and last look in 2016. If selected at first look in 2011, he should be promoted to Cpl between 01 Oct 2011 and 30 Sep 2012, with a seniority date of 01 Oct 2011.	
		6					1	2	3	4	5		
		5	6						1	2	3		4
		4	5	6					1	2	3		4
		3	4	5	6					1	2		3
		2	3	4	5	6					1		2
		1	2	3	4	5	6						1
			1	2	3	4	5	6					
				1	2	3	4	5	6				
					1	2	3	4	5	6			
Current promotion year for promotion to Cpl is 01 Oct in one year to 30 Sep in the following year. Cpl's normally have 6 'looks' for promotion to Sgt. Boards take place annually in approx May.	CPL					1	2	3	4	5	6	A Cpl with a seniority date of Oct 2011 has a 1st look for promotion in 2015, and a 6th and last look in 2020. If selected at the first look in 2015, he should be promoted to Sgt between 01 Oct 2015 and 30 Sep 2016, with a seniority date of 01 Oct 2015.	
		6					1	2	3	4	5		
		5	6					1	2	3	4		
		4	5	6					1	2	3		
		3	4	5	6					1	2		
		2	3	4	5	6					1		
		1	2	3	4	5	6						
			1	2	3	4	5	6					
				1	2	3	4	5	6				
					1	2	3	4	5	6			
Current promotion year for promotion to Sgt is 01 Oct in one year to 30 Sep in the following year. Sgt's normally have 6 'looks' for promotion to SSgt. Boards take place annually in approx Mar.	SGT					1	2	3	4	5	6	A Sgt with a seniority date of Oct 2015 has a 1st look for promotion in 2019, and a 6th and last look in 2024. If selected at the first look in 2019, he should be promoted to SSgt between 01 Apr 2019 and 31 Mar 2020, with a seniority date of 01 Apr 2019.	
		6					1	2	3	4	5		
		5	6					1	2	3	4		
		4	5	6					1	2	3		
		3	4	5	6					1	2		
		2	3	4	5	6					1		
		1	2	3	4	5	6						
			1	2	3	4	5	6					
				1	2	3	4	5	6				
					1	2	3	4	5	6			
Current promotion year for promotion to SSgt is 01 Apr in one year to 31 Mar in the following year. SSgt's normally have 6 'looks' for promotion to WO2. Boards take place annually in approx Jan.	SSGT					1	2	3	4	5	6	A SSgt with a seniority date of Apr 2019 has a 1st look for promotion in 2023, and a 6th and last look in 2028. If selected at the first look in 2023, he should be promoted to WO2 between 01 Apr 2023 and 31 Mar 2024, with a seniority date of 01 Apr 2023.	
		6					1	2	3	4	5		
		5	6					1	2	3	4		
		4	5	6					1	2	3		
		3	4	5	6					1	2		
		2	3	4	5	6					1		
		1	2	3	4	5	6						
			1	2	3	4	5	6					
				1	2	3	4	5	6				
					1	2	3	4	5	6			
Current promotion year for promotion to WO2 is 01 Apr in one year to 31 Mar in the following year. WO2's normally have up to 6 'looks' for promotion to WO1. Boards take place annually in approx Nov.	WO2					1	2	3	4	5	6	A WO2 with a seniority date of Apr 2023 has a 1st look for promotion in Nov 2026. Final look will depend on age and remaining years of service, and the Residual Service rule. If selected at the first look in 2026, he should be promoted to WO1 between 01 Apr 2027 and 31 Mar 2028, with a seniority date of 01 Apr 2027.	
		6					1	2	3	4	5		
		5	6					1	2	3	4		
		4	5	6					1	2	3		
		3	4	5	6					1	2		
		2	3	4	5	6					1		
		1	2	3	4	5	6						
			1	2	3	4	5	6					
				1	2	3	4	5	6				
					1	2	3	4	5	6			

SUMMARY OF ROYAL ENGINEERS CRITERIA FOR SUBSTANTIVE PROMOTION

Annex P

Career Employment Groups (CEGs) and Career Streams	For promotion to LCpl	For promotion to Cpl	For promotion to Sgt	For promotion to SSgt	For promotion to Warrant WO2	For promotion to Warrant WO1
1. Unqualified recommendation. All CEGs	A grade of either Exceptional (Excp), High or Yes by the soldier's second reporting officer (2RO)					
2. Experience in rank.						
Gen		3 years as a LCpl, unless recommended for early/accelerated promotion	3 years as a Cpl, unless recommended for early/accelerated promotion	3 years as a Sgt, unless recommended for early/accelerated promotion	3 years as a SSgt, unless recommended for early/accelerated promotion	3 years as a WO2, unless recommended for early/accelerated promotion.
Geo						
Clk Wks (Const)	NA	Minimum rank of LCpl to start course	NA	Clk Wks career stream begins at SSgt	4 years as a SSgt	
Clk Wks (Elec)						
Clk Wks (Mech)						
Plt Fmn			Minimum rank of Cpl to start course	Plt Fmn career stream begins at SSgt	3 years as a SSgt, unless recommended for early/accelerated promotion	
3. Educational qualifications.						
All CEGs	Royal Engineers Potential Non-Commissioned Officers' Cadre	Junior Commanders' Course	RE Senior Non-Commissioned Officers' Course	Nil	RE Warrant Officers' (WOs') Course	Nil
4. Military qualifications.						
Career Streams:						
ME (Armd)	Nil	Armoured Engineer Crew Commanders' Course	Field Section Commanders' Course	Field Sergeants' Course	Nil	Quarter Master Sergeant Instructors' (QMSIs') Course
ME (Art/Cbt)	Nil	Nil	FSCC	FSC	Nil	QMSIs' Course
ME (Clk Wks (Const))					Nil	Nil
ME (Clk Wks (Elec))					Nil	Nil
ME (Clk Wks (Mech))					Nil	Nil
ME (C3S)	Nil	Nil	ME (C3S) Cpls' Course	ME (C3S) Sgts' Course	Nil	ME (C3S) QMSIs' Course
ME (Des/Cbt)	Nil	Nil	FSCC	FSC	Nil	QMSIs' Course
ME (Dvr/Q)	Nil	Nil	Nil	All Arms Driving Training Officer Course	Nil	Nil
ME (Ftr/Cbt) ³⁰	Nil	Nil	FSCC	FSC	Nil	QMSIs' Course
ME (Geo Tech)	Nil	Nil	Nil	ME (Geo) Sgts' Course	Nil	ME (Geo) WOs' Course
ME (Plt Fmn)	NA	NA	Promoted to SSgt on completion of course		Nil	Nil
ME (Plt/Q)	Nil	Nil	Plant Section Commanders' Course	Plant Sgts' Course	Nil	Nil
ME (Engr Log Spec)	Nil	Nil	Nil	ME (Res Spec) Supervisors' Course	Nil	ME (Res Spec) QMSIs' Course

³⁰ The stream was changed from ME(Ftr/Q) in Oct 07. It still applies in APC career management terms.

Career Employment Groups (CEGs) and Career Streams	For promotion to LCpl	For promotion to Cpl	For promotion to Sgt	For promotion to SSgt	For promotion to Warrant WO2	For promotion to Warrant WO1
5. Career Employment Qualifications (CEQs).						
Career Streams:						
ME (Armd)	ME (Cbt) CI 2 plus ME (Armd) CI 2	ME (Cbt) CI 1 plus ME (Armd) CI 1	No further CEQs are required			
ME (Cbt/Art)	ME (Cbt) CI 2 plus either: ME (B&C) CI 2 or ME (B&SF) CI 2 or ME (C&J) CI 2 or ME (Elec) CI 2 or ME (Fab/Welder) CI 2 ³¹ or ME (H&P) CI 2	ME (Cbt) CI 1 plus either: ME (Blacksmith) CI 1 or ME (B&C) CI 1 or ME (B&SF) CI 1 or ME (C&J) CI 1 or ME (Elec) CI 1 or ME (Fab/Welder) CI 1 or ME (H&P) CI 1	No further CEQs are required			
ME (Clk Wks (Const))	NA	All candidates less ME (POM) CI 1, must be ME (Cbt) CI 1 plus either: ME (B&C) CI 1 or ME (B&SF) CI 1 or ME (C&J) CI 1 or ME (CMT) CI 1 or ME (Des Dtmn) CI 1 or ME (H&P) CI 1 or ME (Svy Engr) CI 1.				No further CEQs are required
ME (Clk Wks (Elec))	NA	All candidates must be ME (Cbt) CI 1 plus either ME (Elec) CI 1 or ME (Dtmn E&M) CI 1				No further CEQs are required
ME (Clk Wks (Mech))	NA	All candidates must be ME (Cbt) CI 1 plus either: ME (Blacksmith) CI 1 or ME (Dtmn E&M) CI 1 or ME (Fab/Welder) CI 1 or ME (Ftr ACR) CI 1 or ME (Ftr Eqpt) CI 1 or ME (Ftr Mach) CI 1 or ME (Ftr U&P) CI 1 or ME (H&P) CI 1				No further CEQs are required
ME (C3S)	ME (Cbt) CI 2 plus ME (C3S) CI 2	ME (Cbt) CI 2 plus ME (C3S) CI 1	No further CEQs are required			
ME (Des/Cbt) ⁵⁶	ME (Cbt) CI 2 plus ME (CMT) CI 2 or ME (Des Dtmn) CI 2 or ME (Dtmn E&M) CI 2 or ME (Svy Engr) CI 2	ME (Cbt) CI 1 plus either: ME (CMT) CI 1 or ME (Des Dtmn) CI 1 or ME (Dtmn E&M) CI 1 or ME (Svy Engr) CI 1	No further CEQs are required			
ME (Dvr/Q)	ME (Cbt) CI 2 plus ME (Dvr) CI 2	ME (Cbt) CI 2 plus ME (Dvr) CI 1	No further CEQs are required	Defence Transport Operator	No further CEQs are required	
ME (Ftr/Cbt)	ME (Cbt) CI 2 plus either: ME (Ftr ACR) CI 2 or ME (Ftr Gen) CI 2 or ME (Well Driller) CI 2	ME (Cbt) CI 1 plus either: ME (Ftr ACR) CI 1 or ME (Ftr Eqpt) CI 1 or ME (Ftr Mach) CI 1 or ME (Ftr U&P) CI 1 or ME (Well Driller) CI 1	No further CEQs are required			
ME (Geo Tech)	ME (Cbt) CI 3 plus ME (Geo Tech) CI 2	ME (Cbt) CI 3 plus ME (Geo Tech) CI 1	No further CEQs are required			
ME (Plt Fmn)	NA	All candidates must be ME (Cbt) CI 2 plus ME (POM) CI 1				
ME (Plt/Q)	ME (Cbt) CI 2 plus ME (POM) CI 2	ME (Cbt) CI 2 plus ME (POM) CI 1	No further CEQs are required			
ME (Engr Log Spec)	ME (Cbt) CI 2 plus ME (Engr Log Spec) CI 2	ME (Cbt) CI 2 plus ME (Engr Log Spec) CI 1	No further CEQs are required			

³¹ Prerequisite for ME (Blacksmith) CI 1 Course.

Career Employment Groups (CEGs) and Career Streams	For promotion to LCpl	For promotion to Cpl	For promotion to Sgt	For promotion to SSgt	For promotion to Warrant WO2	For promotion to Warrant WO1
6. Medical.	Must be above the selection line for promotion with a Medical Employment Standard (MES) of Medically Fully Deployable (MFD)					
7. Age.	NA	NA	NA	NA	Under 42-years' old ³²	
8. Residual Service (RS).	Must have a minimum of 12-months' RS prior to his normal run out date, calculated from the start of that promotion year					

NOTES

- ¹ Although not required for promotion, WOs cannot be employed as an SMI unless they have attended a Quarter Master Sergeant Instructors' (QMS)s' Course.⁴ Prerequisite for ME (Blacksmith) CI 1 Course.
⁵ In accordance with Reference A, the ME (Des/Cbt) career stream replaced the ME (Des/Q/Cbt) career stream. However, soldiers who cannot be transferred to the ME (Des/Cbt) career stream will be career managed by the RE Sldr Wing on a case-by-case basis.
⁶ In accordance with Reference A, the ME (Ftr/Cbt) career stream replaced the ME (Ftr/Q/Cbt) career stream. However, soldiers who cannot be transferred to the ME (Ftr/Cbt) career stream will be career managed by the RE Sldr Wing on a case-by-case basis.
⁷ Applications for extensions beyond the age limit are to be submitted by Col MS Sldrs Cbt Sp to DM (A).

³² Applications for extensions beyond the age limit are to be submitted by Col MS Sldrs Cbt Sp to DM(A).

ROYAL ENGINEER DRIVER TRAINING AND LICENCE ACQUISITION

Serial (a)	Career Employment Qualification (b)	Type of driver training and/or licence						Order of training (j)
		TT (c)	Cat B (d)	Cat C TA18 (e)	Cat C+E TB18 (f)	Cat C+E TA19 (g)	Cat C+E ES19 (h)	
1.	Military Engineer (Armoured)	X	X					TT, Cat B
2.	Military Engineer (Command, Control and Communication Systems)	X	X		X			TT, Cat B, TB18
3.	Military Engineer (Construction Materials Technician)	X	X			X		TT, Cat B, TA19
4.	Military Engineer (Design Draughtsman)	X	X					TT, Cat B
5.	Military Engineer (Draughtsman Electrical and Mechanical)	X	X					TT, Cat B
6.	Military Engineer (Driver)	X	X			X		TT, Cat B, TA19
7.	Military Engineer (Electrician)	X	X					TT, Cat B
8.	Military Engineer (Fitter Air Conditioning and Refrigeration)	X	X					TT, Cat B
9.	Military Engineer (Fitter General)	X	X		X			TT, Cat B, ME (Ftr Gen) assessment, TB18
10.	Military Engineer (Geographic Technician)	X	X				X	TT, Cat B, ES19
11.	Military Engineer (Plant Operator Mechanic)	X	X		X			TT, Cat B, TB18
12.	Military Engineer (Resources Specialist)	X	X	X				TT, Cat B, TA18
13.	Military Engineer (Survey Engineering)	X	X					TT, Cat B
14.	Military Engineer (Amphibious)	X	X		X			TT, Cat B, TA18
	Duration:	4 days	15 days	8 weeks	10 weeks	12 weeks	10 weeks	

Abbreviation	Licences	Description of training	Licensed vehicles
TT	Nil	Theory training: Highway Code and hazard perception in a classroom environment.	-
Cat B	Category B	Motor vehicle with a MAM not exceeding 3,500 kg, having not more than 8 passenger seats or Land Rover TUM in dual purpose role. May tow a trailer which is less than 750kg MAM.	Cars all variants. Land Rover TUL/TUM GS. Quad-Bike SPRINGER
TA18	Category C	Large Vehicle over 3,500 kg. May tow a trailer which is <u>less than</u> 750 kg MAM. Military driver conversion, HAZMAT awareness and cross-country driving.	Land Rover SNATCH, VIXEN and RWMIK CSV 6Tonne CSV 6Tonne CSV 15Tonne DROPS (MMLC/IMMLC) incl EPLS. FODEN 12000 / 22000ltr no longer in-service, Army use articulated TTF or Fuel

			FLATRACKS (except AAC and RAF still use TAC Refuellers). Foden Recovery (not on towing task). Saxon. MASTIFF & RIDGBACK family HUSKEY PANTHER JACKAL & COYOTE family
TB18	Category C+E	Large Vehicles with Trailers over 3,500 kg. May tow a trailer <u>over</u> 750 kg MAM. The vehicle and trailer could be either an articulated or a draw-bar trailer combination. Military driver conversion, HAZMAT awareness and cross-country driving.	Sedon Atkinson. CSV 6Tonne, 3Tonne Trailer. CSV 9Tonne (trailers as above) DROPS (MMLC/IMMLC) and DROPS Trailers. Any Cat C vehicle towing another vehicle (Cat C for emergency short distance recovery to safe place, tow for remainder of planned journey requires Cat C+E). Foden Recovery towing another vehicle.
TA19	Category C+E	Large Vehicle over 3,500 kg. May tow a trailer <u>over</u> 750 kg MAM. The vehicle and trailer could be either an articulated or a draw-bar trailer combination. Military driver conversion, HAZMAT Course, vehicle maintenance, driver responsibilities, cross-country driving and DROPS(MMLC).	Sedon Atkinson. CSV 6Tonne with 3Tonne Trailer. CSV 9Tonne combinations DROPS (MMLC/IMMLC) and DROPS Trailer. Any Cat C vehicle towing another vehicle (Cat C for emergency short distance recovery to safe place, tow for remainder of planned journey requires Cat C+E). Foden Recovery towing another vehicle.
ES19	Category C+E	Large Vehicle over 3,500 kg. May tow a trailer <u>over</u> 750 kg MAM. The vehicle and trailer could be either an articulated or a draw-bar trailer combination. Military driver conversion, HAZMAT Course, vehicle maintenance, driver responsibilities and cross-country driving.	Sedon Atkinson. CSV 6Tonne with 3Tonne Trailer. CSV 9Tonne combinations. Any Cat C vehicle towing another vehicle (Cat C for emergency short distance recovery to safe place, tow for remainder of planned journey requires Cat C+E). Foden Recovery towing another vehicle.

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APPLICATION FOR CHANGE OF EMPLOYMENT

Number: Rank: Name:
Enlistment Date: PSD: Date of Birth:
Engagement: Current PES: ROD:
Employment Qualifications (Military):
Education Qualifications (Military): (Civil):
Employment in which soldier now wishes to be trained:
Reason(s) for submitting application.
OC's recommendation:
Signed:
Officer Commanding

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GLOSSARY OF TERMS.

A Glossary of the terms used through out this document is given in the table below:

Additional Employment Qualification	AEQ
Adjutant General's Administrative Instructions	AGAls
All Arms Defence Transport Operator	AADTO
Appraisal Report	AR
Arm and Service Director	A&SD
Armoured Centre	ARMCEN
Army Personnel Centre	APC
Basic Skills	BS
Career Employment Group	CEG
Career Employment Qualification	CEQ
Chain Of Command	CoC
Clerk of Works (Construction)	Clk Wks (Const)
Clerk of Works (Electrical)	Clk Wks(Elec)
Clerk of Works (Mechanical)	Clk Wks (Mech)
Command, Leadership And Management	CLM
Commanding Officer	CO
Corps' Senior Selection Board	CSSB
Continuous Personal And Professional Development	CPD
Corporal	Cpl
Defence Logistic Supply School	DLSS
Defence School of Transport	DST
Direct Entry	DE
Director Manning (Army)	DM(A)
Educational and Training Services	ETS
End of Employment Date	EED
Employment qualification	EQ
Engineer in Chief (Army)	EinC(A)
Explosive Ordnance Disposal	EOD
Field Section Commanders' Course	FSCC
Field Sergeants' Course	FSC
First reporting officer	1RO
Formal Career Review (Soldier)	FCR(S)
General	Gen
Geographic	Geo
Ghurkha Trained Army Manpower	GURTAM
Headquarters Engineer in Chief (Army)	HQ EinC(A)
Joint Personnel Administration	JPA
Junior Commanders' Course	JCC

Junior Entry	JE
Joint Medical Employment Standards	JMES
Junior non-commissioned officer	JNCO
Lance Corporal	LCpl
Late Entry	LE
Medically Fully Deployable	MFD
Medically Limited Deployable	MLD
Medically Not Deployable	MND
Mid-Period Appraisal Review	MPAR
Military Engineer (Amphibious)	ME (Amph)
Military Engineer (Armoured)	ME (Armd)
Military Engineer (Artisan)	ME (Art)
Military Engineer (Blacksmith)	ME (Blacksmith)
Military Engineer (Bricklayer and Concreter)	ME (B&C)
Military Engineer (Building and Structural Finisher)	ME (B&SF)
Military Engineer (Carpenter and Joiner)	ME (C&J)
Military Engineer (Clerk of Works (Construction))	ME (ClkWks (Const))
Military Engineer (Clerk of Works (Electrical))	ME(ClkWks(Elec))
Military Engineer (Clerk of Works (Mechanical))	ME(ClkWks(Mech))
Military Engineer (Command, Control and Communication Systems)	ME (C3S)
Military Engineer (Command, Control and Communication Systems/Quartermaster)	ME (C3S/Q)
Military Engineer (Combat)	ME (Cbt)
Military Engineer (Combat) Class 3	ME (Cbt) CI 3
Military Engineer (Construction Materials Technician)	ME (CMT)
Military Engineer (Design/Combat)	ME (Des/Cbt)
Military Engineer (Design Draughtsman)	ME (Des Dtmn)
Military Engineer (Draughtsman Electrical and Mechanical)	ME (Dtmn E&M)
Military Engineer (Driver)	ME (Dvr)
Military Engineer (Driver/Quartermaster)	ME (Dvr/Q)
Military Engineer (Driver Specialist (Automotive Bridge Launching Equipment))	ME (Dvr Spec (ABLE))
Military Engineer (Driver Specialist (Crane))	ME (Dvr Spec (Crane))
Military Engineer (Driver Specialist (Plant Transporter))	ME (Dvr Spec (Pit Tpt))
Military Engineer (Driver Specialist (Tank Bridge Transporter))	ME (Dvr Spec (TBT))
Military Engineer (Engineer Logistics Specialist)	ME (Engr Log Spec)
Military Engineer (Electrician)	ME (Elec)
Military Engineer (Explosive Ordnance Disposal)	ME (EOD)
Military Engineer (Fabricator/Welder)	ME (Fab/Welder)
Military Engineer (Fitter Air Conditioning and Refrigeration)	ME(FtrACR)
Military Engineer (Fitter/Combat)	ME (Ftr/Cbt)
Military Engineer (Fitter Equipment)	ME (Ftr Eqpt)
Military Engineer (Fitter General)	ME(FtrGen)
Military Engineer (Fitter Machinist)	ME (Ftr Mach)

Military Engineer (Fitter Utilities and Petroleum)	ME (Ftr U&P)
Military Engineer (Geographic Technician)	ME(GeoTech)
Military Engineer (Heating and Plumbing)	ME (H&P)
Military Engineer (Plant Foreman)	ME (Pit Fmn)
Military Engineer (Plant Operator Mechanic)	ME (POM)
Military Engineer (Plant/Quartermaster)	ME (Pit/Q)
Military Engineer (Survey Engineering)	ME (Svy Engr)
Military Engineer (Well Driller)	ME (Well Driller)
Ministry of Defence	MOD
Non-Commissioned Officer	NCO
Officer Commanding	OC
Overall Performance Grade	OPG
Plant Foreman	Pit Fmn
Position Profile Report	PPR
Potential Non-Commissioned Officers	PNCOs
Quartermaster Sergeant Instructor	QMSI
Queens Regulations	QRs
Regimental Career Management Officer	RCMO
RE Employment Board	REEB
Residual Service	RS
Return to Unit	RTU
Royal Engineer	RE
Royal Engineer Soldier Wing	RE Sldr Wing
Royal Engineers Training and Employment Committee	RETEC
Royal Engineers Vocational Education and Training Trust	REVETT
Royal Military Academy Sandhurst	RMAS
Royal School of Military Engineering	RSME
Royal School of Military Survey	RSMS
Safety, Health, Environment And Fire	SHEF
Sapper	Spr
Second Reporting Officer	2RO
Senior Non Commissioned Officer	SNCO
Sergeant	Sgt
Serviceperson's Joint Appraisal Report	SJAR
Specialist Qualification	SQ
Squadron Sergeant Major	SSM
Standard Entry	SE
Terms and Conditions of Service	TACOS
Terms of Service	ToS
Third Reporting Officer	3RO
Training Return of Service	Trg RoS
Unit Health Committee	UHC

United Kingdom Trained Army Personnel	UKTAP
Versatile Engagement	VEng
Warrant Officer	WO
Warrant Officer Class 2	WO2
Warrant Officer Class 1	WO1
Work-Based Learning	WBL

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