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DCI RN 146 2003

Defence Council Instructions Royal Navy

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MINISTRY OF DEFENCE - 14 November 2003

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CONTENTS

146 Implementation of the Warrant Officer Class 2 (WO2) Rate for Royal Navy Artificers and Technicians

Introduction

1. The Admiralty Board has formally approved the introduction of a substantive WO2 rate in place of the existing non-substantive rate of Charge Chief Petty Officer (CCPO), and as a consequence has approved a nomenclature change to WO1 for existing Royal Navy Warrant Officers. The change of CCPO to WO2 recognises and addresses long-standing concerns about the status, recognition and rewards associated with the CCPO rate, in relation to the higher job-weight, responsibilities and qualification requirements of that rate.

Executive Instruction

2. This DCI announces the detailed implementation requirements associated with the introduction of the WO2 rate, including associated changes for Warrant Officers, with effect from 1 Apr 04.

Principles and Assumptions

3. The following principles and assumptions have been used in implementation of the Royal Navy WO2 rate:

- a. Solutions should converge towards Tri-Service commonality or improve interoperability between Services.
- b. Terms and Conditions of Service (TCOS), employability and nomenclature should align with the Royal Marines.
- c. Current Royal Navy Warrant Officers in all specialisations would be re-titled as WO1. This nomenclature is used henceforward to avoid confusion, and where necessary a distinction is made between Royal Navy and Royal Marines WO1.
- d. Coherence with emerging policy for future personnel strategy from both the Navy board Personnel Change Programme and other development work within the Directorate of Naval Personnel Strategy, in building the Versatile Maritime Force of 2015, has been used as guidance.
- e. WO2 will have improved utility when compared to CCPO, by virtue of their position as Warrant Officers.

Formal Establishment of the Rate

4. The recent history of the Warrant Officer follows the introduction of the rate of Fleet Chief Petty Officer (FCPO) by an Admiralty Board decision in 1970¹. This title was subsequently abolished and replaced with "Warrant Officer", again by an Admiralty Board decision in 1985². The Warrant rank was introduced into the Royal Marines³ (RM) as a consequence of the implementation of the Armed Forces Act 1971 on 1 Jul 72. The ranks of WO1 and WO2 replaced the existing RM ranks of Regimental Sergeant Major and Quartermaster Sergeant respectively. The Admiralty Board has now formally approved the introduction of the substantive WO2 rate in place of the existing non-substantive rate of Charge Chief Petty Officer (CCPO) and has approved a nomenclature change to WO1 for existing Royal Navy Warrant Officers.

¹ DCI (RN) 923/70 dated 7 Aug 70: "Ratings: Introduction of the Rate of the Fleet Chief Petty Officer into the Rating Structure of the Royal Navy".

² DCI 339/85 "Warrant Officers - Abolition of FCPO as individual title, Redefinition of Functions; Review of Badges".

³ DCI (T) 488/72: "Introduction of Warrant Rank in the Royal Marines".

Nomenclature

5. The Relative Ranks Table in QRRN⁴ shows the formal nomenclature for Military Warrant Officers, including RM, to be Warrant Officer Class I and Class II. In many other references Arabic numerals are used, and this is common in Information Systems (IS) such as the Naval Manpower Management Information System (NMMIS). Warrant Officer 1st Class and 2nd Class is colloquial terminology in the RM. For commonality across the Services, and for their widespread use in IS, Arabic numerals will be used ie WO1 and WO2. The convention for rate description⁵ is "Rate, SQ". The new rate for CCPO is WO2, consequently the new RN nomenclature is WO2(Branch Designator) e.g. WO2(MEA). The change of WO to WO1 also achieves convergence in nomenclature with the RM and Army, which will be helpful at all levels e.g. from small alignments such as rank description on ID Cards to the achievement of Joint Personnel Administration.

Forms of Address

6. In accordance with QRRN, WO2 will be addressed as 'Sir/Ma'am' by subordinates and as Mister/ Miss/Mrs by Superiors.

Execution of Change

7. Individual promotion orders will not be issued to CCPO, nor will individuals be required to appear at Requestmen. Those personnel who are Acting or Confirmed CCPO on 31 Mar 04 will be WO2 from 010001ZAPR04, and are to dress accordingly from that time. All existing RN Warrant Officers will be re-titled to Warrant Officer Class 1(WO1) e.g. WO1(SA) as part of the implementation of the WO2 rate, also with effect from 010001ZAPR04.

Warrants

8. Warrant Officers are individually constituted and appointed as a "Warrant Officer in Her Majesty's Royal Navy" by the issue of a Warrant authorised by the Secretary of State for Defence. The wording of these Warrants will remain unchanged, except that they will reflect the actual date of confirmation as WO2 achieved by the individual. This policy is aligned with that of the Royal Marines, who receive Warrants on confirmed promotion to WO2.

Command

9. There are specific clauses in QRRN which give special command to Charge Chief Artificers⁶ over ratings in their department who are senior to them as CPO. These clauses are no longer necessary because WO2 are superior in rate to all CPO, so the special command clause for Charge Chiefs will be withdrawn. The clause in QRRN that allows artificers to be given command over ratings who may be superior in rate, or more senior in the same rate, will be retained because this is often used for constitution of special repair teams.

10. The introduction of the WO2 rate has been reviewed with respect to the role of the Regulating Branch and the Coxswain / Chief of the Boat in submarines. The existing clauses in QRRN⁷ which cover command for the Regulating Branch, Coxswains and Submarine Coxswains and Chief of the Boat do not need revision to accommodate introduction of the WO2 rate, and will therefore not be changed.

Roles and Responsibilities

11. The role and responsibilities of the WO2 will largely be as for the CCPO, i.e. they are employed in a supervisory/leadership role which requires and utilises their specialist qualification. The WO2 will be eligible to exercise command over CPO in all branches and may thus be used to lead multi-trade working parties. CCPO are already being employed as Divisional Officers (DO) in some areas out of necessity and to meet PFS guidelines, and WO1 are employed as DO to CPOs. These arrangements will be formalised. WO2 may be employed as full Divisional Officers for Petty Officers and below from 1 Apr 04. QRRN and the Divisional Handbook will be amended accordingly. The justification for the level of this change is that the WO2 meets the ground-rule of at least 2 rate separation from members of their Division, plus they are considered to have the appropriate level of experience to act as a mentor/regulator to a Division that includes Petty Officers.

4 QRRN Chapter 3 Article 0381 Table 3.1 Command and Corresponding Rank.

5 BR8748 Article 0623 §1 and BR1066 Chapter 1 Annex C.

6 QRRN Chapter 3 Article 0334 §1.h and Article 0361§4.

7 QRRN Chapter 3 Article 0334 §1.f and Article 0363, and Chapter 34 Article 3421§5.

Courts-Martial

12. Since the commencement of the Armed Forces Act (AFA) 2001, Warrant Officers of all three Services have been eligible to sit as members of a Court-martial. The decision to include Royal Navy Warrant Officers in the provisions of the AFA 2001 pre-dates the introduction of the WO2, but the legislation makes Warrant Officers as a generic group eligible to be court members, so there is no legal obstacle to RN WO2s acting as Court members. This role will now be extended to suitably experienced WO2. In practice this will be achieved by including Royal Navy WO2 who have served for three or more years in the rate in the selection process for members of Courts-martial.

Executive Warrant Officer

13. The WO2 will not be employed as EWO in the foreseeable future.

Promotion to WO2

14. Personnel selected for WO2 will be promoted to WO2 on achieving the pre-requisite qualifications within the training year; otherwise they will be promoted to Acting WO2 on 31 March at the end of the training year, if still undergoing training.

15. One of the pre-requisites for consideration for promotion to Warrant Officer is the educational qualification, achievement of which is signified by the Qualified Educationally for Warrant Officer (QEWO) Certificate. The opportunity has been taken to re-evaluate the point of application of these educational pre-requisites in relation to the skills required by the WO2. Some CCPO for example are employed in the Acquisition Stream, where written staff skills are required of such individuals. The use of WO2 as DO also requires the ability to write well, in order to produce a suitable standard of performance appraisal for ratings, and properly to represent their interests. Consequently the achievement of the QEWO Certificate will be applied as a pre-requisite for consideration for promotion to WO2, with generous transitional rules; the transition rules are at ANNEX D. This measure aligns with the Royal Marines application of the QEWO requirement as a pre-requisite for promotion to WO2 and also means that all CPO will need to gain a QEWO certificate to achieve further promotion.

Acting Rank and Seniority Dates

16. Warrant Officers have a common seniority date of 31 March and personnel selected by WO Promotion Boards are appointed as Acting WO in the 12 months prior to this date and then confirmed on reaching the common seniority date. The use of a common seniority date for WO2 has been considered but rejected. Personnel selected for training as CCPO are promoted to A/CCPO or CCPO in accordance with branch rules. Subsequent promotion from CCPO (WO2) to WO (WO1) is dependent upon achieving a length of service pre-requisite of 3 years as a CCPO. Therefore it is important to measure the length of service from the actual date of promotion to CCPO (WO2), this being dependent upon individual achievement, rather than using a common seniority date. The current usage of Acting rates and measurement of seniority dates will continue in line with Branch specific promotion systems, with relevant changes of nomenclature. There is no need for transitional rules. Personnel already serving as CCPO will become WO2 on 1 Apr 04, but with length of service and seniority driven by their time as CCPO. This enables calculation of pensions in line with the eligibility rules detailed in the Pensions section below, and calculation of the length of service pre-requisites for promotion.

Local Acting Advancement

17. There is no system of Local Acting advancement to Warrant Officer and this exclusion is clearly stated in BR1066⁸. Individuals are promoted to the highest non-commissioned rate by a competitive selection process; this promotion is then given a degree of permanence by the award of a Warrant. This is a change in TCOS in comparison to CPO/CCPO, but the carry-over of a system of Local Acting advancement would undermine the significance of being promoted to Warrant Officer. Therefore the exclusion of Local Acting advancement to WO is also applied to WO2 and personnel serving as LA/CCPO are to relinquish their Local Acting rate on or before 31 Mar 04. CPO who are required or permitted to work in a vacant WO2 billet may apply for Substitution Pay (SUPA) as may WO2 locally employed in WO1 posts.

Promotion of WO2 to WO1

18. The only change to the promotion system from WO2 to WO1 is the earlier application of the requirement to gain a QEWO certificate, i.e. as a pre-requisite to become a WO2, as discussed above.

⁸ BR1066 Article 0608 §25.

Promotion from WO2 to the SUY Scheme

19. Personnel who join BRNC Dartmouth on the SUY / SCC Schemes as CCPO, CPO or WO2 (RM) are promoted to Sub-Lieutenant on the day after passing out of training. Those personnel who arrive at BRNC having been selected for promotion to WO (RN) / WO1 (RM), or who are already WO/WO1, are now promoted to Lieutenant (RN) / Captain (RM) on the day after passing out of training⁹. This next higher rank is awarded to those selected for WO/WO1 because by this stage in their career these personnel are judged to have the experience and proven capabilities to deserve promotion to Lt. (RN) / Captain (RM). This policy was re-assessed for the changeover to WO2 (RN) and does not merit change, i.e. those who join BRNC as WO2 (and not selected for promotion to WO/WO1) will pass out of BRNC as Sub-Lieutenants. This policy accords with that for the Royal Marines.

Uniform

20. Details of the uniform dress for Royal Navy WO2 are at ANNEX B. Uniform Clothing Stores will issue badges and uniform items to CCPO and A/CCPO on demand. Tailoring costs for changes to No.1 uniforms¹⁰ by recognised contractors are to be included within running annual expenditure by disaggregated budget holders. Defence Clothing are procuring new to Service items which are expected to be in stores by the second week of February 2004. Supply Officers of Ships, Submarines, MWV Squadrons and Air Stations are advised to ensure that requisite items are made available to units, deployed or deploying, in which CCPO are serving.

Terms and Conditions of Service (TCOS)

Disciplinary aspects

21. Warrant Officers, when disrated by Summary Trial, may not be disrated below Chief Petty Officer¹¹ and also have the option to elect for Discharge SNLR when being disrated¹². Personnel who were previously CCPO, a non-substantive rate, could be disrated to PO which is also the lowest rate to which Artificers may be disrated. WO2 will come under the existing disciplinary regulations for Warrant Officers

Administrative measures

22. Warrant Officers have the option to elect for Discharge Shore if liable to be reverted for unsuitability¹³, and this option will be extended to WO2.

23. A/WO2 who fail to complete the necessary training to be confirmed in the WO2 rate are to be reverted to CPO Artificer.

Applicability of Manpower Regulators

24. The introduction of WO2 rate presents no significant difficulties for those serving on FTRS¹⁴ engagement. Personnel on FTRS may not be advanced or promoted and ex-regular forces personnel re-enter the Naval Service in the rate at which they left. There are some FTRS personnel who have been awarded Local Acting advancement and who will therefore be affected by the Local Acting advancement rules proposed above. Personnel on FTRS are subject to a separate pension scheme, so are unaffected by the introduction of WO2 pensions for those currently serving as CCPO. 2OE is similarly used as manpower regulator and it has been suggested that 2OE(5) should be offered automatically on promotion to WO2 (as 2OE(10) is offered automatically on selection to WO1). However, the change from CCPO to WO2 in itself makes no changes to the structure of the Artificer Corps and therefore this additional regulator is not required at this time.

Employment Patterns and Individual Harmony

25. It is intended that individual harmony will be delivered through the measurement of Separated Service. Accordingly the concept of MTA and Sea-Shore ratio, whilst not specified separately for CCPO¹⁵ has very limited longevity and will not be changed.

⁹ BR8748 Chapter 12 and BR8373 Article 3333 refer, as amended by DCI RN 158/00 which introduced enhanced arrangements for the promotion of Warrant Officers (RN) and WO1 (RM) to the SUY / SCC schemes in recognition of their rank and experience.

¹⁰ To include the removal of CPO buttons and CCPO rate badge, and replacement with 2 WO2 badges.

¹¹ BR11 Volume 1 Article 0711 §1.c "Restrictions on Summary Trial and Punishment of Warrant Officers" and Naval Summary Discipline Regulation (NSDR) 39.

¹² BR11 Volume 1 Article 0924.4, this applies when a WO has been disrated either summarily or by court-martial.

¹³ BR1066 Article 0706.1: Reversion for unsuitability of ratings who have completed less than 22 years service.

¹⁴ BR64 Chapter 8: Full Time Reserve Service.

¹⁵ BR14 Drafting Instructions Article 0104.3 and Annex 1A: MTA Calculator.

Drafting and Promotion

26. A system exists to provide promotions prospects assessments¹⁶ to individuals for promotion to WO1. This system will not be extended to assessments of prospects for promotion to WO2 at this time. Similarly WO1 are appointed by CND¹⁷ and given increased access to CND for career management; CCPO are drafted and there is no intention to introduce these features for WO2 either at this time.

Accommodation

27. Overall accommodation requirements will not change as a consequence of introduction of the WO2.

- a. *Afloat*: The Defence Standard for accommodation provision in ships and submarines¹⁸ is used to determine the accommodation in future naval platforms. As a category 2 standard it is not mandatory, but precedence is given to QRRN¹⁹, which summarises the current standards as single cabins for WO and 4-berth cabins for CPOs. The Def-Stan already has a separate category for Senior CPOs, which includes CCPO, so the accommodation provision is already commensurate with the role of the WO2 as a functional specialisation head of department at Senior NCO level.
- b. *Ashore*: Accommodation scales ashore are contained in JSP 315 Services' Accommodation Code, which again gives precedence to QRRN, but in this case QRRN does not rule on the provision. The JSP gives a generic description for SNCO single-service accommodation, so the introduction of the WO2 has no material effect on the current provision.

Ceremonial

28. WO2 are to fall in on parade with the unattached Warrant Officers. They may also be called upon to be i/c or 2i/c of a platoon.

Pay

29. Pay Range 4 Increment Levels (IL) 5-9 for CCPO will now be allocated to WO2(RN), so the pay of individuals is unchanged. This creates a Common Pay Range and structure with WO2(RM) and Army WO2.

Pensions

30. The pension rules approved for WO2 are as follows:

- a. Pensions for personnel currently (or recently) serving as CCPO leaving the RN from 1 Apr 04 onwards will be assessed and paid as follows:
 - i. Those personnel leaving on or after 1 Apr 04, having aggregated a period of two years or more reckonable service in the rank of CCPO, (including time as Acting CCPO, and Local Acting CCPO), in the previous five years, will be entitled to a pension at full WO2 rates, payable as an immediate pension if otherwise qualified in accordance with existing rules²⁰.
 - ii. Those personnel leaving on or after 1 Apr 04, having aggregated a period of at least one year but less than two years reckonable service in the rank of CCPO, (including time as Acting CCPO and Local Acting CCPO), in the previous five years, will be entitled, where otherwise qualified, to a pension assessed at Chief Petty Officer rates, enhanced by the addition of one-half of the difference between the pension rate for CPO and WO2, with parts of a year (in excess of one year but less than two years) being counted proportionately. This pension will be payable as an immediate pension if otherwise qualified in accordance with existing rules.
- b. CPOs promoted to WO2 from 1 Apr 04 onwards will be entitled to a CPO pension (if otherwise qualified) until they accrue at least one years reckonable service as a WO2, whereupon they become entitled to an enhanced CPO pension, until they achieve two years reckonable service as a WO2, thus becoming eligible for a pension at WO2 rates.

¹⁶ RNTM 141/00.

¹⁷ BR14 Articles 0123 - WO Appointing and Article 0522 Communications with CND for WOs.

¹⁸ Def Stan 02 -107: Requirements for Accommodation in HM Surface Warships and Submarines.

¹⁹ QRRN 8142: Accommodation and Messing of Ship's Company.

²⁰ Naval and Marine Pay and Pensions (Non-Effective Benefits and Family Pensions) Order 2002.

31. These rules will be incorporated into BR 1950 and used by AFPAA to make pension calculations for individuals. The WO2 (OR8) pension will be approximately 400 to 900 pounds sterling per year more than the existing CPO (OR7) pension depending on length of reckonable service.

Pay, Pensions and Personnel Records

32. Computer- based Personnel and Pay Records will be changed centrally with an effective date of 1 Apr 04.

Service Records

33. Individual Service Records and RORRS reports are to be updated to reflect WO2 and WO1 nomenclature.

Staff/Junior Command Training

34. The majority of CCPO already receive some form of staff training on a Charge Chief Qualifying Course, in the form of branch specific packages of Defence Writing and Engineering Administration instruction, typically three days in length. A common junior command and staff training module is under consideration for all WO2.

References

35. References that will be amended as a consequence of WO2 implementation are listed at ANNEX C, with important changes noted. The list reflects only those references identified to date, and is not necessarily complete. Sponsors of those References listed and any others affected by this DCI, are to initiate amendment action quoting this DCI as authority. A copy of this DCI is to be retained in the front cover of all publications listed at ANNEX C, pending formal inclusion of changes in the next amendment.

ANNEXES:

- A. Revised Nomenclature Summary for RN Warrant Officers.
- B. Changes to RN Uniform Dress regulations: Introduction of Warrant Officer Class 2 Rate.
- C. References affected by WO2 implementation.
- D. Amendment to Regulations for Educational Qualification for WO (QEW0).

ANNEX A

REVISED NOMENCLATURE SUMMARY FOR RN WARRANT OFFICERS

1. The changes to nomenclature for RN Warrant Officers arising from the introduction of the WO2 are summarised below. Information held on computer (NMMIS and Pay) will be updated automatically at the end of Mar 04.

CURRENT		NEW		ID CARD FORMAT
RATE AND TRADE	ABBREVIATED FORM	RATE AND TRADE	ABBREVIATED FORM	
Warrant Officer λ EA or CT or MT	WO(λ EA) Or WO(CT) Or WO(MT)	Warrant Officer Class 1 (λ EA or CT or MT)	WO1(λ EA) Or WO1(CT) Or WO1(MT)	WO1
Acting Warrant Officer λ EA or CT or MT	AWO(λ EA) or AWO(CT) Or AWO(MT)	Acting Warrant Officer Class 1 (λ EA or CT or MT)	AWO1(λ EA) Or AWO1(CT) Or AWO1(MT)	WO1
Warrant Officer non-technicians e.g. MEM, SA, PTI etc	WO followed by branch designation e.g. WO(SA).	Warrant Officer Class 1 (branch designation)	WO1(branch designation) e.g. WO1(SA)	WO1
Acting Warrant Officer non-technician	WO followed by branch designation e.g. AWO(SA)	Acting Warrant Officer Class 1 (branch designation)	Acting WO1(branch designation) e.g. AWO1(SA)	WO1
Charge Chief Petty Officer λ EA or CT or MT	CC λ EA or CCCT or CCMT	Warrant Officer Class 2 (λ EA or CT or MT)	WO2(λ EA) Or WO2(CT) Or WO2(MT)	WO2
Acting Charge Chief Petty Officer λ EA or CT or MT	A/CC λ EA or A/CCCT or A/CCMT	Acting Warrant Officer Class 2 (EA or CT or MT)	AWO2(λ EA) Or AWO2(CT) Or AWO2(MT)	WO2
NB: λ = A or M or W, for Air, Marine or Weapon Engineering Artificers				

ANNEX B

CHANGES TO RN UNIFORM DRESS REGULATIONS: INTRODUCTION OF WARRANT OFFICER CLASS 2 RATE

1. The approved uniform / badges for Royal Navy WO2 achieve maximum alignment between uniform codes in Joint Service terms.
2. *Cap and Beret badges:* WO2 will have Warrant Officer status, so WO2 (RN) are to wear the same cap and beret badges as WO1 (RN) to signify their membership of this group of Senior Non-Commissioned Officers. This model is analogous to RN Officer ranks, which have a common cap and beret badge.
3. *Uniform Badges:* The RN / RM Uniform scale already includes a WO2 uniform arm badge on an ink-black background (see Appendix 1), as worn by WO2 (RM), when in Blue Formal uniform. This design is also common with the British Army WO2 badge, albeit the Army colour scheme includes red and green colouring. The new WO2 rate badge (to the WO(RM) pattern) is to be worn on each (lower) sleeve by WO2 (RN) dressed in No.1 Dress (Blue Formal Uniform), in place of the existing CCPO badge; CPO buttons will be removed from CCPO uniforms to complete this change. The remainder of the Uniform Dress requirements are then to be met by the following, noting that the wrist "amulet" badges to this pattern are not needed or permitted:
 - a. The acquisition by individuals of a smaller version of the above WO2 badge for wear on the lower sleeves in No.2 Dress (Blue Evening Uniform).
 - b. The wearing of gold on black shoulder tabs in the new WO2 pattern with the following rigs:
 - i. No.3 Dress (General Duty Rig).
 - ii. No.4 Dress (Improved Action Working Dress (IAWD)).
 - iii. No.5 Dress (Working Rig) (where shoulder straps are fitted).
 - iv. All White Uniforms.
 - c. When former CCPO are dressed in Combat Soldier 95 uniform, e.g. when serving with RM units, existing WO2 RM badges may be used (black on green).
4. *Uniform Clothing:* The only other change to the uniform scale for those formerly dressed as CCPO is that WO2 will wear white overalls in common with other Warrant Officers.

APPENDIX 1 to ANNEX B

CHANGES TO RANGE OF RN BADGES OF RANK, WITH EQUIVALENT RM BADGES AND EXISTING RN RATING BADGES

WO2 (RM) badge for use by WO2 (RN):

This badge will be used as described in ANNEX B Para 3 above, as cuff (lower sleeve) badges²¹, and on shoulder tabs.



WO 2

Existing WO Cap and Beret badges for use by RN WO2:

Existing WO Cap and Beret Badges are shown below, along with CPO and PO badges for comparison. WO1 and WO2 will wear common cap and beret badges.

CAP BADGES



Warrant Officer



Chief Petty Officer



Petty Officer

²¹ CPO rate buttons will be removed.



Warrant Officer



Chief Petty Officer



Petty Officer

Existing RN Badges of Rank for WO to Leading Rate



WARRANT OFFICER



CHIEF PETTY OFFICER



PETTY OFFICER



LEADING RATE

Regulating Branch Badges (MAA Badges worn on lapels, or in wrist amulet form)

REGULATING BRANCH



Master-at-Arms



P.O. & Ldg.
Regulators