

How we are Organised

MAIN PARTS

The Defence Forces consists of the Permanent Defence Force and the Reserve Defence Force.

Permanent Defence Force

The Permanent Defence Force (PDF) consists of a permitted strength of 10,500 personnel which includes:

- Army
- Air Corps
- Naval Service

Reserve Defence Force

The Reserve Defence Force (RDF) consists of the Army Reserve and the Naval Service Reserve. The RDF is organised into the First Line Reserve and the Second Line Reserve. The First Line Reserve comprises former members of the Permanent Defence Force and the Second Line Reserve comprises the Army Reserve and the Naval Service Reserve.

Army Reserve

The Army Reserve has nine (9) reserve infantry battalions, eighteen (18) combat support and combat service support units and three (3) air defence batteries.

Naval Service Reserve

The Naval Service Reserve has the Eastern Group and the Southern Group. Each group consists of two (2) Companies: Dublin and Waterford in the Eastern Group; Cork and Limerick in the Southern Group.



Territorial Organisation



Legend :

- Blue - Western Brigade Area of Operations
- Orange - Southern Brigade Area of Operations
- Green - Eastern Brigade Area of Operations

Rank Structure

RANK STRUCTURE

There are two (2) basic rank structures within the Defence Forces, which are similar to other modern armies.

Commissioned Ranks

Officers of commissioned rank normally enter as Officer Cadets or CFRs (Commissioned from the Ranks) and on completion of training receive a Commission from the President of Ireland as a Second Lieutenant in the Army and Air Corps or as an Ensign in the Naval Service. Direct Entry Officers have specialist qualifications and are recruited in a separate competition.

Enlisted Personnel Ranks

Enlisted Personnel join as Recruits or Apprentices and on completion of training become Privates (Ptes) in the Army, Able Seamen in the Naval Service or Airmen/Airwomen in the Air Corps. On qualification they may be promoted to higher non-commissioned ranks. Persons of Corporal rank and higher are known as Non-Commissioned Officers (NCOs).

Can I Get to the Top Ranks?

Enlisted Personnel can compete for a Cadetship on an annual basis and are awarded additional bonus marks at interview. Periodically enlisted personnel may follow the CFR route and be commissioned following a separate selection competition and Officer training course.





ARMY

COMMISSIONED RANKS

Second Lieutenant [2/Lt]
 Lieutenant [Lt]
 Captain [Capt]
 Commandant [Comdt]
 Lieutenant Colonel [Lt Col]
 Colonel [Col]
 Brigadier General [Brig Gen]
 Major General [Maj Gen]
 Lieutenant General [Lt Gen]

ENLISTED PERSONNEL RANKS

Private 2 Star [Pte]
 Private 3 Star [Pte]
 Corporal [Cpl]
 Sergeant [Sgt]
 Company Quartermaster Sergeant [CQMS]
 Company Sergeant [CS]
 Battalion Quartermaster Sergeant [BQMS]
 Battalion Sergeant Major [BSM]





AIR CORPS

COMMISSIONED RANKS

Second Lieutenant [2/Lt]
 Lieutenant [Lt]
 Captain [Capt]
 Commandant [Comdt]
 Lieutenant Colonel [Lt Col]
 Colonel [Col]
 Brigadier General [Brig Gen]
 Major General

ENLISTED PERSONNEL RANKS

Airman/Airwoman 2 Star [Armn/Arwn 2*]
 Airman/Airwoman 3 Star [Armn/Arwn 3*]
 Corporal [Cpl]
 Sergeant [Sgt]
 Flight Quartermaster Sergeant [FQMS]
 Flight Sergeant [F/Sgt]
 Regimental Quartermaster Sergeant [RQMS]
 Regimental Sergeant Major [RSM]





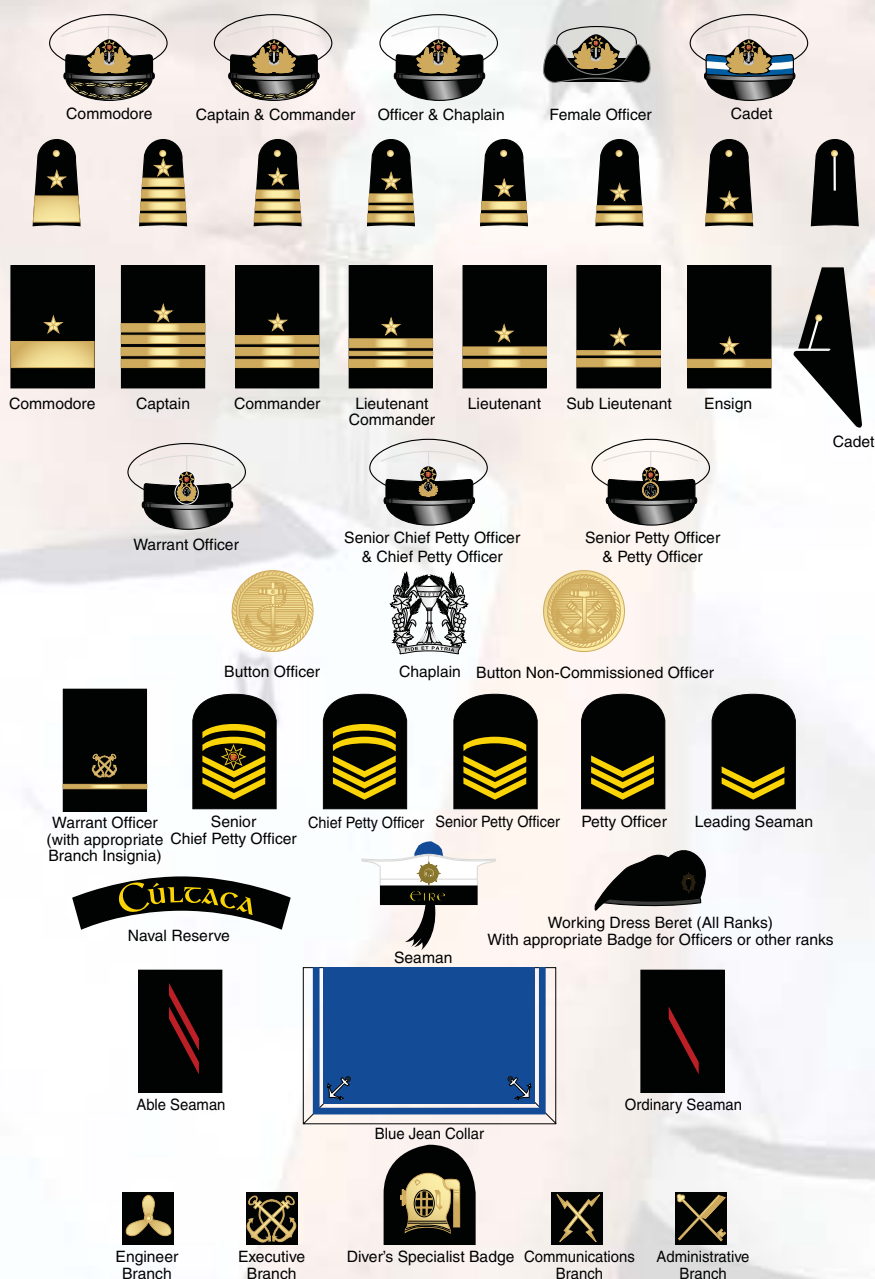
NAVAL SERVICE

COMMISSIONED RANKS

Ensign [ENS]
 Sub Lieutenant [Sub Lt]
 Lieutenant (NS) [Lt]
 Lieutenant Commander [Lt Cdr]
 Commander [Cdr]
 Captain [Capt]
 Commodore [Cmdre]

ENLISTED PERSONNEL RANKS

Ordinary Seaman [OS]
 Able Seaman [AS]
 Leading Seaman [LS]
 Petty Officer [PO]
 Senior Petty Officer [SPO]
 Chief Petty Officer [CPO]
 Senior Chief Petty Officer [SCPO]
 Warrant Officer [WO]



Army – Corps



Infantry Corps

The Infantry are the 'foot soldiers' and the backbone of an army. The Infantry Corps soldiers are regarded as operational troops who must be prepared for tactical deployment in any location at short notice. In wartime this means that they will be among the front line troops in the defence of the State. In peacetime however they can be seen performing duties in support of the Gardaí in Cash and Prisoner Escorts or in major security operations with MOWAG Armoured Personnel Carriers.



Artillery Corps

The Artillery Corps provides support to the infantry or armoured elements.

- Fire support of Infantry or Armoured troops
- Ground to low level air defence



Cavalry Corps

The Corps is equipped with armour to carry out its role of reconnaissance, making first contact with an enemy and providing security to the infantry in offensive and defensive operations. The key word in the Cavalry Corps is 'mobility', and it enjoys a reputation of flexibility and readiness to undertake any task.



Army – Corps



Corps of Engineers

The Corps of Engineers is responsible for all combat engineering and general engineering matters within the Defence Forces. Personnel of the Corps of Engineers all possess a recognised trade, engineering discipline or other specialist skill.



Communication and Information

Corps

The Communication and Information Services Corps (CIS) is responsible for providing all communication and information technology services. All computers are purchased and maintained by the CIS Corps. The role includes the development and maintenance of a countrywide private Defence Forces Telecommunications Network (DFTN), which can support both voice and data services, and the provision, and maintenance of military radio equipment for use by Defence Forces personnel at home and abroad. The CIS Corps also provides communication links to all overseas missions including a satellite link for voice and data.

Services



Ordnance Corps

The Ordnance Corps is responsible for the purchase and maintenance of weapons, anti-aircraft missiles and naval armament, and for the uniforms worn by military personnel. The Corps is also responsible for buying food. Corps personnel are appropriately qualified and have the expertise to afford technical evaluation of complete weapon systems. The Ordnance Corps provide the only Explosive Ordnance Disposal (Bomb Disposal) service within the State, in support of the Garda Síochána.



Army – Corps



Transport Corps

The Transport Corps is responsible for purchasing, managing and maintaining all soft skinned vehicles, and the maintenance of all armoured vehicles. It is also responsible for driver training, testing, certification, maintenance of driving standards and the provision of vehicle fuels, oils and lubricants. It provides heavy lift capability for the Defence Forces.



Medical Corps

The Medical Corps has the responsibility of maintaining health and preventing disease in the Defence Forces. The Corps provides dental as well as medical care for all personnel. It has personnel in every Barracks.



Military Police Corps

The Military Police are responsible for the prevention and investigation of offences, the enforcement of discipline and the general policing of the Defence Forces. The Military Police have been deployed in many UN missions. They enjoy a very close working relationship with An Garda Síochána at national and local levels.



Air Corps

INTRODUCTION

The Air Corps (AC) is the Air Component of The Defence Forces (DF) with its base and headquarters at Casement Aerodrome in Baldonnel, Co Dublin. Since its formation in 1922 the Irish Air Corps has undergone many changes both structurally and technologically. The most recent of these include the procurement of eight new PC-9 type aircraft, two new EC-135 and six AV-139 helicopters which add to an already extensive list of aircraft such as the Gulfstream IV, the Bombardier Learjet, the CASA CN 235, the Cessna 172H, and the Defender 4000. The Air Corps' motto is '*Forfaire Agus Tairiseacht*' which means '*Vigilance And Loyalty*'.

AIR CORPS MISSION

To deliver the Air Power contribution to the military defence and security of the state and to fulfil all roles assigned by Government through the deployment of a modern, well-motivated and effective Air Corps.

PRIMARY ROLES

In Support of the Army

- Observation and Reconnaissance
- Local Fire Support
- Command and Control
- Limited Tactical Mobility and Logistic Support
- Casualty Evacuation

In Support of the Naval Service

- Maritime Surveillance and Defence
- National Security
- Economic Zone Surveillance
- Protection of Natural Resources



In Aid to the Civil Authority

- Maritime Patrols
- Ministerial Air Transport (MATS)
- Air Ambulance Service
- Maintaining and Operating Garda Air Support Unit Aircraft
- Observation Reconnaissance and Search Operations
- Photographic Reconnaissance
- Industrial Explosives Escorts
- Prisoner Escorts
- Cash Escorts
- Protection of Airspace Operations
- Inland Search and Rescue (SAR)
- Wildlife Surveys
- Fire Fighting

ORGANISATION AND STRUCTURE

The Air Corps is Commanded by The General Officer and is then divided into two sections, which are headed by The Chief of Air Staff Support and The Chief of Air Staff Operations. The AC is further broken down into Units and Sub-Units which all have their own Commanding Officers.

Operations

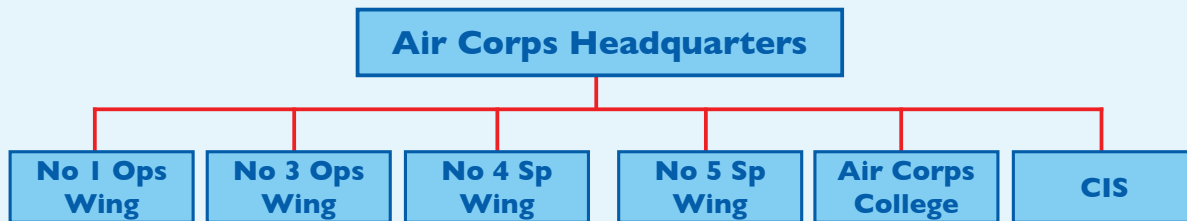
This is headed by Chief of Air Staff (CAS) Operations, he is the officer tasked with the day-to-day operations of the Air Corps, which includes all flying operations. This can include Ministerial Air Transport Service, Reconnaissance flights; Air Ambulances both fixed wing and helicopter as well as many other operations.

Support

This is headed by Chief of Air Staff (CAS) Support, he is the Officer tasked with maintaining the support services for the Air Corps. These services range from, administrative duties, Military Police, logistics, financial control, health and safety and personnel functions.

Air Corps

There are two operational flying units, operating fixed-wing and rotary-wing aircraft respectively. The Air Corps College is a separate Unit tasked with all initial training of Pilots, Apprentices and Recruit Airwomen/Airmen. There is also a Maintenance Support unit, a Base Administration unit and a Communication and Information Services (CIS) unit.



The General Officer Commanding the Air Corps also has a number of specialist Staff Officers to advise him on policy and development issues as well as day to day administration. These officers include the Flight Safety Officer and the Chief Airworthiness Officer.

The CAS operations is responsible for advising the General Officer Commanding on Operations, Training, Air Traffic Services and Intelligence matters while the CAS support is responsible for advising the General Officer Commanding on all support issues including administrative duties, Military Police, logistics, financial control, and personnel functions.

TRAINING AND DEVELOPMENT

AC Commitment

As our servicemen and women are our most important asset the Air Corps is committed to providing you with an interesting, rewarding and challenging career. The AC is committed to providing all the necessary training and development opportunities to advance your career in the Air Corps.

Individual Commitment

The Air Corps expects individuals to work hard and take personal interest in their own career. Loyalty, honesty, punctuality and the highest standards in dress and behaviour are just some of the qualities expected of all personnel at all times. All equipment provided should be used correctly and with due care. Lastly, you are required to obey all lawful orders, and complete all duties to the best of your abilities.

Career Development

The AC offers many different career opportunities including entrance as a Recruit to become a Three Star Airman / Airwoman, entrance as an Apprentice or as a Cadet. However entry in one stream does not mean that the others are not accessible as a number of our Pilots began their career in the Defence Forces as Apprentices or as Recruits.

Additional Qualifications

Depending on your Unit and its requirements you may have opportunities to gain further qualifications, many of which are certified/recognised by civilian bodies. These include Motor Transport Driver (MTD), Physical Training Instructor (PTI), Emergency Medical Technician, and Air Traffic Controller etc. Places on these courses will be limited and consideration for these courses will require that you meet certain criteria / standards. All these courses will be advertised in Routine Orders.

Overseas Service

AC personnel may have the opportunity to serve overseas with Defence Forces Units on Overseas Missions. In most instances personnel who joined the Defence Forces after Jan 1, 1994 are liable to mandatory selection. Opportunities to serve overseas may be limited and personnel are selected on the basis of: Qualifications v Appointment requirements, previous overseas service and the impact your selection will have on Primary Air Corps Operations. Personnel under training will NOT be considered for overseas service.

EDUCATION

The AC supports and encourages the concept of 'Life Long Learning' whereby individuals choose to improve their knowledge and skills on a regular basis by completing further courses in education. There are a number of schemes to fund education courses such as the 'Refund of Fees Schemes' (TI 04/00) and the 'Adult Education Scheme' (TI 07/02); these will be advertised each year. Fees will be refunded in part or in full to those who successfully complete an approved course. Applicants must apply for refunds in advance of the course commencement. It should be noted that funding is limited and that a selection/priority procedure will apply. AC apprentices upon successful completion of their apprenticeship receive a qualification at level 7 of the National Framework of Qualifications. AC cadets who successfully pass their ground school syllabus are awarded European Joint Aviation Regulations (JAR) Air Traffic Pilots Licence (ATPL) knowledge.

WELFARE AND PAY

The AC provides many facilities within Casement Aerodrome for the benefit of all serving personnel. The primary benefits include accommodation, free access to medical and dental services, use of canteen and mess facilities and free Internet access (Technical Training School). The sports facilities include a Gymnasium that houses a 5-a-side football court, a GAA pitch and a number of handball alleys. A Personnel Support Service (PSS) and Chaplaincy Service are also available.

Enlisted personnel are paid weekly and officers on a monthly basis, you will be required to have a bank account into which your pay is lodged. Personnel may qualify for additional pay and allowances for specific qualifications and certain duties. These include Flying pay, Security Duty Allowance (SDA), Technical Pay and Instructor Pay. If you have difficulties with receiving any of the above pay you should contact your Orderly room NCO or Admin Officer.

Leave Plans

Leave is a privilege and is granted subject to operational commitments and may change at short notice. Where proper planning is completed and advance notice is provided, every effort is made to approve leave.

Travel Warrants

All enlisted personnel who are Single Living In (SLI) are entitled to a number of travel warrants each year. First and Second Year Apprentices are entitled to 12 (twelve) free travel warrants to their home address each year, Third and fourth Year Apprentices are entitled to 6 (six) each year.

COMMUNICATIONS AND STAFF INVOLVEMENT

The AC strives to ensure that all individuals are kept informed on a regular basis of the developments within the organisation e.g. Annual Plans, Training Plans, Routine Orders, Safety Statements, IMG Reports and HR Issues incl promotion/ career development opportunities etc.

The primary communication methods are parades, briefings at all levels and routine orders which are issued each week by Unit Orderly rooms and electronically via Connect Live. Further information is also available on the Airnet, the Air Corps Intranet site. You should always endeavour to read the Bulletin Board in your Unit on a regular basis. Key information points include:- Notice Board (Routine Orders/ Duties/ Courses etc), AC News, AC Strategy, Sport, PSS, PDFORRA and RACO.

The intensive nature of our operations dictates that effective teamwork is fundamental to our continuing success. Each individual has a role to play in achieving this success by contributing in a positive manner to his or her Unit.

FLIGHT SAFETY

The Air Corps is committed to the proactive implementation of Flight Safety initiatives as a means of increasing mission efficiency and effectiveness, by minimising the risks associated with our operations. This commitment includes a philosophy of continuous improvement to achieve and maintain the lowest possible risk level.

The cornerstone of the Flight Safety culture in the Air Corps is individual responsibility. The effectiveness of a good safety culture depends on individuals at all levels understanding and contributing through hazard identification and prompt effective reporting.

MISCELLANEOUS

Transfer to Army/Naval Service

Members of the AC are specifically enlisted to serve within the Air Corps, and have no automatic entitlement to transfer to other elements of the Defence Forces. AC policy is that during the initial term of enlistment (5 Years), applications to transfer will only be considered in exceptional circumstances. Thereafter applications may be considered subject to the overall personnel requirements of the AC.

Air Corps Cadets are generally recruited once per year and are initially trained in the Cadet School, DFTC in the Curragh before embarking on a flight-training course in Baldonnel. On successful completion of a wings course Pilots are awarded their wings and are contracted to the Air Corps for 12 years.

The Air Corps also recruit Apprentice technicians. Apprentices undergo a 4 year training course after which they are contracted for an initial period of 9 years with an option to extend for another three.

Uniform

Your uniform sets you aside from all other members of the Defence Forces and from civilians in general. It should be well maintained and worn with pride at all times. All uniform items should be clearly marked on issue and stored in a secure location when not worn. Your Admin Officer / NCO will brief you on replacement of Uniform / Uniform Allowance (Officers) etc. It is emphasised that when you are required to wear your uniform outside the Air Corps Base, your standard of dress, deportment and behaviour should be excellent at all times as you reflect the AC, the Defence Forces and Ireland (when abroad). In particular the wearing of working dress or incorrect uniform in public places is prohibited.

Culture

The Air Corps is a hierarchical organisation with clearly defined rules and regulations. All concerns should be addressed through the 'Chain of Command' i.e. your immediate superior and upward through chain of command.

Conduct

All personnel must be made fully aware of the potential consequences of disciplinary action resulting from being convicted of offences against military law OR in the civil courts. Such convictions will affect your 'Conduct Rating' and may prevent your eligibility for extension of service, promotion, courses and overseas etc. Your discharge may be sought for serious or repeated offences.

Dignity and Respect

As a new entrant to the Irish Air Corps you enter an organisation where Command and Authority is exercised in such a manner that all personnel are respected for their individuality and diversity in accordance with the 'Dignity Charter for The Defence Forces.' The policies and procedures of the Air Corps underpin the principles and objectives of this Charter. Personnel should be treated with respect and dignity and it is the duty of all ranks to uphold the Dignity Charter at all times.

Naval Service



INTRODUCTION

The Naval Service (NS) is the maritime component of the Defence Forces with its Base and Headquarters located in Haulbowline Co. Cork. The NS is also the principal seagoing agency of the state and is primarily responsible for Maritime Defence and Fishery Protection but also contributes to the State's Law Enforcement, Search and Rescue and emergency response capability. The NS currently operates 8 modern ships (LE Eithne, Roisin, Niamh, Emer, Aoife, Aisling, Ciara and Orla). There are also 4 NS Reserve Units in Cork, Limerick, Waterford and Dublin.

ORGANISATION AND STRUCTURE

The NS is commanded by the Flag Officer Commanding Naval Service (FOCNS) with his HQ in Haulbowline (NHQ). The NS is divided into two Commands and the Naval College (see Organisation Diagram next page). Each Command has a number of Units, each of which has their own Commanding Officer. The following is a brief summary of the Units.

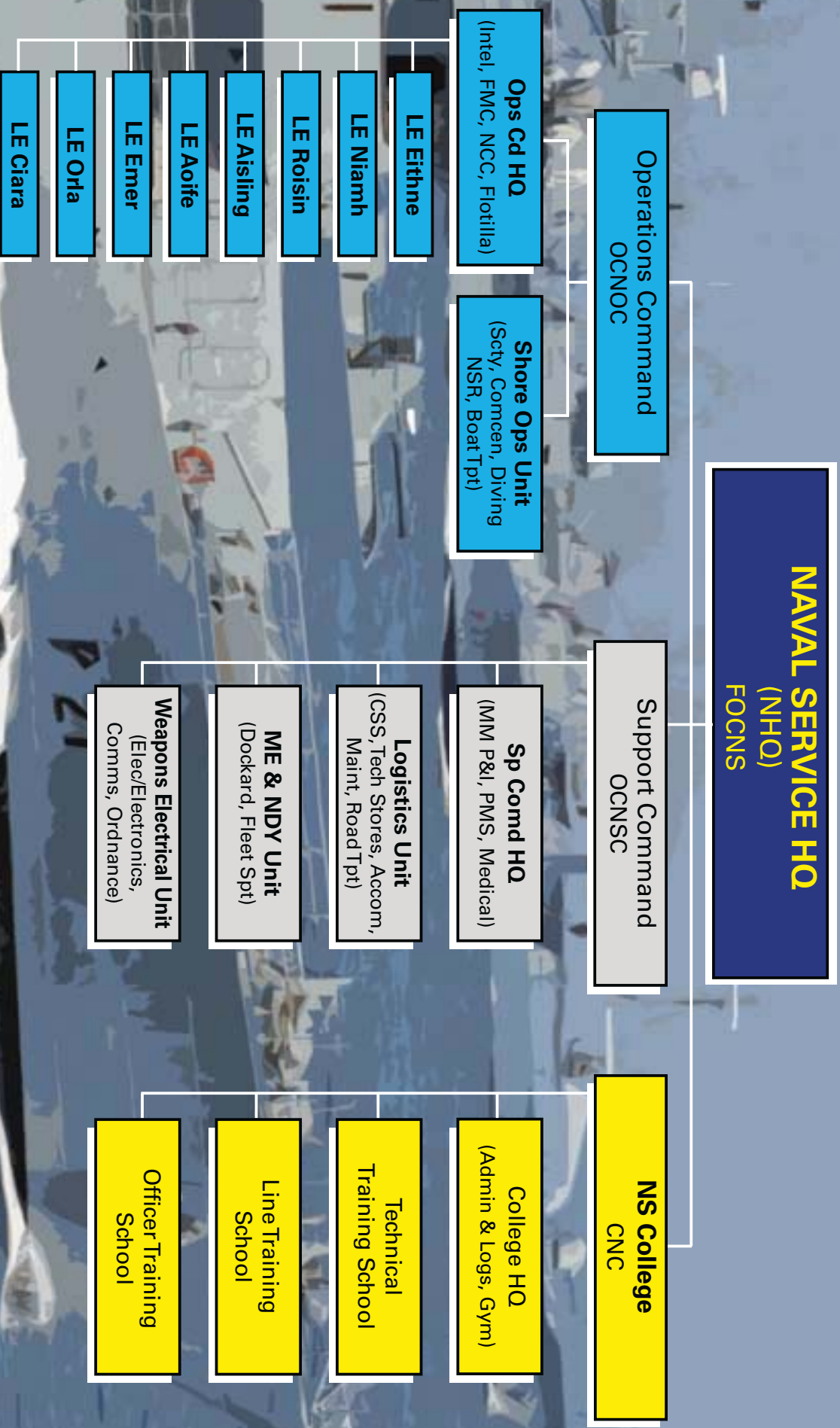
- **Support Command**

This is headed by the Officer Commanding Naval Support Command (OC NSC) and consists of four Units – Naval Support Command

- **Operations Command**

This is headed by the Officer Commanding Naval Operations Command (OC NOC), and has 10 Units – 8 ships and 2 Shore Units (Naval Operations Command HQ and Shore Operations).

Naval Service Organisation



Naval Service

HQ, Logistics (Logs), Mechanical Engineering and Naval Dockyard (MENDY) and Weapons Electrical Unit (WEU).

- **Naval College**

This is headed by OC and Commandant Naval College (CNC), and consists of a HQ and three Schools (Officer and Cadet Training, Line Training and Technical Training).

The National Maritime College of Ireland (NMCI) in Ringaskiddy is a joint venture between the NS and the Cork Institute of Technology (CIT); many of the courses for the NS will be run in the NMCI.

TRAINING AND DEVELOPMENT

- **NS Commitment**

As our servicemen and women are our most important asset, the NS is committed to providing you with an interesting, rewarding and challenging career. The NS is committed to providing you with the necessary training and development opportunities to advance your career in the NS.

- **Individual Commitment**

The NS expects each individual to work hard and take a personal interest in their own career. Loyalty, honesty, punctuality and the highest standards of dress and behaviour are expected at all times. All personnel should be treated with respect and dignity in accordance with the Defence Forces Dignity Charter. Equipment provided should be used correctly and with care. Lastly you are required to obey all lawful orders, and complete all assigned duties to the best of your ability.

- **Branch Structure**

Naval ratings on completion of their initial training work within one of two Branches; these are Operations Branch and the Technical Branch. Naval Officers are also members of either Branch. The two Branches are divided into a number of Sub Branches as follows:

- **Operations Branch:**

- *Seaman's Sub Branch* - Seamen, MPs.
- *Logistics Sub Branch* - Supplies, Chefs, Sick Berth Attendants (SBAs).
- *Communications Sub Branch* - Communication Operators, Radar/Radio Technicians (RRT) and Information Technology Technicians.

Naval Service

- **Engineering Branch:**

- *Marine Engineering Sub Branch* - Mechanics, (Mech), Engine Room Artificer (ERA), Hull Artificer (HA).
- *Electrical Sub Branch* - Electrical Artificer (EA).

- **Initial Branch Training**

On completion of Recruit training, each individual is assigned and commences training as either a Seaman/Gunner, Mech, Supply or Commop. Subject to the operational and overall personnel requirements of the NS, every effort is made to assign individuals to the Sub Branch of their choice. Your Sub Branch training will commence immediately and consists of a combination of 'On Job Training' (Task Books) on ships and formal courses in the Naval Base/College. It is not possible to be assigned directly to other categories listed above (e.g. ERA, RRT, SBA etc) unless you already hold a relevant qualification. If you have completed relevant trade or third-level education bring this to the attention of the training staff.

- **Career Development**

Within one year from enlistment you will be expected to have become efficient in your designated Branch, and be capable of undertaking sea duties as an A/Sea i.e. completed first step on career ladder. It is important to note that if you have NOT reached certain standards within your first year, for reasons within your control, your discharge may be sought. To ensure your continuance in service after 5 years and as your career progresses, it is mandatory that you meet certain standards of conduct, complete certain courses, and remain fit and seagoing. During your training you will be fully briefed on these requirements and your responsibilities.

- **Additional Qualifications (Adquals)**

Depending on your Sub Branch, you will have opportunities to gain further Adquals many of which are certified/recognised by civilian bodies. For instance, these would include courses to qualify as a Diver, Motor Transport Driver (MTD), Physical Training Instructor (PTI), Emergency Medical Technician (EMT) etc. Places for these courses will be limited



Naval Service

and consideration for these courses will require that you meet certain criteria/ standards. All these Courses will be advertised in Routine Orders.

- **Technical Courses**

On a regular basis, the NS offers personnel the opportunity to up skill and gain technical qualifications through various schemes and courses. The Trainee Tech Scheme offers individuals the opportunity to train and qualify as an Engine Room Artificer (ERA), Electrical Artificer (EA), Hull Artificer (Shipwright) and Radio Radar Technician (RRT). Other courses include those for Chefs and IT Support Technicians. All of the above have set minimum educational standards to be eligible and places are limited. Information on these standards will be available from your Branch Warrant Officer, Divisional Officer or from Routine Orders (when advertised).



It should be noted that eligibility for these courses is normally restricted to those who have achieved the rank of A/Sea and who have completed their first sea rotation. Applicants must meet conduct, medical and fitness criteria, and as places are limited a selection procedure will apply. Successful applicants may be required to give a Service Undertaking (guarantee to continue serving) for a designated number of years. Failure to meet this Undertaking will result in a financial penalty to recoup the cost of your training.

- **Inter Branch Transfers**

From time to time personnel will be offered an opportunity to apply to fill vacancies that may arise in other Sub Branches i.e. to change from their existing Sub Branch. Transfer applications will only be considered when advertised. Normally transfers are restricted to the rank of Able Body who have completed their first sea rotation and a selection procedure will be applied.

- **Cadetships**

Enlisted personnel who meet the educational criteria and other requirements, may enter the NS Cadet Competition, which is normally run on an annual basis. Successful applicants will be re enlisted as Cadets to become either Operations Officers or Marine Engineering Officers. Serving personnel

Naval Service

will receive a bonus of the total marks available at the final interview. Full information is available from the PMS or on the DF website: www.military.ie

- **Overseas Service**

NS personnel may have the opportunity to serve with Defence Force Units on Overseas Missions. In some instances personnel are liable to mandatory selection. Opportunities to serve overseas may be limited and personnel are selected on the basis of:- Qualifications v Appointment requirements, previous overseas service and impact your selection will have on primary NS operations i.e. support for and operation of ships. Personnel must also be of A/B rank and have completed their first sea rotation. Personnel under training will NOT be considered for overseas service.



- **Contracts**

Recruits join for an initial period of 5 years and may be 'Extended in Service' if they reach the required standards for a period of a further 4 years and then 3 years. After 12 years if they meet the required standards they may be 'Reengaged' for a further 9 years. After that they may 'Continue in Service' in 2 year periods to retirement age.

- **Advancement/Promotion**

All enlisted personnel can aspire for promotion to NCO rank (Leading Hand) and then to higher ranks up to most senior NCO appointments in your Branch. In order to be considered for NCO rank you will have to be recommended by your Commanding Officer and meet specific conduct, medical and fitness standards and have completed the required training and seetime. You will then be considered to undergo a Potential NCO Course selection being by set criteria. On successful completion of this course you will be eligible for promotion to L/Sea as vacancies arise. Promotion to higher NCO rank is by competition amongst qualified candidates and again is subject to meeting specified conduct, medical and fitness standards and having been recommended by your Commanding Officer and having completed the required courses and seetime.

Naval Service

EDUCATION

The NS supports and encourages the concept of 'Life Long Learning' whereby individuals choose to improve their knowledge and skills on a regular basis by completing further courses of education. There are a number of schemes to fund education courses such as the 'Refund of Fees Scheme' (TI 04/00) and the 'Adult Education Scheme' (TI 07/02); these will be advertised each year. Fees will be refunded in part or full to those who successfully complete an approved course. Applicants must apply for refunds in advance of course commencement. It should be noted that funding is limited and that a selection/priority procedure will apply.

WELFARE AND PAY

The NS provides many facilities within the Naval Base for your benefit and welfare. The primary benefits include: accommodation, free access to medical and dental services, use of canteen and mess facilities, internet café, laundry and car parking (must apply for permit – Shore Operations). Sports facilities include gymnasium, soccer pitch and squash courts.

A Personnel Support Service (PSS) and Chaplaincy Service are also available at the Naval Base.

In all Shore Units and Ships, you will have a Divisional NCO and Divisional Officer to whom you can go to seek advice on all welfare and career issues.



Naval Service

Enlisted personnel are paid weekly and officers on a monthly basis, you will be required to have a bank account to which your pay is lodged. Personnel will qualify for additional pay and allowances for specific qualifications and for certain duties. These would include Naval Pay, Security Duty Allowance (SDA), Technical Pay and Patrol Duty Allowance (PDA) which is paid when working on a ship away from the Base. If you have difficulties with emergency tax, the PSS or PMS (Pay Office) will assist in resolving these issues.

- **Leave Plans**

Leave is a privilege and is granted subject to operational commitments, which may change at short notice. In general all Shore Units and ships operate Leave Plans whereby individuals note the key operational taskings of their Unit (Patrol Plan for ships personnel) at the beginning of the year, discuss their leave proposals with their Divisional Officer and finally submit their leave for approval. This process is normally completed between Dec and Jan of each year. Where proper planning is completed and advance notice is provided, every effort is made to approve leave. Ratings may be granted up to 28 days and officers up to 31.



- **Travel Warrants**

All enlisted personnel who are Single Living In (SLI) are entitled to two free travel warrants to their home each year. These warrants may be exchanged for bus/rail tickets as required. Your Training Officer/NCO will arrange for the issue of these when necessary.

COMMUNICATIONS AND STAFF INVOLVEMENT

The NS Staff Communications Policy strives to ensure that all individuals are kept informed on a regular basis of developments in the organisation e.g. Annual Plans, Training Plans, Safety Statements and HR issues incl promotion/career development opportunities etc. It should also be noted that the NS Mission Statement is highlighted as the 'computer screen saver' on all NS computers.

Naval Service

The primary communication methods are Parades/Divisions, briefings at all levels and Routine Orders which are issued weekly by the PMS. In addition the majority of NS personnel have access to computers where the NS Newsgroups are available. You should endeavour to read these notices on a regular basis, key news groups include: - Notice Board (Routine Orders/Duties/Courses etc), NS News, NS Strategy, Sport, PSS and PDFORRA.

The nature of our operations at sea dictates that effective teamwork is fundamental to our continuing success. Each individual has a role to play in achieving this success by contributing in a positive manner to 'their team' i.e. Ship or Shore Unit. The involvement of personnel of all ranks is therefore encouraged through a Partnership approach, which advocates consultation and the support of the Representative Associations.

SEAGOING

Service in the NS is primarily about service at sea. Our ships spend approx 220 days at sea per year. The Annual Patrol Plan (published each Nov) details the exact periods which each ship will be on patrol. Each routine patrol comprises a period between 14 and 26 days. Non-routine patrols (e.g. foreign deployments) may be longer.

The NS strives to deliver on a planned approach to the sea/shore rotation of personnel based on a two year commitment to seagoing duties serving full time onboard ship followed by a two year period based ashore. Personnel may spend approx 180 days a year at sea, but some for a variety of circumstances may spend less or may be required to spend more. When working in the Naval Base, you may also be required to undertake some relief duties onboard ships. Subject to operational and overall personnel requirements, the NS endeavours to deploy all personnel with the aim of a harmonious sea to shore ratio.

Seagoing has an impact on social and domestic arrangements; it is an added factor in personal relationships. During your career, your social and domestic arrangements may change. However, continuing sea rotations will always be a factor, in particular where you want to remain in the Service and advance your career. Similarly, pursuit of non-career courses, overseas service, further education, sporting and other interests will inevitably be restricted during your sea rotation.

Naval Service

Where female personnel become pregnant during their sea rotation, they must advise the NS Medical Officer who will make a recommendation on their seagoing status appropriate to their medical condition.

- **Ships Leave**

When serving onboard a ship, your leave entitlement will increase to 43 days for every year served onboard. It must be noted however that the opportunity to avail of leave when the ship is at sea will be limited. Whilst every ship will spend up to 220 days a year at sea, each individual will be required to spend between 160 and 180 days at sea, away from the Naval Base. Long term leave planning is essential, your Executive Officer or Divisional Officer will advise you on all aspects of leave management.

MISCELLANEOUS

- **Transfer to Army/Air Corps**

Members of the NS are enlisted specifically to serve in the NS, and have NO automatic entitlement to transfer to other elements of the Defence Forces. NS policy is that during the initial term of enlistment (5yrs), applications to transfer will only be considered in exceptional circumstances. Thereafter applications may be considered subject to the overall personnel requirements pertaining at that time.

- **Uniform**

Your uniform sets you aside from other members of the Defence Forces and from civilians. It should be well maintained and worn with pride. All uniform items should be clearly marked on issue and stored in a secure location when not worn. Your Divisional Officer/NCO will brief you on replacement of uniform, uniform allowances (officers) etc. It is emphasised that when required to wear uniform outside the Base, your standard of dress, deportment and behaviour should be excellent at all times, as you reflect on the NS, the Defence Forces and Ireland (when abroad). In particular the wearing of Working Dress or incorrect uniform (rig) in public places is prohibited.

- **Culture**

The NS is a hierarchical military organisation with clearly defined rules and regulations. All concerns should be addressed through the 'Chain of Command' the first step of which is your immediate superior, usually your Divisional NCO/Officer. Our 'can do' ethos is underpinned by our vision of our personnel as professional, flexible, highly motivated, well trained, multi-skilled and impartial.

Naval Service

- **Conduct**

All personnel must be fully aware of the potential consequences of disciplinary action resulting from being convicted of offences against military law **or** in the civil courts. Such convictions will affect your 'Conduct Rating' and may prevent your eligibility for extension of service, promotion, courses, overseas service etc. Your discharge may be sought for serious or repeated offences.

- **PMS and HR Issues**

The Personnel Management Section (PMS) in Support Command HQ is the higher HRM Section in the NS. Where your Commanding Officer, Divisional Officer or Branch WO cannot answer your queries with regard to career development, general administration including pay/leave etc, they will normally seek guidance from the PMS. In exceptional circumstances, you may request an appointment with a staff member of the PMS. It should be noted that where your personal circumstances change i.e. marriage, change of home address, birth of children etc, the PMS must be informed.





NAVAL SERVICE