

# DEFENCE COUNCIL INSTRUCTIONS ROYAL NAVY

Instructions in this series are automatically cancelled after one year



478/85. AMALGAMATION OF RN COOK AND CATERING ACCOUNTANT  
BRANCHES—DETAILED ARRANGEMENTS (U)

[DNMTS 27/7/1]

1. DCI RN 213/85 announced the Admiralty Board's decision that the RN Cook and Catering Accountant Branches are to be amalgamated below Petty Officer level from 1 Apr 86. This DCI gives further details of the combined branch and the transitional arrangements which will apply to both RN and WRNS ratings currently serving.

2. **Rationale.** The amalgamation of the two branches recognizes the need for a more modern management structure for the Navy's Food Services organization, provides a better balanced career structure, allows a rationalization of training and permits greater flexibility in drafting. It also recognizes the changes in the balance of tasks currently performed by cooks and catering accountants which must follow the introduction of the catering computer in 1986. The practical cookery task will remain the same, but there will be a significant reduction in catering accounting work following the removal of manual accounts. Although elements of the existing catering accountants' work (ie provisioning, maintenance of storerooms and stocks and stock control) will continue to play an important part in the day-to-day management of the catering department, they will not provide a satisfactory job or career progression for able and leading rates in a specialized Accountant Branch.

3. **Title.** The new Branch will be known as the Catering Branch. New entries will be known as cooks, splitting at senior rating level into PO Caterer and PO Cook.

4. **Employment.** All able and leading rates in the new branch will be trained not only to existing culinary craft standards, but also in basic catering accounting principles and stock maintenance and control using ADP methods. As a result, they will be qualified to work in the galley, the catering office and provision rooms and able to gain experience in all aspects of the catering operation. This broadened training and experience pattern will enable junior ratings to develop their personal professional skills and progressively direct them towards employment in either catering management or craft work as senior ratings.

5. **Implementation.** When the new branch concept is fully implemented there will be two avenues of entry for those wishing to join the Food Services Branches of the RN.

a. Steward Branch.

b. Catering Branch.

Entry requirements, training, employment and career progression for stewards are not affected. There will be no requirement in future for catering branch ratings to be trained in steward duties or to gain practical experience in wardrooms, although the Senior Caterer will continue to be responsible for the wardroom catering account, in liaison with the Senior Steward Rating, as at present. All new entrants wishing to follow a career in cookery craft skills and/or catering management and accounting will join the new Catering Branch in the cook sub-branch. Their training, employment and advancement up to and including leading rate will be in this sub-branch. Thereafter a rating may apply for a career at senior rate level in either the craft (Cook) sub-branch

or the catering management and accounting (Caterer) sub-branch. Full details of the branch structure and career progression are set out in the 'New Entries' section below and in ANNEX B. Detailed arrangements for ratings already serving on 1 Apr 86 are set out below (para 11 *et seq*) and ANNEX C.

### New Entries

6. *Entry.* From 1 Apr 86 new entries will join the Cook sub-branch, following the standard career pattern in BR 1066 Diagram 14a of Article 1402 for junior entry and Diagram 14f of article 1404 for adult entry. A diagrammatic pattern is at ANNEX A.

### 7. Professional Training and Examination.

a. The initial (Part III) course and the Leading Cook Qualifying Course will include, at the appropriate level, cookery, catering accounting and management. Course content will reflect the existing cooks' and catering accountants' instruction adapted for ADP techniques. The steward familiarization training at both levels will be removed. There will be a Petty Officer Caterer Qualifying Course.

#### b. Courses lengths

- |     |  |  |
|-----|--|--|
| i   | Basic (Part III) — 14 weeks                  | — 10 weeks cookery (as at present)<br>4 weeks catering accounting<br>(using ADP techniques)                  |
| ii  | Leading Cook — 12 weeks<br>Qualifying Course | — 9 weeks cookery and management<br>(as at present)<br>3 weeks catering accounting<br>(using ADP techniques) |
| iii | Petty Officer Caterer<br>Qualifying Course   | — 6 weeks, catering management,<br>nutrition, hygiene, ADP<br>management.                                    |

c. The existing Fleet Examination for POCK will be the basic professional qualification for all petty officers in the new branch and the only qualification required for advancement to Petty Officer Cook. Those wishing to be considered for selection as Petty Officer Caterers must also take an additional paper on Catering Management and Accounting.

8. **Advancement and promotion.** Advancement to Leading Cook will follow diagram 14f in BR 1066. Thereafter, leading hands must decide whether to continue their careers as cooks or caterers. The qualifications required and method of selection are detailed in ANNEX B. Subsequent advancement and promotion will follow the outline in ANNEX A. The only avenue for promotion to the SD list for the new branch will be *via* petty officer caterer.

9. **Badges.** The existing pattern cook badges will be worn by all members of the branch except those who complete the PO Caterer Qualifying course and join the Caterer sub-branch: they will wear the existing pattern Caterer badges.

10. **Drafting.** Junior ratings, with their new dual skills in cooking and catering, may be drafted to a range of billets which hitherto were not open to catering accountants.

eg Submarines, OPVs, MCMVs and similar small ships, and to staffs and retinues. Petty officers, chief petty officers and warrant officers will continue to fill cook and caterer billets as appropriate.

### Transitional arrangements for ratings serving on 1 Apr 86

11. It is the intention to effect the transition to a single Catering Branch as quickly as possible whilst acknowledging the need to take account of the different training, skills, seniority and prospects of existing junior ratings of the cook and catering accountant branches and also the differences in existing advancement roster lengths. Full details of the transitional arrangements for cook and catering accountant ratings serving on 1 Apr 86 are contained in ANNEX C.

12. A full cross training programme is not required: such training will be restricted to those starting the Leading Cook Qualifying Course at the RN Supply School after 1 Apr 86. A single revised course to replace the existing Leading Cook and Leading Catering Accountant Qualifying Courses will be introduced, as outlined in para 7bii above. All ratings currently serving who attend this course will be fully cross trained, thereafter following the employment pattern for the new branch.

13. The Fleet Examination for Petty Officer Cook will not change and no special transitional arrangements at this level for existing cook ratings are required. Special arrangements will however be applied to existing catering accountants who have passed the Provisional Examination for Leading Catering Accountant before 31 Dec 86. For a transitional period these ratings will be eligible to take the current Fleet Examination for Petty Officer Caterer. Success in this examination will entitle them to roster advancement to Petty Officer Caterer under current arrangements.

14. After the transition period all candidates will be expected to have gained sufficient practical experience of craft work to enable them to take the Fleet Examination for Petty Officer Cook. Those wishing to continue their career in the Caterer sub-branch will be required to take this examination and the additional catering paper to qualify for selection as petty officer caterer candidates in accordance with the rules for the new Branch (ANNEX B).

15. The retention of the existing roster for advancement to POCA for ratings who qualified before 1 Apr 86, and for those qualifying during the transitional period, will mean that there will only be very limited opportunity for existing cook ratings who have already qualified professionally for leading rate to earn selection for petty officer caterer candidature. Selection will be introduced gradually in line with the natural reduction of the existing petty officer caterer advancement roster.

16. **Titles.** Catering accountants and Leading catering accountants will change their titles on 1 Apr 86. It will also be necessary to identify the source branch of all cook and catering accountant ratings below petty officer who have not been cross trained. Hence on 1 Apr 86:

- a. *Cooks.* All ratings serving in the cook branch will retain their existing titles. Leading ratings and below will add the suffix (C) to denote their source sub-branch.

- b. *Catering Accountants.* Petty officers and above will retain their existing titles. Leading ratings and below will change to the cook title and add the suffix (CA).

The new titles are shown in ANNEX D. The suffix (C) or (CA) will be retained until a rating has completed the appropriate cross-training course or has been advanced to acting petty officer as set out in ANNEX C.

17. Service documents are to be amended on 1 Apr 86 in accordance with the conversion table in ANNEX D, quoting this DCI as authority. INDOCs will not be required.

18. **Badges.** All ratings in the cook branch will retain their existing badges. Leading catering accountants and below will retain their existing badges until the (CA) suffix is discontinued in accordance with ANNEX C. Acting petty officer caterers and above will not change their badges.

19. **Advancement and promotion.** Existing qualifications for higher rate will remain valid and, for the time being, ratings will remain on separate cook and catering accountant advancement rosters. In certain cases, ratings will also be able to take the existing examinations for the higher rate for a transitional period. Full details are given in ANNEX C. It is clear that, for some years, the requirement for PO caterers will be met from ratings already in the branch. The existing system of selection for promotion to CPO and WO will remain unchanged.

20. **Promotion to SD List.** Avenues for promotion to the SD List for those serving in the Catering and Cook Branches on 31 Mar 86 will be preserved and they will continue to be eligible for promotion under existing procedures. Arrangements for the Steward Branch are unaffected.

21. **Drafting.** WOs, CPOs and POs will continue to fill cook or caterer billets as appropriate. Leading ratings and below will be drafted to their 'source' billets so long as they retain the source suffix. Thereafter, they will be eligible for the wider range of billets as in para 10 but care will be taken to ensure a proper balance of expertise in ships and establishments.

22. **City and Guilds recognition.** There will be no change to present recognition for cook ratings. However, existing catering accountants who successfully complete the new Leading Cooks Qualifying Course will be eligible for the award of City and Guilds Certificate 706/2.

23. **Publications.** BR 1066 will be amended. In the meantime, a copy of this instruction is to be retained within the covers of BR 1066, and is to be removed only when its contents have been incorporated in the text by the next routine amendment.

ANNEX A

CAREER PATTERN FOR THE NEW BRANCH

New Entry Training

COOK

PE for LCK

A/LCK  
(roster)

LCKQC

Confirmation

FE for POCK  
& Catering Paper  
Proby A/POCK  
(at sea)

POCAQC  
A/POCA

Confirmation

CPOCA  
(by selection)

WO(CA)  
(by selection)

Sub Lt (SD)(CA)

FE for POCK

A/POCK  
(roster)

Confirmation

CPOCK  
(by selection)

WO(CK)  
(by selection)

