

2 DIVISION OF CLERKS SECTION OF THE TECHNICAL BRANCH INTO 'CPR' AND 'CQ' SECTIONS

1. It has been apparent for some time that the range of duties performed by RM Clerks is now so wide and complex that individuals find it difficult to become really proficient in more than one of them. When a clerk is required to change appointments and duties the expertise acquired in the previous appointment has often to be discarded and an entirely new subject has to be learnt on the job. By comparison with other Services whose clerks sub-specialise in either stores or pay the Royal Marines are at a disadvantage.

2. To correct this situation and to increase the professionalism and efficiency of the RM Clerk the Clerks Section is being divided into two separate sections within the Technical Branch. They will be known as the 'Clerks Pay and Records' Section and 'Clerks Stores' Section (abbreviations CPR and CQ). The existing badge for the Clerks will continue to be used for both sections.

3. The duties now performed by the Storemen Clerk Technical will in future be performed by the CQ Section. The present Storemen Clerks Technical will, therefore, be transferred to the CQ Section.

Structures

4. Each section will contain a number of general administrative appointments in addition to their respective pay and records and stores appointments. These general clerk appointments, which include most of those in ships, registries, orderly rooms and movements offices, have been apportioned with the aim of achieving comparable promotion prospects and Home to Foreign ratios between the two sections.

5. Also, to ensure that there is a correct balance by rank of actual 'pay and records' appointments in the one section and of 'stores' appointments in the other, certain appointments have been upgraded and others downgraded. Without such action, there would be no 'stores' jobs with the rank of Colour Sergeant in the Stores Section and very few 'pay and records' jobs in the rank of QMS in the Pay and Records Section. The major changes are as follows :

- a. In the CPR Section, the Chief Clerk appointments in Commandos and the Imprest Colour Sergeant appointments in UK training establishments have been upgraded to QMS.
- b. In the CQ Section, the Clothing QMS appointments in UK training establishments have been downgraded to Colour Sergeant.

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DPRORM will initially publish lists showing how present billets within units have been allocated to the new sections and these will subsequently be confirmed by complement amendments.

Method of Transfer

6. The division of the present Clerks Section will be carried out by DODPAR, taking into account the following factors in order to produce a balanced structure for each section :

- a. Previous experience.
- b. Seniority.
- c. Terminal date.

7. In general, a man's previous experience will dictate the section for which he is selected and he will be transferred to the new section with his present seniority. However, there will be in some cases, particularly in the more senior ranks, where a man's seniority or terminal date will be the determining factor. This is necessary to ensure that in each of the new sections men are evenly spaced by seniority and that vacancies in the higher ranks will occur at suitably spaced intervals. DODPAR will send nominal lists of the new sections to all units and will publish the relevant Part II Orders.

8. Storemen Clerks Technical will be accorded seniority in the CQ Section to give them prospects of promotion no worse than they would have had in the Trades 'B' Section. On their first re-appointment after transfer they will be required to undergo conversion training as arranged by DPRORM. All S/C/T1's, however, will be eligible for promotion in the CQ Section without qualifying as CQ1.

Drafting

9. The Home to Foreign ratio in each of the new sections will remain the same as for the present Clerks Section.

10. Those men not at present in appointments consistent with their new specialisation will be relieved in the normal course of drafting. Acting rank will not be authorised for those NCOs whose appointments are upgraded.

Training

11. Separate CPR3 and CQ3 courses will commence from 23rd April, 1968. Amendments to RMRO 265/67 (SQ Training Programme 1968/69) will be issued separately.

Timing

12. The division will come into effect forthwith, and the first batch of promotions in 1968 will be in the separated sections.

RMI's

13. RMI's and complements will be amended.