

Position Number: 2119254
Rank Complement: WO1 RN
TOR Agreed By: Cdr A Murray RN
Post Holder:
Location: HMS TEMERAIRE, Burnaby Road, Portsmouth

Date of Issue: 1 Sep 2021
Review Date: 31 Aug 2022

DIRECTOR PEOPLE & TRAINING – PEOPLE SUPPORT

TERMS OF REFERENCE FOR

WARRANT OFFICER CASUALTY AND RECOVERY MANAGEMENT ROYAL NAVY (PS RNCC1 WO)

Preamble

1. Director People & Training (Dir P&T) is the lead 2* in ensuring strategic coherence in the policies for service personnel in the Royal Navy by defining people strategy, setting the supporting policy and directing the associated research and concept development.
2. In support of this, a single, appropriately resourced Casualty and Recovery Management (CRM) team was established. This team is responsible for policy related to and delivery of the following:
 - a. Casualty Notification, Management and Tracking.
 - b. Complex Wounded, Injured and Sick (WIS) Recovery.
 - c. Repatriation, Funerals and Memorial Services.
3. **Casualty Notification, Management and Tracking.** The formation of the Royal Navy Casualty Cell (RNCC) under SO2 RNCC created a single Notifying Authority (NA) and a mass casualty RN Casualty Activation Centre (RN CAC) capability. The RNCC provides the training of Casualty Notification Officers (CNOs) and Funeral Officers (FOs), maintains nationwide CNO/FO databases and allocates CNOs/FOs to task. It liaises with RN Family People Support (RN FPS) to ensure Visiting Officers (VOs) are also trained and allocated. The RNCC tracks casualties and liaises with Career Managers and the Chain of Command to facilitate RNCC Case Conferences that determine the Recovery Pathway management of individuals.
4. **Royal Navy Recovery Pathway (RNRP).** This function relates to the Royal Navy Recovery capability nested within a wider Defence Recovery Capability. It provides policy, governance and assurance of the RNRP, but its main effort is focused on the activities of the Recovery Cells in the Base Port/Air Station, Personnel Support Groups, RM Recovery Troops and Hasler Royal Navy Recovery Centre (RNRC).

Purpose

5. To be responsible for:
 - a. All matters pertaining to the notification process for all EC and NoK (if applicable) for RN/RM (including support to HQ DSF) casualties including appointing a CNO, Chaplain (or Assistant CNO), a Funeral Officer (FO) and a VO (in conjunction with RN FPS) whilst complying with guidance contained within JSP 751¹.

¹ JSP 751 – Joint Casualty & Compassionate Policy & Procedures.

- b. To assist in the development and application of Tri-Service and single Service (sS) RNRP policy.
- c. The development and delivery of the RNRP assurance process, ensuring it is aligned with the wider Defence Recovery Capability (DRC).

Responsibility

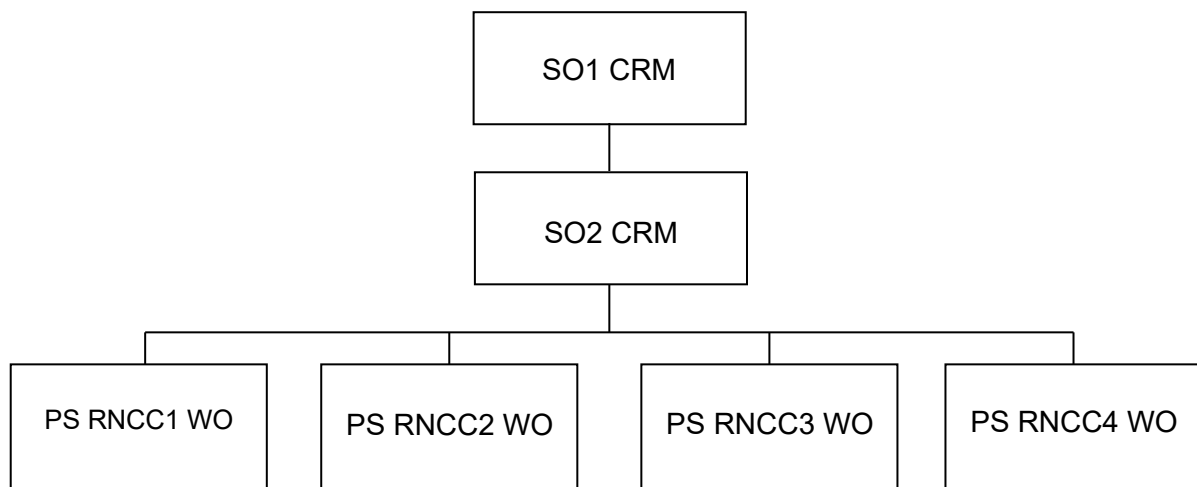
7. The PS RNCC1 WO is directly accountable to SO2 CRM.

Authority

8. The PS RNCC1 WO has delegated authority to:
- a. Act as the casualty Notifying Authority (NA) for the RN.
 - b. Nominate CNOs and Funeral Officers (FOs) as appropriate.
 - c. Liaise with JCCC, MoD Departments, RN/RM units and establishments, other Services authorities and appropriate civilian organisations, including the Naval Families Federation (NFF), as necessary to achieve his/her purposes.
 - d. Conduct duties as Duty Casualty Officer (DCO).

Organisation

9. The CRM organisation diagram is as follows:



Principle Tasks

10. The principle tasks undertaken by PS RNCC1 WO are:
- a. To be the point of contact for the management of all RN casualties reported by the Joint Casualty and Compassionate Centre (JCCC).
 - b. To administer and track all active Notifiable Casualty Signals, liaising with medical authorities on Restricted Medical matters as required to ensure a safe and satisfactory recovery pathway
 - c. To deputise for the SO2 CRM as required.

- d. To promulgate all necessary information and stakeholders to form and chair the monthly Case Conference for personnel who may require assignment to higher level of care namely: a PSG, Unit Recovery Troop or the RNRC HASLER.
- e. To undertake the role of Duty Casualty Officer (DCO).
- f. The administration and training for any Mass Casualty incidents, along with the initiation and activation of the RN CAC when deemed necessary.
- g. Conduct Recovery Assurance visits to all RN/RM Recovery Organisations and provide advice/guidance across the RN on all aspects of Casualty Management and the Individual Recovery Pathway (IRP).
- h. To organise and deliver CNO/FO/VO and other external CRM training courses and presentations. This includes maintaining the currency of the presentations and maintaining the CNO/FO databases.
- i. To coordinate and organise external visits to and from the RNCC.
- j. To assist in conducting internal reviews of the RNCC, ensuring that all processes and information remains current.
- k. Post-death administration and coordination of Condolence Templates and Thank You letters.
- l. To manage and update the CRM web site under the role of web administrator.
- m. To liaise and meet with other medical and welfare support networks in order to achieve the best possible outcomes for recovering personnel.

Competencies

11. The post holder is to be a WO1 RN/RM (OR9) or WO2 RN/RM (OR8) rank. There are no other specific specialist competencies required of the post holder.

Line Manager's signature

.....

Date:

Post Holder's signature

.....

Date: