

# THE NEW RCN TRADE STRUCTURE

## 30 Questions and Answers

IN NOVEMBER 1957 the Fleet was informed by general message that a new personnel structure was to be established for the Royal Canadian Navy. Further information on the various sections of this new personnel structure was promulgated in the November 1957 and subsequent issues of The Crow'snest.

One of the major changes involves the introduction of a new trade structure for men. The timing and general supporting information concerning this new trade structure were announced to the Fleet in a general message from Vice-Admiral H. G. DeWolf, Chief of the Naval Staff, in July 1959. The text of the message

appears on this page. As the message points out, its contents affect only lower deck personnel of the RCN regular force.

To plan and implement a new trade structure for the Royal Canadian Navy required much detailed study and work. The task was begun under the direction of the Chief of Naval Personnel at

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### Text of Message to the Fleet

Text of the general message to the Fleet from Vice-Admiral H. G. DeWolf, Chief of the Naval Staff, concerning the Royal Canadian Navy's new trade structure follows:

The initial steps for introducing a new trade structure for men, as recommended by the report of the ad hoc committee on RCN personnel structure have been approved by the Naval Board after consideration by the Flag Officer Atlantic Coast and the Flag Officer Pacific Coast. The detailed content of the new trade structure is now under consideration for final tri-service approval.

The new trade structure, which combines the maintenance and operation functions in one man where appropriate, will be introduced in two phases, phase one consisting of the following new trades, formed from present branches as indicated, will be introduced about January 1960:

- (a) Boatswain (BN), from quartermaster, sailmaker, regulator, master-at-arms and gunnery;
- (b) Weaponman Surface (WS), from gunnery and ordnance;
- (c) Firecontrolman (FC), from gunnery, ordnance and electrical;
- (d) Weaponman Underwater (WU), from TAS and ordnance;
- (e) Sonarman (SN), from TAS and electrical;
- (f) Radar Plotter (RP), from radar plot and electrical;
- (g) Signalman (SG), from communicator visual;
- (h) Radioman (RM), from communicator radio and electrical;
- (i) Radioman Special (RS), from communicator supplementary and electrical;
- (j) Electronic Technician (LT), from radio technician;
- (k) Electrician's Mate (LM) and Electrical Technician (ET), from electrical;

(l) Engineering Mechanic (EM) and Engineering Technician (ER), from engineering;

(m) Hull Technician (HT), from shipwright, plumber, painter and blacksmith;

(n) Administrative Writer (AW), Pay Writer (PW) and Ship's Writer (WR), from writer branch;

(o) Naval Storesman (NS), Victualing Storesman (VS) and Ship's Storesman (ST), from stores branch;

(p) Cook (CK), Steward (SW), and Commissaryman (CM), from cook and steward;

(q) Apprentices (AP) remain as apprentices;

(r) Bandsmen (BD) and Bandsmen Apprentices (BA) remain as bandsmen and bandsmen apprentices;

(s) Photographers (PH) remain as photographers.

Phase two, consisting of air, medical, meteorology, P & RT and clearance diver trades, will be introduced at a later date.

All men now serving shall transfer to the new trades. All future recruits shall be allocated to the new trades in Cornwallis.

All men eligible for transfer to only one of the new trades shall be assigned to that trade. All men eligible for transfer to more than one of the new trades (gunnery, TAS, ordnance and certain electrical) will be given an opportunity, on a date to be established, to state a personal preference (first choice, second choice, etc.) for the new trades as appropriate. Such preferences will be considered in conjunction with service requirement when these men are assigned to the new trades.

All men shall retain the rank, trade group and seniority held at the time of introduction of the new trade structure.

All trade group qualifications, service time, seetime and other promotion qualifications attained in the present trade structure shall be counted as equivalent qualifications in the new trade structure.

Men who are in the zone for promotion to the next higher rank at the time of introduction of the new trade structure will continue to be considered in the zone for promotion in their new trade. Men who are not in the zone at the time of introduction of the new trade structure through lack of seetime only can enter the zone when they attain this qualification. All these men can be promoted, if selected and a vacancy is available. Further promotion for such men shall be conditional upon successful attainment of those qualifications prescribed for the higher rank in their new trade.

All other men who are not in the zone for promotion to the next higher rank at the time of the introduction of the new trade structure will be required to obtain the qualifications prescribed for the next higher rank in their new trade.

Instead of a large scale conversion course program for all men, all formal training for men assigned to the new trades will be given during the course for the next higher trade level. These courses will include those trade subjects in which men are lacking. Candidates for such courses will be chosen on a selective basis. This formal training will be supplemented wherever possible by short specialized courses and pre-commissioning courses.

Men holding Trade Group Four who transfer to a new trade will not be required to re-qualify. Some will be given further training in their new trade on a selective basis.

This message does not affect RCN(R) personnel.

Naval Headquarters and, as indicated by the general message on the subject, the results are now available.

To outline and explain the new trade structure, the following questions and answers have been prepared.

## I

*What does the formation of a new trade structure involve?*

The formation of a new trade structure requires:

- (a) an analysis of the duties performed by men in ships and establishments;
- (b) the review and revision of all trade specifications;
- (c) the review and revision of all complements for men;
- (d) the review and revision of the relationship between the various ranks and trade group levels. At the same time, it is necessary to consider the rights and interests of all men serving in the present trades.

## II

*What are trade specifications?*

Trade specifications contain a description of the operation, maintenance, administration and instruction duties at all levels of each naval trade. They form the basis for all formal training courses and the award of trades pay in the Navy.

## III

*By whom were the new trade specifications prepared?*

The new trade specifications were prepared jointly by Naval Headquarters and representatives from the fleet together with advice from certain naval schools. The first step in this project was accomplished by certain selected Chief and Petty Officers, with recent sea experience, who were brought to Naval Headquarters during 1958 to work under the guidance of the Director of Naval Manning. These men worked in groups and were selected so as to cover all the fields embraced by each new trade. For example, the specification for the new combined maintainer/operator trade of Weaponman Underwater was drafted by a TAS Instructor, an Ordnance Technician and an Electrical Technician. They were given the present trade specifications in the Manual of Advancement and Promotion (MAP) together with the trade summaries of all the new trades contained in the Report of the Ad Hoc Committee on RCN Personnel Structure and, using

this information, they produced the first draft of the new specifications.

## IV

*What further steps were necessary in the preparation and approval of the new trade specifications?*

These draft specifications were examined by the Heads of Branches, i.e., the Electrical Engineer-in-Chief, Director General of Naval Ordnance, Director of Surface and Air Warfare, etc. and schools concerned, re-drafted to reflect their comments and were approved by the Heads of Branches. In addition, these specifications were reviewed and approved by the Flag Officers, Atlantic and Pacific Coasts, and Naval Board. During these processes, certain amendments were made by these authorities until a final version of each specification, acceptable to all concerned, was attained. Subsequently, all trade specifications must be processed through those authorities responsible for tri-service approval. This is required in order to justify trades pay.

## V

*How were the new trade complements prepared?*

As the main requirement of any complement is to get the job done as efficiently and economically as possible, the new trade complements were prepared by determining the minimum rank and trade combination, based on the revised trade specifications, necessary for each individual naval position and then totalling the result. The number of positions required is based on the navy's current commitments, afloat and ashore. As recommended in the Report on RCN Personnel Structure, these new complements reflect an increased emphasis on the trade side.

## VI

*Will the rank and trade combinations of the new trade structure be the same as they are now?*

No. The rank/trade combinations in the new trade structure will be different because of the increased emphasis placed on the trade capability.

## VII

*What are the minimum trade requirements for each rank?*

The minimum trade requirement for promotion to Able Seaman is trade group 1; to Leading Seaman is trade group 2; to Petty Officer 2nd class is trade group 3; to Chief Petty Officer 2nd Class is trade group 4.

## VIII

*Why is there a difference from what we have now?*

The reason for the difference is to allow men of more junior rank to attain higher trade levels but at the same time, to ensure that those men in the higher ranks are technically competent in their own trade as recommended by the Report of the Personnel Structure Committee. In addition, this will allow more men to attain the trade group two and three levels than is possible under the present trade structure.

## IX

*How will this new trade structure affect those men now serving?*

In CANGEN 229/1957, the Chief of the Naval Staff stated that the rights and interests of the individual man would be carefully guarded during the implementation of the new personnel structure. TO COMPLY WITH THIS STATEMENT IT IS INTENDED THAT ALL MEN RETAIN THE RANK, TRADE GROUP AND SENIORITY THEY HOLD AT THE TIME OF INTRODUCTION OF THE NEW TRADE STRUCTURE.

## X

*What will happen to those men who are in the zone for promotion, (i.e., fully qualified) to the next higher rank at the time of introduction of the new trade structure?*

They will continue to be considered in the zone for promotion in their new trades and can be promoted, if selected and a vacancy is available. For example, a P2TG2 who is in the zone for promotion to P1 in his present trade at the time of introduction of the new trade structure will remain so when transferred to a new trade, even though he lacks the minimum trade group required for the new trade structure. Such a man could be promoted to P1TG2.

## XI

*What will happen to those men who are NOT in the zone for promotion to the next higher rank at the time of introduction of the new trade structure through lack of seetime ONLY?*

Such men will be considered in the zone for promotion in their new trades, when they obtain the seetime they lack, and can be promoted, if selected and a vacancy is available.

## XII

*What are the future promotion prospects for such men?*

All subsequent promotion for these men will be conditional upon successful attainment of ALL qualifications prescribed for the higher rank concerned under the new promotion regulations. For example, the man promoted to P1TG2 as described previously would have to attain trade group 4 in his new trade in order to qualify for promotion to Chief Petty Officer 2nd Class.

## XIII

*What will happen to those men who are NOT in the zone for promotion to the next higher rank at the time of introduction of the new trade structure through lack of qualification OTHER than seetime?*

All such men will be required to qualify for promotion in accordance with the new promotion regulations. For example, a P2TG2 NOT in the zone for promotion to P1 through lack of qualification other than seetime will be required to meet all the minimum requirements, including trade group 3 in his new trade.

## XIV

*Will service time, seetime, trade grouping and other qualifications attained in present rank and trade be recognized in the new trade structure?*

Yes. All such qualifications will be counted as equivalent qualification in the new trade structure.

## XV

*How will the new trades be formed?*

The new trades will be formed in the following manner:

- (a) All Quartermasters, Quartermaster Instructors, Sailmakers, Regulators and Masters-at-Arm become BOATSWAINS (BN);
- (b) All Engineering Mechanics (TGS, 1 and 2) remain as ENGINEERING MECHANICS (EM);
- (c) All Engineering Mechanics (TG 3 and 4) and all Engineering Artificers become ENGINEERING TECHNICIANS (ER);
- (d) All Shipwrights, Plumbers, Painters and Blacksmiths become HULL TECHNICIANS (HT);
- (e) All Apprentices remain APPRENTICES (AP);

- (f) All Photographers remain as PHOTOGRAPHERS (PH);
- (g) All Bandsmen and Bandsmen Apprentices remain in these trades;
- (h) All Administrative Writers (AW), Pay Writers (PW) and Writers (WR) remain in these trades;
- (i) All Naval Storesmen (NS), Victualling Storesmen (VS), and Storesmen (ST) remain in these trades;
- (j) All Cooks and Stewards (TGS, 1, 2 and 3) remain in these trades;
- (k) All Cooks and Stewards (TG4) become COMMISSARYMEN (CM);
- (l) All Communicators Visual and Visual Instructors become SIGNALMEN (SG);
- (m) All Communicators Radio and Radio Instructors become RADIOMEN (RM);
- (n) All Communicators Supplementary become RADIOMEN SPECIAL (RS);
- (o) All Radar Plot Rates and Plot and Radar Instructors become RADAR PLOTTERS (RP);
- (p) All Radar Control Rates become FIRECONTROLMEN (FC);
- (q) All Electrical Technicians (Fitter) become ELECTRICAL TECHNICIANS (ET);
- (r) All Electrical Technicians (Fire-control) become FIRECONTROLMEN (FC);
- (s) All Electrical Technicians (Detection) become SONARMEN (SN);
- (t) All Radio Technicians become ELECTRONIC TECHNICIANS (LT), RADIOMEN (RM), RADIOMEN SPECIAL (RS) or RADAR PLOTTERS (RP) according to naval requirement and personal preference;
- (u) All Electrician's Mates remain as ELECTRICIAN'S MATES (LM) or become FIRECONTROLMEN (FC), SONARMEN (SN), RADIOMEN (RM) or RADAR PLOTTERS (RP) according to naval requirement and personal preference;
- (v) All Electrical Technicians remain as ELECTRICAL TECHNICIANS (ET) or become FIRECONTROLMEN (FC), or SONARMEN (SN) according to naval requirement and personal preference;
- (w) All Gunnery Instructors become WEAPONMEN SURFACE (WS), BOATSWAIN (BN) or FIRE-

CONTROLMEN (FC) according to naval requirement and personal preference;

- (x) All Layers, Quarters, and Anti-Aircraft Rates become WEAPONMEN SURFACE (WS) or BOATSWAINS (BN) according to naval requirement and personal preference;
- (y) All Torpedo Instructors and Torpedo Detector Rates become WEAPONMEN UNDERWATER (WU) or SONARMEN (SN) according to naval requirement and personal preference;
- (z) All Ordnance Technicians and Armourer's Mates become WEAPONMEN SURFACE (WS), WEAPONMEN UNDERWATER (WU) or FIRECONTROLMEN (FC) according to naval requirement and personal preference;
- (aa) All Gunnery Armourers become WEAPONMEN SURFACE (WS) or FIRECONTROLMEN (FC) according to naval requirement and personal preference;
- (bb) All Torpedo Armourers become WEAPONMEN UNDERWATER (WU).

## XVI

*What is meant by "naval requirement" and "personal preference?"*

The Navy is committed to performing many duties, afloat and ashore, and the efficient accomplishment of these duties is therefore our main mission. To perform such duties efficiently requires individuals with certain knowledge and skills. Any change in trade structure, therefore, must be based primarily on the accomplishment of the navy's mission and all individuals, no matter what their trade, must be employed so as to ensure that these naval requirements can be accomplished.

As there will be situations in the new trade structure where certain men are equally suitable for more than one of the new trades, it is intended that such men be allowed to state a personal preference for these trades. For example, a Gunnery Instructor could be selected as a Weaponman Surface, Boatswain or Firecontrolman, hence, if he has a preference for any of these, it will be taken into consideration when making a final assignment of trade. Each man eligible to state a preference will list his preference in order of priority (first choice, second choice, etc.). The statement of a personal preference does not constitute any guarantee.

## XVII

*Why do some trades get a preference privilege and others not?*

This privilege is given only to those trades in which a choice of trade is necessary, i.e., Gunnery, TAS, Ordnance and certain Electrical trades. Those men who are considered eligible for one trade only will be assigned to that trade.

## XVIII

*What information will be available to assist men in stating a personal preference?*

It is intended to provide each man concerned with summaries of the applicable new trade specifications. A careful study of these summaries should provide enough information for each man to decide which trade he is most desirous of joining. In addition, the Divisional Officers in each ship and establishment will be provided with copies of the complete trade specifications which will be available for reference.

## XIX

*Will any information be provided concerning the future promotional prospects in each of the new trades?*

No definite information can be provided on this subject. Promotion in all trades is governed, as always, by vacancies in complement. Any changes in complement, therefore, can affect future promotion. As complements are reviewed and subject to change on an annual basis, it is impossible to state whether one trade provides better promotional prospects than another. Every effort, however, will be made to provide reasonable promotion opportunity in all the new trades.

## XX

*Why are these changes being introduced in two phases?*

This allows the changes involved to be spread over a period of time and hence will not affect all men at once, which eases the load on the manning authorities.

## XXI

*Why not allow all men in their present trades to continue in these trades and only change those men at the recruit level?*

If this were done, it would mean having two navies with two promotion systems, two advancement systems, two

drafting systems, two training systems, etc., for 20 years or more with the result that the efficient organization and administration of ships and establishments would be impossible. In addition, there would be little gain from the combined maintainer/operator concept until 5 to 10 years had elapsed.

## XXII

*How will these changes affect the present efficiency of the fleet?*

The present level of efficiency should be maintained and eventually increased through the combined maintainer/operators providing:

- (a) a substantial increase in the quantity of the maintenance staff;
- (b) more efficient application in the operation and maintenance of all naval equipment.

## XXIII

*Will all men be employed in different jobs immediately after the introduction of the new trade structure?*

Not necessarily. After the new trade structure is introduced, most men will be employed in their same jobs although in certain cases with a different trade name and for some, the extent of the trade field has been broadened.

## XXIV

*How will men become qualified in their new trades?*

This is where the evolutionary aspect becomes apparent. Over a period of time, certain of these men will be required to perform both maintenance and operation functions of their new trades. The capability to do this will be attained progressively through both formal courses and on-the-job training.

## XXV

*Does this mean there will be a long programme of conversion courses?*

No. It is emphasized that there is no intention of initiating a large programme of special conversion courses for all men assigned to the new trades. Any formal training given to men in the fields in which they are lacking will be done, in most cases, during the course for the next higher trade level. In addition, it is intended to provide special short courses to increase the capability and effectiveness of certain men transferred to the new trades.

## XXVI

*Can everyone get a higher trade course in their new trade?*

No. As in the past, higher trade courses in all trades will be on a selection basis and every endeavour will be made to ensure that the best qualified and most worthy men are chosen.

## XXVII

*Will correspondence courses be available in all trades in the near future?*

No. The emphasis is being placed initially on the preparation of the formal trade courses given in the schools for all the new trades. From these courses, it is intended to prepare trade manuals and, subsequently, these manuals will form the basis of future correspondence course training.

## XXVIII

*What will happen to those men who already hold TG4 in their present trade?*

All men holding TG4 will not be required to re-qualify at the level shown in the new trade specifications for trade group four. Opportunity will be provided, however, for these men to take further formal training in their new trades on a selection basis.

## XXIX

*How will these changes affect men who are close to retiring to pension?*

Most men holding trade group 2, 3 or 4 with less than 5 years to serve to pension will not be considered for any further formal training and probably will be employed in their present capacity for the remainder of their service.

## XXX

*Who will assign all men to the new trades, and how will this assignment be accomplished?*

The assignment of men to the new trades will be done by Naval Headquarters. The first and most important factor to be considered in this process will be the navy's requirement in each and every trade. In addition, the statement of personnel preference, results of relevant aptitude tests, previous training, experience and medical standards will be considered also.