



JSP 534

The Tri-Service Resettlement Manual

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Foreword

A robust and effective system of resettlement provision is recognised as a fundamental pillar of personnel support and a tangible manifestation of the Armed Forces' commitment to be an employer of first choice. It allows our people to serve secure in the knowledge that they will receive ample assistance to prepare them for life and future employment when they finally leave the Services. The Career Transition Partnership was established in 1998 between the MOD and a leading civilian outplacement group to ensure that a modern, flexible system of resettlement was provided in the most cost effective manner. The Partnership, in conjunction with the single-Service resettlement information and advice organisations, offers Service leavers a comprehensive, demand-led transition programme with an established record of resettlement success as has been recognised in the recent NAO report 'Leaving the Services'. This noted that in comparison to other comparable countries, the UK is 'at the forefront of offering tailored, professional help to military personnel as they leave'.

With the incorporation of resettlement in the newly formed Training, Education, Skills and Resettlement (TESR) division of DCDS (Pers), we will work hard to continually raise the profile and ensure a seamless transition for Service personnel from recruitment back to civilian life secure in the knowledge that qualifications and skills gained through a Service career will prove readily identifiable and valuable to future employers.

This revised version should be adopted immediately as the authoritative source of current official policy.

Vice Admiral P J Wilkinson CVO BA
Deputy Chief of Defence Staff (Personnel)

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Amendment Record

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Glossary of Acronyms

AEC	Army Education Centre
AHdR	Assistant Head, Resettlement (of TESR)
AML	Additional Maternity Leave
DHRS	Defence Hotel Reservation Service
CBIC	Course Information and Booking Centre
CTP	Career Transition Partnership
CTW	Career Transition Workshop
CWA	Civilian Work Attachment
DACOS(T&E)	Deputy Assistant Chief of Staff (Training & Education)
DACOS Trg Plans	Deputy Assistant Chief of Staff Training Plans
DER	Directed Early Retirement
DETS (A)	Director(ate) of Educational and Training Services (Army)
DGSP Pol	Director(ate) General Service Personnel Policy
DHE	Defence Housing Executive
DMT	Defence Management Training
ELC	Enhanced Learning Credits
ERO	Education and Resettlement Officer
ESL	Early Service Leaver(s)
ESP	Employment Support Programme
ETS	Education and Training Services
FAR	Financial Aspects of Resettlement
FRP	Full Resettlement Programme
FTRS	Full Time Reserve Service
GRT	Graduated Resettlement Time
IERO	Individual Education and Resettlement Officer
IRP	Individual Resettlement Preparation
IRTC	Individual Resettlement Training Costs
IVC	Information and Vacancy Co-ordinator
JSHAO	Joint Service Housing Advice Office
MD	Medical Discharge
NRIO	Naval Resettlement Information Officer
OA	Officers' Association
OGD	Other Government Department(s)
OFW	Options for the Future Workshop
OR	Other Rank(s)
PRP	Personal Resettlement Plan
PSL	Preferred Suppliers List
PSO	Personnel Selection Officer
RAB	Resettlement Advisory Brief
RAO	Regimental Administrative Office(r)
REC	Resettlement and Education Co-ordinator
RETM	Regional Employment and Training Manager
RFEA	Regular Forces' Employment Association
RIS	Resettlement Information Staff
RRA	Regional Resettlement Adviser
RRC	Regional Resettlement Centre
RTC	Resettlement Training Centre
RWG	Resettlement Working Group
SDE	Service Director(s) of Education
SL	Service Leaver(s)

SLC	Standard Learning Credit
SPACES	Single Persons Accommodation Centre for the Ex Services
SRA	Service Resettlement Adviser
T&S	Travel and Subsistence
TESR	Training, Education, Skills and Resettlement Division of DCDS (Pers)
TSRM	Tri-Service Resettlement Manual
UBO	Unit Briefing Officer
UIO	Unit Interviewing Officer
URC	Unit Resettlement Clerk
URB	Unit Resettlement Brief
URI	Unit Resettlement Interview
URO	Unit Resettlement Officer

Section 1 - Introduction

Tri-Service Resettlement Policy

0101. Tri-Service Resettlement Policy is underpinned by the following principles:

- a. To provide all Armed Forces personnel with access to timely and accurate resettlement information and advice.
- b. To provide Service leavers (SL¹) with access to resettlement provision based on best practice, which meets individual needs.
- c. To provide resettlement assistance on a graduated basis, both in terms of provision and time available, according to length of service.
- d. To provide contracted resettlement services, which include advice, workshops, training and job finding, which are flexible, responsive and effective so that they meet the individual needs of Service personnel, both in terms of accessibility and content. Where these meet the appropriate training outcomes, these should be considered as courses of first choice.
- e. To provide resettlement assistance to all SL.
- f. To make available appropriate resettlement allowances to assist SL.
- g. To ensure that resettlement training, as long as it meets the appropriate training outcomes, is undertaken local to SL home base or available Service accommodation in order to reduce expenditure on T&S budgets. Non-local or overseas training should only be agreed as an exception and to meet training outcomes not available locally in the UK.

0102. Tolerable Variation has only been applied where such variation is deemed essential to the maintenance of single Service operational effectiveness or where single Service recruitment or retention is a significant factor.

Purpose of the Tri-Service Resettlement Manual (TSRM)

0103. The purpose of the TSRM is to set out the procedures by which the policy for provision of resettlement support is implemented within the 3 Services. Where Tolerable Variation applies, the single Service variation is incorporated. Whilst the TSRM is intended, primarily, for use by resettlement practitioners, it should be available to SL.

0104. Where necessary, users of the TSRM should refer to Training, Education, Skills and Resettlement (TESR) Division of DCDS(Pers), through the chain of command, for interpretation of policy.

¹ Throughout this manual the masculine pronoun is used for all Service personnel.

MOD Resettlement Organisation

0105. The primary role of the MOD resettlement organisation is to assist SL in making a successful transition from a military to a civilian life. The effective delivery of tri-Service resettlement support requires the close co-operation of all stakeholders. In addition to the SL, these stakeholders include the single Service 1st and 2nd Line resettlement staffs, the Service Directors of Education (SDE)² and Assistant Head, Resettlement (AHdR) who in conjunction with Right Management comprise the Career Transition Partnership (CTP).

Resettlement Division of TESR

0106. AHdR exercises stewardship of the Defence resettlement process on behalf of the owner, DCDS (Pers). AHdR is responsible for:

- a. The development and delivery of tri-Service resettlement policy and procedures on behalf of DCDS (Pers).
- b. The management and operation of the contract under the partnership arrangement within CTP, assuring performance and value for money, thereby offering entitled SL the best possible service in the most cost effective manner.

Retention

0107. Resettlement provides added value to the Services, particularly as a retention tool, and should be seen as representing the final stage of in-Service through-life learning and personal development. It is essential that the chain of command recognises it as an activity which is an integral part of the Service career, and that SL are granted sufficient time and funds, within a suitably early timeframe, in order to pursue resettlement fully in accordance with entitlement.

0108. Effective and high profile resettlement support, underpinned by the chain of command, should alleviate SL fears concerning post-discharge employment. Consequently, it should discourage early notice to leave the Armed Forces, which might otherwise be submitted, for instance, to gain additional qualifications or for fear of becoming “too old” to start a second career. Resettlement should be viewed as a retention and recruitment positive tool and everything possible done, at unit level, to publicise the resettlement services available and to enable individual SL to derive the maximum benefit from services to which they are entitled.

² DACOS(T&E), DETS(A) and DACOS Corp Bus.

Section 2 - Resettlement Organisation, Responsibilities & Roles

Organisation of Resettlement

0201. Each Service provides resettlement information, advice and guidance through briefings and interviews. The Services also provide administrative support for SL. With the activation of the resettlement process on JPA, all SL entering resettlement will be administered through that system. Unit resettlement and ESL staff are to ensure that they have the necessary JPA role and responsibility assigned to their respective position and have familiarised themselves with the relevant Ops Bulletins and Business Process Guides hosted on JPA.

0202. From the date of activation, all SLs who become eligible to commence their resettlement (see Chapter 3) or who are discharged as Early Service Leavers (ESL), will complete their resettlement administration using JPA. SL and ESL whose engagements finish on, or before, the date of activation of resettlement on JPA will complete all resettlement administration using the extant paper MOD Forms found as annexes to this JSP. Any SL who, whilst undergoing resettlement started on, or before, the activation date is extended by a period in excess of 2 years will (in accordance with para 0307) become eligible to restart their resettlement with recalculated entitlements and will do so using JPA. Likewise, any SL undergoing resettlement prior to the activation date, who is subsequently reclassified as an ESL on or after the date of activation, will complete their resettlement administration on JPA.

0203. 1st Line. The provision of 1st Line resettlement support is the responsibility of the CO. For SL who are discharged from the trained strength with entitlement to CTP support, 1st Line resettlement responsibility will be limited to information and administrative support. First Line who perform this function will be referred to generically within this TSRM as RIS:

- a. **RN.** Education and Resettlement Officers (ERO) in all units and establishments.
- b. **Army.** Unit Resettlement Officers (URO) and Unit Resettlement Clerks (URC).
- c. **RAF.** Resettlement and Education Co-ordinators (REC) on stations.

0204. Early Service Leaver (ESL) Staff. Detailed guidance on ESL is provided in JSP 575. Personnel elected to perform this function within units will be referred to within this TSRM as ESL Staff: COs are also responsible for ensuring support is provided within units for SL who are discharged from the trained or untrained strengths compulsorily and those who are discharged from the trained or untrained strength at their own request. Personnel who leave under these circumstances are referred to as ESL³; Paragraph 0312 provides a more precise definition. This support is normally limited to a signposting service immediately prior to discharge, directing SL to assistance that they may receive from Other Government Departments (OGD) and to ex-Service welfare and other organisations once they

³ ESL are entitled to those activities in this TSRM only where they are specifically referred to by title.

have been discharged. Additionally, the ESL vulnerability to social exclusion will be assessed and appropriate action taken.

- a. **RN.** Service Resettlement Advisors (SRA) (see Paragraph 0205), nominated shore based RIS, and Personnel Selection Officer (PSO) for the RM.
- b. **Army.** An officer or officers nominated by the CO or OC of the independent sub unit.
- c. **RAF.** Regional Resettlement Advisers (RRAs), with a deputy nominated by the Station Commander.

0205. 2nd Line. The principal task of 2nd Line is to provide **advice** and **guidance** on the resettlement package that will best suit the individual SL. For those entitled to CTP support (see Paragraphs 0301 to 0311), this will normally be a referral to a CTP consultant and/or enrolment on a CTW, both of which will require the SL to be registered for CTP services using MOD Form 1173. To reflect this primary function, 2nd Line will be referred to generically within this TSRM as SRA:

- a. **RN.** Naval Resettlement Information Officers (NRIO) are located at Base Learning Centres, are accountable through Base Higher Authority and are under the functional authority of DACOS (T&E) in FLEET. For medical discharges the RN has a single 2nd Line point of contact referred to as NRIO (Medical) based in the Institute of Naval Medicine, Gosport.
- b. **Army.** Individual Education and Resettlement Officers (IERO) and AGC(ETS) Officers are located at Army Education Centres (AEC) and Theatre Education Centres (TEC). AGC(ETS) Officers may deliver 2nd Line resettlement advice when deployed on operations and occasionally when IERO are unavailable. IERO and AGC(ETS) Officers are under the command of the OC ETS and operate under the Divisional Commander Education and Training Services (ETS) to the functional authority of HQ DETS(A).
- c. **RAF.** Each Regional Resettlement Adviser (RRA) is allocated a group of RAF stations to visit on a regular programmed basis. They are accountable to the local chain of command and are under the functional authority of DACOS Trg Plans through the SO1 Resettlement (RAF).

0206. 3rd Line. Tri-Service resettlement support at 3rd Line is provided by the CTP, operating from 10 Regional Resettlement Centres (RRCs) and the Resettlement Training Centre (RTC) in Aldershot. The CTP provides workshops, seminars, employment consultancy, resettlement training advice, and some in-house resettlement training for entitled SL from up to 2 years before discharge. A job-finding service, from 6 months prior to discharge (for up to 2 years after discharge) is delivered by RRC, Regular Forces Employment Association (RFEA)⁴ and Officers Association (OA) staff.

0207. Resettlement Working Group (RWG). The RWG is the key interface between TESR staff, the single Services and Right Management for the operational level development of resettlement policy, with subsequent staffing carried out through the SDE, and the pragmatic implementation of endorsed resettlement policy. It is

⁴ RFEA and OA will provide a job-finding service additionally until the ex-Service person reaches retirement under their charitable status.

through this forum that single Service and CTP issues are reflected in tri-Service policy.

0208. Director Level Forums. AHdR will meet with the SDE, as required, to discuss strategic level issues relating to the development of resettlement provision and give coherent direction to the RWG for the development of operational level resettlement policy and procedures. The main medium for discussion is a 4-monthly Quadrilateral Resettlement Strategy Forum, which is supplemented by bilateral meetings between the AHdR and respective SDE to consider issues specific to a single Service.

Responsibility for Resettlement

0209. Responsibilities for Resettlement. A key feature of the JPA project has been to replace, where possible, the paper MOD Forms used in resettlement with electronic forms. All SLs and persons with a professional role in the completion of the paper forms require access to a computer hosting JPA and an account. In addition to the Professional Resettlement Users (Service Resettlement Advisers (Naval Resettlement Information Officers (NRIO) in the RN, Individual Education and Resettlement Officers (IERO) in the Army and Regional Resettlement Advisors (RRA) in the RAF), Unit Briefing Officers, Unit Interviewing Officers and Service Directors of Education (SDE) staff), the Line Managers of all SL require a JPA account to manage Workflow information and to undertake their responsibilities regarding the approval of leave. Responsibilities for resettlement are as follows:

a. **1st Line.** Whilst 1st Line have a vital role in the delivery of resettlement they do not have any signatory role on any of the MOD Forms used to administer resettlement. As a consequence, 1st Line do not need write access to JPA to continue performing their role as defined in this JSP below. It is acknowledged that 1st Line may wish to refer to a SL's resettlement records when conducting their duties. To ensure that this continues a read only role is available. In addition, SL are able to print all their resettlement information when required, or are at liberty to log into their account whilst in the presence of 1st Line.

(1) **Individual.** Individuals are responsible for developing and pursuing their own resettlement goals, developing Personal Resettlement Plans (PRP) and organising resettlement activities. In this they will receive information, advice, guidance, support and some resettlement training from 1st, 2nd and 3rd Line as appropriate and in accordance with their entitlement.

(2) **Unit.** The responsibility, at unit level, for giving access to resettlement provision lies with the individual's CO. COs may authorise, within the parameters set in current single Service regulations and this TSRM, absence from normal place of duty and Travel and Subsistence (T&S), to assist entitled SL to meet their individual resettlement goals.

b. **2nd Line.** SDE are responsible for the provision of 2nd Line support and the implementation and quality control of the delivery of tri-Service resettlement policy at the single Service level.

c. **3rd Line.** The CTP provides 3rd Line services at 9 RRC situated throughout the UK and one in Herford, Germany. In-house resettlement training is conducted at the RTC Aldershot, and some RRCs. Job-finding facilities are provided at the RRCs and by RFEA offices throughout the UK and by the OA, which has offices in London and Edinburgh.

d. **Impact of JPA for Service Leavers.** Details of the impact for SL of the administration of resettlement on JPA are at Annex A.

Resettlement Information Staff (RIS)

0210. COs are to ensure that RIS are inducted by the appropriate SRA and attend training and briefings organised locally by the appropriate SRA or single Service.

0211. Duties and Responsibilities of the RIS. RIS should work closely with their SRA and are to provide the following services:

a. **Information Functions:**

(1) Provide initial information on the basic entitlements of the SL to resettlement support.

(2) Issue current resettlement guidance material to individuals, as advised by the SRA.

(3) Ensure resettlement information within the unit is publicised and updated as required.

(4) Ensure that SL are aware of the provision of financial information and housing advice, including **Financial Aspects of Resettlement (FAR)** and **Joint Service Housing Advice Office (JSHAO)** briefings (see Paragraph 0360), which are given periodically at RRCs, and are open to all Service personnel, including personnel not in the resettlement phase.

b. **Administration Functions:**

(1) Maintain a nominal roll of all Service personnel within their unit who are within 2 years of completion of an engagement or who have given notice to terminate their engagement or who have been given notice of discharge under redundancy, and any Service personnel over the age of 50 or with over 30 years service who have commenced their resettlement early.

(2) Initiate Application for Resettlement Services using MOD Form 1173 (see paragraph 0343) on the paper-based system only.

(3) Ensure that, after giving a SL the initial information on resettlement entitlement, an interview is arranged for the SL with the appropriate SRA as soon as possible. This 2nd Line interview is mandatory for OR and officers and should normally take place within 3 months of entering the final 2 years of service or within 1 month of submitting notice to leave or as soon as possible thereafter.

- (4) Process all resettlement MOD Forms in a timely manner in accordance with the procedures in this TSRM.
- (5) If the RIS is the MOD Form 1711 Controller, maintain a record of Graduated Resettlement Time (GRT), all resettlement activity, warrants and allowances for each SL on the Record of Resettlement Provision (MOD Form 1711), which is an accountable document (see Paragraph 0350).
- (6) Arrange further resettlement advice and interviews with SRA as required.
- (7) If the RIS is the MOD Form 1711 Controller, conduct a check of the Record of Resettlement Provision in the presence of the SL, no later than 6 months before discharge, to ensure that personal resettlement activity is in hand. (This can be performed by the SRA if appropriate).
- (8) Inform the appropriate SRA if a SL re-engages.
- (9) Provide guidance for SLs activating claims on JPA.

Early Service Leaver Staff

0212. COs are to ensure that ESL Staff are briefed by the appropriate SRA and attend induction and periodic training events organised through the relevant SDE. Full details of resettlement provision for ESL are contained in JSP 575 (Early Service Leavers – Guidance Notes for Resettlement Staff).

0213. Duties and Responsibilities of ESL Staff: The duties of ESL Staff are to provide a signposting service for ESL. This shall include:

- a. A mandatory resettlement brief for ESL covering the assistance available from OGD, assistance from ex-Services welfare organisations, information on preserved pension rights and access to housing information. A record of this ESL brief is to be maintained using MOD Form 1173A.
- b. A mandatory one to one interview with the ESL which includes an assessment of an individual's vulnerability to social exclusion and a plan of action based upon the individual's specific needs⁵. A record of this ESL interview is to be maintained using MOD Form 1173A.
- c. Refer ESL to 2nd or 3rd Line if the ESL is assessed as being vulnerable to social exclusion and such action is deemed necessary.

0214. Administration using JPA. When a Service Person's record is revised to record them as an ESL in JPA, an immediate Workflow notification is generated and sent to the UBO, UIO and LM. The UBO and UIO complete their respective briefs and interview (and the SRA should the UIO refer the ESL onwards). After each event the interviewer/briefer updates JPA accordingly to record the material covered and observations made and the information is forwarded to the next professional user in the chain using Workflow. The ESL's acknowledgement of the record and any

⁵ The brief and interview may be combined into a single session with a single officer if this is more appropriate.

consent regarding the Data Protection Act (DPA) is recorded in JPA and a copy of the entire 1173A printed and given to the ESL. If the SRA refers the ESL to the CTP for consultancy services, this will occur outside the JPA environment. In the event that an ESL is not able to access their JPA account the UIO (or SRA if referred) is able to provide the ESL 's acknowledgement and DPA consent by Proxy. In such an event single Services are to maintain a copy of the signed paper 1173A given to the ESL as a quality record.

Service Resettlement Advisers (SRA)

0215. SRA provide resettlement advice to ensure that the individual SL is fully aware of the resettlement support to which they are entitled and assist the SL in determining the type of resettlement package that is most appropriate. For those who are entitled, this will usually involve referral to the CTP, although the personal circumstances of the individual may require that other options are considered.

0216. Duties and Responsibilities of the SRA:

a. Advice and Liaison Functions:

- (1) Conduct an initial resettlement interview with all SL referred to 2nd Line by 1st Line staff. This is to include the Resettlement Advisory Brief (RAB), and will normally be conducted within 3 months of entering the final 2 years of service or within one month of giving notice to leave or as soon as possible thereafter. This SRA interview is mandatory for OR and officers.
- (2) Offer a one to one resettlement interview not later than 6 months before discharge date if a SL has not previously been interviewed.
- (3) If the SRA is the MOD Form 1711 Controller, conduct a check of the Record of Resettlement Provision in the presence of the SL, no later than 6 months before discharge, to ensure that personal resettlement activity is in hand.
- (4) Encourage those planning to leave early to consider whether such a course of action really is in their best interests.
- (5) Provide resettlement advice at any time during an individual's career when requested.
- (6) Refer entitled SL to the CTP and maintain, where possible, a duty of care.
- (7) Act as a resettlement focus for Medical Discharges.
- (8) Provide a resettlement service to those not entitled to CTP services, including ESL who have been referred to them by ESL Staff:
 - (a) Career advice and guidance.
 - (b) Advice on resettlement activities.

- (c) Advice on Other Government Departments.
 - (d) Advice on ex-Service Welfare organisations.
- (9) As necessary, refer to JSHAO and recommend to SL applying for public sector housing that they complete MOD Form 1166 or DHE Annex D, as appropriate.
 - (10) Perform an active role in the mentoring, monitoring and training of the RIS within their geographical area of responsibility.
 - (11) Maintain liaison with COs of all units within their geographical area of responsibility.
 - (12) Maintain liaison with SDE staff.
 - (13) Maintain close contact with RRC consultants, RETMs, RTC trainers and representatives of the RFEA and the OA.
 - (14) For those SL entitled to CTP services, but who elect not to use it, SRAs are not to provide an alternative 3rd Line resettlement service.
- b. **Administration and Auditing Functions:**
- (1) Determine the individual SL's entitlement to resettlement support.
 - (2) Authorise Applications for Resettlement Services (MOD Form 1173) and complete Part 3 of the Authority to Attend Resettlement Activities (MOD Form 363) on JPA or paper-based depending on whether the SL enters the resettlement system after the activation date.
 - (3) Authorise Part 4 of MOD Form 1746, if External Resettlement Training is being undertaken by the SL.
 - (4) Approve the payment of an advance of Individual Resettlement Training Costs (IRTC) fees using MOD Form 1746 and authorise the refund of IRTC grant as appropriate, using MOD Form 1748.
 - (5) Ensure that all resettlement records, documentation arising from interviews and applications for briefings and training (including Part 4 of MOD Form 363T) are maintained and copied to the SL's unit on JPA or paper-based depending on whether the SL enters the resettlement system after the activation date.
 - (6) Inform the appropriate RRC if a SL re-engages.
 - (7) Request CTP satellite delivery of resettlement activities when there are sufficient numbers of SL in a single location to merit such delivery, and ensure the availability of the necessary "local" facilities.
 - (8) Ensure that any complaints that have not been resolved locally are referred through the appropriate SDE to the Director of

Resettlement using MOD Form 2225 at Annex L (see Paragraphs 0365 to 0370).

0217. Tri-Service Role. SRAs can give advice and assistance to SL of any Service, using the standardised procedures contained within this TSRM. SL may receive resettlement advice from the nearest SRA, irrespective of Service.

CTP Staff

0218. Liaison between RRC Managers, SRA, RIS and TESR. Managers of RRCs are responsible for ensuring open communication and close liaison with SRAs, RIS and where appropriate, unit staffs including COs. The RRC Manager is to promote and promulgate the role of the RRC as a resource, which can be accessed to provide immediate and up to date information on all aspects of CTP resettlement services. TESR staff will continue to meet with local Service resettlement and CTP staff at each RRC as appropriate.

0219. Career Consultants. The role of CTP Career Consultants is to provide support and guidance to SL in making their transition to civilian life in accordance with an agreed Personal Resettlement Plan (PRP). Essential skills include counselling experience; in-depth knowledge of employment sectors, the local job market and the associated resettlement training which will improve the SL's employability in their chosen sector. Additionally, CTP Career Consultants will need to possess up to date best practice techniques for job search and recognised specialist competences such as coaching, guiding, listening and enabling skills.

0220. Duties and Responsibilities of the Career Consultant:

- a. Support and guide SL to achieve a well informed decision about their future, including advice on CVs, resettlement training options (including MOD Form 363T action as appropriate), and job applications, and thus assist them in securing suitable employment.
- b. Provide one to one specialist advice to meet the needs of the SL, including ESL who are referred to them by ESL Staff or SRAs.
- c. Endeavour to maintain contact with SL pre-discharge and up to 2 years post-discharge.
- d. Liaise with single Service resettlement staff.
- e. Ensure SL are aware of the range of CTP services available, including in-house training via the RTC.
- f. Manage SL client files and ensure that central database entries are kept up to date.
- g. Maintain their own "currency" of information with regard to research techniques, sector information, employment trends and training/qualification issues. This includes maintaining a good understanding of courses offered either in-house or local to the RRC.
- h. Provide management information relating to SL progress as and when requested.

- i. Inform the appropriate SRA if a SL re-engages.
- j. Check SL vulnerability and refer back to SRA if appropriate action has not been taken.
- k. Give guidance to SL on availability of local training.

0221. Duties and Responsibilities of the Regional Employment and Training Manager (RETM). The role of the RETM is to provide the focus of expertise on employment and training advice to CTP staff, SL and SRAs. The RETM's key responsibilities are:

- a. Implement a regional level strategy linking training and employment.
- b. In liaison with the CTP Director of Training identify, evaluate and discuss training needs with employers and national awarding bodies.
- c. Liaise with employer and training organisations, Regional Development Agencies, etc.
- d. Monitor the quality of externally provided training in their region.
- e. Functionally manage all aspects of employment opportunities provided by major employers in their region.
- f. Liaise with employers to determine future skills requirements.
- g. Manage and quality control the CTP online recruitment service for their region
- h. Collate regional reports on training and employment outcomes in their region.
- i. Work as part of their regional team to help organise employment fairs and sector briefs.
- j. Collect and collate employment market intelligence and communicate local opportunities to the SRA.
- k. Support the local training first policy through identification of local suppliers and encouragement to apply to the PSL.

0222. Employment Consultants. The RFEA and OA Employment Consultants work within the CTP. Their role is to provide job-finding advice and support on a demand led basis to all CTP registered SL. They actively seek and develop suitable employment opportunities to help SL fulfil their PRP. Employment Consultants may also provide one to one career advice and support. The RFEA and OA are available to provide support to all ex-Service personnel throughout their working lives, though the support available to ESL will be limited.

The Career Transition Partnership Website

0223. The CTP maintains a website at www.ctp.org.uk which gives a comprehensive guide to resettlement activities and how resettlement support may be accessed by SL. It includes location and contact details for TESR, CTP HQ, RRCs, RTC, RFEA, OA and SRAs. The site also provides extensive information on wider elements of resettlement, including links to Internet recruitment and employment agencies and the employment market by region. SL seeking information should be directed to the CTP website wherever Internet facilities exist.

Documentation

0224. From the date of activation of the resettlement process on JPA, all SL who become eligible to commence their resettlement (see Chapter 3), or who are discharged as Early Service Leavers (ESL), will complete their resettlement administration using JPA. Those SL who are already registered in the system at this date are to remain on the paper-based process. Resettlement documentation must comply with the following:

- a. This JSP is not revised during the year and the MOD forms contained herein may become out dated. Up to date copies will always be found electronically and may be downloaded from the Defence Intranet or CTP website (www.ctp.org.uk) and must be used for the purpose of recording and authorising resettlement activities. Documentation must be retained for a minimum period of 6 years after completion, to comply with HM Revenue and Customs audit regulations. SDEs are to ensure that this documentation is retained, and retrievable, for the period stipulated above in accordance with the relevant security classifications and caveats.
- b. All resettlement documentation must be completed to the highest standards possible, strictly in accordance with the procedures contained within this manual.
- c. SDEs are responsible for maintaining a formal quality control system for checking that documentation is maintained in accordance with the procedures in this manual.
- d. **Local versions of MOD Forms shall not be used. Locally amended, or generated, MOD Forms shall not be accepted.**
- e. SDEs maintain current MIS in accordance with single service policy.

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Section 3 - Access to Resettlement Support

Entitlement to Resettlement Support

0301. All serving personnel are entitled to access both RIS and SRA at any stage of their career. Initial resettlement information is provided by RIS and an interview or briefing by SRA is mandatory for all personnel within 3 months of entering the final 2 years of full career service, or within 1 month of giving notice or on notification of discharge or as soon as possible thereafter. Service personnel over the age of 50, or who have completed in excess of 30 years are permitted to register for resettlement support prior to the 2 year point (see Paragraph 0363). Those medically discharged regardless of length of service are provided with resettlement support in recognition of their particular needs. Full details are contained at Section 6. ESL Staff are mandated to give a resettlement brief and one to one interview to ESL before they are discharged.

0302. Categories of Service Leavers. SL will fall into one of the following mutually exclusive categories:

- a. **Normal Discharge Service Leaver.** Normal discharge SL are those discharged from the trained strength either on completion of their engagement or having submitted their notice to leave or having been given notice of discharge under redundancy.
- b. **Medical Discharge Service Leaver.** Medical discharge SL are those who have been medically discharged.
- c. **Early Service Leaver.** ESL are those discharged:
 - (1) Compulsorily⁶ from the trained strength or untrained strength (see Paragraph 0312a) or
 - (2) At their own request from the trained strength or untrained strength, having completed less than 4 years service.

0303. For SL, longer service is rewarded with entitlement to increased resettlement time. The SRA will determine and inform SL of their entitlement to resettlement support. Qualifying time for entitlement to resettlement support (GRT, IRTC grant and GRT Travel Warrants) is calculated from enlistment date⁷.

0304. The 3 elements of resettlement support that are dependent on length of service are:

- a. GRT (see Paragraph 0313).
- b. Access to CTP services (see Paragraphs 0315 to 0332).
- c. IRTC grant (see Paragraph 0351).

⁶ Conditions under which personnel are categorised as Compulsorily Discharged from the trained strength may be found in Single Service regulations.

⁷ Personnel who re-enlisted before 1 Sep 02 did so under previous regulations and may count split time towards entitlement, but only if they did not qualify the first time around. For these persons, reckonable service and not time served counts in calculating entitlement.

0305. Entitlement to CTP Support. The table at Paragraph 0311 defines SL entitlement to CTP services and these services are shown in the flow chart at Annex A.

- a. SL must have completed 4 or more years service from date of enlistment to be entitled to access the Employment Support Programme (ESP) and 6 or more years service to be entitled to access the Full Resettlement Programme (FRP).
- b. **Medical Discharges.** Personnel leaving under Medical Discharge are entitled to register for the FRP irrespective of time served (see Section 6).
- c. Those SL entitled to the FRP (see Paragraphs 0315 to 0333) who waive their right to GRT, in order to leave the Services early with the approval of the relevant single Service manning authority, retain entitlement to the ESP (see Paragraphs 0333-0334) and may access the ESP post discharge, provided that they have registered for the ESP prior to discharge.

0306. GRT. The amount of resettlement time to which a SL is entitled is determined by length of service. Full details of GRT entitlement are given at Paragraph 0311.

0307. Re-engagement in Current Service or Transfer to Another Service. The following regulations apply to personnel who re-engage or transfer to another Service.

- a. **Re-engagement or Transfer to Another Service Without a Break in Service.** When a SL decides to continue to serve (either as a re-engagement or by transferring to another Service), having already used part of their entitled resettlement allowances, the following applies:
 - 1. Where the extension of service is less than 2 years, their remaining GRT and IRTC grant, as recorded on their F1711, is to be carried forward.
 - 2. If they re-engage, or transfer to another Service (without a break in service), and sign on to serve for an additional 2 years or longer, from their previous exit date, then their full resettlement entitlements when they re-enter the resettlement phase are to be fully reimbursed, as if they had not used any of their allowances previously and had been in continuous service. They will re-enter the resettlement phase 2 years before their new exit date and begin the resettlement process anew with a briefing/interview from a SRA, CTP registration and their full GRT⁸, IRTC grant and other entitlements as if they had used none of these earlier.
 - 3. If a SL who re-engaged for a further 2 years or more subsequently elects to leave the Service without having completed 2 years service from their original exit date, their entitlements should revert to the residue of those unused, as recorded on their F1711, when they re-engaged.
- b. **Successive Re-engagement.** In cases of successive re-engagement, application for further resettlement support must be reviewed by the SRA, in consultation with higher authorities, and only approved if considered to be appropriate.
- c. **Transfer to Another Service With a Break in Service.** Should a SL decide to transfer to another Service, with a break in service then, any unused

resettlement allowances shall not be carried forward. SL transferring to another Service, with a break in service, who subsequently discharge will have their resettlement entitlement calculated from their later enlistment date.

0308. These regulations do not apply to:

- SLs who have exercised their option to begin their resettlement early (see paragraph 0361)
- SLs who elect to leave the Service before their expected terminal exit date, used some of their resettlement entitlement and then subsequently reversed their decision to take early release (unless this was at the behest of the Service).

0309. Re-enlistment. Personnel who re-enlist are not permitted to count prior service in calculating entitlement⁸ to resettlement support regardless of whether, or not, they accessed any resettlement support at the end of their previous engagement.

0310. Full Time Reserve Service (FTRS). FTRS⁹ personnel must complete the same length of service as regular personnel to be entitled to resettlement support. Previous regular service shall not be counted when determining resettlement entitlement.

0311. Table of Entitlement. All Service leavers, other than those discharged as ESL, are entitled to receive the resettlement support detailed in the table below:

(a)	Years Service	Normal Discharge			Medical Discharge ⁽²⁾		
	(b)	CTP (c)	GRT ⁽¹⁾ (d)	IRTC (e)	CTP (f)	GRT ⁽¹⁾ (g)	IRTC (h)
1.	<1	No	0	No	FRP	10	Yes
2.	1+	No	0	No	FRP	30	Yes
3.	4+	ESP	0	No	FRP	30	Yes
4.	6+	FRP	20	Yes	FRP	30	Yes
5.	8+	FRP	25	Yes	FRP	30	Yes
6.	12+	FRP	30	Yes	FRP	30	Yes
7.	16+	FRP	35	Yes	FRP	35	Yes

Notes:

(1) Amount of GRT is in working days.

(2) This includes Reservists who are medically discharged due to injuries sustained during operational commitments.

0312. Early Service Leavers. ESL are not entitled to any of the resettlement support detailed in Paragraph 0311 but are entitled to a reduced provision as described at Paragraphs 03366 to 0341. ESL are defined as SL who are discharged:

- Compulsorily¹⁰ from the trained strength or untrained strength and lose entitlement to resettlement provision in accordance with JSP 534 they would otherwise have because of the circumstances of their discharge,

⁸ Personnel who re-enlisted before 1 Sep 02 did so under previous regulations and may count split time towards entitlement, but only if they did not qualify the first time around. For these persons, reckonable service and not time served counts in calculating entitlement.

⁹ Including Military Provost Guard Service (MPGS).

¹⁰ Conditions under which personnel are categorised as Compulsorily Discharged from the trained strength may be found in Single Service regulations: RN - BR 8748 Chapter 10, BR 8373 Chapter 43, BR 11. Army - QR 1975 Chapter 9. RAF - AP 3392 Vol 2 Chapter 7 (Airmen) and Chapter 13 (Officers).

- b. At their own request from the trained strength or untrained strength, having completed less than 4 year's service.

Graduated Resettlement Time (GRT)

0313. GRT is flexible time which may be set aside for SL to use to complete resettlement activities and enables SL to combine any of the elements available for resettlement provision. Entitlement should be determined by the SRA and entered on MOD Form 1173. The MOD Form 1711 Controller¹¹ is required to complete MOD Form 1711 in accordance with the following:

- a. Activities which count against GRT are:
- (1) All CTP events excluding Career Transition Workshops (CTW) and Options for the Future Workshops (OFW)¹² (see Paragraph 0313.b(3)).
 - (2) Resettlement Training (Section 4).
 - (3) Civilian Work Attachments (CWAs) (see Paragraphs 0326 to 0332 and 0424 to 0427).
 - (4) Individual Resettlement Preparation (IRP) (see Paragraphs 0333 and 0334).
- b. Activities which do **not** count against GRT are:
- (1) FAR and JSHAO briefings.
 - (2) Interviews with SRA and CTP consultants.
 - (3) CTW and OFW¹³ (with the CO's approval).

Full Resettlement Programme (FRP)

0314. Full Resettlement Programme at a glance >6 Years Service or MD

Career	'RightJob' Access
Time	Graduated Resettlement Time (up to 35 days) Can be used for Individual Resettlement Preparation
Financial support	IRTC Grant Travel Warrants (up to 7)
Advice	Personal Career Consultant allocated. Personal Resettlement Plan devised. RETM
Briefs	Mandatory SRA briefing Career Transition Workshop (3 days)

¹¹ The MOD Form 1711 Controller may be the SRA, RIS or Unit Administration Staff depending upon Service.

¹² SL will normally do a CTW or OFW but not both; if in exceptional circumstances a SL does undertake both then GRT must be used for the 2nd workshop.

¹³ Time additional to GRT to undertake either a CTW or OFW is granted as an entitlement. GRT is to be charged if the SL wishes to attend additional workshops.

	Other Workshops <ul style="list-style-type: none"> ○ Retirement Options ○ Future Employment Options ○ Self Employment Awareness ○ Small Business Start Up ○ CV Writing ○ Interview Skills Financial Aspects of Resettlement Brief (including Pensions). Housing Brief
Vocational Training	Access to over 50 Various Resettlement Training Centre Courses
Post Discharge Support	Post Discharge Consultant Support (up to 2 years) RFEA / OA support for life.

0315. Career Transition Workshops. The CTW is a vital element of the FRP and should normally be attended following the interview by the SRA and before any other resettlement activities (with the possible exception of FAR and JSHAO briefings). CTWs should be undertaken at the earliest opportunity once the SL is registered. The dates of CTWs and all other CTP events can be obtained from the RRCs, SRAs and the CTP website at www.ctp.org.uk. SL cannot access any CTP services unless they have attended the mandatory 2nd Line Resettlement Briefing and have registered with the CTP using MOD Form 1173.

0316. Other Workshops and Seminars. SL may access other supporting workshops and seminars (eg New Horizons in Retirement, Self-Employment Awareness and Small Business Start Up, CV Writing, Interview Skills, CTW (Working in Germany)). Information on these follow-on workshops and seminars can be obtained from the CTP website at www.ctp.org.uk, or from the RRCs. There is also an “Options for the Future” Workshop, which may be attended instead of the CTW, for those who have at least 18 months left to serve.

0317. Personal Resettlement Plan (PRP). Each SL registered for the FRP is allocated a Career Consultant who will be available to work with them during the period leading up to discharge and for up to 2 years post-discharge. The Career Consultant will assist the SL to prepare a PRP detailing the SL's aims and the best route to achieve them, including events that they should attend. The PRP may identify a number of resettlement activities, which will require the use of MOD Forms 363 and 363T. A SL may prefer to see a consultant before deciding to attend a CTW in which case they should contact the RRC to arrange this.

0318. Resettlement Training – Guiding Principle. GRT, the IRTC grant and Resettlement Travel Warrants are provided by the MOD to assist SL to make a successful transition from a military life to a civilian life. The personal circumstances of the vast majority of SL are such that they are likely to need to take up paid employment post discharge. Consequently, any resettlement activity which uses GRT, the IRTC grant, and/or Resettlement Travel Warrants should be focussed on the attainment of skills and/or qualifications that are relevant to the SL's PRP, and aimed at improving the SL's employability. Additionally, GRT and Resettlement Warrants may be used for IRP purposes.

0319. GRT, IRTC grant and Resettlement Travel Warrants are not to be used to facilitate pre-discharge recreational activities.

0320. Resettlement Training. SL may use GRT to undertake resettlement training at an appropriate time after they have registered for resettlement services, which

would normally be within the last 9 months of service. CTP-run courses are conducted at the RTC Aldershot and certain RRCs (see paras 0408 – 0412). External Training Providers may also be used (see Paragraphs 0413 to 0419). SL may also attend CTP run courses (CF) on a standby basis (see Paragraph 0411) for up to 2 years post discharge.

0321. Overseas Resettlement Training. The following policy applies to all applications from SL for resettlement training overseas from their home base. Resettlement training should, wherever possible, be undertaken either in-house given the value for money and quality assurance available on those courses or locally in recognition of the local training first policy. Authorisation for overseas resettlement training can only be made by HQ SDE staff on a case by case basis and through the intelligent application of the following conditions¹⁴:

- The training outcome is not available under the local training first policy, either within the UK for those serving in UK or within their normal theatre of operations for those serving overseas.
- The total costs of the training overseas to the MOD, including eligible subsistence allowances and travel costs, which will be claimed under current regulations, are less than those that would be incurred if undertaking the training in the UK i.e. the value for money consideration
- SDE staff have reasonable assurance of the quality of the training and its recognition by UK employers.

0322. It is the SL's responsibility to submit a MOD Form 363T with their PRP, supporting written justification, including all costs, and a completed MOD Form 1746 to the relevant SDE POC detailed at Annex G via the appropriate SRA. The SL/SRA must submit any request for overseas training at least 8 weeks in advance of the intended departure date to enable SDE HQ staff to arrange the necessary political clearances for successful applications. The Guidance Notes for the Completion of MOD Form 363T are at Annex I.

0323. To ensure the necessary governance for approval of applications for overseas resettlement training by the chain of command, SDE HQ staffs are to examine such applications to assure themselves that more cost effective courses of equivalent training outcome are not available locally¹⁵: where necessary, they should consult the Regional Employment and Training Manager (RETM) at the SL's local RRC and/or TESR. Where SDE HQ staffs consider that a request for overseas resettlement training meets the criteria specified in Paragraph 0323 above, authorisation on the relevant document (MOD Form 363T) should only be given at an appropriate level of command (normally OF4). Authorisation is not to be delegated below OF3 level.

0324. Tolerable Variation. To ensure that the workload on SDE HQ staffs with regard to the approval of overseas resettlement training and CWAs does not become excessive, SDEs may authorise the SRAs to vet such applications, and only recommend those that are considered justified to the SDE POC for final scrutiny before approval is either given or the request rejected. The only authorities for the approval of overseas resettlement activities (training, CWAs and IRP) are the

¹⁴ If the SL is intending to emigrate, SDE staff should take into consideration the recognition of the qualification in the SLs intended country of residence.

¹⁵ For personnel serving in the UK, "locally" means courses available throughout the UK where there is access to Service accommodation or SL home.

appropriate SDE HQ staff at OF4/OF3 level, which includes the SDE POCs. SRAs do not have the authority to approve overseas resettlement activities.

0325. To assure policy compliance and provide oversight of the numbers of SL requesting overseas training, all MOD Forms 363T involving resettlement training overseas, including the SDE decision regarding authorisation, must be copied to SO2PM in the Directorate of Resettlement by the SDE POC.

0326. Civilian Work Attachment (CWA). A CWA is an attachment that does not include formal course instruction. The principal purpose of the CWA is to gain on-job training and sector specific work experience. The CWA can be undertaken at any time during the last 2 years of service, T&S can be claimed but CWAs do not attract IRTC funding (see Paragraphs 0401 to 0405).

0327. Overseas Civilian Work Attachments. The following policy is to be applied with regard to all applications from SL for CWA overseas from their home base. CWAs should, wherever possible, be undertaken in the UK, or if serving overseas local to the SL's base accommodation. Overseas CWAs should only be authorised if it is appropriate to the stated employment goal(s) in the individual's agreed PRP.

0328. It is the SL's responsibility to submit the MOD Form 363 with their PRP supporting written justification, including all costs, and a completed MOD Form 1746 to the relevant SDE POC detailed at Annex G via the appropriate SRA. The SL/SRA must submit any request for an overseas CWA at least 8 weeks in advance of the intended departure date to enable SDE HQ staff to arrange the necessary political clearances for successful applications.

0329. To ensure the necessary governance for approval of applications for overseas CWAs by the chain of command, SDE HQ staffs are to examine such applications to assure themselves that the CWA is appropriate to the stated employment goal(s) in the individual's agreed PRP. Where SDE HQ staffs consider that a request for an overseas CWA is justified, authorisation on the relevant document (MOD Form 363) should only be given at an appropriate level of command (normally OF4). Authorisation is not to be delegated below OF3 level (see Paragraph 0323).

0330. To assure policy compliance and provide oversight of the numbers of SL requesting overseas CWAs, all MOD Forms 363 involving a CWA overseas, including the SDE decision regarding authorisation, must be copied to SO2PM in TESR by the SDE POC.

0331. Individual Resettlement Preparation (IRP). IRP is defined as GRT used for resettlement activities that do not fall into the other categories. As a guideline, IRP should be interpreted in the broadest sense for resettlement purposes and may include periods spent applying for jobs, attending interviews, employment and recruitment fairs and preparing CVs. IRP may also be used for activities related to house purchase and relocating children in schools. No allowances can be claimed for IRP except GRT travel warrants¹⁶ (see Paragraph 0502). IRP may be undertaken at any stage during resettlement but should normally take place during the last 9 months of service. SL shall not undertake paid employment during IRP. SL wishing to undertake employment with their future employer whilst using any portion of their

¹⁶ "If an event is a substantial distance from the SL's unit, then, at the discretion of the SRA (and if supported by the SDE), overnight subsistence might be approved. This is liable to involve the SL using additional GRT."

GRT must arrange to do so as a CWA (see Paragraphs 0357 and 0427 for the regulations regarding paid employment).

0332. Although IRP will normally be undertaken in the UK, SL intending to settle overseas may use their GRT to undertake IRP overseas. However, in such circumstances, no allowances can be claimed for IRP except GRT travel warrants within the UK, to and from the point of exit from, or entry to, the UK. Requests to undertake IRP overseas require the prior approval of the relevant SDE staff. Requests to undertake IRP overseas should be made using MOD Form 363 and be supported by the SL's written justification. Personnel serving overseas may undertake IRP local to their base accommodation and may use GRT travel warrants for local travel.

Employment Support Programme (ESP)

0333. Employment Support Programme at a glance >4 <6 Years Service

Career	Job Finding Service 'RightJob' Access
Advice	Mandatory SRA briefing. Consultant Interview
Briefs	Housing Brief Financial Aspects of Resettlement Brief (including Pensions). A number of Employment Fairs are also held and SL may attend.
Vocational Training	Access (on a Standby basis) to over 50 Various Resettlement Training Centre Courses
Post Discharge Support	Post Discharge Consultant Support (up to 2 years) RFEA / OA support for life.

0334 Following registration SL can access the elements of the CTP provision to which they are entitled including access to Right Job. All CTP registered ex-Service personnel may access the RFEA/OA throughout their working life

Employment Fairs

0335. The CTP runs a series of regional employment fairs and sector briefs. Details of these events are published on the CTP website (www.ctp.org.uk) and are available from the RRCs. Attendance on these events may count against GRT. However, as they are open to all Service personnel, they may be attended during leave or at the discretion of the individual's Commanding Officer. Attendance at Employment fairs will count against a SL's GRT if a GRT travel warrant is used and the SL's GRT has not been exhausted.

ESL Activities

0336. All personnel being discharged from the Armed Forces who are categorised as ESL (see Paragraph 0312) are to receive a mandatory resettlement brief and one to one resettlement interview at unit level by ESL Staff before they discharge. If circumstances allow, the brief and interview may be combined. For those personnel who are being discharged, at their own request from the trained strength, having completed less than 4 years service, the SDE may determine whether the Unit Resettlement Brief (URB) and Unit Resettlement Interview (URI) is to be delivered by either designated ESL Staff (Unit Briefing Officer (UBO) and Unit Interviewing Officer (UIO)) or SRA, or a combination of ESL Staff and SRA, as appropriate.

0337. The URB must be delivered before discharge by suitably competent personnel (Senior NCO or equivalent), referred to within this TSRM as the UBO, and cover the following points, in accordance with the guidance provided in JSP 575 and any extant DINs:

- a. Details of the SPVA website www.veterans-uk.info, particularly the Service Leavers pack.
- b. Guidance on access to Civvy Street the Royal British Legion sponsored website at www.civvystreet.org.
- c. Access to employment services through OGD such as Jobcentre Plus, Connexions and the equivalent in Northern Ireland.
- d. Guidance on access to job-finding assistance from the Regular Forces Employment Agency (RFEA). ESLs should be encouraged to log-on to www.rfea.org.uk and register with the RFEA's specialist ESL support service. The RFEA is able to offer a specialist job-finding service for all ESL including through their partnership with the Officers' Association , ESL officers
- e. Housing assistance through the JSHAO and services available through the Single Persons Accommodation Centre for the Ex Services (SPACES).
- f. Assistance which can be provided by the ex-Service welfare organisations and an opportunity to complete and submit the proforma to the Gatekeeper Charities if the ESL wishes.
- g. Direction on where to find information on preserved pensions and compensation rights.

0338. The Unit Resettlement Interview (URI) must be carried out before discharge on a one to one basis by suitably competent personnel (Officer, selected Warrant Officer or equivalent civilian staff), referred to within the TSRM, as the Unit Interviewing Officer (UIO). The interview is to cover the following points in accordance with the guidance provided in JSP 575 and any extant DINs:

- a. Resettlement aspects listed at paragraph 0337 if not covered in a separate brief and completion of Part 3 of MOD Form 1173A if not already completed.
- b. An assessment of the individual's vulnerability to social exclusion.
- c. A plan of action agreed with the individual, based upon the individual's needs, that addresses the following, as necessary:
 - (1) Arrangement of an employment interview with the Government employment services post discharge, in the region to which the ESL intends to re-locate¹⁷.

¹⁷ JobCentre will not deal with third party approaches, so the ESL will have to arrange the interview themselves.

(2) Arranging for contact with ESL by ex-Service welfare organisations as appropriate and where consent has been given by the ESL for release of personal details to the Gatekeeper Charities.

(3) Establishing that the ESL has accommodation on discharge, or taking steps to arrange assistance with post discharge accommodation as necessary¹⁸.

0339. ESL Additional Guidance. If an ESL is deemed to be vulnerable to social exclusion and there are issues which cannot be addressed by the action plan devised, or there are other issues not resolved, then the following additional actions should be taken:

- a. ESL Staff should arrange for the ESL to be seen immediately by the nearest available SRA.
- b. Where necessary, the SRA may arrange for the ESL to be seen immediately by a specialist consultant at the nearest available RRC.
- c. In exceptional circumstances, for instance, where the SRA is not able to see the ESL in the timescale available before discharge, ESL Staff may arrange an appointment with a specialist consultant at an RRC directly. However, the SRA must be informed if this action is taken.

0340. Although ESL may be more vulnerable than ordinary SL to social exclusion, the majority should be satisfactorily dealt with at unit level, through the action plan proposed by the UIO. In cases where there is doubt, the UIO should consider referral to a SRA or, in exceptional circumstances, directly to a specialist consultant at the nearest RRC.

0341. SDE are responsible for conducting formal quality control of the execution and administration of ESL activities.

Application for Resettlement Activities

0342. SL entering the last 2 years of their current engagement and ESL discharged on or after the date of activation will utilise JPA to facilitate all, other than those governed by MOD Forms 1746 and 1748, applications for resettlement activities. The utility of MOD Forms 1173, 1173A, 1711, 363 and 363T have been replicated and are accessible through JPA self service menus. SL and ESL who use JPA to facilitate their resettlement activities are to refer to the appropriate Business Process Guide that are located on the right hand side of all Self Service menu screens.

0343. MOD Form 1173 (Application for Resettlement Services). In order to access resettlement provision all SL must complete MOD Form 1173. This form, which is an accountable document, is obtainable from units and an example is at Annex B with instructions for completion at Annex C. It comprises the following:

- a. Part 1 - Personal Details - checked by the RIS and endorsed by the Unit.
- b. Part 2 - Data Protection and Privacy - signed by the SL.

¹⁸ It may be necessary to seek assistance through the JSHAO or SPACES.

- c. Part 3 - Eligibility for the GRT and the CTP - completed by the SRA.
- d. Part 4 - Interview by a SRA - signed by the SL and the SRA.

0344. MOD Form 1173A (Early Service Leavers - Record of Resettlement Interviews).

a. For all ESL, the relevant sections of MOD Form 1173A should be completed. MOD Form 1173A, which is an accountable document, is obtainable on the Defence Intranet and from units and an example is at Annex D with instructions for completion at Annex E. It comprises the following:

- (1) Part 1 - Personal Details - endorsed by Unit Administration Office.
- (2) Part 2 - Data Protection and Privacy - signed by the ESL.
- (3) Part 3 - Record of Mandatory Resettlement Brief - signed by UBO and countersigned by ESL.
- (4) Part 4 - Record of Mandatory Resettlement Interview - signed by UIO and countersigned by ESL.
- (5) Part 5 - Record of Resettlement Interview by SRA - signed by SRA and countersigned by ESL if the ESL is referred to the SRA by the UIO.
- (6) Part 6 - Referral to a Career Transition Partnership Consultant - signed by CTP Consultant and countersigned by the ESL if the ESL is referred to the CTP by the SRA, or exceptionally by the UIO.

b. The 1173A will record judgements made and the action plan selected and the Unit Administration Office should confirm that the 1173A has been completed before the ESL is discharged. MOD Forms 363 and 1711 (see Paragraphs 0345 and 0350) are to be completed as required. **If the ESL is provided with a warrant to visit either second or third line, MOD Form 1711 should be completed accordingly. MOD Form 363 is to be completed if the ESL is referred to a CTP Consultant.**

0345. MOD Form 363 - Authority to Attend Resettlement Activities (Other Than Training). Resettlement activities requiring the completion of a MOD Form 363 include: FAR briefings, Housing briefings, CWA, IRP, CTW and all other CTP events (excluding RTC training). The MOD Form 363T is to be used for Resettlement training. The MOD Form 363, when fully completed, provides the SL with the sole authority to attend resettlement activities requiring absence from the SL's place of duty, other than resettlement training activities. The MOD Form 363 is the pre-requisite for payment of any allowances claimed by the SL as a result of attending any resettlement activity, other than resettlement training activities. Detailed guidance notes for the completion of MOD Forms 363 are at Annex G. It is incumbent on the SRA when signing part 3 of this form to provide the SL with a copy of MOD Forms 1746 and 1748 for completion if a CWA is to be undertaken

0346. MOD Form 363T - Authority to Attend Resettlement Training Activities.

The MOD Form 363T is only to be used for the authorisation of resettlement training activities. The MOD Form 363 is to be used for the authorisation of all other resettlement activities, including CTWs. The MOD Form 363T, when fully completed, provides the SL with the sole authority to attend resettlement training activities requiring absence from the SL's place of duty. The MOD Form 363T is the prerequisite for payment of any allowances claimed by the SL as a result of attending any resettlement training activity. Detailed guidance notes for the completion of MOD Forms 363T are at Annex I. If external training is to be undertaken, it is incumbent on the CTP consultant when signing part 2 of this form to remind the SL of the need to complete MOD Forms 1746 and 1748, and where possible, provide the SL with a copy of the forms.

0347. Refusal to Authorise Attendance on Resettlement Activities. In the event of the CO, or delegated officer, declining to authorise a resettlement activity, the relevant MOD Form 363 or 363T is to be retained, as supporting evidence, for any subsequent claim by the SL to extend his period of service in order to complete his GRT entitlement.

0348. Availability of MOD Forms 363 and 363T. Copies of MOD Forms 363 and 363T are at Annexes F and H respectively. Detailed guidance notes for the completion of MOD forms 363 and 363T are at Annexes G and I respectively. MOD Forms 363 and 363T, with the accompanying guidance notes for their completion, are also available in electronic format on the Defence Intranet and the CTP website (www.ctp.org.uk). Hard copies of MOD Forms 363 and 363T will no longer be available from DSDA Bicester. Units are to reproduce the forms locally from the up to date versions maintained on the Intranet and Internet.

0349. JPA and GRT. The MOD Forms 363 and 363T remain the sole authority for Service personnel to attend resettlement activities notwithstanding any functionality in JPA that will enable SL to self-book GRT.

0350. MOD Form 1711 (Record of Resettlement Provision). MOD Form 1711 should be maintained by the designated MOD Form 1711 Controller, which may be the SRA, RIS or unit administration staff, as a record of resettlement activities. A copy of MOD Form 1711 is at Annex J.

Individual Resettlement Training Costs (IRTC) Grant

0351. All SL entitled to GRT (see Paragraph 0313) are also entitled to an IRTC grant to assist with the cost of resettlement training activities (see Section 4).

CTP Events away from RRC

0352. RRC staff may arrange for CTP events to take place away from RRC as follows:

- a. **Consultant Interviews.** When there is a minimum of 6 entitled SL at a specific unit location which is not within reasonable travelling distance of an RRC, on-site consultations may be provided. The provision of appropriate facilities being made available to the visiting CTP consultant is the responsibility of unit staff. In exceptional circumstances appointments can be arranged, out of normal working hours.

- b. **Career Transition Workshops.** Where there are at least 6 entitled SL who wish to attend a CTW, a request can be made to hold the event on-site at a unit location, providing adequate facilities are made available by the unit.

0353. Units are to pass requests for satellite provision of Consultant Interviews or CTWs to the respective SRA to forward to the appropriate RRC Manager once the availability of the necessary facilities are confirmed by the unit. Requests for the provision of CTW and consultant visits overseas should be referred through Service resettlement chains of command to TESR.

Deferment of Discharge to complete GRT Activities

0354. In exceptional circumstances, when SL have been unable to utilise all of their GRT entitlement, for Service, Medical or Compassionate/Welfare reasons, it may be possible to defer discharge¹⁹. The amount of GRT for which a SL is entitled will be taken into account in calculating the deferred discharge date. Applications must be fully supported and endorsed in writing by the CO. The authority to defer such discharges/retirements lies with the single Service manning authorities.

0355. Where deferment is either inappropriate or impracticable post-discharge resettlement may be applicable (see Paragraphs 0703 to 0705).

Use of Leave for Resettlement Activities

0356. GRT in Lieu of Leave. SL may apply, on the recommendation of a SRA and subject to the CO's approval, to undertake GRT in lieu of annual or terminal leave, as an exception, and up to the maximum GRT to which the SL is entitled, if there is no other opportunity for the SL to undertake resettlement activities. Under these criteria, the SL will be 'on duty' and may claim subsistence, if appropriate, and utilise GRT travel warrants. The application must be made in advance, using MOD Form 363 or MOD Form 363T as appropriate.

0357. Paid Employment. Service personnel may undertake paid civilian employment:

- a. During Terminal Leave subject to the provisos relating to employment in an operational theatre, dress & reputation requirements, and CO's permission as contained within single Service direction²⁰.
- b. During Annual Leave, with their CO's permission.
- c. During off duty periods, with their CO's permission.

Service personnel are not permitted to undertake paid civilian employment during their GRT (including IRP) as personnel using GRT are on duty. However, SL may undertake a CWA as this is unpaid employment. If, however, trade union organisations insist that firms should pay the SL, then such a payment should be made through the appropriate Service administrative office. The latter is to credit

¹⁹ Deferral of discharge is an entitlement if Service reasons preclude GRT being utilised.

²⁰ QRs for the Army 1975 AC 13206 – Amendment no 30 paragraph 5.079D, BRd2-QRRN Feb 09 (Royal Navy) , QR (RAF) – Chapter 13, Section 5.

sums received to public funds after refunding to the SL any dues paid to trade unions.

0358. Additional Activities During Leave. If all GRT has been used, annual or terminal leave may be used to complete resettlement activities provided that all activities for which payment is claimed are completed before the SL discharge date. Additionally:

- a. SL may attend CTP in-house courses (CF) on a payment/standby basis (see Paragraph 0411), provided they have registered with the CTP and there are places available.
- b. Any outstanding GRT travel warrants may be used but subsistence cannot be claimed.
- c. Resettlement activities undertaken during annual or terminal leave, when GRT has been exhausted, will not be counted as 'on duty' and appropriate personal injury and indemnity insurance should be arranged by the SL.

Personnel Not Entitled to GRT

0359. SL, other than ESL, who are not entitled to GRT are entitled to receive resettlement advice from a SRA and maintain rights, under present regulations, to Standard Learning Credits (SLC) (see Paragraphs 0420 to 0422) and Enhanced Learning Credits (ELC). SL who are entitled to access the ESP and who have registered with the CTP may also apply to attend CTP in-house training (CF) on a standby basis, using annual or terminal leave, providing places are available. All SL²¹ are also eligible to attend FAR and the JSHAO Housing briefings (see Paragraph 0360) and employment fairs (see Paragraph 0335).

Housing and Finance Briefings

0360. The JSHAO and FAR briefings are co-ordinated by Right Management on behalf of the single Services. All SL, and their spouses or civil partners²², are eligible to attend these briefings, which do not count against GRT. SL may claim resettlement travel allowances to attend JSHAO and FAR briefings (see Paragraph 0506.b). SL within their final 9 months of service are to be given priority to attend these briefings.

Timing of Resettlement Activities

0361. Normal Timings. Units are to ensure that SL are given early access to resettlement services, normally up to 2 years before discharge or within one month of submitting notice to terminate their engagement. Guidance on the timing for processing resettlement activities is at Annex K. All resettlement activity is normally to be completed prior to discharge. In exceptional circumstances such as medical discharge or for operational reasons, elements of resettlement activity may be taken

²¹ Including ESL only if there is sufficient time before discharge.

²² With effect from 5 Dec 05 individuals can register a civil partnership by giving formal notice of the intention to do so. The range of places where a civil partnership can be registered are broadly similar to those available for a civil marriage. Two people may register a civil partnership providing they are: of the same sex, over 18 (or able to provide evidence of consent if 16 or 17), not in an existing marriage or existing civil partnership and not related to each other within the prohibited degrees of relationship.

post discharge (see Paragraphs 0603 and 0703). SL registered with the CTP for either the FRP or ESP will retain access to the CTP for 2 years post discharge, and to the RFEA/OA for job finding assistance throughout their working lifetime.

0362. Final Tour Isolated Posts and Overseas Posts. Those in their final tour, serving in isolated appointments overseas, such as Defence or Service Attachés and Advisers or their staff, or other appointments overseas where access to resettlement services is impracticable, and who therefore would have difficulty in accessing resettlement support within the normal timeframe, are recommended to start their resettlement preparation prior to deployment; this should include a CTW. Manning/Posting authorities will need to ensure that individuals have sufficient time between their return to the UK and discharge to complete any outstanding GRT, bearing in mind that resettlement is an entitlement.

0363. Service personnel over 50 or with Long Service. Service personnel who are over the age of 50 years or who have completed in excess of 30 years service will be allowed to commence the resettlement process early, ie, in advance of the normal start point of 2 years prior to discharge. Personnel in this category are entitled to the resettlement allowances (GRT, FRP and IRTC grant) defined in the table at Paragraph 0311, once only.

0364. ESL Timings. In the case of ESL, there is often little time available between notification of discharge and the date of discharge. Procedures to implement ESL activities should be put in place as soon as possible so that activities can be completed prior to discharge. Unit Administration Offices should not complete the discharge process if a valid MOD Form 1173A does not bear the appropriate signatures. In exceptional circumstances, COs should consider delay of discharge.

Resolution of Complaints

0365. Unit Level. Should a SL experience any problems or wish to complain about resettlement provision (including access to resettlement) at unit level, then the SL should invoke the normal complaints procedure, which operates within each of the Services using MOD Form 2225 (Annex L). COs or their superiors depending upon the level at which the complaint is being addressed, should consider at an early stage whether it is appropriate to inform and/or seek advice from the SDE. If the complaint addresses matters of policy rather than implementation of policy, then the SDE should in turn inform and/or seek advice from TESR. Where SDE and/or TESR are involved, it is important that the eventual outcome of the complaint is communicated to them and to all who have been concerned with the matter throughout the complaints process.

0366. Single Service 2nd Line. When a SL raises a complaint to the SRA, the SRA is to record the complaint using the form at Annex L. The SRA should attempt to resolve the complaint but, if unable to do so, is to forward the form up the resettlement chain of command. TESR is to be involved if the complaint concerns a matter of policy. It is essential that all involved in the complaints process are kept informed of the eventual outcome.

0367. CTP. Should any complaint be raised about CTP provision, the local CTP resettlement facility Manager will endeavour to resolve the problem, in accordance with CTP Standing Operating Procedures and if appropriate in consultation with the SRA. Where the issue cannot be resolved locally, the Manager will inform CTP HQ

who will notify the TESR. Where an SRA is involved he should keep the respective resettlement chain of command informed.

0368. External Training Providers. Complaints against an External Training Provider who is a Preferred Supplier should be raised by the SRA with the CTP Director of Training at RTC Aldershot, whilst at the same time forwarding the complaint through the respective resettlement chain of command. Complaints against non-Preferred Suppliers should be forwarded to TESR through the single Service resettlement chain only.

0369. Failure to Attend An Event. Failure by a SL to attend a CTP event or interview previously authorised by his CO will result in an absentee report being raised by the relevant RRC. This will be sent directly to the SL's CO with a copy to the relevant SRA. The SL's CTP Consultant will also make contact with the SL to reschedule the event as necessary.

0370. Improper Use of CTP Information Technology (IT). CTP IT resources shall not be used for any illegal or unauthorised purposes. If any contravention suspected or confirmed is reported to the Regional Manager (within CTP) or equivalent, they shall immediately advise the appropriate Senior Military Officer on the unit in which the RRC is located, and TESR, as appropriate. **In the case of any such contravention by a client, TESR reserves the right to suspend or withdraw that client from the resettlement programme and to authorise their removal from the premises forthwith.**

Section 4 - Resettlement Training

Individual Resettlement Training Costs (IRTC) Grant

0401. An essential element of resettlement is access to training to enhance skills and gain qualifications that will improve employment opportunities. The IRTC grant exists to help towards the cost of resettlement training through the CTP or External Training Providers. All SL entitled to GRT are entitled to receive the full IRTC grant toward the cost of resettlement training. The IRTC grant cannot be used for CWAs (see Paragraph 0424), but may be used in concert with a Learning Credit; Standard (SLC) or Enhanced (ELC), for any course that is completed prior to the SL leaving the Service and subject to the relevant criteria of either scheme. See JSP 898 Part 4 – Chapter 3 for ELC and Chapter 4 for SLC.

0402. The total grant which is non-taxable is subject to a maximum, which is currently £534. A full refund for fees paid up to this limit may be claimed, regardless of the length of the course being undertaken but the maximum amount claimable is reduced pro-rata for any CTP in-house Contract Funded training courses attended (see Paragraph 0410). The CTW and other CTP workshops and seminars are provided to entitled SL at no cost to their IRTC grant.

Claiming the IRTC Grant

0403. The IRTC grant may be claimed by SL who are entitled to resettlement under GRT regulations (see Paragraph 0314). MOD Form 1746, the Agreement for CWA/CTA and Advance of Fees Claim Form, an example of which is at Annex M should be completed in all cases before the SL undergoes activities for which IRTC may be claimed with the exception of courses at the RTC, an RRC or at the premises of an Associate Trainer. The procedure is as follows:

- a. Completion of MOD Form 363T, in accordance with the guidance notes at Annex I.
- b. Completion of MOD Form 1746, as follows:
 - (1) **Part 1 - Particulars of SL.** Completed by SL.
 - (2) **Part 2 - Certificate.** Completed by organisation offering training or work attachment.
 - (3) **Part 3 – Application for advance of IRTC.** Completed by SL.
 - (4) **Part 4 - Authorisation by SRA.** Completed by SRA prior to the commencement of training or a CWA.
- c. Completion of MOD Form 1748 Part 2, the Attendance Certificate for CWA / CTA, by the organisation (for Distance Learning see Paragraph 0405).

0404. The IRTC grant may be claimed at anytime in the last 2 years of service, but normally in the last 9 months.

0405. Distance Learning. The IRTC grant may be used to pay for Distance Learning (DL) courses, or courses which extend beyond the GRT boundaries (for instance, where the SL uses his leave entitlement), provided that the course (or

module) is completed and the claim for payment is made prior to discharge²³. Such claims must be recorded on MOD Form 1746 Part 3 (Application for an Advance of IRTC) and MOD Form 1748 Parts 3 and 4 (Application of Refund of IRTC) and held by the unit with the SL's MOD Form 1711. No GRT is to be deducted from a SL's entitlement for DL unless the SL undertakes the DL during normal duty hours, or it is part of a blended training solution, in which case GRT should only be deducted for the time the SL spends on the attendance element of the training course.

Advance and Refund of Fees

0406. Advance. An advance of up to 80% of the fees or 80% of the IRTC grant, whichever is the lesser, and an advance of subsistence allowances (see Paragraphs 0509 to 0515) and travel costs may be made subject to extant Allowances regulations and the following conditions:

- a. Completion of MOD Form 363T and MOD Form 1746 with Parts 1, 2, 3 and 4 completed and an invoice for the fees to be paid.
- b. Any advance shall be repaid in full in the event that the resettlement training is not completed and certified on MOD Form 1748 Part 2.

0407. Refund. Actual expenditure on course tuition fees, within the permitted maximum, will be reimbursed. Application for reimbursement is:

- a. To be authorised by SRA on MOD Form 1748 Parts 3 and 4, the Refund of Fees claim.
- b. To be supported by proof of attendance on MOD Form 1748 Part 2.
- c. To be recorded on MOD Form 1748 to be held with the SL's MOD Form 1711.

CTP Training Courses

0408. Resettlement Training Centre (RTC). The CTP provides a broad range of skills enhancement courses run at the RTC, at certain RRCs or on the premises of Associate Trainers. All such courses are treated as if provided at the RTC. These are provided both through a central MOD contract at a discount to the SL (Contract Funded (CF) courses), or through funding using the individual's IRTC grant (IRTC Courses). Only SL registered for the FRP have automatic access to the CTP in-house training courses. SL registered for the ESP may also be permitted to book CTP in-house (CF) training courses on a standby basis (See Paragraph 0411). Details of CTP in-house courses are published by the CTP and can be accessed via RRC, SRA, unit resettlement staff and the CTP website.

0409. Booking Procedure for RTC Courses. To be eligible to book any RTC Resettlement training courses the SL must be registered with the CTP using MOD Form 1173. MOD Form 1746 is not required for RTC courses. For specific RTC Resettlement training courses the following procedures are to be followed:

- a. **Contracted Funded (CF) Courses.** SL may provisionally book places on RTC "Contract Funded" courses by telephone. However, places

²³ Except for those SL who are deferred to post discharge resettlement.

on CF courses will only be secured when the Course Information and Booking Centre (CBIC) receives a completed (and signed) MOD Form 363T. Faxed copies of MOD Forms 363T will be accepted by the CBIC. The MOD Form 363T must be received by the CBIC as soon as possible to ensure that a course place is allocated to the SL. If the MOD Form 363T is not received within 28 days of the provisional booking the CBIC will re-allocate the course place. If booking a course less than 28 days prior to the start date of the course, the completed MOD Form 363T must be received by the CBIC as soon as possible to confirm the booking and reserve a place on the course.

b. **Non-Contract Funded Courses.** SL may book places on RTC Non-Contract Funded courses by telephone. However, places on Non-Contract Funded courses will only be secured when the CBIC receives a completed (and signed) MOD Form 363T, and payment of the necessary fees (by credit card or cheque). Faxed copies of MOD Forms 363T will be accepted by the CBIC.

0410. Payment for Contract Funded Courses. Contract Funded training courses are centrally funded by the MOD. A SL's available IRTC grant will be reduced by 5% for each day of such training undertaken to offset the cost of that training already borne by the MOD, up to a maximum of 20 working days.

0411. Standby Training. At times, scheduled in-house courses (CF funded) at the RTC or RRCs are under-subscribed and spare places may be offered to CTP registered SL on a standby basis. Standby training²⁴ is booked in the normal way but is only confirmed 10 days before the beginning of the course (immediately prior to the course for post discharge personnel). In the case of standby booking, the full course fees must be paid by the SL at the start of the course. The following SL are eligible for Standby Training vacancies:

- a. SL registered for the FRP who have exhausted their IRTC grant but have GRT remaining. This applies to notional GRT in the case of SL undertaking Deferred Resettlement.
- b. SL registered for the FRP who have exhausted their GRT entitlement and wish to undertake further courses using Leave.
- c. SL registered for the ESP, who are not entitled to GRT and wish to attend using Leave.
- d. SL registered for the FRP or ESP and who are in the 2-year post discharge phase of their resettlement.

0412. Examination Fees. Examination and associated fees levied by awarding bodies must be paid prior to attending courses. SL may be able to reclaim 80% of these costs through Standard Learning Credits (SLC), up to the maximum as published in JSP 898 Part 4 – Chapter 4. (see Paragraphs 0420 to 0422).

External Training Courses

0413. Local Training. Resettlement training through External Training Providers should, wherever possible, be undertaken local to (ie within 50 miles by road or 90

²⁴ The daily charge for standby training is at a reduced rate.

minutes by public transport) the SL's unit SLA, other available SLA or home accommodation. Resettlement training that will incur subsistence costs should only be authorised if there is no available CTP in-house training or Training Providers that can deliver an equivalent training outcome local to the SL's home accommodation, SL's unit SLA or other available SLA. The CTP Preferred Suppliers List (PSL) should be used, in the first instance, to identify appropriate Training Providers local to the SL as these are accredited sources of value for money courses from financially robust suppliers. For personnel serving overseas, subsistence costs should only be authorised if there is no CTP in-house training or Training Providers (referring to the PSL in the first instance) that can deliver an equivalent training outcome local to their overseas base accommodation, UK home accommodation or available UK SLA.

0414. Training Providers. External training may be arranged through any training provider (see Paragraph 0413). Advice is available through the RRCs and, in exceptional circumstances where for legitimate operational Service reasons such advice cannot be obtained through the RRC in a timely manner, from a SRA. SRAs may in such cases be authorised to sign the MOD Form 363T at Part 2 if prior approval is obtained from the SDE POC on a 'case by case' basis.

0415. Preferred Suppliers. All RRCs hold a list of training providers on the CTP PSL, which is published on the CTP website at www.ctp.org.uk. In order to qualify for the PSL, the training organisation is obliged to complete documentation which requires evidence of financial reliability, appropriate insurance cover, past performance, future plans, training facilities, accreditation levels and quality standards. Preferred Supplier status is subject to continuous evaluation, on each course by the SL, by the CTP and by annual review.

0416. Payment. Costs of external training can be met through a combination of existing grants and personal contribution. T&S allowances may be claimed, in accordance with extant regulations, should no local training be available (see Paragraph 0413). Details are in Section 5 but also note Paragraphs 0401 to 0405. Service Leavers are to note that the contract for the supply of services, in all cases, is between the SL (not the MOD) and the trainer. They should note that costs should meet the standard test of 'reasonableness'. They should particularly be aware of training providers who may include accommodation and subsistence charges within the course fees and should satisfy themselves that the accommodation and subsistence provided meets the appropriate standard. If dissatisfied they should challenge the training provider at the time.

0417. Liability for Cost of External Training. The SL is liable for the costs of any external training or CWA. The MOD accepts no liability or responsibility for the payment of fees or any other costs howsoever arising in connection with external training or CWA.

0418. Single Service Payment Arrangements. IRTC grant expenditure is to be charged to the following UINs within each Service:

- a. **RN.** RAC NGA 003, using UIN N5308Z to indicate source of spend. This RAC is centrally funded.
- b. **Army.** RAC: PDA 002. Sub Code 01E1 1403, using the paying unit's UIN for tracking purposes only. This IAC/RAC is funded from a central budget.
- c. **RAF.** Through local unit funding.

0419. Geographical Caveats. In accordance with the “Local Training” directive at Paragraph 0413, training may be undertaken in the UK, but certain restrictions apply in Northern Ireland (see Paragraph 0432 - 0433). Training may also be undertaken overseas, subject to clearance (see Paragraph 0434).

Standard Learning Credits (SLC)

0420. Full regulations regarding the use of SLCs for Resettlement are set out in JSP 898 Part 4 – Chapter 4. Training courses which form part of an individual’s personal resettlement plan may attract partial refund of fees through the SLC scheme.

0421. The payment of SLC is carried out in accordance with single Service procedures.

0422. Use of SLC During Deferred (Post Discharge) Resettlement. SLC can be used once during Deferred Resettlement provided that the SL did not draw down the SLC in their last year of service. The use of the SLC during Deferred Resettlement is subject to the same regulations that would have applied if the SLC had been used pre-discharge.

Enhanced Learning Credits (ELC)

0423. Full regulations regarding ELC are set out in JSP 898 Part 4 – Chapter 3. and are available on the ELC website (www.enhancedlearningcredits.co.uk).

Civilian Work Attachments (CWA)

0424. Personnel on a CWA, taken under their GRT, are “on duty”. The purpose of a CWA is to provide the opportunity to undertake a placement and allows a SL to experience a job without being committed to it, by spending time observing or helping someone actually doing the job. CWAs do not attract IRTC funding but are an integral part of GRT. If taken at the end of service, it can allow a SL to commence unpaid work for an employer some weeks earlier than otherwise would be possible (see Paragraphs 0357 and 0427).

0425. Any entitled SL may undertake a CWA, providing it is considered by the relevant SRA or CTP consultant to be in the best interests of the SL and has been approved on a completed MOD Form 363; MOD Form 1746 must be completed in advance. No fee is payable by the SL for a CWA. MOD Form 1748 must be completed at the conclusion of a CWA.

0426. A CWA may be undertaken anywhere in the United Kingdom; however, restrictions apply to civilian attachments undertaken in Northern Ireland (see Paragraph 0432 - 0433). CWA may also be taken overseas subject to the necessary clearance (see Paragraph 0434).

0427. No payment is to be accepted by the SL for work done during a CWA unless he is on Annual/Terminal Leave (when he is deemed not to be on duty). If, however, trade union organisations insist that firms should pay the SL, then such a payment should be made through the appropriate single Service administrative office. The latter is to credit sums received to public funds after refunding to SL any dues paid to trade unions.

Indemnity - Civilian Work Attachments and External Training

0428. Injury or Damage Caused by Service Personnel. The MOD will indemnify SL in respect of any claim for personal injury or damage to property brought by an individual for any injury or damage to property caused by a SL while he is on CWA or external training during GRT, provided that the MOD is legally liable as the SL's employer for the injury or damage to property caused and provided that the SL does not settle or otherwise compromise the claim without the MOD's prior written consent. The SL must notify the MOD of the claim within 14 days. At any stage prior to or after legal proceedings are commenced, the MOD reserves the right to take over conduct of the claim and/or to appoint legal advisers of its choice to handle the claim. The MOD will give no such indemnity if the SL is attending CWA/training whilst on leave (ie not using GRT). If personnel are concerned about their personal liability, they should take out appropriate insurance.

0429. Injury or Damage Caused to Service Personnel. SL attending CWA or external training, as part of GRT, will be subject to Service regulations covering injury or damage to property whilst on duty. The MOD will compensate the SL in accordance with its legal obligations for any injury or damage to property sustained whilst attending a CWA or external training during GRT where it is legally liable for the injury or damage to property as the SL's employer. The MOD will give no such indemnity if the SL is attending CWA/training whilst on leave (ie not using GRT). If personnel are concerned about their personal liability, they should take out appropriate insurance.

Discipline

0430. The civilian staff of training and educational establishments and of private firms, where SL are undergoing training or CWA, cannot give lawful commands as superior officers within the meaning of the Armed Forces Act 06. However, SL are to comply with any reasonable instructions given to them by the civilian staff in the course of their training or CWA. Any breach of such instructions is to be dealt with as an act to the prejudice of good order and Service discipline.

Accommodation

0431. SL are to be provided with Service accommodation, under unit arrangement, if it is available in the area of the CWA or training. Otherwise, accommodation may be offered by the training provider under residential course arrangements and must be authorised by the unit and JPA procedures followed, or must be booked through the Defence Hotel Reservation Service (DHRS). In all cases payment only up to the maximum allowed by extant rules will be made. All course and accommodation costs are to be recorded at Part 3 of the 363T. Any 363T without the costs identified is to be refused.

Northern Ireland

0432. When initially seeking to conduct a CWA in NI, the SL is to discuss it with the SRA who is to contact G2 38 (Irish) Bde; 9491 63255 or 38x-G2-SO2 (Dii) in order to get an assessment from them on whether the CWA should go ahead as proposed.

0433. No later than 8 weeks prior to the CWA, the SRA/SL again contacts G2 38 Bde NI to get an up-to-date assessment of the area and provides HQ NI with SL details. These details will be placed on the G2 database for the duration.

Overseas

0434. For SL wishing to undertake their resettlement training, CWA or IRP overseas, no travel is authorised without appropriate clearance from the respective SDE HQ staff (see Paragraphs 0322 to 0332). SDE HQ Staff must be given a minimum of 8 weeks advance notice for the appropriate clearances to be obtained. SRAs are to advise the SL and their units accordingly and obtain a fully completed MOD Form 363 or MOD Form 363T, as appropriate, completed MOD Form 1746, PRP and robust written justification, which the SRA should forward to the SDE HQ Staff^{25 26}. SDE HQ Staff should be careful to ensure that the exact nature of the SL's duties is described in the application. Before approving such applications, SDE HQ Staff need to consider whether the immediate requirements of the activity, or the likelihood that secondary circumstances, beyond the immediate requirements of the activity (eg death, serious injury or court appearances) might affect an individual's ability to subsequently fulfil their Service commitments or might bring the Service into disrepute. Activities where confrontation may take place or the use of physical force is likely should be avoided. Where SDE HQ staffs consider that a request for overseas resettlement training, CWA or IRP is justified, authorisation on the relevant document (MOD Form 363 or MOD Form 363T) should only be given at an appropriate level of command (normally OF4). Authorisation is not to be delegated below OF3 level (see Paragraphs 0324 and 0330).

0435. Additionally, security clearance is required for those countries where special security regulations apply. Security clearance must be sought by units, at least 8 weeks in advance, on behalf of the SL, through single Service security organisations. Units are to notify the British Defence Adviser/Attaché of the country in which the proposed resettlement training or CWA is to be held, giving dates, contact address and details of the individual concerned once political approval has been confirmed by SDE HQ Staff and security clearance has been confirmed by single Service Directorates of Security.

²⁵ Additionally, individuals may require an educational visa, rather than a recreational visa, to undergo training overseas, dependent on location.

²⁶ RN/RM Medical Discharges require the prior approval of NRIO Medical before being forwarded to the SDE HQ Staff.

Section 5 - Duty Allowances for Resettlement Activities

Introduction

0501. This Section is for guidance only. Individual entitlements to allowances are laid down in JSP 752 and other single Service regulations. The interpretations of these regulations and the decisions to approve/reject claims are a matter for unit Pay/Admin staff and individual SL. This section provides advice for SRAs to pass to their SL, who should be advised that the granting/rejection of any subsequent claim for T&S associated with a resettlement activity, is in the end between them and the unit Pay/Admin staff.

Entitlement to Travel Warrants

0502. Travel warrants, or travel claims in lieu, may be authorised to support access to resettlement activities conducted under GRT, as outlined at Paragraph 0313. The entitlement is as follows:

GRT in working days	10	20	25	30	35
No. of return warrants	4	4	5	6	7

0503. If the SL is in receipt of Get You Home Allowance it takes precedence and negates the use of GRT warrants during the course of training or CWA. GRT warrants should still be used, as appropriate, at the start and finish of the training or CWA.

0504. SL attending a resettlement activity, which is within a reasonable travelling distance from his residence or Service accommodation at his Place of Duty (as defined at paragraph 0413) , should, unless mandatory accommodation is provided at the course location, travel daily by the most direct route. In this case Residence to Place of Duty may be claimed.

Use of Travel Warrants during Leave

0505. Where GRT has been spent and Leave is being utilised to complete resettlement courses, remaining GRT travel warrants may be used, providing the criteria in Paragraph 0356 is satisfied. This does not attract subsistence allowances and the SL is not counted as being "on duty".

Additional Warrants for Non-GRT Activities

0506. The following provisions for warrants apply for FAR and JSHAO briefings and visits to SRA and CTP consultants:

- a. Exceptionally, up to 3 additional travel warrants are available to SL in order to visit a CTP consultant. These are not part of the normal GRT allocation and are only to be authorised for SL who have difficulty accessing a CTP consultant (eg when serving in a remote location). The issue of these additional warrants will be at the discretion of SRA, and are only available to SL who are registered for the FRP, and should be used to visit the nearest RRC.

- b. Visits to attend FAR and JSHAO briefings can be claimed as duty travel at the budget holder's discretion. In which case they will not count against GRT warrants.
- c. Visits to SRAs may also be claimed as duty travel and do not count against GRT warrants.
- d. Travel to attend a CTW or OFW may also be claimed as duty travel and does not count against GRT warrants if taken outside of GRT (see paragraph 0313).

0507. SL registered for the ESP and who do not qualify for GRT travel warrants are allocated one resettlement travel warrant for a registration interview with a CTP consultant either at an RRC or an RFEA or OA office.

0508. ESL will be granted one travel warrant for an interview with a SRA and one travel warrant for a visit to a CTP consultant, if these interviews are necessary. Additional warrants may be authorised by ESL Staff in exceptional circumstances, for instance, if the ESL visits in order to arrange accommodation for when he is discharged.

Entitlement to Subsistence

0509. All resettlement activities undertaken during GRT, with the exception of IRP (see para 0331), may attract subsistence payments where appropriate. Subsistence may be claimed over the full GRT period to which a SL is entitled. Units are responsible for authorising subsistence; if the resettlement activity is not available within a reasonable travelling distance from the SL's residence (as defined at para 0413) or available Service accommodation, the SL is responsible for booking accommodation through the appropriate channels as directed in JSP 752.

0510. Residential Resettlement Courses.

- a. **RTC.** If Service accommodation is used and all meals are supplied by the MOD, there is no entitlement to subsistence allowance and SL will pay food and accommodation charges as appropriate under normal regulations.
- b. **Residential CWA and External Training Courses.** Some courses may have a tied residential element due to location or where an arrangement has been agreed with MOD to reduce overall costs to the Department. Where courses have a tied residential element, the MOD Form 363T is to be annotated accordingly and the authorisation code for entry into JPA is to be issued by the SRA. Unit admin staffs are to ensure that the administration of this process is in accordance with the extant regulations.

0511. Weekend Accommodation. Twenty days of GRT can provide a maximum of 28 days absence on duty for the purpose of subsistence allowance, provided that the SL is absent from work for no more than 20 working days. This calculation may be extrapolated for all GRT levels. Thus, claims for expenses may, if necessary, be submitted for up to a maximum of 49 nights (35 days GRT). Actual receipted costs, in accordance with JSP 752, may be paid to a SL in order to retain accommodation over weekends. If weekend accommodation is not occupied, subsistence allowances may not be claimed unless the SL is able to produce prior written proof that weekend

payment is required regardless of occupation, in which case subsistence less food may be claimed. Travel costs home may be claimed using outstanding GRT warrants.

Resettlement Activities Overseas

0512. SL authorised for overseas resettlement activity qualify for subsistence rates in accordance with extant regulations. A GRT travel warrant from normal place of duty within the theatre of operations within which they are serving to the point of departure for overseas, and return, may be authorised.

SL Based Overseas

0513. CTP in Germany. The CTP provides a full resettlement service based on RRC Herford.

0514. Allowances. SL serving abroad are not normally entitled to travel at public expense to the UK for resettlement events. It is possible for SL who return to the UK for other duty reasons and are entitled to resettlement provision to claim allowances, as follows:

- a. **UK Subsistence Allowance.** Where SL returning to the UK attend resettlement events, subsistence allowances are payable, subject to extant regulations and to confirmation that no alternative resettlement provision is available at the overseas location.
- b. **UK Travel Allowance.** There is normally no entitlement to travel at public expense to the point of entry to the UK, or for the return journey back to the duty unit. Travel allowances are payable to SL returning to the UK from overseas to attend resettlement events from the point of entry to destination and return to the point of exit.
- c. The use of RAF operated or MOD charter flights between the overseas base and the UK to undertake resettlement training is permissible within the rules stated within JSP 800 (Vol 2), but it is not an entitlement. Such travel may only be granted when filling unused capacity on the aircraft and is done at no additional cost to the Crown. A flight to the UK granted on this basis implies no entitlement to return travel, and if no spare capacity exists on the return leg the costs then fall to the individual. There is no entitlement to fly to/from overseas bases to undertake resettlement training in the UK via civil airlines. Applications should state "Course". However, travel in connection with a course is assigned a lower priority than Duty Travel and a SL may be removed from a flight manifest for someone with a higher priority. In such cases, if the SL has booked a CTP course (in-house) or a course with a CTP Preferred Supplier, and is then removed from a flight this will be deemed to be for operational reasons and the SL should be offered a later course at no extra charge.

0515. Training and CWA Undertaken Overseas. All SL stationed overseas who are entitled may undertake resettlement training or CWA locally. The application procedure is the same as in the UK. SL are strongly advised to take out personal insurance for the duration of the training or CWA. The following allowances are available:

- a. **Travel at Public Expense.** Travel at public expense is permitted for attachments within the theatre of operations²⁷ where the SL is based. Alternatively, costs to the appropriate border crossing or airhead may be claimed for travel to other countries. An applicant who is emigrating or who is entitled to repatriation at public expense may claim within the regulations set out in extant regulations.
- b. **Subsistence Allowance.** Service accommodation must be used whenever possible. When none is available, subsistence allowance may be claimed.

Refund of Resettlement Allowances

0516. SL wishing to apply for reimbursement of Resettlement Allowances, GRT, IRTC Grant, Travel Warrants and/or any personal contribution are to complete MOD Form 2245 (copy at Annex P). They are to ensure that it is completed fully identifying the allowances they wish to claim and supported by a sound business case at Part 3. This is to be presented to their Line Manager for approval who will support, part-support or not-support the application as appropriate, providing reasons that underpin their decision. SL are also to confirm they have cancelled any training activity for which reimbursement is being sought and that the Training Provider is unwilling to make any reimbursement direct.

0517. Upon Line Manager approval, the form is to be forwarded to the SRA who will either reject or endorse the refund/reimbursement of allowances. Any refund/reimbursement and adjustment of the MOD Form 1711, be it paper or electronic, is to be made under single Service arrangements.

0518. Where the SL has requested refund of any personal contribution, the form is to be passed to the SL's CO for approval. Refund and reimbursement of Learning Credits is to be undertaken under existing single Service arrangements. Once completed, the form should be held as a quality record.

²⁷ This specifically excludes travel from overseas to the UK.

Section 6 - Medical Discharge

Entitlement

0601. The underlying assumption is that all Medical Dischargees will resettle within UK where there is comprehensive National Health cover. Those wishing to settle overseas should acquaint themselves with the local health provision and be aware of their liability for any associated costs. All personnel who are medically discharged, including FTRS and other mobilised Reservists who are medically discharged due to injuries sustained during operational commitments, are entitled to resettlement provision under the terms of GRT (see Paragraph 0313 and Paragraphs 0615 to 0617). They are also entitled to the FRP from the CTP. Detailed procedures for Medical Discharge may be found in single Service publications.

0602. Resettlement activities undertaken as part of GRT should normally be completed before commencement of Terminal and/or Invaliding Leave, and discharge dates should be calculated accordingly. However, if circumstances necessitate, GRT may be taken up until the point of discharge.

0603. In exceptional circumstances, a medical condition might preclude in-Service access to the resettlement support to which an individual is entitled. In such cases the Medical Board may recommend that resettlement be deferred post discharge or transferred to the spouse or legally recognised civil partner²⁸. This deferred or transferred resettlement may be undertaken up to 2 years post discharge or longer at the discretion of the SDE HQ. Further detail of this provision is at Paragraphs 0609 to 0614.

Administrative Procedures

0604. Administrative procedures for Medical Discharges vary between the individual Services and are defined in the respective single Service regulations.

0605. The appropriate SRA is to see all Medical Dischargees. Once it has been established that an individual is likely to be discharged on medical grounds, the unit is to arrange for him to have a mandatory preliminary interview with the SRA as soon as possible. The SRA brief should cover the following:

- a. A comprehensive explanation of the whole Medical Discharge process, including resettlement provision.
- b. That it is in the individual's best interest to think about his own resettlement planning prior to the Medical Discharge decision being officially ratified. No firm decisions or assumptions can be made on resettlement training arrangements or deferred/transferred resettlement until confirmation is received.

²⁸ With effect from 5 Dec 05 individuals can register a civil partnership by giving formal notice of the intention to do so. The range of places where a civil partnership can be registered are broadly similar to those available for a civil marriage. Two people may register a civil partnership providing they are: of the same sex, over 18 (or able to provide evidence of consent if 16 or 17), not in an existing marriage or existing civil partnership and not related to each other within the prohibited degrees of relationship.

- c. If the individual wishes to register with the CTP, an initial interview with a Career Consultant and attendance on a CTW should be arranged. If required, the consultant will visit the SL.

0606. On receipt of notification from the Medical Board recommending Medical Discharge, the individual is to receive a full Resettlement Advisory Brief by the SRA. Once the recommendation of the Medical Board has been confirmed, all resettlement activity can be applied for on MOD Form 363 or MOD Form 363T, as appropriate, and resettlement activities commenced.

0607. The decision as to whether any activity which incurs IRTC or subsistence costs can be booked or take place prior to official confirmation of the findings of the Medical Board, lies with the appropriate SRA²⁹. The SRA should, in any case, liaise with the appropriate administrative authority to determine a date for discharge which meets both the individual's and the Service's needs, bearing in mind that GRT activities should be completed and any Invaliding and Terminal Leave taken before discharge, unless exceptional circumstances apply (see Paragraph 0603).

0608. On completion of all resettlement activity, and before discharge, the individual is to attend a final resettlement interview with the SRA, if practicable.

Post Discharge and Transferred Resettlement

0609. Post Discharge. When a medical condition precludes in-Service access to any element of resettlement support to which the SL is entitled, access to these outstanding elements of resettlement provision, including the CTP support, use of the IRTC grant, SLC as appropriate and associated travel and subsistence, will be available for up to 2 years post-discharge. SL are to be reminded that they are responsible for their own personal injury/liability/indemnity insurance when undertaking post discharge resettlement activities.

0610. Transfer to Spouse or Civil Partner. In exceptional cases, where, for long term medical reasons, a Serviceperson is unable to take advantage of the resettlement service to which they are entitled, or as a result of death, this provision, including IRTC, SLC (see Paragraph 0420) as appropriate and associated travel and subsistence allowances will be made available to the spouse or civil partner up to 2 years post discharge or longer at the discretion of the SDE HQ.

0611. Resettlement Entitlement for Serving Spouses, Civil Partners and Eligible Partners. Serving spouses, serving civil partners and, in cases of Death in Service, serving eligible partners (see Paragraph 0709) of entitled Service leavers are to be treated in the same way as non-serving spouses, civil partners and eligible partners regarding the transfer of Resettlement entitlements.

0612. Conditions. Post Discharge and Transferred Resettlement are subject to the following:

- a. Where possible, all SL are to receive their resettlement provision whilst in-Service; Post Discharge resettlement is to be by exception.

²⁹ The RN has a single 2nd Line point of contact for Medical Discharges referred to as NRIO(Medical).

b. The amount of GRT a SL is entitled to will be taken into account in calculating the due discharge date, irrespective of whether the resettlement provision is being taken pre- or post-release.

c. For resettlement purposes, the spouse, civil partner or 'Eligible Partner' (see Paragraph 0709) will have exactly the same status as the Medical Dischargee and be subject to the same administrative procedures. Indemnity Insurance Cover for Spouses, civil partners or eligible partners conducting resettlement training is limited to MOD public liability thus appropriate personal injury/liability insurance should be sought.

0613. Authorisation. Authorisation of Post Discharge and Transferred Resettlement on a 'case by case' basis is delegated to the respective SDE. If there is uncertainty in a particular case, TESR should be consulted. In all cases where authority is given TESR is to be informed.

0614. Administration. Administrative procedures for Post-Discharge and Transferred Resettlement vary between the individual Services.

Resettlement Entitlement for Mobilised Reserves

0615. With regard to mobilised Reserves who are medically discharged as a result of injuries sustained during 'operational commitments' the following apply:

- a. A Reservist is deemed to be on 'operational commitments' with effect from the date of 'Mobilisation' to the date of 'De-mobilisation' inclusive (including annual leave and Post Operational Tour Leave (POTL)), and regardless of where serving (ie UK or overseas).
- b. For mobilised Reserves, injured during 'operational commitments' the default GRT allowance shall be taken as 30 days, as the normal means of calculating entitlement for Regular Service personnel cannot be applied.

0616. Upon a mobilised Reservist's entitlement to Resettlement support being established, all regulations in Section 6 are to be applied as appropriate.

0617. In the case of mobilised Reserves who die during 'operational commitments', as defined in Paragraph 0615 above the Resettlement entitlement may be transferred to the widow/widower, civil partner or eligible partner (see Paragraphs 0707 to 0709).

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Section 7 - Exceptional Procedures

Redundancy

0701. Personnel made redundant will qualify for the Resettlement package for which they would have been entitled had they completed the commission/engagement on which they were serving when they were made redundant.

Directed Early Retirement (DER)

0702. Senior Officers who have been selected for DER will be handled as individual cases by TESR to ensure that the very limited numbers involved are given the correct priority on the course of their choice and that there are no delays in the resettlement process.

Post-Discharge Resettlement

0703. Under normal circumstances, with the exception of some SL who are Medically Discharged, resettlement training must be completed prior to discharge. For particular operational reasons, individuals may have their discharge date deferred (see Paragraph 0354).

0704. On a case-by-case basis, SDEs may exceptionally authorise completion of training, post-discharge where deferment of the discharge date is not practical, for example, where unreasonable costs to the Service would otherwise be incurred. Whilst attracting the same allowances as if the individual concerned was still serving, the SL will be responsible for their own insurance cover.

0705. Requests for individuals to undergo resettlement activities post-discharge should be referred to the SDE on a 'case by case' basis, through the resettlement chain. If there is uncertainty in a particular case, TESR should be consulted. In all cases, where authority is given TESR is to be informed. This does not obviate COs' remit to grant SL access to resettlement activities unless prevented from doing so by critical operational reasons.

Maternity

0706. Female SL who are on Additional Maternity Leave (AML) but then decide not to return to duty, are entitled to resettlement activities in accordance with single Service regulations.

Transfer of Entitlement to Widow/Widower, Bereaved Civil Partner or Eligible Partner

0707. In the case of Service personnel who die in service, the regulations in Paragraphs 0609 to 0614 may be extended to the widow/widower, bereaved civil partner or "eligible partner" (see paragraph 0709 below), normally up to 2 years after death occurs. Under exceptional circumstances, entitlement may be extended beyond the 2 year point by the respective SDE. This extension of deferment may also be applied in the case of compassionate discharge, at the discretion of the discharge authority, endorsed by TESR.

0708. Where a widow/widower, bereaved civil partner or eligible partner (see paragraph 0709 below) does not wish to use the CTP Resettlement services, but wishes to undertake Resettlement training, the MOD Form 363T may be signed by the SRA with the prior approval of the respective SDE HQ Resettlement Staff.

Resettlement Entitlement for Eligible Partners

0709. In the case of “Death in Service”, Resettlement entitlement may be transferred to an “Eligible Partner” as defined in JSP 764, Paragraph 0418 for personnel on AFPS 2005³⁰ or DCI JS 3 2004³¹ for personnel on AFPS 1975. The decision whether a partner is granted “Eligible Partner” status resides with the SPVA, and Resettlement staff shall only transfer Resettlement entitlement once “Eligible Partner” status has been recognised by the SPVA for pension purposes.

Incapacitation or Death during Resettlement Provision

0710. Where a Service leaver has commenced resettlement and is registered with the CTP but becomes unable to continue with resettlement due to injury or death, the CTP should be informed. SDEs are responsible for ensuring appropriate procedures exist at single Service level.

Circumstances not Otherwise Covered

0711. Anything not otherwise covered in this manual should be referred to TESR, through the resettlement chain, for a ruling.

³⁰ They must demonstrate that at the time of the member's death:

- (a) the person and the member were cohabiting as partners in a substantial, exclusive, committed relationship,
- (b) the person and the member were not prevented from marrying or entering a civil partnership, **and**
- (c) either the person was financially dependent on the member or they were financially interdependent.

³¹ For the purpose of this instruction “Partner” means someone (same sex or otherwise) with whom an individual has an established and exclusive relationship of dependence or interdependence, and one that is intended to continue indefinitely.

JSP 534

ANNEXES

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IMPACT OF JPA FOR SERVICE LEAVERS**SL:**

Every 24hrs JPA checks for new personnel becoming eligible for resettlement.

For newly identified SL, automated Workflow notifications are sent to the SL, SRA and LM informing them that the SL is eligible and what actions are necessary to complete registration.

The eligible SL completes a mandatory resettlement briefing with the SRA who captures and records the details on JPA. Once the SL agrees with the SRA's record of the briefing and giving Data Protection Act consent, the SL is registered with the Career Transition Partnership (CTP).

The SL's resettlement entitlements are automatically computed and recorded on an enhanced electronic MOD Form 1711 along with a record of the briefing.

Using self service menus the SL submits an absence or non-absence based application to complete a resettlement activity, providing any necessary justification in the process. The application is recorded on their MOD Form 1711.

As with current rules regarding GRT, LM receive Workflow inviting them to either agree or reject the requests from personnel of the rank Leading Hand/Corporal and below. For all non-GRT based applications and GRT based applications from Petty Officers/Sergeants and above, LM receive an information Workflow recording the details of the application.

The details of applications are sent daily to the CTP for consideration by a Career Consultant (CC) and forwarded by Workflow to the SRA.

Routinely the SRA waits 5 working days before agreeing or rejecting the application. CC are at liberty to contact the SRA in this period should the proposed resettlement activity not be consistent with the SL personal resettlement plan.

The SRA, using Workflow and any advice from the CC, either rejects or approves 'in Theatre' applications.

For 'out of Theatre' applications the SRA will use Workflow to forward the application to SDEs who retain executive authority.

All decisions and justifications regarding applications are recorded on the electronic MOD Form 1711 providing a detailed log of activity. This form also records the GRT, IRTC and Warrants used and remaining that is captured automatically from the application Workflow.

ESL:

When a Service Person's record is revised to record them as an ESL in JPA, an immediate Workflow notification is generated and sent to the UBO, UIO and LM.

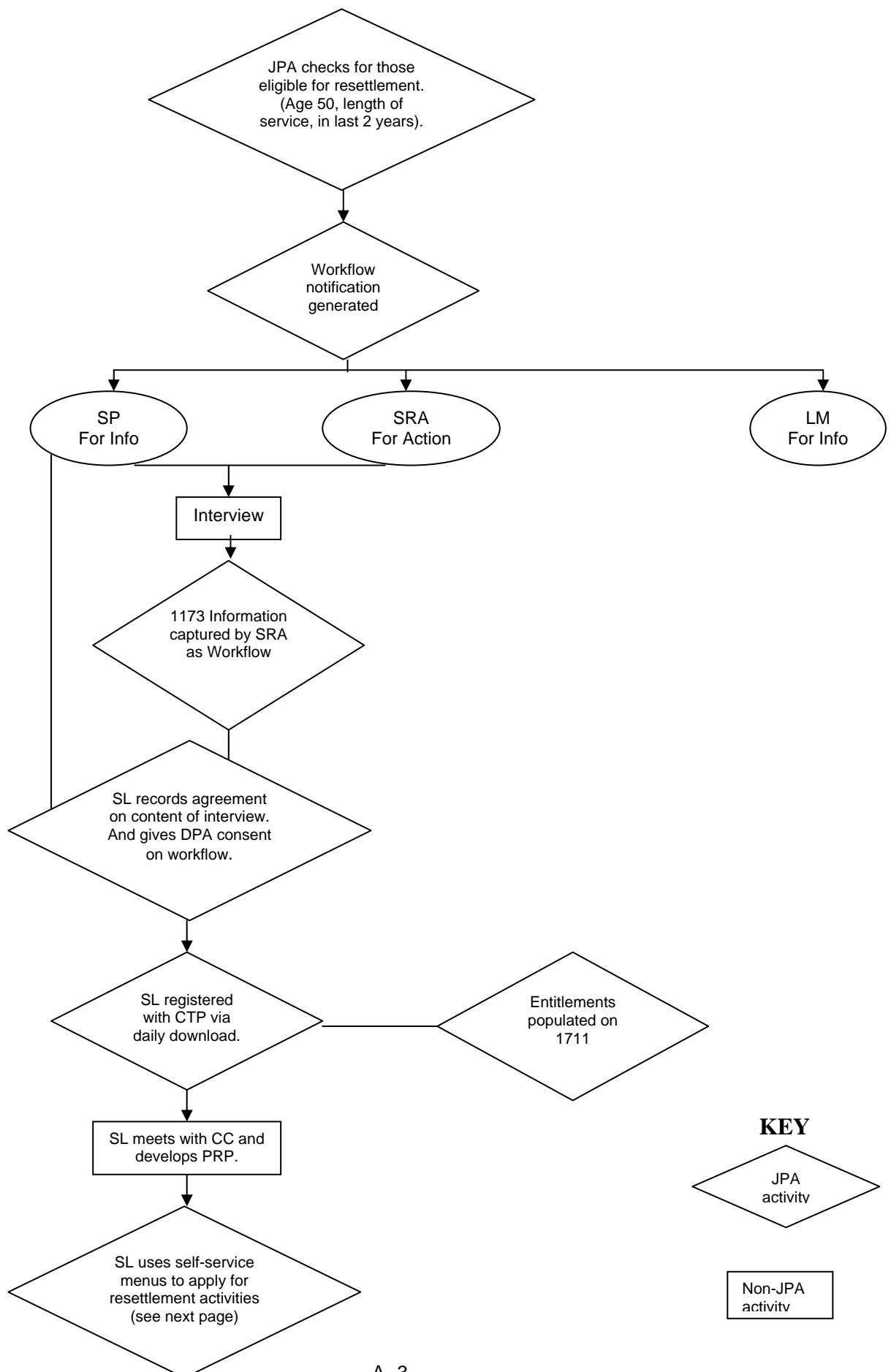
The UBO and UIO complete their respective briefs and interview (and the SRA should the UIO refer the ESL onwards).

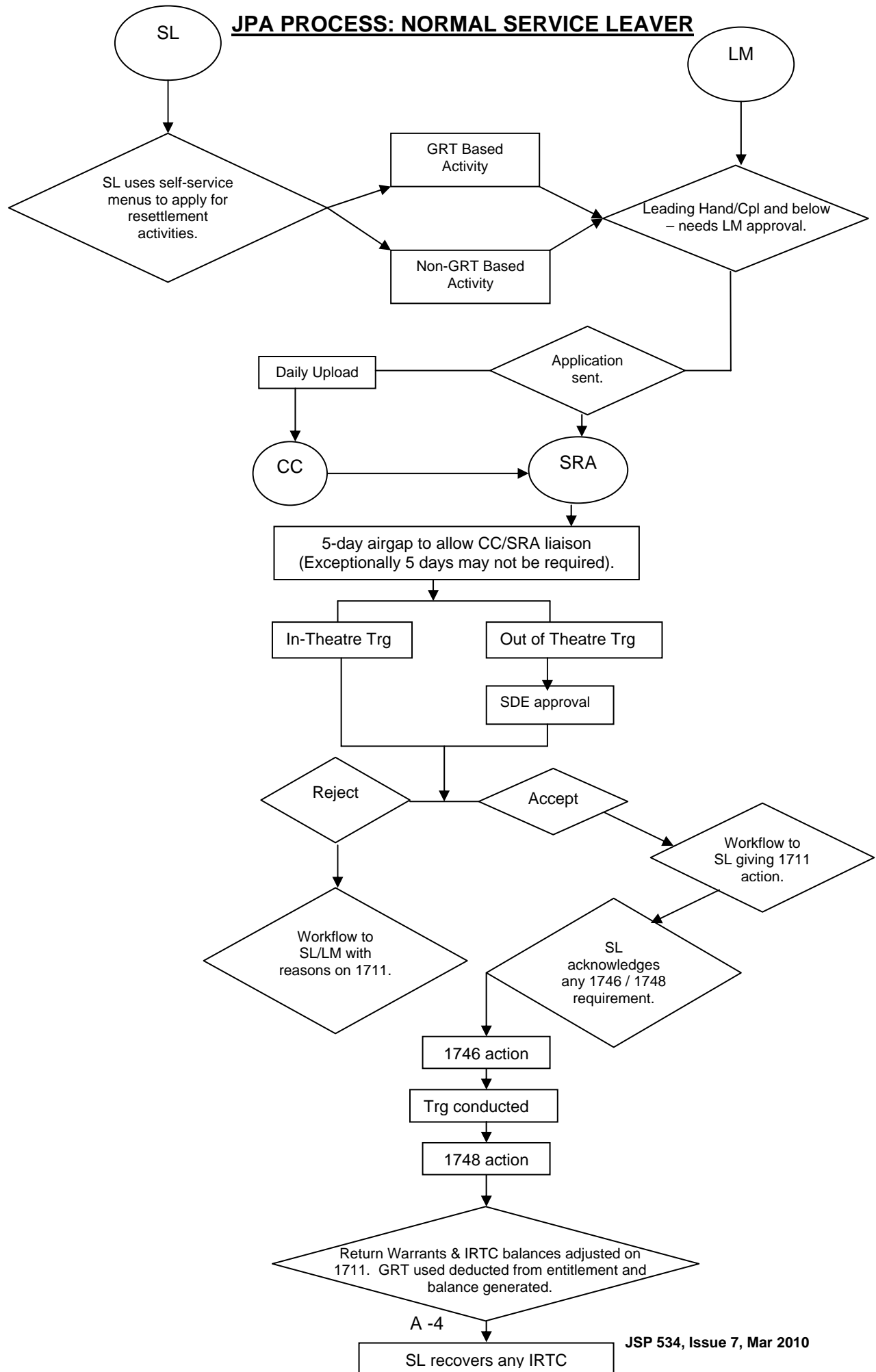
After each event the interviewer/briefer updates JPA accordingly to record the material covered and observations made and the information is forwarded to the next professional user in the chain using Workflow. The ESL's acknowledgement of the record and any

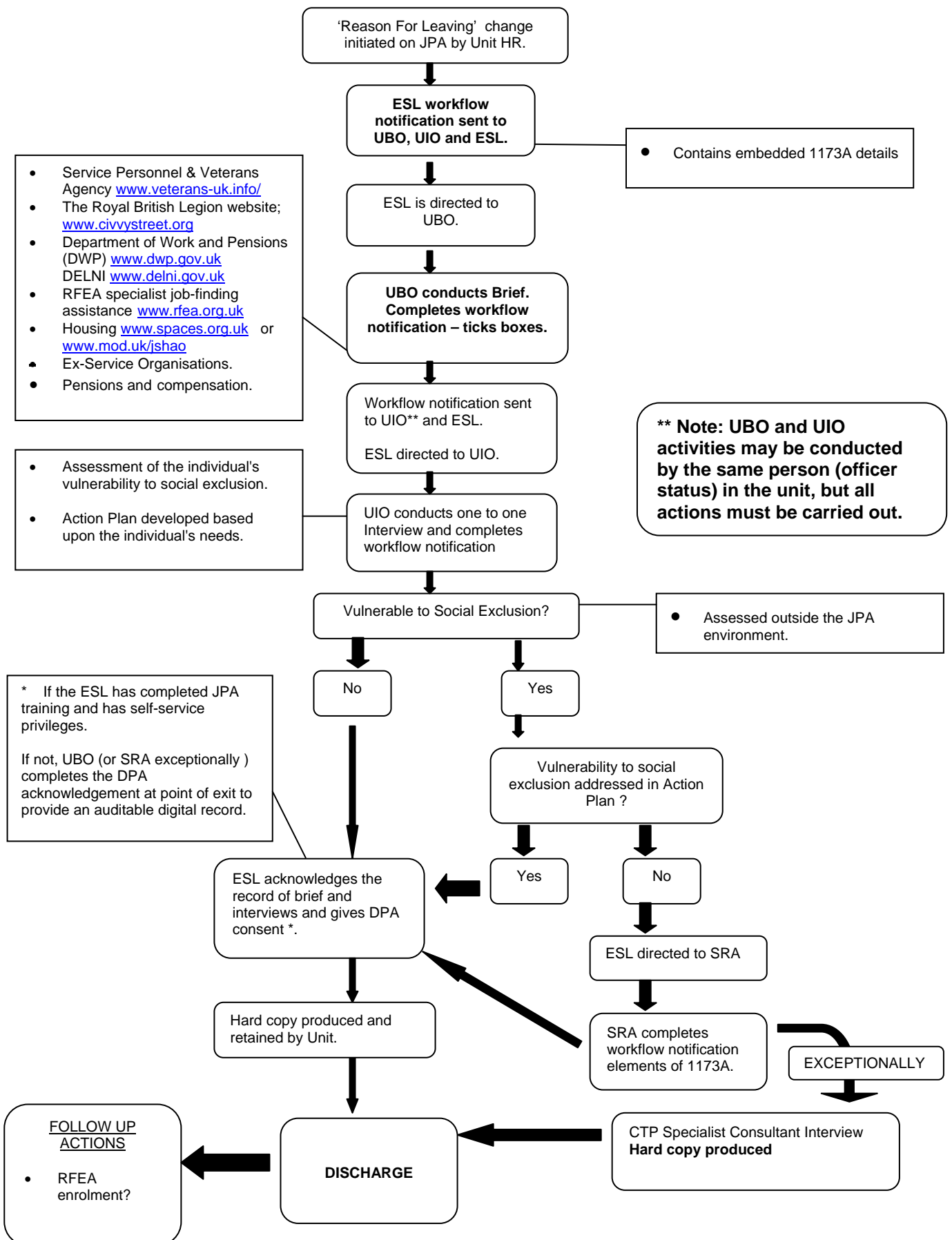
consent regarding the Data Protection Act (DPA) is recorded in JPA and a copy of the entire 1173A printed and given to the ESL.

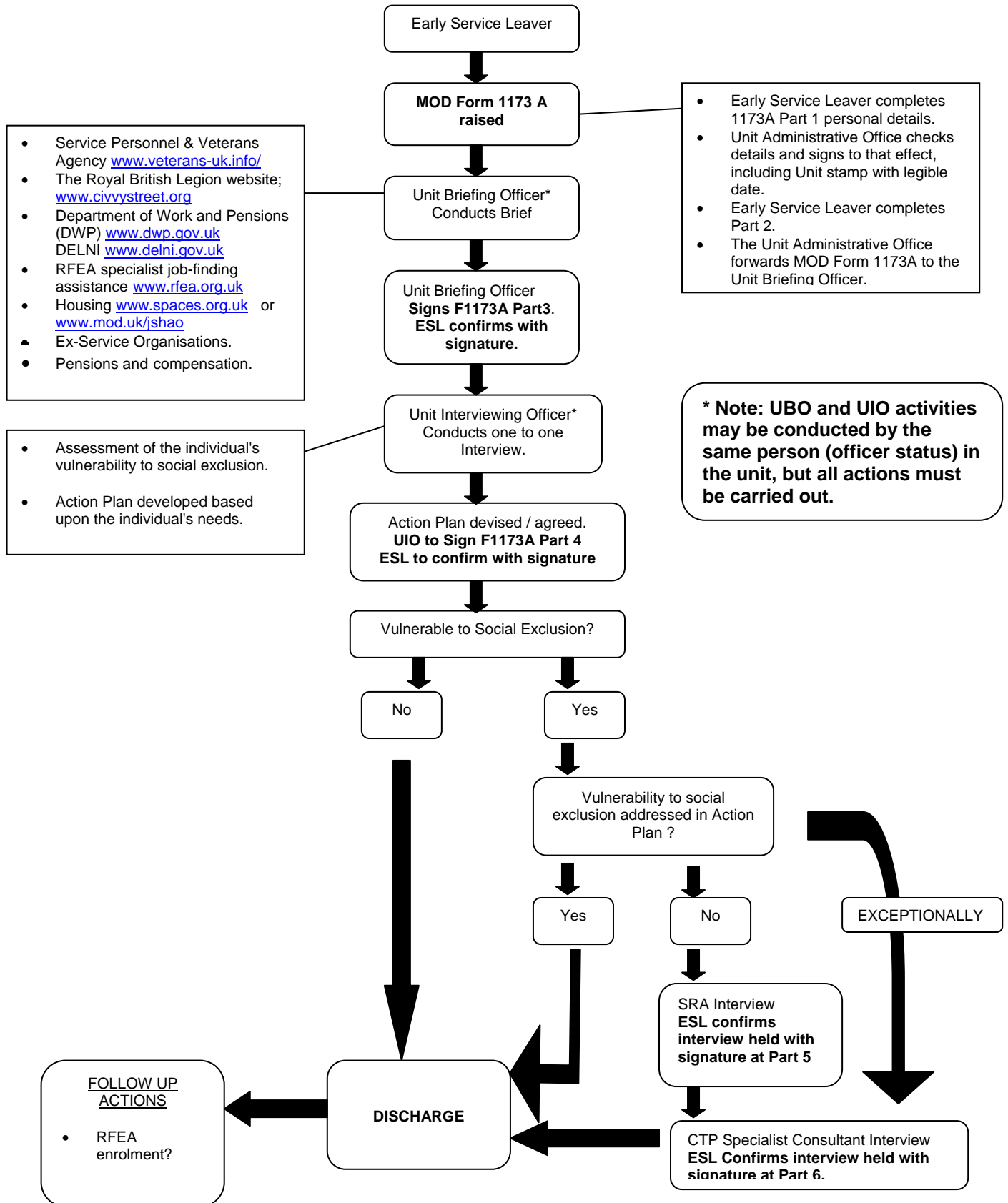
If the SRA refers the ESL to the CTP for consultancy services, this will occur outside the JPA environment.

In the event that an ESL is not able to access their JPA account the UIO (or SRA if referred) is able to provide the ESL 's acknowledgement and DPA consent by Proxy. In such an event single Services are to maintain a copy of the signed paper 1173A given to the ESL as a quality record.

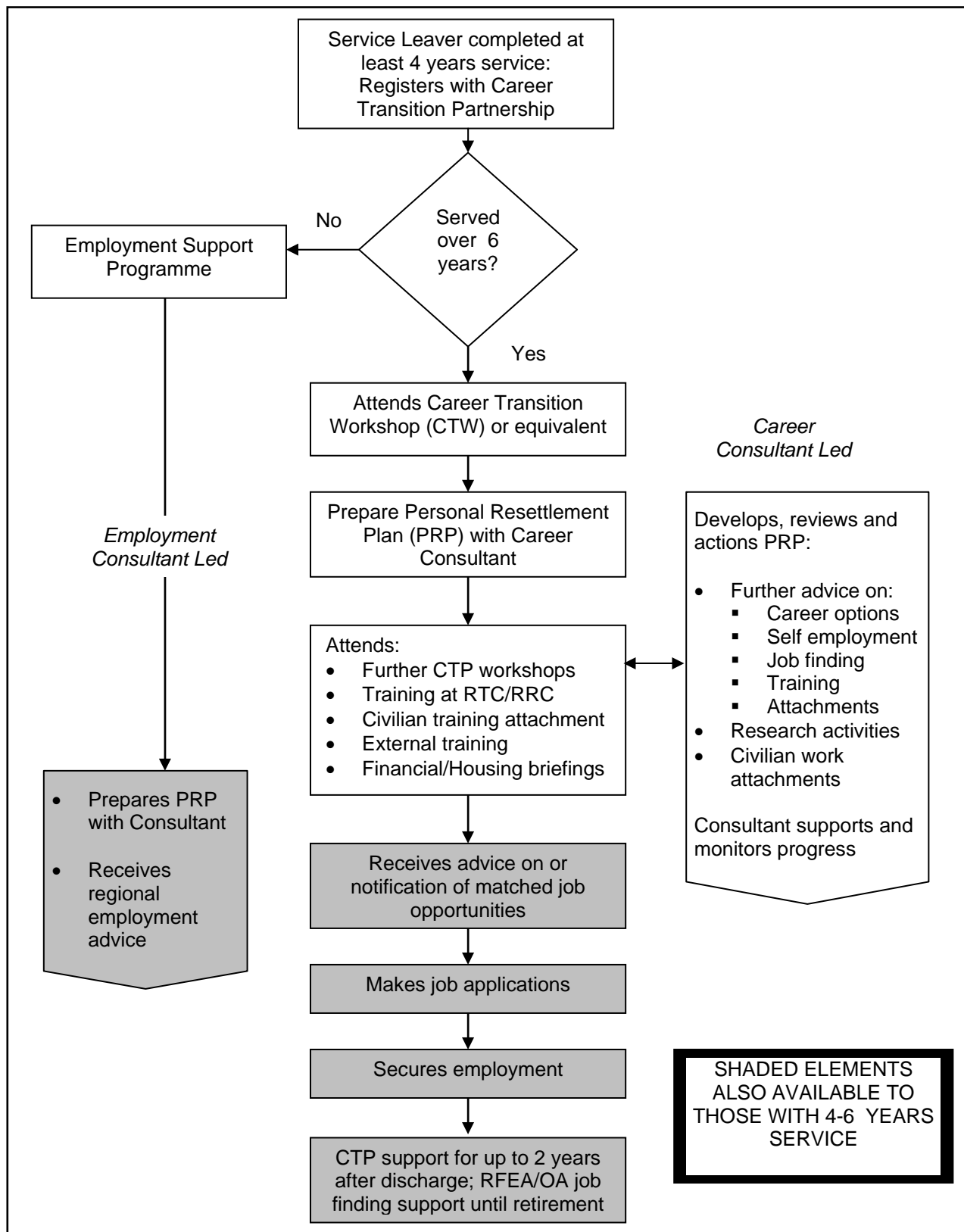
JPA REGISTRATION PROCESS: NORMAL SERVICE LEAVER



ESL. JPA PROCESS: UNIT ACTIONS FLOWCHART

ESL. NON JPA PROCESS: UNIT ACTIONS FLOWCHART

CTP Services



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APPLICATION FOR RESETTLEMENT SERVICES

(This is an accountable document and is to be completed **once only** per individual Service Leaver. Complete in **BLOCK CAPITALS** and in accordance with JSP534 (TSRM))

Part 1 – PERSONAL DETAILS.

Attended CTW/1-to-1 on

RRC use only

Surname:		Forenames:		Title:	Date of Birth:
Rank:	Service Number:	National Insurance Number		Service: RN <input type="checkbox"/> RM <input type="checkbox"/> Army <input type="checkbox"/> RAF <input type="checkbox"/>	Branch or Regt/Corps:
Enlistment Date (A):	Discharge Date (Last day of Service) (B):	Time Served (A to B):	Driving Licence type:	Discharged from: Trained Strength <input type="checkbox"/> Untrained Strength <input type="checkbox"/>	Medical Discharge: Y <input type="checkbox"/> N <input type="checkbox"/> Provisionally <input type="checkbox"/>
Current Work Address:			Post-Discharge Contact Address: (If not yet known, give a "care of" address from where your mail will be forwarded.)		
Post Code:			Post Code:		
Tel:	Fax:	Tel:		Mobile No:	
e-mail:			e-mail:		
Civilian and Service Educational Qualifications:			Service Trade and Specialist Experience:		
Confirmation by the Unit (Not to be signed by the individual): I certify that the Service details given above are correct.					
Signed:				Unit Stamp:	
Name (Print):					
Rank/Grade:					
Appointment:					

Part 2 – DATA PROTECTION AND PRIVACY (Section 1 to be signed by all Service Leavers).

Part 2 Section 1. The data provided by you and by the MOD will be kept both as a paper record and on a computer database, but either way will be kept confidential and with the highest standards of security. Any information processed will be by means of a computer database, or other means, under strictly regulated conditions in accordance with the provisions of the Data Protection Act 1998. This form is used for accounting and general statistical purposes or other resettlement purposes and will be kept for 6 years after you leave the Armed Services.

Any personal data provided by you or by the MOD will only be used for the following purposes (unless you consent to sign Section 2):

- maintaining, updating and enhancing your records as held in the resettlement databases.
- to provide the most effective and efficient resettlement advice for you.

By signing below, you are consenting to the processing of your personal data for the purposes and by the means set out above.

Signed: (Service Leaver) Date:/...../.....

Part 2 Section 2. If you consent, data provided in this form will be used to compile overall statistical data on employment of Service personnel once they have left the Services using records held by the Department for Work and Pensions and records held by HM Revenue and Customs. The data will be passed in confidence to DWP, only for the purpose of producing these statistics. Your personal details will not be visible at any time during or after this process. Please sign below if you consent to your details being used in compiling statistical data.

Signed: (Service Leaver) Date:/...../.....

Now pass to the Service Resettlement Adviser (SRA) for completion of Parts 3 – 5.

Part 3 – ENTITLEMENT TO GRADUATED RESETTLEMENT TIME (GRT) AND THE CAREER TRANSITION PARTNERSHIP (CTP) (as applicable).

SL Name:	SL Service Number:
<p>The individual is entitled to working days of GRT.</p> <p><u>OR:</u> The individual is not entitled to GRT.</p> <p>Based on the information contained in Part 1, I certify the applicant is entitled to all or part of the CTP's services and that these have been discussed. The individual wishes to register for the following:</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p>CTP Full Resettlement Programme (FRP) at RRC <input type="checkbox"/></p> <p>CTP Employment Support Programme (ESP) Service at RRC..... <input type="checkbox"/></p> <p>The individual does not wish to register with the CTP*..... <input type="checkbox"/></p> <p style="text-align: center;">or</p> <p>wishes to register for ESP although entitled to FRP*. <input type="checkbox"/></p> <p>* Please give reason (MOD Form 1173 to be sent to D Resettlement):</p> </div> <div style="width: 35%; border: 1px solid black; padding: 10px; text-align: center;"> <p>SRA Stamp</p> </div> </div>	
<div style="display: flex; justify-content: space-between;"> Signed: Name (Print): Rank/Grade: </div>	

Part 4 – INTERVIEW BY SRA.

Choice of area to resettle in:	Choice of civilian occupation:						
Subjects to be included during the briefing (as applicable) – tick if discussed:							
Retention		Entitlement to Graduated Resettlement Time (GRT)		Career Transition Partnership (CTP) Resettlement Services (FRP and ESP)		Attendance on a Career Transition Workshops (CTW) or Options for the Future Workshop (OFW)	
Access to Financial Aspects of Resettlement & Housing Briefings		Individual Resettlement Preparation (IRP)		Civilian Work Attachments (CWA) (including MOD Form 1746)		Internal & External Resettlement Training (including MOD Form 1746 for external training)	
Allowances/Funding for Resettlement Activities/ MOD Forms 363 and 363T		Self Employment		Post Discharge Support including RFEA OA and other ex-Service Charities		Disabilities Advice and Medical Discharge Procedures (where appropriate)	
Job Search		Self Marketing		CV		Interviews	
Job Centre Facilities and Unemployment Benefits		AFCS / War Pension Scheme as appropriate		Professional Bodies and Trade Unions		Further Education	
<p>Additional Information for RRC (eg dates away on operations, exercise, leave etc/any specific requirements, preferred dates for CTW) and additional subjects included in the interview :</p> <div style="height: 100px;"></div>							
Continuation Sheet Used: YES / NO							
<p>Service Leaver: I confirm that the above is an accurate summary of the interview with the SRA.</p> <p>Signature:</p> <p>Date: / /</p>				<p>SRA: I confirm that a copy of the completed form will be given to the individual.</p> <p>Signature:</p> <p>Date: / /</p>			

SL Name:	SL Service Number:
<p>CONTINUATION SHEET:</p> <p>Additional Subjects Included in the Interview</p>	
<p>Service Leaver: I confirm that the above is an accurate summary of the interview with the SRA.</p> <p>Signature:</p> <p>Date: / /</p>	<p>SRA: I confirm that a copy of the completed form will be given to the individual.</p> <p>Signature:</p> <p>Date: / /</p>

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Instructions for Completion of MOD Form 1173

1. Part 1 - Personal Details (RIS) - for all SL:

- a. SL completes personal details.
- b. RIS checks Service details and signs to that effect (including Unit stamp).
- c. RIS forwards MOD Form 1173 to SRA.
- d. For personnel who may be discharged medically, the provisional discharge date should be inserted in the 'Medical Discharge' box and the discharge date left blank.³²

2. Parts 2 - 4 (Completed, as appropriate by the SRA for all SL):

- a. SL signs Data Protection and Privacy at Part 2 (Part 2 Section 2 is optional).
- b. SRA determines entitlement to GRT and CTP resettlement services from 'Time Served' in Part 1.
- c. SRA briefs SL in accordance with Part 4 instructions, as appropriate to SL's entitlement and stated intentions.
- d. SL and SRA sign in the respective signature blocks at the end of Part 4.

3. SL Registering for CTP Resettlement Services (FRP or ESP): If the SL is entitled to, and wishes to register for, CTP resettlement services, the SRA is to forward the completed MOD Form 1173 to the CTP for use by the appropriate RRC, and forward a copy of the completed MOD Form 1173 to the SL's unit for retention with their MOD Form 1711, and is to give a copy of the completed MOD Form 1173 to the SL.

4. Entitled SL Electing not to Register for CTP Resettlement Services If an entitled SL does not wish to register for CTP resettlement services the SRA is to complete Part 3 stating the reason why the individual does not wish to register with the CTP. The SRA is to forward the completed MOD Form 1173 to SO2PM in D Resettlement. A copy of the completed MOD Form 1173 is to be forwarded to the SL's unit for retention with their MOD Form 1711, and a copy of the completed MOD Form 1173 is to be given to the SL.

5. SL not Entitled to Register for CTP Resettlement Services: If the SL is not entitled to register for CTP resettlement services, the SRA is to forward the completed MOD Form 1173 to the SL's unit for retention with their MOD Form 1711, and is to give a copy of the completed MOD Form 1173 to the SL.

Secure Transportation of Completed Fs1173.

6. Completed Fs1173 are sensitive documents as they contain personal details of Service personnel. As such, they must be handled securely. Fs1173 are to be transported from the RRCs to Right Management Ltd's Head Office by Registered Post and subsequently hand-delivered to D Resettlement.

³² This detail should be checked by SRA.

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EARLY SERVICE LEAVERS – RECORD OF RESETTLEMENT INTERVIEWS**Part 1 – PERSONAL DETAILS.**

Surname:		Forenames:		Rank:	Title: Mr/ Mrs/ Miss/Ms/Other	Date of Birth:
Service Number:	National Insurance Number:	Date of Enlistment:	Service: (delete as appropriate) RN / RM / Army / RAF		Discharged from: (Tick one) Trained Strength <input type="checkbox"/> Untrained Strength <input type="checkbox"/>	
Current Work Address:			Post-Discharge Contact Address: (If not yet known, give a “care of” address from where your mail will be forwarded.)			
Post Code:			Post Code:			
Tel:		Mobile No:		Tel:		Mobile No:
e-mail:			e-mail:			
Confirmation by the Unit Administration Office						
Signed:			Unit Stamp and Date:			
Name (Print):						
Rank/Grade:						
Appointment:						

Part 2 – DATA PROTECTION AND PRIVACY (Section 1 to be signed by all Service Leavers).

Part 2 Section 1. The data provided by you and by the MOD will be kept both as a paper record and on a computer database, but either way will be kept confidential and with the highest standards of security. Any information processed will be by means of a computer database, or other means, under strictly regulated conditions in accordance with the provisions of the Data Protection Act 1998. This form is used for accounting and general statistical purposes or other resettlement purposes and will be kept for 6 years after you leave the Armed Services.

Any personal data provided by you or by the MOD will only be used for the following purposes (unless you consent to sign Section 2):

- maintaining, updating and enhancing your records as held in the resettlement databases.
- to provide the most effective and efficient resettlement advice for you.

By signing below, you are consenting to the processing of your personal data for the purposes and by the means set out above.

Signed: (Service Leaver) Date:/...../.....

Part 2 Section 2. If you consent, data provided in this form will be used to compile overall statistical data on employment of Service personnel once they have left the Services using records held by the Department for Work and Pensions and records held by HM Revenue and Customs. The data will be passed in confidence to DWP, only for the purpose of producing these statistics. Your personal details will not be visible at any time during or after this process. Please sign below if you consent to your details being used in compiling statistical data.

Signed: (Service Leaver) Date:/...../.....

Part 3 – RECORD OF MANDATORY RESETTLEMENT BRIEF – UNIT LEVEL

<p>The Service Leaver has been briefed on the following areas (tick the relevant statement):</p> <ul style="list-style-type: none">a. Housing and Accommodation issues.b. Ex-Services charities/welfare organisations.c. Financial aspects – pension rights and other entitlements.d. Employment: DWP – Access to Job Centre Plus/Connexions (or DELNI Jobs and Benefits Office/JobCentre in NI). RFEA Specialist Assistance project.	
Confirmation by the Unit Briefing Officer	Service Leaver
Signed:	I confirm that I have been briefed on the above and have received a copy of the ESL Leaflet.
Name (Print):	I have been given the Ex-Service Charities Contact Consent form (* Please delete as appropriate).
Rank/Grade:	
Appointment:	*I want to be contacted and I have completed and sent the form.
Date:	*I do not want to be contacted and I have not completed the form at this time.
	Signed: _____ Date: _____

Part 4 – RECORD OF MANDATORY RESETTLEMENT INTERVIEW – UNIT LEVEL

<p>The Service Leaver has been interviewed by me. The following actions have been taken (tick the relevant statement):</p> <ul style="list-style-type: none">a. The ESL has been given contact details of his/her nearest Job Centre.b. The ESL has arranged an appointment with his/her nearest Job Centre.c. The ESL has been given information on contacting the JSHAO.d. Contact has been made with SPACES on the Service Leaver's behalf.e. The ESL has been briefed on registering with the RFEA Specialist Assistance project.f. The ESL has been given information on or referred to an Ex-Service Welfare organisation.g. Proposed actions have addressed all relevant issues and no further action is required.h. The ESL has been referred to a SRA, for the following reasons:i. The ESL has been referred to a CTP consultant (annotate Part 6 accordingly), for the following reasons. <p>The Service Leaver's discharge date is.....</p>	
Confirmation by the Unit Interviewing Officer	Service Leaver
Signed:	
Name (Print):	
Rank/Grade:	
Appointment:	
Date:	Signed: _____ Date: _____

Part 5 – RECORD OF RESETTLEMENT INTERVIEW BY SRA (AS REQUIRED)

<p>The Service Leaver has been interviewed by me. The following actions have been taken (tick the relevant statement):</p> <ul style="list-style-type: none"> a. The ESL has been given contact details of his/her nearest Job Centre. b. The ESL has arranged an appointment with his/her nearest Job Centre. c. The ESL has been given information on contacting the JSHAO. d. Contact has been made with SPACES on the Service Leaver's behalf. e. The ESL has been briefed on registering with the RFEA Specialist Assistance project. f. The ESL has been given information on or referred to an Ex-Service Welfare organisation. g. Proposed actions have addressed all relevant issues and no further action is required. h. The ESL has been referred to a CTP consultant (annotate Part 6 accordingly), for the following reasons: 	
<p>Additional Information:</p>	
<p>Confirmation by the SRA</p> <p>Signed:</p> <p>Name (Print):</p> <p>Date:</p>	<p>Service Leaver</p> <p>Signed:</p> <p>Date:</p>

Part 6 – REFERRAL TO A CAREER TRANSITION PARTNERSHIP CONSULTANT

<p>To be signed by the Unit Interviewing Officer or by SRA:</p> <p>An interview has been arranged with a CTP consultant on: </p> <p>Signed:</p> <p>Name (Print):</p> <p>Rank/Grade:</p> <p>Appointment:</p> <p>Date:</p>	<p>To be signed by the CTP consultant:</p> <p>The Service Leaver has been interviewed by me and a record of actions recorded electronically.</p> <p>Signed:</p> <p>Name (Print):</p> <p>Date:</p> <p>RRC Stamp</p> <p>Service Leaver</p> <p>Signed:</p> <p>Date:</p>
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INSTRUCTIONS FOR COMPLETION OF MOD FORM 1173A

1. From the date of activation all those Service personnel who are discharged as ESL will complete their resettlement administration using JPA. ESL staff are to complete the online form in the same way that they would the paper based version and submit it through workflow notifications as appropriate.

JPA process.

2. ESL staff are to ensure that they have the necessary JPA authorisation and have familiarised themselves with the relevant Ops Bulletins and Business Process Guides hosted on JPA.

3. From the date of activation, all those Service personnel who are discharged as ESL will complete their resettlement administration using JPA. Those who are already within the process at that date are to remain administered via the paper-based system. Any SL undergoing resettlement prior to the activation date, who is subsequently reclassified as an ESL on or after the date of activation, will complete their resettlement administration using JPA.

4. When a Service Person's record is revised to record them as an ESL in JPA, an immediate Workflow notification is generated and sent to the UBO, UIO and LM. The UBO and UIO complete their respective briefs and interview (and the SRA should the UIO refer the ESL onwards). The JPA version of the MOD1173A form is to be completed as appropriate. The UBO will complete Part 3, the UIO Part 4 and where the ESL is referred to the SRA, they will complete Part 5. The ESL's acknowledgement of the record and any consent regarding the Data Protection Act (DPA) is recorded in JPA and a copy of the entire 1173A printed and given to the ESL. If the SRA refers the ESL to the CTP for consultancy services, this will occur outside the JPA environment. In the event that an ESL is not able to access their JPA account the UIO (or SRA if referred) is to record the ESL's acknowledgement and DPA consent by Proxy. In such an event single Services are to maintain a copy of the signed paper 1173A given to the ESL as a quality record.

5. All ESL are to be administered using JPA, however, in the event of a failure of JPA, and for those who register prior to the go-live date, the paper-based form will remain as for the immediate future and will be reviewed for the next issue.

Paper-based Process.

6. MOD Form 1173A should be completed within the unit as follows:

a. Part 1 – Personal details:

- (1) Early Service Leaver completes personal details.
- (2) Unit Administrative Office checks details and signs to that effect, including Unit stamp.

b. Part 2 – Early Service Leaver completes Part 2 and the Unit Administration Office forwards MOD Form 1173A to the Unit Briefing Officer.

c. Part 3- Record of Mandatory Resettlement Brief – Unit Level:

- (1) A resettlement brief is to take place.
- (2) MOD Form 1173A is forwarded to the Unit Briefing Officer, who signs that a brief has taken place.
- (3) The Early Service Leaver countersigns that he has received a brief, the ESL Leaflet and the Consent for Release of Personal Contact Details to Specific Ex-Service Charities Form (Annex D).
- (4) MOD Form 1173A is forwarded to the Unit Interviewing Officer.

d. Part 4 – Record of Mandatory Resettlement Interview – Unit Level.

- (1) Those actions which are **not** part of the action plan are ruled through.
- (2) The Interviewing Officer signs that the interview has taken place and that the action plan has been agreed with the Early Service Leaver.
- (3) The Early Service Leaver countersigns.
- (4) For those referred to a SRA, MOD Form 1173A is forwarded to the SRA – by Fax if necessary, but followed up with the original. The SRA will record actions taken at Part 5, keep a copy for his/her own records, and return the original to the Unit Administrative Office for retention, informing the Unit Interviewing Officer of actions taken.
- (5) For those referred directly to a CTP consultant at the nearest RRC, the relevant section of Part 6 is signed and a copy of MOD Form 1173A is immediately forwarded to the RRC – by Fax if necessary, but backed up by hard copy. The original is forwarded to the Unit Administrative Office for retention and a copy sent to the SRA. The RRC consultant will sign the relevant section of Part 6 and inform the UIO of action taken.
- (6) In all other cases, MOD Form 1173A is forwarded to the Unit Administrative Office for retention and a copy sent to the SRA.

e. Part 5 – SRA completes.

f. Part 6 – SRA/Unit Interviewing Officer and CTP consultant completes.

Secure Transportation of Completed Fs 1173A.

7. SRAs are to ensure that copies of all MOD Form 1173As are submitted monthly to their Service Directors of Education (SDEs).
8. Completed 1173A are sensitive documents as they contain personal details of Service personnel. As such, they must be handled securely. Fs1173A from units are to be sent, appropriately packaged for the sensitivity of the contents, possibly through the single Service Command structures, as directed to SDEs by internal (MOD) mail and from SDEs to D Resettlement by internal mail. Fs1173A of any ESLs which are processed at RRCs are to be handled in the same manner as for Fs1173, notably transported from the RRCs to Right Management Ltd's Head Office by Registered Post and subsequently hand-delivered to D Resettlement.

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AUTHORITY TO ATTEND RESETTLEMENT ACTIVITIES(Complete in **BLOCK CAPITALS** and in accordance with JSP534 and all Guidance Notes.**This Form is only to be used for Resettlement Activities (including CTW) other than Resettlement Training. MOD Form 363T is to be used for Resettlement Training Activities.****PART 1 – PERSONAL DETAILS**

Surname & Initials:	Rank:	Service: RN / RM / Army / RAF
Service Number:	Enlistment Date:	Discharge Date: (Last day of service)
Current Work Address:	Telephone Number	
Post Code:	UIN: <input type="text"/>	e-mail:
		Mobile Number:

PART 2 - REQUESTED RESETTLEMENT ACTIVITIES (NOT RESETTLEMENT TRAINING)

(see guidance notes)

	Resettlement Activity 1	Resettlement Activity 2	Resettlement Activity 3
a. Resettlement Activity Description (Completed by the SL in conjunction with the SRA or CTP Consultant)			
b. Location of Resettlement Activity (Postal Town) (Completed by the SL in conjunction with the SRA or CTP Consultant)			
c. Provider of Resettlement Activity (Completed by the SL in conjunction with the SRA or CTP Consultant)			
d. Dates of Resettlement Activity (Completed by the SL in conjunction with the SRA or CTP Consultant)	From To	From To	From To
e. Number of Resettlement Warrants to be Used (If Nil, enter NIL) (Completed by F1711 controller)			
f. GRT to be Used (If Applicable) (Completed by F1711 controller)	Days	Days	Days

Guidance Notes.

1. If accommodation is required for any activity applied for above, it is up to the individual and the Unit to make the necessary arrangements.
2. If a CWA has been applied for, the Agreement for CWA/CTA and Advance of Fees – MOD Form 1746 must be completed in full.

PART 3: SRA: I have discussed with the individual attendance on the above Resettlement activity/activities and agreed it/them as appropriate to the individual's personal Resettlement requirements.

Signature:

SRA Stamp:

Name (Print):

PART 4: INDIVIDUAL: I wish to attend the above Resettlement activity/activities, and acknowledge that I must obtain authority at Part 6 to be released from my unit. I have read and understood paragraphs 4, 5, 6 & 7 of the Instructions for Completion of MOD Form 363. I am aware that, in accordance with JSP 534 para 0406b, if I do not use any or all of the advance of MOD Funds/Allowances for Resettlement for their intended purpose, I will have to return the unused amount in full.

Signature:

Date:

PART 5: MOD FORM 1711 CONTROLLER: (SRA for RN, RIS or Unit Administration Staff for Army and RAF)**Part 5a: GRT:** (* Delete as appropriate)

*The individual HAS sufficient GRT remaining to undertake the Resettlement activity/activities specified at Part 2.

*The individual DOES NOT HAVE sufficient GRT remaining to undertake the Resettlement activity/activities specified at Part 2.

Signature:

Name (Print):

Date:

Part 5b: Travel(* Delete as appropriate)

*The Individual HAS sufficient Resettlement travel warrants remaining to undertake the Resettlement activities specified at Part 2.

*The Individual DOES NOT HAVE sufficient Resettlement travel warrants remaining to undertake the Resettlement activities specified at Part 2.

Signature:

Name (Print):

Date:

PART 6: AUTHORITY TO ATTEND BY COMMANDING OFFICER OR DELEGATED OFFICER

I hereby authorise/do not authorise (delete as applicable) absence from the individual's normal place of duty for the purpose of attending the Resettlement activity/activities specified at Part 2.

Signature:

Name (Print):

Rank:

GUIDANCE NOTES FOR THE COMPLETION OF MOD FORM 363

1. **Use:** Resettlement activities requiring the completion of a MOD Form 363 include: Financial Aspects of Resettlement (FAR) briefings, Housing briefings, Civilian Work Attachments (CWA), Individual Resettlement Preparation (IRP), Career Transition Workshops (CTW) and all other CTP³³ events (Not RTC training). The MOD Form 363T is to be used for Resettlement training.

2. **Purpose:** The MOD Form 363, when fully completed, provides the Service leaver (SL) with the AUTHORITY to attend Resettlement activities requiring absence from the SL's place of duty, other than Resettlement training activities. The MOD Form 363 is the pre-requisite for payment of any allowances claimed by the SL as a result of attending any Resettlement activity, other than Resettlement training activities.

3. **Responsibilities:** Completion of the MOD Form 363 is to be in accordance with the following sequence:
 - a. **Part 1:** To be completed by the SL.

 - b. **Part 2 a – d:** To be completed by the SL, in conjunction with the SRA³⁴ or CTP Consultant.

 - c. **Part 2e:** To be completed by the MOD Form 1711 controller. In the Royal Navy this function is undertaken by the SRA. In the Army and Royal Air Force this function is undertaken by the Resettlement Information Staff (RIS) or Unit Administration Staff.

 - d. **Part 3:** To be completed by the SRA, to confirm that the Resettlement activities specified in Part 2 are appropriate to the SL's personal Resettlement requirements, once Parts 1 and 2(a – d) have been fully completed. ***SRAs cannot approve overseas Civilian Work Attachments. Where an overseas CWA is requested the MOD Form 363 and supporting justification must be submitted to the appropriate SDE POC at least 8 weeks prior to the intended date of departure.***
Note 1: The SRA must rule through (in ink) any unused columns in Part 2 prior to signing Part 3.
Note 2: Where the Resettlement activity is a CWA, the SRA, or CTP Consultant, is to raise a MOD Form 1746 in conjunction with the SL, and instruct the SL on its purpose and further completion.
Note 3: When the SL cannot attend a face to face interview with a SRA or CTP Consultant, the interview may, by exception, be conducted by telephone and the MOD Form 363 sent by facsimile machine (FAX) for signature, as required.

 - e. **Part 4:** To be completed by the SL to confirm that they wish to attend the agreed activities specified in Part 2, and that they have read, and understood, paragraphs 4,5,6 and 7 of these Instructions.

 - f. **Part 5a:** To be completed by the MOD Form 1711 Controller (SRA/RIS, Etc as appropriate) to confirm, or otherwise, that the SL has sufficient Graduated Resettlement Time (GRT) remaining to undertake the Resettlement activities specified at Part 2.
Note: Where the SL does not have sufficient GRT any remaining Annual Leave Allowance, or Terminal Leave may be used at the Commanding Officer's discretion. The SL is to be briefed with regard to the personal liability/indemnity situation (see Paragraphs 5 and 6 below) if leave is to be used for a Resettlement activity.

³³ CTP – Career Transition Partnership

³⁴ SRA – Service Resettlement Adviser

g. **Part 5b:** To be completed by the MOD Form 1711 Controller (SRA/RIS, Etc as appropriate) to confirm, or otherwise, that the SL has sufficient Resettlement travel warrants remaining to undertake the Resettlement activity/activities specified at Part 2. *Note: Where this information is not available to the SRA/RIS as a result of the introduction of JPA, this box should be annotated "controlled by JPA" and not signed or dated.*

h. **Part 6:** To be completed by the Commanding Officer, or delegated officer, to authorise the SL's attendance on the Resettlement activities specified in Part 2. In the event of the CO, or delegated officer, declining to release the SL to attend the Resettlement activities specified in Part 2, the MOD Form 363 must be retained/distributed in accordance with paragraph 3.i. below, to enable its use as supporting evidence for any subsequent request, by the SL, for either an extension to his/her service to complete their GRT entitlement, or a request for post discharge resettlement.

i. **On Completion:** One copy of the MOD Form 363 is to be held with the SL's Record of Resettlement Provision (MOD Form 1711), a copy of the MOD Form 363 is to be provided to the SL and a further copy is to be forwarded to the appropriate SRA. It is the responsibility of the MOD Form 1711 controller to ensure that the completed original MOD Form 363 is retained with the MOD Form 1711 and copies are provided to the SL and SRA.

COSTS

4. The SL is liable for the payment of any costs associated with any Resettlement activity (including CWA) regardless of whether, or not, they are to be subsequently claimed against any relevant allowance. The MOD accepts no liability or responsibility for the payment of fees or any other costs howsoever arising in connection with a CWA.

INDEMNITY (INCLUDING CIVILIAN WORK ATTACHMENTS (CWA))

5. **Injury or Damage Caused by Service Personnel.** The MOD will indemnify SL in respect of any claim for personal injury brought by an individual injured by a SL while they are on any Resettlement activity, including CWA, during GRT, provided that the MOD is legally liable as the SL's employer for the injury caused and provided that the SL does not settle or otherwise compromise the claim without the MOD's prior written consent. The SL must notify the MOD of the claim within 14 days. At any stage prior to or after legal proceedings are commenced, the MOD reserves the right to take over conduct of the claim and/or to appoint legal advisers of its choice to handle the claim. The MOD will give no such indemnity if the SL is attending a Resettlement activity, including CWA, whilst on leave. If personnel are concerned about their personal liability, they should consider taking out appropriate insurance cover.

6. **Injury Caused to Service Personnel.** SL attending any Resettlement activity, including CWA, as part of GRT will be subject to Service regulations covering injury whilst on duty. The MOD will compensate the SL in accordance with its legal obligations for any injury sustained whilst attending a Resettlement activity, including CWA, during GRT where it is legally liable for the injury as the SL's employer. The MOD will give no such indemnity if the SL is attending a Resettlement activity, including CWA, whilst on leave. If personnel are concerned about their personal liability, they should consider taking out appropriate insurance cover.

DISCIPLINE

7. The civilian staff providing Resettlement activities/support to SL cannot give lawful commands as superior officers within the meaning of the AFA06. However, SL must comply with any reasonable instructions given to them by the civilian staff in the course of any Resettlement activity. Any failure to comply with such instructions is to be reported to the respective Service Director of Education (SDE) point of contact (see below), where it will be dealt with as an act to the prejudice of good order and Service discipline.

SERVICE DIRECTOR OF EDUCATION POINTS OF CONTACT

Royal Navy: Short Title: SO3 Resettlement Tel: 93 832 5954 e-mail: FLEET-FOST-TE EL3R RESET SO3C	Postal Address: Mail Point 3.3 Leach Building Whale Island HMS EXCELLENT Portsmouth Hampshire PO2 8BY
Army: Short Title: SO2 Ops Support Tel: 94 344 8711 e-mail: LF-DETS(A)-ETS2-OffrEd-SO2	Postal Address: HQ DETS(A) Trenchard Lines Upavon Pewsey Wiltshire SN9 6BE
Royal Air Force: Short Title: SO1 Resettlement (RAF) Tel: 95 221 5943 e-mail: 22TrgGp-RstlmntRAFSO1	Postal Address: 22 (Trg) Gp Room 7 Hunter Block RAF High Wycombe Buckinghamshire HP14 4UE

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RETURN FAX NUMBER:

(If Form faxed to RRC for signature, insert civilian fax number for return of form to SL)

AUTHORITY TO ATTEND RESETTLEMENT TRAINING ACTIVITIES(Complete in **BLOCK CAPITALS** and in accordance with JSP534 and all Guidance Notes.)**This Form is ONLY to be used for RESETTLEMENT TRAINING ACTIVITIES. It is not to be used for attendance at any other Resettlement activity.**

PART 1 – SERVICE LEAVER'S (SL) PERSONAL DETAILS		
Surname & Initials:	Rank:	Service: RN / RM / Army / RAF
Service Number:	Enlistment Date:	Discharge Date: (Last day of service)
Current Work Address:		Telephone Number
Post Code:	<div style="border: 1px solid black; padding: 2px;"> UIN: </div>	e-mail: Mobile Number:

Tick this box if applying for CTP training on Standby/Payment terms (see JSP534)

☐

PART 2 – APPROPRIATE RESETTLEMENT TRAINING ACTIVITIES			
	Training Activity 1	Training Activity 2	Training Activity 3
Training Activity Description (Completed by the SL in conjunction with CTP Consultant)			
a. Location of Training Activity (Postal Town) (Completed by the SL)			
b. Provider of Training Activity (Completed by the SL)			
c. Dates of Training Activity (Completed by the SL)	From To	From To	From To
<p>CTP CONSULTANT: I have discussed with the individual the suitability of the above training activity/activities and agreed it/them as appropriate to the individual's Personal Resettlement Plan. (If a training activity is not deemed appropriate do not sign-off, but refer to single Service Director of Education POC and/or TESR)</p> <p>Signature: _____</p> <p>Name (Print): _____</p> <p style="text-align: right;">RRC Stamp: <div style="border: 1px solid black; width: 200px; height: 60px; display: inline-block; vertical-align: middle;"></div></p>			
<p>SERVICE LEAVER: I wish to attend the above Resettlement training activity/activities, and acknowledge that I <u>must</u> obtain authority at Part 5 to be released from my unit. I have read and understood paragraphs 1 - 5 of the MOD Form 363T – Notes for Service leavers. I am aware that, in accordance with JSP 534 para 0406b, if I do not use any or all of the advance of MOD Funds/Allowances for Resettlement for their intended purpose, I will have to return the unused amount in full.</p> <p>Signature: _____ Date: _____</p>			

NAME:	RANK:	SERVICE NUMBER:
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Guidance Notes.

1. If travel and/or accommodation is required for any activity applied for above, it is the responsibility of the Service leaver to make the necessary arrangements in accordance with single-Service procedures.
2. If external Resettlement training has been applied for, MOD Form 1746 must be completed in full.

PART 3 – ALLOWANCES

a. Training Course Cost (Completed by the SL)	£	£	£
b. Travel Method (If Applicable) (Please Tick One) (To be completed by the Service leaver – See Note 1 above)	<input type="checkbox"/> Rail <input type="checkbox"/> Road <input type="checkbox"/> Air (UK domestic flights only)	<input type="checkbox"/> Rail <input type="checkbox"/> Road <input type="checkbox"/> Air (UK domestic flights only)	<input type="checkbox"/> Rail <input type="checkbox"/> Road <input type="checkbox"/> Air (UK domestic flights only)
c. Accommodation to be used (If Applicable) (Please enter the actual costs of accommodation alongside the accommodation type as appropriate.) (To be completed by the Service leaver – See Note 1 above)	Service /Home accommodation Hotel/B&B accommodation Private (PAR) accommodation Course with tied accommodation.	Service/Home accommodation Hotel/B&B accommodation Private (PAR) accommodation Course with tied accommodation.	Service/Home accommodation Hotel/B&B accommodation Private (PAR) accommodation Course with tied accommodation.
d. Authorisation Code for courses with tied accommodation issued: 2nd Line to initial as appropriate			
e. GRT to be Used (If Nil, enter NIL) (Completed by F1711 controller)	Days	Days	Days
f. IRTC Grant to be Used (If Nil, enter NIL) (Completed by F1711 controller)	£	£	£
g. Number of Resettlement Warrants to be Used (If Nil, enter NIL) (Completed by F1711 controller)			

MOD FORM 1711 CONTROLLER: (SRA for RN, RIS or Unit Administration Staff for Army and RAF)

I confirm that the use of GRT, IRTC Grant and Travel Warrants for the above activity/activities have been properly accounted for and recorded on the SL's MOD Form 1711. The SL has been made aware of any shortfalls in their entitlements.

Signature:

Name (Print):

Date:

PART 4: SRA (2nd LINE): I confirm that the SL's attendance on the Resettlement training activity/activities specified in Parts 2 and 3 above is in accordance with the regulations in JSP534 and all other extant Resettlement directives, and as such is an appropriate expenditure of the allowances detailed in Part 3 e - g above.

Signature:

Name (Print):

SRA Stamp

PART 5: AUTHORITY TO ATTEND BY COMMANDING OFFICER OR DELEGATED OFFICER

I hereby authorise/do not authorise (delete as applicable) absence from the individual's normal place of duty for the purpose of attending the Resettlement training activity/activities specified at Part 2.

Signature:

Name (Print):

Rank:

MOD FORM 363T – NOTES FOR SERVICE LEAVERS

COSTS

1. SL are liable for the payment of all costs associated with Resettlement regardless of whether or not they are to be subsequently claimed against any relevant allowances. The MOD accepts no liability, or responsibility, for the payment of fees or any other costs arising in connection with a Resettlement training activity³⁵.

DISCIPLINE

2. The civilian staff providing Resettlement training activities to SL cannot give lawful commands as superior officers within the meaning of the Armed Forces Act 06. However, SL must comply with any reasonable instructions given to them by the civilian staff in the course of any Resettlement training activity. Any failure to comply with such instructions is to be reported to the respective Service Director of Education (SDE) point of contact, where it will be dealt with as an act to the prejudice of good order and Service discipline.

INDEMNITY

3. **Injury or Damage Caused by Service Personnel.** The MOD will indemnify a SL in respect of any claim for personal injury brought by an individual injured by a SL while they are on any Resettlement training activity during GRT, provided that the MOD is legally liable as the SL's employer for the injury caused and provided that the SL does not settle or otherwise compromise the claim without the MOD's prior written consent. The SL must notify the MOD of the claim within 14 days. At any stage prior to or after legal proceedings are commenced, the MOD reserves the right to take over conduct of the claim and/or to appoint legal advisers of its choice to handle the claim. The MOD will give no such indemnity if the SL is attending a Resettlement activity, including CWA, whilst on leave. If personnel are concerned about their personal liability, they should consider taking out appropriate insurance cover.

4. **Injury Caused to Service Personnel.** SL attending any Resettlement training activity as part of GRT will be subject to Service regulations covering injury whilst on duty. The MOD will compensate the SL in accordance with its legal obligations for any injury sustained whilst attending a Resettlement training activity during GRT where it is legally liable for the injury as the SL's employer. The MOD will give no such indemnity if the SL is attending a Resettlement activity, including CWA, whilst on leave. If personnel are concerned about their personal liability, they should consider taking out appropriate insurance cover.

OVERSEAS TRAINING

5. Authorisation for overseas resettlement training can only be made by HQ SDE staff on a case by case basis and through the intelligent application of the following conditions:

- The training outcome is not available under the local training first policy, either within the UK for those serving in UK or within their normal theatre of operations for those serving overseas.
- The total costs of the training overseas to the MOD, including eligible subsistence allowances and travel costs, which will be claimed under current regulations, are less than those that would be incurred if undertaking the training in the UK i.e. the value for money consideration
- SDE staff have reasonable assurance of the quality of the training and its recognition by UK employers.

³⁵ With the exception of the course fees for internal (CTP) Contract Funded training.

6. Requests for Overseas Resettlement training must be submitted via the SRA to the appropriate SDE HQ for approval.
7. CTP Career Consultants cannot approve/authorise Overseas Resettlement training.

RECORD OF RESETTLEMENT PROVISION (Complete in **BLOCK CAPITALS** and in accordance with JSP534 (TSRM))

PART 1

Surname & Initials:	Rank:	Service No:
Unit Address:	Discharge Type (delete as appropriate): Normal / Medical / ESL	Discharge Date (last day of service):
Tel No:	Enlistment Date:	Terminal Leave Date:
SRA Details: Address: Tel No:	RRC Details: Address: Tel No:	PART 2 - ENTITLEMENT GRT (Working Days): Number of GRT Warrants:

PART 3

Dates Attended		Event	Location	GRT		IRTC		Warrants		SLC	
From	To			Used	Remains	Used	Remains	Used	Remains	Used	FY
		SRA Interview									
		CTW									
		FAR Briefing									
		Housing Briefing									
		Mandatory Document Check									
		9-Month Interview									

MOD Form 1711 Part 3 Continued[illegible]

TIMING OF RESETTLEMENT ACTIVITIES

#	WHEN	WHAT	WHO	HOW
(a)	(b)	(c)	(d)	(e)
1.	At 2 year point or on giving or receiving notice to leave.	Start resettlement process.	SL RIS	Open MOD Form 1711 . Complete Part 1 to MOD Form 1173 and send to SRA.
2.	As soon as possible after Serial 1 (ideally within 1 month but extendable at CO's discretion for operational reasons).	Attend Brief/Interview with SRA.	SL SRA	Complete Parts 2, 3 and 4 of MOD Form 1173 . Send original to RRC or to TESR. Copy to unit (to be retained with MOD Form 1711), SRA and SL.
3.	If entitled to the CTP Full Resettlement Programme: As soon as convenient after SRA brief, but, for those able to register earlier, not more than 2 years before proposed exit.	SL books onto a CTW. Attend CTW and meet with CTP Consultant. Develop PRP. Identify resettlement activities.	RRC SL SRA	CTP Consultant signs Part 2 of MOD Form 363T , or SRA/CTP Consultant signs part 2 of MOD Form 363 to state that training and or Civilian Work Attachment, respectively has been discussed, and is appropriate to the SL resettlement requirements. SRA or Certifying Officer signs that SL has sufficient GRT. Unit authorises activity at Part 3. Copy sent to SRA. Unit retains completed MOD Form 363/363T with MOD Form 1711 .
	If entitled to the Employment Support Programme: Ideally within one month of submitting notice but at least 6 months before discharge.	Identify resettlement activities – RFEA/Financial & Housing briefs. 6 months before discharge - contact RRC or RFEA/OA for registration interview.	SL SRA	SL, SRA complete Parts 1 and 2 of MOD Form 363 . Unit authorises activity at Part 3. Copy sent to SRA. Unit retains completed MOD Form 363 with MOD Form 1711 .
4.	If entitled to the CTP Full Resettlement Programme: After Consultant advice and normally in last 9 months of service.	Book and attend training courses, and/or CWA (CWA up to 2 years before discharge) And/or complete IRP.	SL	Training booked using MOD Form 363T . Claim advance of 80% IRTC, 90% subsistence and 100% travel if appropriate. SL to contact RIS for CWA/External Training admin and claim of IRTC. CWA booked using MOD Form 363.
	If entitled to the Employment Support Programme: After SRA advice and normally in last 9 months of service.	Book and attend resettlement briefings and employment fairs.	SL RIS SRA	Claim advance 100% travel if appropriate. SL to contact RIS.
5.	At least 6 months prior to discharge.	Resettlement progress check.	RIS SL	Check and initial MOD Form 1711 .
6.	As required.	Further interviews with SRA or CTP consultant (if entitled).	SL SRA CTP/RRC (if entitled)	Booked by telephone or in writing.
7.	On completion of External Training (if eligible).	Claim balance due for IRTC (if entitled), T&S as appropriate.	SL SRA RIS	SL to contact RIS.

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RESETTLEMENT COMPLAINTS FORM

Notes:

1. Wherever possible, all complaints are to be resolved at the lowest level. Where local resolution is not possible, the Complaints Form is to be staffed through the resettlement chain until it is resolved. Whenever a complaint may impinge upon resettlement policy, TESR is to be sent a copy of the Complaints Form at an early stage.
2. This form is to be used by a Service Resettlement Adviser (SRA) if a SL has a complaint about resettlement provision received. In an instance where the complaint is about the SRA, the form should be completed by the SL and sent by his unit to DNTE, DETS(A) or D of TD.
3. If the complaint involves the Career Transition Partnership (CTP), the CTP Complaints Form should be used. Where the complaint is about an External Training Provider, CTP Director of Training at Resettlement Training Centre (RTC) Aldershot should be informed through the resettlement chain.
4. If a complaint is not satisfactorily resolved, it should be brought to the attention of the TESR.

SERVICE LEAVER:

Name & Initials:	Rank:	Service No:
Unit Address (including e-mail):		
Unit:	Service: RN / RM / Army / RAF	
Tel:	Fax:	

SERVICE RESETTLEMENT ADVISER:

Name & Initials:	Service: NRIO / IERO / RRA
Address (including e-mail):	
Tel:	Fax:

DETAILS OF COMPLAINT:

Continued on separate sheet? Yes/No (If Yes, attach)
--

INITIAL ACTIONS:**Dealt with locally?**

Yes/No

Date complaint raised :**Passed up the resettlement chain?**

Yes/No

If yes, passed to whom?

--

Written response sent?

Yes/No

If yes, is copy attached?

Yes/No

RECORD OF ACTIONS TAKEN:

Date Received	By Whom	Action Taken	Date

AGREEMENT FOR CWA/CTA AND ADVANCE OF FEES CLAIM FORM.

Part 1 must be completed by SL in all cases.

Part 2 must be completed before SL can start a Civilian Work Attachment or External Training.

Part 2, 3, and 4 must be completed before SL can claim advance of IRTC.

Part 1:			
Particulars of Service Leaver (SL).		Service.	Service No:
Rank:	Name:	Unit:	
Unit Address:		Section:	
		Telephone:	
Part 2: FORM OF AGREEMENT FOR CIVILIAN WORK ATTACHMENT OR EXTERNAL TRAINING.			
Certificate (To be completed in full by the organisation offering training or work attachment).			
Reason for attending (please tick):	Training:	CWA:	
CWA/Course Title (if applicable):			
Provider:	Inclusive Dates:		
	From:	To:	
Address:	Telephone No:		
	Fax No:		
Statement of undertaking by organisation offering training or Work Attachment:			
<p>1. We agree to allow access by a representative of the Ministry of Defence (MOD) to visit the applicant during this attachment.</p> <p>2. No payment or payment in kind will be made to the Service leaver (SL).</p> <p>3. No claims will be made on MOD public funds for the cost of materials or tools used by the SL.</p> <p>Where there is a set fee for an established training course, this will be charged to the SL.</p> <p>4. We accept that the SL is responsible for the payment of fees for training and any other payments arising out of the planned resettlement training or work attachment. We agree that the MOD is not liable for these payments and in the event of non-payment by the SL we will not pursue any claim against the MOD.</p> <p>5. We have the necessary insurance in place to cover accidental injury or death caused to a SL where we have a legal liability and will inform the Service immediately of any such injury through the unit details given in Part 1.</p> <p>6. We agree to complete Part 2 of the MOD F1748 and return that Form to the SL on completion of the attachment.</p> <p>7. We undertake to notify the applicant's unit at Part 1, within 5 working days, if the individual fails to attend, or ceases to attend, the resettlement activity.</p>			
Company/Organisation Stamp:		Name:	
		Appointment:	
Date:		Signature:	
Part 3: APPLICATION FOR ADVANCE OF INDIVIDUAL RESETTLEMENT TRAINING COSTS (IRTC).			
	I request an advance of £. against training course fees of £ (maximum 80% of £534 or 80% of Course fees, whichever is the lesser of the sum) to be paid by me for the resettlement course detailed at Part 2. I understand that any balance of refund will be paid to me on completion of the course and declare that any refund due to Public Funds will be paid by me. I am aware that, in accordance with JSP 534 para 0406b, if I do not use any or all of the advance of MOD Funds/Allowances for Resettlement for their intended purpose, I will have to return the unused amount in full.		
	Signature of SL:	Date:	
Part 4: Authorisation by the Service Resettlement Adviser (SRA).			
I consider that the proposed Trg/Experience is appropriate to the resettlement needs of the applicant and I approve the payment of an advance of £ from:			
UIN:	Cost Centre:	RAC:	
Signature:	Name:	Date:	
	Appointment:		

For Indemnity and Discipline arrangements while attending External Training or CWA see overleaf.

Indemnity - Civilian Work Attachments and External Training

Injury or Damage Caused by Service Personnel.

The MOD will indemnify SL in respect of any claim for personal injury brought by an individual injured by an SL while he is on CWA or external training during GRT, provided that the MOD is legally liable as the SL's employer for the injury caused and provided that the SL does not settle or otherwise compromise the claim without the MOD's prior written consent. The SL must notify the MOD of the claim within 14 days. At any stage prior to or after legal proceedings are commenced, the MOD reserves the right to take over conduct of the claim and/or to appoint legal advisers of its choice to handle the claim. The MOD will give no such indemnity if the SL is attending CWA/training whilst on leave (ie not using GRT). If personnel are concerned about their personal liability, they should take out appropriate insurance.

Injury or Damage Caused to Service Personnel.

SL attending CWA or external training, as part of GRT, will be subject to Service regulations covering injury whilst on duty. The MOD will compensate the SL in accordance with its legal obligations for any injury sustained whilst attending a CWA or external training during GRT where it is legally liable for the injury as the SL's employer. The MOD will give no such indemnity if the SL is attending CWA/training whilst on leave (ie not using GRT). If personnel are concerned about their personal liability, they should take out appropriate insurance.

Discipline

The civilian staff of training and educational establishments and of private firms, where SL are undergoing training or CWA, cannot give lawful commands as superior officers within the meaning of the Armed Forces Act 06. However, SL are to comply with any reasonable instructions given to them by the civilian staff in the course of their training, or CWA. Any breach of such instructions is to be dealt with as an act to the prejudice of good order and Service discipline.

ATTENDANCE AT CWA/CTA CONFIRMATION AND CLAIM FORM

Part 1 must be completed in all cases.

Part 2 must be completed on completion of Civilian Work Attachment or External Training.

Parts 2, 3 and 4 must be completed on completion of activity to claim refund of IRTC.

CWA/COURSE TITLE		
PART 1: PARTICULARS OF SERVICE LEAVER (SL).		
Service No:	Rank:	Name:
Unit:		
Unit Address:		Section:
		Telephone No:
PART 2: ATTENDANCE CERTIFICATE FOR CIVILIAN WORK ATTACHMENT OR EXTERNAL TRAINING.		
Certificate (to be completed in full by organisation providing training or work attachment).		
We certify that the above named has attended a resettlement training course and fully paid all relevant training costs or completed a civilian work attachment with this company/organisation, and was in attendance throughout the period detailed below:		
From:		To:
Reason for absences - if known:		
Company/Organisation Stamp:		Name:
		Appointment:
Date:	Signature:	
PART 3: APPLICATION FOR REFUND OF INDIVIDUAL TRAINING COSTS (IRTC).		
	Part 2 is completed and I attach a <u>receipt</u> for the fees paid by me for my Resettlement training course. I declare that the total that I have claimed in respect of resettlement training does not, with this claim, exceed the permitted maximum.	
	Signature of SL:	Date:
PART 4: AUTHORISATION BY THE SERVICE RESETTLEMENT ADVISER (SRA).		
In addition to the £ advanced for this course (if applicable), the applicant has already received £ under the IRTC Scheme for previous courses.		
The course for which this claim is made was duly authorised on F363T and on F1746 where applicable, and takes account of any course undertaken at the CTP Resettlement Training Centre (RTC) or other CTP-authorized centre.		
I am satisfied that the claimant has made satisfactory progress/completed the course (see part 2). The total of all claims made by the claimant does not exceed limits, including any abatement of the allowance in respect of courses undertaken or booked at the RTC or other CTP-authorized centre. I approve the refund of £ against the RAC detailed below:		
UIN:	Cost Centre:	RAC:
Signature:	Name:	Date:
	Appointment:	

APPLICATION FOR REFUND OF RESETTLEMENT ALLOWANCES AND ENTITLEMENTS

This form should be used by Service Leavers (SL) wishing to reclaim GRT, Travel Warrants, IRTC Grant and / or Personal Contribution lost due to unforeseen circumstances. Complete in BLOCK capitals.

PART 1 – SERVICE LEAVER’S (SL) PERSONAL DETAILS				
Surname & Initials:	Rank:	Service: RN RM Army RAF		
Service Number:	Contact telephone number			
	Email:			
Unit Address:				UIN:
Post Code:				
PART 2 – RESETTLEMENT ACTIVITY DETAILS				
a. Resettlement Activity Description.				
b. Location of Resettlement Activity. (Postal Town)				
c. Provider of Resettlement Activity.				
d. Dates of Resettlement Activity.	From: To:			
e. Service Resettlement Advisor approval date (from MOD F 1711).				
f. Indicate below the value of the approved allowance or entitlement for reimbursement:				
A	B	C	D	E
GRT (days)	Travel Warrants (number)	IRTC Grant (£)	Personal Contribution (£)	Total Cost claimed (C+D). (£)
PART 3 – REFUND JUSTIFICATION (place a tick in the relevant box below)				
Compassionate / Welfare related.	<input type="checkbox"/>	Operational commitment.	<input type="checkbox"/>	Withdrawal of time by the unit.
			<input type="checkbox"/>	Other.
				<input type="checkbox"/>
<p>State clearly why you were unable to attend the resettlement activity. (Continue on a separate sheet if required and attach any supporting evidence as appropriate)</p>				
<p>I confirm I have cancelled the training course and the costs detailed above can not be reimbursed by the training provider.</p> <p>I request: (enter X for those that apply).</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Refund of GRT. <input type="checkbox"/></div> <div>Reinstatement of Travel Warrants. <input type="checkbox"/></div> <div>Reinstatement of IRTC Grant. <input type="checkbox"/></div> <div>Refund of Personal Contribution. <input type="checkbox"/></div> </div>				
Signature: (SERVICE LEAVER)			Date:	

PART 4 – LINE MANAGER RECOMMENDATION

I confirm that the above mentioned Service Leaver was unable to attend the resettlement activity for the reasons outlined and support/partly support/do not support (delete as appropriate) the request for refund of allowances.

If request is only part supported or not supported state reasons: (continue on a separate sheet if required).

I recommend:
(enter **X** for those that apply).

Refund of GRT. ☐ Reinstatement of Travel Warrants. ☐ Reinstatement of IRTC Grant. ☐ Refund of Personal Contribution. ☐

Signature:
(LINE MANAGER)

Name (Print):

Unit:

Date:

PART 5 – SRA (2nd LINE) ENDORSEMENT

I endorse the:
(enter **X** for those that apply).

Refund of GRT. ☐ Reinstatement of Travel Warrants. ☐ Reinstatement of IRTC Grant. ☐ Refund of Personal Contribution. ☐

An individual training contribution of GBP: remains for payment at the Commanding Officer's discretion.

Signature:
(SERVICE RESETTLEMENT ADVISER)

Name (Print):

Date:

SRA Stamp:

PART 6 - CO's APPROVAL

(To be completed only where approval for refund of personal contribution is required.)

I authorise / do not authorise the refund of individual contribution for the following reasons (Continue on a separate sheet if necessary):

Signed:
(COMMANDING OFFICER)

Name:

Rank:

Date:

MOD FORM 2245. NOTES FOR THE SERVICE LEAVER

Parts 1 – 3 are to be completed by the Service Leaver.

Part 4 is to be completed by the SL's Line Manager.

Part 5 is to be completed by the SRA.

Part 6 is to be completed by the SL's CO where a personal contribution is claimed back.

Part 1.

- Complete all boxes and ensure up-to-date contact details and unit UIN are provided.

Part 2.

- Complete fully all entries in Part 2.
- The SRA approval date at paragraph 'e' is the date that the Service Resettlement Advisor approved the activity. The date can be found on the SL's MOD Form 1711 (held by the RIS or on JPA).
- Complete paragraph 'f' in full with the number of GRT days to be claimed back, the number of Travel Warrants and any costs whether they be from the Individual Resettlement Training Grant or a personal contribution. The total cost claimed should represent the total cost of the activity that the SL wishes to claim back.
- Where SLC/ELC has been used, any refund/reinstatement should be dealt with under existing single Service arrangements.

Part 3.

- Identify clearly why allowances are being claimed back.
- Tick the relevant box and provide a detailed justification of why the activity could not be undertaken. This can continue on a separate sheet if necessary. The statement should be clear and should contain supporting documentation where appropriate, including copies of correspondence and any posting/assignment orders they may have received.
- Identify clearly what is being claimed back in the boxes at the end of Part 3 and then sign and date the form.
- Note, the requirement to cancel any training course and that any financial outlay could not be recovered from the training provider if appropriate.
- Pass the completed form to the Line Manager (with the supporting documentation as appropriate).

Part 4.

- On receipt of the form the Line Manager is to confirm the details of Parts 1 – 3 and will **support**, **part-support** or **not support** the application based on his knowledge of the SL's circumstances and on the case presented at Part 3.
- Where the request is not fully supported, the Line Manager is to articulate why and provide a case (continuing on a separate sheet if necessary).
- The LM is then to note what refund/reinstatement is recommended and forward the form to the SRA.

Part 5.

- The SRA is to endorse the refund/reinstatement as appropriate. Refund / reinstatement will be under single Service arrangements.

- Where a case has been made for the refund of a personal contribution, the form is to be passed to the SL's CO for Part 6 completion and approval.
- Where there is no requirement to complete Part 6, the form should be retained by the single Services as a quality record.

Part 6.

- The SL's CO is to authorise or not authorise the refund of personal contribution as appropriate with a supporting explanation.
- Refunds will be made under existing single Service arrangements.
- Once completed, the form should be retained by the single Services as a quality record.