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TERRITORIAL ARMY REGULATIONS 1978

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10	10	May	1989
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12	22	July	1991
13	17	July	1992
14	30	June	1993
15	20	July	1994
16	18	January	1996
17	18	March	1997
18	18	March	1998
19	28	July	1998
20	14	December	1998
21	28	July	1999
22	17	May	2000
23	2	June	2001
24	2	May	2002
25	3	October	2002
26		July	2003
27	15	July	2004
28	6	September	2005
29	4	November	2005
30	22	September	2006
31	23	April	2007
32	7	October	2008
33	4	September	2009
34	15	September	2010
35	28	September	2011
36	6	September	2012
37	12	July	2013

All unchanged sections and amendments up to and including Amdt 26 were shown in the consolidated (Amdt 27) version as ‘*Consolidated*’ and listed under Amdt No as ‘C’. Amdt 32 altered most sections in **TA Regulations** and those sections that were not altered in Amdt 32 were re-issued in a new consolidated edition. Pages unaltered from Amdts 27-31 have the Amdt number when they were last changed after ‘*Consolidated*’ i.e. ‘*Consolidated from Amdt 31*’. Pages unaltered since before Amdt 27 do not but the last amendment date of all sections is shown in the Table of Contents.

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CHAPTER 1 Organization, Command and Liability for Call Out

PART 1 - ORGANIZATION

Designation

1.001.

- a. The title of the Army's volunteer reserve force is the Territorial Army which should not be confused with the Army's regular reserve.
- b. With the implementation of the Army's Command and Control changes on 1 Nov 11; which stood down 2, 4 and 5 Divs and the creation of Sp Comd on 1 Apr 11 the new designation is Army Headquarters (Army HQ) throughout these regulations. Subordinate formation designation is unchanged except that Independent and Specialist Units are now called Regional and National Units respectively.
- c. MS Reserves branch at the Army Personnel Centre (APC) no longer exists. All references to MS Reserves throughout these regulations have been provisionally redesignated as MS [Reserves] APC to reflect this¹.

Composition of the TA

1.002. The force is raised under the **Reserve Forces Act 1996**. It consists of the following:

- a. *Group A.* Regional and national headquarters, units and pools required to provide a national reserve. This Group is available for employment on specific tasks at home and overseas.
- b. *Group B.* Officers Training Corps (OTC), OTC Special Officers Pool, Engineer and Logistic Staff Corps and NRPS which have varying liabilities for call out.
- c. *Group C.* The Sponsored Reserve consisting of personnel who have voluntarily joined the TA, or transferred from Groups A and B, because of their employers' obligations to MOD for the maintenance of agreed services in an operational theatre as laid down in Part V of the **1996 Act** including EFI (who are to be called out on permanent service only when required for service with NAAFI).
- d. *The General List TA.* Unless appointed to a Group B unit, the NRPS, CCF or ACF, such officers will normally have Group A liabilities. (See **para 4.002.**)
- e. *The Unposted List TA.* Officers transferred to the Unposted List remain in the TA Group in which they were previously serving. (See **para 4.106.**)
- f. References in any enactment to service on the Active List of the TA are to be construed as meaning service in any elements of the TA mentioned in **paras 1.002a – 1.002e.**

1.003. Units within the groups are recruited and administered in two ways:

- a. *Regional Units.* Organized on a local basis with its regular permanent staff and TA centre(s).
- b. *National Units.* Recruited on a wide geographic basis with no local focus and trained and administered by a TA or Central Volunteer Headquarters (TA/CVHQ) of their own arm or service.

1.004. Peacetime Service. In peacetime, TA personnel are required to carry out such annual training as is laid down in **Part 2 to Chapter 2** of these regulations. As members of a Reserve Force all TA personnel are liable to be called out for permanent service. The mobilization obligation of Groups A, B and C in the TA are covered at **Part 3** and **Annex H** to this Chapter. In addition, individuals may volunteer to undertake other forms of service, additional duties or training as outlined below.

1.005. Other Forms of Service.

- a. *High Readiness Reserve (HRR).* The purpose of the HRR for the Army is to provide TA and Regular Reservists, mobilized at short notice, to make good career employment group (CEG) shortfalls in the Regular Army for operational deployments. Additionally HRR can be utilized to generate military capability in support of the Regular Army, in key areas such as support to UK Ops. Members of Group A may apply to fill vacancies in the HRR which will be published periodically. Details of special terms and conditions of service are at **Annex E/1**. Members of Group C will not be eligible to volunteer for the HRR. (See **para 16 of Appx 3 to Annex A/4.**)
- b. *Full Time Reserve Service (FTRS).* The purpose of FTRS for the Army is to allow members of TA Groups A and B to voluntarily apply for full time service for an agreed period, without having to be discharged from the TA. FTRS is currently used in place of the Short Service Volunteer Commission (SSVC) "(see **Army Commissioning Regulations 2009**, Part 39) and Special S Type engagement which, although currently obsolete, are retained for future use. Members of Group C may only volunteer for FTRS if the conditions at **para 5 of Annex J/1** are fulfilled. Members of the Regular Reserve may volunteer for FTRS. Updated administrative arrangements and manning constraints are published periodically in Defence Instructions and Notices (DINs). Conditions of Service are as laid down in the authoritative JSP's.

¹ There are over 200 references to MS Reserves within TA Regulations. Whilst some Reserves policy aspects are managed by MS6 all Reserves career management issues are now undertaken by the relevant Capability Directorate MS branches.

- c. *Additional Duties Commitments.* The purpose of Additional Duties Commitments for the Army is to allow members of TA Groups A and B and members of the Regular Reserve to voluntarily apply to fill short term vacancies in UK based Regular or TA HQs and units. Employment is for an agreed period on a part time basis. Details are at **Chapter 11**. Sponsored Reservists may only enter such commitments if the provisions of **para 5 of Annex J/1** have been fulfilled.
- d. *Voluntary Additional Training and/or Duties.* In addition to fulfilling their normal training obligations, all TA personnel and members of the Regular Reserve may with the agreement of their unit commanding officer, undertake additional voluntary training, or perform additional voluntary duties, either at their own request or in response to a request made by or on behalf of their commanding officer. Such training and duties are to be categorized as shown at **Annex B/2**, and fall within the same rules for pay, procedures and bounty as are laid down for normal training. Sponsored Reserve personnel volunteering for such training or duties are first to seek the agreement of their employer in writing unless these duties are to be carried out in the employee's own free time. Detailed instructions are at **paras 2.250 – 2.262** of Part 5 to Chapter 2.
- e. *Sponsored Reserves (SR).* Details of terms and conditions of service for the SR are at **Annex J/1** and **Annex K/5**.
- f. *Non Regular Permanent Staff.* The purpose of Non Regular Permanent Service is to allow members of the TA Group A and members of the Regular Reserve to voluntarily apply for full time service in TA units for an agreed period, without having to be discharged from the TA. Details are in **Chapter 6**.

1.006. Transitional Members.

- a. All officers and soldiers (including NRPS) who were members of the TA on 31 March 1997 became Transitional Members on 1 April 1997. They will continue to be Transitional Members unless on or after 1 April 1997:
 - (1) They elect or have elected to cease to be transitional members using the forms prescribed in Reserve Forces Regulations (Army) 1997 shown at **Appx 2 to Annex H/1**, or
 - (2) They leave the TA and subsequently rejoin, or
 - (3) They are granted an extension of service beyond the normal maximum age for their rank and employment as defined in **Annexes C/4** and **C/5**, or
 - (4) If soldiers, they re-engage or become officers.
- b. Transitional members may be granted permission to make certain transfers between Groups or units on condition that they elect to cease to be Transitional Members as described in **para 1.006a(1)**.
- c. Transitional Members are liable to call out under the provisions of **RFA 80** (as amended) rather than under **RFA 96**. Certain other sections of **RFA 96** also do not apply to them. Full details are at **Annex H/1**.

Reserve Forces' and Cadets' Associations

1.007.

- a. The Reserve Forces' and Cadets' Associations (RFCAs) are constituted under the **Reserve Forces Act 1996**, for the purposes of the organization and administration of Her Majesty's Territorial Army.
- b. RFCAs are established for regions of the United Kingdom (consisting of one or more metropolitan boroughs and counties) as determined by the Defence Council.
- c. It is the duty of each Association to ascertain the military resources and capabilities of the area for which it is established and to render advice to the Defence Council through the Council of RFCAs and to the appropriate **chain of command Command/Functional Bde** Commander as designated by Army HQ.
- d. The Associations are thus an essential link between the military authorities and the civilian community in their regions. A list of the Associations is given in Annex A to the **RFCA Regulations 2009**.
- e. The constitution, composition and appointments of the Associations are given in **RFCA Regulations 2009** paras 1.4 - 1.10.

1.008. Reserved.

Raising of New Units in Location of Existing Units

1.009. Proposals for establishing new units, building new TA centres and changing locations of existing units are to be forwarded, after discussions between units and Associations, to Army HQ.

1.010. Reserved.

1.011. The authority for raising new units, sanctioning the expenditure involved, and changing the location of a unit is the Ministry of Defence, Directorate of the General Staff (DGS).

Manpower Controls

1.012. Overbearing within TA units is not permitted except in support of Army HQ directed restructuring. DM(A) will issue specific guidance when appropriate to support TA restructuring.

1.013 - 1.020. Reserved.

PART 2 - COMMAND WITHIN THE ARMY**General**

1.021. The general principles of command and the responsibilities of commanders in the United Kingdom are laid down in **QR (Army) Chapters 2 and 3**. TA Units in the Army are commanded by:

- a. General Officer Commanding Support Command. (GOC Sp Comd).
- b. General Officer Commanding Theatre Troops. (GOC Th Tps).
- c. Commander Force Development and Training (Comd FDT). Command of UOTCs is exercised through DG ARTD by Comdt RMAS.
- d. Commander Joint Helicopter Command (Comd JHC).

Detailed organization charts are maintained by Organization Plans Branch at Army HQ and may be accessed on the team site:

http://defenceintranettds.diiweb.r.mil.uk/sites/polestar/cs/ArmyDocuments/01/0_20120511-ADR00031-4_ARMY_RES_STRUCTURE.pdf

Command Responsibilities

1.022. All TA units have an OPCON Chain of Command (CofC) and an ADMINCON CofC. ADMINCON is exercised through the local **Command/Functional Bde HQ**. **Command/Functional Bdes** are supported by local Reserve Forces and Cadets Associations (RFCAs) which provide functional support to TA Units *e.g.* property management and community engagement.

1.023. –Any changes to the principles outlined in **paras 1.022-1.028** to vary the administrative responsibilities for the TA are promulgated in CLF Directive.

1.024. The Commanding Officer of each TA unit has OPCOM responsibilities for all subordinate sub-units, even when based in other **Command/Functional Bde HQs**.

1.025. Reserved.

Special to Arm Advisers

1.026. The majority of Cbt Sp and CSS TA units are organized in functional Brigades. The Brigades will issue Special to Arm Training direction. TA Infantry and Yeomanry units under command **Regional Brigades** are to be given Training Direction by Regional Brigade Commanders on advice from Capability Director Combat.

1.027 – 1.031. Reserved.

Command, Rank and Precedence

1.032.

- a. The rules for command within the TA are the same as for the Regular Army and are laid down in **QR (Army), Chapter 2, Part 2**.
- b. The rules for relative precedence of the officers of the Regular Army and the TA are contained in **QR (Army), para 2.035**.
- c. TA officers, with the exception of seconds in command, are to take rank and precedence among themselves in accordance with the date of their substantive or acting rank.

Seniority, Officers, Special Cases

1.033.

- a. An officer of the TA who transfers to another unit or from the General List to a regiment or corps retains his existing seniority.
- b. An officer of the RARO who has previously served in the AER, TA or TAVR and who transfers to the TA may be given an antedate for seniority purposes. This is normally to be assessed in accordance with the seniority he held in his rank when last serving in the AER, TA or TAVR.
- c. A captain of the regular forces appointed adjutant of a TA unit is, for regimental purposes, to rank as senior captain in the unit to which he is appointed. A regular adjutant of a TA unit is not to assume command of a TA unit except as a temporary measure when no TA field officer is available.

1.034 - 1.040. Reserved.

PART 3 - LIABILITIES AND PROCEDURE FOR CALL OUT

TA Group A

1.041. All members of Group A other than transitional members may be called out for permanent service:

- a. If it appears to Her Majesty that National danger is imminent, or a great emergency has arisen, or in the event of actual or apprehended attack of the United Kingdom. (Section 52, **Reserve Forces Act 1996**.)
- b. If it appears to the Secretary of State for Defence that warlike operations are in preparation or progress. (Section 54, **Reserve Forces Act 1996**.)
- c. If it appears necessary or desirable to the Secretary of State for Defence to use Armed Forces on operations outside the United Kingdom for the protection of life and property, or on operations anywhere in the world for the alleviation of distress or the preservation of life or property in time of disaster or anticipated disaster. (Section 56, **Reserve Forces Act 1996**.) The Secretary of State may make an order in accordance with instructions issued by the Defence Council under the **Defence (Armed Forces) Regulations 1939** authorizing the calling out of members of a reserve force for the purposes of carrying out work of urgent national importance.
- d. *Additional Periods of Mobilized Service.* The **Armed Forces Act 2006** amends Part VI of the **RFA 96** by adding three more sections, namely Sections 53A, 55A and 57A. These sections facilitate the call out of a Reservist who has already completed a full period of permanent service as defined under Sections 52, 54 and 56. The Reservist gives a written undertaking to complete a further period of permanent service for up to 12 months. This is facilitated through an application (see **Annexes F/1** and **G/1**) which is completed and submitted to CM Ops Mob APC at the time the Reservist is nominated for call out. This additional period of mobilization should not be confused with the consent given by a Reservist to an extension of up to twelve or six months when in permanent service.

TA Group B (less Transitional Members)

1.042. Individual members may be called out for full time service as in **para 1.041a**, providing that they can meet the mobilization criteria of a trained soldier and are over the age limit of 18 years.

1.043.

- a. Members of the TA Non Regular Permanent Staff (NRPS) may be called out for service as in **para 1.041a** except that they may only be deployed within the United Kingdom and Channel Islands (see **paras 6.061** and **6.111**) unless they elect to be liable for Call-Out under other Sections of the Act and to be liable for worldwide deployment. (See **Appx 1 to Annex H/1**.)
- b. NRPS soldiers employed as R SIGNALS instructors may also be called out for service as in **para 1.041b**.

Groups A and B Transitional Members

1.044. Call Out liabilities of Groups A and B Transitional Members are explained at **Annex H/1**.

Special Cases

1.045.

- a. *Medical, Dental and Nursing Officers.* Certain individual medical, dental and nursing officers accepted for commissioned service in TA Group A have their liability for call out, when warlike operations are in preparation or progress, restricted to call out for service as a member of a force assigned, or earmarked for assignment, to NATO.
- b. *Cadet Force Officers.* Although these officers have a liability to call out under the **Reserve Forces Act 1996**, or if they are Transitional Members, under the **Reserve Forces Act 1980**, they will not be called out by virtue of their appointment to the TA General List Section B and for service with the Cadet Forces. However, any such officers, who hold appointments in other TA Group A or B units or pools in addition to their Cadet Force duties may be called under that liability and which may take precedence over any ACF or CCF duties. Cadet Officers who have a Regular or Recall reserve liability can be called out or recalled for permanent service under that liability and in the relevant rank.
- c. *Officer Cadets.* Officer Cadets serving with Group A units are eligible to be mobilized, at the discretion of their commanding officers and bearing in mind all the facts relevant to the individual case, before recommending an Officer Cadet for selection for call-out. All Officer Cadets must meet the mobilization criteria of a Phase 2 trained soldier and be over 18 years of age.
- d. *Age Limits for Mobilization.* TA Officers and Soldiers (and Regular Reservists) above the age of 55 and 50 respectively at the projected end of a period of mobilization will not normally be considered. Exceptions to this may be granted on the recommendation of LF ADOC and approval of SO1 MS Reserves. Any restrictions will normally be listed in the Force Generation Order.

Administration of Reservists Called-Out for Operations

1.046. A Reservist cannot be mobilized nor issued with a call out notice to report to a Mobilization Centre without an in-date call out order being agreed and signed by the Minister AF for the relevant Section of **RFA 96**; which must include the operation name and country. **JSP 753** provides the necessary guidance and understanding of how the Army's mobilization procedures and its regulations are to be measured and applied.

1.047-1.048. Reserved.

1.049. Administration. On reporting to the designated Mobilization Centre, the Reservist will go through a formal J1/J4 process which includes a medical assessment before being accepted into permanent service and commencement of mobilization training. On successful completion of the training the Reservist will be assigned to an operational unit to complete mission specific and any pre-deployment training before deploying into an operational theatre. In general a nine or twelve month period of mobilized service will include a deployment of up to six months, followed by recovery; decompression, demobilization and release for post tour and annual leave. It is crucial that their time is managed carefully to include each of these events within the mobilized service period.

Transfer and Assignment on Call Out

1.050. Officers. Under the **Reserve Forces Acts 1980 and 1996** when in permanent service, officers and soldiers of the Volunteer Reserve (TA) and Regular Reserve may, without their consent, be assigned, appointed or transferred to any military unit or Corps by order of an authorized officer.

- a. When officers or soldiers of the Volunteer Reserve (TA) and Regular Reserve are no longer required they are to be released from permanent service with all convenient speed. Officers and Soldiers of the TA will revert back to their TA assignment whilst members of the Regular Reserve will re-enter the reserve for the balance of their liability.
- b. The compulsory transfer, appointment or assignment of a member of the Sponsored Reserve to a new unit or Corps would not normally apply unless there is a provision for such action in the agreement made between the civilian contractor and the MOD.

1.051. Reserved.

Demobilization

1.052. Members of the Volunteer (TA) and Regular Reserves are to be recovered from operations through a formal demobilization process at the Mobilization Centre. Once demobilization has been completed reservists will be released on leave until they reach their last day of permanent service after which time they will revert back to their TA assignment or member of the Regular Reserve.

Retention in Permanent Service - Groups A and B (less Transitional Members)

1.053.

- a. A member of the Volunteer or Regular Reserve in permanent service under Section 52 **RFA 96** may be required to serve until his current period of permanent service aggregated with any other such service in the previous six years amounts to a total of three years. This total of three years permanent service may be extended to five years by order of Her Majesty.
- b. A soldier is entitled to be released from permanent service sooner, if his current engagement expires and he has not re-engaged. However, this entitlement may be postponed for up to 12 months.

1.054.

- a. A member of the Volunteer or Regular Reserve in permanent service under Section 54 **RFA 96**, (when warlike operations are in preparation or progress) may be required to serve until his current period of permanent service aggregated with any other such service in the previous three years amounts to 12 months. This total of 12 months may be extended to two years by order of Her Majesty.
- b. A soldier will be entitled to be released from permanent service sooner if his current engagement expires and he has not re-engaged. However, this entitlement may be postponed for up to 12 months.

1.055.

- a. A member of the Volunteer or Regular Reserve in permanent service under Section 56 **RFA 96** may be required to serve until his current period of permanent service aggregated with any other such service in the previous 27 months amounts to nine months. This total of nine months may not be extended.
- b. A soldier will be entitled to be released from permanent service sooner if his current engagement expires and he has not re-engaged. However, this entitlement may be postponed for up to nine months.

1.055A. Additional Periods of Mobilized Service. The **Armed Forces Act 2006** amends Part VI of the RFA 96 by inserting three more sections, namely Sections 53A, 55A and 57A. Each of these sections allows reservists to enter into written agreements to undertake a further period of permanent service of up to 12 months if they are not in permanent service and cannot be accepted into service under a call-out order made under Section 52, 54 or 56 because their aggregated period(s) of previous permanent service give an entitlement to immediate release from such service. It should be noted that back to back operational tours will not be permitted and that normal Army harmony guidelines will be applied.

1.055B. Voluntary Extension to Period of Permanent Service. A Reservist when in permanent service (mobilized) may give their written agreement to consenting to an extension to the period of service for an additional period of up to six months. Any extension would be subject to the needs of the service and can only be requested at the appropriate time:

- a. On being accepted into service at a Mobilization Centre.

- b. On the completion of a relevant period of permanent service; defined in **RFA 96**, Sections 53 (7) (8), 55 (7) (8) and 57 (7) (8).

Retention in Permanent Service - Transitional Members of Groups A and B

1.056. The periods for which Transitional Members of Groups A and B called out under the provisions of **RFA 96** (as amended) can be required to remain in permanent service are described at **Annex H/1**.

Mobilization Terms and Conditions of Service and Safeguards

1.057. Terms and Conditions of Service. Guidelines to the terms and conditions of service for personnel on permanent service are outlined at **Annex K/1**. Detailed instructions showing variations applicable to specific operations will be shown in the LAND Administrative Order and LAND Administrative Instructions for that operation, the mobilization call out notice and the Mobilization and Demobilization instructions.

1.058. Safeguards.

- a. *Statutory Instrument No 895/05* (Financial Assistance Regulations) is available on www.opsi.gov.uk/si/si2005/20050859.htm.
- b. *Statutory Instrument No 307/97* (Call Out Recall Exemption and Deferral Regulations) is available on www.opsi.gov.uk/si/si1997/90730702.htm.
- c. Guidelines for personnel seeking employment reinstatement through a Reinstatement Committee are at **Appx 1 to Annex K/1** (*see also Reserve Forces (Safeguard of Employment) Act 1985*).
- d. Guidelines for personnel wishing to appeal to a Reserve Forces Appeal Tribunal in respect of determinations made under the provisions of **SI 307/97** or **SI 309/97** are at **Appx 2 to Annex K/1** (*see also the Reserve Forces Appeal Tribunals Rules 1997*).

Mobilization - General Definitions

1.059. Ordinary Member. An ordinary member of the TA is a member of TA Gp A who is not TA Gp B, C or a Sponsored Reservist and who has not joined the TA solely for the purpose of becoming a member of the Sponsored Reserves.

1.059A. Acceptance into Service. A reservist will be accepted into permanent service at the designated mobilization centre by an authorized officer who will assess suitability for permanent service *e.g.* medical checks, pay documentation. Reservists will be formally issued with a certificate of acceptance into service, confirming their requirements under military discipline/law. On successful entry into permanent service a reservist will be entitled to a Call-Out Gratuity Payment in accordance with **JSP 754** Chapter 4, Section 6 (*see also Annex K/1, para 3*).

1.060. Permanent Service.

- a. The provisions of Section 26(4) of **RFA 80** (*Transitional Members Call Out under all sections*) state that the start of a period of permanent service is deemed to be the time specified for reporting as laid down in the Call-Out Notice.
- b. The provisions of Sections 28(3)(a) (*HRR Call-Out*), 45(3)(a) (*Sponsored Reserves Call-Out*), and 60(2) (*Call-Out of ordinary members* under Sections 52, 54 and 56 of **RFA 96**) stated that the start of a period of permanent service is deemed to start from the day and time an individual is accepted into service. However, Sections 34(4), 45(4) and 60(3) of **RFA 96** authorize regulations made under Section 4 of the Act to provide for an individual to be treated as having been accepted into service on the day that the reservist reports to the mobilization centre which may be a day earlier.
- c. In order to avoid confusion, and for the purpose of calculating the length of permanent service, the day of acceptance is to be treated as being the same day as the day on which an individual reports for service in response to a Call-Out Notice. Individuals are to be informed of this when being accepted into permanent service, as required by Sections 34(4), 45(4) and 60(3) of the **1996 Act**. The last day of permanent service is the day on which an individual is released from that service which is calculated forward from the demobilization date and includes any entitlement to leave *etc.*

Sponsored Reserves - Special Mobilization Conditions

1.061. Under the authority of Section 43 of the **Reserve Forces Act 1996**, a Sponsored Reservist may be called out at any time that the Secretary of State for Defence considers it appropriate, in the light of operational requirements and the terms of the arrangement between MOD and his employer, for that reservist to continue to undertake work of a direct or indirect benefit to the Armed Forces (Section 43, **Reserve Forces Act 1996**).

1.062. A Sponsored Reservist may not be called out for permanent service before the date specified in the Employer / Employee Agreement (*see Appx 2 to Annex J/1*) or prior to his enlistment into the Volunteer Reserve and only on the successful completion of Phase 1 training: trained soldier.

1.063. Employers are to be given as much notice as practically possible of the Secretary of State's intention to Call-Out Sponsored Reservists for permanent service. If time permits, agreement should be reached with the employer over Call-Out requirements and the rotation of personnel. In all cases, prior notice of intentions is to be given to the principal employer who entered into the agreement with the Secretary of State. The principal employer is responsible for informing any employers or employees under contract to him to provide Sponsored Reservists.

1.064. In accepting a Sponsored Reservist into permanent service, reference is to be made to the arrangement between the Secretary of State and his employer which contemplated his call out. In the case of an individual who is self-employed, the arrangement to be referred to is that between the Secretary of State and the person to whom the individual is under contract to provide services as a Sponsored Reservist.

Sponsored Reserves - Employment after Call-Out

1.065.

- a.* While called out for permanent service, Sponsored Reserves will normally be employed on duties in continuation of their work in support of the Armed Forces, and if any, such additional duties listed in each individual's Employee Agreement. However, in addition to these duties they may also be required to perform other tasks which form part of the normal routine duties associated with service life. On such occasions and where reservists can be released from their normal duties they may take part in other military duties which are in keeping with their rank and status.
- b.* A Sponsored Reservist will not normally be assigned to another unit or Corps under the provisions of Section 12(6) of **RFA 96** unless the provisions of his employer's arrangement with MOD requires him to undertake work with another HQ or unit.

1.066. In an emergency, Sponsored Reservists may be required to undertake any duty which will assist in protecting life, or in safeguarding the success of the operation they were called out to support.

Sponsored Reserves - Extension of Permanent Service

1.067. Retention in Service. A Sponsored Reservist called into permanent service for the reasons described in Section 43 of the **1996 Act** (to continue to provide support to the Armed Forces under operational conditions) may only be compulsorily required to serve for a maximum period of nine months or for as long as he is needed, whichever is the shorter period.

1.068. Before a Sponsored Reservist is approached to determine whether or not he is willing to voluntarily extend his period of permanent service, his employer is to be consulted and (if applicable) any other of his employees. If the employer agrees then his consent is to be in the form shown at **Appx 3 to Annex J/1**. Where the employer is under contract to the principle employer to provide Sponsored Reservists, consultation is to be made through the principle employer.

1.069. The employee's consent to extend his permanent service in accordance with Section 45(6) of the **Reserve Forces Act 1996** is to be in the form shown at **Appx 4 to Annex J/1**.

Sponsored Reserves - Demobilization

1.070. When continuation of the task for which they were called out is either no longer required or no longer possible, and no alternative arrangements have been made and agreed in writing with the employer, Sponsored Reservists are to be recovered and released from permanent service as soon as is reasonably practicable (*see para 1.052*). Where the employer is under contract to the principal employer to provide Sponsored Reservists, any alternative arrangements are to be made through the principal employer.

1.071. A minimum period of 14 days notice or longer period as may be agreed in writing is to be given to the employer of the date on which it is intended to release a Sponsored Reservist from permanent service. All or part of this period of notice may be taken up by post tour leave.

Sponsored Reserves - Subsequent Periods of Permanent Service

1.072.

- a.* The minimum period between a Sponsored Reservist's release from permanent service and any subsequent Call-Out reporting date should normally not be less than the period of permanent service just completed or 90 days, whichever is the shorter, unless the employer and the Sponsored Reservist both agree to a lesser period.
- b.* Post tour leave on completion of a period of permanent service is to be included in that period of permanent service, the demobilization date being the last day of any such leave. Subject to the written permission of his commanding officer, a Sponsored Reservist's civilian work may be resumed during post tour leave pending release from permanent service.

Sponsored Reserves - Non-eligibility for Voluntary Discharge/Transfer

1.073. If a Sponsored Reserve is served with a Call-Out Notice and accepted into service before the period of notice given in his application for voluntary resignation, retirement, discharge or transfer has expired, then under the authority of Section 41(4) of **RFA 96**, that notice shall cease to have effect and his application becomes null and void. Under the authority of this Section of the Act, notice may not be given by a Sponsored Reservist while in permanent service.

1.074 - 1.999. Reserved.

**ANNEX A TO CHAPTER 1
RESPONSIBILITIES AND CHAIN OF COMMAND
INDEPENDENT SPECIALIST BRIGADES OR GROUPS**

(PARA 1.022a(3) REFERS)

1. Artillery. All RA units are under the normal Army HQ chain of command. Special to Arm training direction is to be produced by the appropriate Commander Artillery who has OPCOM of those units. The only exception is:

- a. 101 Regt RA(V).* Commander Artillery LF in consultation with Commander Artillery 1 (UK) Armd Div.

Div HQs have OPCON of units in their geographical area.

2. Engineers. EinC(A) is responsible for providing overarching policy, direction and advice for all RE units. The responsibility for coordinating the provision of special to arm direction is delegated to Commander 8 Force Engineer Brigade in his role as CRE Field Army. Direction will be coordinated with the Army HQ chain of command (for LF units) and with other commands where appropriate (*e.g.* with HQ 3 Cdo Bde for 131 Indep Cdo Sqn RE (V), HQ JAGO for 135 Indep Geo Sqn RE (V)).

3. Signal Brigades.

- a.* Operational command of Signal Brigades is exercised on Commander Land Forces (CLF)'s behalf by Commander Communications and Information Systems (CIS) LF with operational command of the constituent TA units being exercised by their respective Brigade Commanders. Brigade Commanders are responsible to Commander CIS LF for special to arm training, technical supervision and Corps matters of units within their Brigades and any unbrigaded units designated by Commander CIS LF. Operational control and administrative control of Brigades and constituent units are exercised by the Div Commanders in whose geographical area they are located.

- b.* Commanders are responsible for advice and assistance to other arms and services as detailed by Commander CIS LF.

4. Reserved.

5. Joint Service Signal Unit(V). JSSU(V) is controlled by, and receives policy direction from MOD.

6. Special Air Service Group. Commander SAS Group commands the SAS(V) regiments and their associated signal squadron and is responsible for the training policy and the mobilization tasks of these units. Commander Communications LF is responsible for special to arm signal training and technical supervision of the signal squadron.

Military Intelligence Bns(V)

7. Command.

- a.* CLF retains full command of Military Intelligence Bns(V). Operational command is exercised on behalf of CLF by GOC Th Tps, delegated to Comd 1 MI Bde. The responsibility for ADMINCON of 3 MI Bn(V) is with HQ LONDIST and for 5 MI Bn(V) with 15 NE Bde.
- b.* On mobilization ACOS Int & Sy LF retains OPCOM of all elements except for the three sections deployed under OPCOM of HQ ACE Rapid Reaction Corps for NATO Article 5 Type 4 operations only.

8. Control.

- a. In Peace.* Operational and Administrative Control (OPCON and ADMINCON) is: OPCON 3 & 5 MI Bns is exercised by 1 MI Bde. ADMINCON 3 MI Bn is exercised by HQ LONDIST and ADMINCON of 5 MI Bn is exercised by 15 Bde.
- b. On Mobilization.*
- (1) One Company of imagery analysts to OPCON Commandant Defence Intelligence and Security Centre in support of the Joint School of Photographic Interpretation.
 - (2) One Company of interrogators to OPCON Commandant Defence Intelligence and Security Centre in support of the Joint Services Intelligence Organization.
 - (3) One Company of specialist combat intelligence operators, providing one section each to OPCON 1 Military Intelligence Battalion, Joint Services Intelligence Organization, Director Special Forces, Defence Intelligence Staff and 15th Psychological Operations Group (Shadow).
 - (4) Five companies providing sections of intelligence and security operators as follows:
 - (a)* Three sections to OPCON 1 Military Intelligence Battalion in support of Headquarters United Kingdom Support Command (Germany) and 1st (United Kingdom) Armoured Division for contingency operations.
 - (b)* Thirteen sections to OPCON 2 Military Intelligence Battalion in support of Army HQ/Divisions for Defence Role 1 and 2 Integrated Contingency Plan operations.

- (c) One section to OPCON Permanent Joint Headquarters.
- (d) One Group Headquarters element providing a section to OPCON Joint Services Intelligence Organization, a section to OPCON 1 Military Intelligence Battalion, and a pool of G2 staff officers in support of the Ministry of Defence Chiefs of Staff Secretariat, Cabinet Office Joint Intelligence Organization, Headquarters Land Forces Command, Headquarters ACE Rapid Reaction Corps and Headquarters Multinational Division (Central).

In addition to the three sections mentioned at **para 7b**.

- c. *On Full Mobilization*. The CO and the remaining elements of the training/administrative staff are to provide the nucleus of a deployable all sources cell to support a Formation Headquarters or act as augmentees to Headquarters 1 Military Intelligence Battalion and 2 Military Intelligence Battalion.
- 9. AAC.** 6 Regt AAC is the only AAC Reserve unit and is OPCOM JHC. Overarching special-to-arm policy, direction and advice is provided by HQ AAC. All AAC Reserve Sqns and nationally recruited specialists are OPCOM 6 Regt AAC. The responsibility for ADMINCON 6 Regt AAC rests with 7 Infantry Bde.
- 10. 15 (UK) PSYOPS Gp.**
- a. CLF retains full command of 15 (UK) PSYOPS Gp. Operational command is exercised on behalf of CLF by GOC Th Tps, delegated to Comd 1 MI Bde. OPCON is exercised through 1 MI Bde and ADMINCON via 49 Bde through HQ DISC.
 - b. On mobilization, deployed elements of 15 (UK) PSYOPS Gp come under the operational command of the senior UK deployed Force Commander.

ANNEX B TO CHAPTER 1

Reserved

ANNEX C TO CHAPTER 1
MOBILIZATION - CLASSIFICATION AND ADMINISTRATION OF TA PERSONNEL
(PARA 1.050 REFERS)

Aim

1. This Annex lays down the procedures for assessing the classification of TA soldiers for mobilization and defines the terms 'Fit for Appointment', 'Fit for Mobilization (Basic and Advanced)' and 'Fit for Deployment'.

Trained Soldier

2. A volunteer is classed as a trained soldier when he has completed formal initial training and has attained his employment qualification at Class 3. In certain circumstances, due to the length of time it may take to attain technical qualifications, a volunteer may be classed as a trained soldier prior to attaining Class 3 qualifications. These exceptions are to be in accordance with guidelines laid down by DM(A), in consultation with Army HQ and A&SDs.

Fit For Role

3.

- a. *Fit for Appointment (FFA)*. TA Potential training or for soldiers, completion of Phase 1 training (CMSR(TA)), and Phase 2 Special To Arm (STA) training (Class 3 employment qualification) make an individual eligible for FFA.
- b. *Fit for Mobilization (FFM)*. To be FFM, individuals must attain enhanced skills to suit both Individual Reservist (IR) and Contingent Component (CC) needs. This is the standard at which individuals should report on mobilization. Providing readiness allows, elements of FFM competence may be left until a unit has been warned of impending mobilization. There are two levels of ability.
 - (1) *FFM (Basic)*. An officer or soldier who is at the lower level of competence can be mobilized as an IR for basic or static tasks. This will generally consist of FFA competence, increased by completion of MATTs, and participation in low level training CTC1.
 - (2) *FFM (Advanced)*. An officer or soldier who has completed all required elements of STA training, and has achieved a relevant employment qualification, and can be mobilized to fulfil a specific function as a CC or an IR. In addition to meeting the requirements of FFM (Basic), the soldier will have participated in training to CT2 or higher if their role demands it.
- c. *Fit for Deployment (FFD)*. Mobilized individuals will complete the Pre-Deployment Training package appropriate to their operational role. This will include MATT assessment, and may contain collective training tasks. They are then FFD.

Augmentation and Contingent Component

4. The CC in Regular units will be filled by TA personnel, the Regular unit **C8005** will reflect where the CC will come from. Equally the TA **C8005** will reflect where the CC is going to. Army HQ uses TA personnel records of service to match individual reservists to TA positions likely to be vacant on mobilization. Units are to record the attainment of the classifications 'Trained Soldier' and 'Fit For' designation. This definition allows commanding officers a degree of flexibility but should not affect the assessment of pay bands or bounty.

Percentage Figures

5. Reserved.

Summary

6. Both in the case of classifying a soldier Fit for (A or M or D) and on judging his suitability for employment on mobilization the final decision lies with his commanding officer who is to make an assessment based on his personal knowledge of each soldier to realize the minimum figure required.

ANNEX D TO CHAPTER 1

Reserved

ANNEX E TO CHAPTER 1
HIGH READINESS RESERVE (HRR)
(PARA 1.005a REFERS)

General

1. The HRR Concept. The High Readiness Reserve (HRR) is a category of Reserve created under Part IV of the **Reserve Forces Act 1996**. In the Army it consists of a volunteer pool of trained Regular Reservists and TA personnel with specific skills which are in short supply in the Regular Army. The purpose of the Army HRR is to provide reinforcements to the Regular Army at short notice when it is necessary to respond to unforeseen operational contingencies. Volunteers joining the HRR are required to sign an HRR Agreement committing themselves to the HRR for a period of one year from the date on which the HRR Agreement is signed.

2. Availability. HRR members will normally be at seven days notice to move, *i.e.* they could receive a Call Out Notice at any time, and would be required to report to a Temporary Mobilization Centre seven days later, nine days after the Call Out Notice was despatched by first class mail. However, in order to meet operational commitments, personnel may be required to enter an HRR agreement specifying that they are at a shorter period of notice to move. It is therefore essential that all members of the HRR are aware of the contents of **Annex K/1** to these regulations and make appropriate arrangements, particularly in respect of the Reservist Award (RA) and the Allowable Expense Claim (AEC) if they will be making a claim if Called Out.

3. Training Liability. The training liability for HRR members from the Regular Reserve is laid down in **Regular Reserve Regulations 1997**. TA HRR members will be expected to carry out their normal annual training liability. However, the actual training objectives may be modified to meet specific requirements related to their HRR employment, as laid down by their Arm or Service director. Any additional training over and above their annual bounty earning requirement is to be funded from within the normal unit allocation.

4. Call Out Liability. Under the provisions of Section 28 of the **1996 Act**, a member of a Reserve Force who has entered into an HRR agreement is liable, while the agreement is in force:

- a. To be Called Out for permanent service anywhere in the world whenever the Secretary of State requires, and
- b. To fulfil any training obligations in the agreement.

Group B personnel will be ineligible to become members of the HRR unless they elect to be liable to world-wide service when called out under Section 32(1) **RFA 96**. If a member of the HRR is Called Out under this Section he is liable to serve on permanent service for a period not exceeding nine months from the date he is confirmed as being mobilized (Section 28(3) **RFA 96**). (It should be noted that this liability does not end until the HRR agreement ends. A member who is called out in the last day of his period in the HRR is still liable to serve for up to nine months permanent service.)

5. Employer's Consent. Before a volunteer can be accepted into the HRR he must first obtain his employer's consent if in qualifying employment (*see para 7*). Subsequent commitments for HRR service may be undertaken provided his employer agrees and he is accepted by the APC.

6. Change of Employment. If at any time during his period of HRR liability a member should change qualifying employment(s) he is to inform his commanding officer within seven days as laid down in Section 30 of the Act. The member's liabilities under Section 28 cease until:

- a. His new qualifying employer has completed a Consent Form agreeing to continuance of the previous HRR Agreement.
- b. His commanding officer has certified that he has seen the new Employer's Consent Form.

unless the HRR member was served with a Call Out Notice before he submits his declaration of change of employment, or he is already in permanent service by virtue of his liabilities under Section 28, then his liabilities under Section 28 of the Act do not cease in the fashion described above.

7. Definitions. The following definitions reflect those used in Sections 29(4) and 37(1) of **RFA 96**:

- a. *Authorized Person.* This means a person authorized by or in accordance with directions of the Defence Council for the purpose of Sections 29 and 30 of **RFA 96**. Under the terms of **Reserve Forces (Army) Regulations 1997** the Defence Council has directed that ACOS Res Army HQ and any officer on his staff, and the commanding officer of any TA unit and officer authorized by him, in writing for the purpose, shall be an authorized officer.
- b. *Call Out Notice.* This means a notice under Section 32(1) **RFA 96** calling out for permanent service a person who has entered into an HRR Agreement.
- c. *Service.* This means permanent service when called out under Part IV of the Act.

- d. *Qualifying Employment.* This means employment under a contract of service which normally involves employment for 14 or more hours in a week.
- e. *New Qualifying Employment.* This can arise when:
 - (1) An HRR begins a qualifying employment with a person who was not already his employer, or
 - (2) Where the hours for which he is employed by a person who has not previously been required to give consent to his current HRR Agreement, change so as to cause his employment by that person to become qualifying employment.
- f. *HRR Agreement.* In TA regulations the term HRR Agreement is used for clarity in place of the term 'Special Agreement' as defined in Part IV **RFA 96**.

8. Application of Regulations. The obligations of a HRR outlined in this Annex are additional to his other obligations as a member of the TA (Section 28(5) **RFA 96**). He remains subject to these other obligations subject to any special provisions in this Annex.

9. Eligibility.

- a. All volunteers must be suitably qualified by rank, Career Employment Group, and Classification to fill the vacancies which are published from time to time, and should not be committed to other liabilities.
- b. Volunteers whose engagements are due to end within 12 months of their application to become a member of the HRR, will not be accepted unless they apply and receive approval for re-engagement. Volunteers whose service to age 55 or 60, is to be terminated within 12 months of their application will not be permitted to undertake an HRR agreement.
- c. All volunteers must be medically and dentally fit, minimum MES MLS and subject to **PAP 10**, Appendices 9 and 22.
- d. Volunteers who are responsible for the care of dependants must demonstrate that their domestic obligations will not affect the HRR commitment.
- e. A volunteer's civilian income should not normally exceed the RA ceiling for his rank, as defined in **Annex K/1** or as may be published from time to time. Applications by personnel whose civilian income exceeds the appropriate RA ceiling will only be considered in exceptional circumstances.
- f. All volunteers must have their employer's consent to their joining the HRR before signing an HRR Agreement. If self-employed or a working member of a small family business, their absence on mobilized service for a period of up to nine months should not create problems which would necessitate their premature demobilization. (The Employer's Consent Form is not required to accompany the initial HRR Application Form because volunteers could be rejected for other reasons.)

In order to ensure that these parameters are met before an HRR Agreement is signed, all TA volunteers for HRR service must first be screened and their application approved by the APC. This screening is to be achieved through the completion of the Application Form at **Appx 1** to Annex E/1.

10. Absence from Home. Due to the short notice to move period, HRR members are to keep their unit informed of their movements, and warn the commanding officer if they are going to be absent from home for any period in excess of three days. They are to contact their unit again on return to their normal address. HRR members who travel abroad are to leave contact addresses and telephone numbers covering the whole period of absence from the UK with their unit, and are to ensure that they have sufficient funds and that their travel arrangements are such as to allow their immediate return to the United Kingdom if necessary.

11. Pay. Pay for training will be at normal TA rates. On mobilization pay will be at the appropriate Regular Army rate as explained in **Annex K/1**.

12. Bounty.

- a. HRR members will be eligible to qualify for the normal TA bounty. In addition, TA HRR personnel will be eligible to receive the full HRR bounty on the anniversary of joining the HRR or if they are Called Out under the provisions of Section 28 **RFA 96**. The full HRR bounty rate will be announced in the annual MOD directed letter announcing changes in pay and training bounty rates and incorporated into **Annex A/7** to these regulations in due course.
- b. If an HRR agreement is terminated because an individual fails to comply with his training or other HRR obligations, or if when called out under any power is not accepted into permanent service because he or his employer have applied for exemption or deferral of call out under Section 78 of **RFA 96**, no HRR bounty is payable. If termination is due to attributable injury or illness the case is to be referred to DPS(A) for a decision.
- c. If an HRR Agreement has been in force for more than one month but less than 12 months except as provided for in **para 12a**, HRR bounty will be payable at the rate of a twelfth of the full HRR bounty for each completed month. Any period of seven days or less for which liability is suspended in accordance with **para 6** because the individual has entered into new qualifying employment, will count as qualifying service, but any period which exceeds seven days will be non-qualifying for HRR bounty earning purposes.

13. Medical and Dental Treatment. Members of the HRR are to take all reasonable steps to remain medically and dentally fit throughout the period of their HRR Agreement. Failure to meet the required level of fitness will normally lead to termination of the HRR Agreement.

Procedures for Joining the HRR

14. The Volunteer will be required to complete an Application Form as shown at **Appx 1** to this Annex as described below, and if in qualifying employment and approved for HRR service, to produce an Employer's Consent Form for each employer, as laid down in Section 29(1)(b) of the **1996 Act** as shown at **Appx 2** to this Annex.

15. The Application Form.

- a. A person wishing to join the HRR is to complete **Part A** of the application form at **Appx 1** to this Annex. This requires him to show which vacancy in the HRR he seeks to fill, declare whether or not he is in qualifying employment and provide evidence of his civilian income as defined for RA purposes in **Annex K/1**. He is also to state whether he wishes to transfer irrevocably to be liable to the provisions of the **1996 Act**, or if in Gp B, if he is willing to elect to be liable for world wide service if called out under Section 32(1) **RFA 96**.
- b. If employed he is to declare the name(s) of his employer(s) and his employer(s) address(es).
- c. In addition he is to certify that if he is responsible for dependants, his domestic obligations will not affect his HRR commitment, and undertake to inform his unit if he is to be absent from home for three or more days and give the unit details of his address(es) and contact telephone number(s).
- d. Finally he must declare that he fully understands the liabilities which he will be undertaking if accepted into the HRR and undertake to report any change of personal circumstances likely to alter his availability for Call Out.
- e. **Part B** of the form is to certify that the applicant is medically and dentally fit and show the date of the PULHHEEMS and dental examinations.
- f. **Part C** of the form consists of a Certificate from his commanding officer declaring:
 - (1) That the applicant is suitably qualified to assume the HRR position for which he has applied and that he meets the eligibility conditions laid down,
 - (2) The applicant's run out date, and confirmation that an application for re-engagement has been received and is recommended if applicable,
 - (3) If the applicant is a member of Gp B, that he has entered an agreement to be liable for world-wide service if he should be called out under Section 32(1) **RFA 96**,
 or
 - (4) That he is not suitable for the reasons shown.
- g. **Part D** of the form consists of a Certificate from the APC:
 - (1) Confirming that the applicant is suitable for the HRR employment he has applied for,
 or
 - (2) That he is not suitable for the reasons shown.

On completion of **Part D** notification is to be sent to the applicant confirming whether or not he may become a member of the HRR.

16. Action to be Taken once Approval is Received.

- a. On receipt of approval in principle from the APC, the applicant should be instructed to seek the agreement of his qualifying employer(s) on the form shown at **Appx 2** to this Annex. The unit is to assist the applicant by providing him with such leaflets or other official HRR policy documents as are printed for this purpose, plus a draft copy of the Special Agreement applicable to him, and such leaflets or policy documents as are printed to explain the safeguards at Part VIII of **RFA 96**. (These documents should be accompanied by a letter of introduction from the unit commanding officer.)
- b. On receipt of the Employer's Consent Form for each of his qualifying employments, the applicant is to return them to the unit with a declaration confirming details of his employment in the form shown at **Appx 3** to this Annex. The authorizing officer is then to carry out the procedures for making an HRR Agreement shown below.

Making the HRR Agreement

17. It is important that all the steps shown below are completed on one occasion, and, in order to achieve this, the applicant and the authorized person are both required to be present.

18. In accordance with Sections 29(2) and 29(3) **RFA 96**, the authorized person is to review the Declaration required by **para 16b** and any Employer's Consent Forms accompanying the declaration. If the authorizing officer concludes that:

- a. The individual is not in qualifying employment, or

b. The consent of each employer with whom the applicant is in qualifying employment has been signified, he is to sign a certificate to that effect, in the form shown at **Appx 4** to this Annex. Where appropriate, the applicant is then to be invited to sign an election to cease to be a Transitional Member, or if a member of Group B, to sign an election to be liable to deployment world wide if called out under Section 32(1) **RFA 96**.

19. If the authorizing officer is unable to reach the conclusions at **paras 18a** or **18b** above, he is to seek further information and the HRR Agreement is not to be signed.

20. When the authorizing officer has signed the Certificate at **Appx 4** to this Annex, the applicant is to sign the HRR Agreement in the form shown at **Appx 5** to this Annex in the authorizing officer's presence. The authorizing officer is then to sign the HRR Agreement as a witness. The HRR Agreement comes into effect as soon as it has been signed and the signature witnessed.

21. After completion and signature the HRR agreement is to be despatched to the APC for retention in the applicant's personal documents. One copy is to be retained by the applicant's parent unit, a copy is to be given to the HRR member. In addition, the HRR member is to be given a copy/copies (as appropriate) of the Change of Qualifying Employment Notification Form at **Appx 6** to this Annex.

Action to be Taken on Entering New Qualifying Employment

22. If a person subject to an HRR Agreement enters into new qualifying employment, he is to declare the fact to his unit commanding officer, in writing, within seven days (Section 30(1) **RFA 96**). The declaration is to be made on the form shown at **Appx 6** to this Annex. Once this declaration has been made the person concerned cannot be called out or required to undertake any HRR training, unless and until his new employer has given his written consent to that person's continued HRR commitment in the form at **Appx 2** to this Annex. If the new employer's consent is not forthcoming within 28 days of commencement of the new qualifying employment, the HRR Agreement will normally be terminated.

23. On receipt of the Change of Qualifying Employment Notification Form, the commanding officer is to immediately inform the APC and ensure that the HRR member's unit personal documents are annotated accordingly. On receipt of the new Employer's Consent Form, the commanding officer is to immediately inform the APC that the HRR liability has been resumed, and ensure that the HRR member's unit personal documents are annotated accordingly.

24. If an HRR member has either been served with a Call Out Notice, or is already called out on permanent service, then the provisions of **paras 22 and 23** do not apply (Section 30(2) **RFA 96**).

Renewal of HRR Agreements

25. An individual may, with the agreement of CM Ops Mob APC, make a fresh HRR Agreement at any time. A fresh HRR Agreement would supersede any other HRR Agreement then in force (*see* **para 26e** and Section 31(1)(e) **RFA 96**). The procedures outlined at **paras 14 - 21** of this Annex are to be followed in full.

Termination of Special Agreements

26.

a An HRR Agreement will terminate:

- (1) 12 months after it was made, or on expiry of a period of HRR liability of less than 12 months as specified in the HRR agreement.
- (2) On the expiry of three months notice to terminate the agreement given by the individual as laid down in Section 31(1)(b) **RFA 96**. An application is to be made in the form shown at **Appx 7** to this Annex. If the individual wishes to withdraw his notice to terminate the HRR Agreement he is to make his application to do so in the form at **Appx 8** to this Annex.
- (3) If the Secretary of State directs that the HRR Agreement is to be terminated, with or without an application from the HRR member or his employer (Sections 31(1)(c) and 32 **RFA 96**).
- (4) If the HRR member enters into permanent service under Part VI of **RFA 96** (*see* Section 31(1)(d) **RFA 96**) or under the provisions of **RFA 80**, or equivalent obligations for an officer (*see* para 13, Schedule 9 to **RFA 96**).
- (5) If a new HRR Agreement is made (*see* Section 31(1)(e) **RFA 96**).
- (6) On the release of an individual from permanent service under Part IV **RFA 96** (*see* Section 31(3) **RFA 96**).
- (7) On discharge or dismissal from the TA for administrative or disciplinary reasons.

b. If any of the following events prescribed under the terms of Section 31(f) **RFA 96** and specified in the HRR Agreement should occur:

- (1) Failure to receive a new employer's consent within 28 days of commencing new qualifying employment.

- (2) Notification of change in personal circumstances of such nature that the HRR member is released from his liabilities for compassionate reasons.
- (3) Injury or illness giving rise to long term medical downgrading below the minimum standard required for an HRR member.
- (4) Notification of a change in personal business circumstances of such a nature that the HRR member is released so that he can take corrective action.

27. Once an HRR Agreement is terminated, the individual's obligations under it cease and he cannot be accepted into permanent service under Part IV of **RFA 96** (*see* Section 31(4) **RFA 96**).

28. The power to terminate an HRR Agreement (*see* **para 26**) will be invoked if an HRR member is accepted for service as a member of the Regular Forces. It will also be invoked if the individual is accepted to undertake a period of Full Time Reserve Service unless the FTRS agreement specifically states that the individual will be released from FTRS in the event of Call Out under Part IV of **RFA 96**.

HRR Call Out

29. Section 32(1) **RFA 96** gives the Secretary of State the power to Call Out any person who has entered into an HRR Agreement by serving a Call Out Notice on him. This power of the Secretary of State for Defence may be delegated to the Defence Council, any individual officer or any officers with a description in the authorization, and the Defence Council may similarly delegate (*see* Section 35 **RFA 96**).

30. A Call Out Notice for an HRR member is similar to that used for Call Out under Part VI of **RFA 96** except that it should specify that it is for Call Out under Part IV of **RFA 96**, and mention the HRR Agreement (*see* **Reserve Forces (Army) Regulations 1997**). The period of notice given for Call Out will normally be not less than seven days but in order to meet operational commitments, personnel may be required to enter an HRR agreement specifying that they are at a shorter period of notice to move.

Safeguards under Part VIII RFA 96

31. The schemes for payments to the individual and his employer after Call Out, and for either to seek exemption from or deferral of Call Out, made under Part VIII of **RFA 96** apply to the HRR. Details of the RA scheme are as shown at **Annex K/1**, subject to such procedural amendments as may be approved by MOD from time to time. Details of compensation to employers, and provisions for seeking exemption from or deferral of Call Out are in **Reserve Forces (Call-out and Recall) (Exemptions etc.) Regulations 1997** which are laid out in **Appx 2 to Annex K/1**.

32. However, because an individual has volunteered to become an HRR and his employer has agreed to the member's enhanced Call Out liability, applications for exemption or deferral should be minimal, and should only arise from circumstances which have arisen after an HRR Agreement was made. The individual or employer is expected to report any circumstances which would cause them to seek exemption from or deferral of Call Out to the unit commanding officer as soon as they occur.

Other Safeguards

33. The provisions of the **Reserve Forces (Safeguard of Employment) Act 1985** and the **Reserve and Auxiliary Forces (Protection of Civil Interests) Act 1951** apply to HRR members on Call Out.

Acceptance into Permanent Service

34. The procedure for acceptance into permanent service as laid down in **Reserve Forces (Army) Regulations 1997** applies to HRR, with the following amendments:

- a. An individual served with a Call Out Notice must be informed he is accepted into service under Section 33(1) **RFA 96**.
- b. An individual who presents himself for permanent service but who has not been served with a Call Out Notice is to be informed that he is accepted into service by virtue of Section 33(5) **RFA 96**.

Release from Permanent Service

35. By virtue of Section 34(2) **RFA 96**, a person in permanent service under Part IV **RFA 96** is to be released from permanent service with all convenient speed, and in the manner prescribed, when:

- a. His services are no longer required, or
- b. He has completed the period of service specified in his HRR Agreement as the maximum period of permanent service he may be required to undertake, or
- c. It has been determined that the individual is entitled to be released from permanent service following an application for exemption or release under Section 78 **RFA 96**.

36. The prescribed manner of release from permanent service is laid down in **Reserve Forces (Army) Regulations 1997**.

Proceedings for Offences Committed before Discharge

37. Under the provisions of Section 107 **RFA 96**, proceedings for trial by summary jurisdiction, Court-Martial or a Civil Court in respect of offences against Part X of the **1996 Act**, alleged to have been committed while serving in a Reserve Force may be instituted, whether or not the individual has been discharged, at any time within two months after:

- a.* The time at which the offence becomes known to his commanding officer, or
- b.* The time at which the individual is apprehended.

See also Armed Forces Act 2011 (**AFA 11**) Sect 62 and for other offences Sects 55 - 61.

Date of Acceptance into Permanent Service

38. By virtue of Sections 34(4), 63(3) and 63(4) **RFA 96**, provisions are made in **Reserve Forces (Army) Regulations 1997** to allow a person whose acceptance into service was delayed to be treated as if he had been accepted into service at an earlier date than that on which he was actually accepted. These provisions also apply to the HRR.

APPENDIX 1 TO ANNEX E TO CHAPTER 1
APPLICATION TO BECOME A MEMBER OF THE HIGH READINESS RESERVE (HRR)
(PARAS 9 AND 15 REFER)

Part A

(To be completed by the applicant)

1. I

_____ *(insert full number, rank and name)* wish to become a member of the High Readiness Reserve (HRR)

in accordance with Part IV of the **Reserve Forces Act 1996**, as

a

_____ *(insert specified employment, rank and grade).*⁽¹⁾

2. I have voluntarily made this application and understand the liabilities for training, call out and service and the terms and conditions of service for a High Readiness Reservist authorized by the **Reserve Forces Act 1996**. I have read and understood **Annex E** to Chapter 1 of TA Regulations 1978.

3. I am (an employee)* (a business partner)* (a company director)* of

_____ and (an employee)* (a business partner)* (a company director)* of

_____ *(insert name(s) of company(ies) or organization(s) as appropriate).*⁽²⁾

4. I certify that:

- a. To the best of my knowledge my domestic obligations as one who cares for other dependants will not prevent me from meeting my commitments as a member of the HRR.
- b. I am not working in a family business which would suffer serious harm if I was Called Out for permanent service, and
- c. I undertake to inform my unit if I shall be away from my normal address for any period in excess of three days, and I will give my unit details of my alternative address and contact telephone number(s).
- d. I am/am not* willing to cease to be a transitional member of the TA and to irrevocably elect to cease to be such a member as provided in Schedule 9 to the **Reserve Forces Act 1996** and laid down in **Reserve Forces Regulations 1997** (see also **Annex H/1** to TA Regulations).

5. I further certify that I am aware that under the provisions of Section 30(1) of the **Reserve Forces Act 1996**, if I become a member of the HRR, I am required to notify my Commanding Officer within seven days of commencing any new form of qualifying employment and give him such details of the new employer as he shall require. I understand that should I enter new qualifying employment while a member of the HRR, my liabilities for Call Out or to fulfil any specific training obligations related to the HRR, will cease until such time as I present an Employer's Consent Form from my new qualifying employer, unless I have already been accepted into permanent service or I have been served with a Call Out Notice.

6. I further certify that I am aware that I am required to notify my Commanding Officer of any changes in personal circumstances such as are outlined in TA Regulations 1978, **Chapter 3, Part 2**, and **Annex E/1** which might adversely affect my availability for permanent service.

7. I attach evidence of my civilian income required for RA assessments as shown in **Annex K/1** to TA Regulations.

Signature _____ No, Rank, Name *(in capitals)* _____

Date _____ Address _____

Notes:

1. Where the applicant is volunteering to fill a notified vacancy, the details should be shown as specified in the vacancy notification. If no vacancy has been specified then the applicant should show his substantive rank, military employment category and pay classification.

2. If the applicant works for more than one qualifying employer, is a partner in more than one company or organization, a director in more than one company or organization, or any combination which involves more than one company/organization, he must enter details for each company/organization concerned. An Employer's Consent Form will be required from each company/organization before the applicant signs an HRR Agreement. (Qualifying employment means employment for an employer for 14 or more hours a week.)

Part B

(To be completed by a medical officer)

8. I certify that I have carefully examined the person named in **Part A** of this agreement and that I consider him fit for service in the PULHHEEMS assessment as shown below:

P U L H H E E M S

9. His PULHHEEMS classification is: _____

Date	_____	Signature of Medical Officer	_____
		Name <i>(in capitals)</i>	_____
		Rank	_____
		Appointment	_____

Part C

(To be completed by the Commanding Officer)

10. I certify that I have checked the personal documents ⁽³⁾ of _____
(insert number, rank and name), **Parts A** and **B** of this agreement, a Dental Certificate showing that he is dentally fit for permanent service, and a statement of his civilian income as required for RA assessments. His current engagement is not due to expire until _____ /and he has applied to re-engage for a further _____ years with effect from _____ *

and in my opinion:

a. He is suitably qualified and fit for deployment as a member of the High Readiness Reserve as a _____ *(insert specified appointment rank and grade)*

Or

b. He is medically unfit*/dentally unfit* for employment in the HRR*/unsuitable for employment in the HRR for the following reasons:

Date	_____	Signature	_____
		Name <i>(in capitals)</i>	_____
		Rank	_____
		Appointment	_____

Part D

(To be completed by the APC and a copy returned to the applicant's unit)

11. I certify that I have checked the documents, medical and dental categories of this Applicant for the HRR and agree he is suitable for employment as a member of the HRR As _____ *(insert rank and employment)* and that a vacancy exists*/will be available* from _____ *(insert date)*

or

12. The applicant is unsuitable to accept the liabilities under Section 28 of the **Reserve Forces Act 1996** for the following reasons:

Date	_____	Signature	_____
		Name <i>(in capitals)</i>	_____
		Rank	_____
		Appointment	_____

(4)

* Delete as appropriate

Notes:

- 3. These documents are to include a dental inspection report stating whether or not the applicant is dentally fit for service worldwide.
- 4. When a TA member makes initial enquiries about the HRR or indicates an interest, the unit is to supply him with full details of the HRR as contained in **Annex E/1** before he is asked to return an Application Form completed at PART A. It is essential that the volunteer is fully aware of the liabilities he will be accepting, and of the Army's qualifying requirements for HRR personnel.

**APPENDIX 2 TO ANNEX E TO CHAPTER 1
HIGH READINESS RESERVE (HRR) - EMPLOYER'S CONSENT FORM**
(PARAS 14, 16a AND 22 REFER)

Section 28(2) requires that before an employee enters into a Special Agreement to become or to continue to be a member of the HRR, his employer's consent shall have been signified.

Note: This form of consent is only required where an individual's employment by the employer concerned is normally for 14 hours or more a week.

1. I understand that _____ *(insert employee's full name).*⁽¹⁾
Has volunteered to become*/wishes to continue as* a member of the High Readiness Reserve and that this will widen the circumstances in which he may be called out for permanent service, and increase the probability of call out occurring. I have seen a draft copy of his Special Agreement.

2. I understand that if he is accepted into permanent service, a claim may be made for payments to offset certain costs incurred in replacing his contribution to the employer's activities.

3. I understand that applications for exemption from or deferral of call out will be entertained only if there is a significant and unexpected change of circumstances after the signing of this Consent Form. I acknowledge that any such change should be notified to the Service authorities immediately.

4. I hereby consent to the person named above becoming a member of the High Readiness Reserve for a period of 12 months*/ _____ Months* *(Insert a lesser period than 12 months if that is shown in the draft Special Agreement).*

Signature _____	Date _____
Name <i>(in capitals)</i> _____	Tel No _____
Position _____	⁽²⁾
Employer's name and address _____	

⁽³⁾

* *Delete as appropriate*

Notes:

1. Where the company/organization is consenting to the employment of more than one employee, the names of the employees concerned may be shown in an Annex. The opening paragraph should be amended to read:
 "I understand that the employees whose names are shown at Annex A to this form have volunteered to become*/wish to continue as members* of the High Readiness Reserve and that this will widen the circumstances in which they may be called out for permanent service, and increase the probability of call out occurring. I have seen draft copies of their Special Agreements."
 and subsequent paragraphs amended to refer to the plural rather than singular.
2. The signature and details of the signatory are normally to be supported by the company stamp.
3. If the employees names are shown in an Annex, the Annex is to be certified in the same fashion as the form, and a copy of the certificate is to be made in respect of each individual in support of his personal HRR Agreement.

**APPENDIX 3 TO ANNEX E TO CHAPTER 1
HIGH READINESS RESERVE (HRR) - APPLICANT'S
DECLARATION OF EMPLOYMENT STATUS**

(PARA 16b REFERS)

This form is a Declaration of Employment Status as required by Section 29(1)(a) **RFA 96**. This form is to be completed by a potential member of the HRR after his application form has been approved by the APC, and before the HRR Agreement is signed. When completed this form is to be submitted to the unit as laid down in **para 16b of Annex E/1** to TA Regulations.

1. I, _____ (*insert number, rank and name, Regiment/corps*) am a volunteer to become a member of the High Readiness Reserve.

2. I hereby declare that (*delete the options at sub-paras a to c which are not applicable*):

a*. I am unemployed because:

- (1) I have no civilian employment and/or*
- (2) I am in full time education*.
- (3) Other*

b.* I am self-employed and am:

- (1) A sole trader*.
- (2) Proprietor of a limited company*.
- (3) A partner in a business partnership*.
- (4) A director who is not an employee*.
- (5) Other*.

My annual income from self-employment is £ _____, of which £ _____ would cease if I was called out for permanent service.

c*. I am employed, and I attach for each of my employments a statement showing:

- (1) The employer's name and registered address.
- (2) The address of the premises at which I work (if different from the registered address).
- (3) The name, telephone number and address (if different) of a management contact*
- (4) A statement of my normal working hours each week and the number of hours worked in each of the last six weeks.
- (5) My job title/appointment, and a brief description of my job.
- (6) My annual income is as shown in my application to be considered as a member of the HRR*/has changed from that shown in my application to be considered as a member of the HRR, and new evidence is attached

3. I understand that a false declaration may be an offence under Section 95(1) of the **Reserve Forces Act 1996**, with a penalty of up to 51 weeks imprisonment or a fine of Level 5 on the standard scale, or both. (*At the time of printing a Level 5 fine would be £5000.*)

Signature _____

Name (*in capitals*) _____

Date _____

* *Delete as appropriate*

**APPENDIX 4 TO ANNEX E TO CHAPTER 1
HIGH READINESS RESERVE (HRR) - CERTIFICATE BY AN AUTHORIZED PERSON**

(PARAS 18 AND 20 REFER)

This Certificate relates to the intention of _____
(insert number, rank and Name, regiment/corps) of _____ (insert unit title)
to make a Special Agreement and become a member of the High Readiness Reserve.

1. I have considered the statement of employment circumstances and the forms of employer consent (if any) submitted to me by this applicant.

2. I am satisfied:

- a. that the individual is not in qualifying employment*, or
- b. that the individual is in qualifying employment and the consent of the employer to his entering into the Special Agreement has been signified for each such employment.*
- c. that the individual understands his liabilities and terms and conditions of service as a member of the HRR.

Signature _____ Date _____

Name (in capitals) _____

Rank _____ Appointment _____

* Delete as appropriate

**APPENDIX 5 TO ANNEX E TO CHAPTER 1
SPECIAL AGREEMENT TO BECOME A MEMBER OF THE
HIGH READINESS RESERVE (HRR)**

(PARA 20 REFERS)

Made by:
 Surname: _____ Forenames: _____
 Army No: _____ Rank: _____
 Regt/Corps: _____ Unit: _____

1. This is a Special Agreement under Part IV of the **Reserve Forces Act 1996**.
2. This agreement comes into force on the day that it is made and will terminate (if not terminated sooner) on the anniversary of that day.
3. The maximum period of permanent service which may be required under this agreement is nine months. *(If required, nine months may be deleted and a shorter period may be substituted)*
4. The minimum period of notice for Call Out for Permanent Service under this agreement will be*(insert number of days)*.
5. The following training obligation (additional to any already applicable to the individual as a member of the TA) applies during the currency of this agreement:
(Insert number of whole or part days additional training)
6. This agreement will terminate on the following events:
 - a. The expiry of (*) months from its making. *(*Insert a period not exceeding 12 months)*
 - b. *(Insert events listed at para 26 of Annex E/1)*
7. The following terms relating to obligations under Part IV of the **Reserve Forces Act 1996** shall apply:
(Insert conditions laid down at paras 4d, 5 and 6 of Part A of the Application to become a member of the HRR – Appx 1 to Annex E/1 of TA Regulations 1978.)

Signature of Person making Agreement _____
 Date _____
 Witnessed by *(authorized person)*:
 Signature _____
 Date _____
 Service No _____ Rank _____ Name _____
 Appointment _____

**APPENDIX 6 TO ANNEX E TO CHAPTER 1
DECLARATION OF NEW QUALIFYING EMPLOYMENT BY A
MEMBER OF THE HIGH READINESS RESERVE (HRR)**

(PARAS 21 AND 22 REFER)

Declaration made by:

No: _____ Rank: _____ Name: _____

Regt/Corps: _____ Unit: _____

1. I am a member of the High Readiness Reserve by virtue of a Special Agreement made on
(insert date).

2. I hereby declare that on _____ (insert date) I entered into new
Qualifying employment with:

Name of Employer: _____

Registered Address: _____

Address where employed (if different): _____

Name, Address and Telephone No of management contact: _____

3. I understand that:

- a. I can no longer be called out or required to train as a member of the High Readiness Reserve unless and until the employer mentioned above signifies his consent to the continuation of my Special Agreement.
- b. A false declaration may be an offence under Section 95(1) of the **Reserve Forces Act 1996**, with a maximum penalty of six months imprisonment or a fine of Level 5 on the standard scale (£5,000 at the time of printing) or both.

Signature _____ Date _____

**APPENDIX 7 TO ANNEX E TO CHAPTER 1
NOTICE TO TERMINATE A HIGH READINESS RESERVE (HRR) AGREEMENT**

(PARA 26A(2) REFERS)

NOTICE TO TERMINATE A SPECIAL (HRR) AGREEMENT

This notice is made by: _____ (insert No,
Rank, Name and Corps/Regt) of _____ (insert unit title)

- 1. This is a notice to terminate a Special (HRR) Agreement under Part IV of the **Reserve Forces Act 1996**.
- 2. In accordance with Section 31(1)(b) of the **Reserve Forces Act 1996**, I submit notice of three months to terminate my special agreement as a member of the High Readiness Reserve.
- 3. I understand that this notice does not affect my continuing liabilities as a member of the TA who is not subject to a Special (HRR) Agreement.

Signature: _____ Date: _____
 Received by (*Authorized Person*):
 Signature: _____ Date: _____
 Name: _____ Rank: _____
 Appointment: _____

**APPENDIX 8 TO ANNEX E TO CHAPTER 1
APPLICATION TO WITHDRAW A NOTICE TO TERMINATE A
HIGH READINESS RESERVE (HRR) AGREEMENT**

(PARA 26A(2) REFERS)

This notice is made by: _____ (*insert No,
Rank, Name and Corps/Regt*) of _____ (*insert unit title*)

1. This is an application to withdraw a notice to terminate a Special (HRR) Agreement under Part IV of the **Reserve Forces Act 1996**.

2. I wish to withdraw my notice to terminate my Special (HRR) Agreement as a member of the High Readiness Reserve, which was dated _____

3. I am willing to remain a member of the High Readiness Reserve for the duration of the agreement. _____

Signature: _____ Date: _____

Received by (*Authorized Person*): _____

Signature: _____ Date: _____

Name: _____ Rank: _____

Appointment: _____

ANNEX F TO CHAPTER 1
ADDITIONAL PERIODS OF MOBILIZED SERVICE - RESERVIST

Reserve Forces Act 1996

Election made under Section 53A, 55A and 57A of the Reserve Forces Act 1996 to undertake a further period of Permanent Service

Service Number.....Rate / Rank.....

Name (in full).....

Regt / Corps / Branch.....

Unit.....

1. In pursuance of Section 53A / 55A / 57A (*delete as appropriate*) I hereby elect to:

- a. waive my entitlement to be released immediately from permanent service under Section 60 of the **Reserve Forces Act 1996**; and
- b. undertake a further period of permanent service from to.....under a call-out order made on under Section 52 / 54 / 56 (*delete as appropriate*) **Reserve Forces Act 1996**.

2. I understand that, depending on operational circumstances, I may be:

- a. released earlier than my last day of service if circumstances permit, or
- b. have my period of service extended to five years if an order is made under Section 53(11), or two years if an order is made under Section 55(11).

Signature of Applicant.....

Name (*in Block Capitals*).....

Date

Unit Stamp

Signature of Authorized Officer.....

Appointment

Name (*in Block Capitals*).....

Date.....

**ANNEX G TO CHAPTER 1
ADDITIONAL PERIODS OF MOBILIZED SERVICE – EMPLOYER**

Employer’s Details

Date: _____

Tel No: _____

E-Mail: _____

Employee’s Details

Service Number: _____ Rank: _____
Name: _____ Initials: _____
Unit: _____

**Reserve Forces Act 1996 (amended by the Armed Forces Act 2006) -
Notification that under Section 53a, 55a and 57a of the Reserve Forces Act 1996 a Reservist has Elected to
Undertake a Further Period of Permanent Service**

I have been informed by _____ that he/she wishes to complete a further period of permanent service, of up to 12 months, from _____ to _____

I have no objections to my employee being called out for a further period of permanent service of up to 12 months.

Signature: _____
Name and initials: _____
Appointment: _____

ANNEX H TO CHAPTER 1
LIABILITIES OF THE TRANSITIONAL CLASS OF THE TERRITORIAL ARMY
(PARA 1.006 REFERS)

General

1. The Transitional Class of the Territorial Army exists under Schedule 9 to the **Reserve Forces Act 1996**. Its composition, and the circumstances under which an individual will cease to be a member of the Transitional Class, are described in **para 1.006**.
2. This Annex describes the Call-Out and training liabilities of the Transitional Class. They are defined in the **Reserve Forces Act 1980**, which was amended with effect from 1 April 1997 by regulations made under the authority of Section 130 of the **Reserve Forces Act 1996**.
3. By virtue of the regulations made under the authority of Section 130 of the **1996 Act**, (**The Reserve Forces Act (Transitional, Consequential and Savings Provisions) Regulations 1997**) the **Reserve Forces Act 1980** has been amended so that:
 - a. Personnel liable to Call-Out under Section 10(1) of the **1980 Act** shall be liable to be called out when an Order of Her Majesty under Section 52(1)(a) of the **1996 Act** is in force. This replaces the former requirement for a Queen's Order under Section 10 of the **1980 Act**.
 - b. Personnel liable to Call-Out under Section 22 of the **1980 Act** shall be liable to be called out when an Order of Her Majesty under Section 52(1)(b) of the **1996 Act** is in force. Call-out under Section 22 of the **1980 Act** had not previously required any sort of Order.
 - c. Personnel liable to Call-Out under Section 11(1) of the **1980 Act** shall be liable to be called out when an Order of the Secretary of State under Section 54(1) of the **1996 Act** is in force. This replaces the former requirement for a Queen's Order under Section 12 of the **1980 Act**. Such an Order was in force continuously from 1992 to 31 March 1997.

These provisions in no way change the liabilities of Transitional Members but were made to simplify call out procedures by removing the need to initiate Call-Out Notices and to make reports to Parliament.

Call-Out Liability of All Members of the Transitional Class

4. A Transitional Member of Groups A or B (including NRPS) may be called out:
 - a. For permanent service in any part of the world whenever an Order of Her Majesty made under Section 51(1)(a) of the **Reserve Forces Act 1996** is in force, that is when it appears to Her Majesty that national danger is imminent or that a great emergency has arisen. (*See* Section 10(1) of the **Reserve Forces Act 1980**.)
 - b. For service in the United Kingdom whenever an Order under Section 52(1)(b) of the **Reserve Forces Act 1996** is in force, that is in the event of an actual or apprehended attack on the United Kingdom, notwithstanding that the Territorial Army, or that part of it to which he belongs, has not been called out for permanent service by virtue of Section 10 (1) or Section 11 (1) of the **Reserve Forces Act 1980**. (*See* Section 22 of the **Reserve Forces Act 1980**.)
5. The United Kingdom for these purposes includes the Channel Islands and the Isle of Man.
6. All members of Groups A and B are liable to be called out under these provisions, but the OTC cannot be called out as units.

Retention in Permanent Service (Section 52(1)(a) and (b))

7. **Officers.** An officer called out under these powers may be obliged to serve until he is no longer required, *i.e.* there is no time bar on the length of permanent service expected of him.
8. **Soldiers.** A soldier called out under these powers may be required to serve until he is either no longer required or until he reaches the end of his current engagement, whichever is the earlier. (*See* Section 13(2) **Reserve Forces Act 1980**). However, by virtue of Sections 100 and 101(2) of the **1980 Act**, he may be required to prolong his service for up to 12 months after he would otherwise have been entitled to be discharged.

Additional Call Out Liability of Transitional Members of Group A

9. Transitional Members of Group A, and Transitional Members of the NRPS employed as R SIGNALS Instructors, are also liable to be called out for permanent service in any part of the world whenever there is in force an Order under Section 54(1) of the **Reserve Forces Act 1996**, that is when it appears to the Secretary of State that warlike operations are in preparation or progress. (*See* Section 11(1) **Reserve Forces Act 1980**.) Transitional Members of the TA will not be called out under this power without their consent until full use has been made of Section A of the Army Reserve, *i.e.* until all suitable members in the numbers and categories required have been called out.

Retention in Permanent Service (Section 54(1))

10. Officers. An officer called out under this power may be obliged to serve until he is no longer required, *i.e.* there is no time bar on the length of permanent service expected of him.

11. Soldiers. A soldier called out under these powers may be required to serve until he is either no longer required or until he reaches the end of his current engagement, whichever is the earlier. (*See* Section 13(2) **Reserve Forces Act 1980**.) However, a soldier may not be required to be in permanent service under this power for more than 12 months in aggregate in his current engagement (*see* Section 13(3) **Reserve Forces Act 1980**), but he may be required to continue in permanent service beyond the end of his current engagement in order to complete that period of 12 months in aggregate (*see* Section 13(4) **Reserve Forces Act 1980**).

Training Liability

12. Transitional Members may be required to train in the United Kingdom or elsewhere in any one year for one period not exceeding 16 days, and such other periods as are prescribed in these regulations for his Group, Arm, Corps, unit or employment category, none of which shall exceed 36 hours without his consent. (*See* Section 38 **Reserve Forces Act 1980**.)

Application of Reserve Forces Act 1996 to Transitional Members

13. The provisions of the **Reserve Forces Act 1996** apply to Transitional Members with the substitution of references to permanent service or training under the **Reserve Force Act 1980** where appropriate, with the following exceptions:

- a. Sections 17(2), (3) and (4) (postponement of discharge while in permanent service or while a Call-Out is in force under Sections 52 or 54 of the **Reserve Forces Act 1996**) because Sections 13, 100 and 101 of the **Reserve Forces Act 1980** continue to apply.
- b. Sections 22 (training obligations) because Section 38 of the **Reserve Force Act 1980** continues to apply.
- c. Part VI (Call-Out for permanent service) because the provisions of the **Reserve Forces Act 1980** described above continue to apply. This also means that Transitional Members cannot be called out under the provisions of Section 56 of the **Reserve Force Act 1996** (on operations is for the protection of life and property outside the United Kingdom; or on operations anywhere in the world for the alleviation of distress or preservation of life and property in time of disaster or apprehended disaster). If a Transitional Member wishes to be liable for Call-Out under Section 56, he must elect to cease to be a Transitional Member (*see* **para 1.006** and **paras 3 and 4 of Appx 1**, or **Appx 2** to this Annex).

14. However, as explained in **para 3**, the **1980 Act** now incorporates references to various elements of the **1996 Act** to simplify Call-Out procedures, *e.g.* Call-Out Orders and Call-Out Notices. The prescribed format of these notices, acceptance into permanent service and so on are laid down in **Reserve Forces (Army) Regulations 1997**.

Group B - NRPS Transitional Members

15. NRPS Transitional Members in permanent service, except for Royal Signals Instructors (*see* **para 9**), may not be deployed outside the United Kingdom, Isle of Man or the Channel Islands without their consent. However, they may elect to be liable to serve worldwide whenever called out for permanent service under Section 52 and may elect to be liable for Call-Out and worldwide service whenever an Order under Section 54 or Section 56 is in force, or when a specific order is in force (*see* **Appx 1** or **2** to this Annex).

Group C

16. Transitional members who become Special Members, *i.e.* Sponsored Reservists in Group C, do not lose their status as Transitional Members due to this transfer. Furthermore, when they cease to be members of the Sponsored Reserve and return to Group A or B, they shall retain their Transitional Member status until the end of their current engagement, or until other prescribed circumstances occur (*see* **para 1.006**).

17. Call-Out and conditions governing permanent service for Group C differ from those of Ordinary and Transitional Members and are laid down in **paras 1.061 - 1.073**. Special terms and conditions of service for officers and soldiers are covered in **Annex J/1, Appx 3 to Annex A/4** (officers) and **Annex K/5** (soldiers).

APPENDIX 1 TO ANNEX H TO CHAPTER 1
ELECTION MADE UNDER SECTION 51(2) OF THE RESERVE FORCES ACT 1996 AGREEING TO BE LIABLE TO WORLDWIDE SERVICE IN THE EVENT OF CALL OUT

(PARA 10 AND SCHEDULE 5 TO THE RESERVE FORCES (ARMY) REGULATIONS 1997 REFER)

Army Number Rank Name (in full)
Regiment or Corps

1. I am currently liable to serve after Call Out for permanent service only in the UK or a part of it

2. In pursuance of Section 51(2)(a) of the Reserve Forces Act 1996, I hereby elect to be liable for worldwide service whenever I am called out for permanent service under Section * of Part VI of the Reserve Forces Act 1996. I understand this election is irrevocable(1) (*insert as applicable)

or

3. In pursuance of Section 51(2)(b) of the Reserve Forces Act 1996, I hereby elect to be liable for worldwide service after call-out to serve under the following provisions of the Reserve Forces Act 1996:

- Section 52*
Section 54*
Section 56*

(*delete as necessary)

I understand the election is irrevocable.(1)

or

4. In pursuance of Section 51(2)(c) of the Reserve Forces Act 1996, I hereby elect to be liable for worldwide service after Call Out for permanent service under the Call Out dated, made under Section 52*/54*/56* of the Reserve Forces Act 1996.

(*delete as applicable)

I understand that this election will remain effective until the Call Out order specified expires or is revoked and that if I am currently in service under that order it will take effect immediately.(1)

Signed Date
Witness signature
Name
Address or service details

1. Remember that TWO of these paragraphs must be deleted to ensure that this form is VALID.

**APPENDIX 2 TO ANNEX H TO CHAPTER 1
ELECTION TO CEASE BEING A TRANSITIONAL MEMBER**

(PARA 4 OF SCHEDULE 9 TO THE **RESERVE FORCES ACT 1996** REFERS)

**Irrevocable Election not to be a Transitional Member of the Territorial Army made under Paragraph 4 of
Schedule 9 to the Reserve Forces Act 1996**

I, _____ (Number) _____ (Rank) _____ (Name)
a member of the Territorial Army, in accordance with the provisions of paragraph 4 of Schedule 9 to the **Reserve
Forces Act 1996**, hereby irrevocably elect not to be a transitional member of the Territorial Army.

Signed _____ Date _____
Witness Signature _____
Name _____
Address _____

Service Details (if applicable) _____

ANNEX J TO CHAPTER 1
SPONSORED RESERVES - DEFINITIONS, RESTRICTIONS, AGREEMENTS AND CONSENT FORMS
(PARAS 1.005, 1.062, 1.068 AND 1.069, APPX 3 TO ANNEX A/4 AND ANNEX K/5 REFER)

Part 1 - General Terms and Conditions of Service

Definitions

- 1. Sponsored Reservist.** A Sponsored Reservist is a person who has made an employee agreement as defined in Section 38(2) of the **Reserve Forces Act 1996**, and who is subject to the provisions of Part V of the **1996 Act** by virtue of Sections 39(7) or 39(8) of that Act.
- 2. An Employer.** An employer is the employer whose consent was required under Section 39(2) of the **Reserve Forces Act 1996**, to a person's entry in an employee agreement.
- 3. An Authorized Person.** In accordance with the direction of the Defence Council under the authority of Section 39(4) **RFA 96**, as shown in Schedule 8 to **Reserve Forces (Army) Regulations 1997**, the following may be authorized persons:
 - a. Officers of the TA units nominated to command and administer Sponsored Reservists by Army HQ.
 - b. Persons or appointments nominated by Army HQ, when required.

Notes. These notes are for guidance and are not part of the regulations:

- 1. The employer who has entered into an arrangement with the Secretary of State for Defence, or a MOD Department on his behalf, is referred to in these regulations as the principal employer. (See Annexes A/4 and K/5.) This is to distinguish between him and any sub-contractor with employees, or self-employed person who is sub-contracted to the principal employer to fulfil obligations laid down in the principal employer's arrangement with the Secretary of State. When a Sponsored Reservist is employed by such a sub-contractor, or is self-employed and sub-contracted, any reference to the employer in other paragraphs to these regulations or Annexes A/4 or K/5 is to the subcontractor or self-employed person, as appropriate. If the Sponsored Reservist is directly employed by the principal employer then the principal employer is his employer.*
- 2. The arrangement between the principal employer and the Secretary of State is referred to in these regulations as the MOD arrangement, and the MOD department representing the Secretary of State is referred to as the MOD sponsor.*

Restrictions

- 4. Choice of Unit.** Under the authority of Section 38(3)(b) of the **1996 Act**, Section 12(2)(a) of the Act is not applicable to the Sponsored Reserves. The parent unit for each arrangement will normally be the TA/CVHQ most appropriate to the nature of the task detailed in the arrangement.
- 5. FTRS and Additional Duties Commitments.** Under the authority of Section 38(3)(b) of the **1996 Act** the provisions of Sections 24 and 25 of the Act which cover Full Time Reserve Service and Additional Duties Commitments shall only apply where specific arrangements have been agreed with a Sponsored Reservist's employer.
- 6. High Readiness Reserve (HRR).** Under the authority of Section 40(5) **RFA 96** the provision of Part IV of that Act (HRR) shall not apply to members of the Sponsored Reserve.
- 7. Special Enlistments - Mobilization and Training.**
 - a. Under the authority of Section 38(3) of the **Reserve Forces Act 1996**, a person may become an officer in, enlist into or transfer to Group C of the TA solely for the purpose of becoming a Sponsored Reservist. Having done so and prior to becoming a Sponsored Reservist, *i.e.* having signed an Employee Agreement, an individual may not be called out for permanent service under any Section of the Act and may not be required to undertake any training.
 - b. However, with his consent he may undertake training provided it is relevant to his future liabilities as a member of the Sponsored Reserve, and his employer's consent has been obtained in writing if such training would require his absence from his normal place of civilian work at a time when he would normally be required to be there.
 - c. Detailed procedures for provisional commissions (SR) and special enlistment are shown at **para 8 of Appx 3 to Annex A/4** and **para 8 of Annex K/5**.

Employer's Consent Form

- 8.** Section 39(2) of the **Reserve Forces Act 1996** requires that before an employee enters into an Employee Agreement, his employer's consent shall have been signified. The Employer's Consent Form is to be completed and signed by a personnel or line management representative of the employer as set out in **Appx 1** to this Annex.

Employee's Agreement

9. Under the terms of Section 39 of the **Reserve Forces Act 1996** a potential Sponsored Reservist must, before becoming a Sponsored Reservist, sign an Employee Agreement as set out at **Appx 2** to this Annex. The contents of this agreement form part of the employee's terms and conditions of service. The employee's signature is to be witnessed by an authorized person, who is to certify as laid down in PART B of the agreement that the individual is fully aware of his terms and conditions of service, and that his employer's consent has been given to his becoming a Sponsored Reservist. Before witnessing the agreement, the authorized person is to satisfy himself that adequate proof of identity has been produced by the potential Sponsored Reservist as is required by Basic Check procedures.

10. The agreement is to be made in quadruplicate. One copy is to be retained by the employee, one copy retained with his personal records held by MS [Reserves] APC, and a copy is to be sent to his employer, or if self employed to the person to whom he is under contract to provide services which require him to become a Sponsored Reservist. The fourth copy should be retained by the parent TA unit.

Transfers to, Enlistment and Commissioning into Group C - General

11. **Liaison with Employers.** Employers or for the self-employed, the person to whom they are under contract to perform Sponsored Reserve duties, are to be informed without delay by MS [Reserves] APC of the date on which an applicant is granted a commission, enlisted or transferred to Group C. If for any reason commissioning or enlistment is delayed or is likely to be delayed until after the date specified in the Employee Agreement, the applicant's employer is to be informed by MS [Reserves] APC.

12. Detailed procedures for officers and soldiers are defined in **Appx 3 to Annex A/4** and **Annex K/5**.

13. **Transfers.** Under the authority of Section 19(2)(b) of the **Reserve Forces Act 1996**, a soldier transferring to Group C to become a Sponsored Reservist is to have his current engagement amended to a four year engagement effective from the date of transfer.

14. **Nationality.** As laid down in **paras 4.011** and **5.037**.

15. Age Limits.

a. *Minimum Age.* As laid down in **paras 4.013** and **5.021**.

b. *Maximum Age.* 55 years for all ranks although this may be varied according to the nature of the MOD arrangement and the expected nature of operational deployments. Any variations are to be included in the Employee Agreement.

16. **Medical Standards.** The minimum medical standard is to be specified in the MOD Arrangement and may be varied according to the nature of the MOD Arrangement and the expected nature of operational deployments. The minimum medical standard is to be shown in the Employee Agreement.

17. Residence and Absence Abroad.

a. *Residence Abroad.* Exceptionally, authority may be granted for a Sponsored Reservist to live overseas when this is dependent on his employment with, or under sub-contract to the principal employer appointed under Part V of the **Reserve Forces Act 1996**. If the requirement for overseas residence is known before the applicant becomes a member of the Sponsored Reserve it is to be included in the Employee Agreement.

b. *Absence Abroad.* Limitations on absence abroad at **para 3.021**, when in pursuance of arrangements between his employer and MOD under Part V of the **Reserve Forces Act 1996** are not applicable to members of the Sponsored Reserves. However, under such circumstances individuals are obliged to inform their commanding officers of any absences abroad before they occur, and they are to inform their commanding officers of the address at which they may be contacted.

18. Rank on Appointment.

a. When an employee becomes a Sponsored Reservist, the rank granted on appointment is to take account of his position of authority in his civilian employment. However, this rank need not be made substantive until he has successfully completed the necessary military training.

b. This applies equally to individuals with former service or who transfer to Group C for the purpose of becoming a Sponsored Reservist. It may mean that individuals will be required to voluntarily revert in rank, although their former service is reckonable for seniority, pay banding; classification, bounty and eligibility for the TD, TEM or VRSM (as appropriate) in accordance with normal regulations.

19. **Promotion.** Members of the Sponsored Reserve will not normally be eligible for promotion except when appointed to take up a more senior Sponsored Reserve position due to changes in the workforce organization by their employer. The employer, or if the individual is self employed the person to whom he is under contract to provide service as a Sponsored Reservist, is to be informed of any change in rank.

Pay for Training, Duties and Permanent Service

20. Training – General.

- a. The training obligations of a Sponsored Reservist will vary according to the nature of the task outlined in the MOD Agreement. Individual obligations are to be specified in the individual's Employee Agreement. (*See also para 2.034c.*)
- b. A Sponsored Reservist whilst training is eligible to receive pay and allowances appropriate to an individual's rank, pay banding and classification in the same way as an ordinary member of the TA.
- c. Training is to be classified as defined at **Annex B/2** and will normally fall into Categories A or B except when an individual has volunteered to undertake Category C-1 or C-2 training or arrangements exist for Category E training.

21. Category E Training or Permanent Service. Exceptionally, under arrangements made between MOD and the employer, training, other duties, and/or permanent service, may be classified as Category E. Pay and allowances for Category E training, duties or permanent service are paid for by the employer, at a rate decided by the employer, or, if the Sponsored Reservist is self-employed, by the person to whom he is under contract to provide services which require him to be a Sponsored Reservist. Where training, duties or permanent service are to fall into Category E, the circumstances are to be described in the Employee Agreement as laid out in the MOD agreement.

22. Employer Consent. The consent of employers is to be obtained in writing before a Sponsored Reservist who is not in permanent service is required to participate in any training which would require him to be absent from his civilian place of work at a time when he would otherwise be required to be there (*see also para 2.037*).

23. Bounty. All Sponsored Reservist training, including Category E training but not Category C-2 training is eligible to count as bounty earning training (*see also JSP 754*, Chapter 4, Section 5).

24. Additional Duties Commitments and Voluntary Additional Training. All regulations in respect of additional duties commitments and voluntary additional duties, including those governing eligibility for pay, bounty, the TD, TEM or VRSM (as appropriate) are to apply equally to the Sponsored Reserve. (*See also para 5* of this Annex.)

Pensions and Disability Allowance

25. Sponsored Reservists and their dependants are eligible to receive the same entitlements arising from death or disability attributable to TA duty as ordinary members.

26. Similarly, Sponsored Reservists except for those in receipt of Category E pay mobilized for permanent service are eligible to participate in the pensions options described at **paras 25-30 of Annex K/1**, as defined in the **Army Pensions Warrant**.

Mobilization and Demobilization

27. Regulations governing the special provisions for the mobilization of the Sponsored Reserve are laid down at **paras 1.061 – 1.073**, and **Appx 3 and 4** to Annex J/1.

28. Notices and Forms covering Call-Out, acceptance and non-acceptance into permanent service, and confirmation of demobilization which are of the same common layout for all reservists are laid down in **Reserve Force Regulations (Army) 1997**.

Action on Cessation of Group C Liabilities

29. Officers. An officer is to relinquish his commission when his liabilities as a Sponsored Reservist for training and Call-Out cease unless:

- a. He applies for and is accepted for service as an ordinary member in Group A or B, or
- b. He has outstanding liabilities in Groups A or B or the Army Regular Reserve (RARO). On return to Groups A or B, or RARO, he is to be reinstated in the rank formerly held if service in Group C required voluntary reversion in rank and the terms and conditions of service applicable shall be those which would have applied had he not become a Sponsored Reservist. (*See also paras 40d* - voluntary reversion in rank and **44** - retention of Transitional Member status.)
- c. Potential Sponsored Reserve officers who have been attested as soldiers prior to commissioning, but are found unsuitable for a commission, are to be discharged under **para 5.191b** endorsed "Sponsored Reserve Contract ended".

30. Soldiers.

- a. A soldier is to be discharged when his liabilities as a Sponsored Reservist for training and Call-Out cease unless he applies for and is accepted as an ordinary member of Group A or B or has outstanding liabilities in Groups A or B. On return to Group A or B he is to be reinstated in the rank formerly held if service in Group C required voluntary reversion in rank. When it is necessary for an individual to re-qualify either due to the length of time spent in Group C in employment other than his former primary military employment, or because his former primary employment has been abolished or the qualifying requirements have been changed.

- b. If he has outstanding liabilities in the Army Reserve he is to be discharged under **para 5.196** and reinstated in his former rank if service in Group C required voluntary reversion in rank. Otherwise he is to be discharged under **para 5.191b** endorsed "Sponsored Reserve Contract ended " unless the discharge is at his own request or for other reasons for which a specified discharge paragraph would be more appropriate.
- c. The terms and conditions of service applicable on return to Groups A or B, or the Army Reserve, shall be those which would have applied had he not become a Sponsored Reservist. (*See also paras 40d* - voluntary reversion in rank and **44** - retention of Transitional Member status.)

31. In the event that an individual's Sponsored Reserve liabilities cease for any reason, his duties and liabilities, unless he has transferred to Group A or B, are only to be those essential to effect his resignation, retirement or discharge, unless he is entering a new Sponsored Reservist employment and provided the provisions of **para 1.062** are complied with, or if self-employed the person to whom he is under contract, is to be informed if the performance of these duties will in any way affect his civilian work.

32. When an officer's resignation, retirement, termination of commission, or a soldier's discharge is effected, his employer or if self-employed the person to whom the officer or soldier is under contract as a Sponsored Reservist is to be informed in writing by MS [Reserves] APC.

33. Detailed procedures for officers and soldiers are at **Appx 3 to Annex A/4** and **Annex K/5** respectively.

Voluntary Retirement, Resignation or Discharge - Notices

34. Notice given by a Sponsored Reservist in accordance with Section 41(1)(c) of the **Reserve Forces Act 1996** to end his liabilities to be called out and to fulfil his training obligations as a Sponsored Reservist is to be made in writing to his unit commanding officer. His notice is to state that he has informed his employer of his intention, or if self-employed, has informed the person to whom he is under contract to provide services as a Sponsored Reservist. His employer is to be informed without delay.

35. A Sponsored Reservist may not give such notice if he has been called out for permanent service (*see also para 1.073*).

36. The period of notice to be given is to be included in the MOD Arrangement and shown in the Employee Agreement. It is not to exceed three months.

Compulsory Termination of Sponsored Reserve Liabilities - Notices

37. Notice of the Secretary of State's intention to terminate a Sponsored Reservist's Call-Out and training liabilities in accordance with Section 41(1)(d) of the **Reserve Forces Act 1996** may be given up to three months, and not normally less than one month, before the date of termination. Such notices may be given in the name of the Secretary of State by DMCM.

38. A copy of the notice is to be given to the Sponsored Reservist's employer, or if self employed to the person to whom he is under contract as a Sponsored Reservist, and to the unit commanding officer. (*See also paras 29 - 33.*)

Transfers

39. Transfers within Group C. Members of the Sponsored Reserves will only be eligible to transfer to another appointment within Group C on change from one employment authorized by an MOD Arrangement under Part V of the **1996 Act** to another such employment. This could occur on change of civilian employment from one principal employer, or sub-contractor to that employer, to another, or on change of employment with the same employer, *e.g.* promotion. In any instance other than promotion in the same Sponsored Reserve work team, the transfer application must be accompanied by the documentation listed at **para 9 of Appx 3 to Annex A/4** or **para 9 of Annex K/5**, plus a written request for a transfer as laid down in **Chapters 4** and **5**.

40. Transfers to Group A or B.

- a. Personnel will normally only be eligible for consideration of transfer from Group C to Groups A or B as laid down in **para 4.102** or **Part 5 to Chapter 5** if they have the relevant qualifications for the Corps concerned. In cases where an individual has no suitable previous military experience, he may be required to revert in rank on transfer and attend such training applicable to his new appointment as is deemed necessary. On transfer he will be covered by the terms and conditions of service applicable to his new unit.
- b. Personnel considering voluntary transfer from Group C before their liabilities in the Sponsored Reserves are due to cease are to inform their employer before submitting a transfer application. The application for transfer is to be submitted not more than three calendar months before the proposed date of transfer. It is to confirm that they have made their intentions known to their employer, and is to contain formal notice seeking to end Sponsored Reserve liabilities prior to transfer. (If notice of cessation of liabilities has been issued by DMCM, this provision is not applicable unless the individual wishes the transfer to occur before his liabilities are due to cease.)
- c. Soldiers considering transfer to Groups A or B before their liabilities in the Sponsored Reserve are due to cease are to be warned that such a transfer may have adverse implications on their civilian employment. They are to

be advised to consider this carefully, and discuss the effects of leaving Group C with their civilian employer. The Transfer application is to be accompanied by a formal notice seeking to end Sponsored Reserve liabilities prior to the transfer. Action is only to be initiated by the unit after the soldier has confirmed in writing that he has discussed his transfer from Group C with his employer and is fully aware of the consequences in respect of his civilian employment. (If notice of cessation of liabilities has been issued by DMCM, this provision is not applicable unless the soldier wishes the transfer to occur before his liabilities are due to cease.)

- d. *Reversion in Rank.* When a transfer requires a soldier to revert in rank, he is to sign a certificate which is to be countersigned by the commanding officer, stating that the reversion is voluntary as laid down in **QR(Army), para 9.176**. Officers are to submit a letter to their commanding officer certifying that the reversion in rank is voluntary. In all instances the original letter or certificate is to be forwarded to MS [Reserves] APC for retention with the man's personal file, and a copy is to be retained by the unit with the man's personal documents.

41. Transfers to Group C.

- a. Individuals wishing to transfer from Groups A or B to Group C must support their applications with the documents listed at **para 9 of Appx 3 to Annex A/4** or **para 9 of Annex K/5** as appropriate.
- b. They are to be warned that transfers may require them to voluntarily revert in rank to that specified in the Employee's Agreement and that the transfer will be effective on the day the Employee Agreement is signed. Procedures at **para 40d** are to be completed before the Employee Agreement is signed and the letter or certificate forwarded to MS [Reserves] APC with the other documents.
- c. On completion of their Sponsored Reserve liabilities, such personnel are to be transferred to their former TA Group unless:
- (1) They are over age.
 - (2) They have applied for voluntary resignation, retirement, transfer to RARO or, if soldiers, applied for discharge for enlistment into Section D of the Army Regular Reserve, voluntary discharge, or have completed their former engagement. (If they have completed the period of Group A or other service outstanding at the time of their transfer to Group C by virtue of their service in Group C, soldiers may be discharged as at "on completion of engagement" - *see para 43.*)
- d. They will normally be able to return to their former rank and employment subject to there being a vacancy or overbearing authority being granted. (*See para 40.*) If no vacancy in their former rank or employment is available in their unit, and overbearing or a voluntary assignment or attachment to another unit or pool cannot be offered, they are to be given the option to voluntarily revert in rank, or seek voluntary discharge.

Reckonable Service

42. Service prior to joining Group C. All service prior to joining Group C is reckonable for pay and bounty earning purposes under the same rules as for ordinary members. (*See also para 18b.*)

43. Service in Group C. Time spent as a Sponsored Reservist is to be reckonable for pay, promotion, seniority and bounty earning years, *e.g.* a Sponsored Reservist who has earned a fourth year bounty in Group C, will on transfer to Group A or B, start on his fifth bounty earning year. Where Sponsored Reserve service does not qualify as service for the TD or TEM, it does not count as a break in service. Time spent as a Sponsored Reservist is also to count against any unexpired former engagement as an ordinary member or Regular Reservist. (*See also para 41c(2).*)

Transitional Members

44. A Reservist who was a member of the Transitional Class as defined in Section 129 and Schedule 9 to **RFA 96** immediately before becoming a Sponsored Reservist, and who resumes his former service in accordance with Section 42(3) **RFA 96** because his former term of service has not expired, shall, by request, as permitted by Section 62 **RFA 96**, be exempt from Call-Out under Section 56 **RFA 96**, and if he was not liable to Call-Out under Section 11 **RFA 80** as a transitional member, he shall be exempt from Call-Out under Section 54 **RFA 96**, until that term of service has expired.

Army/Employer Liaison

45. The Sponsored Reserve concept will only succeed if there is close liaison between the Sponsored Reservist's unit, the employer or if self-employed the person to whom the reservist is under contract as a Sponsored Reservist, and the Army Personnel Centre. The employer cannot fulfil his obligations under the MOD Arrangement if he is not aware of any changes to his employee's military circumstances, and the Army will be unable to train and administer individual Sponsored Reservists without the assistance and co-operation of their employers.

46. A summary of the occasions on which the Army should inform the employer of actual or planned events affecting his Sponsored Reservist employees is shown below. Notifications are to be made without delay.

- a. Failure of an employee to sign an Employment Agreement by the date specified in the MOD Agreement, failure to enlist, transfer or be commissioned by the date specified in the Employee Agreement or foreseen likelihood of such a situation, *e.g.* Delay in SC or CTC clearance.
- b. The granting of a commission, enlistment or transfer of an employee into Group C, including the rank granted.
- c. Completion of Sponsored Reserve military training to the standard required to be judged fit for deployment on permanent service, *i.e.* FFR as a Sponsored Reservist.
- d. Promotion.
- e. Any proposed training which conflicts with times at which a Sponsored Reservist would be expected to be at his civilian place of work.
- f. Any application for Full Time Reserve Service, Additional Duties Commitments or Voluntary Additional Duties which conflict or might conflict with times at which a Sponsored Reservist would otherwise be expected to be at his civilian place of work.
- g. Any change in a Sponsored Reservist's personal circumstances which is unlikely to result in cessation of his liabilities as a Sponsored Reservist, *e.g.* Applications for voluntary transfer to Groups A or B, RARO or Section D of the Army Regular Reserve, compulsory resignation/retirement or discharge on disciplinary, medical or administrative grounds, applications for voluntary resignation/retirement or discharge.
- h. Prior warning of the intention to Call-Out a Sponsored Reserve work force (*see para 1.059*). Because such Call-Out will not normally be preceded by a trawl for volunteers, responsibility for warning employers must rest with the APC who in turn must be given adequate warning by PJHQ or Army HQ (G3 O&D), as appropriate. It is essential that the HQ responsible for operational planning and roulement informs the APC so that employers can make plans to provide replacements.
- i. Prior warning of any proposals to invite Sponsored Reservists called out for permanent service to extend their period of permanent service. (*See also paras 1.064 and 1.065.*)
- j. Prior warning of a Sponsored Reservist's proposed demobilization date.
- k. Cessation of an individual's Sponsored Reserve liabilities for whatever reason.

Part 2 - Recovery of Military Fines, Forfeitures and Stoppages

(The Regulations in paras 48-55 are effective as from 1 Jan 99)

Personnel in receipt of Pay from MOD

47. Procedures are as laid down for ordinary members. (*See also* Section 211 **AA55** as amended by Schedule 10 **RFA 96** and **QR(Army) para 6.156**).

Personnel in receipt of Category E Pay

48. Category E Pay. Category E pay is deemed for the purpose of the recovery of fines, stoppages and forfeitures as being pay at the same rate as would have been issued to a Sponsored Reservist if he were an ordinary member of the TA (*see* Sections 71(5A)(b) and 76c(9) **AA55**).

49. Recovery of Fines and Stoppages - General

- a. Recovery of fines and stoppages may be effected through payment by cash or cheque or through deductions from Category E pay made by the civilian employer.
- b. It is essential that arrangements between employers and the Secretary of State to provide Sponsored Reserve services, contain a clause requiring the employer to recover fines, stoppages or forfeitures from an individual's pay. Sponsors of any Sponsored Reserve project are to include PS2(A) in the staffing of the project from the outset.
- c. All Sponsored Reservists will have a record of service and a pay frame on the AFPAA(WD) computer. In consequence, everyone will have a Service pay account even though it will show a Nil balance. The award of a fine or stoppages will therefore create a debit balance.
- d. Notification of the award of a fine or stoppage is to be made to the APC in the normal fashion as laid down for fines in **QR(Army), para 6.156**, including notification of the agreed method of recovery. In addition, all instances are to be notified to both PPPA and MS [Reserves] APC by signal, including the detailed method of recovery.
- e. Colonel PPPA is to review the award of fines as laid down in **QR(Army), para 6.157**.

50. Payment by Cash or Cheque.

- a. An individual will normally be expected to pay the fine or stoppages in full by cash or cheque within 14 days of the award being given.

- b. If he is unable to pay the award in a single payment, PPPA is to calculate the rate of recovery as laid down in **QR(Army), para 6.156b(1)** and (2) and notify the unit. The individual is to pay the first instalment of the full amount due within 14 days of the unit receiving notification from PPPA and thereafter at monthly intervals until the full amount has been recovered.
- c. Repayments are to be paid through the imprest account and credited to the unit's General Suspense Account. Receipts are to be notified to the PPPA in writing for the adjustment of the individual's debit balance. (Exceptionally, it may be more appropriate for recoveries to be made direct from pay in which case the procedures outlined below are to apply.)

51. Deductions from Category E Pay

- a. On receipt of notification of a fine or stoppages and the creation of a debit balance in an individual's Service pay account, AFPAA(WD) will automatically raise a notification form for the APC. The APC is then to ascertain the elected method of recovery and if necessary raise a **Defence Accounts Billing Form (DAB)** showing the name of the employer to be charged, the name of the individual from whose pay the money is to be deducted, the sum to be recovered and the rate of recovery.
- b. The DAB is to be forwarded to the Defence Accounts Agency which is to invoice the employer concerned with the details shown above. Repayments by the employer, which are to be accompanied by certification that the money has been recovered from the individual's pay, are to be credited to the APC General Suspense Account and the unit notified accordingly.

52. Non-Payment of Fines and Stoppages

- a. In the event that repayment of fines and stoppages is not effected, the unit or Defence Accounts Agency, as appropriate, is to notify the APC without delay.
- b. When payment is to be made through the unit imprest by cash or cheque, the commanding officer is to warn the offender that if full payment or incremental payments (as appropriate) is not made or resumed within seven days, proceedings may be initiated for recovery through his employer. If payment is not made within seven days, the commanding officer is to notify the APC.
- c. The APC is to initiate action for recovery through the employer.

Forfeiture

53. Procedures for the recovery of forfeitures from pay are to follow the procedures laid down at **para 51**.

Attachment of Earnings Orders

54. Personnel in receipt of Category E pay are not exempted from Attachment of Earnings Orders being made against such pay. Responsibility for making appropriate deductions rests with the civilian employer.

55. However, to ensure that PPPA is able to calculate the correct recovery rate for any subsequent fines or stoppages, individuals in receipt of Category E pay are to notify the unit RAO if such an order comes into effect. Similarly, potential officers or recruits who will be paid Category E pay after commissioning or attestation, are to inform their unit if they are subject to an Attachment of Earnings Order. The unit is to include details of this Order with the normal potential officer or recruit documentation forwarded to the APC.

**APPENDIX 1 TO ANNEX J TO CHAPTER 1
EMPLOYER'S CONSENT FORM**

Employer's Reference: _____

1. In compliance with Section 39 of the **Reserve Forces Act 1996** employer consent is given to those named in the attached schedule to enter into Employee Agreements for the purpose of becoming special members of a Reserve Force, termed hereafter as Sponsored Reservists for duties in support of:

_____ (insert the arrangement/contract title and/or number reference)

as agreed between:

_____ (insert primary employer's company/organization name)

And: _____ (insert MOD sponsor department title)

on behalf of the Secretary of State for Defence.

2. It is understood that the terms and conditions of reserve service that will apply to those listed in the attached schedule will be those applicable to Sponsored Reserve personnel in the Territorial Army as laid down in TA Regulations 1978.

3. It is further understood that these terms and conditions of service will be varied as shown

Below in accordance with:

_____ (insert reference to MOD or Army HQ letter to employer agreeing to specific variations and list variations)

4. Signed _____

Date _____

Full Name _____

Position in company/organization _____

It is requested that any future correspondence or notifications sent to the above company/organization concerning those named in the attached schedule be addressed to:

Name: _____

Address: _____

Tel: _____

Fax: _____

Employer's Consent Form Notes:

1. If the certificate is not on Company headed paper, the signature above is to be supported by the Company stamp.
2. The Schedule of names attached to the certificate is required to record against the name of each employee his or her full home address and where appropriate record their position in the management structure of the Sponsored Reserve team, e.g. Foreman.
3. The Schedule is to be signed immediately below the last name listed by the Company by the same person who signed the accompanying Employer's Consent Form. If the Schedule is not printed on Company paper the signature is to be supported by the Company stamp.
4. The Employer's Consent Form is not required if the person is self-employed.
5. Where the employer is a sub-contractor to the principal employer, the company/organization title should be caveated by the phrase:

"sub-contractor to _____ (insert name of principal employer)"

6. A copy of the Employer's Consent Form is to be retained by each employee to whom it applies, and produced to the authorized officer as proof of employer consent before an individual Employee Agreement is signed.

7. When issuing the Employer's Consent Form to employees, the employer should make three additional copies, and retain the original for the organization's own records. The copies are to be sent to the MOD sponsor with whom negotiations for the arrangement were made; one is to be retained by the MOD sponsor and two copies passed by the MOD sponsor branch to the individual's parent unit for retention with the Sponsored Reservists personal documents files maintained by the APC and TA parent unit.

8. It will not be possible for the TA parent unit to verify the Employer's Consent Form without having first received instructions from the MOD sponsor branch or Army HQ, showing essential agreement/contract details and terms and conditions of service referred to in **paragraph 3** of the Employer's Consent Form, including:

The title/number/reference of the arrangement/contract, a brief description of the task to be performed, an agreed establishment for the workforce, including the rank structure and breakdown into the expected number for initial deployment on mobilization and replacements for roulement and/or leave/sickness, details of the minimum training standards to be achieved by each member according to rank/status and the annual training obligation for each member. The MOD sponsor branch instructions should also confirm the agreed date by which employees should be enlisted/commissioned, provided there are no delaying factors such as CTC or SC and specify any terms and conditions of service which are different from normal.

**APPENDIX 2 TO ANNEX J TO CHAPTER 1
EMPLOYEE'S AGREEMENT**

This agreement is made in pursuance of an arrangement between the Secretary of State for Defence and _____
(insert name of his employer)¹ and is provided for under Section 39 of the **Reserve Forces Act 1996**.

Part A

1. I _____ (insert full name of employee) agree to become a special Member of the Territorial Army (hereafter termed a Sponsored Reservist) in accordance with Part V of the **Reserve Forces Act 1996**. I further agree to [(enlist in)* (become an officer of)* the Territorial Army by) _____ (insert date)]*. [transfer to Group C (Sponsored Reserve) (and for my engagement to be amended to a four year engagement from the start of my service in Group C)* on the day this agreement is signed]*^{2 3}

2. I have voluntarily entered into this agreement and understand the liabilities for training, call out and service and the terms and conditions of service for a Sponsored Reservist authorized by the **Reserve Forces Act 1996**, as explained in the Notice Paper, and laid down in TA Regulations 1978.

3. In the event that I wish to voluntarily end the liabilities mentioned in **para 2** of this Agreement, I agree that the period of notice I must give shall be not more than three calendar months, and not less than any period shown at **para 4** to this agreement, and understand that this notice must be given, in writing, to my Commanding Officer. I further understand that I must inform (my employer)* (the person to whom I am contracted to provide services in support of the Armed Forces)*⁴ of the action I wish to take. I further understand that I may not give notice whilst I am in permanent service following Call-Out.

4. I understand that the following variations to the liabilities and terms and conditions of service referred to in paragraph 2 of this agreement will apply to me and that these variations will form part of the terms and conditions of service on which I will serve as a Sponsored Reservist in the Territorial Army:⁵

5. I understand that I will be subject to military law while I am in permanent service, or carrying out military training or duties.

6. I agree that [unless there is a written agreement to the contrary between MOD, my Employer/ _____ (name of company in the case of a self-employed person) (delete as appropriate) and myself regarding any particular

1.

a. When an individual is self-employed or employed by a sub contractor to the principal employer, insert his name or the name of the sub-contractor (as appropriate) caveated by the phrase:

“sub-contractor to (insert name of principal employer)”

b. Where the employee is a Crown servant the employer is to be the person who is specified as the employer in the arrangement made with the Secretary of State.

2 This date is to be included in the MOD sponsor branch instructions. (*Officer transferees do not need to seek an extension of engagement.*) Under the authority of Section 39(7) **RFA 96**, an officer or soldier who transfers from Groups A or B to Group C becomes a Sponsored Reservist as soon as he has entered into an Employee Agreement.

3 In the event that the employee cannot be attested/commissioned by the date shown, the employer is to be informed. (*See paras 11 and 46 of Annex J/1.*)

4 Employees of a sub-contractor are to inform their employer, not the principal employer. Self-employed persons are to inform the employer to whom they are sub-contracted. Procedures at **para 34 of Annex J/1** require the employee to inform his employer of his intentions before submitting an application for discharge or transfer.

5 *The MOD sponsor's instructions are to lay down any variations to Sponsored Reserves terms and conditions of service (including rank). Possible variations and their authority are shown below. If no such variations are included in the MOD sponsor's instructions but the employee believes they have been agreed, the authorizing officer dealing with the case is to confirm the terms and conditions of service with Army HQ (G3 TA) before the document is signed and witnessed, unless written confirmation has already been received.*

a. Training Obligations (Section 40(1)(b) **RFA 96**.)

b. Additional duties which are not normally incidental to a service environment.

c. Geographical limitations on training or permanent service (Section 40(3) **RFA 96**.)

d. Duration of Sponsored Reserve service liabilities (Section 41(1)(a) **RFA 96**.)

e. Events leading to cessation of Sponsored Reserve liability (Section 41(1)(e) **RFA 96**.)

f. Length of notice that may be given by or to a Sponsored Reservist to end his liabilities (Section 41(2)(a) **RFA 96**.)

g. The maximum duration of unbroken permanent service (Section 45(3)(a) **RFA 96** - see also **para 1.064**.)

h. The minimum period between successive Call-Outs (*see para 1.055*.)

duty or period of duty] I will continue to be paid by my employer during any period of training, duty and permanent service as an SR which I undertake and that I will not receive any pay or allowance from the Army during these periods in accordance with **para 21 of Annex J/1** to TA Regulations 1978. I understand, however, that I will be entitled to Service death or injury benefits, call-out gratuities and annual training bounties in accordance with current regulations. Notwithstanding the above, I also agree that should my contract of employment cease for any reason whilst I am in permanent service, then I will be paid for the remainder of that service by the Army at service rates of pay and allowances applicable to me.

7. I agree to the deduction by my employer/the person to whom I am contracted to provide services in support of the Armed Services (*delete whichever is not applicable*) from my pay for any of the following penalties which may be awarded against me under military law and which I fail to pay within 14 days:

- a. Fines.
- b. Stoppages.
- c. Forfeitures.

Signature _____ Name (in capitals) _____

Date _____ Address _____

Being an Employee of:⁶ _____

Being under contract to provide services to: (*Delete if in normal employment*) _____

Part B

(*To be signed by the Authorized Person⁷*)

8. The agreement above was signed in my presence, I having been satisfied that:

- a. The signatory understands what his Sponsored Reserve liabilities and terms and conditions of service will be, and
- b. Variations to his terms and conditions of service contained in **para 3** of his Employer's Consent Form, or referred to in it, are recorded (at PART A above)* (are specified in the MOD Arrangement attached to this document)*
- c. Employer consent to this agreement has been given in accordance with Section 39(2) of the **Reserve Forces Act 1996** at _____ dated _____
(*insert Employer's Reference as shown at the top of the Employer's Consent Form*) (*delete if self-employed*) and,
- d. The signatory has provided adequate proof of his identity in the form of his (passport)* (original birth certificate)* (or at least two other documents as specified in the **Defence Manual of Security**, Volume 2 (Personnel Security), Chapter 5 Annex A)*
- e. I am satisfied that the signatory is a person who has obtained his employer's consent to become a member of the TA Sponsored Reserves in compliance with _____ (insert contract/arrangement title and/or number) between the Secretary of State for Defence and _____
(*insert name of the principle employer*)⁸

*Delete as appropriate

Signed: _____

Name: _____

Rank/Position: _____

being a person authorized under the provisions of Schedule 8 to **Reserve Forces (Army) Regulations 1997**.

Employer's Agreement Notes: (*Notes in italics are for guidance and are not part of the Regulations. Amendments to such notes will be inserted as necessary, as the Sponsored Reserves concept develops.*)

⁶ If the individual is self-employed, delete this statement and insert: "self-employed".

⁷ See definitions at **para 3 of Annex J/1**.

⁸ The name of the principal employer's company/organization should be shown on the MOD sponsor's instructions and the Employer's Consent Form.

**APPENDIX 3 TO ANNEX J TO CHAPTER 1
EMPLOYER'S CONSENT TO AN EXTENSION OF PERMANENT SERVICE**

1. Consent is given to _____ (*insert number, rank and name*)
Continuing in permanent service until _____ (*insert date*) in accordance
with the provisions of Section 45(6) of the **Reserve Forces Act 1996**.

2. I understand that if circumstances permit, he/she/they may be released from permanent service before that date.

3. Signed _____ Date _____
Full Name (in capitals) _____
Position in company/organization _____

Notes:

1. If the above certificate is not on company/organization headed writing paper, the signature is to be supported by the company/organization stamp.
2. Where consent is given to multiple extensions of permanent service, the first two lines may be amended to read:
"Consent is given to the persons listed in the Schedule to this form continuing in permanent service until the dates shown against their names ..."
3. The Schedule is to be certified as at **para 1** above.

**APPENDIX 4 TO ANNEX J TO CHAPTER 1
SPONSORED RESERVIST'S AGREEMENT TO AN EXTENSION OF PERMANENT SERVICE**

1. I _____ (*insert number, rank and name*) consent to my continuing in permanent service until _____ (*insert date*) in accordance with the provisions of Section 45(6) of the **Reserve Forces Act 1996**. I understand that if circumstances permit I may be released from service before that date.

2. I am given to understand that my employer has been approached in accordance with **para 1.064** of TA Regulations 1978 and agrees in principle to my being asked to continue in permanent service.*

*Delete **para 2** if you are self employed.

Signed: _____

Date: _____

Name: _____

Unit: _____

ANNEX K TO CHAPTER 1
GUIDE TO TERMS AND CONDITIONS OF SERVICE ON MOBILIZATION

(PARA 1.057 REFERS)

General

1. This Annex is published to provide units and individuals with information about the terms and conditions of service for personnel called out for permanent service (voluntary as well as involuntary). This annex provides single service information that is supplementary to that outlined in **JSPs 752, 753 and 754**. Because the terms and conditions of service for mobilized personnel are under constant evolution and the provisions laid down in this annex may be added to or changed on the authority of an MOD policy letter at any time. Secondly, items such as telephone facilities, e-mail correspondence and other items not included in this annex but covered by the Operational Welfare Package, may vary from theatre to theatre and the nature of the operations in hand. Units are to ensure that all TA personnel are thoroughly briefed on mobilization terms and conditions of service at least once a year. Individuals are to be encouraged to make appropriate arrangements to suit their personal circumstances so that they are prepared for the possibility of call-out at some time in the future.

2. An updated version of this guide is issued as an Annex to any letter trawling for volunteers for mobilization. This guide therefore covers both TA personnel and Regular Reservists.

Mobilization

Pay, Allowances; Financial Benefits

3. **Call Out Gratuity (COG).** If you satisfactorily complete the mobilization process and are accepted as fit to be mobilized, you will be entitled to receive the Call Out Gratuity (tax free) except under the following circumstances:

- a. If you are not accepted for mobilization for any reason.
- b. If you have previously received COG and there is a gap of less than 90 days between your release from permanent service and the date on which you are required to report for your next Call Out.

4. **Pay.**

- a. You will be converted onto the Regular Army Pay Ranges in accordance with the appropriate rule stated in sub-paras *b* to *e* below. If however, you are a TA officer holding a QM Commission, a TA officer who was a former Regular LE Commissioned officer, or another TA officer granted mark time rates of pay or reserved rights on being granted a commission in the TA, you will have your TA rate of pay up-rated to reflect the X Factor at the rate for the Regular Army. The resulting rate will then be paid as a Specially Determined Rate of Pay (SDRP). TA Medical, Dental and Veterinary Officers will have their rate of pay calculated in a similar fashion but utilizing the special to type Regular Army pay tables.
- b. *TA Officers.* If you are a TA officer you will be assimilated onto the Regular Army Pay Ranges for Officers at the same incremental point that your substantive rank qualified you for in the TA. Your Incremental Due Date (IDD) will remain unchanged from that recorded on your TA record and therefore any future increment due will be unaffected provided that you continue to satisfy the performance criteria.
- c. *Regular Reserve Officers.* If you are a Regular Reserve Officer whose prior regular service was not on a Pay 2000 structure, you will be assimilated onto the Pay 2000 rates of pay at the incremental level determined by your prior Regular reckonable service rate of pay in issue on your last day of previous Regular service, up-rated by interim AFPRB awards and assimilated onto the closest (equal to or next above) rate for your mobilized rank. If your prior service was on a Pay 2000 structure you will be paid on the incremental level previously held.
- d. *TA Soldiers.* You will be assimilated onto the Regular Army Pay Ranges at the equivalent Range and Incremental Point to which your substantive rank and EQ qualified you for in the TA. Your Incremental Due Date (IDD) will remain unchanged from that recorded on your TA record and therefore any future increment due will be unaffected provided that you continue to satisfy the performance criteria.
- e. *Regular Reserve Soldiers.* If you are a Regular Reserve Soldier whose prior regular service was not on a pay 2000 structure, you will be assimilated onto the Pay 2000 rates of pay at the incremental level determined by your prior Regular reckonable service rate of pay in issue on your last day of previous Regular service, up-rated by interim AFPRB awards and assimilated onto the closest (equal to or next above) rate for your mobilized rank and employment category. If your prior service was on a Pay 2000 structure you will be paid on the incremental level previously held.

5. **Substitution Pay or Acting Rank.** If you are in receipt of substitution pay or hold acting rank at the time of mobilization you will revert to the rate of pay appropriate to your substantive rank. However, if after deployment you are appointed to fill a position established for a higher rank, then you will be eligible to be considered for acting rank or substitution pay as appropriate but are not eligible for substantive promotion on these grounds alone. However, if the position is rank ranged then you will not be eligible to be granted acting rank.

6. **Payment of the Military Salary.** You will receive your salary monthly, in arrears. It will be paid to your nominated Bank or Building Society current account by the last working day of each calendar month. It is therefore essential that you ensure that your Bank or Building Society details are correctly recorded during the documentation phase at the Mobilization Centre. If you elect to have your salary paid into a Building Society, it must be paid into a current account, *i.e.* an account with a cheque book and/or cash card. If you do not have a Bank or Building Society current account, you are to make arrangements to open one

before you report to the Mobilization Centre, otherwise you will necessarily be paid as a cash paid soldier for the duration of your mobilized service. If you do not have a bank account and only have a Building Society Deposit Account you must bring this matter to the attention of the Pay Cell at the Mobilization Centre. However, you should be aware that there are unlikely to be any facilities for you to open a current account at the Mobilization Centre.

7. Payments to your Dependants. It is a soldier's responsibility to ensure that dependants are adequately funded during periods of full time service. If however you do not have a bank or building society current account special arrangements can be made to ensure that you can provide financial support for your dependants. This can be done through the commencement of an allotment from your full time service pay account to any bank or building society account to which your dependant has access. You should therefore either open a bank or building society account to which money can be allotted or provide access to the bank account to which your main pay is to be credited, before you report to the Mobilization Centre. In circumstances where no access to an account can be provided for your dependant, provision for regular Giro-cheque payments, for encashment through a Post Office, may be authorized for the funding of dependants.

8. Cash in Theatre. Unit Regimental Administrative Officers (RAOs) in your units in Theatre may have the facility to issue you with cash payments from Imprest. If so, such payments will be debited against your pay account. Arrangements may also exist for you to be able to cash personal cheques in Theatre. You will be informed whether or not this facility is in use for a particular operation in the DSPS(A) booklet issued to you on Call Out.

9. Allowances. Mobilized personnel may claim all appropriate allowances, subject to meeting the eligibility criteria laid down in **JSP 752** Tri-Service Regulations for Allowances. The following points should be noted:

- a. *Travel to the Mobilization Centre.* Travel arrangements to the Mobilization Centre will be made by the Joint Personnel Administration Centre (Mobilization Cell) and a travel warrant provided. If you incur travel expenses for your journey to the Mobilization Centre, and/or the journey from home lasts for more than five hours, you may claim a refund of travel expenses and Subsistence Allowance. Receipts for all expenditure must be retained in order to support your claims. However, if you travel in unit transport and are provided with food under Service arrangements during the journey, you will not be entitled to make any claim. You will be given the opportunity to claim travel and subsistence allowances while at the Mobilization Centre. The HR admin staff will explain your entitlements to you when you give them details of your travel arrangements.
- b. *Daily Commuting Costs.* Mobilized personnel who are deployed for duty in UK rather than an overseas operational theatre may claim Home to Duty Travel for home to duty journeys in accordance with **JSP 752** Chapter 4 Section 13.

10. Reserved.

11. Regular Army Redundees. If you are a regular redundee, you will not be asked to repay any of the Special Capital Payment awarded for redundancy if you are mobilized, regardless of the length of your mobilized service.

Financial Assistance for Reservists – Reservist's Award (RA), Allowable Expenses Claims (AEC) & Pension Payments

12. General. The revised scheme introduced by **The Reserve Forces (Call-out and Recall) (Financial Assistance) Regulations 2005 - Statutory Instrument Number 859 of 2005** is available on www.opsi.gov.uk/si/si2005/20050859.htm which covers the financial assistance measures shown below.

- a. *The Reservist Award (RA).* RA is a taxable payment that is designed to make good any loss in earnings and/or company benefits arising from mobilized service. If your military salary exceeds your previous income then you will not be entitled to receive a Reservists Award.
- b. *The Allowable Expenses Claim (AEC).* AEC provides recompense of certain additional expenditure that you might incur as a direct result of entering mobilized service. Any claim will have to be supported by evidence of the additional expenditure and in some circumstances will be dependent upon the production of receipts for that expenditure. Entitlement to a claim for AEC is not dependent upon having an entitlement to RA.
- c. *Pension Payments.* The entitlement for the payment of previous employer pension contributions is also not dependent upon having entitlement to either RA or AEC.

13. The Reservist Award. Parliament has imposed ceilings on the maximum payment (military salary plus RA) to be made according to certain criteria. These ceilings, which include the combined earnings and benefits, as described in **paras 15 and 16** below, are as follows:

- a. For accredited medical consultants whose relevant service is within the Defence Medical Services as a medical consultant: £822 per day.
- b. For all other reservists: £548 per day.

14. The scheme will be explained to you in more detail at the Mobilization Centre where you will have the opportunity to submit a claim. It is essential that you take with you to the Mobilization Centre proof of all civilian earnings, TA pay and Company Benefits (as outlined below) received for the previous 52 weeks and/or financial year, plus proof of earnings for the current year and evidence of any pay award that you have been granted for future implementation. Self employed individuals must also bring evidence of their personal income derived from their business activities. You will also need to provide evidence to support any additional financial commitments that have commenced as a direct result of your having been Called-Out for mobilized service.

15. Previous Earnings.

- a. *Civilian Earnings.* These include salary, wages (including overtime), fees, drawings, bonuses, commission of a recurring nature, and/or profit share arrangements. You will require evidence in the form of your **P60** for the previous year, and/or pay statements and/or other relevant evidence for the current year, *i.e.* proof of earnings for the past 52 weeks or more. If you are in partnership or are self employed, you must produce certified accounts for the last trading year, or at the very least a statement on headed writing paper from a certified chartered accountant confirming that your business is bona-fide, together with details of the income you have received or are expected to receive.
- b. *Reserve Pay.* Evidence of any reserve pay received during the previous 52 weeks, in the form of an **AF P60 (Army)** or all TA pay statements for the current year, will be required to support any claim.
- c. *Non-Admissible Income.* The following are not admissible for inclusion in any claim for RA:
 - (1) Any allowance or grant payable to the reservist in connection with his service as a member of the armed forces.
 - (2) Any sums paid or payable by way of bounty to the reservist in respect of his undertaking prescribed training as a reservist and attaining a prescribed standard of efficiency.
 - (3) Any payments made for the benefit of the reservist, his spouse or partner, or dependants for accommodation or educational fees, or premiums in relation to pension schemes, health or medical insurance or life assurance.
 - (4) The value of any payments in respect of any motor vehicle provided by the reservist's employer and available for the private use by him, his spouse or partner, or dependants.

16. Company Benefits. You will be required to produce details of the Company benefits shown below, which may be claimed within the overall ceilings of a RA, but only if they are withdrawn on mobilization. (Documentary evidence will be required to support your claim):

- a. Payments for health or medical insurance available for the benefit of the Reservist, his spouse or partner or any dependants where:
 - (1) That insurance was immediately before the relevant date paid for by the employer; and
 - (2) Where the employer has ceased or will cease to pay for such a benefit as a result of the relevant service of the reservist.
- b. Payments for life insurance in respect of the reservist where:
 - (1) That insurance was immediately before the relevant date paid for by the employer; and
 - (2) The employer has ceased or will cease to pay for such a benefit as a result of the relevant service of the reservist; and
- c. Any additional payments for the accommodation of his spouse or partner or any dependants where:
 - (1) Such accommodation was immediately before the relevant date paid for in whole or in part by the employer; and
 - (2) The employer has ceased or will cease to make such payments as a result of the relevant service of the reservist; and
- d. Any additional payments for educational fees for any dependent child(ren) where:
 - (1) Such fees were immediately before the relevant date paid for by the employer; and
 - (2) The employer has ceased or will cease to pay such fees as a result of the relevant service of the reservist; and
- e. Where immediately before the relevant date the reservist had the use of a company car that was also at the disposal of his spouse, partner or any dependants, and:
 - (1) Where such a company car will no longer be at the disposal of the reservist's spouse, partner or any dependants as a result of the relevant service of the reservist; and
 - (2) Where no other car is available to the reservist's spouse, partner or any dependants for their use. This is payable at a fixed rate of £10.70 per day.
- f. Payments made by the reservist in respect of such other benefits that the reservist received from the employer where:
 - (1) Such a benefit was immediately before the relevant date paid for by the employer; and
 - (2) The employer has ceased or will cease to pay for such a benefit as a result of the relevant service of the reservist.

17. Allowable Expenses Claims (AEC). Allowable expenses means those expenses specified below which are incurred by the reservist as a result of his relevant service and which will cease at the end of the relevant period. Those allowable expenses are:

- a. Additional payments made by the reservist in respect of the care of a dependent child(ren).
- b. Additional payments made by the reservist in respect of the care of any dependent relative who is ordinarily resident with the reservist.
- c. Additional payments made by the reservist in respect of the care of an animal for which the reservist is responsible, but does not include:
 - (1) Any veterinary bills that would have been incurred in any event had the reservist not been performing relevant service; and
 - (2) The care of animals that are the subject of a commercial activity of the reservist, which forms the basis of his livelihood;
- d. Additional payments made by the reservist in respect of insurance for leaving his main residence unoccupied for an extended period of time;
- e. Additional payments made by the reservist in respect of the essential maintenance of his main residence and garden.
- f. Such other expenses which in the reasonable opinion of the adjudication officer it is appropriate for the reservist to claim.

A claim under this regulation may be for allowable expenses which have been or will be paid. In the case of an allowable expense which will be paid, an adjudication officer may agree to make monthly payments subject to evidence being provided subsequently that the amounts have been paid by the reservist.

18. Pension Payments (Contributions).

- a. You will be required to produce details of your civilian employment pension scheme, including both your employer's and your personal contributions, and all banking and reference details. If your employer does not intend to continue to pay the employer's contribution during your mobilized service, you must ask him to state this on the proforma he is invited to complete. For the employer's contribution to be paid by MOD, you will be required to give written notice of your intention to continue to meet your obligated pension contributions.
- b. If your employer does not make a contribution to your pension scheme then you may request that the adjudication officer ensures that the person to whom your employees contributions are paid continues to accept your contributions as though you were still their employee.
- c. If you maintain a Private Pension Plan and you select continuance of it as your pension option during mobilized service, then arrangements for that continuance rest entirely with you.
- d. Note that if you choose to be included in the Armed Forces Pension Scheme (AFPS) or the Reserve Forces Pension Scheme you cannot contribute to any civilian personal or employment pension scheme at the same time (*see also para 26A* below).

19. Documentary evidence is required to support all of the above items listed in **paras 15 - 18** before a claim can be authorized. An Adjudication Officer may however authorize the payment of an interim award, pending receipt of the necessary evidence, if he/she is satisfied that such evidence will be forthcoming.

20. Significant Civilian Pay Increases. If you have received a significant civilian pay increase in the present financial year that you believe should be taken into account, or that you have been awarded an increase, which would have come into effect during your period of mobilized service, you must bring details with you, and submit a claim for special consideration. Your case would then be forwarded to the Director of Staff and Personnel Support (Army) for a decision. Failure to provide proof of earnings and benefits will delay a final decision on your entitlement to your claim or delay payment of your full entitlement while proof of earnings is awaited.

21. Time Limits for Making a Claim.

- a. A claim under these Regulations may not be made before the relevant date.
- b. A claim for a Reservists Award shall not be made more than four weeks after the end of the relevant period unless an adjudication officer agrees to an extended period.

22. Tax. You must bring evidence of your current Tax Code with you to the Mobilization Centre. This should be shown on your **P60** or current civilian pay statement. The staff can then ensure that your Tax Code for your period of mobilization is adjusted correctly. You will however be required to complete an **IR Form P46** to inform the Inland Revenue that you are entering full time Army service and if you fail to bring evidence of your current Tax Code, the Army will be obliged to apply the Emergency Tax Code. This may mean you will initially pay tax at a higher rate than necessary. Recovery of any overpayment of tax will be your own personal responsibility.

TA Bounty

23. It has been agreed by the MOD that the following provisions will apply to mobilized service:

- a. 16 or more days mobilized service may count in lieu of Camp only for bounty earning purposes in the current TA Year (1 April to 31 March.)
- b. Similarly, if that 16 days or an additional 16 days mobilized service falls during January, February or March, it may be allowed to count in lieu of Camp only for the following training year. (It would therefore be possible to earn exemption from Camp for both the present training year and next year, if you are mobilized for more than 30 days, if at least 16 days of your mobilized service fell in the period from the first of January to the 31st of March.)
- c. With effect from 01 April 2004 the proportion of the training year spent in permanent service may count in lieu of the same proportion of the out of camp training obligation for that year. However, at least one day's out of camp training is to be completed in that training year. Therefore, if an individual is mobilized for the whole training year from 1 April to 31 March, he is ineligible to receive bounty for that year.

24. Whether or not the provisions of **para 23** are in force, you should be aware that if necessary, you may apply for your unit to seek an extension of the training year up to 30 June so that you can complete any outstanding bounty earning training after demobilization. If mobilized service is allowed to count in lieu of camp, you will invariably not have completed all of your out of camp training and should make use of the extended training year if necessary in order to qualify for bounty.

Pensions

25. Declaration of Intent. When you are mobilized for permanent service, you will be asked to sign, either on the proforma distributed with your mobilization pack or at the Mobilization Centre, a Declaration of Intent concerning your pension wishes for your period of permanent service.

- a. You are permitted to choose only one option for that period of permanent service. Your choice will depend on your status and what pension arrangements you already have in force.
- b. *Financial Advice.* According to your personal circumstances, you may have to make a choice between two or more of the options shown above. If so you are strongly advised to consult an Independent Financial Adviser (IFA) now, so that if you receive a call-out notice in the future, you will already know which option will be most advantageous for you.

26. Call-Out under Parts 4, 5 or 6 of RFA 96 & Equivalent Provisions of RFA 80. These parts of **RFA 96** cover members of the High Readiness Reserve, Sponsored Reservists who are in receipt of the military salary when mobilized, that is those who are not paid by their civilian employer, and ordinary members of the TA and Regular Reserve.

- a. *RFPS Members.* Current members of the RFPS will continue to build up benefits under the RFPS. Members are not offered a fresh choice, but they can opt out at any time.
- b. *All Other Personnel.* All other personnel may choose one of the following:
 - (1) to continue in their existing civilian occupational or personal pension arrangement (*see para 26A*).
 - (2) to receive benefits under RFPS.
 - (3) to join the State Second Pension Scheme (S2P).
 - (4) to enter into a personal pension arrangement (*see para 27*).

26A. Civilian Occupational or Personal Pension Arrangement. For reservists opting to continue in their civilian occupational scheme, MOD will contribute the employer's element but the individual must continue to pay their employee contributions. Individuals will need to provide details of their civilian employment pension scheme to enable the necessary payments to be made. Where there is no employer's contribution to personal pension schemes; the individual will simply continue paying as he has contracted to do.

26B. The Reserve Forces Pension Scheme (RFPS).

- a. Reservists opting to be a member of the RFPS can, on demobilization, apply to transfer their pension benefits to another pension arrangement or leave them in RFPS. If they are left in the RFPS, they will be paid as a pension when you leave if you are aged 60 or over. If you are not in service at age 60, your pension will be preserved and paid at age 65. Where you have several periods of RFPS service, the entitlement for each period will be calculated separately and, when the pension becomes payable, they will be increased to take account of inflation and added together to give a single award. Although there is no qualifying period for the receipt of a pension, there is a 2-year qualifying period for ill-health and dependants' benefits. In cases where the pension is small (if, for instance, you have only a very short period of service) it may be possible to exchange it for a one-off lump sum.
- b. If you have opted to earn further benefits under the RFPS and are already in receipt of an RFPS pension, on demobilization, the mobilized service will be added to your previous service and the value of your pension will be adjusted.
- c. If you have opted to earn further benefits under the RFPS and were already eligible to receive a preserved RFPS pension, on demobilization, the value of that preserved pension will be adjusted to take account of the mobilized service.

27. Personnel Recalled under Part 7, RFA 96 or Corresponding Provision of RFA 80.

- a. Personnel may opt to:
 - (1) Continue in their existing civilian occupational or personal pension arrangements (*see para 27*).
 - (2) Join **AFPS 05**.
 - (3) Join **S2P**.
 - (4) Enter into a personal pension arrangement (*see para 27*).
 - (5) Rejoin **AFPS 75** (*only available to recalled personnel in receipt of an immediate pension under AFPS 75*).

27A. Armed Forces Pension Schemes (AFPS).

- a. *AFPS 05.* If you join **AFPS 05** but had a preserved award under **AFPS 75**, you may aggregate the preserved award from **AFPS 75** into **AFPS 05**. However, you should be aware that whilst **AFPS 05** has improved death-in-service and spouse's, civil partner's and partner's benefits, it also features a preserved pension age of 65 not 60. If you leave with less than two years' service in **AFPS 05**, you will not qualify for a preserved pension. However, you may be able to transfer the notional value of benefits to another pension scheme. If you do not apply to do so, you will be contracted back into the State Scheme for the period of your mobilized service.
- b. *AFPS 75.* If you elected to rejoin **AFPS 75**, your pension will be adjusted on demobilization to reflect your further service.

27B. Full Time Reserve Service Pension Scheme (FTRSPS). If you have earned credits within the **FTRSPS** prior to 06 April 05 you will not be able to enhance those through further membership of that scheme. Your options will depend upon how long the credits that you have built up equate to:

- a. *Two Years or More of Membership.* This credit will be preserved for payment to you at the age of 60.
- b. *Less than Two Years of Membership.* As this is insufficient time to qualify for the payment of a pension under this scheme you will be bought back into the State Second Pension (**S2P**)
- c. *Transfer of Benefits.* You may transfer any benefits (credits) earned within the **FTRSPS** into the **RFPS**, however, you should be aware that preserved benefits under this scheme are not payable until age 65.

28. Non-attributable Pensions. Reservists covered by **AFPS 75**, **AFPS 05** and **RFPS** during their permanent service may be entitled to pensions and lump sums in respect of injuries that are not attributable to military service and their Widow(er)s/Families to benefits in respect of deaths that are not attributable to service, provided they have at least two years reckonable service. Reservists who opt to remain in their civilian pension scheme will have to check with their civilian scheme regarding benefits for injuries or deaths that are not attributable to military service.

29. Abatement.

- a. If you are in receipt of a pension from **AFPS 75**, **AFPS 05** or **RFPS**, your pension will not be abated during your period of mobilized service.
- b. If you are in receipt of Early Departure Payments (EDP), they will cease. This is because they are in part compensation for not having a job in the Armed Forces and mobilization is, effectively, re-employment with the Armed Forces. Your EDP can be considered as earnings you would have received but for mobilization when submitting a claim under **SI 859** for a Reservists financial assistance award (*see also para 16*).
- c. You will not be required to repay any of your EDP lump sum.
- d. On demobilization, if you are under age 55, your EDP income will be restored at the same level. If you were recalled under Part 7 of **RFA 96** or corresponding provision of **RFA 80**, it will not restart if you are demobilized after the age of 55. Instead you will receive your pension, including your pension lump sum, which would otherwise be preserved until the age of 65. Your additional service will not affect the amount you are paid in EDP income but if you rejoin **AFPS 05** your preserved **AFPS 05** benefits will be increased to reflect all your mobilized service.
- e. You will not be required to repay any of your Resettlement Grant.

30. The Armed Forces Compensation Scheme. The Armed Forces Compensation Scheme (**AFCS**) is effective from 6 April 2005 and is managed by the Service Personnel and Veterans Agency (SPVA). The **AFCS** covers benefits you may become eligible to receive in the event of an attributable injury or death in service that occurs on or after 6 April 2005. The scheme provides for the payment of a Lump Sum Award and a Guaranteed Income Payment in the event of death in service and also for some tariff-based injury payments dependent upon severity. Full details of the scheme will be provided to you at the Mobilization Centre.

Promotion and Confidential Reports

31. Promotion. Any TA officer or soldier who is selected for promotion prior to mobilization with an effective date after mobilization, or who is selected during mobilized service may be promoted to his new rank and paid as such provided:

- a. He is occupying a rank-ranged position in the lower rank.
- b. There is a vacancy in the unit with which he is serving for a soldier of higher rank.
- c. The promotion is approved by the commanding officer of the unit with which he is serving.

If the above criteria cannot be satisfied, the promotion is not to be effected until the completion of mobilized service, when it is to be backdated for seniority, but not pay, purposes to the date it would have been effective had the soldier not been mobilized.

32. Confidential Reports. The annual reporting cycle is to mirror that for the Regular Army. All personnel in permanent service of three months or more are to receive a report covering the period of that service. This report should take the form of an insert slip or full confidential report as appropriate (*see para 3.269*). The report is to be initialled by the individual before he leaves Theatre and is to be forwarded to the commanding officer of his TA unit.

Insurance

33. Personal Accident Insurance. You are strongly advised to take out personal accident insurance if you do not already have cover. You will be able to join RPAX, a scheme devised specifically for the Armed Forces Reserves. You will be briefed on RPAX at the Mobilization Centre and application forms will be available. The Services Group Life Insurance scheme also provides cover in operational theatres.

34. Kit Insurance. You are also strongly advised to consider taking out kit insurance to cover the period of mobilization if you do not already have cover. You will have full scales of personal clothing and equipment and in Theatre may be issued with other expensive items of equipment, *e.g.* binoculars, compasses *etc.*. Loss or damage to clothing or equipment can be expensive if you are found liable. Facilities to take out a policy covering military clothing and equipment will be available at the Mobilization Centre.

35. Life Assurance. If you have a civilian life assurance policy, you should check and make sure that you will be covered during full time military service.

Clothing and Equipment

36. Civilian Clothing. Do not take an excessive amount of civilian clothing with you to the Mobilization Centre. You will probably not have sufficient space to take it with you. All that is required is the clothing you travel in to the Mobilization Centre, and a set of warm clothes and a civilian waterproof if you will be returning to UK on R&R or demobilization in cold weather. The mobilization trawl letter will advise you according to the Theatre and nature of deployment.

37. Military Clothing and Equipment. Only bring the military clothing and equipment listed in the mobilization trawl letter or the letter attached to your Call Out Notice. Where necessary, clothing and equipment will be exchanged at the Mobilization Centre, and in addition you will be issued with the necessary items to bring you up to scale for the operation.

38. Unaccompanied Baggage. Other than under Medium or Large Scale of Effort (involuntary call-out) deployments, you will be provided with a box (784mm x 484mm x 368mm) at the Mobilization Centre in which you may pack personal effects weighing up to 50kgs. You will be provided with the same facility prior to your return for demobilization.

Housing

39. If you live in rented accommodation, local authority or housing authority accommodation you are strongly advised not to end the lease unless you can obtain a guarantee of re-housing on return. Similarly, if you own private accommodation you are strongly advised not to put it on the property market. There will always be a risk that on return from Theatre on demobilization, in the event of casevac, or in the worst instance non-acceptance for mobilized service at the Mobilization Centre, that you will have difficulty finding new accommodation.

Social Security Benefits

40. If you are in receipt of any social security benefits, including housing or mortgage interest benefits, on demobilization you may be required to establish a new qualifying period before you become eligible for benefits payments to start again. This is particularly relevant in respect of Social Security payments of mortgage interest where the re-qualifying period after demobilization will be at least 12 weeks but can be longer depending on the date on which the Social Security payments were first started. If you have not sought advice from your local Social Security office before reporting to the TMC please make the staff aware of your circumstances.

Welfare

41. Dependants Funds. Personnel in permanent service are entitled to join the Army Dependants Trust (ADT) for the duration of their mobilized service. This Trust has replaced the Army Officers' Dependants Fund (AODF) for officers and the Soldiers' Dependants Fund (SDF) for soldiers. Applications to join are to be made on **AF N 9284** which should be available at the RTMC or a temporary mobilization centre. Further details regarding the Army Dependants Trust are contained within **AGAI 88** paras 88.001 - 88.025 or at www.armydeptrust.org.uk. (See also **para 3.050** of this document.)

42. SSAFA.

- a. The Soldiers' Sailors' and Airmen's Families Association (SSAFA) supports the families of service and ex-service men and women, including those serving in the Territorial Army. SSAFA has over 7500 representatives across the length and breadth of the United Kingdom, all of whom are volunteers and act as sympathetic, knowledgeable and friendly advisers. They can negotiate with both the military and civilian authorities on your behalf.
- b. The telephone number of your local branch can be found in the phone book. If they have difficulty in contacting the local branch, they should telephone SSAFA's Central Office on 0171-403-8783 and ask for the Welfare Department.

43. Army Welfare Service (AWS). The AWS assists all Army personnel and their families providing both Community Support and Personal Support. Community Support provision is available to you and details can be obtained from your local AWS office. The aim of Personal Support is to provide a confidential and professional specialized welfare service to help Army personnel, both single and married, and their families, with any personal or family difficulties that arise. You and your immediate family are fully eligible for the service they provide. This eligibility continues after you have been demobilized for any difficulty arising out of active service. The Reserves Training and Mobilization Centre (RTMC) writes to your emergency contact and provides details of the AWS and the Army Families Advice Bureau's (AFAB) telephone number. (01722 – 436569 or 436461). You or your emergency contact can obtain the telephone number of your nearest AWS office from AFAB. You, or your emergency contact, should not hesitate to get in touch with the AWS if any problems arise while you are away from home.

43A. Army Families Advice Bureau (AFAB). AFAB operates a telephone enquiry service specifically to answer queries of a welfare nature from any member of a soldier's family. Their telephone numbers are (01722) 436569 (24 Hour answer-phone) or 436461 which are also to be found in your local telephone directory or email: afab@hqland.army.mod.uk.

44. TA Units. You should have left details of your TA Centre or TA/CVHQ address, telephone number and the name of your PSAO with your emergency contact/next of kin before you left home. If you have not done so then you are strongly advised to do so before you leave the Mobilization Centre. This information provides a third point of contact for your family should they need to seek assistance from the Army while you are away from home. The RTMC also act as an initial point of contact for your next of kin/family and will be able to put them in contact with you wherever you are serving world-wide. The RTMC is at Chetwynd Barracks, Chilwell, Nottingham, NG9 5HA and there is a Help-line on Freephone 0800 0285533 or via 0115 957 2159 (Military: 94451-2159). We cannot help you unless we know there is a problem, and the sooner we are made aware of a problem, the sooner we can investigate and solve it for you and your family.

44A. Confidential Support Line (CSL). If you or your family wish to discuss a problem in confidence with non-military staff, who are independent from the military chain of command, you can obtain guidance from the Confidential Support Line. The Line is free and is open every day from 1030 hrs to 2230 hrs. The contact number when calling from the UK is 0800 731 4880. The number from Germany is 0800 1827 395 and the number from Cyprus is 800 91065. The Paradigm 'Homelink' service will normally be available from operational theatres; enter 2999 at the pin prompt, call time is unlimited. If calling from anywhere else in the world the number is #44 [0] 1980 630854 and you will automatically be called back.

44B. The Army Families Federation (AFF). The AFF acts as the independent voice of the families of both Regular and TA soldiers and officers, raising their concerns and highlighting issues with the Army, the MOD and the Government. The AFF can be found world-wide wherever there are Army families. The AFF operates through a network of Coordinators and Unit representatives maintaining contact with families at the grass roots. Contact AFF at: Trenchard Lines, Upavon, Pewsey, Wilts SN9 6BE tel: 01980-61525. Fax 01980 615526 or e-mail: armyfamiliesfed.centraloffice@virgin.net or www.army.mod.uk/aff

44C. Army Net. The Army Net is a registered website which provides the user and guest user information about many Army activities, including Welfare facilities, operational newsletters, unit newsletters, membership of service communities and access to articles and publications about service matters.

- a. In order to sign on, a member of the TA should log on to www.armynet.mod.uk and initiate the signing in process. After having read the Privacy & Security Notices and agreed to their contents, the individual will be required to enter his or her Name, Army Number, Date of Birth, National Insurance and Blood Group. This information is then verified against the Army database and if correct, the user is then allocated a User ID, Password and E-Mail address.
- b. Once a user is registered on the Army Net a guest account can be set up for his or her emergency contact (EC) by selecting the appropriate option from the log-in screen. The guest will be required to provide the Sponsor's Username, their own Forename, Surname, Date of Birth and relationship to their sponsor.
- c. The sponsor will then receive an e-mail seeking verification of the guest's request. This e-mail will also include a Request Identification Number. The sponsor's reply should include his or her Username and the Request Identification Number. If the request is successful, the sponsor will receive another e-mail with the Guest's Username and Password.

45. Telephones. The Deployed Welfare Provision (Overseas) (DWP(O)) will apply to you if you are deployed on qualifying operations, which are expected to last for two months or more with a designated name and under the operational command of PJHQ, for which a CDS directive has been issued. **JSP 770** refers to the provisions that you should expect in detail. You will be entitled to 30 minutes of publicly funded telephone call time per week, or part thereof, to any destination, world-wide, including mobile phones for the complete duration of your deployment. This entitlement is extended for nine and 12 month tours. An additional 30 minutes of publicly funded telephone call time for personnel deployed over all or part of the Christmas period is provided.

46. Postal Services. Within the DWP(O) you will be eligible for the following, Free Forces Air Letters (FFAL also known as "blueys"). This enables you to send and receive FFAL at public expense for the duration of your deployment. It also provides the facility for your families and friends to send the receive FFALs at public expense for the duration of your deployment. In addition, where logistic capacity can sustain the BFPO service, packets of up to 2kg in weight may be sent from families or friends to named Service personnel, free of charge. This is known as the Enduring Families Free Main Service (EFFMA).

47. Newspapers. Within the DWP(O) you will be eligible at public expense, to have a selection of newspapers on a planning ratio of one magazine per 10 personnel per day and a selection of magazines on a planning ratio of one magazine per five personnel per month.

48.

- a. *Families Concessionary Travel Allowances.* The DWP(O) will apply to you if you are deployed on qualifying operations, which are expected to last for two months or more, with a designated name and under the operational command of PJHQ, for which a CDS directive has been issued. **JSP 770** refers to the provisions that you should expect in details (*see* Annex L to Chapter 2 of **JSP 770**).
- b. *Forces Railcard.* Mobilized personnel who are likely to be mobilized for a period of at least three months are entitled to purchase a railcard for themselves and their spouse/civil partner if they are in Personal Status 1. Any card issued to mobilized personnel is to be surrendered prior to their last day of mobilized service; no refund of purchase cost is applicable. The issue of a railcard is also dependent on the production of a passport size photograph for all applicants. Costs are levied for the purchase of railcards for each eligible individual.

Leave

49. The leave rules for Reservists who have been Called-Out or Recalled for service are as for their regular counterparts and are set out in **JSP 760**. In particular, attention is drawn to paras 1.013-1.017 and Annex A to Chapter 1 which sets out, with examples and a calculator, the leave entitlements for reserve personnel on Additional Duty Commitments.

50. Reserved.

Civil Interests And Job Protection

51. Civil Interests Protection. You should read the Leaflet **NL14** which is contained inside the front cover of your **AB 592A** (Individual Mobilization Instruction Book for Army Reserves). In essence, if you run into financial difficulties and are unable to repay debts, hire purchase payments, mortgage payments or rent, during your absence on mobilized duty, your family or nominated representative may seek the protection of the Courts on your behalf. This protection will not make the debts go away, but it will provide you with an opportunity to put things in order after you have been demobilized.

52. Job Protection. Your attention is drawn to the Leaflet **REL 1** which should also be inside the front cover of your **AB 592A**. The **1985 Act** provides you with the right to reclaim your old job or one of a similar status on demobilization, provided your former employing firm has not undergone a major restructuring or gone out of business. The rules governing your obligations for informing your previous employer and reclaiming your old job are explained in more detail in the section on demobilization below. A copy of **JSP 532** which has superseded leaflet **REL 1** can be obtained from the RTMC.

53. Holiday Entitlement at Work. If your entitlement for holidays from your civilian workplace is dependent on your length of employment, and/or on the number of days worked in the previous year, absence during mobilization could affect next year's holiday entitlement. Under these circumstances, you should check your holiday entitlement with your employer, and if necessary, try to persuade him/her to allow you to carry forward this year's unexpended holiday entitlement to next year.

Demobilization

Medical

54. All personnel on being demobilized must have a full medical examination if they have suffered any form of attributable injury or illness during their period of permanent service. Your demobilization might be delayed if you require further treatment due to an injury or illness incurred during mobilized service.

55. If you believe you have suffered any form of injury or illness while on called out service you should discuss it with the doctor who examines you at the Demobilization Medical Centre. He will advise you what steps to take. You may also be eligible to claim Disability Allowance from the Army if on demobilization you are still suffering from an attributable disability.

56. Disability Allowance.

- a. TA and Regular Reservists who are demobilized are eligible to claim Disability Allowance, as defined in TA Regulations, **Chapter 8** and **JSP 754**, Chapter 4, Section 4, if they are disabled. Claims should be initiated at the Demobilization Centre. However, any claims will be abated if the individual concerned is also receiving disability payments for the same disability from the DSS.
- b. Payment of Disability Allowance for total or partial disability ceases on discharge from the TA or Regular Reserves. However, if you are medically discharged due to the effects of an attributable injury or illness, and you are awarded a DSS War Disability or Reserve Forces Pension Scheme pension for the same injury/illness for disability assessed at 20% or more, you may be eligible to claim an attributable pension under the **Reserve Forces Attributable Benefits Regulations 2001**.
- c. You may also initiate a claim for Disability Allowance through your TA unit or the APC if, after demobilization but while still serving, you later become disabled from an injury or illness incurred while on permanent service.

57. If, while you are still serving in the TA or Regular Reserve you find at a later date that you are suffering from any illness or injury which you feel may have been caused, or made worse by your mobilized service, you should contact your TA Unit MO or your local GP and ask him to refer you for examination at a Service hospital. You may also write to:

SPVA
Norcross
BLACKPOOL FLY 3TA

and ask to be considered under the War Pensions Scheme. You will then be sent a questionnaire which you will be asked to complete to explain the nature of your problem, how it was incurred and what treatment you received. If you take such action you must inform your TA unit or the APC Regular Reserves Enlistment & Discharge Wing, as appropriate, and inform them of the outcome.

Travel

58. On completion of the demobilization process individuals will need to travel home. Travel must be undertaken in accordance with **JSP 752** Chapter 4 and all claims must be submitted through JPA. There are three options:

- a. *To Travel by Rail to the Railway Station nearest to Home.* Transport should be provided for travel from the Demobilization Centre to Derby railway station and individuals would be issued with a rail warrant for the journey to the nearest railway station to their home. The actual cost of a taxi fare can be claimed from that railway station to the individual's home.

or

b. To be Collected by a Relative or Friend in a Car. Individuals would only be entitled to claim MMA at PTR for the single journey from the Demobilization Centre to your/their home.

or

c. To Hire a Car to Drive from the Demobilization Centre to Home. Individuals would only be entitled to claim MMA at PTR for the cost of the single journey from the Demobilization Centre to home.

59. Reserved.

Rank

60. Reservists are accepted into service in their substantive rank at the time of call-out. Acting rank can be applied for by the receiving Regular Unit (subject to appropriate qualifications and recommendations) and can be authorized by MS Reserves APC at the point of assuming the appointment in permanent service. Thereafter they will revert to their former TA or Regular Reserve substantive rank.

Allowances

61-62. Reserved.

63. Annual Tax Situation.

- a.* The Army is duty bound to inform the Tax Office at Cardiff (Public Departments 2) when individuals have been mobilized for full time service. (Details of tax requirements on mobilization are outlined above.)
- b.* A **Form P45** would be sent to all demobilized personnel with their final payment for mobilized service, at the end of your post tour leave. This will show the total Army pay received and tax deducted.

Future TA/Regular Reserve Status

64. On demobilization, TA officers and soldiers will revert to their previous TA assignment. If there is no current assignment the officer or soldier may be assigned to the Unposted List (*see paras 3.551-3.600*) and will have to seek a new appointment. Members of the Regular Reserve will revert to their Reserve liability.

Job Protection

65. Returning to Civilian Work.

- a.* You must apply to your former employer in writing by the third Monday after you leave the Demobilization Centre, *i.e.* while you are on leave. If you cannot do so because you are ill - or for some other good reason - you must apply as soon as possible thereafter. (Keep a copy of your application in case you have to seek a hearing by a Reinstatement Committee)
- b.* Once you have applied to have your old job back, you may take up to a further 21 days in which to tell him when you are able to start work again. However, it is suggested that you should arrange to start work again on the Monday after your post tour leave ends.

66. **Action to take if your Application is refused.** You should refer to the leaflet **REL 1**, which explains your rights. You will almost certainly need to take legal advice to help you prepare your case. It is suggested that you should also contact your local RFCA Secretary who may be able to help you through the local Branch of the National Employers Liaison Committee, which forms an important interface between the Ministry of Defence and employers.

Miscellaneous

67. **Medical and Dental Care.** Mobilized personnel are entitled to receive the same medical and dental treatment from service sources as regular personnel.

68. **Efficiency Awards.** Mobilized reserve service will reckon as qualifying service towards the Volunteer Reserve Service Medal.

69. **Jury Service.** Mobilized personnel are excused jury service as of right under the **Jury Act 1974**. In order to be excused the unit CO must certify to the Summoning Officer that it would be prejudicial to the efficiency of the Service if the individual was required to be absent from duty.

70. **Disclosure of Official Information.** Mobilized personnel are not to speak to representatives of the media without prior authority from their Commanding Officer or the chain of command.

71. **Compulsory Drug Testing.** All mobilized personnel are liable to Compulsory Drug Testing.

72. **Charges.** Mobilized personnel are liable to pay charges when appropriate in accordance with regulations for the Regular Forces.

**APPENDIX 1 TO ANNEX K TO CHAPTER 1
GUIDANCE FOR THOSE CONCERNED IN REINSTATEMENT COMMITTEE PROCEEDINGS**

(PARA 1.058 REFERS)

General

1. This Appendix describes how to make an application to a Reinstatement Committee, and the contesting of an application. It also describes how to make an appeal against the Committee's decision. However, it is only a guide and should not be regarded as a complete or authoritative statement of the law.
2. The relevant law is contained in the **Reserve Forces (Safeguard of Employment) Act 1985** and the **Reinstatement in Civil Employment (Procedure) Regulations 1944 (SI 1944 No 880)**.

Right to Reinstatement

3. Reservists who are called up for whole time service have the right, on application to their former employer, to return to their old job and to continue to be employed for at least 13, 26 or 52 weeks depending on their length of service with the employer before their period of whole time service. Such re-employment must be on terms and conditions no less favourable than those which would have applied, had they not been called out. Alternatively, if that is not reasonable and practicable, they have the right to be taken back in the most favourable occupation and on the most favourable terms and conditions which are reasonable and practicable in their case.
4. Details of how to apply for reinstatement are contained in the MOD leaflet 'Reinstatement in Civil Employment' (**REL 1** - Revised 1991).

Action by an Employee

5. If you believe your rights, as described above, have been infringed, you can apply to a Reinstatement Committee. You should apply using a **Form RC 1**, the questions asked in it are reproduced at the end of this Appendix. Further copies are available from any Job Centre (or Job Market in Northern Ireland), to whom you should send or take the completed form when you have filled it in. They will then send the Form to the Central Office of Industrial Tribunals in England and Wales, or to the Employment Services, or the Northern Ireland Training and Employment Agency (as appropriate).
6. **Time Limits.** There are time limits for making applications:
 - a. If you have been reinstated, you must send or deliver your application to a local office of the Employment Service not later than 52 weeks after the date of reinstatement.
 - b. If you have not been reinstated, you must send or deliver your application within 13 weeks from the date of your application for reinstatement or any renewal of your application.
 - c. The time limits may be extended if the Chairman of the Committee considers there is a good cause to do so.
7. **Withdrawal of an Application.** You may withdraw your application at any time by giving written notice to a local office of the Employment Services.
8. **Contesting an Application.** Your employer will be sent a copy of any claim brought against him to a Reinstatement Committee. The employer will also be sent a copy of **Form RC 2** on which he may comment on your claim. Your employer must respond within 10 days of receiving a copy of your claim.

Conduct of a Committee Hearing

9. You do not have to be represented at the hearing but may be represented if you wish. (Comment: It would be sensible to have legal or Trade Union representation, because the **1985 Act** is complicated, covering a wide range of circumstances for both you the employee, and your employer.) If you choose to be represented by a solicitor or by your Trade Union, all further communications will be sent to your solicitor or Trade Union and not to yourself.
10. **The Hearing.** You will receive at least seven days notice of the day on which your case will be heard. Normally, the Reinstatement Committee hearing is held in public.
11. **The Remedies.** If the Committee upholds your claim, it may order your former employer to make a job available to you, and/or pay you compensation.
12. **The Decision.** The Reinstatement Committee will keep a record of its proceedings, including a statement of the facts found by the Committee, and a record of its decision. A copy of this record will be supplied to you if you request it, which it is suggested you should do.

Appeals

13. See Leave to Appeal. Either you or your former employer may appeal against the decision of the Committee. If the Committee decision was unanimous, and you wish to appeal, you must first obtain leave from the Committee, either orally immediately after it announced the decision, or in writing on the **Form RC LA**, which you should complete and return to the local office of the Employment Service within 14 days of the date on which the decision was announced. The chairman of the Committee can allow a longer period if you have good reason to make a late application.

14. Refusal of Leave to Appeal. If the Committee refuses leave to appeal, you can make an application to the Umpire on **Form UMP LA** for leave to appeal. You should take or send the completed form to the local office of the Employment Service within 14 days of the date on which the Committee refused you the right to appeal. The Umpire can allow you a longer period if he considers you have good reasons for making a late application.

15. Making an Appeal. If leave to appeal is granted, or is not required because the Committee's decision was not unanimous, you should make an appeal directly to the Umpire on **Form UMP A**. If an appeal is made by an Employers' Association on behalf of your employer, or by a Trade Union of which you are a member on your behalf, the appeal should be made on **Form UMP EA** (leave to appeal is not required). **Forms UMP A** and **UMP EA** should be sent or taken to the local office of the Employment Service within 14 days of the date on which leave to appeal was granted, or of the date of the Committee's decision (as appropriate). These Forms may be obtained from your local Employment Service Office.

Expenses

16. Allowances. You are eligible to claim the same refund of expenses as for attendance at an Industrial Tribunal. Details are contained in the booklet **ITL1** (Industrial Tribunals Procedures) which is obtainable from Job Centres (Job Markets).

FORM RC 1**Application to a Reinstatement Committee under Section 8 of The Reserve Forces (Safeguard of Employment) Act 1985**

Surname:

First Name:

Address:

Telephone:

Name of Representative:

Address:

Telephone:

(Note: if you have a representative, future communications will be sent to him or her, not to you.)

Name of Employer concerned in application:

Address:

Telephone:

I claim to be a person to whom the Act applies and that I have rights under the Act which are being, or have been, denied to me. In support of this claim I submit the information furnished below. I understand that this information will be passed to the employer whose name I have given.

1. Last employment in the four weeks before beginning whole time service:

- a. Name of Employer:
- b. Place of Employment:
- c. Nature of Employment:

2. Particulars of Whole Time Service:

(Comment: This refers to mobilized service. The relevant dates are from the date of reporting shown on your Call Out Notice, to the date on which you left the Demobilization Centre to commence end of tour leave. Both dates are inclusive.)

- a. Date whole time service began:
- b. Service entered:
- c. Date this whole time service ended:

Statement by the Applicant:

(State here the grounds of your complaint and the facts on which you rely in support of your complaint; *including particulars of any applications or notifications made to the employer and relevant statements made by him.*):

I certify that the above particulars are correct to the best of my knowledge and belief.

*I have not previously made an application to a Reinstatement Committee.

*My last application to a Reinstatement Committee was considered by a Committee sitting at

(place) _____ on (date)

Date _____ Signature _____

*Delete whichever is not applicable

Please return this form to the address shown on the guidance notes attached to the form **RC 1 (Rev 1/91)**

**APPENDIX 2 TO ANNEX K TO CHAPTER 1
RESERVE FORCES APPEALS TRIBUNALS - GUIDELINES**

(PARA 1.058 REFERS)

Introduction

1. Reserve Forces Appeal Tribunals are set up to examine claims by reservists or their employers of unfair treatment under the call-out rules. This guide is designed to help you make an appeal to a Reserve Forces Appeal Tribunal. It tells you how to appeal, to whom, and in what circumstances. It also tells you where to go for further advice. The guide is not a statement of law. For that, you should refer to the **Reserve Forces Act 1996** (referred to here as the Act) and the **Statutory Instruments Numbers 307 and 309 of 1997** which can be purchased from the Stationery Office.

The Tribunals

2. Reserve Forces Appeal Tribunals are established in law by the Act. They are completely independent. Each Tribunal has a chairman and two ordinary members. The Chairman will be a suitably qualified lawyer whose experience will ensure that he or she is able to take the necessary procedural decisions and is familiar with the legal processes. Wherever possible, ordinary members will be from the local area and will be encouraged to draw on their own experiences. All their appointments are for a fixed term.

3. The Tribunals will sit when they are needed. They will be able to hear appeals throughout the United Kingdom. A Tribunal may consider an appeal either by oral hearing (when it will consider oral and written evidence) or by looking at written evidence only. Hearings will be held in public unless an appeal involves information that is commercially sensitive, in confidence, or concerns personal or national security.

4. Tribunals are designed to be informal and flexible. The Tribunal rules have been constructed to avoid the need for legal assistance in preparing and conducting an appeal, though you may decide some legal assistance is necessary. There is no need for you to have a representative, but if you nominate one you should inform the Secretary. You must meet the cost of your own legal assistance.

5. Making an appeal does not prevent you from negotiating with the Ministry of Defence. If a settlement is agreed, the Tribunal will automatically endorse it.

What the Tribunals do

6. A Tribunal will hear an appeal from you if you are a reservist or an employer of a reservist; you have made an application for safeguards under the Act; and you are not satisfied with the Ministry of Defence's decision on that application. The safeguards allow for exemption from Call-Out (or for Call-Out to be deferred) or for financial assistance where a reservist or employer suffers financial disadvantage as a result of Call-Out. The Tribunal will look again at the original application rather than review the determination of it. You have to tell the Tribunal what you think the decision should have been and explain why this is your view.

Making an Application

7. If you wish to make an appeal, your application (which is known as the notice of appeal) must reach the Secretary no later than five days after you received written notification of the determination you wish to appeal against. If this five day time limit is not observed, you may lose your right to appeal. If there are exceptional circumstances, however, you can apply for an extension. In any case, if the time limit would expire on a Saturday, Sunday or public holiday it is automatically extended to the next working day.

8. The information you should provide is explained on the guidance note at the end of this appendix. If any of this information cannot be made available within the five day limit, you should either make the appeal, mentioning the missing information and saying when it will be available, or ask immediately for an extension of time.

Contacting the Tribunals

9. Appeals can be delivered by hand to the address in **para 22**, or they can be sent by post to the following address:

The Secretary
Reserve Forces Appeal Tribunals
Room 6/27
Metropole Building
Northumberland Avenue
London WC2N 5BL

Otherwise, they can be sent by facsimile to 0171-218-5612. An electronic mail address is being created to allow appeals to be submitted on the Internet. If you need further information, you can telephone the Secretary's office on 0171-218-5293.

What Happens Next

10. After your appeal has been made, the Secretary will inform everyone involved of the name and case number of the appeal, and of the address to which further correspondence should be sent. Further questions about your appeal should be put to the Secretary. You should always quote the case number. A copy of your appeal will be sent to the Service authority that decided your original application. They will be asked for a formal reply stating whether they intend to oppose your appeal and the grounds for doing so. A copy of that reply will be sent to you. If there is to be a hearing, the Secretary will fix the time and place, and arrange for the selection of the Tribunal members.

11. If neither party tells the Secretary that they wish to be present or be represented at the hearing, the Tribunal may decide the appeal from reading the documents sent to it by the parties.

Notification of the Hearing

12. The Secretary will let you know where and when the hearing will be held. You will be told at least five days in advance. If you need advice on the appeal procedures, you should ask the Secretary.

Attendance

13. It is recommended that you attend a hearing, particularly if you have said you will attend. The Tribunal has the power to adjourn the appeal or to decide it in your absence. If you have been notified of a hearing and fail to attend, you will not be able to make a fresh appeal against the same disputed determination without the permission of the Tribunal.

Procedure

14. The procedures to be adopted at the hearing will be explained at the beginning by the Chairman. If you are present or represented, you will be able to: give evidence; call witnesses; question any witness; and address the Tribunal.

Changing your Appeal

15. You or your representative can deliver a supplementary statement of grounds of appeal before you are notified of the hearing date. Once you have been told of the date, you may, with the permission of the Tribunal, at any time (including at the hearing) amend the notice of appeal or supplementary statement. A copy of every amendment and supplementary statement must be sent to the Secretary. Please note that the Tribunal has the power to award costs if it considers your change to be unreasonable.

Withdrawing your Appeal

16. You can decide to withdraw your appeal before you are notified of the hearing date. After that time, you may do so only with the permission of the Tribunal. If you do decide to withdraw your appeal, you should notify the Secretary in writing as soon as possible. Again, you should note that the Tribunal has the power to award costs if it considers your withdrawal to be unreasonable.

Costs

17. Normally, you will pay your costs. The Ministry of Defence will pay its own. The Tribunal has the authority to order one party to pay the costs of the other, though it will only do so in exceptional circumstances. Thus, even if you lose your appeal, you will not usually have to pay any of the Ministry of Defence's costs. An award of costs will occur only when a Tribunal feels that one of the parties acted unreasonably or where it feels an award of costs is appropriate following a request to postpone or adjourn a hearing. A Tribunal will not make an order awarding costs against you without first giving you the chance to make representations against it. A Tribunal may make an award of costs against:

- a. Any party, including one who has withdrawn his appeal or reply, whose behaviour in pursuing or resisting an appeal was unreasonable.
- b. The Service authority, where the Tribunal considers that the determination against which the appeal was brought was wholly unreasonable.
- c. Any party for the costs incurred as a result of a request for a postponement or adjournment of a hearing.
- d. Any party who fails to attend or be represented at a hearing.
- e. Any party who amends an appeal or reply or statement.

Evidence and Witnesses

18. It is for you to ensure that the necessary witnesses attend any hearing to give evidence. You should also ensure that they bring any additional documentary evidence which might help the Tribunal, and that they are prepared to give oral evidence about matters mentioned in those documents. You should try to ensure that there are sufficient copies of any documents that you wish the Tribunal and other parties to refer to. Where an individual is reluctant to appear, you can ask the Tribunal to issue a summons to ensure that he or she attends to give oral evidence or produce documents. The Ministry of Defence will pay the expenses of witnesses who are summonsed.

The Tribunal's Decision

19. A Tribunal may make its decision (referred to as a 'determination' in the regulations) at the end of a hearing or it may reserve it. If a decision is made at the end of a hearing it may be announced. If the decision is reserved, you will be told of it as soon as possible after the hearing. The decision and a statement of the reasons for it will be recorded in a document by the Secretary. He will send a copy of it to you and the Service authority as soon as possible.

Review of the Tribunal's Decision

20. You can submit an application for the review of the Tribunal's decision. Before agreeing to this, however, the Tribunal must be satisfied that:

- a. The decision was wrongly made as a result of an error on the part of the Secretary, or
- b. A party who was entitled to be heard but failed to appear or be represented had a good reason for not coming, or
- c. New evidence which could not have been known or foreseen has become available since the hearing, or
- d. The interests of justice require a review.

21. You can apply for review immediately following the decision of the Tribunal, but no later than five days after you receive notification of the decision. The review will normally be carried out by the Tribunal which made the original decision. Where this is not possible, the review will be considered by another Tribunal.

The Public Register

22. Details of appeals to Reserve Forces Appeal Tribunals and the decisions they make are kept in a register. The register gives details of those involved and the case number of the appeal. It is available for inspection by the public during normal working hours at the following address:

The Front Reception
Metropole Building
Northumberland Avenue
London WC2N 5BL

23. Arrangements are being made to put a copy of the register on the Internet. Where an appeal involves information that is commercially sensitive, in confidence, or concerns personal or national security, appropriate details will be omitted from the register.

Data Protection Act

24. Information given to the Tribunals in connection with any appeal may be entered onto a computer as part of the public register and to assist with the necessary work that has to be done in connection with an appeal. If you would like a copy of the information about you that is held on computer, you should write to the Secretary at the address given in **para 9**.

Notes:

Information Required for an Appeal

1. You must submit your appeal in writing, saying that your letter is a notice of appeal. You must provide your name and address, and (if you have one) your telephone number. You must also provide the following information:

- a. The grounds of your appeal.
- b. The decision that you are seeking.
- c. Whether you will attend or be represented at any hearing.
- d. Whether the Secretary should write to you or to your representative (and the name, address and telephone number of your representative, if the Secretary is to write to him).
- e. The names and addresses of any witnesses that you wish to appear.

2. You or your representative must sign the notice of appeal, and you must enclose with your letter a copy of the notification of the determination that you are disputing. In addition, you must attach:

- a. Any papers that you submitted to the Services to help them consider your original application.

- b.* Any other papers which you wish to be drawn to the attention of the Tribunal.
- c.* A statement saying why these other papers were not submitted to the Services in the first instance.

CHAPTER 2

Training**PART 1 - GENERAL****Introduction**

2.001. The role of the TA is to provide formed units and individuals as an essential part of the Army's order of battle for operations across all military tasks in order to ensure that the Army is capable of mounting and sustaining operations at nominated states of readiness. It is also to provide the basis for regeneration, while at the same time maintaining links with the local community and society at large.

The Training Year**2.002.**

- a. The training year begins on 1 April and ends on 31 March of the following year with the exception of UOTCs, where the training is run from 1 October to 30 September.
- b. Each officer and soldier is to complete his training obligations within the training year, although in exceptional circumstances an extension may be authorized in accordance with **para 2.008**. (See **JSP 754**, Chapter 4, Section 2 for definition of whole and part days training).
- c.
 - (1) A recruit may qualify as Fit for Appointment (FFA) at any time in the training year provided he has completed his initial training in accordance with **paras 2.011, 2.012** and **paras 2.032 – 2.034** (see also **para 2 of Annex C/1**).
 - (2) A recruit is eligible for bounty at the end of his first part training year provided he has completed the normal bounty earning requirements for soldiers of his unit (**paras 2.032 – 2.034** less notes 1 and 2).
 - (3) If a regional unit recruit has not filled the extra training obligations laid down in **para 2.034** notes 1 and 2 during his first part training year, he is to fulfil them in his second training year in order to qualify for bounty at the end of that year.

Annual Training

2.003. Annual training of the TA consists of the following:

- a. In camp training, or training courses that directly contribute to the role of the unit or to the individual's continued professional development as directed by the appropriate Arm or Service Director. (See also **paras 2.031** and **2.081a**.)
- b. Out of camp training days or, in the case of OTC personnel, ¼ training days.

Liability

2.004. There is a legal obligation under the **Reserve Forces Acts 1980** and **1996**, and regulations thereunder, to attend for certain training; failure to attend for such training when ordered to do so (see **para 2.084**) may be treated as an offence under Section 97(2) of the **1996 Act**.

Authorization

2.005. Details of in camp and out of camp training are in **Part 2** of this Chapter. Entitlement to pay and allowances during training depends on the category of training as shown in **Annex B/2**. The commanding officer of a TA regional unit or commander CVHQ may authorize all training within the limits specified, except as laid down in **paras 2.006, 2.007, 2.014** and **2.092 – 2.094**.

2.006. The authority of Army HQ is required by units under their command for all training outside the United Kingdom.

2.007. The commanding officer of a regional unit and commander CVHQ may authorize continuous training up to 28 days. The authority of the Div Commander is required for periods up to 56 days. Periods in excess of 56 days may only be authorized by command headquarters and applications must reach command headquarters through the Div HQ a minimum of 42 days before the training is due to commence. Periods of continuous training in excess of 16 days may only be carried out voluntarily. Continuous training by attachment to a Regular Army unit is dealt with under **para 2.091**.

Extensions for and Exemptions from Training**2.008.**

- a. *Extension.* When it has not been possible for an officer or soldier to complete his in camp or out of camp training by 31 March because of illness or for valid business reasons or, in the case of a recruit, because there has been insufficient time allocated for training since his enlistment, the commanding officer or commander CVHQ may grant an extension up to 30 April for the training bounty. A further extension up to 30 June may be authorized by the Div or Command/Functional Bde Commander. Orders granting these extensions are to be promulgated by 21 April and 21 May respectively. Exceptional extensions beyond these limits may be granted on the authority of Army HQ (Pers TA), to personnel who have been mobilized. Extension is not to be authorized for members of units who are required to complete less than 16 days. For UOTC members who are undergraduates (or the equivalent) an extension is automatically granted to 31 August.
- b. *Extension for Two Successive Years.* This is only to be granted on the authority of the Div Commander.

- c. *Exemption.* A Div Commander may in exceptional circumstances authorize exemption from completion of the statutory training requirement for one year when extension has not been authorized or is inappropriate. Exemption from completion of the requirement does not imply qualification for training bounty. It does however excuse an individual from meeting his lawful training liabilities as defined in **RFA 96**.
- d. *Attendance at Courses.* Attendance at courses may count in lieu of in camp training in a current year, or in a subsequent year (*see para 2.098*).
- e. An extended training year is to end on the day on which an individual completes his bounty earning training obligations, or on the last day of the authorized extended period, whichever is the earlier. All subsequent training attended is to count towards the next training year.

Officer Training

2.009.

- a. On completion of the probationary period of service, as defined in **paras 4.063 – 4.066**, every officer should be capable of commanding a platoon or equivalent sub unit. On completion of eight years commissioned service an officer should be capable of commanding a company or equivalent sub unit and of taking full responsibility for its training and administration.
- b. Officers commissioned as second lieutenants or as lieutenants (ex regular or TA warrant officers), or as captains (RAMC medical officers, RAVC veterinary officers and RADC dental officers and AGC(ALS) legal officers), are required to obtain a satisfactory report before their commission may be confirmed (*see para 4.063*). If possible during this year the officer should attend both unit annual camp and his special to arm or service young officers' course. Where this is not possible commanding officers are to seek guidance from the appropriate arm or service directorate in order to decide which is to take priority. In order to make the required 'satisfactory report' a commanding officer is to satisfy himself that the probationary officer has:
 - (1) Attended the special to arm or service course and successfully commanded soldiers during weekend training.
 - or
 - (2) Satisfactorily attended annual camp.
- c. An officer with no previous military service or qualification as in **para 2.013**, who is commissioned direct into the TA, is required to complete recruit training as laid down in **paras 2.011a** and **2.032 – 2.034** unless expressly excused by the commanding officer or commander TA/CVHQ.
- d. The training of officers holding General List B commissions for service with the cadet forces is laid down in the appropriate cadet force regulations.

2.009A. Potential Officers. Candidates who are not already enlisted into the TA may not join for training until the provisions of **paras 4.050 – 4.051** (as appropriate) have been fulfilled.

2.010. Commanding Officer's Responsibility. Only a minority of TA officers will have had previous regular service or operational experience and it is therefore essential that emphasis should be placed on the training of officers and potential officers. Commanding officers are to ensure in particular that officers under their command receive encouragement and instruction in preparation for promotion examinations.

Initial Training

2.011.

- a. Recruits of each Arm and Service are to carry out training in accordance with policy set out by DTrg(A) and as issued by Army HQ. Recruits are to complete their initial training as soon as possible after enlistment.
- b. An individual is to be classed as a trainee after he has completed Phase 1 CMS (TA). He becomes trade qualified when he has completed formal initial training (Phases 1 and 2) and has attained his first career employment qualification.
- c. A recruit may not be graded Fit For Mobilization (FFM) with his unit on mobilization (subject to **para 1.049**). Only those trained to at least Phase 2 may mobilize.

2.012. Commanding officers are to ensure that trainees complete initial training to trade qualified standard as soon as possible after enlistment and preferably within 12 months from completing CMS (TA).

Effect of Former Service

2.013. Recruits with former whole time service of 12 months or more in the Royal Navy, Army, Royal Marines or Royal Air Force, or former service of two years or more in any of the reserve or auxiliary forces of these Services, may, at the discretion of the commanding officer or commander TA/CVHQ, be considered as trade qualified (*see also paras 5.051 - 5.055*). Time bars apply, after which individuals must be re-assessed or retrain. DTrg(A) will issue appropriate instructions.

Training Attachments

2.014.

- a. An officer or soldier of the TA may carry out, with the agreement of both commanding officers, the whole or part of his annual training with a Regular Army unit or another TA unit of the same arm or service. Attachments to Regular Army units are to be dealt with under **para 2.091**. (*See also paras 2.092 - 2.095* and **4.104**.) Applications are to be made on the form at **Annex E/2** and submitted through Army HQ, Reserves Directorate.

- b. Personnel of Group A units may be attached to Group B units or personnel of Group B units may be attached to Group A units with the agreement of the Div or Command/Functional Bde Commander. Similarly Group A officers may be attached to the OTCs for instructional purposes. The unit to which the attachment is made need not be of the same arm or service. Applications for such attachments are to be submitted to the appropriate HQ 14 days in advance.
- c. These attachments are to be made to the nearest suitable unit.
- d. The unit to which any volunteer is attached is to send to the parent unit a record of all training completed.
- e. An officer or soldier of the TA who is resident abroad for a period of not more than one year may be attached for training to any British Regular Army unit stationed in that country, or, with his consent, to a Commonwealth force or the force of a NATO ally. The period of training is not to exceed the extent of his annual training requirement. Attachments (except for TA attachments to Regular Army exercises for which *see* sub-para f) must be authorized by Army HQ Res Sec who will issue the necessary instructions; applications must be made 42 days in advance. Where an officer or soldier intends to be abroad for more than one year action is to be taken in accordance with **paras 3.021e** and **4.168**. Applications for attachment to a NATO or Commonwealth Army are to comply with the provisions of **LFSO 1226**. Regulations governing pay are at **JSP 754**, Chapter 4, Section 2.
- f. An officer or soldier of the TA may, on the authority of Army HQ, be attached to a unit of the Regular Army for the purpose of taking part in exercises provided that:
 - (1) If the attachment is in lieu of annual camp the tasks to be performed should be similar to those carried out in the individual's own unit.
 - (2) Movement must be within the air staff table authorized for the exercise and travel must be on exercise aircraft. No personnel should move by commercial means as a result of TA personnel taking up seats on exercise airlift.
 - (3) Man training days must come from unit or district pools.
 - (4) The exercise estimate for local overseas allowance is not exceeded.
 Any proposal which does not conform to these requirements must be referred to DTrg(A).
- g. A member of the army of a Commonwealth or NATO country may be attached to a Group A unit or OTC contingent subject to the approval of Army HQ SO2 Res D. No expense to the public is to be incurred. Applications for attachments by members of a NATO or Commonwealth Army are to comply with the provisions of **LFSO 1227**.
- h. A member of RARO may voluntarily attend TA training for periods of eight hours or more provided there is a vacancy for an officer of his rank and there is no TA officer available to fill it, or cadet camps under **para 2.057**. Where necessary these officers may be of lower rank than the established post they are to fill. Restrictions on rank and vacancy are not applicable to reservist obligatory training such as annual reporting or authorized collective training exercises.
- i. TA colonels who have transferred to RARO may also volunteer to carry out duties with TA commissioning and selection boards, MTQ2 promotion boards and similar functions where there is a vacancy and no TA or regular officer is available to fill it. APC may delegate authority for such detachments to Div Commanders.

Ceremonial Functions not Counting as Training

2.015. Attendance at church parades, funerals, guards of honour, or on street duty (route lining) is not to count as training without Ministry of Defence approval, except as allowed under **para 2.211** (*see also para 7.103*).

Unpaid Training

2.016.

- a. Unpaid training is to be categorized as follows:
 - (1) Category C-1 training is defined as normal training for which personnel are on duty, eligible to travel at public expense and receive normal allowances, as appropriate, but voluntarily forego to receive pay. (*See also para 7.065f*.)
 - (2) Category C-2 training is defined as training of limited value for which personnel are on duty but for which there is no entitlement to pay, allowances or travel costs except where specifically stated elsewhere in these regulations.
- b. Details of all unpaid training or parades by units/sub-units are to be published in unit/sub-unit orders, as appropriate. Publications are to be made well in advance of the proposed dates and are to show the nature of the activities proposed.
- c. Individuals with responsibilities for the administration of TA units or sub-units, or for the reconnaissance and planning of unit/sub-unit activities may voluntarily elect for any of these functions to be categorized as C-1 training. Commanding Officers are to ensure that individual C-1 training activities comply with the instructions laid down by the Army HQ (Pers TA).
- d. Units are to maintain attendance records for all unpaid training in accordance with instructions laid down by the Army HQ DPS(A)-PS4(A)-PSTA. Category C-1 training will be counted towards qualification for bounty.

Military Annual Training Tests (MATTs)

2.017. MATTs are to be carried out in accordance with direction issued by Army HQ, DTrg(A). For MATT 2 Fitness it should be noted that Arms and Services require different pass standards of the AFT (TA) according to CEG to qualify as a

soldier as fit for role. These standards equate to the standards required for bounty earning purposes. (See **para 2.058**.) MATT 2 policy is set out in TA Fitness Policy published by DTrg(A) and includes policy on those over 50 years of age.

Parachute Descents

2.018. The regulations concerning parachute descents other than forced descents are laid down in **QR (Army), para J5.834**.

Parachute Training

2.019.

- a. Officers and soldiers who have volunteered for parachute duties and have signed the appropriate certificate can be ordered to undertake parachute descents at any time. (See **para 7 of Annex A/4** and **para 5.061**.)
- b. Extra man training days are allocated to parachute roled personnel to allow them to carry out initial training and thereafter stay in role (see Notes 1 and 3 to **para 2.034**). However, the training requirement to qualify for training bounty is the same as that for members who are not in parachute units or filling a parachute roled appointment.

Officers Serving with Cadet Forces

2.020. Officers serving with cadet forces are to carry out during their probationary period the training laid down for their respective cadet force.

Re-engagement, Training Eligibility

2.021. A soldier who has applied for re-engagement (see **para 5.008**), but whose current period of service has expired before his re-engagement is finally approved, may be permitted to continue training pending approval of the re-engagement. He is not to be allowed to continue training after MS [Reserves] APC has informed the commanding officer of the unit or TA/CVHQ that his application has not been accepted (see also **paras 5.141 – 5.150, 7.019** and **8.022**).

End of Service

2.022. A soldier whose term of service will expire during annual in camp training and who does not wish to re-engage may, at the discretion of the commanding officer, be excused from attending such training if he so wishes. A discharge certificate is to be granted to him at the termination of his engagement.

Security Education and Training

2.023. All TA personnel are to receive education and training in all aspects relating to security in accordance with instructions issued by Army HQ (G2 Sy). (See also **paras 2.017** and **3.005**.)

Battlefield Tours

2.024. Properly organized battlefield tours cleared at Command/Functional Bde level or above may be classed as Category A training.

Allocation of Man Training Days

2.025. The allocation of man training days is explained at **Annex C/2**.

Training Records

2.026.

- a. *General.* Formal records are to be maintained for all attendance at training or other duties on TA Attendance Registers in accordance with instructions laid down by Army HQ. These documents form the start point of the audit trail and are to be retained in accordance with instructions laid down by MOD. (See also **paras 2.061-2.066** and **Appx 3-6 of Annex G/2**.)
- b. *Test Results.* Some training activities such as MATTs are carried out during training but cannot be recorded on the Attendance Register. Units are to ensure that proper records are maintained to show all personnel attending such tests, individual upgrading tests or other activities which affect an individual's entitlement to bounty, pay banding or classification, and the results. MATT2 (Fitness Tests) are to be recorded on FISS, as per TA Fitness Policy issued by DTrg(A). MATTs results are also to be recorded on BLENHEIM or other systems as directed. Where an Army form is not printed specifically to record any of these tests, the unit or sub-unit is to record results against a nominal role maintained by the person conducting the tests. The nominal role is to be headed to identify the activity, date and place and is to be certified by the conducting officer, WO or NCO on completion of training. The records are to be retained by the unit or sub-unit for audit purposes, and the results are to be transferred to individual training records and where appropriate pay or record of service documents.

2.027 - 2.030. Reserved.

PART 2 - ANNUAL TRAINING

Definition of Training

2.031. Training consists of:

- a. Camp that consists of 16 days continuous training at unit camp, on an attachment or a course. (Section 22(1) **RFA 96** permits up to 16 days to be required (from training year 2014/2015), but 16 days will continue to be the maximum period of in camp training required by the TA.) Alternatively individuals may attend a reduced camp (see paras 2.081b & c), a split camp or camps (see para 2.081d), a short course or courses, attachment(s) or modular training in lieu. The aggregated periods of alternative forms of continuous training must total eight or more days as laid down in **JSP 754** Chapter 4 if they are to count towards bounty. The outstanding balance to make good 16 days training must be achieved by attending extra out of camp training.
- b. Annual camp for TA recruits is full attendance on the residential element of the TA Common Military Syllabus course. Where the formal Course Folder requires this to be delivered in less than a 16 day period, the outstanding balance to make good 16 days must be achieved by attending extra out of camp training.
- c. Out of camp training, normally consisting of weekends and training nights. No training period other than Camp may exceed 36 hours without an individual's consent (**RFA 1996**, Section 22(1)(b)).

Extent of Annual Training

2.032. Continuous in-Camp Training. All TA personnel are to complete up to 16 days continuous in camp training or training in lieu as defined above, annually except for:

- a. Engineer and Logistic Staff Corps (Group B) (Sponsored by EinC(A)).
- b. RLC/EFI Staff (Group C).
- c. Officer Cadets of the Held Strength (Unpaid) Category.
- d. Those excused under the provisions of paras 2.040 – 2.042, 2.044 - 2.045 and 2.052 - 2.054.
- e. Group C personnel.
- e. Personnel authorized to carry out the lower training commitment, see para 2.036.

Recruits are to complete continuous recruit training as laid down by DTrg(A) (see para 2.011a).

2.033. Military Annual Training Tests (MATTs). MATTs are to be completed by all members of the TA (in accordance with MATTs policy issued by DTrg(A) except for:

- a. Engineer and Logistic Staff Corps RE (see paras 2.034 and 2.043).
- b. RLC/EFI Staff (see paras 2.034 and 2.048).
- c. Chaplains (see paras 2.034 and 2.049).
- d. Officer Cadets of the Held Strength (Unpaid) category (see para 2.034).

2.034. Out of Camp Training. All TA members, except members of the Engineer and Transport Staff Corps RE (Group B), the TA Medical Pool (Group A), RLC/EFI staff, officer cadets of the Held Strength (Unpaid) Category or Group C, are to complete the following training:

- a. Regional units 12 days. See Notes (1) and (2).
- b. National units four days. See Note (3).
- c. However, it is essential that all Sponsored Reserve personnel are sufficiently well trained in military skills to function in an operational environment without endangering or being a liability to other military personnel. Minimum training standards and training requirements applicable to each MOD Arrangement will be laid down by DTrg(A) and will be published separately. If the MOD Arrangement provides for any peacetime military training or duties to be paid for by the employer, rather than the Army, such training is to be recorded as Category E training as defined in Annex B/2. Such training is covered for disability allowances and pensions.

Notes:

1. 16 days for Soldiers under Training (not parachute role) during first year of service.
2. 18 days for all members with a parachute role (see also para 2.019b).
3. 10 days for all members with a parachute role (see also para 2.019b).
4. Variations to these normal requirements are shown at paras 2.040 – 2.056.
5. RLC Chefs recruited to fill positions in regional units are to be granted an extra six days out of camp training for each of the first two years or until they reach Class 3 standards –see para 2.050.

Additional Continuous Training

2.035.

- a. In certain individual cases commanding officers may permit a second period of continuous training to be carried out in lieu of out of camp training days as laid down in **para 2.034**.
- b. This additional continuous training may only consist of recognized courses in an ARTD School or at a Defence Training Establishment (including Regional Training Centres (RTCs)), an attachment authorized under **para 2.014**, voluntary extra duties as defined in **Part 5** of this chapter, a course authorized under **para 2.098d**, or circumstances under which a camp or course lasts longer than the standard 16 training days training, *e.g.* recovery from an exercise is not feasible within 16 days from its commencement.

The Lower Training Commitment

2.036.

- a. In certain individual cases involving special business or domestic reasons, commanding officers may permit trade qualified personnel of regional and national units to undertake the lower training liability which consists of:
 - (1) 16 days training, which may all be continuous in camp, or as authorized by **para 2.031a**, or eight days continuous in camp with the balance out of camp training.
 - (2) All personnel are to pass MATTs as laid down in **Annex G/2** and be certified as efficient by the commanding officer (less attendance at specified training days unless an eight day camp, or courses in lieu of an eight day camp, are completed).
- b. Trade qualified personnel are defined as those who have obtained at least the first year bounty and are classed as trained soldiers as defined in **Annex C/1**.
- c. Authority to serve on a lower commitment is to be granted for only one year at a time. It is to be recorded on JPA which is to be published by 1 October in that training year.
- d. No TA member may be given authority to serve on the lower training commitment for more than two years in any one period of five years without the authority of the Div Commander.
- e. Commanding officers are not to allow more than 15 per cent of the strength of the unit to serve on the lower training commitment at any one time.

2.037. Sponsored Reserves. The programming of training for Sponsored Reserves should if possible be arranged in conjunction with the civilian contractor concerned. It is in both the individual's and his/her employer's best interests to ensure that all members of each Sponsored Reserves team are trained in their military skills and therefore suitable for mobilization. It is in the best interests of the unit responsible for a Sponsored Reserves team or teams, to carry out their individual and group training collectively. Efforts are to be made to obtain employers' agreement to release Sponsored Reserves during their first year of service for longer periods of continuous training where this is the most appropriate means of covering the initial military training syllabus.

Additional Training of Group A Units

2.038. Additional Training. All personnel may carry out additional voluntary training and/or extra voluntary duties to that at **paras 2.032** and **2.034** at the discretion of the commanding officer. Such duties are as authorized by the **Reserve Forces Act 1996**, Section 27 and are not to be confused with Full Time Reserve Service or Additional Duties Commitments authorized under Sections 24 and 25 respectively of the **1996 Act**. (*See paras 1.004b* and *1.004c*).

2.039. First (Recruit) Year Training. Officers and recruits who are required to complete a period of 16 days continuous officer or recruit training in their first year (*see paras 2.011* and *2.032*) may also attend annual camp as additional training for not more than 16 days. (*See para 2.085*).

TA Colonels and TA Staff Officers (Group A)

2.040.

- a. All TA colonels, JSLOs and staff officers (*including BRT Staff Officers and BRT Staff Support personnel*) are to complete the training requirements applicable to soldiers of regional units (*see paras 2.032* and *2.034*), except for D Comd 170 (Infra Sp) Engr Gp who is to complete the national unit requirement. The President AOSB or 1* Commanders and above may direct that TA Colonels and TA Staff Officers they employ should conduct military activity commensurate with their role in lieu of training, but all are required to conduct MATT2 (Fitness Tests) without exception as directed in TA Fitness Policy issued by DTrg(A).
- b. In order that they may use their full training obligations in a manner commensurate with their duties throughout the year, as required by the appropriate headquarters, the obligation to complete camp or training in lieu, as shown in **para 2.031a**, is waived for the following:

- (1) TA colonels, other than those in command of units.
- (2) Staff officers and Headquarters support staff.
- (3) Army Training Unit (ATU) personnel.
- (4) FACs.
- (5) TA/CVHQ Recruit Specialist Training Teams.
- (6) UESOs.
- (7) CO 65 CRE (Wks)(V).
- (8) Corps TA Regimental WOs responsible for Corps policy.
- (9) RTC (NI).
- (10) AOSB.

Specialist Individual Reinforcement Pools

2.041.

- a. RA Specialist Pool(V), AGC (ETS) Linguists Pool, All Arms Watchkeepers and Liaison Officers Pool(V) and its constituent units provide major headquarters and units with officer and soldier specialist reinforcements on mobilization. Members of these pools are to complete the annual training requirements for national unit personnel. In camp training of 16 days may be completed in more than one continuous period in order to support headquarters and units during different exercises throughout the year. The minimum exercise period must not be less than four days.
- b. These regulations may also apply to members of other specialist officers and soldiers pools (TA), including chaplains and Cat Sp Regt RLC, who are nominated for exercise support duties to headquarters and units, ALS(V) officers for Courts-Martial duties and to all other chaplains (*see also* **para 2.049**).

Officers on the Unposted List or Assigned in Excess of Establishment

2.042.

- a. Personnel on the Unposted List (List A) are to fulfil the training liability applicable to that unit. (*See* **para 3.559**.) Personnel on the Unposted List (List B) have no training liability. (*See* **para 3.571**.)
- b. Officers assigned or attached in excess of establishment under Ministry of Defence authority in accordance with **para 4.104** have the training requirement of the unit to which they are assigned or, if employed in a staff appointment, as defined in **para 2.040**.

Engineer and Logistic Staff Corps RE and Civil Affairs Group Supplementary Pool (Group B)

2.043. No training requirement.

Specialist Officers (Group A)

2.044.

- a. Special conditions apply to members of the Pool of Technical Staff Officers and Technical Intelligence Staff Officers - *see* **Annex D/2**.
- b. Members of the Media Operations Group, who have the regional units training requirement, may complete in camp training in more than one continuous period in order to support headquarters and units as in **para 2.041a**.

Officers and Soldiers of the Army Medical Services

2.045.

- a. Certain Army Medical Services officers and soldiers of regional units are to complete a reduced training requirement of 16 days in camp and four days out of camp training. The appointments to which this reduced obligation may apply are to be shown in the establishment of the units concerned.
- b. Where two medical officers are allowed in accordance with **para 3.202** each will be required to complete the requirement in full to qualify for bounty (*see also* **para 7.024** and **JSP 754**, Chapter 4, Section 2).
- c. All personnel are to complete, annually, the personal weapon handling test, MATT 2 (AFT (TA) as directed in TA Fitness Policy issued by DTrg(A)), and MATTs 6 and 7 to qualify for Bounty. There are no exceptions unless there are extenuating circumstances (*i.e.* no personal weapons available). TA Fitness Policy issued by DTrg (A) also sets out the policy for fitness training for those over 50 years of age.

2.046. Reserved.

RLC/EFI Staff

2.048. Members of Group A, including any employed by NAAFI overseas, are to carry out 16 days continuous in camp training only. (See **para 2.032.**) This training is to be arranged by HQ NAAFI with DTrg(A). These individuals have no entitlement to remuneration from Army funds.

Chaplains (Group A)

2.049. Members of the Chaplains' Pool are normally required to complete 16 days continuous in camp training (but *see also para 2.041b*) and four days out of camp training. They are not to take the annual personal weapon test. Attendance at annual camp will be in accordance with the instructions of the Ministry of Defence (Chaplains (Army)). Fifty chaplains, who are to be nominated annually by the Ministry of Defence (Chaplains (Army)), may voluntarily complete an additional eight days. These training days may be converted to training periods.

RLC(Cat) Regional Support

2.050. Members recruited in support of regional units will have an entitlement to an additional six days out of camp training time for the first two years or until such time as they reach the standard of Class 3 chef.

QARANC

2.051. There are no regional QARANC units in the TA. QARANC members are fully integrated within unit establishments and fill certain annotated positions.

15 (UK) PSYOPS Gp

2.052. 15 (UK) PSYOPS Gp is a national unit with specialist training obligations. In camp training may be carried out in aggregated periods of four or more days of continuous training to allow maximum flexibility in exercise support. This is additional to other alternative forms of training in lieu of Camp authorized by these regulations.

AAC(V) Units

2.053. 6 Regt AAC is a regional unit but recruits nationally, and has specialist training and commitments in order to provide aviation ground support direct to JHC. In-camp training may be carried out in aggregated periods of four or more days of continuous training or exercise support.

TA Bands (Group A)

2.054. Recruits and trained soldiers of TA bands (Group A) are to complete the following training annually:

- a. Sixteen days continuous training annually which may be completed in more than one continuous period in order to allow for attendance on exercise, course or event. The minimum exercise, course or event period covered by the continuous training may be modularized into smaller segments must be not less than four days in total. All individual modules of that continuous training are to be completed to qualify as continuous training.
- b. Twelve days out of camp training each year except for recruits who are to comply with **para 2.034a**, Note 1.

Officers Training Corps

2.055. The following training is to be carried out annually by members of the Officers Training Corps:

16 days continuous in-camp training.

Out of camp training of up to 16 days, for a minimum of two hours actual training per day.

Training set out in the annual Army HQ OTC Directive.

The OTC training year commences on 1 October each year. Additional training may be carried out voluntarily. Regulations governing the payment of bounty for those who transfer from the OTC Group B to Group A units on completion of the OTC training year are at **JSP 754**, Chapter 4, Section 5. This paragraph does not apply to OTC officer cadets of the Held Strength (Unpaid) Category (*see Annex H/5*).

OTC Special Pool Officers (Group B)

2.056. OTC Special Pool officers attached to other TA units are to complete the training requirement of the unit to which they are attached.

Attendance at ACF or CCF Camps

2.057. Officers and soldiers of Groups A and B, or members of RARO, may attend ACF or CCF camps for either training or administrative or medical duties. Such attendance must be subject to agreement by the commanding officer

and requires the approval of the Div or Command/Functional Bde Commander who must be satisfied that it is necessary and can be carried out without detriment to the training or administration of the TA unit. Those officers and soldiers intending to join ACF and CCF training must conform to current cadet training regulations and G1 Pers requirements including Criminal Background Checks (CRB). Applications for attachment of RARO officers are to be submitted in accordance with **para 11 of Annex G/4**.

Certificate of Efficiency

2.058. At the end of each training year every member of the TA who fulfils his bounty earning obligations is to be granted a Certificate of Efficiency by his commanding officer. Where necessary, the certificate is to specify alternative training/service authorized to count in lieu of camp. With effect from the start of the 2006/07 training year each member of the TA must meet the following conditions in order to qualify for a Certificate of Efficiency:

- a. Unless excused for medical reasons, pass the Military Annual Training Test (MATT) at the level specified by his commanding officer, in accordance with MATT regulations prepared by DTrg(A). Personnel in the High Readiness Reserve are required to pass all MATTs at Level 1 HRR liability. These requirements may be adjusted by DTrg(A). Personnel in the HRR who are liable for overseas Op deployment should be at Level 1.
- b. Attend unit camp or training, FTRS or mobilized service in lieu as authorized by **paras 2.031, (2.036 - 2.056** for specified categories of personnel), and **2.098**. Where training in lieu of camp amounts to less than 16 days, an individual is to make good the difference by attending extra out of camp training days. Further detail can be found in **Chapter 10**.
- c. Attend the specified number of out of camp training days laid down at **para 2.034**. The 16 days required from recruits applies to their first year of service, *i.e.* year from attestation, not first bounty earning year.
- d. Bounty earning requirements for the lower training commitment are laid down at **para 2.036**.

2.059. Commanding Officer's Certificate of Efficiency. The formats for the commanding officer's Certificate of Efficiency are at **Appendices 1 and 2 to Annex G/2**. Individuals who are granted an extended training year, or are authorized to allow FTRS, mobilized service or a course, courses or modular training to count in lieu of camp, or who have been granted authority to attend a reduced unit camp, or any other variation authorized by these regulations, are to be given individual Certificates of Efficiency as laid down at **Appx 1 to Annex G/2**.

2.060. MATTs - Mobilization. All personnel mobilized at Temporary Mobilization Centres (TMCs) under the auspices of Army HQ undergo post-mobilization training to ensure they can achieve MATT Level 1 standards prior to deployment on operations. Personnel mobilized to carry out UK support activities will be required to attain MATT level 2 standards. All personnel mobilized at TMCs have therefore achieved passes at the appropriate level to qualify for bounty.

Attendance Registers

2.061.

- a. All TA training or duties under Sections 22 or 27 of **RFA 96** is to be recorded on TA Attendance Registers (ARs). ARs are accountable documents which form part of the Joint Personnel Administration (JPA) audit trail for the JS **JPA E019 / JS JPA E019A** (Unit Night Register & Continuation Sheet), and individual's pay records. They are to be controlled and accounted for by a nominated member of the permanent staff of each TA sub-unit. Each AR is to be given a sequential serial number when it is issued and the issue recorded in the sub unit master register.
- b. ARs are to be issued to the mustering SNCO before the start of every training night, training weekend or other period of training or duties. Exceptionally, when a SNCO is not available, a NCO not below the rank of Corporal may act as mustering NCO.
- c. Where individuals are required to carry out training or duties outside normal scheduled training, they may be issued with an individual AR. This is to be given a serial number, sequential to the last AR issued.

2.062. Separate ARs are required for each day or part day of training or duties attended with the following exceptions:

- a. Periods of continuous training that cover more than one day including weekend training and camp.
- b. Individual ARs which may cover one or more periods of training within a week. Individual ARs are to be returned to the person nominated to account for ARs within seven days of being issued.

2.063. On completion of a training period covered by an AR, the person responsible for the issue of ARs and the maintenance of the sub unit master register is to check that:

- a. details at the top of the first page of the AR and of continuation sheets have been properly completed;
- b. the certificate has been signed by the mustering SNCO and a responsible officer and that their personal details are included and are legible;
- c. the certificate carries the correct serial number and that it shows the correct number of pages for the AR.

Details from the AR are then to be transferred for pay, allowances and ration purposes, as appropriate, and the certificate counter-signed accordingly.

2.064. ARs are to be retained and checked in the same manner as supporting vouchers to the imprest account in accordance with instructions laid down in the **Unit Administration Manual** Part 3 Chapter 1.

2.065. On completion of an individual AR the person responsible for the issue of AR and the maintenance of the sub unit master register is to check to ensure that:

- a.* details at the top of the register have been completed and are legible;
- b.* the claimant's certificate has been signed and dated.

Details from the AR are not to be transferred for pay, allowances and ration purposes until the certificate has been endorsed by the claimant's employing officer.

2.066. The layout of the commanding officer's Certificate of Efficiency, TA Attendance Registers and certification is shown at **Annex G/2**.

2.067 - 2.080. Reserved.

PART 3 - ANNUAL CAMP**General****2.081.**

- a. Subject to the exceptions shown in Part 2, all TA personnel are required either to attend annual in camp training for a period of 16 continuous days, or alternative training or service as specified at **paras 2.031, 2.085 and 2.098** unless authority has been granted for a lower training commitment as defined at **para 2.036**. (See **para 2.004** for legal liabilities.)
- b. Exceptionally for business or domestic reasons an individual may be granted authority to attend his unit camp for a reduced period of not less than eight days. The balance to complete 16 days being made up by attending extra out of camp training.
- c. Authority to attend a reduced unit camp, training or service in lieu of camp is to be shown on the CO's Certificate of Efficiency and issued by the commanding officer by 30 April following a normal training year or 30 July following an extended training year. (See also **para 2.058**.)
- d. *Split Camp*. Where it is advantageous for the development of operational capability, units may seek authority from the relevant Div HQ to hold split camps. Such camps may be held for the professional development of specific employment groups or for the whole unit. If it is to count in lieu of camp in its own right (see **paras 2.031a & 7.055a**), a split camp must be for a period of not less than eight days, including the days of arrival and departure. If a split camp lasts for less than eight days, it must be aggregated with other continuous training in lieu of camp as defined at **para 2.031a** in order to qualify for bounty.

2.082.

- a. An average of at least six hours work a day, including Saturdays and Sundays, is to be carried out during annual in camp training, or during an attachment to a Regular Army unit or to another TA unit or to the headquarters of an individual's own unit (see **paras 2.091 - 2.093**).
- b. Days of arrival at and departure from camp are to count as days of in camp training, see also **JSP 754**, Chapter 4, Section 5 in respect of pay.

Advance and Rear Parties

2.083. The commanding officer of a TA regional unit or commander of a CVHQ may arrange for attendance of advance and rear parties for annual in camp training where this is necessary. The size of advance and rear parties and the length of time they are required before and after the camp period is to be left to the discretion of commanders.

Notices of Annual Camp**2.084.**

- a. The commanding officer of a TA regional unit or commander CVHQ is responsible for issuing a notice to attend annual in camp training (**AF E 654**) to each officer and soldier. These notices are to be issued so as to reach all members of the unit at least 14 days before the date of movement for training.
- b. All such personal notices are to be sent by recorded delivery to each member at his last known place of residence.
- c. Concurrently with the issue of personal notices for annual in camp training commanding officers of regional units, including OTCs, are to ensure that public notices (**AF E 633**) are affixed to notice board at each unit, sub unit and detachment TA centre. The commanding officer is also to ensure that a responsible person witnesses the posting of the notice, and makes a record of the date of posting and of the contents of the notice, in order that he may, if necessary, be able to give evidence of these facts.
- d. Any officer or soldier who does not appear at the time and place appointed in the personal notice (**AF E 654**) will, if he fails to attend training, be liable to be dealt with as an absentee.
- e. If an officer or soldier finds that, for business reasons or on account of illness, he is unable to attend annual training for the period for which he has been instructed to attend, he is to inform his commanding officer or commander TA/CVHQ immediately. If in these circumstances he is excused attendance he is not to be treated as an absentee and arrangements should be made for other training in lieu of camp.

2.084A. Notification of Employers. The commanding officer of a regional unit or commander TA/CVHQ is to ensure that advance warnings of camp is sent to the employers of all personnel in his unit. Notification is to be sent on **AF E 641** as soon as the dates of next year's camp are known, ideally not less than 10 months in advance.

Attendance by Recruits and Trainees**2.085.**

- a. Attendance at annual camp is voluntary for recruits and trainees who are required under **para 2.011a** to complete a period of continuous recruit training in accordance with instructions issued by Army HQ and for officers who are required to carry out continuous officer training in accordance with **para 2.009**.

- b. A recruit who has been attested, but not finally approved, may be permitted to attend annual camp or other training, pending decision on his eligibility for enlistment. He is not, however, to be permitted to continue training after the officer in charge the manning and records office has informed the commanding officer of the unit or commander TA/CVHQ that his enlistment is not approved (*see also paras 7.019 and 8.022*).

Attachments for Annual Camp

2.086. Attachments of Officers to Undermanned Units. When the number of officers in a unit attending camp is so much below the authorized establishment that the training of the unit will suffer, the Div or Command/Functional Bde Commander may authorize the voluntary attendance of officers of other TA units, or officers of the appropriate categories of the Regular Army Reserve of Officers, or officers of the same arm or service, to fill the vacancies. Where necessary these officers may be of a lower rank than that of the established positions they are to fill. (*See para 2.014h.*)

2.087. Attachment of Regular Army Personnel. Div or Command/Functional Bde Commanders may, at their discretion, attach to TA units such Regular Army personnel as may be available and necessary for the training of the TA. This applies to both annual in camp training and to out of camp training.

Medical Inspections

2.088. Members who, on arrival in camp, are found to be medically unfit for training are to be returned to their home. Should an officer or soldier be considered to be unfit to carry out the return journey, arrangements are to be made for his admission to a local military or civil hospital. Arrangements are to be made for the training to be completed subsequently in accordance with **para 2.008**.

Deputy Inspectors

2.089. It is often necessary for inspecting officers, especially those conducting annual inspections, to be accompanied by TA officers/deputy inspectors. Time spent on whole day inspections by TA officers may with the approval of the Div or Command/Functional Commander or commander TA/CVHQ count in lieu of annual in camp training.

Exemption from Annual Camp

2.090. In an emergency a Div or Command/Functional Bde Commander may exempt a unit from carrying out all or part of annual in camp training. A full report of the circumstances is to be sent to DTrg(A) Army HQ without delay.

Attachments to Regular Army Units

2.091. In lieu of Annual Training. The voluntary attachment of officers and soldiers of the TA to Regular Army units in lieu of annual training may be authorized as follows:

- a. To Regular Army units or training centres of the same arm or service on authority of the commander TA/CVHQ or commanding officers. The commanding officer of the Regular Army unit concerned is to confirm acceptance for suitable training in writing. The duration of the attachment is not normally to exceed the 16 days in camp training requirement.
- b. Training by attachment to a unit for the purpose of taking part in exercises requires the authority of Army HQ as at **para 2.014f**.
- c. Training of an officer or soldier resident abroad with a Regular Army unit stationed in that country requires the authority of Army HQ Res Sec as at **para 2.014e**.

Extended Attachments - Officers

2.092. Longer attachments for officers, beyond the provisions of **para 2.091**, may be authorized only by MS [Reserves] APC for periods between one and six months. Unit applications for such attachments are to be made on the form at **Annex E/2** to this Chapter and forwarded through the chain of command to Army HQ TA Inspectorate to reach the Ministry of Defence at least 30 days before the proposed attachment commences. A formal attachment order will be issued by MS [Reserves] APC if the attachment is approved. It should be noted that the role of APC is to ensure that the attachment is processed correctly and that funding for any proposed attachment is the responsibility of units and the Command/Functional Bde.

2.093. Attachments made under the authority of **para 2.092** are to cover officer attachments for training purposes only. These Regulations are not to be used as an authority for exceeding the maximum periods of duty permitted for Voluntary Training and Other Duties. If the number of man training days already attended, when aggregated with foreseen attendance during the attachment and subsequent unit training or duties, exceeds the limits laid down in **para 2.261**, the attachment is to be carried out in an Additional Duties Commitment or FTRS, as appropriate.

Extended Attachments - Soldiers

2.094. Longer attachments for soldiers beyond the provisions of **para 2.091**, may be authorized by Div HQs for periods of between 28 and 56 days continuous duty. Unit applications for such attachments are to be made on the form at **Annex E** to this Chapter.

2.095. Attachments made under the authority of **para 2.094** are to cover attachments for training purposes or assistance on exercises only. Under exceptional circumstances authority may be granted for a soldier to attend a course in excess of 56 days duration. These Regulations are not to be used as an authority for exceeding the maximum periods of duty permitted for Voluntary Training and Other Duties. If the number of man training days already attended, when aggregated with foreseen attendance during the attachment and subsequent unit training or duties, exceeds the limits laid down in **para 2.261**, the attachment is to be carried out in an Additional Duties Commitment or FTRS, as appropriate.

Other Substitutions for Annual Camp

2.096. Training outside the United Kingdom. Where training in lieu of annual camp is carried out outside the United Kingdom, a period of less than 16 days continuous training may count towards the completion of the in camp training period in the following circumstances:

- a. Where the shorter period is due solely to movement schedules outside the control of the unit or individual a period of 12 days continuous training is acceptable. The balance of days to complete 16 is to be made up by the equivalent number of out of camp training days.
- b. A period of less than 12 days may be authorized by the Div Commander in the case of officers and soldiers of a TA formation headquarters where this is considered to be in the interests of the Service. Where the period is less than eight days, the balance of training days to complete 16 days is to be made up by a further period of continuous training in the United Kingdom except where lesser periods are authorized under **para 2.040**.

2.097. Full Time Duties on Attachment to TA Units. An officer or soldier of the TA may, with the authority of the Div Commander, be attached to a TA headquarters, unit or sub unit for full time duties (for example to replace permanent staff who are absent on leave or duty) either in lieu of, or voluntarily in addition to, annual camp. Such authority is only to be given in exceptional circumstances. The constraints on aggregated attendance at **paras 2.093** and **2.095** apply equally to attachments to TA units.

2.098. Attendance at Courses or Exercises/Attachments

- a. An officer on probation may attend a course or exercises/attachments in lieu of annual camp in accordance with **para 2.009b**.
- b. Attendance by officers and soldiers at approved courses may count in lieu of attendance at annual camp or out of camp training for the training year in which the course is completed.
- c. Attendance by officers and soldiers at approved courses or exercises/attachments in the period 1 January to 31 March may, if authorized by the Div or Command/Functional Bde Commander, count as attendance in lieu of the annual in camp or out of camp training commitment for the following training year.
- d. A Div Commander may authorize attendance at wholtime courses or modular courses by Div or Command/Functional Bde HQs, Army schools/training regiments or TA/CVHQs, of not less than four weekends which are run for the purpose of gaining a recognized military qualification, providing he is satisfied that attendance on such courses is in the interests of the Service. The balance of in camp training days is to be made up through additional out of camp training.
- e. When a course has been completed, annual in camp training may be carried out voluntarily in the same training year. The unit is to provide the necessary voluntary training time from its own allocation.
- f. Before an officer or soldier may be recommended to attend a course or carry out an attachment to receive some special instruction, the commanding officer or commander TA/CVHQ is to ensure that the individual is sufficiently prepared to enable him to take full advantage of the training.
- g. At the end of a course the necessary Part 2 Order is to be published and entry made in the individual's documents, (**AF B 199A** for officers and **AF B 2672** for soldiers). **AF E 515** will also be completed.
- h. During annual in camp training TA unit Regular Army Training Officers and PSIs are not normally to attend courses or carry out an attachment. In special circumstances a commanding officer may authorize such attendance or attachment, however attendance at such courses should only be admissible if it can be demonstrated that by being absent from the course, the officer or PSI will be disadvantaged in career progression. TA personnel who would normally be engaged in the delivery of training during annual camp also fit into this category, however, commanding officers may authorize such an attachment or course if the unit thus gains trained personnel to the benefit of the unit.
- i. *Special to Arm Concentrations.* Command/Functional Bde, Div or Army HQ concentrations, usually for special to Arm training such as GPMG(SF), mortar and anti-tank training, are periods of continuous training which count

in lieu of camp for bounty earning purposes. Where such concentrations are of less than eight days duration, they are to be considered as short courses which may be aggregated with modular training or other short courses for bounty earning purposes.

2.099 - 2.200. Reserved.

PART 4 - OUT OF CAMP TRAINING AND CEREMONIAL DUTIES

Training Days

2.201. Attendance for not less than eight hours in any one day, of which not less than four hours will be training, is to count as one training day. Attendance for a period of two but less than four hours, or four but less than six hours, or six but less than eight hours are to count as quarter, half and three quarter days training respectively (*see also JSP 754*, Chapter 4, Section 2).

2.202 - 2.203. Reserved.

Authorized Participation in Trials and Competitions

2.204. Participation by TA members in trials and competitions organized or sponsored by the British Army Motoring Association or the Army Motor Cycling Association is to qualify as training for the issue of pay and allowances. This training does not count towards the completion of the annual requirements as set out in **Part 2** of this chapter.

Training in Specialist Duties and Trades

2.205. It is essential that units are kept up to their authorized establishment of tradesmen and specialists. These individuals should be trained in their particular skills throughout the year in order to enable them to carry out their specialist trades during annual in camp training. Soldiers are not to be trained as tradesmen or specialists until they have completed the period of recruit training specified in **Part 2** of this Chapter¹.

Attendance at Further Education College, Institute or Adult Community Learning Centre

2.206.

- a. Within the limits of the funds allotted for the purpose, personnel of Group A units will be permitted to attend evening classes at a further education college or institute, or Adult Community Learning Centre, to undertake literacy, numeracy or trade training and to count such attendance as training for bounty purposes (for travel expenses *see JSP 752*, Chapter 4, Section 1).
- b. The above arrangements are subject to the following conditions and it is the responsibility of the Command/Functional Bde Commander to ensure that these conditions are satisfied:
 - (1) The literary, numeracy or trade training to be provided by evening classes must not be available more economically within the resources of the Command/Functional Bde.
 - (2) The syllabus of the course of evening classes must meet the requirements of the Army education or trade policy concerned.
 - (3) The officer commanding the TA unit or commander CVHQ must approve the attendance at evening classes of all personnel under his command who wish to count such attendance as training periods. In no case is attendance at an evening class to be counted as more than a quarter day training.
 - (4) The officer commanding the TA unit or commander CVHQ concerned is to obtain from the authorities of the further education college or institute a certificate showing the dates and duration of the attendance of each trainee tradesman. At the end of each course of evening classes, tradesmen who attend them are to take the appropriate literacy / numeracy qualification or Army trade test, the results of which will determine whether upgrading, reclassification or reassessment is necessary.
- c. Command/Functional Bde HQs are to keep TA units informed of the further education colleges, institutes and Adult Community Learning Centres which are able to provide suitable training facilities.

Works Services as Part of Training

2.207. All authorized Works Services carried out by TA units as part of their field training are to be:

- a. At permanent training camps, directed by the property manager who is to provide all the necessary stores.
- b. At temporary training camps, under Army arrangements with all stores to be provided by the Army, any recoverable stores to be returned to Army stores at the conclusion of training and the total cost to be borne by the appropriate Army Department votes.

Ceremonial Parades and Functions

2.208. Detailed instructions concerning ceremonial parades and functions are set out in **QR (Army) Chapter 8**. Applications by TA units to participate in ceremonial occasions overseas are to be submitted to MOD (PS 12(A)). It should be noted that proposed ceremonial participation overseas at public expense is unlikely to be approved unless

¹ Erratum – Amendment authorized in Amdt 28

there are cogent reasons for units' participation. Such reason should include a firm invitation from the country, town or public authority who are arranging the event together with the strong support of the Foreign and Commonwealth Office. Applications should be submitted through Div HQ and Army HQ.

Guards of Honour and Salutes

2.209. The TA may provide a guard of honour for a member of the Royal Family, or for the Lord Lieutenant of the County, or for the President of the local RFCA, on arrival in the neighbourhood of the headquarters of a unit. A travelling escort and troops for lining the streets may be provided for the Sovereign, Heir Presumptive or Apparent, or any member of the Royal Family expressly representing the Sovereign during an official visit. Where the visit is primarily civil in character a guard of honour or party for street lining duties is to be provided only at the request of, or with the agreement of, the Lord Lieutenant of the County.

2.210. In all cases the officers and soldiers must be volunteers for the duty.

2.211. Attendance at one such ceremony each year, with the necessary preliminary rehearsals, may count as training of a maximum of two days for TA Group A, or up to six training periods for TA Group B. Any additional attendance that is to count as training requires Army HQ authority.

2.212. Attendance at more than one such ceremony in any one training year requires the authority of Army HQ who may permit up to two days for TA Group B to count as training for each such ceremony.

2.213. Officers and soldiers employed are not to receive any emoluments, nor will any expenditure or public money be incurred in connection with the provision of any guard of honour or other ceremony, except as provided in **para 2.209** (see also **para 7.102**).

2.214. Civil authorities applying for the use of TA troops for guards of honour, escorts, lining the streets or any similar purposes must be clearly informed that all expenses incurred, except where the charges are admissible under **para 2.209** are to be recovered from them.

2.215. Immediately it has been decided that a TA unit shall provide a guard of honour a report is to be made by the officer commanding the unit to the Div Commander. In cases where regular troops are stationed in the town in which the guard of honour or escort is being provided, the officer commanding the TA unit is also to report the fact to the officer commanding the regular troops.

2.216.

- a. When the Lord Lieutenant or the President of the RFCA is present in uniform at a review, field day or inspection consisting only of units of the TA belonging to the county in which he is Lord Lieutenant, or from the area of the RFCA of which he is President, and is invited by that area, he is to be entitled to a salute on arriving at the ground and during the march past. The military command, however, is to be exclusively in the hands of the officer in command, who will give the order for the salute, and who will march past at the head of the troops. Should the Div or Command/Functional Bde Commander intend to be present at a parade of this nature, he is to arrange to arrive at the ground before the Lord Lieutenant or President of the RFCA and is also to receive a salute.
- b. When a parade is ordered by the Div Commander, and the Lord Lieutenant or President of the RFCA desires to be present, the latter should come on to the ground first and receive an independent salute before that given to the Div Commander, who will arrive later and be received with the usual honours and take the salute at the march past.

Military Funerals

2.217. Military funerals may be accorded to deceased serving members of the TA who are to be buried within the district in which the headquarters of the unit or sub unit is situated. Attendance of troops is to be confined to TA. All necessary arrangements are to be made regimentally and no expense is to be borne by the public, except as provided in **para 3.364** and **paras 8.041 – 8.043**.

2.218 - 2.249. Reserved.

PART 5 - VOLUNTARY TRAINING OR OTHER DUTIES

General

2.250. Under the authority of Section 27 **RFA 96** TA personnel may with the agreement of their commanding officer, or officers designated by him, voluntarily undertake voluntary training or other duties that are additional to mandatory training required by Section 22 **RFA 96**. Such training or duties may be at an individual's own request or in response to a request made by or on behalf of the commanding officer. Such duties may be carried out in the UK or elsewhere. Employment under Section 27 **RFA 96** does not change an individual's mobilization liabilities.

2.251. Commanding officers may delegate authority to authorize voluntary training or other duties to officers of the rank of captain or above. Such delegations are to be included in either unit standing orders by appointment or periodically published on Part One orders.

2.252. Requests for, or offers of voluntary training or other duties are normally to be made verbally and are not binding on either party both of whom may withdraw the request without penalty. However, once an individual is carrying out voluntary training or other duties he is on duty and is subject to Service law.

2.253. Reserved.

Terms and Conditions of Service

2.254. Pay and Allowances. Personnel carrying out voluntary training or other duties under Section 27 **RFA 96** are entitled to receive exactly the same pay and allowance as if the duties were carried out under Section 22 **RFA 96**. Voluntary training or other duties is also to be categorized in the same way as normal training under the provisions of **Annex B/2**.

2.255. Injury or Illness. In the event of illness or the injury of an individual carrying out voluntary training or other duties, procedures to be adopted are identical to those when an individual is engaged in normal training. If an individual suffers an attributable illness or injury that leads to partial or total disability he is entitled to claim disability allowance and the procedures laid down in **Chapter 8** are to be followed.

2.256. Pension. Voluntary training or other duties under Section 27 **RFA 96** and mandatory training under Section 22 **RFA 96** do not accrue pension benefits under the AFPS. Deductions are therefore made from the gross rate of military pay under the contracted in State Second Pension Scheme (S2P) so that such service will accrue benefits in S2P. However, if an individual is medically discharged from the TA due to an attributable injury or illness incurred while carrying out voluntary training or other duties, he may be entitled to receive an additional attributable pension under the AFPS. Procedures are outlined at **paras 8.018e - f** of these regulations.

2.257. Leave. Individuals carrying out this form of service have no entitlement to annual or terminal leave.

Duration and Recording

2.258.

- a. The wide range of training and duties carried out by TA personnel under Sections 22 and 27 **RFA 96** are entered on the Unit Night Training Register (JS Form **JPA E109**) and on the Training Attendance Register Spreadsheet. For VTOD Code H is to be used.
- b. However, if an individual offers, or is requested to carry out voluntary training or other duties which have no relevance to his military training or role and are not beneficial to his military professional development, he is to be informed that such activities will not count towards his bounty earning obligations. Such activities are to be recorded on an individual attendance register annotated at the top of the first page 'Not Bounty Earning Training'. It is the responsibility of the permanent staff of his sub unit to ensure that these training or other duties are recorded on the individual's training record and offset against the total number of training days attended. This is to ensure that there is no confusion over the total number of days attended during a training year and the total number of qualifying days accrued for bounty earning purposes.

2.259. An individual may undertake up to 90 days voluntary training or other duties at the discretion of his commanding officer. Such duties are not to be carried out for more than 12 continuous weeks whether the individual is required to attend for the whole week or for only one day a week. Once an individual has attended for voluntary training or other duties in 12 consecutive weeks, a break in service of at least one week is to take place. Failure to comply with this regulation would contravene the provisions of the **Working Time Regulations 1998**.

2.260. If a requirement for voluntary duties which will exceed the limitations outlined in **para 2.259** is foreseen, either at the outset or after the duties have commenced, consideration should be given to offering an ADC commitment to the individual concerned.

2.261. Due to the provisions of **paras 2.258a** and **2.259**, regional unit personnel may not aggregate more than 117, and national unit personnel more than 109, man training days a year on training or duties authorized by Sections 22 and 27

RFA 96. All MTDs in excess of 27 days will normally be regarded as voluntary training or other duties. The only exception to this will be such duties as are defined at **para 2.258b**, carried out before an individual has completed sufficient days to qualify for bounty. VTOD must not be used for more than 90 days; continued employment above this threshold must be on ADC or the MoD will breach the **Working Time Regulations 1998**. The minimum Mandatory Training under Section 22 of **RFA 96** may take place in addition to the maximum 180 days.

2.262. ADC is the preferred method of employing TA Personnel but, exceptionally, individuals may be authorized by Army HQ (DPS(A) SO2 Pers TA) via Div Comd to exceed the VTOD ceiling shown above. However, submissions to Army HQ must be accompanied by a 1* or above (or appointed deputy) endorsed justification for not employing the individual on ADC and in advance of breaching the VTOD threshold. *The proforma at Annex F/2 is to be used.*

2.263 - 2.300. Reserved.

ANNEX A TO CHAPTER 2

Reserved

ANNEX B TO CHAPTER 2
CATEGORIES OF TRAINING
(PARAS 2.005 AND 2.016 REFER)

Serial	Category	Description	Implications
(a)	(b)	(c)	(d)
1	A	Normal training	Full costs. Personnel are on duty, travel at public expense and receive normal pay and allowances.
2	B	Normal training overseas	Personnel are on duty, pay is admissible and travel costs are authorized.
3	C-1	Normal training authorized as unpaid training	Personnel are on duty, eligible to travel at public expense and receive normal allowances but have voluntarily foregone receipt of pay.
4	C-2	Training of restricted value authorized as unpaid training	Personnel are on duty but there is no entitlement to pay, allowances or travel costs (but <i>see also para 7.287</i>).
5	D	Activity NOT classed as training	Personnel are NOT on duty and must sign a form of indemnity. Personal insurance cover against death, injury or possible third party claims is necessary.
6	E	Training paid for by employer	Sponsored Reserve military training or duties for which pay and allowances are paid for by the employer rather than the Army. Such training is bounty earning if it would otherwise be classed as Category A, B or C-1 training.
7	F	Additional Duties Commitment	Full costs. Personnel are on duty, travel at public expense and receive normal pay. Eligibility for allowances is laid down in Chapter 11 .
8	G	Continuous Training in excess of 16 days	If a period of training lasts for more than 16 days, the 17 th day and all after count as out of camp training.
9	H	Voluntary Training or Other Duties	Full costs. Personnel are on duty, travel at public expense and receive normal pay and allowances.
10	CT	Continuous Training (Camp)	Full costs. Personnel are on duty, travel at public expense and receive normal pay and allowances.

Notes.

1. The new categories of training are introduced to comply with the programme changes arising from the introduction of JPA.
2. *See also JSP 754*, Chapter 4, Section 1.

**ANNEX C TO CHAPTER 2
ALLOCATION OF MAN TRAINING DAYS**

(PARA 2.025 REFERS)

- 1. Unit Entitlement.** The allocation of Man Training Days (MTD) for each training year is determined by the capability required for each TA unit. In the case of Land Forces units, the training needed to produce this capability, the 'MTD Requirement', is to be articulated in an annual TA Activity Forecast submitted to HQ Personnel Support Command (HQ PSC) by the Chain of Command as part of the Land Forces Planning Round. DSF and other non-Land Forces TA units are to submit their MTD requirement to their relevant Chain of Command.
- 2. Responsibilities.** Instructions for the TA aspects of the Planning Round are to be issued annually by HQ PSC who are responsible for the overall condition of the TA. HQ PSC is responsible for presenting the Land Forces TA MTD Requirement to the Top Level Budget Holder and for representing the wider TA throughout the Planning Round process.
- 3. Supplementary Allotments.** No resources are retained by HQ PSC for supplementary allotments.
- 4. Transfer of Training Time.** The transfer of training time between or among units is not allowed.
- 5. Training Records.** At unit annual inspections unit training records are to be examined by the inspecting officer to ensure that MTD have been used for the purpose for which they are authorized.
- 6. Financial Control.** Higher Level Budget holders.

ANNEX D TO CHAPTER 2
POOL OF TECHNICAL STAFF OFFICERS/TECHNICAL INTELLIGENCE STAFF OFFICERS
TRAINING REQUIREMENTS

(PARA 2.044A REFERS)

1. Members of the Pool of Technical Staff Officers/Technical Intelligence Staff Officers are considered sufficiently expert in their own fields not to need to complete as much training as the remainder of the TA. The aim of this annex is to detail the special instructions applicable to these pools.

In Camp Training

2. Members will be required to complete either:

- a. Up to 16 days in camp training each year, or
- b. Up to 32 days in-camp training in alternate years, which may be taken in two periods, each of up to 16 days training.

3. The option to complete up to 32 days in camp training in one year under para 2 will be entirely voluntary and the liability under the **Reserve Forces Act 1980**, Section 38 or **Reserve Forces Act 1996**, Section 22 of members who choose this alternative is in no way changed or amended.

4. The form and type of training which is carried out will depend on the needs of the Service. It will be decided by Ministry of Defence (DIS(Plans)).

5. If it is considered that better use can be made of an officer's services by his employment for shorter periods during the training year, the requirement for training to be continuous may be waived at the discretion of Ministry of Defence (DIS(Plans)).

There is, however, to be no reduction in the total number of days training set out in **para 2**.

Out of Camp Training

6. The out of camp requirement for members of both pools is four days. This will be considered as waived unless specifically invoked on the authority of Ministry of Defence sponsor branches.

7. Members of both pools may however carry out four days out of camp training voluntarily in any year in which out of camp training is waived if there should be a Service requirement (*see para 6*).

Annual Weapon Training

8. Members of both pools are required to fire the Annual Personal Weapon Test in accordance with Regulations for the TA **para 2.033**. Officers will only fire in the year in which they complete continuous training (*see para 2* of this Annex).

Bounties

9. When camp and the Annual Personal Weapons Test are completed payment of the training bounty will follow the rules laid down in TA Regulations **Chapter 7 Part 3**.

10. When 30 days training is carried out in accordance with **para 2b** of this Annex arrangements for the payment of bounties will be as follows:

- a. If the training is carried out in the first of the two years, training bounty for two years will be payable on completion of first training year; no training bounty will then be paid at the end of the second training year.
- b. If the training is carried out in the second year, one year's training bounty will be payable on completion of 16 days training (or 19 days, if the four days out of camp training requirement is invoked) and one year's bounty at the end of that second year.

**ANNEX E TO CHAPTER 2
APPLICATION FOR EXTENDED ATTACHMENT FOR TRAINING TO A REGULAR UNIT BY A
SERVING TA OFFICER OR SOLDIER**

(PARA 2.092 REFERS)

All applications made on this form are to be submitted through the Chain of Command to MS [Reserves] APC

1. Personal details
 Surname (BLOCK LETTERS) _____
 Forenames _____
 Number _____ Held rank _____
 Date of Birth _____ Marital status _____
 Home address and telephone number _____

2. TA Unit
 Employment in unit _____

3. PULHHEEMS PULHHEEMS
 Date of last examination _____

4. Proposed Regular unit for attachment (*if known*)

(Note: This unit should NOT be serving or due to serve in Northern Ireland.)

5. Proposed period of attachment _____ to _____

6. Recommendation by Commanding Officer
 a. I recommend _____ as suitable for an extended attachment to a Regular Army unit.
 b. Additional remarks (if any)

Date _____ Commanding _____

7. Recommendation by Command/Functional Bde
 The proposed attachment is recommended

**ANNEX F TO CHAPTER 2
APPLICATION FOR ADVANCE AUTHORITY
TO EXCEED 109 OR 117 MAN TRAINING DAYS
IN TRAINING YEAR [insert year]
(PARAS 2.261 – 2.262 REFER)**

To:	Army HQ, DPS(A), PS4(A) – SO2 PSTA		
From:	Unit:		Formation:

1. Authority in respect of TA Officer / Soldier shown below is for Voluntary Training Other Duties (VTOD) under Sect 27 RFA (96).
2. This training will be governed by TA Regulations **paras 2.201, 7.002 - 7.017**.
3. MTDs are to be found from within the unit allocation.
4. Authority will not be granted retrospectively.
5. Only one person per form.

Number	Rank	Name	Trade/Appt	MTD used to Date	Total MTDs Requested – Broken down by usage for remainder of the year	Justification – must state why ADC is not applicable	For Army HQ Use: MTDs Authorized

Training Major	Commanding Officer	Formation Commander*
Rank: Name: Signature: Date: Tel No:	Rank: Name: Signature: Date:	Rank: Name: Signature: <hr style="border: 1px solid gray;"/> * (or appointed deputy)

ANNEX G TO CHAPTER 2
CERTIFICATE OF EFFICIENCY AND ATTENDANCE REGISTERS
(PARAS 2.058 – 2.059 AND 2.061 – 2.066 REFER)

1. The layouts for the commanding officer's Certificates of Efficiency and Attendance Registers for group and individual activities are at the Appendices listed below:
 - a. *Appx 1* - Commanding Officer's Certificate of Efficiency for Individuals.
 - b. *Appx 2* - Commanding Officer's Certificate of Efficiency for the Majority of Personnel.
 - c. *Appx 3* - Attendance Register for Group Activities.
 - d. *Appx 4* - Attendance Register for Category C-1 Group Activities.
 - e. *Appx 5* - Individual Attendance Register.
 - f. *Appx 6* - Individual Attendance Register for Category C-1 Activities.
2. The layouts for the commanding officer's Certificates of Efficiency at **Appendices 1 and 2** to this Annex are issued under the authority of Army HQ. The instructions shown on the certificates may be amended by Army HQ to take account of changes in training policy or MIS.
3. The layouts and certification for the Attendance Registers (AR), are issued under the authority of Army HQ at the request of MOD (Defence Internal Audit (DIA)). The AR at **Appendices 3 - 6 of Annex G/2** are to be completed and accounted for as laid down at **paras 2.061 – 2.066**.
4. Details of MATT requirements will be issued by Army HQ DTrg(A) each year as the system develops.
5. **Level 1** - Individuals deployed on enduring operations, TA units and individuals warned for operations and TA individuals serving full time with Regular Army units, staff in ARTD/defence training schools, individuals in a position with a deployable or shadow role, NATO RF and deployable NATO HQ staff including ARRC.
6. **Level 2** - Individuals in TA units and TA individuals (not warned for operations) - less those at L1/L3.
7. **Level 3** - Individuals in non-deployable HQ positions *e.g.* MOD, DE&S, Army HQ, ARTD, individuals in non-deployable units, *e.g.* ACIOs.
8. TA MATT policy is published by DTrg(A) Army HQ and will be incorporated into these regulations in due course **but it is the reference document to determine the standards required and the frequency of testing**. Details of MATTS to be passed in order to qualify for bounty are published periodically by Army HQ.
9. **Waivers**. Commanding officers may apply to the appropriate one-star commander for the granting of a waiver in specific cases for those individuals who have attempted but not passed all MATT tests provided they have qualified for bounty in all other respects. Such waivers are to be reviewed annually and are not required for individuals who have been excused specific MATT tests for medical reasons or pregnancy.

**APPENDIX 1 TO ANNEX G TO CHAPTER 2
COMMANDING OFFICER'S CERTIFICATE OF EFFICIENCY**

(PARAS 2.058 – 2.059 REFER)

Note: This form is to be used for individuals whose bounty earning training differs from that shown on **Appx 2** to Annex G/2 of TA Regulations 1978.

1. This is to certify that _____ (*insert No, rank & name*)
has fulfilled the following basic requirements and is eligible to be paid full/lower training commitment^{1,2} bounty

MATT 1	-	has passed shooting at Level	_____	(<i>insert level</i>)
MATT 2	-	has passed Annual Fitness Test (TA) at Level**	_____	(<i>insert level</i>)
MATT 3	-	has passed Battle Casualty Drills at Level	_____	(<i>insert level</i>)
MATT 4	-	has passed CBRN at Level	_____	(<i>insert level</i>)
MATT 5	-	has passed Map Reading & Navigation at Level	_____	(<i>insert level</i>)
MATT 6	-	has passed Values & Standards		
MATT 7		has passed Operational Law (OPLAW) at Level	_____	(<i>insert level</i>)
MATT 8		has passed Survive, Evade, Resist, Extract (SERE)		
MATT 9		has passed Counter Improvised Explosive Device (C-IED) at Level	_____	(<i>insert level</i>)

Out of Camp Training - has attended _____ (*insert number*) MTDs³

*Is entitled to claim _____ (*insert number*) MTDs for _____ (*insert number*) days mobilized
service from _____ to _____ (*insert dates*)⁴

Camp- has attended:

*Unit Camp

*Reduced Unit Camp

*FTRS in lieu of Camp from _____ to _____

*Mobilized service in lieu of Camp _____ to _____

*Other training in lieu "(applicable only
to personnel authorized under **para**
2.040b, sub-sub-paras (1) – (10))

(*insert details*) as authorized by **para 2.031** or **2.098**.

* *Delete those items that are inapplicable.*

** TA Fitness Policy states that the AFT (TA) is the only fitness test for Bounty qualification, unless over 50 years of age. MATT 2 (Fitness Test) Bounty requirements for those over 50 years are set out in TA Fitness Policy set out by DTrg(A).

¹ See **para 2.036**

² HRR personnel who are liable for overseas Op deployment are required to pass all MATTs 1-9 at Level 1 to qualify for the HRR bounty. HRR personnel who are liable for UK Ops are required to pass MATTs 3, 5 and 6 at Level 1 and MATT 4at Level 2 to qualify for the HRR bounty. HRR personnel whether liable for UK or Overseas Ops are still required to pass all MATTs at prescribed levels to qualify for the TA bounty, less the Personal Fitness Assessment (PFA). Whilst the PFA (previously known as the Personal Fitness Test (PFT)) is a mandatory test, it is not a bounty earning requirement.

³ Where camp or training in lieu was for less than 16 days, the individual must make good the balance with extra out of camp MTDs.

⁴ See **Appx 1 to Annex A/7** and complete and forward **Appx 2 to Annex A/7** to AFPAA(G).

2. Remarks: *(insert any qualifying comments to explain variations from normal, e.g. such items as: extended training year, excused specific MATTs due to pregnancy, MATTs completed or passed at RTMC or during FTRS)*

Date: _____

Signature _____

Name: _____

Commanding:

When this certificate has been issued to accommodate either FTRS or mobilized service in lieu of camp, it is to be forwarded to **SPVA, Kentigern House, 65 Brown Street, GLASGOW, G2 8EX (MP600)** for their further action. A copy is to be retained with the individual's personal documents at unit level.

**APPENDIX 2 TO ANNEX G TO CHAPTER 2
COMMANDING OFFICER’S CERTIFICATE OF EFFICIENCY**

(PARAS 2.058 – 2.059 REFER)

1. This is to certify that the members of my unit listed on the attached nominal rolls numbered _____ to _____ inclusive, have fulfilled the following basic requirements and will be eligible to be paid full training bounty for the _____ (*insert year*) training year, subject to completing the required number of days training by 31 March:
All have been tested in MATTs 1 to 9 and have passed at the required levels _____
HRR personnel shown on the nominal rolls have passed all nine MATTs at Level 1.¹

- MATT 1** - Shooting
- MATT 2** – Annual Fitness Test (TA)*
- MATT 3** - Battle Casualty Drills
- MATT 4** - CBRN
- MATT 5** - Map Reading & Navigation
- MATT 6** - Values and Standards
- MATT 7** – Operational Law (OPLAW)
- MATT 8** – Survive, Evade, Resist, Extract (SERE)
- MATT 9** – Counter Improvised Explosive Device (C-IED)

* TA Fitness Policy states that the AFT (TA) is the only fitness test required for Bounty qualification, unless over 50 years of age. MATT 2 (Fitness Test) Bounty requirements for those over 50 years are set out in TA Fitness Policy published by DTrg (A).

Out of Camp Training - All have or will have attended _____ (*insert “12” or “4”*) MTDs

Camp - All have attended Unit Camp

Date: _____

Signature _____

Name: _____

Commanding: _____

¹ HRR personnel are required to pass all nine tests to qualify for HRR bounty if stood by for Overseas Operations.

**APPENDIX 3 TO ANNEX G TO CHAPTER 2
TERRITORIAL ARMY ATTENDANCE REGISTER (AR)
(PARAS 2.061 – 2.066 REFER)**

UNIT: _____ SHEET NO _____ AR SERIAL NO: _____ START DATE: _____ FINISH DATE: _____ IC PARADE: _____	SUB UNIT: _____ OF _____ TIME: _____ TIME: _____ LOCATION: _____	Sheets 1 to _____ Checked by: _____ Initials: _____ Rank & Appt: _____ Date: _____
---	--	--

Claimants Certificate

1. I certify that I have read the instructions for the completion of this form, and the regulations governing the payment of Home to Duty travel allowance (HTD).
- 2 My method of travel is as certified below.
3. I certify that I am aware that it is an offence punishable under both Civil and Military Law to knowingly make a fraudulent claim for HTD allowance.

A	B	C	D	E	F	G	H	I	J	K
Ser	Number	Rank	Name	¹ / ₄	¹ / ₂	³ / ₄	Day	Method of Travel	Signature	Remarks

TA Attendance Register (AR) – Continuation Sheet

UNIT:	SUB UNIT:
AR SERIAL NO:	SHEET NO: OF:

Claimants Certificate

1. I certify that I have read the instructions for the completion of this form, and the regulations governing the payment of Home to Duty travel allowance (HTD).
2. My method of travel is as certified below.
3. I certify that I am aware that it is an offence punishable under both Civil and Military Law to knowingly make a fraudulent claim for HTD allowance.

A	B	C	D	E	F	G	H	I	J	K
Ser	Number	Rank	Name	¹ / ₄	¹ / ₂	³ / ₄	Day	Method of Travel	Signature	Remarks

Attendance Register Certificate

(To be completed and attached to all Attendance Registers)

Certifying Officer(s):

I hereby certify that the claimants listed on Sheets 1 to of Attendance Register Serial No were authorized to attend for duty on the dates shown and that the times shown are correct and the persons listed attended for the full period, unless otherwise stated in the remarks column. I have no reason to doubt the accuracy of the statements made and I am aware that false declarations could lead to disciplinary action. I further certify that:

- a. Where a day’s pay is claimed for attendance of eight or more hours, that a minimum of four hours actual training or essential administration was carried out.
- b. where ¾ a day’s pay is claimed it was for a period of authorized training or essential administration of not less than six hours.
- c. Where ½ a day’s pay is claimed it was for a period of authorized training or essential administration, of not less than four hours.
- d. Where ¼ a day’s pay is claimed it was for a period of authorized training or essential administration, of not less than two hours.
- e. Pay and Travel details will only be transferred to JS **JPA E019** upon the signature of the soldier in Column J of the Attendance Register.
- f. Details will only be transferred to the Ration Roll upon the signature of the soldier in Column J of this Attendance Register

SIGNATURE OF MUSTERING NCO:		NAME:
NO:	RANK:	APPOINTMENT:

SIGNATURE OF RESPONSIBLE OFFICER:		NAME:
DATE:	RANK:	APPOINTMENT:

TRANSFERRED TO JS JPA E019 NOs:		BY (NAME):
	DATE:	SIGNATURE:

TRANSFERRED TO RATION ROLL NO:		BY (NAME):
	DATE:	SIGNATURE:

This Attendance Register is to be retained as a supporting document to the unit imprest account for a period of six years in accordance with the provisions of **JSP 891**.

Notes for the Completion of Attendance Register

1. The method of travel is to be entered on the form as follows:

N - Normal method of travel as certified on **AF E 7545** / **JS JPA E019** or Form sponsored by District/Bde HQ in lieu.

X - Travel by any other method than that certified for normal HTD travel. The Remarks Column (K) is to be appropriately annotated. If travelling as a passenger in another person's vehicle, enter: "P" and the name of the driver. (The officer responsible for transferring the claim to **JS JPA E019** is to ensure that the driver of the car is credited with Passenger Allowance.)

Any other claim is to be made on JS Form **JPA F016** and the column annotated "JPA F016".

2. Any change of circumstance which affects the distance or method of travel is to be notified to the PSAO or Finance Clerk immediately, and a change of circumstance claim form completed.
3. When you attend training in the daytime at a place other than your normal duty station, and are not fed from service sources, you may be eligible to claim Subsistence Allowance. Seek advice from your PSAO, AO or Finance Clerk.

IT IS AN OFFENCE, PUNISHABLE UNDER BOTH CIVIL AND MILITARY LAW TO KNOWINGLY SUBMIT A FRAUDULENT CLAIM FOR TRAVEL ALLOWANCES OR MOA.

THESE NOTES ARE TO BE COPIED AND DISPLAYED WITH THE ATTENDANCE REGISTER AT THE TIME INDIVIDUALS ARE REPORTING FOR DUTY. SIGNING OF THE REGISTER IS TO BE CARRIED OUT UNDER THE FORMAL SUPERVISION OF THE MUSTERING NCO.

**APPENDIX 4 TO ANNEX G TO CHAPTER 2
TERRITORIAL ARMY ATTENDANCE REGISTER (AR) -
CATEGORY C--1 (UNPAID TRAINING)**

(PARAS 2.061 – 2.066 REFER)

UNIT: _____	SUB UNIT: _____	Sheets 1 to. _____
SHEET NO _____	OF _____	Checked by: _____
AR SERIAL NO: _____		Initials: _____
START DATE: _____	TIME: _____	Rank & Appt: _____
FINISH DATE: _____	TIME: _____	Date: _____
IC PARADE: _____		LOCATION: _____

Claimants Certificate

1. I certify that I have read the instructions for the completion of this form, and the regulations governing the payment of Home to Duty travel allowance (HTD) and that before attending the training/duties shown above I voluntarily agreed to forego receipt of pay.
2. My method of travel is as certified below.
3. I certify that I am aware that it is an offence punishable under both Civil and Military Law to knowingly make a fraudulent claim for HTD allowance.

A	B	C	D	E	F	G	H	I	J	K
Ser	Number	Rank	Name	¹ / ₄	¹ / ₂	³ / ₄	Day	Method of Travel	Signature	Remarks

UNIT: _____	SUB UNIT: _____
AR SERIAL NO: _____	SHEET NO: _____ OF: _____

TA Attendance Register (AR) – Category C-1 Continuation Sheet

Claimants Certificate

1. I certify that I have read the instructions for the completion of this form, and the regulations governing the payment of Home to Duty travel allowance (HTD) and that before attending the training/duties shown above I voluntarily agreed to forego receipt of pay.
2. My method of travel is as certified below.
3. I certify that I am aware that it is an offence punishable under both Civil and Military Law to knowingly make a fraudulent claim for HTD allowance.

A	B	C	D	E	F	G	H	I	J	K
Ser	Number	Rank	Name	¹ / ₄	¹ / ₂	³ / ₄	Day	Method of Travel	Signature	Remarks

Category C-1 Attendance Register Certificate

(To be completed and attached to all Category C-1 Attendance Registers)

Certifying Officer(s) (Category C-1 Training Attendance Register):

I hereby certify that the claimants listed on Sheets 1 to . . . of Attendance Register Serial No . . . were authorized to attend for duty on the dates shown and that the times shown are correct and the persons listed attended for the full period, unless otherwise stated in the remarks column. I have no reason to doubt the accuracy of the statements made and I am aware that false declarations could lead to disciplinary action. I further certify that:

- a. Where a day’s pay is claimed for attendance of eight or more hours, that a minimum of four hours actual training or essential administration was carried out.
- b. Where $\frac{3}{4}$ a day’s pay is claimed it was for a period of authorized training or essential administration of not less than six hours.
- c. Where $\frac{1}{2}$ a day’s pay is claimed it was for a period of authorized training or essential administration, of not less than four hours.
- d. Where $\frac{1}{4}$ a day’s pay is claimed it was for a period of authorized training or essential administration, of not less than two hours.
- e. Pay and Travel details will only be transferred to JS **JPA E019** upon the signature of the soldier in Column J of the Attendance Register.
- f. Details will only be transferred to the Ration Roll upon the signature of the soldier in Column J of this Attendance Register.

SIGNATURE OF MUSTERING NCO:		NAME:
NO:	RANK:	APPOINTMENT:

SIGNATURE OF RESPONSIBLE OFFICER:		NAME:
DATE:	RANK:	APPOINTMENT:

TRANSFERRED TO JS JPA E019 NOs:		BY (NAME):
	DATE:	SIGNATURE:

TRANSFERRED TO RATION ROLL NO:		BY (NAME):
	DATE:	SIGNATURE:

This Attendance Register is to be retained as a supporting document to the unit imprest account for a period of six years in accordance with the provisions of **JSP 891**.

Notes For The Completion Of Attendance Register

1. The method of travel is to be entered on the form as follows:

N - Normal method of travel as certified on **AF E7545** / **JS JPA E019** or Form sponsored by District/Bde HQ in lieu.

X - Travel by any other method than that certified for normal HTD travel. The Remarks Column (K) is to be appropriately annotated. If travelling as a passenger in another person's vehicle, enter: "P" and the name of the driver. (The officer responsible for transferring the claim to **JS JPA E019** is to ensure that the driver of the car is credited with Passenger Allowance.)

Any other claim is to be made on JS Form **JPA F016** and the column annotated "JPA F016".

2. Any change of circumstance which affects the distance or method of travel is to be notified to the PSAO or Finance Clerk immediately, and a change of circumstance claim form completed.

3. When you attend training in the daytime at a place other than your normal duty station, and are not fed from service sources, you may be eligible to claim Subsistence Allowance. Seek advice from your PSAO, AO or Finance Clerk.

IT IS AN OFFENCE, PUNISHABLE UNDER BOTH CIVIL AND MILITARY LAW TO KNOWINGLY SUBMIT A FRAUDULENT CLAIM FOR TRAVEL ALLOWANCES OR MOA.

THESE NOTES ARE TO BE COPIED AND DISPLAYED WITH THE ATTENDANCE REGISTER AT THE TIME INDIVIDUALS ARE REPORTING FOR DUTY. SIGNING OF THE REGISTER IS TO BE CARRIED OUT UNDER THE FORMAL SUPERVISION OF THE MUSTERING NCO.

**APPENDIX 5 TO ANNEX G TO CHAPTER 2
TERRITORIAL ARMY INDIVIDUAL ATTENDANCE REGISTER (AR)
(PARAS 2.061 – 2.066 REFER)**

UNIT:
AR SERIAL NO:
NUMBER:
RANK:
NAME:

Sub Unit: _____

Checked by:
Initials:
Rank/Appt:
Date:

Training Activity: If there is insufficient space in Column J to adequately define the location and TA duties carried out, give details on a separate sheet attached to this claim.

A	B	C	D	E	F	G	H	I	J	K
Ser	Date	Time from	Time to	¹ / ₄	¹ / ₂	³ / ₄	Day	Method of Travel	Details of Training	Signature
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Claimant's Certificate

- I certify that I have read the instructions for the completion of this form, and the regulations governing the payment of Home to Duty travel allowance and that the dates and times shown are correct.
- I further certify that:
 - Where a day's pay is claimed for attendance of eight or more hours, that a minimum of four hours actual training or essential administrative duties, authorized by the Commanding Officer, was carried out.
 - Where a ³/₄ day's pay is claimed for a period of training or essential administrative duties, of not less than six hours, authorized by the Commanding Officer.
 - Where a ¹/₂ day's pay is claimed it was for a period of training or essential administrative duties, of not less than four hours, authorized by the Commanding Officer.
 - Where a ¹/₄ day's pay is claimed it was for a period of training or essential administrative duties, of not less than two hours, authorized by the Commanding Officer.
- I certify that I am aware that it is an offence punishable under both Civil and Military Law to knowingly make a fraudulent claim for pay or HTD allowance.

Signature of Claimant: _____ Name _____
Date: _____

Individual Attendance Register Certificate

(To be completed and attached to all Individual Attendance Registers)

Certificate by Employing Officer

I certify that:

1. The claimant was authorized to undertake the duties as shown in Attendance Register
Serial: _____
2. I have no reason to doubt the validity of the dates and times stated.
3. The claimant is eligible to be paid for the duties as shown above.
4. The claimant is eligible to be paid the allowances claimed above.

SIGNATURE OF EMPLOYING OFFICER:		NAME:
DATE:	RANK:	APPOINTMENT:

TRANSFERRED TO JS JPA E019 NOs:		BY (NAME):
DATE:		SIGNATURE:

TRANSFERRED TO RATION ROLL NO:		BY (NAME):
DATE:		SIGNATURE:

This Attendance Register is to be retained as a supporting document to the unit imprest account for a period of six years in accordance with the provisions of **JSP 891**.

Notes for the Completion of Attendance Register

1. The method of travel is to be entered on the form as follows:
 - N - Normal method of travel as certified on **AF E 7545** / JS **JPA E019** or Form sponsored by District/Bde HQ in lieu.
 - X - Travel by any other method than that certified for normal HTD travel. The Method of Travel Column (I) is to be appropriately annotated. If travelling as a passenger in another person’s vehicle, enter: "P" and the name of the driver. (The officer responsible for transferring the claim to JS **JPA E019** is to ensure that the driver of the car is credited with Passenger Allowance.)
 - Any other claim is to be made on JS Form **JPA F016** and the column annotated "JPA F016".
2. Any change of circumstances which affects the distance or method of travel is to be notified to the PSAO or Finance Clerk immediately and a change of circumstances claim form completed.
3. When you attend training at a place other than your normal duty station, and are not fed from service sources, you may be eligible to claim Subsistence Allowance. Seek advice from your PSAO, AO or Finance Clerk.

IT IS AN OFFENCE, PUNISHABLE UNDER BOTH CIVIL AND MILITARY LAW TO KNOWINGLY SUBMIT A FRAUDULENT CLAIM FOR TRAVEL ALLOWANCES.

YOU ARE TO READ THESE NOTES BEFORE ENTERING DETAILS OF ANY TRAINING OR DUTIES CARRIED OUT ON THE ATTENDANCE REGISTER.

**APPENDIX 6 TO ANNEX G TO CHAPTER 2
TA INDIVIDUAL ATTENDANCE REGISTER (AR) -
CATEGORY C-1 (UNPAID TRAINING)**

(PARAS 2.061 – 2.066 REFER)

UNIT:
AR SERIAL NO:
NUMBER:
RANK:
NAME:

Sub Unit: _____

Checked by:
Initials:
Rank/Appt:
Date:

Training Activity: If there is insufficient space in Column J to adequately define the location and TA duties carried out, give details on a separate sheet attached to this claim.

A	B	C	D	E	F	G	H	I	J	K
Ser	Date	Time from	Time to	¹ / ₄	¹ / ₂	³ / ₄	Day	Method of Travel	Details of Training	Signature
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Claimant's Certificate

- I certify that I have read the instructions for the completion of this form, and the regulations governing the payment of Home to Duty travel allowance and that the dates and times shown are correct.
- I further certify that:
 - Where a day's duty is claimed for attendance of eight or more hours, that a minimum of four hours actual training or essential administrative duties, authorized by the Commanding Officer, was carried out.
 - Where a ³/₄ day's pay is claimed it was for a period of training or essential administrative duties, of not less than six hours, authorized by the Commanding Officer.
 - Where a ¹/₂ day's duty is claimed it was for a period of training or essential administrative duties, of not less than four hours, authorized by the Commanding Officer.
 - Where a ¹/₄ day's duty is claimed it was for a period of training or essential admin, of not less than two hours, authorized by the Commanding Officer.
- I certify that I am aware that it is an offence punishable under both Civil and Military Law to knowingly make a fraudulent claim for pay or HTD allowance.

Signature of Claimant: _____ Name _____
Date: _____

**Category C-1 Individual Attendance Register
Certificate**

Certificate By Employing Officer

I certify that:

1. The claimant was authorized to undertake the duties as unpaid Category C-1 Training as Shown in Attendance Register Serial No: _____
2. I have no reason to doubt the validity of the dates and times stated.
3. The claimant is eligible to be paid the allowances claimed above.

SIGNATURE OF EMPLOYING OFFICER:		NAME:
DATE:	RANK:	APPOINTMENT:

TRANSFERRED TO JS JPA E019 Nos:		BY (NAME):
DATE:		SIGNATURE:

TRANSFERRED TO RATION ROLL NO:		BY (NAME):
DATE:		SIGNATURE:

This Attendance Register is to be retained as a supporting document to the unit imprest account for a period of six years in accordance with the provisions of **JSP 891**.

Notes for the Completion of Attendance Register

1. The method of travel is to be entered on the form as follows:
 - N - Normal method of travel as certified on **AF E 7545** / **JS JPA E019** or Form sponsored by District/Bde HQ in lieu.
 - X - Travel by any other method than that certified for normal HTD travel. The Method of Travel Column (I) is to be appropriately annotated. If travelling as a passenger in another person’s vehicle, enter: “P” and the name of the driver. (The officer responsible for transferring the claim to **JS JPA E019** is to ensure that the driver of the car is credited with Passenger Allowance.)
 - Any other claim is to be made on JS Form **JPA F016** and the column annotated “JPA F016”.
2. Any change of circumstances which affects the distance or method of travel is to be notified to the PSAO or Finance Clerk immediately and a change of circumstances claim form completed.
3. When you attend training at a place other than your normal duty station, and are not fed from service sources, you may be eligible to claim Subsistence Allowance. Seek advice from your PSAO, AO or Finance Clerk.

IT IS AN OFFENCE, PUNISHABLE UNDER BOTH CIVIL AND MILITARY LAW TO KNOWINGLY SUBMIT A FRAUDULENT CLAIM FOR TRAVEL ALLOWANCES OR MOA.

YOU ARE TO READ THESE NOTES BEFORE ENTERING DETAILS OF ANY TRAINING OR DUTIES CARRIED OUT ON THE ATTENDANCE REGISTER.

CHAPTER 3 TA Unit Command, Control and Administration

PART 1 - GENERAL

3.001. Introduction. This chapter is concerned with the functions of a unit commander. Its contents should be studied by all officers. Appropriate extracts from these Regulations should be included in Unit Standing Orders.

3.002. Command. Regulations governing the exercise of command by an appointed commanding officer, second in command or senior officer are laid down in **QR (Army), paras 2.016-2.018**. Powers of command of warrant officers, NCOs and soldiers are to be exercised according to rank and in special circumstances as detailed in **QR (Army), para 2.018**.

3.003. Security. A commanding officer is responsible for the security of his command and for issuing his security instructions in accordance with the provisions of the Defence Manual of Security (**JSP 440**) and the advice of security staffs. To this end he is to:

- a. appoint an officer as unit security officer to be responsible to him for planning, organization and maintenance of the security measures within the unit;
- b. arrange for regular security training of all personnel, and to ensure that those holding posts with specific security responsibilities are properly trained (*see also para 2.023*);
- c. arrange for the annual security education of all personnel of the unit, including civilian employees;
- d. apply Army Personnel Security Instructions as laid down in **JSP 440**, Defence Manual of Security, Issue 3.7, and, in particular, to report any change of circumstances relating to any officer, or soldier who is authorized to have access to classified information, in accordance with Part 5 of the **Defence Manual of Security**.

3.004. Disclosure of Official Information and Public Relations. Commanding officers are to observe the instructions contained in **QR (Army), Chapter 12**, and Defence Manual of Security (**JSP 440**), and are to ensure that these instructions are brought to the attention of all personnel joining the unit and periodically thereafter through publication in unit orders.

3.005. Service Inquiries. TA officers should, if practicable, be detailed to serve on service inquiries held in connection with the TA. If no qualified TA officer is willing to serve, an adjutant of a TA unit is to be detailed for duty (*see JSP 832*).

3.006. Leave – Full Time Personnel.

- a. *Mobilized Personnel.* Leave entitlements for mobilized TA and Regular Reserve personnel are laid down at **para 49 of Annex K/1**. The provisions for post operational tour leave are also applicable to personnel in FTRS.
- b. *NRPS Terminal Leave.* NRPS personnel are entitled to be granted one day's terminal leave for each month of service up to a maximum of 10 working day's terminal leave. This grant is subject to the provisions of **JSP 760** (Tri-Service Regulations for Leave and Other Types of Absence) and it should be noted that:
 - (1) Normally no other form of leave can be added to terminal leave.
 - (2) Retirement/run out dates may not be delayed in order to permit terminal leave to be taken.
 - (3) If it is not possible to clear untaken annual leave, then that leave will be lost.
 It is therefore important that units, and NRPS personnel in their final year of service, plan accordingly to ensure that individuals are able to take their annual leave entitlement.
- c. *Invaliding Leave.* NRPS personnel who are medically discharged from the TA are entitled to be granted 20 days invaliding leave plus terminal leave as laid down in the **PULHHEEMS Administrative Pamphlet 2010**, Chapter 7, para 0724 and **JSP 760** Chapter 10. However, the terminal leave entitlement is restricted to a maximum of 10 working days as shown above.
- d. *Leave Travel Restrictions.* Regular Army permanent staff, NRPS, and personnel in FTRS or called out for permanent service are subject to the same regulations governing leave travel abroad or to Northern Ireland as regular personnel. (*See JSP 760* (Tri-Service Regulations for Leave and Other Types of Absence) and the Defence Manual of Security (**JSP 440**) Issue 3.7, Part 6 – Personal Security, Section 4 – Travel & Contacts.)

3.007. Compassionate Leave – TA Personnel. A commanding officer may only grant leave with pay on urgent compassionate grounds, and in no other circumstances, to an officer or soldier who is present in camp during annual training, at the scales as follows:

- a. For Group A attending for a period of not less than 16 days - 48 hours.
- b. For Group B attending for a period of not less than eight days - 24 hours.

Where leave for 24 hours is granted, absence is not to be permitted for more than the training and exercises on one complete day. Where leave is granted for 48 hours, absences from training or exercises for not more than two days will be allowed. Only in exceptional circumstances is leave for a period in excess of 48 hours to be granted by the unit commander to TA officers or soldiers who are present in camp for annual training. In such cases pay is not admissible for any part of the leave so granted but, in exceptional circumstances where financial hardship can be shown to exist, application for special treatment may be submitted to the Ministry of Defence for consideration for the grant of an ex gratia payment.

3.008. Losses. Commanding officers are to apply the powers and procedures in relation to losses as set out in **JSP 886 Vol 4, Part 6, Version 2.2**. Instructions pertaining to the treatment of other losses, such as fixed assets and cash can be found in **JSP 472** Chapter 12: Losses and Special Payments.

3.009. Orders. All orders of a unit are to be duly signed and assigned on recognized unit and sub unit notice boards. These orders are to include orders and instructions received by commanding officers and which are for observance by officers and soldiers under their command. Guidance on unit standing orders is given in **QR (Army)**, para 5.122 and Annex D/5. It is the duty of all officers and soldiers to make themselves acquainted with orders so published.

3.010. Language Qualifications. TA personnel may take Service language examinations under the same conditions as Regular Army personnel. The eligibility of TA personnel to qualify for language awards following a Service language examination is covered in **JSP 752**, Chapter 9, Section 13. There are opportunities for TA personnel to volunteer for three year FTRS linguist contracts involving language training and operational deployment as linguists. Interested personnel should contact the Defence Operational Languages Support Unit (DOLSU) at Upavon on 94344 Ext 5353. There is also a continuing requirement for TA personnel to volunteer for service in the Territorial Army Pool of Linguists (TAPOL) AGC ETS(V). Interested personnel should contact either the Directorate of Education and Training Services (Army) (DETS(A)) or the DOLSU.

3.011. Sponsorship and Affiliation with Cadet Detachments. Units or sub units of the cadet forces (ACF and CCF (Army Sections)) should be attached for training sponsorship or affiliated to the nearest TA or Regular Army unit. The aims and scope for fostering closer relationships between the TA and the cadet units, are given in **Annex A/3**.

3.012. Relationships with Business Organizations.

- a. Members of the TA must at all times guard against being placed in such a position as may leave them open to the suspicion of being influenced in the discharge of their duty by other than purely public considerations. They must be scrupulously careful in their relationships and in any private dealing with Government contractors and their agents and employees.
- b. If, in the course of his duty, a member of the TA comes into contact with any matter concerning a business organization in which he has any interest, he is to disclose that interest to his superior officer and ask that some other person may deal with the case.

3.013. Observance of Religion. Commanding officers are to provide opportunities for the attendance of officers and soldiers at public worship, including celebrations of Holy Communion, if possible in camp, otherwise in civilian churches. (*See QR (Army), Chapter 5 Part 7.*)

3.014. Liability for and Exemption from Jury Service. Detailed information regarding the liability of officers and soldiers of the Regular Army and TA for jury service is set out in **JSP 760**, Chapter 14. In general, full-time personnel will be excused or deferred if their CO certifies that the Jury Service is prejudicial to the efficiency of the Army. COs may also write in support of an application by part-time personnel for deferral or excusal, where the service conflicts with annual camp or a period of continuous training.

Uniform

3.015. Wearing of Uniform.

- a. Members of the TA are to wear uniform during training. The wearing of uniform while travelling to and from such training is to be at the discretion of the commanding officer.
- b. Uniform may also be worn at Service functions *e.g.* as a spectator at a Service parade or when attending Service special functions, or when ordered by the commanding officer.
- c. Uniform is not to be worn at other times. *See QR (Army)*, para 7.025 (Court Appearances) and **AGAI 65**, paras 65.101 - 65.102 and **AGAI 59**, Annex A (Wearing Uniform in Public).

3.016. Uniform Scales and Allowances. Full details of entitlements, including scales for Recruits, Officers, Soldiers, NRPS and Band personnel, are contained in **Army Dress Regulations** Part 6, TA and UOTC Dress Regulations. TA personnel are not entitled to Uniform Allowance, as given in **JSP 752**, Chapter 8, Section 1, but are entitled to Uniform Upkeep Grant.

3.017. Investitures. The dress to be worn at investitures when attending as recipients of awards will be:

- a. Officers, No 1 or No 2 dress non-ceremonial with Sam Browne (or regimental equivalent).
- b. Soldiers, No 2 dress non-ceremonial with khaki belt and shoes.
- c. The insignia of orders, decorations, and medals are not to be worn unless specially ordered. However, ribbons, including that of the decoration being received, are to be worn.
- d. Swords are not to be worn.

Those attending as spectators may wear uniform as above or civilian clothes (morning dress or lounge suits).

3.018. The Aiguillette. The aiguillette is to be worn by those entitled, under the same rules as pertain to regular officers.

Change in Personal Circumstances

3.019. Reporting. In order to fulfil its primary role as a general reserve to the Regular Army, and in particular to be a source of individual reinforcements, it is essential that all TA personal records are up to date. This requirement is also in the best interests of individuals on mobilization as inaccurate records can cause them to receive incorrect rates of pay or be ineligible for some allowances. TA personnel are therefore to report any change of circumstances, including those listed below, to their sub unit headquarters without delay:

Change of Next of Kin details.

Civil Offences, including alleged offences for which proceedings are pending.

Any conviction arising from a civil offence.

Divorce/Separation.

Births.

Marriages.

Deaths.

Change of Address.

Change of Employment.

Gaining of any educational or professional qualifications not previously declared.

Any change in medical or dental condition (other than minor illnesses or minor injuries) which is under treatment by civilian practitioners/specialists or hospitals.

Any vaccinations given by NHS primary health provider (relevant vaccination certificate will be required as proof).

Any planned absence out of the United Kingdom.

Assumption of sole responsibility for the care of a mentally or physically disabled person requiring such attention that the carer is no longer able to meet his Call Out liabilities.

Receipt of a DSS War Disability Pension or gratuity, or any other DSS disablement award, allowance or gratuity.

This entry is to be included in Unit Standing Orders and is to be repeated quarterly in Unit Part One Orders and Sub Unit Orders.

3.020. Officers Addresses. In addition to the requirements above:

- a. CVHQ and units are to insert changes of officers' addresses on JPA. This is quite separate from the reporting of addresses of next of kin and nominees for casualty notification which, for officers, must be done on **JPA N002**. (*See para 3.217a.*)
- b. When an officer is transferred to RARO he is to report his permanent address and any subsequent changes while he remains in RARO to APC **CM Ops RAR** by letter.

3.021. Absences Abroad.

- a. Officers and soldiers going abroad in a civilian capacity are to travel as private individuals and are forbidden to disclose their TA connection in planning the journey or whilst travelling abroad. This non-disclosure policy is to include:
 - (1) No wearing of uniform or mixed dress, nor the use or carriage of any equipment or item which could be described as military.
 - (2) No carriage of any identification documents or correspondence which could identify personnel as members of the TA.
 - (3) No use of service rank particularly in an attempt to gain prestige or pecuniary advantage other than in respect of concessions offered in the **Forces Discount Brochure**.
- b. They are not required to obtain permission to leave Great Britain or Northern Ireland for a period of less than three months but they must notify their commanding officer or TA/CVHQ of an address to which communications can be sent while they are abroad and of the probable duration of their absence.
- c. Absence of between three and six months must be agreed by the commanding officer or TA/CVHQ and be notified to the assignment authority concerned.
- d. Applications for permission to be absent from Great Britain or Northern Ireland for periods beyond six months, up to a total of 12 months, may be approved at the discretion of the Div Commander concerned. When exemption from annual training is involved authority is needed in accordance with **para 2.008**.
- e. Unless authority has been obtained from Army HQ (SO2 PS TA) officers and soldiers who intend to be absent abroad for periods of over one year are required, in the case of officers, to transfer to RARO, and in the case of soldiers, to be discharged. This does not apply to members of the RLC/EFI or to officers on probation who will be required to resign their commissions before proceeding abroad.
- f. Members of the TA have an obligation to report to their commanding officer should they plan to visit or pass through certain countries which pose a threat to the security of British interests or personnel, known as Countries to which Special Security Restrictions Apply (CSSRA) as specified in the Defence Manual of Security (**JSP 440**) Issue 3.7, Part 6 – Personnel Security, Section 4 – Travel & Contacts, Chapter 2, para 6 and Annex A. The definition of such countries varies from time to time. A listing of such countries giving cause for concern is printed in the Defence Manual of Security (**JSP 440**), Volume 2.
- g. A member of the TA may not belong to or become involved in the conduct of operations of any Armed Force other than the United Kingdom Armed Forces without permission of the Army Board.
- h. It is in the interests of any TA personnel travelling abroad to seek advice concerning the security of the location to be visited. The first point for such advice is the Travel Advice Unit, Consular Division, Foreign & Commonwealth Office, 1 Palace Street, London, SW1E 5HE. The Foreign & Commonwealth Office publishes advice on the Internet and on BBC2 Ceefax in addition to unclassified travel advice sheets which can be obtained by any member of the public. Having obtained FCO advice, any individual TA member who remains unsure concerning his personal security should contact his unit Security Officer for advice.

Insurance

3.022. General. All personnel on joining the TA are to be informed that there are a number of insurance products specifically tailored to service life that are available for them to purchase. Should they wish to investigate further they should approach an

Independent Financial Advisor (IFA) who will be able to give them advice on what products best suit their needs. However, personal insurance is a personal decision and individual service personnel can choose whether or not to purchase cover. Reminders on this subject should be posted in unit and sub-unit orders every three months.

3.023. Personal Accident and Life Insurance.

- a. *Personal Accident Insurance.* TA personnel are eligible to join RPAX, a personal accident insurance scheme devised specially to cover the needs of the Armed Forces Reserves, or any other personal accident insurance scheme. Personal accident insurance is an individual's responsibility and they are advised to consult an IFA who is a member of the Services Insurance & Investment Advisory Panel (SIIP) who will have greater understanding of the needs of Service personnel.
- b. *Life Insurance.* TA personnel are eligible to join Service Life Insurance (SLI), a life insurance scheme devised specially to cover the needs of the Armed Forces, or any other life insurance scheme. Life insurance is an individual's responsibility and they should be advised to consult an IFA who is a member of SIIP who will have a greater understanding of the needs of Service personnel.
- c. *RFCA Look At Life Insurance.* Units and sub-units are to liaise with their local RFCA and obtain details of the RFCA 'Look at Life' insurance policy.
- d. *RFCA Off Duty Risks Insurance Policies.* The Council of RFCA, provide two Off Duty Risks policies for TA personnel. The first is for formed units or sub-units and the second is explicitly for NRPS/FTRS (HC) personnel; full details can be obtained from either the Council of RFCA or regional RFCA Associations.

3.024 - 3.032. Reserved.

Compliments, Subscriptions and Testimonials

3.033. Members of the permanent staff are not to allow themselves to be complimented, either directly or indirectly, by presents or collective expressions of opinion from persons who are serving or who have served in the unit to which they are or have been assigned or attached. They are not to collect public subscriptions for presents, prize meetings or other objects connected with their unit. The presentation of testimonials to members of the permanent staff, either directly or indirectly, is strictly prohibited.

3.034 - 3.037. Reserved.

Gambling

3.038. Any proposal to hold a lottery or sweepstake or to permit any other form of gambling is to be referred to the commanding officer. If he agrees to the proposal, he is to issue such instructions as he considers necessary and is to ensure that the provisions of the **Gaming Acts** are followed.

3.039 - 3.046. Reserved.

Sports and Kit Insurance

3.047. **Sport, Adventurous Training and Challenge Pursuits Insurance.** Units are to ensure that all personnel playing sport or participating in adventurous training or challenge pursuits are reminded of the need to take out personal accident insurance cover.

3.048. **Kit Insurance.** All personnel on joining the TA are to be advised to consider taking out kit insurance to cover the value of clothing and equipment issued to them or temporarily in their charge. During training individuals may be issued with extra equipments such as binoculars or compasses. Loss of, or damage to such equipments can be expensive if the individual is found liable and is asked to make repayment to the Army. (*See also AGAI 90*, paras 90.101 - 90.107).

3.049. Reserved.

Dependants Funds

3.050. Army Dependants Trust (ADT).

- a. *General.* The ADT is a charitable fund established to replace the Army Officers' Dependants Fund (AODF) and the Soldiers' Dependants Fund (SDF). The purpose of the fund is to pay a sum of money to a nominated dependant in the event of death, irrespective of cause. It is open to married and single personnel.
- b. *TA Eligibility.* The following TA personnel are eligible to join the ADT:
 - (1) NRPS officers as approved by the committee.
 - (2) Members of RARO or the TA who:
 - (a) have been recalled to the Active List, or
 - (b) have been Called-Out, or
 - (c) are serving on an SSV, or
 - (d) are serving on FTRS.

In all the instances listed at sub-sub-para (2), eligibility for membership is only valid for the duration of that service.

- c. Details of the fund, subscriptions and how to join are contained in **AGAI 88**, paras 88.001 - 88.025.
- d. Personnel who have any doubts as to their eligibility should consult their unit RAO in the first instance.

PART 2 - FIREARMS AND AMMUNITION**Possession of Firearms****3.051.**

- a. Members of the TA while on duty are exempt from the requirements of the Firearms Acts in respect of firearms and ammunition held by them in their capacity as members of the forces. The attention of personnel is to be drawn to the provisions of this act in regard to any privately owned firearms and ammunition (*see also QR (Army)*, para J5.151).
- b. An officer or soldier is forbidden to carry, hold or use a Service firearm except in connection with his duty as an officer or soldier.

Management of Ammunition

3.052. Ammunition is to be stored, managed and used in accordance with **JSP 482**, Volume 2 – MoD Explosives Regulations, Unit Storage Instructions. There are no exemptions for the TA, but Cadet units holding only Small Arms Ammunition (SAA) should note the regulations at Chapter 11, which have been tailored for their circumstances. Chapter 11 does not apply if other ammunition natures are being held by Cadet units, and is not applicable to other types of units holding only SAA. In these cases the regulations in the remainder of **JSP 482**, Volume 2 are applicable.

3.053. Ammunition may be issued on the authority of the commanding officer for operations, training, guards and, when necessary, to escorts provided for arms and ammunition. It may also be issued when specially authorized by the Div Commander. Live ammunition is not to be issued for training purposes if blank or drill ammunition or dummy rounds will meet the need. An officer or warrant officer is to be made responsible for the issue of ammunition. Before blank or drill ammunition is issued on parade the officer or instructor is to inspect all rifles, magazines, automatic weapons, pouches and bandoliers to ascertain that they contain no live ammunition (including tracer).

Safeguarding and Inspection

3.054. When an officer or soldier is in possession of Service firearms or ammunition he is personally to exercise special care over maintenance, the prevention of damage and security from theft. He is also responsible for preventing unauthorized discharge by ensuring that firearms and ammunition in his possession are at all times handled according to current instructions.

3.055. When a firearm has been issued for a duty it is to be inspected, together with any ammunition which has also been issued, by an officer, warrant officer or, at the commanding officer's discretion, an NCO, at the end of the duty or at least once every 24 hours in longer periods of continuous duty.

3.056.

- a. On every occasion that ammunition is issued the commanding officer will appoint an officer, warrant officer or NCO to be responsible for the inspection, and the safe withdrawal, of both the unexpended ammunition and the accountable components.
- b. An inspection is to be carried out to make certain that no ammunition remains in firearms, magazines, pouches or other containers, and in the case of fighting vehicles in armaments, deflector chutes, receptacles and storage areas. A certificate to this effect will be rendered on **AF B 159**.
- c. Before soldiers are dismissed, they are to be reminded that it is an offence to retain ammunition. Each soldier is to give a verbal declaration that he is retaining no live rounds or empty cases.

3.057. Commanding officers are to ensure that firearms and ammunition on their charge are inspected at least once a month.

Safety Precautions**3.058.**

- a. Firearms are to be stored separately from ammunition. Drill ammunition is to be kept separate from live ammunition, including blank, both in storage and in use.
- b. When live ammunition is to be issued after blank ammunition has been used, the following procedure is to take place before the issue of live ammunition:
 - (1) All blank ammunition is to be withdrawn together with adaptor appliances where applicable.
 - (2) Weapons are to be inspected and declarations are to be obtained as in **para 3.056c** that soldiers have no blank or components in their possession.
- c. The same procedure is to be followed when blank ammunition is issued after live.

3.059. When ammunition is found to be defective, the matter is to be reported in accordance with **JSP 482** Volume 2 Chapter 8 – MOD Explosives Regulations, Explosives Incident Reporting.

Security of Weapons and Explosives

3.060. It is essential that the standards of security of TA arms, ammunition and explosives are maintained at the highest level. Details of these standards are to be found in **LFSO 2007**.

3.061 - 3.080. Reserved.

PART 3 - DISCIPLINE

General

3.081. Definitions. In this part the following terms shall have the meanings shown below:

‘1980 Act’ means the **Reserve Forces Act 1980**.

‘1996 Act’ means the **Reserve Forces Act 1996**.

‘2006 Act’ means the **Armed Forces Act 2006**.

‘civil court’ has the same meaning as in the **1996 Act**.

‘criminal offence’ means doing an act punishable by the law of England and Wales.

‘Higher Authority’ has the same meaning as in the **2006 Act**.

‘man’ includes ‘woman’, and covers all ranks from private to warrant officer.

‘member’ includes officer, warrant officer, non-commissioned officer and soldier irrespective of gender.

‘military authorities’ means the commanding officer or the appropriate superior authority or a court-martial, as the case may be.

‘MSL’ means the Manual of Service Law

‘Permanent Service’ means service after Call Out under any provision of the **1980 Act** or the **1996 Act**.

‘Service offence’ means an offence as defined by Section 50(2) of the **2006 Act**.

‘soldier’ includes both male and female of the ranks from a warrant officer, a non commissioned officer to a private.

Introduction

3.082. Discipline and Service Law. Discipline is a fundamental requirement of effective Armed Forces. Service Law is an additional body of law that applies to the Armed Services which is contained in the **2006 Act** and extant provisions in earlier **Armed Forces Acts**. Every member of the TA must be aware when they are subject to Service Law which is, as set out in Section 367 of the **2006 Act**, when they are:

- a. In Permanent Service, *i.e.* mobilized.
- b. In Full Time Reserve Service (FTRS).
- c. Undertaking Additional Duty Commitment (ADC).
- d. On Training and Other Duties.
- e. Serving as Permanent Staff, *i.e.* NRPS.

The **1980** and **1996 Acts** are not Service Law, and apply at all times to all reservists. Indiscipline has no place in the Army and is to be addressed by either formal disciplinary action or administrative action under **AGAI 67**.

3.083. Disciplinary and Administrative Action. The distinction between disciplinary and administrative action is important. As a general rule, disciplinary action should be used where there is evidence that an offence has been committed, where the application of Service Law is appropriate, and where an individual should, if convicted, be punished. Minor administrative action is intended to correct professional and personal shortcomings. It should not be used as a substitute for disciplinary action. When minor administrative action is taken, the sanction should fit the professional failing and be clearly designed to correct it, not to punish the individual. Major administrative action, which includes discharge from the Service, may be taken in conjunction with, or following, disciplinary action. Whilst TA personnel and officers of the Cadet Forces are not subject to Service Law at all times, they are subject to Army Values and Standards and Administrative Action at all times.

3.084. Explanation to Soldiers. The disciplinary provisions of the **1996** and **2006 Acts** are to be explained to soldiers and officers during initial training. Any TA personnel suspected of committing an offence are to be made aware of their legal rights as explained in Annex G to Chapter 6 of the **Manual of Service Law (MSL)** “Your rights if you are accused of an offence under the Service justice system”.

Disciplinary Action

Jurisdiction in the United Kingdom

3.085. Jurisdiction is split between the civil courts and the Military Authorities. In certain circumstances one or other system has exclusive jurisdiction. Otherwise there is concurrent jurisdiction. The provisions of **QR(Army) paras J7.001 - J7.012** are to be followed.

3.086. Offences against Section 96 of the **1996 Act** may be dealt with in the civil courts, by a CO at a summary hearing, or by the Court Martial, but failure to comply with a Call Out Notice served pursuant to the powers given in Sections 52 and 54 of the **1996 Act**, is normally to be tried by the Court Martial.

3.087. The military authorities are to exercise jurisdiction where a serious offence which is severely prejudicial to the TA is committed by a soldier when not subject to Service Law, but which may still be an offence under Section 95 of the **1996 Act**. Other conduct not amounting to an offence may result in administrative discharge under **para 5.202b(2)** as authorized by Section 15(1) of the **1996 Act**.

Jurisdiction outside the United Kingdom

3.088. In respect of offences committed outside the United Kingdom jurisdiction is to be exercised in accordance with **QR (Army), paras J7.013-J7.015**.

Civil Court Proceedings

3.089. Legal advice should always be sought in relation to civil court proceedings instituted against TA personnel by military authorities.

Exercise of Military Jurisdiction

3.090. Guidance. When jurisdiction is exercised by the military authorities, the provisions of the **2006 Act** and all secondary legislation are to be followed, as contained and explained in the MSL.

3.091. Admissibility of Evidence – 1980 Act. Schedule 3 to the **1996 Act** prescribes the documents which are admissible in evidence in proceedings under the **1980 Act**.

3.092. Military Custody. Guidance on arrest and custody are given in the **MSL Chapter 5**.

3.093. Time Limits. Proceedings against a person for an offence, under the **1996 Act** or under Service law, which is alleged to have been committed by him during his period of service in a reserve force may be instituted whether or not he has ceased to be a member of that reserve force, but must be commenced either within six months of the person ceasing to be subject to Service Law (**AFA 06 Section 55**) or in accordance with Section 107 of the **1996 Act**, whichever is the later. Where time limits are an issue, legal advice should be taken as soon as possible after the discovery of an offence or the apprehension of a suspected offender.

3.094. Improper Enlistment. A person who has made a false answer on his attestation may be proceeded against under the **1996 Act**, Schedule 1, para 5.

3.095. Absence From Annual Camp. On reporting for the annual camp soldiers become subject to Service Law and remain so for the period of the camp. Any member of the TA leaving without permission of the commanding officer before the termination of the annual training renders himself liable to a charge under Section 9 of the **2006 Act** for the offence of absence without leave. Leave can be granted by the commanding officer. (*See paras 3.008 - 3.011.*)

3.096. Failure to Report on Call Out. A member of the TA who, without authorized leave or other reasonable excuse, fails to appear at the time and place specified by a call-out notice served on him in pursuance of Sections 32, 43 or 58 of the **1996 Act**, commits the offence of Desertion or Absence Without Leave, according to the circumstances, and is punishable as for an offence under Sections 8 or 9 of the **2006 Act**. Detailed instructions as to absentee procedure for the TA are contained in the **MSL**, Chapter 10, Annex A. The provisions of **QR(Army), paras 6.025-6.031** and **6.177** regarding desertion and absence without leave are also to apply. (*See also Joint Casualty and Compassionate Procedures Policy JSP 751 and Personnel Administration Manual / Unit Administration Manual*) as far as TA conditions of service make these applicable.

3.097. Other RFA 96 Offences. **RFA 96** is not part of Service Law and applies at all times to TA personnel. Under the authority of Section 4 of the **1996 Act**, Her Majesty may make orders for the government, discipline, and all other matters relating to the TA. Under the terms of Section 95 of that Act, it is an offence for a member of the TA, whether subject to military law or not, to fail to comply with such regulations. Offences shown at Section 95 of the **1996 Act** include:

- a. Failing without reasonable excuse to attend at any place as may be required in accordance with any order or regulation.
- b. The use of threatening or insulting language or insubordinate behaviour towards a superior officer, WO or NCO in the execution of his Service duties.
- c. Fraudulent behaviour, or being an accessory to such behaviour, for the purpose of obtaining pay or other sums contrary to orders and regulations.
- d. Knowingly or recklessly making a false statement in any material particular in giving information required by orders or regulations.
- e. Failing without reasonable excuse to comply with orders and regulations made under the provisions of Section 4 of the **1996 Act**. (TA Regulations exist by virtue of this provision.)

3.098. Inquiries. Army policy requires a CO to conduct a Non-Statutory Inquiry (NSI) where soldiers have been absent for 21 days (*see LFSO 3207, para 8*).

3.099. Liability for Additional Service.

- a. When a soldier is liable to additional service under the provisions of Section 98(6) of the **1996 Act**, an entry is to be made in the last column of his record of service, on the third page of his attestation, as follows:
- 'Deserted on being called out for service: liable to serve for an additional period of*
- b. This does not refer to soldiers guilty only of absence without leave on being called out for service, or of absence from annual training.

3.100. Participation by TA Officers at the Court Martial. At least one qualified TA officer should, if practicable, be detailed to serve on the Court Martial of a member of the TA (*see* **QR(Army)**, para 6.107). *See also* **JSP 754 Chapter 4** in respect of authority to receive pay.

3.101 – 3.104. Reserved.

Administrative Action

3.105. Misconduct. A high standard of conduct is expected of all ranks at all times, both on and off duty. The provisions of **AGAI 67** apply equally to members of the TA and the Regular Army.

3.106. Values and Standards. The booklet "Values and Standards" (**AC 63812**) is to be issued to all members of the TA on enlistment. It is to be retained as a personal reference and a reminder of the message it carries. In addition, all officers and warrant officers are to be issued with the Commanders' Edition (**AC 63813**). All units are to hold stocks of both these publications.

3.107. Reporting of Civil Proceedings Against an Officer or Soldier. An officer or soldier against whom proceedings by the civil authority are pending, for any offence, is to report the facts forthwith to his commanding officer, and is also in due course to report the outcome of the proceedings including details of any sentence imposed. This applies whether or not the alleged offence was committed while the individual was subject to Service Law. This paragraph does not apply to minor road traffic offences under the **Road Traffic Act** unless they result in disqualification.

3.108. Action Subsequent to a Conviction. When a member of the TA is convicted by a court other than a court-martial, or given a formal police caution, higher authority is to be informed and action taken in accordance with **QR(Army)**, paras 6.178-6.179 and **AGAI 67**, para 67.010 as appropriate. (*See also* **para 5.200f**.)

3.109. Procedures after Conviction by Civil Courts. Whenever a member of the TA has been convicted by a civil court, whether at the time of his trial before such a civil court he was or was not subject to Service Law, the clerk of such court or his deputy will, if required, furnish the member's commanding officer, or any other officer, with a certificate setting forth the offence for which the member was tried, together with the judgement of the court thereon. An application for this certificate is to be made by the commanding officer whenever a member of the TA is known to have been convicted by a civil court. (*See* Schedule 3 to the **1996 Act**.)

3.110 - 3.112. Reserved.

Misappropriation of Army Property

3.113. If any person wilfully makes away with, sells, pawns, or wrongfully destroys or damages or negligently loses anything issued to him as an officer or soldier of the TA or wrongfully refuses or neglects to deliver up on demand anything issued to him as such, the value thereof can be recovered from him on complaint to a small claims court (or in Scotland any competent court). Detailed procedures for the recovery of clothing and equipment issued to TA personnel are laid down in **LFSO 6102**. Recovery of the value of clothing and equipment through the courts is only to be initiated by the Defence Bills Agency on the authority of the Civil Secretary after all other recovery procedures have been exhausted.

3.114. - 3.117. Reserved.

Civil Court Proceedings

3.118. Issue of Summons (England, Wales and Northern Ireland). Proceedings before a civil court in England, Wales and Northern Ireland under the **1996 Act** should be either by summons or (where it is considered that the accused should be brought before court as quickly as possible) by warrant, except where the accused has been apprehended and brought before the court in military custody. A summons may issue upon an information to a justice stating the facts constituting the offence, but a warrant in the first instance, in lieu of a summons, is obtainable upon an information substantiated by oath; in Northern Ireland proceedings should always be by summons. The information is to be laid by the commanding officer of the unit to which the accused belongs or any other officer of that unit in either case on the direction and with the authority of the RFCA (or commanding CVHQ) and not otherwise.

3.119. Issue of Summons (Scotland). In Scotland, a statement of the full particulars of the offence committed, together with any statements or witnesses, is to be submitted as soon as possible by the RFCA (or commander CVHQ as appropriate) to the procurator fiscal for the district in which the offence was committed, with a request that a

prosecution should be instituted if the evidence is deemed to be sufficient. If a prosecution is decided upon by the procurator fiscal, the RFCA (or commander CVHQ as appropriate) is to furnish him with any assistance he may desire.

3.120. Fines and Expenses. In the case of proceedings before a magistrates' court in England and Wales, every fine imposed under the **1996 Act** on a soldier of the TA, or recovered on a prosecution under the **Act**, is to be paid to the exchequer. The expense of all prosecutions will be refunded to the RFCA (or commander CVHQ) in England and Wales on application to the district secretary. In Scotland, Northern Ireland, and the Isle of Man, every fine imposed under this **Act** on a soldier of the TA, and every fine recovered on a prosecution instituted under the **Act**, is to be paid to the appropriate RFCA (or commander CVHQ) administering the unit in which the soldier is serving, or if the unit administered by more than one RFCA, then to the RFCA administering the part thereof in which he is serving. Refund of the cost of prosecution is not admissible as a charge against the public.

3.121 - 3.122. Reserved.

Reduction in Rank of Warrant Officers and NCOs

3.123. The Defence Council and officers of the classes mentioned below may order warrant officers and NCOs when not subject to military law (when subject to military law, Section 201 of the **Army Act 1955** and **Army Order 14 of 1972** will apply), to be reduced in rank as follows:

The Defence Council	Warrant officers and non commissioned officers other than lance corporals and lance bombardiers.
Officers of or above the rank of lieutenant general or corresponding rank in command and officers of and above the rank of major general or corresponding rank commanding independent commands.	Warrant officers Class 2 and non commissioned officers other than lance corporals and lance bombardiers.
Officers of the rank of major general or corresponding rank who act as appropriate superior authorities.	Non commissioned officers (not above the rank of staff sergeant) other than lance corporals and lance bombardiers.
Brigadiers who act as appropriate superior authorities.	Corporals and equivalent ranks.
Commanding officers.	Lance corporals and lance bombardiers.

Rules regarding subsequent promotion after reduction in rank are shown in **QR (Army), paras 9.181 – 9.185.**

3.124. Reserved.

Admissibility of Evidence

3.125.

- a. Schedule 3 to the **1996 Act** prescribes the documents which are admissible in evidence in proceedings under the **1980 Act**. These provisions are similar to those contained in the **1955 Act** Section 198(4) to (8) as applicable to proceedings under the **1955 Act**.
- b. Schedule 3 to the **1996 Act** provides authority to obtain proof of outcome of civil trial of any member of the TA who is subject to military law (whether or not he was subject to military law at the time of the trial). Procedure for obtaining the certificate of proof from the Clerk of the Court is as prescribed in Section 199 of the **1955 Act**.

3.126 - 3.200. Reserved.

PART 4 - MEDICAL SERVICES

Introduction

3.201. The Army has a legal obligation to ensure its personnel are occupationally fit for the role in which they are employed, irrespective of their TACOS. Thus all personnel are entitled to an Occupational Health Assessment. These are to be utilized in order to ensure the correct grading and thus the correct employment of personnel. This does not, however, constitute a change in the provision of primary healthcare (PH) to Reservists¹, which remains extant. With the exception of mobilized Reservists, those on FTRS (FC) and the conditions set out at **para 3.208**, Reservists have no entitlement to Defence Primary Healthcare.

Responsibilities of Commanding Officers

3.202. Commanding officers are to ensure that:

- a. The officers and soldiers under their command are occupationally fit for their employment and that they are registered onto the Reserve Forces (Army) Practice on the Defence Medical Information Capability Programme (DMICP) . This may require an Occupational Health Assessment to be conducted by Service approved doctors and the outcome recorded onto DMICP or its successor programmes.
- b. All unit personnel are trained to the appropriate level in MATT 3 and that there are properly trained Team Medic personnel in the unit.
- c. All Cbt Med Techs (V) on their unit establishment receive training in BARTS / BATLS techniques in line with the Graduated Readiness Mechanism.
- d. Unit Health Committees (UHCs) are conducted in accordance with **AGAI 57**.
- e. The correct number of course trained personnel are trained to assist in unit environmental health promotion and protection within the TA Centre and in the field.

Provision of Medical Support

3.203. All Reserve units are to use **LFSO 3215**: Medical Planning for Land Forces Exercises and Training, when considering training. Advice on the provision of medical cover can be sought from the Competent Medical Authority (CMA) appropriate to the Command in which the Reserve unit resides.

3.204. Reserved.

3.205. Dental Officers.

- a. An officer or soldier of the TA when at camp or other duty, may be given emergency dental treatment at public expense where there are Defence Dental Agency (DDA) facilities, or where a civilian dental surgeon is engaged at an inclusive rate of pay for attendance on the troops.
- b. Where no DDA facilities or appointed civilian dental surgeon is available, an officer or soldier of the TA requiring dental treatment of an urgent nature for the relief of pain or acute infection when at camp or other duty should obtain it as emergency treatment under National Health Service arrangements.

Wounds, Injury and Sickness (*see also para 8.001 et seq*)

3.206. Wounds, Injuries and Sickness. Wounds injuries and sickness occurring as follows are normally regarded as attributable to service, unless due to negligence or misconduct:

- a. Arising out of training.
- b. On TA premises during attendance for the purpose of training, whether or not arising directly from training, but not during attendance for amenity purposes.
- c. While going to and from training.

3.207. Treatment. (*See also QR(Army), paras 5.325 - 5.326.*)

- a. At camp or other duty all cases of injury or sickness are to be reported at once to the Medical Officer (or Medical Person on duty) who will decide how the case is to be disposed of (*e.g.* taken to hospital, sent home or treated in quarters). Should no medical officer be present (*e.g.* in the case of an injury received at weapon training), the senior officer or SNCO present may summon medical aid, if he is satisfied that the matter is sufficiently urgent, from a civilian medical practitioner who is in the National Health Service, under the arrangements approved for treatment of patients who are temporary residents. At the same time the medical officer or senior officer is, in all cases, to

¹ Primary Healthcare – the provision of integrated, accessible health care services by clinical personnel trained for comprehensive first contact and the continuing care of individuals experiencing signs and symptoms of ill health or having health concerns. It includes health promotion, disease prevention, patient education and counselling, the diagnosis and treatment of acute and chronic illness, as well as dental and veterinary functions. (JDP 4-03 2nd Edition)

complete **F MED 566**, and where applicable **MOD Form 510**, for despatch immediately to the commanding officer of the officer or soldier so dealt with. A diary is to be kept with details of all cases reported or treated. In case of serious injury assistance should be sought from the NHS emergency services by dialling 999.

- b. No charge is to fall on a patient when present at camp or training for treatment by regular RAMC medical officers, or by medical officers of the TA, or by appointed civilian medical practitioners, who have been contracted by HQ Sp Comd.
- c. In all cases, there must be an intent to provide the Reservist with parity of health care that Regular personnel receive, whilst employed on military duty. For members of the reserve component of the Armed Forces, undertaking officially sanctioned military activity be it sporting, adventurous training or military training, medical support is provided through service facilities at public expense up to the point where the individual is fit to be discharged home to the care of their own GP in the home base. However, long term health care is not provided by MOD to manage the long term consequences of injury or illness sustained by members of the Reserve component unless sustained whilst mobilized for operations; that responsibility lies with the NHS.
- d. AAC(V) aircrew are to be considered as being on duty for medical and dental purposes whenever they attend for flying duties.

3.208. When not on Duty. If medical, hospital or dental treatment is required for TA personnel when not at camp or duty for a disability which is attributable or is considered to be attributable to military service, treatment will normally be obtained under National Health Service arrangements, *i.e.* from a civilian medical or dental practitioner who is in the National Health Service or hospital treatment at a civil hospital under that service. National Health Service statutory charges in respect of this treatment, but not of appliances, will be refunded. Only in cases of emergency where treatment is urgently required and it is not practicable to secure it from National Health Service sources are expenses for treatment under other arrangements to be accepted as a charge against Army funds.

3.209. Social Security Act 1975. Officers and soldiers of the TA while undergoing training or instruction are regarded as employed in the military service of the Crown and during such employment are excepted from the scope of the relevant sections of the above act concerned with industrial injuries, even though the duties performed are not specifically authorized or provided for by regulations, and irrespective of whether or not the officer or soldier is compelled to perform them or, receives payment in respect of them.

3.210. Disability.

- a. **Chapter 8** deals with disability allowances and awards.
- b. In cases of disability whether of injury or sickness officers and soldiers of the TA may be granted hospital treatment, and medical and dental treatment, under the conditions laid down in **paras 3.207 – 3.208**.
- c. Personnel required to attend for treatment from or an assessment or examination by Service sources or to attend a medical board are on duty and are eligible to travel at public expense and receive pay.

Casualty Documentation

3.211. General.

- a. Whenever any member of the TA sustains a wound or injury while on duty, the matter is to be reported to the member's commanding officer, whether or not the member has been incapacitated as a result. Failure to report such an incident may lead to difficulties in the event of a subsequent claim to disablement allowance, pension or other award. In addition all accidents are to be reported to the Army Incident Notification Cell (AINC) in accordance with **LFSO 3202** and **LFSO 3216**. AINC acts as the clearing house for the reporting of all incidents. Any injury or illness resulting in absence from civilian occupation requiring medical certification, or a reduction in functional capacity of the TA Officer or Soldier must be referred an Occupational Health assessment arranged through HQ Sp Command Medical Branch. This will inform the Joint Medical Employment Standard (JMES).
- b.
 - (1) The circumstances under which wounds or injuries are regarded as due to service are set out in **para 3.206**.
 - (2) The commanding officer is to arrange for the completion of **MOD F 510**, which should state clearly the exact circumstances in which the injury was sustained. **MOD F 510**, together with the proceedings of the board of inquiry, if held, are to be filed with the member's documents (**F Med 4** / digital health record on DMICP) unless a claim for disablement allowance has been received, when they are to be sent with the claim to the SO2/C2 Health in the Command/Functional Bde HQ for onward transmission to SPVA (G), Exception Team Mail Point 305, Kentigern House, 65 Brown Street, GLASGOW G2 8EX.
 - (3) Where a member of the TA is injured in any way by or through the fault of a civilian and claims and receives compensation from such civilian, the fact is to be recorded in the proceedings of the board of inquiry (if held) or unless these documents have already been forwarded with a claim to disablement allowance or pension, when

the fact is to be reported direct to SPVA (G), Exception Team Mail Point 305, Kentigern House, 65 Brown Street, GLASGOW G2 8EX, (Telephone 0141-224-3201 or Mil 94561 3201).

3.212. Admission Reports. When an officer or soldier of the TA who is a member of the Non Regular Permanent Staff or FTRS is admitted to a military medical unit or civil hospital while on duty, the officer commanding is to adhere to the rules of **AGAI 99**.

3.213. Notifiable Casualties.

a. The following casualties to TA members on duty (and members of the permanent staff at all times) are notifiable:

- (1) Incapacitating Illness or Injury (III).
- (2) Being on the 'Seriously Ill List'.
- (3) Being on the 'Very Seriously Ill List'.
- (4) Removal from either (2) or (3).
- (5) Progress reports while (2) or (3).
- (6) Death.

Responsibility for action to be taken is to conform with **JSP 751**.

b. When officers and soldiers are admitted to hospital, the unit commanding officer is to adhere to the procedures set out in **AGAI 99**.

3.214 – 3.216. Reserved.

3.217. Emergency Contact Addresses.

a. *Officers.* Details of Emergency Contact (EC) and nominees of regular and TA officers for casualty notification purposes, and changes thereto, are to be recorded on JPA.

b. *Soldiers.* Any changes in EC and Additional Emergency Contact (ADDEC) are to be recorded on JPA. It should be noted that there should only be exceptional reasons for not including the next of kin as one of the two nominees.

Disposal of Effects

3.218. Reserved.

Injuries or Sickness when not on Duty

3.219. Procedures to be followed by an individual and his unit are laid down at **Annex H/3**. (*See also paras 3.019 and 3.209.*)

3.220 - 3.240. Reserved.

PART 5 - DECORATIONS AND MEDALS

The Volunteer Reserves Service Medal

3.241. The Volunteer Reserves Service Medal (VRSM) and Clasps are awarded to personnel of all ranks in recognition of long and efficient service of proved capacity in the Volunteer Reserve Forces. The award of the VRSM and its Clasps is governed generally by the **Royal Warrant dated 29 March 1999** and regulations made under the authority of that Royal Warrant. It carries no rights to the use of post-nominal letters.

3.242. The VRSM became effective from 1 Apr 99 and supersedes all previous awards immediately, except as provided for in transitional arrangements. The regulations and administrative instructions governing the conferring of the award are at **Annex C/3**. Details of transitional arrangements are at **Appx 1 to Annex C/3** and a ready reckoner showing the calendar periods of different forms of service and their relative value in terms of qualifying service is at **Appx 2 to Annex C/3**.

The Efficiency Decoration and Efficiency Medal

3.243.

a. *The Efficiency Decoration.*

- (1) The Efficiency Decoration and Clasp(s) are rewards to an officer for long and meritorious service in the TA. The rules and ordinances governing the Decoration are laid down in the **Royal Warrant dated 17 Nov 52**, as amended by the **Royal Warrant dated 2 Jun 69**.
- (2) The Efficiency Decoration and/or Clasp(s) are conferred under regulations approved by the Royal Warrant dated 2 July 1970, reproduced as **Part 1 of Annex D/3**.

b. *The Efficiency Medal.*

- (1) The Award of the Efficiency Medal and Clasp(s) to warrant officers, NCOs and men of the TA is governed by the **Royal Warrant dated 23 Sep 30**, as amended by the **Royal Warrant dated 2 Jun 69**.
- (2) The Efficiency Medal or Clasp(s) are conferred under regulations, approved by the Royal Warrant dated 2 Jul 70, reproduced as **Part 2 of Annex D/3**.
- (3) When a recommendation for the Efficiency Medal (TA) or Clasp is submitted to manning and record offices the **AF O 9531** is to be attached to the **AF E 563**. On receipt of these documents the manning and record office, after clearing any discrepancies, is to attach a photocopy of **AF B 200** covering the whole of the individual's service (Regular, TA and TAVR), or an updated print of **AF B 200 (TA)** together with any previous **AFs E 563** or correspondence relating to the award of the Medal or Clasp and forward them to the Ministry of Defence Medal Office (MODMO) and a copy of the covering letter to the unit. **AFs O 9531** are to be returned to the unit by the MODMO when documentation has been completed.

Other Decorations and Medals

3.244. Other orders, decorations and medals including the Queen's Volunteer Reserve Service Medal and method of presentation are the subject of **QR (Army), Chapter 5 Part 10** and **Chapter 10**.

Loss and Replacement

3.245.

- a. Every precaution is to be taken to ensure that the insignia of British orders, decorations and medals do not come into the possession of unauthorized persons. When the loss is incurred as a result of enemy action, or, during training or call out service, is due entirely to unavoidable circumstances arising out of the exigencies of the Service, lost decorations or medals may be replaced at the public expense, but losses due to the circumstances and accidents of private life will not be chargeable to the public. The decision in all cases will rest with the Ministry of Defence.
- b. Attention is drawn to the desirability of insuring decorations and medals against loss not arising out of the exigencies of the Service.

3.246. Officers. An officer may, after taking reasonable steps to recover a lost naval, military or air force decoration granted to him, submit an application for its replacement on repayment. Officers on the active list are to submit their applications through the usual channels and those on the Reserve, to the Army Medals Office, direct. Duplicates are not issued until two months have elapsed from the date of the loss.

3.247. Soldiers. When a medal is lost by a warrant officer, NCO or man other than during training or called out service, a statutory declaration must be made before a magistrate or justice of the peace, stating the circumstances in which the loss occurred, the rank and name of the man, and the unit served with when the medal was earned. This declaration is to be

forwarded to the Officer in Charge, MODMO, and the medal will be replaced on prepayment, if the explanation of its loss is considered satisfactory. No replacement is made until two months have elapsed from the date of the loss.

3.248. Replacement of Foreign Decorations or Medals. If replacement of a decoration or medal bestowed by a foreign power is desired, application for replacement should be made to the appropriate Embassy or Legation.

Forfeiture and Restoration

3.249. The forfeiture by an officer, warrant officer, NCO or soldier of the TA, of any order, decoration or medal of which he may be in possession, or to which he may be entitled, will be determined by the same conditions as those laid down for the Regular Army in QR (Army).

Record of Despatch and Receipt

3.250.

- a.* Letters containing medals are to be registered and receipts must be obtained from the persons to whom they are sent.
- b.* When medals are presented to individuals, receipts are to be obtained from the recipients.

Wearing of Medals and Decorations

3.251. Regulations governing the wearing of medals and decorations in different forms of dress are laid down in the Defence Supply Chain Manual (**JSP 886**) Volume 12, Part 3, Pamphlet 10. Attention is drawn to para 214 which governs the wearing of medals when in combat clothing.

3.252 - 3.260. Reserved.

PART 6 – APPRAISAL REPORTS, DOCUMENTATION, CORRESPONDENCE AND OFFICE SUPPLIES**Appraisal Reports**

3.261. The Tri-Service Guidance for Appraisal Reporting (**JSP 757**) provides guidance and instructions for the completion of ARs using the JPA Appraisal application. JPA Appraisal is an open system that introduces common standards and procedures for the appraisal of all ranks in the Services and includes the arrangements for other ranks, officers (up to and including 1*), and also senior officers (2* and above).

3.261A. Mid Period Appraisal Reports (MPAR).

- a. MPARs are to be completed in the middle of the reporting year wherever possible for all officers and soldiers (including NRPS), but should not normally be raised for periods of attendance of less than 10 days in the first six months of the reporting period.
- b. TA units that have a reduced annual training commitment of 19 days per Training Year are exempt MPAR unless the Commanding Officer specifies that there is a requirement to conduct them.
- c. Where officers and soldiers have not had the opportunity to attend for any significant period of training prior to the due date for the MPAR, COs are to ensure that, where possible, a MPAR is raised at least three months prior to the due date for the annual Appraisal Report.

Officers**3.262.**

- a. Annual ARs for Reservist officers are to be raised according to the timetable that is laid down in **JSP 757** and there is no difference to that of regular officers. Common reporting dates are shown below:

Brig	30 Nov	Maj	30 Jun
Col	30 Nov	Capt	31 May
Lt Col	31 Oct	Lt / 2Lt	31 Mar
- b. All Reservist officers are eligible to receive additional ARs under the same rules as regular officers.
- c. Officers' ARs are to be despatched to the APC for finalizing in accordance with **JSP 757**. ARs in respect of Chaplains are to be sent to MOD (Chaplains) (Army) who will retain the original AR and send one copy to the individual chaplain.

Soldiers

3.263. Annual Servicemen's/ Servicewomen's Joint Appraisal Report (SJAR) for all soldiers serving in or with the TA (including NRPS or as a Reservist when in full-time service) are to be prepared in accordance with **JSP 757**. Reports are to be completed as outlined below:

- a. *TA Recruits and Trainees.* Recruits and trainees are not required to be given a full report. Continuous feedback should be given by unit training staff. A standard report by training establishment staff is to be raised on completion of their Phase 2 syllabus and held in the personal file.
- b. *TA Private Soldiers.* The first report point for Pte soldiers is the 31 May following qualification as a Phase 1 trained soldier. This is subject to at least seven months reporting period. Less than seven months will result in the report being raised in the following May (that is the residue of the first year after training plus 12 months).
- c. *OTC Officer Cadets.* Cadets are exempt from SJAR, other than the current pre-RMAS reports.
- d. *Unposted List.* Soldiers on the Unposted List B (UPL B) will not receive an SJAR. Those on the UPL A who attend for sufficient training, should receive an SJAR.

3.264. SJARs should not be advanced or delayed by more than three months from the due date.

3.265. Reporting Dates. Common reporting dates are as follows:

WO1	30 Jun	Cpl	31 Jan
WO2	30 Jun	LCpl	31 Mar
SSgt	30 Sep	Pte	31 May
Sgt	30 Nov		

3.266. Finalizing Authority. MS [Reserves] APC is the finalizing authority for all TA Soldier reports (including NRPS) for Sgt, SSgt, WO2 and WO1. Reports are to be despatched to the APC for finalizing in accordance with **JSP 757**. Finalizing of Pte – Cpl reports is a unit responsibility.

3.267. Reserved.

Insert Slips -- Mobilization and FTRS

3.268. Throughout the career of a Volunteer Reservist (TA) or during a period of liability for the Regular Reservist it may be necessary for the Reservist to be mobilized (called out) or on application, to take up an FTRS commitment. Effective and appropriate reporting during these periods is essential and must be produced in accordance with **JSP 757** – Tri Service Guidance for Appraisal Reporting:

- a. *TA Personnel (Volunteer Reserves).* The period of mobilization or FTRS may be conducted outside of the normal Appraisal Reporting (AR) period. The reporting chain must be managed correctly so as not to adversely impact on future TA career and promotion opportunities for these individuals.

- b. Regular Reservist.* All Reservists must receive an AR whilst mobilized or on FTRS, which will provide a current recommendation indicating suitability for further employment.

3.269. Report Format. Reservists who have been mobilized may be in permanent service for up to 12 months and will require a full AR (this may be generated via JPA or produced in the Non-Standard Appraisal Report format). This must be raised by the operational unit to which the Reservist has been assigned. The use of an Insert Slip to cover this period of service is insufficient; however an Insert Slip may be additionally generated to cover periods of detachment that may have been undertaken during the AR period. Harmonization of the TA reporting period may need to be adjusted to accommodate permanent service; advice should be sought from MS [Reserves] APC where this is required.

Documentation

3.270. Reserved.

3.271. Most documentation has been replaced by the Joint Personnel Administration (JPA) system and the associated JPA Business Process Guides and Operational Bulletins are now the primary instructions. These can be accessed via the JPA Portal.

Correspondence

3.272. General.

- a.* Correspondence is to be conducted as laid down in **JSP 101** (Version 3) – Defence Writing Guide.
- b.* Correspondence for RFCAs is to be addressed to the Chairman or Secretary.

3.273. Use of Descriptors on Correspondence. Communications addressed to the commanding officer and marked with a ‘Descriptor’ (formerly known as a ‘Privacy Marking’ - *see JSP 440* The Defence Manual of Security, Part 3 Chapter 4 for information about the use of ‘Descriptors’.) are to be opened in his absence by the Adjutant. Should they be marked ‘To be opened personally by’ the commanding officer is to be informed of their arrival. In no circumstances are communications marked with a ‘Descriptor’ to be sent to a private address.

3.274. Reserved.

Office Supplies

3.275. Army Forms. Army forms (and publications) can be accessed via the **Army Electronic Reference Portal**.

3.276. Army Publications.

- a.* The titles, code numbers and scales of issue of all Army publications are shown in Parts 1 and 2 of the Catalogue of Army Publications (**Army Code No. 12123**).
- b.* New and revised publications, and amendments to publications, are to be distributed free without indent (unless otherwise directed in the promulgating DCI) to formations and units, in accordance with the authorized scale.
- c.* When indents are necessary they are to be made in **AB 222** which gives full instructions on how to indent.
- d.* Publications are government property and those issued to individual members are to be returned to their unit when they leave the TA. All publications are to be produced at the annual inspection.

3.277. Stationery.

- a.* Stationery and office requisites required by TA units and formations for the performance of their official duties are to be supplied at public expense. Instructions for ordering and links to the relevant DINs can be accessed via the Admin tab on the Defence Intranet Homepage.
- b.* Stationery is to be used with the utmost economy and stocks are to be kept to the minimum.

3.278. Machinery. Computers/IT equipment and photocopiers for TA units and formations are to be supplied at public expense where issue is justified by the nature and volume of official work. Indents for computers/IT equipment and photocopiers are to be submitted in accordance with the Defence Supply Chain Manual (**JSP 886**) Volume 4, Part 200.

3.279. Maps.

- a.* The scale of free issue of maps to units for instructional and training purposes is to be determined by district headquarters. Stocks of maps held by districts are based on the normal number of units and formations, including TA units and formations within the district.
- b.* Instructions regarding the supply and issue of maps on repayment are contained in training regulations.
- c.* Helicopter aeronautical charts and flying publications are to be made available to AAC(V) Squadrons/Flights through normal AAC sources.

3.280 - 3.300. Reserved.

PART 7 - POLITICAL ACTIVITIES AND ELECTORAL REGISTRATION**General****3.301.**

- a. Regular Army personnel serving with the TA, officers and soldiers of the non regular permanent staff and all personnel in permanent service or FTRS or ADC are governed in their political activities by **QR (Army), Chapter 5, paras J5.581 - J5.586**. They are not to take any active part in the affairs of any political organization, party or movement. They are not to take part in political marches or demonstrations. (*See also paras 3.307 – 3.309.*)
- b. Officers and soldiers of the TA may stand for election at local or national level providing that they are not in any form of full time service such as FTRS or when engaged on ADC. They have the normal rights and responsibilities of citizens of the United Kingdom. They may also release the fact that they are members of the TA in their campaign literature and on their web sites, however, the information released should be factual *e.g.* time served in the TA, places served. A photograph showing them in TA uniform is also admissible, however, the written passage should not contain any comment on current or future defence issues.

Political Activities**3.302.**

- a. During the period between the issue of the writ for an election in any electoral district and polling day, no parade is to be held which could be made to appear on any grounds as liable to subvert party interests, *e.g.* by preventing members of the TA from being present at an important political meeting. Camp and annual training (including weekend training) and, subject to the above considerations, normal out of camp training may take place as usual, but a parade or assembly of members of the TA for any other purpose will require the permission of the Div Commander.
- b. No out of camp training is to take place on polling day.

3.303. Prohibitions.

- a. Members of the TA are forbidden to institute meetings or take part in demonstrations for political party purposes in barracks, camps or in their vicinity.
- b. Members of the TA are not to refer to political questions in speeches at military functions of a social, sporting or cultural nature which are attended by the public.
- c. TA bands are not permitted to play at meetings, demonstrations, parades or entertainment of a political nature; nor will they play for organizations having controversial aims.
- d. Without prejudice to arrangements incidental to lettings in accordance with **RFCA Regulations**, paras 4.10 - 4.19 no publicity is to be given in Service establishments or on Service vehicles to political party propaganda, or to advertisements for party meetings, fetes or similar activities by political parties or organizations.
- e. No service facilities including transport are to be used at or in connection with any function the purpose of which is to further the interests of a political party or an organization having controversial aims. *See RFCA Regulations*, paras 4.10 - 4.19 with regard to lettings.
- f. Information about political parties, programmes or policies is not to be made available through Service journals or information rooms.

Electoral Registration**3.304.** Reserved.

3.305. Voting Arrangements. Members of the TA are not eligible for registration as Service voters. A member qualified to vote as a civilian may do so at an election during the period of annual camp or other full time training as follows:

- a. When in the United Kingdom on the date of the poll.
 - (1) *As an Absent Voter* -- by applying to the electoral registration officer of his constituency for **Form RPF9**, which will enable him to vote by post. This applies to both parliamentary and local government elections.
 - (2) *In Person* -- by being granted leave for the purpose. Such leave may be reckoned as attendance at training, but travel will be at private expense. Members should be urged to vote by post as indicated in (1).
- b. When likely to be outside the United Kingdom on the date of the poll. By applying to the electoral registration officer of his constituency for **Form RPF 10A**, which will enable him to appoint a proxy to vote on his behalf. This applies only to parliamentary elections; a person outside the United Kingdom cannot vote at a local government election.

3.306. Reserved.

3.307. Electoral Candidature – FTRS/ADC. No member of the Reserve Forces in FTRS or ADC may be an elected member of a national assembly, the House of Commons, the European Parliament or any other legislative assembly. For election to local authorities, *see* **QR(Army) para J5.586**. In addition, such personnel are forbidden to publicly announce their prospective candidature for election to any of these bodies and are to take all steps within their power to ensure that no public announcement of candidature or prospective candidature is made before their FTRS or ADC commitment has been terminated.

3.308. Procedures. A member of the TA in FTRS or ADC who wishes to stand as a candidate for election to one of the bodies mentioned in **para 3.307** other than a local authority (*see* **QR(Army) para J5.586**) must apply to MS [Reserves] APC through his commanding officer to terminate his FTRS or ADC commitment. In his own interests he should apply as early as possible, preferably giving at least three months notice to terminate an FTRS commitment and at least one months notice to terminate ADC. Approval of an application will depend on the exigencies of the service. An unsuccessful candidate will have no right to reinstatement in FTRS or ADC duties.

3.309 - 3.320. Reserved.

PART 8 - PUBLIC AND SERVICE (NON PUBLIC) FUNDS**General**

3.321. Commanding officers are responsible for the control of public and non-public funds entrusted to their unit. Commanding officers are to comply with the general procedures for control and accounting as laid down in the following paragraphs.

Public Funds

3.322. The Head of Unit/Establishment or Commanding Officer is designated as Account Holder for both the unit held Imprest Account and Debit and Credit Control Account. As Account Holder, he/she is responsible for ensuring that the account is managed in accordance with **JSP 891 Ch 2** and **QR(Army) Ch 5 Part 15**. Further advice and guidance for Army units is available in the **Unit Administration Manual Part 3 Ch 1**.

- a. Commanding officers are to appoint an imprest holder in accordance with the **Personnel Administration Manual**, Part 12 para 12.01022. This officer is normally to be selected from the Regular or TA NRPS officers.
- b. An officer of the AGC(SPS)(V) may be imprest holder during periods of annual training at camp, under the authority of the Bde SO2 SPS.
- c. In exceptional circumstances the Bde SO2 SPS or Commander SPS at Div may give authority for a TA officer to be appointed imprest holder.

3.323 – 3.324. Reserved.

Service (Non Public) Funds

3.325. The Head of Unit/Establishment or Commanding Officer is designated as Managing Trustee (MT) for unit held Service (non public) funds (SNPF). The MT is responsible for the proper application of all SNPF of the unit and for the control and supervision of committees formed for the management of such Funds. In the case where Service (non public) funds are managed by committee or council who do not act on behalf of the commanding officer, then the chairman of that body is to be the commanding officer for the purposes of the requirements in these regulations and **Service Funds Regulations**. The attention of all commanding officers is drawn to Ch 3 of **Service Funds Regulations** which clearly define the duties and responsibilities of the MT.

3.326. - 3.327. Reserved.

Funds from Reserve Forces and Cadets Associations

3.328.

- a. Reserve Forces and Cadets Associations (RFCAs) may delegate to commanding officers, as their agents, such powers of local administration as they deem desirable. Accounting instructions are to be issued by RFCAs as necessary in respect of any moneys that may be received from or for RFCAs.
- b. Commanders are to keep RFCAs fully informed of all investigations into losses of funds of RFCAs.

3.329 - 3.340. Reserved.

PART 9 - STORES AND EQUIPMENT**General Responsibilities** (*see also QR(Army), Chapter 5 Part 16*)

3.341. A commanding officer is responsible for the condition and security of all public stores and equipment on charge to his unit and for ensuring that they are only used for purposes for which they are issued. He is to ensure that all security items, attractive items and foodstuffs are kept in a secure store. Commanding officers of units for which mobilization equipment is held on their behalf by RLC should arrange with their representatives to visit the depots concerned to familiarize themselves with the arrangements made, and all aspects of the action required to be taken by the unit on mobilization to obtain equipment held by RLC or other Service depots, to complete their unit war scales. Where a unit's PUE is held outside of the United Kingdom, such visits should coincide with annual training in that theatre.

Accounting

3.342. Accounting for stores and equipment is to be in accordance with the Defence Supply Chain Manual (**JSP 886**).

Sales of Surplus Materiel

3.343. Government surplus materiel may be purchased by members of the TA at auctions or by competitive tender under the conditions laid down in **QR(Army), para J5.627**.

3.344 – 3.360. Reserved.

PART 10 - TRANSPORT AND MOVEMENT INSTRUCTIONS

Introduction

3.361. Given the TA have a number of different working practices to the Regular Army as well as different terms and conditions of service, matters of particular importance for road transport are highlighted in Section 1 (Transport) as they affect the TA. Section 2 (Movement) outlines the purpose and content of Joint Service Manual of Movements (**JSP 800**) with additional advice on Army HQ aide memoires for movement.

Section 1 - Transport

3.362. The Commanding Officer (CO) of a TA unit is responsible for the operation, control and use of Service transport as directed in Road Transport Regulations **JSP800 Vol 5, Edn 4.1 Part 2, Chapter 3, para 2.3.6**. **JSP 800 Vol 5** has the force of Regulation. In particular the CO is personally responsible for:

- a. Ensuring that all those within the unit, involved in the control, operation and use of Service transport, comply with the provisions of **JSP 800 Vol 5**.
- b. Appointing an individual within his unit to act as the Transport Manager and, where appropriate, a Transport Operator as described in **JSP 800 Vol 5 Part 2 Chapter 3 para 2.3.1**. Those appointed are to attend an appropriate MT Manager's course at DST in accordance with **JSP 800 Vol 5 Part 2 Chapter 3 para 2.3.5**.
- c. Applying the regulations with regard to accident prevention and the control of drivers' hours contained in **JSP 800 Vol 5 Part 2 Chapter 3 para 2.3.6n and Part 3 Chapter 3 respectively**. These regulations, which are to be rigorously enforced, apply equally to both the Regular and the Reserve Forces of the Crown (*see also para 3.367* below).

The Use of Transport

3.363. Types of Vehicles. Mechanical Transport (MT) held by TA units in peacetime is provided solely for training and transport services under the following conditions:

- a. Vehicles held on charge to TA units are intended primarily for their unit **Collective Training Level 1** purposes but may be used for transport services in connection with the conveyance of TA personnel and stores within the conditions laid down in **para 3.367**, when available, without prejudice to training requirements.
- b. Vehicles on charge to TA units may also be used by the Regular Army subject to the agreement and authorization of the **Command/Functional Bde G3 Fleet Manager** to whom the TA unit belongs.
- c. *Regular Army Units.* Vehicles on charge to Regular Army units may be allocated, when available, under **Command / Function Bde G3 Fleet Management** arrangements, for use in connection with TA operations, exercises and training. Such vehicles may also be provided for administrative use, subject to the approval of the **Master Driver**.
- d. *Vehicles Hired from Civilian Contractors.* Vehicles required from civilian contractors for TA purposes are only to be provided under the arrangements of LRTC or TCO RLC in response to transport requests submitted in accordance with **JSP 800 Vol 5 Part 2 Chapter 2**.
- e. *Vehicles Loaned from the Army Uplift Training Pools.* All vehicle training uplifts must be planned and recorded on BLENHEIM and processed in accordance with **LFSO 4532**.
- f. Vehicles on charge to RLC TA units are intended for the training of personnel of those units and will not be allocated for the use of other TA units to the detriment of RLC TA training.

3.364. Funerals. Gun carriages may be used subject to the conditions laid down in **QR (Army)**, paras 8.117 - 8.118 as follows:

- a. For funerals of deceased officers and soldiers of the TA who, at the time of death, were on the active list of theft units (*see also para 2.217*).
- b. For funerals of deceased Regular Army officers or soldiers who were attached to the TA.

3.365. Recruiting. Army vehicles on charge to TA units may be used for recruiting in accordance with **JSP 800 Vol 5**.

3.366. Recreational and Repayment Services. Members of the TA may be conveyed for the purposes of recreational and repayment services in accordance with **JSP 800 Vol 5, Chapters 2 - 5** but only when such journeys are embodied into annual camps:

- a. A vehicle may only be driven by a qualified Regular or TA driver when on duty and under the supervision of an officer or NCO.
- b. Passengers are to proceed as an organized body under the command of the officer or NCO referred to in sub-**para 3.366a** above (*see also JSP 800 Vol 5, Chapter 9, para 9.101f*).

Use of TA Drivers

3.367.

- a. Formation HQs may authorize TA drivers (filling an established position as a MOD civilian employee) to drive unit vehicles on authorized transport services, other than during their normal training periods.
- b. A TA driver so employed is entitled to payment as a MOD civilian employee at the appropriate local rate under the authority of the Divisional Commander, such payment being made from unit imprest accounts and chargeable to the normal Army vote. Under these conditions a TA driver is not subject to military law as would be the case if he was performing training duties as a member of the TA. The officer authorizing such duties is to satisfy himself that the regulations for the control of drivers' hours are rigorously enforced (*see para 3.362c* above) and adhered to by all personnel taking up this duty.
- c. In all other circumstances a TA soldier should be employed on:
 - (1) Voluntary training or other duties for random tasks that are not scheduled on a regular basis.
 - (2) Additional Duties Commitments for tasks that are scheduled on a regular basis if the soldier could enter a commitment requiring him to be always available on the days concerned. If he could not, then the first option would have to be followed.
- d. *Drivers' Hours.* Application of Drivers' Hours regulations, as they affect the Reserve Forces, is outlined in **JSP 800 Vol 5 Part 3 Chapter 3 para 3.3.14 onwards.**

Driving Licences

3.368. Provision of Driving Licences. The regulations on the provision of driving licences are contained within **JSP 800 Vol 5 Part 4 Chapter 1** which also provides guidance on the law in the UK, the EC Second Directive on Driver Licensing and the description of driving licences.

3.369. Disqualification from Driving:

- a. Generally, when a driver is disqualified from driving by a UK Civil Court, he loses entitlement to drive any motor vehicle on a public road. It does not matter what vehicle he was driving at the time of the offence. However, where the disqualification applies only to his Category C (LGV) entitlement, a driver will not necessarily be debarred from retaining his Category B (car) entitlement.
- b. Application for reinstatement of a licence can be made after a certain period of time depending on the length of the disqualification. The reinstatement of Category C entitlement will be considered at the end of the period of disqualification. Reinstatement of a licence may be conditional on the driver passing the appropriate driving test.

Public Service Vehicles

3.370. Under Section 1 of the **Public Passenger Vehicles Act 1981**, motor vehicles carrying passengers for hire and reward, under a contract expressed or implied, must be licenced as Public Service Vehicles. This provision however is not binding on the Crown and vehicles used by the TA to carry entitled passengers are exempt from the regulations except where a payment has been made towards the cost of such a journey.

Road Fund Licences

3.371. Vehicles owned by individual officers and soldiers, and vehicles hired for use by the TA are not exempt from licence duty.

Third Party Insurance

3.372. Vehicles owned privately by TA units or individuals are not exempt from compulsory insurance under the **Road Traffic Act** and are required to carry a certificate of insurance in accordance with the Act.

Road Traffic Accidents

3.373. The regulations on road traffic accident reporting and the third party claims procedures arising therefrom are contained in **JSP 800 Vol 5 Part 3 Chapter 6.**

Section 2- Movement

3.374. The subject of Movement is covered in **JSP 800** which provides an authoritative document on MOD movements policy, principles and technical information. It is designed for all those involved in the management and execution of movement. The manual has three primary roles:

- a. To set the policy, authority and entitlement for movement within the Armed Forces and its civilian components.

- b. To provide the force of Regulation in conjunction with QR (Army) and any Land Forces Command or formation regulations which may be in force.
- c. To offer guidelines and advice to those closely involved with the provision of executive movement support at all levels.

3.375. The new **JSP 800** has the following volumes:

- a. **Vol 1.** Concept and Doctrine.
- b. **Vol 2.** Passenger Transport and Travel (replaces JSP 341).
- c. **Vol 3.** Movement of Materiel (replaces JSP 341).
- d. **Vol 4a.** Replaces JSP 335.
- e. **Vol 4b.** Replaces JSP 445.
- f. **Vol 5.** Road Transport (replaces JSP 341).
- g. **Vol 6.** Container Management.
- h. **Vol 7.** Replaces JSP 71.

In addition there is a new website with links to the relevant documents at www.transportsafety.dii.r.mil.uk.

3.376. Instructions for the movement of TA personnel, equipment and stores are also contained in the following documents:

- a. Army HQ Overseas Training Exercise and Operations Movement Directive.
<http://defenceintranet.diif.r.mil.uk/Organisations/Orgs/Army/Organisations/Orgs/cfdt/Organisations/Orgs/dglse/Organisations/Orgs/dloga/Orgs/ADLogSp/Organisations/LogSpOps/Pages/OverseasTrainingExerciseandOperationsMovementDirective.aspx>
- b. **LFSO 4302** – The Provision and Movement of Containers in Support of Army HQ Operations and Exercises.
- c. The **TSC(L) Training Brochure**.

3.377. Early advice should always be sought from [local Sp Comd Mov Det](#).

3.378 - 3.400. Reserved.

PART 11 - MESSES, INSTITUTES AND MESSING

General

3.401. Messes and institutes in the TA are to be conducted generally in accordance with the instructions contained in **QR (Army), Chapter 5 Part 18** and **Annexes J5** and **L5**. The particular differences which apply to TA messes are set out below.

Officers' Messes

3.402. Mess Subscriptions. The subscription required to be paid by officers will be at a rate to be fixed by the commanding officer and is not in any circumstances to exceed, in one year, five days pay of the rank held, chargeable from the date of appointment and payable in arrears.

3.403. Payment of Mess Bills. All moneys are due to be paid within 14 days from the submission of account. A report is to be made to higher authority if adequate reasons are not given for failure to pay and the account remains unsettled seven days after a request for an explanation.

Commanding Officers Public Fund (COPF) and Enhanced COPF (ECOPF)

3.404.

- a. Commanding Officers Public Fund (COPF) (and the Enhanced Commanding Officers' Public Fund (ECOPF)) replaced the TA Establishment Grant (TAEG), TA Grant in Aid of Officers Mess Expenses and TA Amenity and Welfare Grants for Soldiers.
- b. COPF and ECOPF allows Commanding Officers to undertake considered action to improve the quality of life of their soldiers and officers at unit level and to underpin unit retention initiatives, in order to make a swift and direct impact on the lives of these individuals.
- c. COPF provides TA Unit Commanding Officers of both Regional and National units with a fixed sum per person per year, calculated on mean average annual strength. Commanding Officers of Territorial Army units or Regular units with a Territorial element may claim the same rate per head for both their Regular and Territorial soldiers.
- d. The rate at which COPF is payable is reviewed each year. Instructions for the use of COPF are contained within **JSP 770 Chapter 7**.

3.405 -3.412. Reserved.

Cessation of Grants

3.413. All allowances payable under **para 3.404** are to cease on call out.

Sale of Intoxicating Liquor (*see also AGAI 64*)

3.414. Intoxicating liquor is in no circumstances to be sold to persons who are not mess members. Guests may be served with these liquors at the expense of a member of the TA.

Messing

3.415. All Reserve Forces personnel, who are in receipt of full time pay or over eight hours day rate, are treated as full time Service personnel and pay for their meals whilst in barracks. Reserve Forces personnel who are involved in a unit/formation exercise are entitled to be fed at Crown expense when the criteria detailed in **JSP 456 Vol 2 Chap 5** and **Chap 15** are met. Personnel who attend drill nights are not entitled to be fed at Crown Expense. In all cases units should seek advice from formation Food Services staff.

3.416. Sources of Supply for exercises, worldwide, and the detailed ration accounting procedures are laid down in **JSP 456 Vol 12**. Where there is no access to Service provided sources of supply, applications for Cash In Lieu of Rations are to be submitted in advance to the TLB via the chain of command; detailed instructions are contained in **JSP 456 Vol 2 Chap 7**.

3.417 – 3.420. Reserved.

3.421. For principles of organizing unit messing and standards, **QR (Army), paras 5.769 - 5.774**, should be consulted.

3.422. For details of charges and allowances regarding messing *see paras 7.119 – 7.121* and **JSP, 754**, Chapter 9, Sections 1 & 10.

3.423. TA Canteens. Under Section 173 of the **Licensing Act 2003** premises which are permanently or temporarily occupied for the purposes of the armed forces of the Crown are exempt licencing provisions.

3.424 - 3.430. Reserved.

PART 12 - THIRD PARTY CLAIMS**Claims**

3.431. All incidents other than traffic accidents (*see para 3.373*), which may give rise to a claim, either against the Ministry of Defence or a member of the TA, or on behalf of the Ministry of Defence against a third party, are to be reported, as in **para 3.432**, by the unit commander to the association concerned within 24 hours. At the same time a copy of the report is to be sent direct to the Ministry of Defence, Directorate of Claims and Legal (Finance and Secretariat) Claims (DC&L(F&S) Claims), St Giles Court, 1-13 St Giles High Street, LONDON WC2H 8LD. A copy of the report is also to be sent by the commanding officer to Div HQ concerned through the usual channels in order that the disciplinary aspect of the case may be considered, including the question of stoppages to make good any loss of, or damage to, public property in whole or in part. (*See RFCA Regulations*, paras 3.24 - 3.27.)

Reporting of Claims

3.432. Reports are to contain:

- a. Date and nature of occurrence.
- b. TA unit and personnel involved.
- c. Nature of any damage caused.
- d. Name and address of any person killed or injured.
- e. Name, address and telephone number of any potential claimant.
- f. Name, address and telephone number of any witness.
- g. Whether a board of inquiry is to be held.

Correspondence

3.433. TA units are forbidden to enter into correspondence which is likely to give rise to a third party claim or to do anything which might be interpreted as an admission of liability.

3.434. All such correspondence is to be formally acknowledged and forwarded without delay to the Ministry of Defence Claims Branch (*see para 3.431*).

Claims by TA Personnel for Compensation

3.435. Details and advice on procedures for claims against the Ministry of Defence are at **Annex F/3**.

3.436 - 3.500. Reserved.

PART 13 – SELECTION AND REVIEW BOARDS

General

3.501. The purpose of these regulations is to define the roles, practice and procedures applicable to TA Selection and Review Boards. These regulations are supplementary to the **Military Secretary’s TA Practice and Precedent (P&P) Instructions** (as issued annually) and deal with additional subjects and detail additional areas of responsibility.

3.502. These regulations do not cover the practice and procedures to be covered by TA Commissioning Boards. Detailed instructions for the conduct of these Boards are issued separately by the Regular Commissions Board.

3.503. Selection Boards. There are three categories of Selection Boards for potential TA officers and two categories of Selection Boards for potential NRPS officers and soldiers respectively.

- a. *Special to Arm/Service Initial Screening Boards.* Details of the composition of these Boards are laid down in **Annex A/4** as follows:

<i>Unit/Corps</i>	<i>Annex A/4 Reference</i>
AGC (ETS)	para 55
Media Ops Gp	para 130
SASC(V)	para 137b
15 (UK) PSYOPS Gp	para 147
Land Information Assurance Group (Volunteers) (LIAG(V))	para 153
Land Information Communication Service Group (Volunteers) (LICSG(V))	para 153

In addition, personnel in the categories listed at **para 4.036c** are to be interviewed by the senior Service representative at Div HQ or TA/CVHQ before being put forward for consideration by a TA Selection Board.

- b. *Special to Arm/Service Selection Boards.* Details of the composition of these Boards are laid down in **Annex A/4** as follows:

<i>Unit/Corps</i>	<i>Annex A/4 Reference</i>
RACHD	paras 15 - 21
AMS TA	para 26
AGC (ALS)	para 60

- c. *TA Selection Boards.* Details of the composition of these Boards and the recommendations that Boards are empowered to make are laid down in **Chapter 4 Part 3**.

- d. *NRPS Selection Boards.* Details of the composition of NRPS officer and soldier NRPS Selection Boards are laid down at **para 5 of Annex B/6** and are retained for legacy reasons. The instructions in **Annex B/6** may be supplemented by additional instructions issued under the authority of the Executive Instruction for any TA restructuring. Where NRPS appointments cease to exist due to restructuring or routine establishment revision, the position holders will not be considered for vacant NRPS positions as these will be liable for consideration as FTRS posts. If such an NRPS appointment holder is suitably qualified for a vacant or new position and has received annual assessments that show he is up to standard in all respects (OJAR grade B) in his previous employment, whilst retaining a Reserve liability and meeting the age / medical requirements, he may be considered in competition for an FTRS appointment.

3.504. Review Boards. Review Boards will normally be convened on the authority of the Div Commander. However, due to the geographical dispersion of TA units, the size of Divisional geographical areas and the division of the TA into regional and national units, Div Commanders may delegate this responsibility to Command/Functional Bde Commanders and to those TA/CVHQs commanded by Colonels or officers of higher rank. Such delegation of authority is to be made either in Div Standing Orders, or if authority is only occasionally to be granted it must be delegated in Div Routine Orders on each occasion.

3.505. Review Boards – Composition. The composition of Arms and Service Director Boards and Div and Bde Review Boards is laid down in the **MS TA P&P Instructions**. The composition of a TA/CVHQ Review Board is to be as follows:

- a. *President:* Commander TA/CVHQ (not below the rank of Colonel)
- b. *Members:* At least three officers of the rank of Lt Col drawn from TA/CVHQ staff and commanding officers of national units.
- c. *In attendance:* Brigade MS or G1 staff officer.
- d. *Secretary:* TA/CVHQ MS or G1 staff officer.

Roles of Review Boards

3.506. General. Arms and Service Director Boards, Div, Command/Functional Bde and TA/CVHQ Review Boards are responsible for the overall management and future career planning, for all Volunteer and NRPS soldiers, NCOs, WOs and officers. The responsibilities outlined below are additional to those described in the **MS TA P&P Instructions**.

- a. Review of TA career prospects and employability (not necessarily in the same Arm or Corps) of all officers, WOs and SNCOs of units in their area. This includes TA personnel who are temporarily deployed elsewhere in permanent service or FTRS. Review Boards are also to consider the cases of Cpls and below who, on reaching the end of their engagement or tenure of appointment, are within the revised NRA (55 years) or maximum age specified in Annex C/5 and for whom the parent unit has no suitable alternative employment. (Other than in accordance with **MS TA P&P Instructions**, individuals will normally only be put forward for consideration by a Review Board when no vacancy is foreseen within their parent unit establishment on completion of tenure of their present appointment). If there are no suitable vacancies for surplus personnel who are within the retention age for their rank and employment, the Board should consider recommending transfer to the Unposted List.
- b. Consideration should be given to transfers to the Unposted List where retention of an individual is in the interests of the Service's future needs.
- c. Annual review all officers, WOs and SNCOs who are over age for their rank and unless there are exceptional circumstances for their retention in the interests of the Service, instruct units to initiate action for retirement/resignation or discharge, as appropriate.
- d. Consideration of existing and forecast vacancies in units in their areas. Vacancies are to be matched against personnel judged suitable for such employments, including personnel in permanent service or FTRS, and the opportunity to apply for these vacancies is to be offered to the individuals concerned. Where appropriate, individuals selected to fill forecast vacancies are to be temporarily overborne or transferred to the Unposted List until the appointment becomes vacant. TA/CVHQs are to inform all Div HQs of current and forecast shortfalls so that suitable officers and soldiers can be offered the opportunity to transfer.
- e. Consideration of the effects of establishment changes to individual units on NRPS personnel. Where the reduction of an NRPS position is offset by the creation of a new position, Review Boards may approve the internal cross-assignment of an NRPS officer or soldier who is suitably qualified to fill the newly created position. Similarly, in such circumstances, Review Boards may formally approve applications for voluntary redundancy and the consequent internal cross-assignments.
- f. Exceptionally, Army HQ Personnel Division may grant approval in principle for the transfer of an NRPS officer or soldier to a vacancy in another unit for strong personal, domestic or compassionate reasons. Such transfers bypass normal selection procedures and the parent and receiving Command/Functional Bde HQs and the units concerned must agree to the transfer before the case is submitted to Army HQ. On receipt of Army HQ approval, transfer documentation and a copy of the Army HQ letter of approval are to be submitted to MS [Reserves] APC for action. The losing unit is then to submit details of the newly created vacancy to the Command/Functional Bde HQ for advertisement as laid down in **Annex B/6**.

3.507. Review Boards should not be constrained by solely considering vacancies within their own geographical boundaries. All Command/Functional Bdes will, from time to time, have surplus personnel who have completed a fixed tenure of appointment for whom there are no suitable vacancies within the Bde area. Such personnel should be offered to the contiguous Command/Functional Bde(s) for consideration. (This action is additional to the MS P&P direction that all officer positions are to be advertised prior to the consideration of candidates by a Review Board). Similarly, the civilian practice of portable careers means that TA personnel may move from one part of the United Kingdom to another. Whenever possible the parent unit of such an individual is to inform its parent Command/Functional Bde HQ giving details of the individual's military professional experience and qualifications, the anticipated movement date and the new employment location. The parent Command/Functional Bde HQ is to inform the Command/Functional Bde HQ responsible for the area into which the TA member is to move. The receiving Command/Functional Bde HQ is to examine known vacancies within its area, notify potentially suitable units of the newcomer's expected arrival and notify the individual of potential TA vacancies.

3.508. The initial annual review should be updated on a quarterly basis to adjust the personnel plot in the light of unforeseen changes in the availability of vacancies or personnel. However, the Review Board should only be formally convened if such changes require amendment to personnel employment plans previously agreed or the selection of new personnel.

Transfers to Other Units

3.509. Where there is more than one applicant seeking to transfer to a position, the Board is to obtain details of each individual's record of service from MS [Reserves] APC. The Board is to grade the candidates and select the most suitable individual. In considering transfers to regional units, the Board is to take account of travelling times and distance and be guided by the provisions laid down in **JSP 752 Chapter 4 Section 13**.

3.510. Where an applicant is seeking to transfer to another Arm or Service, or a unit in the same Arm or Service in a different role, the Board is to seek advice from the Arms and Service Directorates in respect of retraining required for employment in that appointment or CEG.

Proceedings for Selection and Review Boards

3.511. Convening Order. All Boards are to be convened on the authority of a convening order stating the date and place of assembly, the purpose of the Board and its composition.

3.512. Record of Proceedings. The proceedings of the Board are to be recorded on an **Army Form A2** accompanied by the Convening Order, a detailed record of proceedings and the Board's findings/recommendations.

3.513. Items to be Included. The formats for each Board will vary depending on the subjects under consideration. However, in addition to the provisions of **para 3.512** the following are to be recorded:

- a. The job specification for the position under consideration.
- b. The personal details of all individuals considered.
- c. The factors considered by the Board in each case causing it to reach a decision.
- d. Details of any member who was excluded from any part of the Board, with the reasons.
- e. Details of all personnel filtered out by an initial screening board with reasons why they were not put forward for consideration by the Review/Selection Board. These details should be included by the Secretary of the board as an Annex to the record of proceedings. (This provision applies primarily to the NRPS – **para 8 to Annex B/6** – but is to be applied if this procedure is used for any other candidates for selection.)

3.514. Scoring System. The **MS TA P&P Instructions** scoring system is to be used to evaluate individuals under consideration. This system is to be used even if there is only one candidate in order to ensure that he is above the quality line for that employment.

3.515. Retention of Records. All evidence considered by a Board is to be retained for not less than two years and the detailed record of the Board's findings is to be retained for a further five years from the date on which the Board proceedings are completed.

3.516 – 3.550. Reserved.

PART 14 – THE UNPOSTED LIST**General Outline**

3.551. The restructured Unposted List was implemented with effect from 1 Jan 02. It consists of two sections – List A and List B. It is open to all ranks and is managed by MS [Reserves] APC, however, for officers, only one transfer is allowed from List A to List B and from List B to List A.

3.552. The Unposted List permits eligible personnel to remain in the TA and for those in List A to undertake obligatory training for bounty earning purposes, where previously they would have been required to transfer to RARO or Section D of the Regular Reserve, or leave the TA.

3.553. The Unposted List provides cover for TA officers and soldiers who are between assignments, for example on completing an FTRS Commitment, or who temporarily, for business or other reasons are unable to give full commitment to the TA. It also provides a means of retaining personnel who have completed their current tenure of appointment and are awaiting selection for a new appointment. (*See also para 3.506.*)

3.554. At the completion of any period of mobilized service or FTRS, individuals are to be assigned back to their parent TA unit. If necessary, the commanding officer may apply to MS [Reserves] APC for the individual to be assigned to the Unposted List.

3.555. Transfers to the Unposted List for officers and soldiers are to comply with the provisions of **paras 4.101a or 4.101d, and 5.155 - 5.158**, as appropriate, except for the requirement that an established vacancy must exist. The commanding officer of the receiving unit is the Col MS [Reserves] APC.

List A

3.556. List A is a short-term list for TA officers and soldiers who are between appointments in the TA. Individuals are to be actively seeking a post within the TA and MS [Reserves] APC and Div and Brigade Review Boards are to work with their parent units to achieve this aim. (*See para 3.506.*) Individuals on List A are to be included in the overall strength of the TA and count against the TA liability.

3.557. Eligibility. List A is open to all ranks of the TA.

3.558. Assignment and Attachment. Personnel are to be assigned to the Unposted List (List A) and attached to a convenient TA Unit for the purposes of training. MS [Reserves] APC is to issue the necessary assignment and attachment orders.

3.559. Training and Bounty. Personnel attached to a TA unit are to complete the full training commitment of that unit for bounty earning purposes. Where an individual's circumstances do not allow him to complete the full commitment, he may undertake the Lower Training Commitment as laid down in **para 2.036** on the authority of Col MS [Reserves] APC. This is normally to be agreed prior to the attachment, and recorded in the attachment order. However, because an individual's circumstances may change, exceptionally authority may be granted after service on the Unposted List has commenced.

3.560. Documents. Personal documents are to be held by the unit to which an individual is attached.

3.561. Duration. Personnel are not normally to be permitted to remain on List A for more than one year or beyond the normal retirement/discharge age for their rank, employment and Arm/Corps, whichever is the earlier. However, Col MS [Reserves] APC may authorize extensions of service/re-engagement of not more than a year at a time, up to a total of two years aggregated service on List A. Personnel who have not found a suitable assignment or entered permanent service, FTRS or ADC by the end of the maximum authorized period on List A are to:

- a. be assigned to List B, or
- b. resign or retire or
- c. be discharged under the provisions of **paras 5.186 or 5.187**, as appropriate or
- d. transfer to RARO Class 2, or
- e. be discharged under the provisions of **para 5.196** and transfer to Section D of the Regular Reserve.

3.562. Re-engagement. Soldiers who reach the end of their engagement while on the Unposted List may only be permitted to re-engage for a period of one year at a time.

3.563. Annual Confidential Reporting/OJAR. Instructions regarding annual confidential reporting/OJAR are to be included in the attachment order.

3.564. Mobilization Liabilities. Personnel assigned to List A retain the mobilization liabilities appropriate to the Group of the TA in which they were serving prior to joining the Unposted List. Officers who are transitional members are to elect to change their status to become ordinary members of the TA prior to applying to join the Unposted List (List A). (*See also para 1.006 and Appx 2 to Annex H/1.*)

3.565. Mobilization. Individuals may apply, in writing, to be mobilized with the unit to which they are attached. If the application is supported by the unit commanding officer, unless the individual is required to fill an appointment as an individual reinforcement in another unit or headquarters, he is to be assigned to the unit by Col MS [Reserves] APC and the attachment order rescinded. Individuals may also respond to mobilization trawls for volunteers to augment the Regular Forces.

3.566. FTRS, ADC or Regular Service. Personnel on the Unposted List (List A) may volunteer for FTRS, ADC or Regular service.

3.567. Volunteer Reserves Service Medal and Efficiency Decoration. Time spent on List A is to count as qualifying service towards the Efficiency Decoration (Territorial) or Volunteer Reserve Service Medal (as appropriate) provided the qualifying conditions for the award have been fully met.

List B

3.568. List B is for officers and soldiers who are temporarily unable to fulfil their training obligations but who wish to remain in the TA and intend to resume their commitment at a later date. Individuals on List B are not included in the overall strength of the TA and do not count against the TA liability.

3.569. Eligibility. List B is open to all ranks of the TA.

3.570. Assignment. Personnel are to be assigned to the TA Unposted List (List B) by MS [Reserves] APC, which becomes their new parent unit.

3.571. Training. Individuals on List B have no training liability and therefore are ineligible to earn annual bounty.

3.572. Documents. All unit personal documents are to be forwarded to MS [Reserves] APC as the new receiving unit.

3.573. Duration. Personnel are not to be permitted to remain on List B for more than two years or beyond the normal retirement/discharge age for their rank, employment and Arm/Corps, whichever is the earlier. If a soldier's current engagement ends before the two year period has expired, Col MS [Reserves] APC may authorize re-engagement for not more than a year at a time, for up to a total of two years aggregated service on List B. Personnel who have not found a suitable assignment or entered permanent service, FTRS or ADC by the end of the maximum authorized period on List B are to:

- a. be attached to a TA Unit on the Unposted List (List A), or
- b. resign, or retire, or
- c. be discharged under the provisions of **paras 5.186 or 5.187**, as appropriate, or
- d. transfer to RARO Class 2, or
- e. be discharged under the provisions of **para 5.196** and transfer to Section D of the Regular Reserve.

Extensions on List B may, in exceptional circumstances, be authorized by Col MS [Reserves] APC.

3.574. Re-engagement. Soldiers who reach the end of their engagement while on the Unposted List (List B) may only be permitted to re-engage for a period of not more than one year at a time.

3.575. If, at the end of the 12 month period on List B, all reasonable effort to contact an officer or soldier have failed:

- a. Officers are to retire or have their commissions terminated under the terms of **paras 4.162 or 4.175**, as appropriate.
- b. Soldiers are to be discharged under the terms of **para 5.186**.

3.576. Annual Confidential Reports/OJAR. Annual confidential reports/OJAR are not required for officers and soldiers on the Unposted List (List B).

3.577. Mobilization Liabilities. Personnel assigned to List B retain the mobilization liabilities appropriate to the Group of the TA in which they were serving prior to joining the Unposted List. They are liable to be called out as individual reinforcements. Officers who are transitional members are to elect to change their status to become ordinary members of the TA, prior to applying to join the Unposted List (List B). (*See also para 1.006 and Appx 2 to Annex H/1.*)

3.578. Mobilization. Individuals may respond to mobilization trawls for volunteers to augment the Regular Forces.

3.579. FTRS, ADC or Regular Service. Personnel on the Unposted List (List B) ,may volunteer for FTRS, ADC or Regular service.

Application

3.580. Officers. Officers wishing to join the Unposted List are to apply in writing, stating whether they wish to be assigned to List A or B, through the chain of command to Col MS [Reserves] APC. Applications are to be accompanied by **AF E 535**. Applicants for List A are to nominate the Unit to which they wish to be attached. This should normally be the TA unit nearest to their permanent home address or their current parent TA unit.

3.581. Soldiers. Soldier applications for the Unposted List are to be made on **AF E 7547**, with the applicant stating at Part B that they wish to be assigned to the List A or B as appropriate. Applicants for List A are to nominate the unit to which they wish to be attached. This should normally be the TA unit nearest to their permanent home address or their current parent TA unit.

Authority

3.582. The final authority for permitting transfers to the Unposted List and attachment to a unit for training is Col MS [Reserves] APC. Where exceptions to these regulations are sought the case is to be referred to DM(A).

3.583. - 3.600. Reserved.

ANNEX A TO CHAPTER 3
RELATIONSHIP BETWEEN UNITS OF THE TA AND ACF AND CCF
(ARMY SECTIONS)
(PARA 3.011 REFERS)

1. The relationship between units of the TA and cadet units may take two forms, training sponsorship or affiliation. Every cadet unit or sub unit is normally to be 'sponsored' by a TA unit for training and other assistance. This relationship may eventually develop into an affiliation.

Training Sponsorship

2. The aims of training sponsorship are to provide means of assistance to the cadet unit as regards:
- a. The provision of instructors and equipment for 3 Star, 4 Star and post 4 Star stages of the Army Proficiency Certificate (ACF) Syllabus and Army Proficiency (Advanced) CCF Syllabus.
 - b. The use of accommodation including miniature and 30 yard ranges.
 - c. Inviting cadets to attend films and demonstrations of Service interest, regimental functions and parades.
3. **Assistance.** The assistance rendered to the cadet unit is not to interfere with the efficiency of either unit and is to be limited by the following considerations:
- a. Special to arm or corps training is not to be introduced until the cadet has passed 3 Star Army Proficiency Certificate (ACF) or Army Proficiency Certificate (CCF).
 - b. Military training is not to be over emphasized at the expense of Cadet Community training.
4. **Appointments.** TA units are to appoint cadet liaison officers who are to be responsible for conducting activities connected with the cadet unit.
5. **Responsibility.** The final responsibility for training cadets is that of the cadet force officer. Club activities of the TA and the cadets should be kept separate except on special occasions.

Affiliation

6. An affiliation is a permanent association between a TA and a County ACF or CCF (Army Section) contingent which each should endeavour to strengthen by all available means.
7. The aim of such an affiliation is to allow the cadet unit to build up an esprit de corps based on the traditions of the regiment or corps to which it is affiliated. An affiliation must be agreed by the regiment or corps concerned, in writing, before approval is sought. Any change to a current affiliation must be agreed by the currently affiliated regiment or corps as well as the regiment or corps with which a new affiliation is proposed. The affiliation is to be endorsed by the RFCA and approved by the Command/Functional Bde Commander who is to inform Army HQ.
8. ACF Detachments may adopt the cap badge, headdress and stable belt, and in No 2 dress, the collar badges and buttons of the regiment or corps to which they are affiliated. The adoption of any other forms of regimental or corps items of uniform, or insignia or accoutrements to be worn on uniform, are subject to the approval of the Army Dress Committee. ACF members are not permitted to wear any formation flashes of any operational formation, or the shoulder titles or tactical recognition flashes of their affiliated or sponsor unit.

**ANNEX B TO CHAPTER 3
JURY SERVICE**

Reserved

**ANNEX C TO CHAPTER 3
REGULATIONS AND ADMINISTRATIVE INSTRUCTIONS
FOR THE VOLUNTEER RESERVES SERVICE MEDAL (VRSM)**

(PARA 3.242 REFERS)

Part 1 - VRSM Regulations

Introduction

1. The Volunteer Reserves Service Medal (VRSM) and Clasps are awarded to personnel of all ranks in recognition of long and efficient service of proved capacity in the Volunteer Reserve Forces. The award of the VRSM and its Clasps is governed generally by the **Royal Warrant dated 29 March 1999**. It carries no rights to the use of post-nominal letters.
2. The medal is oval in form, in silver, and bears on the obverse the Crowned Effigy of the Sovereign and on the reverse the words "For service in the Volunteer Reserves" above a bunch of oak leaves. The name of the recipient is inscribed on the rim of the Medal. The Medal is to be worn on the left breast suspended on a ribbon 1¼ inches in width of dark green with narrow central stripes of dark blue, scarlet and light blue, the central stripes being separated from the green by narrow gold stripes. In the order in which Orders, Decorations and Medals should be worn, it is worn immediately after the Air Efficiency Award.
3. Clasps may be awarded and are in silver and engraved on the reverse with the date of the award of the Clasp and attached to the ribbon by which the Medal is suspended. Rose emblems denoting the award of each Clasp are attached to the ribbon when the ribbon only is worn. A maximum of three roses may be worn. To denote service beyond the award of three Clasps (three silver roses), the following shall be worn:
 - a. Four Clasps One gold rose
 - b. Five Clasps One gold rose and one silver rose
 - c. Six Clasps One gold rose and two silver roses
 - d. Seven Clasps Two gold roses
4. The award of the Volunteer Reserves Service Medal and its Clasps is announced in the **London Gazette**.

Eligibility

5. To be eligible for the award of the VRSM an individual must fulfil the following conditions:
 - a. On or after 1 Apr 99 he must be serving as a volunteer in one of the following Reserve Forces:
 - (1) Royal Naval Reserve (RNR);
 - (2) Royal Marines Reserve (RMR);
 - (3) Territorial Army (TA).
 - (4) Royal Air Force Reserve (RAFR);
 - (5) Royal Auxiliary Air Force (RAuxAF);
 and he must still be serving at the time that the qualifying service is completed.
 - b. He must have completed ten years continuous qualifying service reckoned in accordance with **paras 7, 8 and 9**, but subject to the provisions of **para 10**, and of which part but not all may have been served before 1 Apr 99.
 - c. He must have earned training bounty as required by his obligatory training commitment as defined in individual service regulations in nine out of the 10 qualifying years and his service is thus deemed efficient.
 - d. Alternatively, when serving as a Reservist as defined at **paras 7d, 7e and 8a**, an individual will be deemed to be efficient unless his annual report, or a special report, shows otherwise.
6. To be eligible for the award of a Clasp to the Medal, in addition to meeting the criteria detailed in **paras 5a and 5d**, an individual must fulfil the following conditions:
 - a. He must have completed a further five years continuous qualifying service (as reckoned in **paras 7-10**) since the award of the VRSM or previous Clasp to that Medal.
 - b. He must have earned training bounty as required by his obligatory training commitment as defined in individual service regulations for a further five years and his service is thus deemed efficient.

Qualifying Service

7. The following will reckon as *single* qualifying service:
 - a. Service after the age of 18 in the Reserve Forces listed at **para 5a**, subject to the provisions of **paras 8 and 9**, and except where such service is solely for duty with the Cadet Forces, in which case such service will reckon towards the Cadet Forces Medal.

- b. Service in any of the authorized auxiliary forces of the Commonwealth that has not been counted towards the award of any other long service award.
 - c. Service in the Ulster Defence Regiment (Part Time) (UDR (PT)) which was reckonable towards but was insufficient for the award of the UDR Medal or Clasps, or service in the Royal Irish (Home Service) (Part Time) (R IRISH (HS) (PT)) but was insufficient for the award of the Northern Ireland Home Service Medal or Clasps.
 - d. Service on permanent service following Call-Out, a Short Service Volunteer Commission (SSVC), Short Term Regular Commission (STRC), Short Service Engagement (SSE), Short Term Regular Engagement (STRE), Full Time Reserve Service (FTRS) or any combination of these forms of service up to a maximum of five years aggregated service.
 - e. Service as a Reservist under the provisions of Sections 25 or 27 of the Reserve Forces Act 1996 (**RFA 96**) covering additional duties, commitments and additional voluntary training and duties.
8. The following will count as two-thirds qualifying service:
Service in the Non-Regular Permanent Staff (NRPS) of the Reserve Forces listed at **para 5a**.
9. The following will count as half qualifying service:
- a. Service below the age of 18 years in the Reserve Forces listed at **para 5a**, or authorized auxiliary forces of the Commonwealth that has not been counted towards the award of any other long service award.
 - b. Service after the age of 17 years on RNR List 7 at a University Royal Naval Unit (URNU), or as a cadet or commissioned officer serving solely in Group B of the Officers' Training Corps (OTC), or the Subalterns' Special Pool or the University Air Squadron (UAS).
 - c. Service in an SSVC, STRC, SSE, STRE, FTRS or any combination of these forms of service for any period in excess of five years aggregated service.
 - d. Up to five years full-time service in the Regular Forces, other than that covered by **para 9c**, which has not been counted towards the award of any other long service award. Full-time service to a maximum of five years subsequent to the award of another long service award may be counted.

Continuity of Service

10. The following, though not counted as qualifying service for the VRSM or Clasps, will not be considered a break in the continuity of service required by **paras 5b** and **6a**:
- a. Periods not exceeding three years between service in one of the forces listed at **para 5a** and another such Service.
 - b. Periods not exceeding three years between service in authorized auxiliary forces of the Commonwealth and the forces listed in **para 5a**. The period may be extended when the initial non-existence of an auxiliary force prevents the individual joining such a force. However, an extension shall in no cases be for more than six months after facilities for joining such a force become available.
 - c. Service in the regular reserves of the Royal Navy, Royal Marines, Army or Royal Air Force immediately following discharge or transfer from one of the forces listed at **para 5a** if such service is by virtue of a previous liability for reserve service.
 - d. Service in the regular reserves of an Armed Service of the Commonwealth if it immediately follows discharge or transfer from one of the forces listed at **para 5a** or an authorized auxiliary force of the Commonwealth, and is by virtue of a previous liability for reserve service.
 - e. Any year to a maximum of three consecutive years in which an individual fails to complete his full obligatory training commitment as laid down in **paras 5c** and **6b**.
 - f. A period not exceeding three years between leaving the Regular Forces and formally applying to join the Reserve Forces listed at **para 5a**.
 - g. Any service which has been counted towards another award for long service in either the Regular Forces, the Reserve Forces or the Cadet Forces.
 - h. Any service which is given solely to the Cadet Forces. Such service may reckon instead towards the award of the Cadet Forces Medal.
 - i. Any formally authorized break in service or leave of absence of up to three years taken for personal or business reasons.

Recommendation for Award

11. Claims for the award of the VRSM or Clasp are to be submitted on the form **F/HONS 1009**. Claims must be personally endorsed with a recommendation for the award by the commanding officer of units and not a subordinate commander. Individual claims by unit commanding officers, officers in command of regional units, or unattached senior officers are to be personally endorsed with a recommendation for the award by their immediate superior officer.

Verification of Award

12. TA units are to obtain verification prints of the record of service and forward them, together with the completed **F HONS 1009**, to the MODMO. Verification prints are to be obtained from:

- a. *For Officers.* MS [Reserves] APC.
- b. *For Soldiers.* MS [Reserves] APC (Sldr ROS).

at Kentigern House, 65 Brown Street, GLASGOW G2 8EX.

Approval of Award

13. The award of the Volunteer Reserves Service Medal and its Clasps shall be approved after verification by MODMO, Government Buildings, Worcester Road, Droitwich Spa, Worcestershire WR9 8AU.

Non-Eligibility and Forfeiture of Medal

14. Any individual claiming the award of the VRSM must be above reproach in respect of his conduct and performance throughout his service. Behaviour that brings the Services into disrepute, or that results in a conviction for serious criminal or civil offences, or military offences leading to an entry on a **Certificate of Service** or **Regimental Conduct Sheet**, may result in an individual being deemed ineligible to receive the VRSM, or for a period of qualifying service being deemed to be non-qualifying. The **Certificate of Service** or **Regimental Conduct Sheet**, along with a detailed statement of the offences committed, should accompany all recommendations for the award, when an offence has been committed and recorded on the document during the qualifying period. All such cases are to be examined by the Service Medal Board or other appropriate authority for a ruling.

15. Similarly, when the conduct of a holder of the VRSM is as described above, or he is subsequently convicted by a Civil Court or Court-Martial leading to imprisonment for six months or more or administrative or disciplinary discharge from the Services, the case is to be reported to the Service Medal Board or other appropriate authority for a decision as to whether or not he should be ordered to forfeit the Medal and any Clasps awarded.

Restoration of Medals

16. Procedures for the restoration of forfeited awards are laid down in **QR (Army), para 5.401**.

Part 2 - Administrative Instructions

Transitional Arrangements

17. VRSM Regulations precede regulations for the TD & TEM because they were superseded with effect from 1 Apr 99. However, because outstanding claims for the TD or Clasps for the TEM will continue under the transitional arrangements, TD & TEM regulations are republished as **Part 1** and **Part 2** respectively of **Annex D/3**.

18. Transitional arrangements are summarized at **Appx 1** to this Annex and a qualifying ready reckoner is shown at **Appx 2** to this Annex.

19. All reckonable service prior to 1 Apr 99 that met the qualifying conditions for the TD or TEM is to count as qualifying service for the VRSM. (The qualifying rules for these efficiency awards required claimants to have served for 12 reckonable years of service and to have attended Camp in 10 of the 12 years and out of camp training in each of these years. Regional unit personnel were required to attend six out of camp training days each year while national unit personnel were required to attend four out of camp training days.) Claims for such service to count as qualifying service for the VRSM may therefore contain up to two years in which Camp was not attended provided that the claimant attended the requisite out of camp training.

20. Under the transitional arrangements, service given after 1 Apr 99 which is allowed to count towards a Clasp for the TD or TEM is to count as qualifying service towards the VRSM when the Clasp is surrendered. (The qualifying rules for a Clasp required claimants to serve for a further six years and to have attended Camp in five of those years and out of camp training as defined above in each of those years.) Claims for such service to count as qualifying service for the VRSM may therefore contain one year in which Camp was not attended provided the claimant attended the requisite out of camp training in each of those years.

VRSM—Qualifications

21. Former Regular Service.

- a. Former regular service (including National Service with the Regular Forces) up to a maximum of five years counts towards the VRSM as half qualifying service, provided it has not been counted towards any other form of efficiency or long service award.
- b. The portion of National Service that required compulsory service with the TA or other Volunteer Reserve Force unit or Reserve is not eligible to count as qualifying service for the VRSM. However, where an individual elected to transfer to voluntary service in the TA or other Volunteer Reserve Force unit, this service may count towards the VRSM provided that it has not been counted towards any other efficiency or long service award.

22. Bounty.

- a. Claims for service as a Volunteer Reservist which do not fall within the provisions outlined at **paras 1-3** of the instructions, require the claimant to have earned bounty in each of the qualifying years. (This requirement does not apply to service given as a member of the NRPS.)
- b. The definition of bounty means the full training bounty for Groups A, B and C (Sponsored Reserves) as applicable.
- c. Receipt of the lower training commitment bounty authorized by **para 2.036** or the medical lower training commitment bounty means that the year for which that bounty was awarded does not count as a qualifying year for the VRSM.
- d. When during the years claimed for the award, an individual has had service in another Volunteer Reserve Force, the APC is to check with the appropriate authority to confirm whether or not the claimant had received full bounty for the claimed qualifying years:
 - (1) *Royal Naval Reserve:*
The Directorate of Naval Reserves—SOPS (R)
Room 007
Victory Building
HM Naval Base
Portsmouth
Hampshire PO1 3LS
 - (2) *Royal Marines Reserve:*
The Director Royal Marines Reserve—SO1 HQRM
West Battery
Whale Island
Portsmouth
Hampshire PO2 8DX
 - (3) *Royal Air Force Reserve:*
CRF (RAF)
Royal Auxiliary Air Force:
RAF Innsworth
Gloucester
Gloucestershire GL3 1EZ
- e. Obligatory training requirements for Group C personnel will be defined in their Employee Agreements. The obligatory training requirements for each member of the Sponsored Reserve may vary. Furthermore, the requirements for an individual member may be higher in his first year or two years of service than for later service. Particular care must be taken when checking whether or not he has fulfilled his obligations.

23. Breaks in Service. Individual breaks in service of up to three years at a time will not be aggregated. This means that an individual may serve in the TA or other Volunteer Reserve Force, leave for up to three years and then return for a second period of service. He may subsequently take a further service break, return to the TA or another Volunteer Reserve Force and so on. As long as none of the breaks in service exceeds three years, his periods of service may be aggregated for the purpose of qualifying for the VRSM. (This regulation does not apply to qualifying service for the TD, TEM or Clasps described in **paras 1 - 3** of these instructions and **Annex D/3**.)

24. Belated Claims. Claimants who are non-serving members of the TA may initiate belated claims for the VRSM by writing to either MODMO or the APC. The initial response is to acknowledge the letter, ask the claimant to return a signed copy of the enclosed declaration that he or she had not committed any serious civil, criminal or military offences that had led to an entry on his or her Regimental Conduct Sheet, or imprisonment. On receipt of the signed declaration, MODMO or APC, as appropriate, is to initiate an investigation into the individual's record of service and prepare an **F/Hons/1009** for action. On completion of the investigation all details are to be passed to MODMO who is the sole authority for approving or rejecting claims. MODMO is to inform the claimant whether or not he or she is eligible to receive the award.

**APPENDIX 1 TO ANNEX C TO CHAPTER 3
VOLUNTEER RESERVES SERVICE MEDAL TRANSITIONAL ARRANGEMENTS—TA**

(PARAS 17 - 20 REFER)

Ser	Personal Circumstances of Applicant	Measure to be Adopted
(a)	(b)	(c)
1	Personnel (other than officers covered by Serial 5 below) serving on 1 Apr 99 who have not yet qualified for one of the existing awards and who, as at 1 Apr 99, have not yet completed 10 years reckonable qualifying service.	To be awarded the VRSM on completion of 10 years serving on 1 Apr 99.
2	Personnel (other than officers covered by Serial 5 below) servicing on 1 Apr 99 who have not yet qualified for one of the existing awards and who, as at 1 Apr 99, have completed 10 or more years reckonable qualifying service.	To be awarded the VRSM as at 1 Apr 99 and the first Clasp on completion of a total of 15 years reckonable qualifying service.
3	Personnel serving on 1 Apr 99 who hold one of the existing awards with Clasp(s)	To be awarded the first Clasp to their existing award on completion of six years reckonable qualifying service counting from the date of the existing awards on completion of 10 years from date of existing award, the first Clasp is to be rescinded and the VRSM awarded.
4	Personnel serving on 1 Apr 99 who hold one of the existing awards with one or more Clasp(s).	To rescind the last Clasp awarded and to be awarded the VRSM on completion of 10 years reckonable qualifying service dating from the award of Decoration/Medal (if Clasp rescinded is the first) or immediately preceding Clasp (if Clasp rescinded is not the first).
5	Commissioned officers serving on 1 Apr 99 who have not yet qualified for TD but who have, as at 1 Apr 99, completed one half or more of the reckonable qualifying service required for the TD. (Note: Officers are required to have completed reckonable qualifying service, not simply years of service.)	Officers may: <i>a.</i> Opt to receive the VRSM as in Serials 1 and 2 above and Clasps to the VRSM thereafter. In this case they must sign an undertaking not to claim the TD. or <i>b.</i> Opt to continue to complete 12 years reckonable qualifying service and to receive the TD on completion. In this case they will not be eligible for any Clasps to the TD and would be awarded the VRSM on completion of a further 10 years reckonable qualifying service, counting from the date of award of the TD.

**APPENDIX 2 TO ANNEX C TO CHAPTER 3
VRSM QUALIFYING PERIODS READY RECKONER**

(PARA 18 REFERS)

Part 1 - For TA Volunteers

Ser	Types of Service	Value of One Calendar Year's Service	Remarks
(a)	(b)	(d)	(e)
1	Service over age 18 in TA or RNR, RMR, RAFR, RAuxAF incl Voluntary Training or Other Duties and Additional Duties Commitments	12 months	a. Service in Commonwealth Auxiliary Forces has equal value. b. Service claimed must not have been counted towards the award of any other long service award.
2	Service in UDR or R IRISH (HS)(PT)	12 months	Such service must not have counted towards the award of the UDR Medal or NI HS Medal
3	Mobilized service, SSVC, SSE, FTRS or any combination of these forms of service	12 months	Only the first five years of such aggregated service may count at this value. For service over five years go to Serial 7.
4	Service in the TA NRPS	8 months	<i>See also Part 2</i> to this Appendix
5	Service as at Serial 1 Columns (b) & (e) under age 18	6 months	
6	Service as OCdt in OTC, URNU or UAS	6 months	Applies to Medical & Dental students granted OCdt status - <i>See</i> TA Regs para 4.037c and Annex A/4 .
7	SSVC, SSE, mobilized service & FTRS or any combination	6 months	Applies to service defined at Serial 3 beyond the five years', aggregated, service point.
8	Former regular service in RN, Army, RAF	6 months	a. Only five years such service may count. b. Such service must not have counted towards the award of another long service award.
9	Service as an officer in the ACF or CCF	0 months	May only count towards the Cadet Force Medal.

Part 1 - Notes

- The "Ready Reckoner" must be read in conjunction with the Regulations at **Part 1 of Annex C/3**.
- To qualify, an applicant must earn bounty in nine out of the 10 years for the Medal, or in each of the five years for the Clasp, except for service at Serials 3,4 & 7 which will be reckonable, unless an individual receives a report to show that service to have been unsatisfactory.
- Serial 9. The service of officers who are members of both a TA unit and a Cadet Force must be accounted for separately. Service in a TA unit and associated bounty counts towards the VRSM. Service in the Cadet Force only counts towards the Cadet Force Medal.

Part 2 - VRSM Qualifying Periods Ready Reckoner for TA NRPS

NRPS, TA & Regular Service Calendar Values	Equivalent VRSM Qualifying Periods	NRPS Calendar Years of Service Given	Equivalent VRSM Qualifying Service Accrued
3 months' NRPS Service ⁽¹⁾	= 2 months' service	1	8 months
6 months' NRPS Service	= 4 months' service	2	16 months
1 years' NRPS service	= 8 months' service	3	24 months (2 years)
1 years' normal TA Service	= 1 years' service	4	32 months
5 years' regular service ⁽²⁾	= 2½ years' service	5	40 months
		6	48 months (4 years)
		7	56 months
		8	64 months
		9	72 months (6 years)
		10	80 months
		11	88 months
		11 years 3 months	90 months (7½ years) ⁽²⁾
		12	96 months (8 years)
		13	104 months
		14	112 months
		15	120 months (10 years)

Part 2 Notes:

1. NRPS services counts as two thirds qualifying service (*see para 8 of Part 1 to Annex C/3*)
2. To be eligible for the VRSM, NRPS must complete 10 years qualifying service (*see paras 5b, 7, 8 and 9 of Annex C/3*). This means that former service (Regular or TA), that has not been counted towards another long service award, is eligible to be aggregated with NRPS service when calculating qualifying time.

**ANNEX D TO CHAPTER 3
REGULATIONS FOR THE EFFICIENCY DECORATION (TERRITORIAL)
AND EFFICIENCY MEDAL (TERRITORIAL)**

(PARA 3.243 REFERS)

Part 1 - The Efficiency Decoration (Territorial)

1. The Efficiency Decoration (Territorial) and Clasps are rewards to officers for long and meritorious service of proven capacity in the Territorial Army. The rules and ordinances governing the Decorations are laid down in the Royal Warrants dated 17 November 1952 and 2 June 1969 (*see* Note 1). An officer on whom the Decoration is conferred is entitled to the post nominal letters 'TD'. The letters 'TERRITORIAL' will be inscribed on the bar brooch of the Decoration. Awards made after 31 March 1967 and before 7 April 1982 bear the Force title 'T&AVR'.

2.

- a.* To be eligible for the award of the Decoration an officer must fulfil the following conditions.
- (1) He has been a commissioned officer serving on the Active List of the Territorial Army and is so serving at the time the qualifying service is completed. (*See* Note 11.)
 - (2) He has completed 12 years voluntary continuous efficient service, reckoned in accordance with **paras 3 and 4**, but subject to the provisions of **para 2d**, provided qualifying service has been rendered on or after 1 April 1967.
 - (3) During the 12 year period claimed he has attended a minimum of 10 annual camps, courses in lieu or alternative training amounting to 15 days (but not necessarily continuous) in lieu of camp as authorized by TA Regulations; and in each of these years has also attended at least six days out of camp training (for members with a training obligation of 12 or more out of camp training days) or not less than four out of camp training days (for members with an obligation of less than 12 days out of camp training), unless he was in the HSF.
 - (4) In two of the 12 qualifying years in which all the conditions at sub-para **2a(3)** are not fulfilled the individual must attend at least six days training (continuous or non-continuous) if he has an out of camp training obligation of 12 or more days, or at least four days training (continuous or non-continuous) if his out of camp training obligation is less than 12 days, unless he was in the HSF.
 - (5) Former members of the HSF must have completed at least six days training (continuous or non-continuous) in each of the 12 years claimed for an award (*see* Notes 2, 11, 15 and 16).
 - (6) He has been certified as efficient annually by the commanding officer of his unit (*see* Note 3).
- b.* To be eligible for the award of a Clasp to the Decoration an officer must fulfil the following conditions:
- (1) He has completed a further six years voluntary continuous efficient service, reckonable in accordance with **paras 3 and 4**, over and above the initial conditions set out in **para 2a**, but subject to the provisions of **para 2c** (*see* Note 4).
 - (2) He is serving on the Active List of the Territorial Army at the time he completed the qualifying service (*see* Note 11).
 - (3) During the six year period claimed he has attended a minimum of five annual camps, courses in lieu or alternative training amounting to 15 days (but not necessarily continuous) in lieu of camp as authorized by TA Regulations; and in each of these years has also attended at least six days out of camp training (for members with a training obligation of 12 or more out of camp training days) or not less than four out of camp training days (for members with an obligation of less than 12 days out of camp training), unless he was in the HSF.
 - (4) In the one year of the six qualifying years in which all the conditions at sub-para **2b(3)** are not fulfilled the individual must attend at least six days training (continuous or non-continuous) if he has an out of camp training obligation of 12 or more days, or at least four days training (continuous or non-continuous) if his out of camp training obligation is less than 12 days, unless he was in the HSF.
 - (5) Former members of the HSF must have completed at least six days training (continuous or non-continuous) in each of the six years claimed for an award (*see* Notes 2, 11, 15 and 16).
 - (6) He has been certified as efficient annually by the commanding officer of his unit (*see* Note 5).
- c.* Further clasps shall be awarded for every subsequent period of six years voluntary continuous efficient service, completed as above.
- d.* The following, though not counted as qualifying service for the Decoration and/or clasps, will not be considered a 'break' in the continuity of service required by **paras 2a(2)** and **2b(1)**.
- (1) Periods of not more than 12 months between service in authorized auxiliary forces in different parts of the Commonwealth (*see* Note 5).

- (2) Service in the Regular Army Reserve of Officers if transferred thereto from the TA (or former AER or TAVR) and similar Reserves in the authorized auxiliary forces of the Commonwealth (*see* Note 6).
 - (3) Periods deemed not to be qualifying service under the provision of **para 5a, b, c, d, e, g, h** and *i*.
 - (4) Periods between 1 April 1967 and 31 March 1972 in cases where former officers of the AER, TA and TAVR who were not transferred to RARO on termination of their service after 31 March 1967 rejoined the TAVR before 1 April 1972.
3. The following will reckon as SINGLE qualifying service:
 - a. Commissioned service on the active list of the Territorial Army or Territorial and Army Volunteer Reserve (*see* Note 11).
 - b. Commissioned service in any of the authorized auxiliary forces of the Commonwealth.
 - c. Commissioned service in the Army Emergency Reserve, Territorial Army or Territorial and Army Volunteer Reserve or The Ulster Defence Regiment (Part Time) which was reckonable towards, but was insufficient for the award of the Army Emergency Reserve Decoration, the Territorial Efficiency Decoration or Ulster Defence Regiment Medal, or clasps.
 4. The following will reckon as HALF qualifying service:
 - a. Service in the ranks, after attaining the age of 17 years in any of the authorized auxiliary forces of the Commonwealth, the Army Emergency Reserve, the Territorial Army or the Territorial and Army Volunteer Reserve (*see* Note 11).
 - b. Service as a cadet in the OTC after attaining the age of 17 years.
 5. The following will NOT count as qualifying service:
 - a. Commissioned service on the Unposted List. (Officers who carry out authorized training while on the Unposted List may count this period on the Unposted List as qualifying service.)
 - b. Any period of service in an auxiliary force as an officer or soldier which is full time fully paid service either in pursuit of or in continuation of a career.
 - c. Any service which has been recognized by an award of a Long Service and Good Conduct Medal or Clasp thereto, the Efficiency Medal or Clasp(s) thereto, the Ulster Defence Regiment Medal, the Cadet Forces Medal or Clasp(s) thereto, or any other award for long and efficient service (*see* Note 7).
 - d. Service in the ranks except such service as is admissible under **para 4**.
 - e. Any year in which the officer does not complete the required training laid down in **para 2** or is not certified as required by **para 2a** and *b*.
 - f. Any service given before attaining the age of 17 years.
 - g. Commissioned service or service as an adult instructor with the Combined Cadet Force or Army Cadet Force.
 - h. Commissioned service, or service in the ranks, in the Regular Army.
 - i. The service of personnel of units referred to in **paras 2.043, 2.047** and **2.048b**.
 6. Applications for the Decoration or Clasp(s) are to be made to MODMO on **AF E 643** through normal channels (*see* Note 8) for officers who are still serving, and by the individuals themselves if they are not serving. The certificate(s) on the reverse of the form must be completed before it is sent to MODMO (*see* Note 9). The officer signing the certificate at Part 3(a) of **AF E 643** (Revised 5/92) (*see* Note 2) is to satisfy himself from unit records that the applicant has completed the training laid down in **para 2a(3)** and (4) and **2b(3)** and (4). The award of the Decoration or Clasps will be published in a London Gazette Supplement.
 7. The grant of each clasp will be denoted by the wearing of a small silver rose on the bar of the ribbon when ribbons only are worn on undress and service uniform. The rose (or roses) is not to be worn on the ribbon when the Decoration itself is worn.
 8. The ribbon of the award is to be worn so that the blue of the ribbon is nearer to the centre buttons of the jacket than is the green of the ribbon.
 9. A register of awards of the Decoration and each Clasp is to be maintained in the Ministry of Defence.

Notes

1. **Army Orders 136 of 1952** and **43 of 1969**.
2. *See Chapter 2, Part 2*. Because of the difficulty experienced in arranging training for TAVR Category IIB personnel during the training year ending 31 October 1967, the requirement of four days out of camp training may be waived for that year only.
3. In the case of an officer commanding a unit, certification must be by his superior officer.

4. Officers who were awarded the pre 1967 Army Emergency Reserve Decoration or Territorial Efficiency Decoration and their clasps and who completed a further six years reckonable service after the 1967 reorganization were awarded a further clasp to their original decoration. However, following that award, if an officer continued to serve and subsequently completed another six year period of reckonable service wholly in the Territorial and Army Volunteer Reserve, the officer then qualified for an award of a second decoration, the Efficiency Decoration Territorial and Army Volunteer Reserve (ED(TAVR)) and the clasp previously awarded for a combination of pre and post 1967 service was cancelled and it was necessary to return the insignia to MODMO before the second decoration could be issued. A similar arrangement is not applicable for officers awarded the Efficiency Decoration Territorial and Army Volunteer Reserve who completed service for a second clasp to their decoration after 1982 in the redesignated Territorial Army, because, unlike the 1967 reorganization, the changes of 1982 were of title only.
5. In Commonwealth countries where The Efficiency Decoration may be awarded and non existence of an auxiliary force prevents the individual joining such a force within 12 months, the period may be extended but shall in no case be extended for a period longer than six months after facilities for joining an auxiliary force become available.
6. The term 'authorized Auxiliary Forces of the Commonwealth' means, for the purposes of these Regulations, the Territorial Army, The Ulster Defence Regiment, the Royal Navy Volunteer Reserve and the Royal Auxiliary Air Force in the United Kingdom and similar forces in the Commonwealth.
7. Service in the ranks which has been or can be rewarded by The Efficiency Medal and/or Clasp(s) will not count towards the Decoration and/or Clasp(s).
8. These may, however, be forwarded to MODMO by group or equivalent headquarters.
9. The certificates at Part 3 of **AF E 643** (Revised 5/92) are applicable only when the applicant is serving on the Active List of the Territorial Army. The completion of the certificate(s) regarding attendance at camps and out of camp training is not required for serving officers holding the acting rank of colonel or above.
10. **Army Order 71 of 1969** authorizes the award of the Decoration to certain TAVR III officers who had completed 10 years reckonable service by 31 December 1968.
11. Service in the UDR of those officers who transferred from the TA to the UDR may count towards the award of the Decoration or Clasp provided the required UDR training was carried out.
12. TA officers appointed to Short Service Volunteer Commissions (SSVC) or an FTRS Commitment may count service in the Regular Army under this scheme towards the awards of the Decoration.
13. Because of the difficulty in arranging for training to be carried out by officers of TAVR Category III during the training year ending 31 October 1968, they are deemed to have carried out the required training in that year.
14. TA officers called out for permanent service may count such service towards the award of the decoration.
15. Camp is defined as a period of 15 days continuous training. Where the period allocated for camp exceeds 15 days, all excess days are to count as out of camp training. In those qualifying years in which an individual does not fulfil all the conditions laid down in **paras 2a(3) and 2b(3)**, all the days of training may be counted towards the minimum requirement laid down in **paras 2a(4) and 2b(4)**.
16. Officers with service in different TA Groups during their 12 qualifying years must complete their service as appropriate to the relevant TA Group for each year claimed for the award.

Part 2 - The Efficiency Medal (Territorial)

1. The Efficiency Medal (Territorial) and Clasps are rewards to warrant officers, non commissioned officers, and soldiers for long and meritorious service of proven capacity in the Territorial Army. The award of the Medal and Clasps is governed by the **Royal Warrant dated 23 September 1930** as amended (*see* Note 1). The letters 'TERRITORIAL' are borne on the mount of the Medal. Awards made after 31 March 1967 and before 7 April 1982 bear the Force title 'T&AVR'.

2.

- a. The Medal will be granted to warrant officers, non commissioned officers and soldiers of the Territorial Army who fulfil the following conditions:
 - (1) He has served on the Active List of the Territorial Army and is so serving at the time the qualifying service is completed (*see* Note 7).
 - (2) He has completed 12 years voluntary continuous efficient service, reckoned in accordance with **paras 3, 4 and 5**.
 - (3) During the 12 year period claimed he has attended a minimum of 10 annual camps, courses in lieu or alternative training amounting to 15 days (but not necessarily continuous) in lieu of camp as authorized by TA Regulations; and in each of these years has also attended at least six days out of camp training (for members with a training obligation of 12 or more out of camp training days) or not less than four out of camp training days (for members with an obligation of less than 12 days out of camp training), unless he was in the HSF."

- (4) In two of the 12 qualifying years in which all the conditions at sub-para **2a(3)** are not fulfilled the individual must attend at least six days training (continuous or non-continuous) if he has an out of camp training obligation of 12 or more days, or at least four days training (continuous or non-continuous) if his out of camp training obligation is less than 12 days, unless he was in the HSF.
 - (5) Former members of the HSF must have completed at least six days training (continuous or non-continuous) in each of the 12 years claimed for an award (*see Notes 2, 7, 11 and 12*).
 - (6) He has been certified annually as efficient by the commanding officer of his unit.
- b. A Clasp to be worn on the ribbon of the Medal will be awarded to those who have been awarded the medal and fulfil the following conditions:
- (1) He has completed a further six years voluntary continuous efficient service, reckoned in accordance with **paras 3, 4 and 5** (*see Note 3*).
 - (2) He is serving on the Active List of the Territorial Army at the time the qualifying service is completed (*see Note 7*).
 - (3) During the six year period claimed he has attended a minimum of five annual camps, courses in lieu or alternative training amounting to 15 days (but not necessarily continuous) in lieu of camp as authorized by TA Regulations; and in each of these years has also attended at least six days out of camp training (for members with a training obligation of 12 or more out of camp training days) or not less than four out of camp training days (for members with an obligation of less than 12 days out of camp training), unless he was in the HSF.
 - (4) In the one year of the six qualifying years in which all the conditions at sub-para **2b(3)** are not fulfilled the individual must attend at least six days training (continuous or non-continuous) if he has an out of camp training obligation of 12 or more days, or at least four days training (continuous or non-continuous) if his out of camp training obligation is less than 12 days, unless he was in the HSF.
 - (5) Former members of the HSF must have completed at least six days training (continuous or non-continuous) in each of the six years claimed for an award (*see Notes 2, 7, 11 and 12*).
 - (6) He has been certified annually as efficient by the commanding officer of his unit.
- c. Further Clasps will be awarded for every subsequent period of six years voluntary continuous efficient service, completed as above.
- d. Personnel who have already been awarded the Medal or Clasp but who have failed to preserve continuity of service after the award will be required to complete a further 12 years continuous qualifying service following the break in order to be eligible for the 1st Clasp or further Clasp.
- e. The Medal may be granted to officers of the Territorial Army commissioned after 31 March 1967 and subject to the conditions set out at **para 2a** above provided that a minimum of eight years of the total 12 years voluntary continuous efficient service shall have been served in the ranks. Commissioned service after the grant of the Medal on these terms will not count as qualifying service towards the Clasp.
- f. A Clasp may be awarded to officers commissioned after 31 March 1967 and subject to the conditions set out in **para 2b** above, provided that the Medal and any Clasp(s) already held shall have been awarded for service exclusively in the ranks and that a minimum of four years of the total six years voluntary, continuous efficient service shall have been served in the ranks. Commissioned service after the award of a Clasp on these terms will not count as qualifying service towards an additional Clasp.
- 3.** Service by Territorial Army personnel (*see Note 7*), as specified below, may be used as qualifying service provided that none of it has previously been reckoned as qualifying service for the grant of any long service, good conduct or efficiency medal or clasps:
- a. Service in an authorized auxiliary force of the Commonwealth (*see Note 4*) in which training in peace time is a prescribed condition of service, such service having been efficient according to the regulations of the force in which rendered.
 - b. Service in the Army Emergency Reserve or Territorial and Army Volunteer Reserve or The Ulster Defence Regiment (Part Time) which is reckonable toward but is insufficient for the award of The Efficiency Medal (Army Emergency Reserve) or The Efficiency Medal (Territorial, or The Ulster Defence Regiment Medal, or clasps.
- 4.** Service must have been rendered continuously except:
- a. When given in different authorized auxiliary forces not in the same portion of the Commonwealth provided that the break does not exceed 12 months (*see Note 5*).
 - b. When service is given in the Territorial Army or other authorized auxiliary forces in the United Kingdom and the break is due to no fault of the individual and does not exceed six months (*see Note 7*).

5. The following periods although inadmissible as qualifying service will not be regarded as breaking continuity of service:
- a. Service in the Royal Navy, Regular Army, Royal Air Force or the paid Reserves of such forces.
 - b. Commissioned service or service as an adult instructor with the Combined Cadet Force or Army Cadet Force.
 - c. Periods of desertion or absence without leave of warrant officers, non commissioned officers, and men and women of the Territorial Army during training either in camp or barracks, provided that after the offence has been dealt with they continued to serve.
 - d. Periods of detention or imprisonment during annual training.
 - e. Service in an auxiliary force which is full time fully paid service, either in pursuit of or in continuation of a career.
 - f. The service of personnel referred to in **paras 2.043** and **2.048b** of Regulations for the Territorial Army 1978.
 - g. Periods between 1 April 1967 and 31 March 1972 in cases where former warrant officers, non commissioned officers, and soldiers of the AER, TA and TAVR who were discharged after 31 March 1967 rejoined the TAVR before 1 April 1972.
 - h. Any year in which the required training has not been carried out.
6. The Efficiency Medal (Territorial) with or without clasps, may be worn together with The Efficiency Decoration (Territorial) with or without clasps only if the full qualifying service in respect of each award has been completed separately.
- 7.
- a. Officers commanding units are to forward recommendations on **AF E 563** (with **AFs 0 9531** attached) to their parent manning and record office for onward transmission to MODMO, in respect of each warrant officer, non commissioned officer, and soldier as and when the applicant becomes eligible and is recommended for the award.
 - b. The names of recipients will be announced in lists published quarterly. The medals will be disposed of as laid down in **para 3.248**.
8. In undress and service uniform when ribbon bars only are worn, the grant of clasps will be denoted by the wearing on the ribbon of small roses; one or more according to the number of clasps awarded. The rose, or roses are not to be worn on the ribbon when the medal is worn.
9. The ribbon of the award is to be worn so that the blue of the ribbon is nearer to the centre buttons of the jacket than is the green of the ribbon.
10. A register of the awards of the medal and each clasp is to be maintained in MODMO.

Notes

1. Issues as **Army Order 186 of 1930** as amended.
2. See Chapter 2, Part 2 of Regulations for the Territorial Army 1978. Because of the difficulty experienced in arranging training for TAVR Category IIB personnel during the training year ending 31 October 1967, the requirement of four days out of camp training may be waived for that year only.
3. Personnel who were awarded the pre 1967 Efficiency Medals (Army Emergency Reserve) or (Territorial) and their clasps who completed a further six years reckonable service after the 1967 reorganization were awarded a further clasp to their original medal. However, following that award, if a soldier continued to serve and completed another six year period of reckonable service wholly in the Territorial and Army Volunteer Reserve, the soldier then qualified for a second medal, the Efficiency Medal (Territorial and Army Volunteer Reserve) (EM(TAVR)) and the clasp previously awarded for a combination of pre and post 1967 service was cancelled and it was necessary to return the insignia to MODMO before the second medal could be issued. A similar arrangement is not applicable for soldiers awarded the efficiency medal (Territorial and Army Reserve) who completed reckonable service for a second clasp to their medal after 1982 in the redesignated Territorial Army, because, unlike the 1967 reorganization, the changes of 1982 were of title only.
4. The term 'authorized Auxiliary Force of the Commonwealth' means, for the purpose of these Regulations, an auxiliary force which is recruited by separate enlistment not forming part of an engagement for a regular force and in which there is a liability for training in peace, e.g. Royal Naval Reserve, Territorial Army, The Ulster Defence Regiment, Army Emergency Reserve (Categories Land IIA), Territorial and Army Volunteer Reserve and Royal Auxiliary Air Force in the United Kingdom or similar forces in the Commonwealth.
5. In Commonwealth countries where the Medal may be awarded and the non existence of an auxiliary force prevents the individual joining such a force within 12 months, the period may be extended but shall in no case be extended for a period longer than six months after facilities for joining an auxiliary force becomes available.
6. **Army Order 72 of 1969** authorizes the award of the medal to certain TAVR III personnel who had completed 10 years reckonable service by 31 December 1968.

7. Service in the UDR of those warrant officers, non commissioned officers and men who transferred from or to the TA to or from UDR may count towards the award of the Medal or Clasp provided the required UDR training was carried out.
8. Those men who are enlisted for a Special Short Service S Type engagement or an FTRS Commitment from the TA may count service in the Regular Army under this scheme towards the award of the medal.
9. Because of the difficulty in arranging and recording training carried out by the TAVR Category III personnel during the training year ending 31 October 1968 they are deemed to have carried out the required training in that year.
10. TA soldiers called out for permanent service may count such service towards the award of the medal.
11. Camp is defined as a period of 15 days continuous training. Where the period allocated for camp exceeds 15 days, all excess days are to count as out of camp training. In those qualifying years in which an individual does not fulfil all the conditions laid down in **paras 2a(3) and 2b(3)**, all the days of training may be counted towards the minimum requirement laid down in **paras 2a(4) and 2b(4)**.
12. Soldiers with service in different TA Groups during their 12 qualifying years must complete their service as appropriate to the relevant TA Group for each year claimed for the award.

ANNEX E TO CHAPTER 3
INVESTIGATION AND REPORTING OF INJURIES TO TA PERSONNEL

(To be read in conjunction with **JSP 751** and **LFSO 3216**)

General

1. The instructions in this Annex are supplementary to the provisions of **JSP 751**. They do not supersede them except to lay down additional procedures designed to cater for circumstances which are unique to the TA.
2. All injuries, whether fatal or not, received by TA personnel who are taking part in a TA organized or sponsored activity, are to be reported to the Army Incident Notification Cell in accordance with the instructions set out in Annex G to **LFSO 3216** (Rev Apr 13) using **MOD Forms 510**. This includes all activities defined in **para 8.001** of TA Regulations and covers injuries from any cause or circumstances, including those where the injured party may have been negligent or is suspected of misconduct.
3.
 - a. The procedure for reporting injuries outlined in the following paragraphs, irrespective of whether a claim for Disablement Allowance is made, is to be complied with in every case, and is to be carried out at the earliest possible opportunity. This is essential in order that any officer or soldier can make a claim for Disability Allowance. Without such a report, a claim for Disablement Allowance at pay or pension rates, or subsequent attributable pension, may not be considered.
 - b. Furthermore, delay in reporting means that TA Volunteers who witnessed the event may not be available to make statements for days or weeks after the incident. This in turn would make the collation of accurate, reliable evidence more difficult.
 - c. Finally, until the official report of the accident is available, authenticated particulars of the accident or fatality cannot be given to the Next of Kin / Emergency Contact by the notifying authority.

Initiation of MOD Form 510

4.
 - a. **MOD Form 510** should be initiated as soon as possible following a reportable incident. Normally rests with the Medical Officer who first sees the injured person, or, when he or she is admitted to hospital, by the medical officer responsible for the day to day treatment of the patient. The unit is to ensure prompt submission of the form; in the absence of a medical officer the senior person present is to initiate the form.
 - b. In the TA, an injured person will often be taken to an NHS hospital or CMP for treatment rather than a Service hospital, MRS or Medical Centre. Under these circumstances, the unit must ensure that this information is recorded on the **MOD Form 510**. A fit note or certification in support of the injury received including the amount of time taken off work will be required from the Hosp A&E assessing the individual. The certificate should be passed to the unit with a copy retained by the individual.

Instructions for Completing MOD Form 510

5. **MOD Form 510** is to be completed, whenever possible by the reporting person, within 24 hours and in any case within 48 hours of the person being seen by medical personnel or doctor. The form should be submitted to AINC in electronic format where possible, or by fax/post where this is not possible.
6. Where several casualties occur as a result of a single incident, a separate **MOD Form 510** is to be completed in respect of each officer or soldier injured or killed. A copy of the set of statements from witnesses of the accident is to be attached to each form. A learning account supported by statements from injured individuals and witnesses should be submitted to AINC as soon as possible following investigation of the incident. The Learning Account should show as clearly and as concisely as possible what happened and what the individual was doing at the time.
7. Full statements are to be taken by an officer from the witnesses of the accident, or when there was no witness, from any persons to whom the injured person(s) may have mentioned the accident immediately after the event. These statements are to be signed by the persons making them and by the officer who takes them, and are to be attached to the Learning Account when completed. When it is intended to take disciplinary action, duplicates of these statements are to be retained by the unit for use in lieu of a summary of evidence. It is essential that these statements are taken as soon after the accident as possible, and before the TA activity ends and personnel return home. If no officer is present then the WO, SNCO or NCO in charge is to take statements in his place.
8. The officer, WO or SNCO in charge of the event at which the incident occurred is to provide a short statement to the commanding officer, which should also be contained in the Learning Account to clarify the following points:

- a. Did the injury occur during official duty? *i.e.* during an activity defined in **para 8.001** of TA Regulations. If so, what was:
 - (1) The location of the activity?
 - (2) The name of the activity? *e.g.* exercise name or title in the unit/sub-unit training programme.
 - (3) The nature of the activity?
- b. Did the injury occur while travelling to or from the TA activity? If so, was the journey to or from the place at which the unit/sub-unit assembled at the start of their training period, or was the injured person travelling to or from his place of residence or civilian workplace?
- c. If the activity was a sport, game, challenge pursuit or adventurous training:
 - (1) Was it organized as required in **para 8.001a(2)** of TA Regulations?
 - (2) Who was responsible for supervising the injured person(s)?
 - (3) Was the supervisor/referee qualified to conduct the activity?
 - (4) Was the injured person part of a sub-unit or unit team, and if so, was he taking part in a formal match, a team practice or organized unit/sub-unit sport as part of unit/sub-unit fitness training?
 - (5) If it was a game, was it being played on a proper pitch? If not, did the nature of the ground contribute to the accident?
- d. If the activity was a non-organized game, give details of any special circumstances to which the injury might be attributed.
- e. Was the injury self-inflicted, or due to any cause which lay within the person's own control? State any relevant particulars.
- f. Was anyone else involved? Give particulars if known.
- g. If the accident occurred in an off duty period, give the time when the person(s) concerned were last on duty and when they would next have been required for duties.

9. Disposal. Units are to comply with the provisions of **JSP 751** except that in all cases, the unit is to retain a copy of the report to support any claim for Disability Allowance until the injured person(s) have either submitted a claim for forwarding to the Army Pensions Office, or have clearly indicated that they have no intention of submitting a claim. In the event that the injured person is incapable of submitting a claim, the unit is to take action in accordance with the provisions of **para 8.008a** of TA Regulations.

10. Claims. Claims are to be submitted on **AF O 1699** within one month of the incident in accordance with **para 8.007** of TA Regulations. In the event that witness statements for the **MOD Form 510** were not taken by an officer, the **AF O 1699** is to be accompanied by a short letter advising that no officer was present at the time of the accident but that the claim form is being submitted to avoid delays. The letter should indicate whether or not any further enquiry is in hand, or whether the unit considers that the evidence collected is sufficient to establish the facts.

11. Service Inquiry. Units are to comply with the provisions of **JSP 751**. (*See para 8.007* of TA Regulations - Non Statutory Inquiry proceedings also have to be forwarded with claims for Disability Allowance.)

ANNEX F TO CHAPTER 3
CLAIMS FOR COMPENSATION AGAINST THE MINISTRY OF DEFENCE

(PARA 3.435 REFERS)

(See also DCI JS 126/97)

General

1. Since the enactment of the **Crown Proceedings (Armed Forces) Act 1987**, serving and ex-service personnel have been able to make a claim in Common Law for compensation for personal injury or accident through negligence, against the Ministry of Defence. This Act was not retrospective and such claims can only be made for incidents occurring after 15 May 1987.
2. Claims may be taken to Court if individuals are not satisfied with the award made by the Ministry of Defence or if the claim has been rejected.
3. **Time Limits.** The time limit for submitting a personal injury claim to a third party (the Ministry of Defence in this case) is three years from the date of the incident, or from the date on which the person making the claim reasonably became aware of the injury. In practice however, it is necessary to issue a claim before the three year period expires if a claim has not been accepted in writing by the Ministry of Defence within this timeframe.

Assistance from The Royal British Legion

4. Anyone contemplating a claim for compensation may contact the Ministry of Defence direct or, approach the Royal British Legion (RBL) Pensions Department, or a solicitor for advice.
5. If a claimant approaches the RBL, the Pensions Department will ask them to complete a form, describing the incident and giving details of the claim showing:
 - a. The date, time and place of the incident.
 - b. The names of witnesses, the hospital and/or doctors concerned, details of the treatment undergone, and whether the accident occurred when on or off duty.

The RBL Pensions Department will also ask for copies of any written evidence and/or correspondence relevant to the incident. (See also **Annex E/3** and **Chapter 8**.)

6. On completion of its investigations, if it is considered that the claim could succeed, the RBL Pensions Department will forward the form and associated papers to the Secretary of the Royal British Legion Solicitors Referral Group (RBLSRG). Members of this Group specialize in compensation claims against the Ministry of Defence. A solicitor from the group will contact the claimant for information and will advise on making a claim against MOD, at no charge initially.
7. It is recommended that in the first instance, claimants should approach the RBL. The Association of Personal Injury Lawyers (APIL) solicitors are professionals in this specialized compensation claim field. The Pensions Department of the RBL will also be able to assist claimants due to its good relationship with the RBLSRG and the Ministry of Defence Claims Branch. Whilst the RBL is very willing to give advice, it is not able to help with legal fees.
8. Examples of possible negligence are:
 - a. Failure to maintain equipment - vehicles, weapons, assault course apparatus, electrical equipment *etc.*.
 - b. Failure by the Ministry of Defence, its agents or servants to maintain its property to a good standard of repair - staircases, frayed carpets, ropes *etc.*.
 - c. Failure in duty or care - to properly instruct or to make its employees aware of dangers/hazards - slippery floors, cleaning equipment *etc.*.
 - d. Failure by the Ministry of Defence by allowing its agents or servants to contravene written rules, procedures or orders thereby causing injury or harm *etc.*.
 - e. Failure in medical treatment - injecting the wrong substance, prescribing a drug to which the patient is known to be allergic, failure to remove an instrument following surgery, treating without first reviewing previous medical notes (unless in an emergency) thereby causing harm, treating a broken leg instead of an arm *etc.*.

Other Information

9. Compensation is paid to a claimant when the Ministry of Defence makes an out-of-court award and pays other reasonable costs such as solicitor's fees, medical examinations *etc.*, incurred on behalf of a successful claimant.
10. It should be noted that an amount equivalent to Social Security benefits which may have been received for the condition for which compensation is payable, will be deducted from that compensation. This applies to all compensation payments, whether Ministry of Defence or civilian. Service attributable pension payments may also be abated.
11. For further information and assistance, contact:

The Pensions Department
The Royal British Legion
48 Pall Mall
LONDON SW1Y 5JY

or telephone: 020-7973-7215
or FAX 020-7973-7360.
Helpline: 08457 725725

ANNEX G TO CHAPTER 3

Reserved

ANNEX H TO CHAPTER 3
PROCEDURES TO BE FOLLOWED IN THE EVENT OF INJURIES, SICKNESS OR CHANGE OF
MEDICAL CONDITION INCURRED WHILE NOT ON DUTY

(PARA 3.219 REFERS)

General

1. Members of the TA are to notify their units of any change in their medical condition which might effect their ability to carry out military training or duties, or fulfil their lawful Service liabilities. Failure to do so may have the following consequences:
 - a. The unit, in ignorance of the member's medical condition, may require the member to carry out training or duties which could have an adverse effect on his medical condition. This in turn could lead to temporary or permanent disability.
 - b. Further damage arising from training or duties could be judged to be non-attributable. This is because the member, by failing to comply with the provisions of **para 3.019** and unit Standing Orders, could be regarded as having been either disobedient, negligent or both. This could result in an application for Disability Allowance being rejected under the provisions of **para 8.001**.
 - c. Exacerbation of a medical condition under these circumstances could ultimately result in a medical discharge either as unfit for TA service under existing medical standards, or as unfit for any form of Army service.
 - d. In the worst case, the member could be ineligible to receive an attributable disability pension under the AFPS for the reasons given above.
2. In addition to the consequences outlined above, a volunteer responding to a mobilization trawl could be rejected at the Mobilization Centre as being medically unfit for duty.
3. It is equally important for the unit to be aware of the health of individual members and to ensure that when notified of any form of incapacity, the individual's medical status is monitored and the cause of the incapacity established. Personnel should have an Occupational Health (OH) Assessment following significant injury or a change in health status (whether service related or not), and also at the specific request of the CoC. OH is the term applied to the process of obtaining an evidence based assessment of a Reservist's physical and mental capacity. In addition, assessments are conducted routinely for pre-course, pre-mobilization and demobilization through Defence Medical Facilities or approved Service providers thus providing an appropriate standard of healthcare governance and assurance. Failure to do so could mean that an individual with an attributable injury or illness becoming apparent when he is not on duty, is improperly discharged and in consequence, is ineligible for a DSS War Disability Pension or a Disability Pension under the Armed Forces Pension Scheme or the Armed Forces Compensation Scheme for injuries incurred on or after 6 Apr 05.

Procedures

4. Individual Responsibilities.

- a. Members of the TA who are admitted to hospital, or who suffer from injuries or illness while not on duty which will prevent them from being able to carry out their liabilities as members of the TA, are to inform their unit. (*See also para 3.019.*) This applies equally to female personnel who become pregnant, or personnel whose medical condition is believed to be attributable to a former injury or illness incurred while on duty.
- b. If the injury or illness requires admission to hospital for treatment or an operation, or is likely to be of a prolonged nature, *i.e.* lasting for more than 28 days, individuals are to notify their unit as laid down at **para 3.019**.

5. Unit Responsibilities.

- a. If the individual has been admitted to hospital, is suffering from a prolonged illness or injuries, whenever possible, the unit is to consult the unit Medical Officer (MO) and seek advice. If the MO considers that further medical information is required, the unit is to seek the individual's consent to the disclosure of relevant medical information to Service medical authorities using the forms in **PAP10** v3; specifically Appendix 17.
- b. *Action by the Unit MO.* On receipt of the individual's consent, the unit MO is to seek further information from the doctor treating the individual:
 - (1) If the individual does not wish to see his doctor's report before it is forwarded to the unit, the form at **Appx 2** to this Annex is to be used.
 - (2) If the individual wishes to see the doctor's report before it is forwarded to the unit, the form at Appx 13 of **PAP10** v3 is to be completed along with an explanation at Appx 14.
 - (3) On receipt of a report from the GP, the MO is to advise the unit commanding officer as to what further action should be taken. In the event that the injuries or illness are likely to effect the individual's PES, action

is to be taken for him to have an OH Assessment organized through HQ Sp Comd. This will produce an Appendix 9 which will inform the Commanding Officer how the Reservist can be employed.

- c. On receipt of the individual's consent, (Appendix 14 and Appendix 17A), a letter (format at Appendix 16) is to be sent to the GP or Consultant providing care or treatment to the Reservist. The Commanding Officer may wish to provide as much information to the doctor by accompanying the letter with an Appendix 18; thus informing the clinician how the Reservist is employed so that the Doctor can make an informed decision on the soldier's grade. This will also inform the Commanding Officer in his subsequent Medical Risk Assessment.
- 6.** Failure to comply with these procedures may result in administrative problems in addition to those outlined at **para 1**:
 - a. Management of the case becoming divorced from any degree of military supervision.
 - b. Failure to implement the necessary Medical Board and review procedures.
 - c. No record being made in Service documents of information which could later be relevant in cases involving claims for disability allowance, disability pensions or invaliding from the Service.
- 7.** Units are to ensure that the provisions of this Annex are included in unit Standing Orders and that they are brought to the notice of all personnel on joining a unit and periodically thereafter.

CHAPTER 4 Terms of Service of Officers

PART 1 - COMMISSIONING

Commissions

4.001.

- a. Candidates selected for appointment as officers in the TA will be granted commissions in Her Majesty's Land Forces unless already in possession of such commission and will be granted such rank and seniority as may be determined and notified in the London Gazette.
- b. On being commissioned, officers are assigned to the appropriate corps or regiment, or to the General List. Appointments of officers to the Officers Training Corps are governed by the provisions of **Annex A/4 paras 81 - 101**.
- c. This [chapter is to be read in addition to Army Commissioning Regulations \(ACR's\)](#).

The General List TA

4.002. The General List TA comprises:

- a. *Section A.* Officers in extra-regimental employment (such as Honorary Colonels) other than with the Combined Cadet Force or the Army Cadet Force. These officers are to report themselves in writing annually on 1 April each year to the appropriate Ministry of Defence MS branch.
- b. *Section B.* Officers employed solely on duty with the CCF or ACF. These officers are administered and paid under CCF or ACF regulations as appropriate. Special terms of service for officers of the Cadet Forces are at:
Annex K/4 - CCF (Army Section).
Annex L/4 - ACF.

Dual TA/Cadet Force Appointments

4.003. Officers may hold commissioned appointments both in the TA and in either the CCF or the ACF at one and the same time. TA duties take precedence over cadet force duties.

Appointments of Members of the RARO to the TA

4.004.

- a. Eligible members of the RARO may apply for a commissioned appointment in the TA.
- b. If a compulsory member of the RARO ceases to belong to the TA before completion of his RARO liability he automatically resumes his RARO liability.

Commissioned Appointments Granted to Regular Reservists

4.005.

- a. If accepted for commissioned appointments in the TA, regular reservists are to be discharged from the Regular Reserve.
- b. Regular reservists must undertake to serve as TA officers for at least the residual period of the reserve liability, or until they attain the age limit for retirement from the TA.

4.006 - 4.010. Reserved.

PART 2 - ELIGIBILITY RULES FOR CANDIDATES

Note: For Cadet Force officers refer to **Annex K/4** (CCF) or **Annex L/4** (ACF).

Nationality and Residence

4.011. A candidate will normally be eligible if:

- a. He/she holds United Kingdom, Commonwealth or Irish Citizenship. A UK citizen includes a British dependant territories citizen, a British overseas citizen or a British subject under the **British Nationality Act 1981**.
- b. He/She has a passport permitting him or her Indefinite Leave to Remain (ILR) (called "Settlement") in the UK at the time of application to join.
- c. Has achieved assimilation and residency:
 - (1) *Assimilation.* Clear evidence of assimilation into UK will be expected of anyone applying for a commission.
 - (2) This will include Indefinite Leave to Remain (ILR) / Settlement.

4.012. Applicants who were discharged under **QR (Army)**, paras 9.369, 9.397, 9.404 or 9.405 will not be eligible to apply.

4.012A. Those Regular officers who are to leave, or have left, the Army under Articles 190, 192, 193, 194, 196, 220, 221 or 222 of the Promotions and Appointments Warrant 2009 (**PAW 09**) are ineligible to join the TA.

Age Limits

4.013.

- a. *Minimum Age.* The minimum age for appointment to a commission is 18 years (21 years for QARANC). The minimum age for TA LE candidates is 35.
- b. *Maximum Age.* A candidate is not normally to be accepted for a commissioned appointment if his age exceeds that given in the table at **Annex C/4**. Exceptions may be made on the authority of DM(A), following recommendations of the Div Commander or Commander TA/CVHQ as appropriate.

Educational Standards

4.014. Educational standards for Commissioning are laid down in **Army Commissioning Regulations**. Certain Arms require additional or specific qualifications as shown at **Annex A/4**. All LE candidates are required to have five GCSEs (or equivalent) at grade C or above, including English language and maths. Those failing to meet the standard can receive advice on how to achieve this via their local Army Education Centre (AEC) who will signpost them to a suitable provider. Ex Regular Warrant Officers who have successfully completed Education for Promotion (Advanced)/SNCO Command, Leadership and Management are exempt this requirement.

Medical Standards

4.015.

- a. Normally a candidate is to be of the medical standard laid down in PULHHEEMS Administrative Pamphlet 2010 (PAP 10) (**Army Code No 13371**), Chapter 3, for first commissioning. Medical standards for RLC/EFI are shown in **Annex B/4**.
- b. The circumstances in which a candidate will require medical examination are detailed in **PAP 10**, para 0207. In all cases where a candidate has had previous service the medical documents are to be obtained and made available to the medical officer who carries out the examination.
- c. For those wishing to join the TA with previous Army service the following medical requirement will be applied:
 - (1) *Regular Officers (Capts and below) still serving/less than 12 months since leaving and ex-TA officers less than 12 months since leaving.* Discharge gradings of Medically Fully Deployable (MFD) or Medically Limited Deployable (Permanent) (MLD(P)) are acceptable. Candidates will not need to undertake a medical.
 - (2) *Regular Officers (Majs and above) still serving/less than 12 months since leaving and ex-TA officers less than 12 months since leaving.* Officers of the rank of major and above, are eligible to apply for appointments in the TA with the medical grading of Medically Non-Deployable (MND); this is in line with the Regular Army's Minimum Retention Standard. Candidates will not need to undertake a medical.
 - (3) *Ex-regular and ex-TA officers more than 12 months and less than 6 years since leaving.* Discharge gradings of Medically Fully Deployable (MFD) or Medically Limited Deployable (Permanent) (MLD(P))¹ are acceptable for those who held the rank of Capt and below. Ex-regular and ex-TA officers of the rank of

¹ Officers of the rank of major and above are eligible to apply for appointments in the TA with the medical grading of Medically Non-Deployable (MND); this is in line with the Regular Army's Minimum Retention Standard.

major and above, are eligible to apply for appointments in the TA with the medical grading of Medically Non-Deployable (MND). The candidate will complete the National Recruiting Centre (NRC) online medical questionnaires² which seek to identify whether the candidate meets the Army medical eligibility criteria as laid down in **JSP 346**. The questionnaires may be completed online or over the telephone as necessary for the Candidate. The NRC will then arrange a physical medical examination for the candidate at one of the Assessment Centres around the country³. Cost for travel by public transport will be met by the NRC.”

Limited Eligibility Resulting from Civilian Occupation

4.016.

- a. Candidates who are civil servants or civilian employees of government departments, NAAFI, members of any police force in England, Scotland, Wales or Northern Ireland, or members of the fire and rescue services in full or part time employment by the Home Office or a local authority are not to be considered as eligible for commissions unless the written consent of the head of department, chief constable or chief fire officer or nominated deputy (as appropriate) is attached to the candidate's application form.
- b. Members of the Foreign Service and Home Civil Service serving in the Foreign Office will also be required to produce a certificate showing the probable duration of their appointments in the United Kingdom, which should be at least one year.
- c. Members of the Merchant Navy may only be considered eligible for a commission if the unit is satisfied that they can reasonably be expected to fulfil their training liabilities and be available for mobilization.

Ineligibility Resulting from Civilian Occupation

4.017. Government Employees, Policemen and Members of the Fire and Rescue Services. Civil employees of government departments, members of any police force in England, Scotland, Wales or Northern Ireland or members of the fire and rescue services in full or part time employment by the Home Office or local authorities, are not to be enlisted unless the written consent of the head of department, chief constable, or chief fire officer or nominated deputy, as appropriate, has been obtained. Such permission is deemed to grant priority to the TA over the police or fire and rescue services in times of mobilization or similar emergency.

4.018. Recruiting Staffs. Members of recruiting staffs are not normally eligible to hold commissioned appointments in the TA. All applications for a TA commission are to be in accordance with these regulations and to DE or LE entry.

4.018A. Retired Officers. When ROs or members of MSF also hold a TA commission the question of their employment on mobilization is to be agreed on appointment to an RO or MSF position or on appointment to a TA commission if that occurs later.

Commissioning Qualifications

4.019. Commissioning Qualifications are laid down in **Army Commissioning Regulations**.

4.020 – 4.021. Reserved.

Sponsored Reserve Officers

4.022. The instructions contained in TA Regulations apply equally to officers of the Sponsored Reserve employed under the provisions of Part V of the **1996 Act** except where such instructions are overruled by the instructions in **Appx 3 to Annex A/4**.

Employer Notification

4.023. With effect from 1 April 2004, subject to the exceptions shown below, all entrants eligible for direct appointment as officers, including PQOs, are to inform their civilian employer that they are members of the TA within four weeks of being granted a commission in the TA. After that time units are to contact the employer to explain the commitment the officer has taken on as well as the employer's obligations and rights in law.

- a. In exceptional circumstances individuals may request a waiver of Employer Notification for up to 12 months.
- b. Members of the Special Forces and TA personnel resident, serving or employed in Northern Ireland are excused compulsory Employer Notification.
- c. These provisions do not apply to officers commissioned from the ranks whose current civilian employer has previously been notified, or personnel who are unemployed, self-employed or who are students in full time studies.

² OCED – online candidate eligibility declaration; OCMD – online candidate medical declaration.

³ Medicals are conducted at Assessment Centres at Belfast, Glencorse, Lichfield and Pirbright and AOSB at Westbury.

Transfers onto TA Gp A Commissions

4.024. ACF/CCF Officers. ACF/CCF officers cannot transfer to a TA Gp A commission (less those holding dual appointments under **para 4.003**). All ACF/CCF officers must go through the appropriate TA Group A commissioning process as defined in **Chapter 4**.

4.025. Ex RN/RM/RAF Officers. Prior to applying for a TA Group A commission, ex RN/RM/RAF personnel are required to provide evidence from the RN/RM/RAF stating that they have permission to take up a TA appointment. The individual should also provide former service documentation to enable the appropriate seniority to be awarded and service experience to be ascertained. This also applies to those transferring from RNR/RMR or RAF Reserves. All ranks of Capt equivalent and below will have to attend AOSB.

4.026. Gp B to Gp A Commission. All officers must go through the appropriate TA Group A commissioning process as defined in **Chapter 4**.

4.027 - 4.030. Reserved.

PART 3 - RECOMMENDATION AND SELECTION OF CANDIDATES

Note: For Cadet Force officers refer to **Annex K/4** (CCF) or **Annex L/4** (ACF).

Candidate Recommendations

4.031. Unit Nominations.

- a. Responsible Officers.* The officers responsible for recommending candidates are:
- (1) Commanding officers for vacancies in regional units including OTCs and the Special Pool.
 - (2) Commanders TA/CVHQs for vacancies in national units.
- b. Candidates may be recommended for a Commission as:*
- (1) A Direct Entry Officer.
 - (2) A Late Entry Officer.
 - (a) All candidates must have a positive, valid (in year) recommendation for commissioning in their most recent SJAR. Candidates may attend AOSB twice¹, beyond which they may not be recommended for a commission.
 - (b) *AOSB Non-Attendance.* Ex-Regular Warrant Officers may be considered for the TA Gp A LE process without attendance at AOSB, provided they meet the following criteria:
 - i. They were recommended and graded at a Regular Arms Selection Board in the current reporting year.
 - ii. Career Field Managers have confirmed that the candidate scored above the Quality Line.
 - iii. They are seeking a commission within the same Arm/Service.
 - (c) *Rank.* The minimum rank for commissioning is WO2. All successful TA Gp A LE officer candidates will be commissioned in the rank of Captain.
 - (d) *Age and Rank Exceptions.* The age and rank qualifications for attendance at AOSB may be waived in the following specific circumstances. All applications for waivers are to be passed to DM(A) SO2 Offr TOS:
 - i. Very exceptional candidates over 35 years of age, with a minimum of nine years service, of which two must be as a SNCO, but below the rank of WO2. These individuals will require the support of their Command/Functional Bde and Arm/Service Capability Director in the form of a countersignature to the **AF B 08334**².
 - ii. Candidates over 35 years of age with the aptitude and experience who would normally have expected to have achieved WO2 but are constrained by promotion opportunities in their Arm/Service. These individuals will require the support of their Command/Functional Bde and Arm/Service Capability Director in the form of a countersignature to the **AF B 08334**.
 - iii. *Special Forces Soldiers.* Any Badged member of 21 or 23 SAS(R) with nine years service and a minimum of two as a SNCO may be directly recommended for commission by DSF. DSF will convene and hold the board which will follow the same practice as the Regular SF LE board. External assurance and advice on this process will be provided by DM(A) SO2 Offr Pol TOS who will be expected to attend all or part of each board.
 - (3) A Professionally Qualified Officer.
 - (a) Soldier entrants are Phase 2 trained Soldiers applying for a Commission. They may be Commissioned as a Direct Entry Officer or Late Entry Officer by attending the appropriate Commissioning Course.
 - (b) Attendance on PQO(V) does not imply a PQO status unless employed in a PQO role as defined in **Army Commissioning Regulations**.
 - (c) AOSB is responsible for the selection of all Officer Candidates. TA Commissioning Boards may no longer be held, but Units, Arms and Formations may still hold Arms Selection Boards to determine technical competence prior to AOSB attendance. The processes for selection are contained in ACRs.

4.032 – 4.036. Reserved.

Officer Cadets (other than those in OTC)

4.037.

¹ An ex-Regular soldier who had previously attempted and failed Regular officer entry at AOSB will still have two opportunities as a TA LE candidate as the qualities and competencies assessed are different.

² To gain DM(A) support candidates in the category will require a very strong justification as to why the individual had not commissioned through the DE route under 35. This exception is included to maintain continuity with existing practice; it will be critically reviewed after two years (*i.e.* in 2015) of AOSB delivered LE selection to ensure it is still required.

- a. Officer cadet status is only to be granted to those not in the UOTC under the following circumstances:
 - (1) All candidates who have passed an AOSB Selection Board.
- b. *Candidates with Special Qualifications.* Candidates who hold an acceptable degree or graduate qualification of a professional institution appropriate to their future employment in the TA or other qualification specified in **Annex A/4** for a particular arm or service are eligible for direct appointment as officer cadets.
- c. AMS TA medical, dental and **Allied Health Professionals (AHPs)** (radiography, laboratory technology, pharmacy, environmental health and physiotherapy) students in full time tertiary education in recognized courses that on successful completion would qualify them for a commission.

Documentation of Candidates

4.038 – 4.041. Reserved.

Training Courses for Potential Officers

4.042. Reserved.

4.043. Commissioning Course Reports. Reports are to be sent direct to the relevant CM desk officer at APC by the commandants of the schools or colleges concerned with copies to Army HQ, Div HQ and the TA/CVHQs or units concerned.

4.044. Failure on the Course. The Commandant of RMAS may decline to recommend an officer cadet for a commission. In such cases the commandant may recommend outright rejection or attendance at a further course after not less than 12 months.

4.045 – 4.046. Reserved.

TA Commissioning Course

4.047. Appeals against Rejection. In the case of outright rejection of an officer under **para 4.044** commander TA/CVHQ or commanding officer may submit an appeal to Div HQ for onward transmission, if approved, to Army HQ. Should the appeal be upheld the officer cadet is to be required to attend a further course after an interval of no less than 12 months.

4.048. Second Attempts. Officer cadets are eligible for a second attempt provided that they first undergo a further period of annual training and are recommended by their commander TA/CVHQ or commanding officer.

4.049. Right of Discharge. Those men who enlisted with the express purpose of obtaining a commission and who are found unsuitable at any time while serving as an officer cadet have the right of discharge under **para 5.191**. They are to be asked, if rejected for a commission, if they wish to exercise this right. All other officer cadets who are rejected for commissions are to be given the chance of continuing to serve on their current engagements or of applying for discharge under **para 5.188**.

Training prior to Gazetting of Notification of Appointment

4.050. Candidates with Previous Commissioned Service. Those candidates who have previously held a commission in HM Forces (and who are not members of RARO) or the armed forces of the Commonwealth, are not permitted to join for training or instruction or to attend camp until notification of appointment is received from the relevant CM desk officer at APC. This notification will be issued as soon as essential conditions are satisfied, and will be in advance of the London Gazette (Supplement) publication.

4.051. Candidates without Previous Commissioned Service. Commanders TA/CVHQ, commanding officers and officers nominated by Div Commanders may, at their discretion, allow those candidates for commissioned appointments who have not previously held a commission in HM Forces, including officer cadets whose appointments have not yet been gazetted, to join for training or authorized instruction or to attend camp as officers, pending the announcement of appointment in the London Gazette, providing candidates:

- a. Are fully qualified under **paras 4.011 – 4.019**.
- b. Are shown on **AF B 6700** as cleared (but without any restriction on requirement for nationality waiver).
- c. Having received an unqualified pass on one of the RMAS TA commissioning courses.

Commanding officers are to explain to such candidates that the concession carries no guarantee that their nominations are to be approved and are to call their attention to **para 7.023**.

Acceptance for Commissioning

4.052. Candidates are to be finally accepted by MS [Reserves] APC who will arrange notification of appointments in the London Gazette.

4.053 - 4.060. Reserved.

PART 4 - APPOINTMENT AND PROBATION

Note: For Cadet Force officers *see* **Annex K/4** (CCF) or **Annex L/4** (ACF).

First Appointment

4.061. Except where shown below, successful candidates including those selected for a Late Entry commission, are to be appointed to commissions and serve a probationary period for one year:

- a. Candidates who have previously served as officers in the regular and reserve forces of the Crown or the Commonwealth, (other than for service with the cadet forces (*see* **para 4.024**)), in the UDR or R IRISH (HS) may be granted such rank and seniority as may be authorized by MS [Reserves] APC. Honorary rank held by these officers, when appointed, is to be dealt with in accordance with current instructions.
- b. Late Entry Officers will be granted Acting Captain rank. On completion of the LEOC(V), Soldier Entry officers will automatically be promoted Captain and their seniority will be back dated to the day they were commissioned; the course is to be completed within the first 12 months of commissioned service. Failure to complete the LEOC (V) course within two years of commissioning will result in the the loss of the right to attend and promotion to Captain will only then be authorized on completion of JOTAC and MK1(V).
- c. For candidates for RLC/EFI *see* **Annex B/4**.

Exceptions to these rules are only to be made on the authority of DM(A) via APC MS6.

Antedates

4.062. Antedates may be granted as laid down in ACRs.

Probationary Period

4.063. Officers on probation (other than NRPS officers) are required to obtain a satisfactory report in accordance with **para 2.009b** before their commissions may be confirmed. The minimum period of probation is one year.

4.064.

- a.
 - (1) Should an officer fail to obtain a satisfactory report at the end of his 12 months probation (*see* **para 2.009b**) the commander TA/CVHQ or his CO is to forward a manuscript report to MS [Reserves] APC. This report is to be initialled by the officer and is to clearly recommend either:
 - (a) A six month (exceptionally one year) extension of the probationary period.
 - (b) Termination of commission.
 - (2) If termination of commission is recommended the case is to be referred to MS [Reserves] APC for consideration by the Army Commissions Board.
- b. If, while on probation, an officer is so inefficient or unsuitable that it is considered essential to terminate his commission as soon as possible, his commanding officer is to submit a special report to APC MS Occurrences without waiting for the conclusion of the probationary period. The officer concerned must see and initial the report. The decision that such a commission should be terminated is normally to be taken by:
 - (1) The Defence Council under **para 4.173** if the officer has been guilty of misconduct.
 - (2) The Army Commissions Board under this paragraph if misconduct has not been alleged.
- c. Should an officer, for reasons beyond his control, be unable to attend annual camp, or a course in lieu, as required by **para 2.009b** the commander TA/CVHQ or the commanding officer of the individual concerned, is to apply in writing to MS [Reserves] APC for the probationary period to be extended by one year.
- d. Appeals. *See* **para 3.262f**.

4.065. Exclusions.

- a. All officers normally have a 12 month period of probation when initially commissioned and assigned to their unit. The Commanding Officer has delegated authority to confirm a commission once content that the individual's training and competence are acceptable (*see also* **para 2.009**). Therefore if an officer is within 12 months of commissioning and being considered for call-out, the onus is on the Commanding Officer to confirm the individual's commission.
- b. While on probation, officers are not eligible for promotion.

4.066. SAS Commissions. Before being granted a commission, SAS candidates, other than those eligible for direct appointment, must pass both an AOSB and the TA Commissioning Course at the RMAS. The final approval for the granting of a commission remains with the Director Special Forces. (SAS(V) may conduct pre-Sandhurst training under unit arrangements.

4.067 - 4.080. Reserved.

PART 5 - PROMOTION

Note: For Cadet Force officers refer to **Annex K/4** (CCF) or **Annex L/4** (ACF).

General

4.081. Promotion of officers in the TA is to be regulated by vacancies on the establishment of each unit or pool except as in **paras 4.082 and 4.083**. Occupation of a Rank Ranged post in the lower rank does not imply a vacancy at the higher rank. Personnel are not entitled to be considered for promotion on the basis of occupying a rank ranged post.

4.082. Second lieutenants appointed to direct commissions may be promoted to the rank of lieutenant after completing two years service reckonable as follows:

- a. Full paid service as laid down in **JSP 754**, except that service in the ranks to count under **JSP 754** is to be limited to one year.
- b. Commissioned service in the AER, TA or TAVR or UDR.

4.083.

- a. Officers appointed to commissions as second lieutenants under **para 4.061** whose commissions have been confirmed may, except as provided at paras *b* and *c*, be promoted to lieutenant on completion of two years in a TA unit (other than the General List Pool of Officers) with the exception of AGC(SPS)(V), where promotion to lieutenant after one year is possible.
- b. Officers promoted under *a* are to be given an antedate for seniority in the rank of lieutenant if they have previous paid service as soldiers with the regular forces as described in the **JSP 754**, half of such service to count for seniority up to a maximum of one year.
- c. Officers who have been granted an antedate as university graduates under **para 4.062** and whose commissions have been confirmed may be promoted to lieutenant from the day following the date of satisfactory completion of a 12 month period in Gp A.

Substantive Promotion

4.084. Until Apr 2012 officers can be promoted under either ATOS or LTOS. The current rules are outlined in **Annex J/4**; officers and units are to refer to the extant **MS Reserves Practice and Precedent** for transitional guidance.

- a. All TA Gp A officers commissioned from 1 Apr 07 will serve on Length of Service Terms of Service (LTOS) with progression based on experience (operational, regimental and at staff) and performance, whilst taking into account potential. Officers will only be considered for promotion after five Appraisal Reports (AR) in each rank (Capt to Lt Col) in order to allow officers to gain experience, command and leadership skills. **Officers will be considered for promotion to Brig after 3 ARs and to Maj Gen after 2 ARs.**
- b. Officers who elect to remain serving under ATOS until 31 Mar 2012 will be required to attain the age specified below in order to be eligible for promotion. All officers will be required to accept LTOS on promotion and will automatically be transferred onto LTOS on 1 Apr 2012.
 - (1) Captain 27 years.
 - (2) Major 32 years.
 - (3) Lieutenant Colonel 38 years.

Acting Rank**4.085.**

- a. Officers between the rank of Capt - Lt Col, may be appointed to acting rank if they hold three substantive reports in rank, are eligible for the next rank and are recommended for promotion to that acting rank in their latest AR (*see also Annex J/4*).
- b. Applications are to be submitted to MS [Reserves] APC through the chain of command on an **AF W 3343** and must be supported by a written statement signed by the Commanding Officer or Commander TA/CVHQ.
- c. Acting rank, once granted, is not to be withdrawn except:
 - (1) For inefficiency, including failure to qualify for substantive promotion within two years of the grant of acting promotion. (*See Annex J/4*).
 - (2) For misconduct.
 - (3) On voluntary transfer to a unit or pool where there is no vacancy for the officer in his acting rank, or on voluntary transfer to the Unposted List.

- (4) On transfer to the RARO, other than for acting lieutenant colonels who are under 38 years of age on such transfer. These latter officers retain their acting rank in the Reserve (*see Annex G/4*).
- (5) Failure to gain the necessary qualifications or appraisals within two years.
- d. Where positions on the establishment are rank ranged (*i.e.* subaltern/captain or captain/major) the grant of acting rank to the higher rank is not permissible except under the provisions of **Annex A/4**.
- e. When called out for service with the regular forces, officers will become subject to such rules regarding the grant and retention of acting rank or equivalent as may become applicable to the Army as a whole.
- f. Acting rank may be held whilst the individual remains in the position for which acting rank was approved. Acting rank will be relinquished on leaving the position or after two years, whichever is the sooner. Any applications for exception to this must be staffed through MS [Reserves] APC.
- g. Regulations for pay and seniority for acting rank are at **JSP 754**, Chapter 3, Section 7.

Acting Rank Counting towards Seniority

4.086. An officer granted acting rank whilst filling a TA PID under **para 4.085** is, when granted substantive rank under **para 4.084** and provided he has continued to hold the acting rank, to be granted seniority from the date of promotion to the acting rank. However, relinquishment of acting rank (from TA employment) for FTRS (HC & LC) in their substantive rank, will result in the period of acting rank and full time employment not counting towards seniority for any subsequent substantive promotions. Relinquishment of acting rank for FTRS (FC or mobilization) or permanent service, is not to be deemed to be loss of that rank for seniority on promotion to substantive rank. The policy for FTRS acting rank counting towards seniority is at **Chapter 10**.

Recommendations for Promotion

4.087.

- a. Promotion to the rank of lieutenant will be after two satisfactory appraisals (grade B- or better) and a YES recommendation in latest OJAR. The appraisal from the probationary year is to count for all officers.
- b. Substantive promotion to the ranks of captain and major are to be submitted after authority is given by MS (via MS [Reserves] APC).
- c. The policy for FTRS acting rank counting towards seniority is at Ch10.

Qualifications for Promotion

4.088. All officers are required to obtain qualifications for promotion to substantive captain, major and lieutenant colonel. Officers holding the acting rank will forfeit acting rank under the conditions of **para 4.085** if they fail to qualify within a certain time.

4.089. Reserved.

Exceptions

4.090. Paras 4.081 - 4.084 do not apply to officers of the following categories:

- a. Officers of the RACHD, RAMC (Medical, Technical Officers and Pharmacists), RAVC, RADC, QARANC and AGC (ALS). (*See Annex A/4*.)

Substitution Pay (SUPA)

4.091.

- a. SUPA is not an entitlement, but may be paid to an officer or other rank (OR) who is required temporarily to undertake the full range of duties and responsibilities of a post established for an officer, OR, or civil servant of a rank/grade higher than his/her own which is vacant, subject to the exceptions within **JSP 754** Chapter 3 Sect 8.
- b. COs have authority to approve SUPA for periods up to six months. Beyond six months, approval must be sought from the appropriate Service Manning authority. Further details may be found in **JSP 754** Chapter 3 Sect 8.
- c. SUPA is not available for Officers on operations. DM(A) may authorize SUPA for a WO1 due to deploy on operations in an officer PID.

Brevet Promotion

4.092 - 4.093. Reserved.

4.094. Local Rank.

- a. Local rank carries no entitlement to pay, allowances or pensions rights.

- b. It may be granted, normally for temporary periods:
- (1) When it is necessary to raise the status of an officer who, by virtue of his appointment, has to deal with officers of higher rank of the other Services or the forces of foreign countries or senior officials and dignitaries, particularly of foreign governments.
 - (2) To officers going overseas, normally on mobilization, to take up appointments carrying the rank of lieutenant colonel or above, from the date of departure for overseas service.
 - (3) To officers who are assigned to appointments carrying the rank of lieutenant colonel or above, from the date of joining the new unit and for the necessary period of handover.
- c. All recommendations for local rank under sub-sub-paras *b(1)* and *b(2)* are to be submitted to Col MS [Reserves] APC. Following consultation with DM(A), the local rank is to be authorized by publication in Army Staff Orders. In cases under sub-paras *b(2)* and (3) the Ministry of Defence assignment order is to be the sole authority.
- d. Local rank will be relinquished automatically on the day the holder ceases to fulfil the function for which local rank was granted.
- e. For disciplinary purposes no account is to be taken of local rank unless it is deemed necessary to deal with an officer within the area in which he holds local rank.
- f. On Called-Out service, the rules at **para 4.085g** will apply.
- g. Local Rank may not be granted to NRPS or FTRS Personnel.

Officers of the Quartermaster Category

4.095 - 4.096. Reserved.

Tenure of Appointment

4.097. Sub-Unit Commanders. The appointment of a TA sub-unit commander will be for a period of two to three years only. Units are to notify the APC of the anticipated tenure of appointment for each position on assumption of appointment. Exceptionally when no other appropriately qualified officer is available, an officer may subsequently be extended in this appointment for up to one year on the authority of the Command/Functional Brigade Commander. Extension beyond one year may only be authorized by MS [Reserves] APC. These provisions are applicable to any unit with which an officer is serving and are not restricted to his TA parent unit.

4.098. Other Appointments. It is normal for subalterns, captains and majors to fill other key appointments in a unit during their career progression. Tenure of appointment in such positions is to be specified by the selection board and will normally be for a period of three years although this may be varied in the interests of the service. The provisions of this paragraph are applicable to all other appointments whether in an officer's parent unit, another unit or HQ except that for staff appointments the initial tenure of appointment is for three years. Regulations governing selection, tenure of appointment and extensions for staff appointments are at **para 4.128**.

4.099. Commanding officers are to ensure that officers assuming the appointments of sub-unit commander or other key positions are aware of the planned length of tenure of the appointment. They should ensure that such officers are informed of any changes to the officer plot which would alter the tenure of appointment.

Mobilization and FTRS

4.100. Promotion. Any TA officer who is selected for promotion prior to mobilization/FTRS with an effective date after mobilization/FTRS, or who is selected during mobilized service/FTRS may be promoted to his new rank and paid as such provided:

- a. He is occupying a rank-ranged position in the lower rank.
- b. There is a vacancy in the unit with which he is serving for an officer of higher rank.
- c. The promotion is approved by the commanding officer of the unit with which he is serving.

If the above criteria cannot be satisfied, the promotion is not to be effected until the completion of mobilized service/FTRS, when it is to be backdated for seniority, but not pay, purposes to the date it would have been effective had the officer not been mobilized or entered into FTRS.

PART 6 - TRANSFER, ASSIGNMENT, EXCHANGE AND SECONDMENT

(For officers in the Cadet Forces—see **Annex K/4** (CCF) or **Annex L/4** (ACF))

General**4.101.**

- a. No TA officer is to be transferred, assigned or seconded to another unit or arm without his written consent, except as specified in **paras 1.050** and **4.101d**.
- b. An officer may be assigned to another unit or pool, or transferred to another regiment or corps, only if a vacancy exists on the establishment for an officer of his rank or the unit has been authorized to overbear the officer concerned. Alternatively, an officer may be assigned to the Unposted List in accordance with the provisions of **Chapter 3, Part 14**.
- c. An officer who no longer fills a vacancy on a unit establishment, is to:
 - (1) Apply to transfer to another unit or pool, or the Unposted List or
 - (2) Apply to transfer to RARO if his commission has been confirmed, or
 - (3) Apply to retire if he has more than 10 years commissioned service, or
 - (4) Apply to resign.Failure to submit an application, as outlined above, will result in action being taken in accordance with **para 4.176**.
- d. An officer may be assigned to another unit or pool, or exceptionally to the Unposted List, without his written consent when it is considered essential by the Army Board to be in the interests of the Service.

Applications for Transfer and Exchanges**4.102.**

- a. Application for assignment between national units or pools of the same arm is to be dealt with by the commander CVHQ.
- b. Application for assignment between regional units is to be submitted only once authority is given by Bde/Div HQs or **relevant desk officer at APC** (depending on the level at which the assignment is taking place).
- c. Application for transfer or assignment between national units or pools of different arms or between national units or pools on the one hand and regional units on the other is to be dealt with in accordance with sub-para *b*, with the commander CVHQ acting for the officer commanding the national unit or pool.
- d. Applications for transfer to the Unposted List are to be dealt with in accordance with the provisions of **Chapter 3, Part 14**.

Transfer on Change of Residence**4.103.**

- a. An officer who moves to a new area where an immediate vacancy in a suitable unit is not available, and who wishes to continue to serve in the TA, may be temporarily assigned to the Unposted List (*see para 4.106*).
- b. An officer who does not apply to be absorbed into a unit within his new area or into a national unit is required to submit an application to transfer to the RARO or to resign his commission in accordance with **para 4.167**.
- c. This paragraph is not to apply to an officer who continues to fulfil his military obligations with his present unit.

Temporary Attachments

4.104. As an exceptional measure, where an officer's experience or specialized knowledge may be of particular use in the interests of the Service, he may be temporarily attached initially for not more than 12 months, to the Ministry of Defence (Army), Army HQ, Div or Command/Functional Bde HQs, or a unit (not necessarily of the individual officer's own parent arm or service). These regulations are not to be used as an authority for exceeding the maximum periods of duty permitted for Voluntary Training and Other Duties. If the number of man training days already attended, when aggregated with foreseen attendance during the attachment and subsequent unit training or duties, exceeds the limits laid down in **para 2.261**, the attachment is to be carried out in an Additional Duties Commitment or FTRS, as appropriate.

4.104A. Secondment to Regular Army. TA officers may be invited or volunteer to be seconded to the Regular Army on a full-time basis. In all such cases they will either be required to enter an FTRS agreement as laid down in **Annex F/1**. As an essential preliminary, responsibility for seeking temporary manning authority or short term establishment cover in the name of the officer concerned rests with the Regular Army unit or headquarters concerned. Until this has been obtained, TA officers should not officially apply for an FTRS agreement or SSVC.

Officers Assigned in Excess of Establishment

4.105. Reserved.

The Unposted List

4.106. The TA Unposted List is a holding unit for TA personnel who are between assignments or who are unable, temporarily, to give full commitment to the TA. The terms and conditions of service and application procedures are laid down in **Chapter 3, Part 14**. Only one transfer is allowed from UPL(A) to UPL(B) and from UPL(B) to UPL(A) for each officer.

4.107 – 4.109. Reserved.

Transfer to SAS(V)

4.110. Introduction. The Special Air Service (Volunteers) (SAS(V)) consists of 21 and 23 SAS(V) Regiments. SAS(V) Regiments are located throughout Great Britain and unit contact details are given at **Appx 1 to Annex M/5**. Officers wishing to transfer to the SAS(V) are required to undertake and pass a rigorous selection procedure. Employment opportunities also exist for officers in the support staff role. Although these positions are not subject to SAS(V) selection only high quality candidates will be considered. Information on support staff vacancies can be obtained from respective unit Adjutants. Officers for SAS(V) or support staff will be accepted for service in their current substantive rank subject to establishment vacancies.

4.111. SAS(V) Selection Volunteers. Volunteers for SAS(V) selection are to apply through the chain of command. Parent units are to contact the PSAO of the chosen SAS(V) unit as shown at **Appx 1 to Annex M/5**.

4.112. Support Staff Volunteers. Support staff volunteering to join SAS(V) are to apply through the chain of command. Parent units are to contact the Adjutant of the chosen SAS(V) unit. Appointments will be limited to three years, after which personnel are expected to return to their original units or voluntarily join another unit / transfer to the Unposted List.

4.113. Medical - SAS(V) Selection Volunteers. Volunteers for SAS(V) selection must meet the minimum medical standards as laid down in **PAP 10**.

4.114. Medical - Support Staff Volunteers. Minimum medical classifications are required as appropriate for the intended position.

4.115. Equal Opportunities. In accordance with current Government policy on the employment of women in the Armed Forces, service in the SAS(V) is only open to male volunteers, however appointments do exist throughout the UKSF(V) for female volunteers in the support role.

4.116 - 4.120. Reserved.

PART 7 - ASSIGNMENT TO AND TENURE OF SENIOR AND STAFF POSITIONS

Note: For Cadet Force officers refer to **Annex K/4** (CCF) or **Annex L/4** (ACF).

TA Commanding Officers

4.121. The term 'commanding officer' in **paras 4.122 - 4.126** refers to colonels and lieutenant colonels in command and to majors in independent command.

Tenure of Appointment as a Commanding Officer

4.122. The appointment is of 2½ or three years, with extensions normally requested for one year at a time. The recommendation for a TA officer is to be accompanied by:

- a. A summary of the officer's service and qualifications.
- b. A statement by the officer that he is willing and able to perform the full duties of commanding officer.

Recommendations for Appointment as Commanding Officers of National Units

4.123. Recommendations are completed by No.6 Board and ratified by No.4 Board.

Recommendations for Appointment as Commanding Officers of Regional Units

4.124. In the case of regional units:

- a. No 6 Board will seek, in the first instance, a suitably qualified, recommended and available volunteer officer to command all E2 Commands. They will also consult the relevant RFCA and Military Education Committee (MEC). Arms and Service Directors will seek, in the same way, an officer who is a volunteer to command their E1 Commands. The recommendation for each unit is to be submitted to MS4 for consideration by No 4 Selection Board. Selection will be in accordance with the current Army Career Development and Policy Board (ACD PB).
- b. Where such a volunteer officer cannot be found, application will be made for a regular officer to command, following the procedure outlined above.

Recommendations for Appointment as Commanding Officers of OTC Contingents

4.125. An OTC is commanded by a TA officer, or by a Regular officer in accordance with the current ACD PB direction. In all cases the Military Education Committee of the university(ies) concerned makes a request before the No 6 Board making the selection sits, outlining environmental factors. The relevant formation HQ is to be consulted and its views included in the recommendation, which is to be submitted on **AF E 535**, through Div HQ, to **the relevant desk officer at APC**. Should a Regular officer be wanted to command next, the Military Secretary's Branch should be consulted as early as possible because longer notice is required (by 1 June of preceding year).

4.126. Reserved.

Senior Appointments

4.127. Appointments for brigadiers, colonels and those lieutenant colonels RAMC(V) whose appointments are not covered by **paras 4.121** and **4.128**, are normally to be made for the same period as given in **para 4.122**. Exceptions may be made on the authority of the Ministry of Defence (MS branch concerned). Officers completing the tenure of appointments are to be treated as laid down in **paras 4.101** (*see also para 4.163*). In the case of TA Brigadier appointments, suitable candidates are identified by No 6 Board and the names of willing candidates are forwarded to No 2 Board for selection.

Staff Appointments

4.128. TA officers can hold staff appointments at certain formation headquarters and may from time to time be assigned to other staff appointments on the following terms:

- a. Command/Functional Bde/Div HQs and MS6 are responsible for the initial selection of officers for these staff appointments, after consultation with arms and service directors as required. Bde/Div recommendations must be forwarded to MS [Reserves] APC for approval. Copies of **AF E 535** should only be sent to MS [Reserves] APC when Bde/Div does not have the required JPA access / authority to administrate the assignment.
- b. The selected officer is to be assigned by the establishment of the headquarters concerned. For ease of administration he may be attached to the nearest local regional TA unit.
- c. Appointments held under the terms of this paragraph are not to carry the automatic grant of the substantive rank appropriate to the appointment. Normal promotion rules in accordance with **paras 4.081 - 4.084** are to apply.

- d.* The tenure of appointment is to be for up to three years, after which the Bde/Div Boards must review the candidate and may apply to MS [Reserves] APC to extend the incumbent for further periods of one year. All extensions must be authorized by MS [Reserves] APC.
- e.* An officer may apply to be:
- (1) re-assigned to his former unit if a vacancy exists; or
 - (2) placed on the Unposted List (A), if funding agreement is agreed by the chain of command; or
 - (3) transferred to the RARO.
- On relinquishing an appointment an officer of the substantive rank of colonel or above is normally to be transferred to the RARO.
- f.* The training which these officers are required to carry out is to be appropriate to their staff appointment and in accordance with their training obligations.

Aides-de-Camp to the Sovereign

4.129. Officers holding the rank of colonel or brigadier in the TA may be selected to be ADC (TA) to The Sovereign. In light of the changes in FAS and TA restructuring the number of positions to ADC to The Queen are to be reduced to three. Current incumbents will continue to hold their position until such time as they leave their current position.

4.129A. Selected officers assume and relinquish their positions under direction from the Ministry of Defence (MS1) and positions are published in the London Gazette Defence Supplement. Positions are honorary and selected officers are unlikely to be required to fulfil any Royal duties during their tenure. The position is, nevertheless, a significant privilege and this is reflected in the small number of positions.

4.129B. The Military Secretary may, from time to time, recommend to Her Majesty that officers holding one of the following positions; D Reserves(A), Brig TA Th Tps or as appointed by No 2 Board, may be considered for appointment as ADCs. It should be noted that:

- a.* An officer will relinquish the appointment of ADC when he relinquishes the position detailed above.
- b.* An officer will not normally be appointed as an ADC with less than 12 months of a tour remaining.
- c.* Aiguillettes and Royal Cypher badges are issued on loan for wear during an officer's tenure and the post nominal letters 'ADC' are used.
- d.* Neither the accoutrements nor the post nominal letters may be used after an officer has relinquished the position.
- e.* An officer may only hold the appointment once. Therefore in the event that an officer is appointed to an 'ADC post' and has previously held an ADC appointment, No2 Board will provide guidance.

Unit Employer Support Officer (UESO)

4.130. Eligibility. Candidates for UESO posts are to be experienced officers who have previously commanded a sub-unit and fulfil the requirements laid down in the MS Job Specification. Candidates are required to provide written consent to their employment as a UESO from their civilian employers with an acknowledgement that in the event of mobilization the role of UESO will take priority over their civilian employment.

4.131. Probation. Officers selected for the position of UESO are required to obtain a satisfactory report at the end of their first year as UESO before their appointment will be confirmed. Officers who fail to obtain confirmation of appointment may be considered by a Brigade Review Board for alternative employment, or, if they are beyond the age limits set out in **Annex C** to this chapter, are to retire or resign in accordance with the provisions of **para 4.161**.

4.132. Tenure of Appointment. The normal tenure of appointment as a UESO is for three years, which is renewable for up to three years at a time with the agreement of the individual and his commanding officer.

4.133. Mobilization Liability. UESOs have the same mobilization liabilities as other Group A personnel. However, due to the nature of their duties, UESOs are not to be deployed. They are to remain part of their unit rear party and are therefore only liable for deployment within the United Kingdom, the Channel Isles & the Isle of Man.

4.134. Age Limits. UESOs may be retained in service up to age 60 years. Exceptionally, in the interests of the service and on the authority of **DM(A)**, individuals may be extended on an annual basis up to age 65 years.

Substantive Promotion to TA Major General

4.135. Candidates for Selection. MS [Reserves] APC is responsible for identifying those TA brigadiers eligible and available for consideration for promotion to major general and, in conjunction with MS Senior Officers, for informing MS Generals.

4.136. Grading and Selection Process.

- a. *Filter-in.* To be eligible to filter-in for grading for promotion to major general TA officers, including those on the 'unposted list', must have at least two annual reports in the substantive rank of brigadier with a recommendation for promotion in the latest report.
- b. *Eligibility Zone.* An officer will remain eligible for grading for promotion to major general until Engagement Expiry Date (EED)¹ minus three years², provided he continues to be recommended for promotion. Grading does not provide an assurance of promotion.
- c. *Selection.* No 1 Selection Board meets four times a year to consider candidates for appointments that are to become vacant within the next 18 months or so. The Board is chaired by the Chief of the General Staff and is responsible for the grading of eligible candidates and the subsequent selection and appointment of the successful candidate.

4.137. Tri-Service Appointments. In the case of a tri-Service competition appointment, the name of the Army candidate selected by No 1 Selection Board is submitted for consideration to the Senior Appointments Committee, which is chaired by the Chief of the Defence Staff.

4.138. Appointment Process. Following selection by No 1 Selection Board and/or the Senior Appointments Committee, the selected candidate cannot be appointed until a series of clearances have been completed, including the submission of a curriculum vitae to Her Majesty the Queen for her approval; no brigadier may be promoted without this approval. Only after all clearances have been obtained is the appointment made public.

4.139. Tenure. Appointments are normally held for between two and three years. However, No 1 Selection Board or the Senior Appointments Committee may, in the interests of the Service, adjust tenure.

4.140. Action on Relinquishing an Appointment. A TA officer of the rank of major general or above, will, on completion of tenure, be subject to the rules contained in TA Regulations 1978, **para 4.128e**. This would normally mean transfer to RARO, provided the TA officer is below the maximum age for RARO contained in **Regular Reserve Regulations (Army) 1997** – Schedule 1.

¹ The EED is the JPA term for Run Out Date (ROD).

² For example, if an officer's EED is in the year in which he is 55, his final grading for promotion will be in the year he is 52.

PART 8 - HONORARY APPOINTMENTS

Note: For Cadet Force officers refer to **Annex K/4** (CCF) or **Annex L/4** (ACF).

Honorary Physicians and Honorary Surgeons to the Sovereign

4.141. The tenure of an officer's appointment as honorary physician, honorary surgeon or honorary dental surgeon to the Sovereign is to be two years irrespective of his continuing on the Active List. Such officers are normally to be selected from among those holding the rank of colonel.

Honorary Chaplains to the Sovereign

4.142. A chaplain appointed honorary chaplain to the Sovereign is to relinquish the appointment on ceasing to serve on the Active List.

Honorary Colonels

4.143.

- a. The role of an Honorary Colonel is to foster esprit-de-corps and show an interest in the unit to which he/she is appointed, without interfering with the daily running of the unit. They are to represent the unit to stakeholders in both the civilian and military communities, whilst also taking on the role of a figurehead within the unit.
- b. Honorary colonels may be appointed to units of the TA on the scale of one for each colonel's or lieutenant colonel's command. Save in exceptional circumstances, no appointments may be made to sub units, but an independent unit of a major's command may have an honorary colonel appointed.
- c. Honorary colonels may be appointed, if considered desirable, to a composite group of units on the basis of one honorary colonel per 450 volunteers.
- d. Each contingent of the OTC is also entitled to the appointment of an honorary colonel.
- e. Nominees for appointment as honorary colonels can be either prominent civilians with no prior military experience or senior serving or retired military officers. Regardless of whether civilian or military, nominees should:
 - (1) Have achieved eminence in a field, either connected with the business of the unit or in the region of the unit.
 - (2) Have empathy with, although not necessarily a background in, military matters in general and, where appropriate, the reservist concept in particular.
 - (3) Have links and influence in the local community.
 - (4) Be able to represent the unit at a senior level in the civilian and military arena, locally and nationally.

The decision to select either a military candidate or a civilian with no prior military candidate should be based on the circumstances and needs of the unit at that time. In deciding, wider civilian community influence should be given at least equal weighting to military connections and influence. It is acknowledged that given their role and regimental links, the scope for some combat arm units to select an honorary colonel with no previous military experience may be less than is the case for units from a more specialist technical role.

- f. Military nominees should, preferably, have held the rank of lieutenant colonel (including brevet, war substantive, temporary or acting ranks) or above in the Regular Army, AER, TA, TAVR, UDR or R IRISH(HS) or the equivalent ranks in the Royal Navy or Royal Air Force (or their reserves). The appointment of an officer below the rank of lieutenant colonel will only be considered if strongly recommended by the Div/Bde/OPCOM Commander with reasons for the recommendation.
- g. The appointment is to be tenable for a term of five years renewable on application to MOD MS Hons by the Div/Bde/OPCOM Commander concerned for further periods not exceeding five years at a time, up to the age of 65 years.
- h. Honorary colonels, and the Colonels Commandant Yeomanry and Honourable Artillery Company, are thus normally to vacate their appointments on attaining the age of 65 years. Annual extension beyond that age may, however, be granted by the Ministry of Defence, in exceptional circumstances, up to the maximum age of 70 years.
- i. All applications for the appointment of an honorary colonel or for the extension of an appointment are to be submitted as in **paras 4.144 - 4.146**. Selection procedures are to comply with the Office of the Commissioners for Public Appointments (OCPA) principles.
- j. An officer may not be, save in exceptional circumstances, honorary colonel of more than one unit. He may, however, be appointed honorary colonel of one contingent of the OTC in addition to his own unit.

Applications for Appointment as Honorary Colonels

4.144. A field of candidates (defined as a minimum of two for each position) should be sought where possible. This is to ensure that choice is not unnecessarily restricted and that all suitable people are considered for the position by a defined selection panel. The panel is to consist of the unit's Officer Commanding and appropriate unit officers. The

Officer Commanding must have consulted with the relevant OPCOM and ADMINCON Brigade Commander(s) and the RFCA before detailed staffing commences.

4.145. Regional Units. Applications for the appointment or extension of appointments of honorary colonels are to be submitted on the form at **Appx 4 to Annex A/4** as follows:

- a. By the officer commanding the unit. Submit to the OPCOM or ADMINCON Brigade responsible for the administration of the unit with a copy to the RFCA and OPCOM Brigade (if a HQ Theatre Troops unit), accompanied by the following documents:
 - (1) A list of candidates who are considered for the appointment, with brief notes on their background and suitability.
 - (2) A letter from the nominee stating that he is willing to accept the appointment, or to continue in the appointment as appropriate and if offered to him formally.
 - (3) The written support of the colonel, colonel commandant or representative commandant or, in the case of RAC Yeomanry regiments, the Colonel Commandant Yeomanry. The unit and OPCOM Brigade should also consult the Arms and Service Directors unless this power has been delegated to them by the Arms and Service Directors. The consent of a Colonel in Chief is not required.
- b. If the OPCOM and ADMINCON Brigade Commanders approve and the RFCA support the application it is to be forwarded with all supporting documents, together with a recommending certificate, to HQ Theatre Troops or the Div HQ concerned, as appropriate. The Div/Bde/OPCOM HQ concerned is then to forward the application with an expression of commander's views, to MOD MS Hons. If it is considered that a further decision is required, the submission is to be forwarded to CLF, who in turn will express an opinion prior to despatch to MOD MS Hons. The role of the RFCAs in advising the Officer Commanding and OPCOM and ADMINCON Brigades will have an important part to play in the selection process.

4.146. National Units. Applications for the appointment or extension of appointments of honorary colonels are to be submitted on the form at **Appx 5 to Annex A/4** as follows:

- a. By the commander of the appropriate CVHQ and/or Arm or Service Director (as appropriate by capbadge) to the colonel, colonel commandant or representative colonel commandant accompanied by the following documents:
 - (1) A list of candidates who are considered for the appointment, with brief notes on their background and suitability.
 - (2) A letter from the nominee stating that he is willing to accept the appointment, or continue in the appointment as appropriate.
 - (3) A statement on the nominee's civilian activities showing how these are to be used in the interests of the unit.
- b. If the colonel or colonel commandant approves the application he is to forward it with all supporting documents, together with his own recommendation to the OPCOM 2* formation headquarters for onward transmission to MOD MS Hons.

4.147. The Royal Family. Paras 4.144 – 4.146 do not apply to members of the Royal Family or heads of foreign states, who hold their appointments as honorary colonels at the Sovereign's pleasure. Applications for members of the Royal Family or head of foreign states to be appointed honorary colonels are to be submitted through the channels given in paras 4.144 – 4.145 to MOD (PS12(A)), stating the name of the person who it is desired should be appointed and full reasons in support of the application. The views of CLF are also to be added. No approach is to be made direct to the members of the Royal Family or head of foreign state for whom the application is made.

Travel for Honorary Colonels

4.148. Honorary colonels are to be permitted to travel at public expense only as provided in **para 7.324 and JSP 752 Chapter 4.**

4.149 - 4.160. Reserved.

PART 9 - RETIREMENT, RESIGNATION AND REMOVAL

Note: For Cadet Force Officers refer to **Annex K/4** (CCF) or **Annex L/4** (ACF).

Retirement

4.161. Completion of Service. Unless specified elsewhere in these regulations, on reaching the age of 60 years, or on cessation of sponsored reserve liabilities by officers who have not transferred to Group A or B, officers are to:

- a. retire from the TA if they have completed 10 or more years commissioned service (*see* **para 4.165**); or
- b. resign their commissions;

unless an extension is granted by DM(A) (*see* **para 4.164**). Officers who cease to hold the civilian employment or qualifications that were a prerequisite to their acceptance as an officer are to retire or resign (*see* **para 4.169**).

4.161A. Under no circumstances is an officer to be allowed to attend any training after his Run Out Date.

'Out of Contact' Officers

4.162. Where it has lost touch with an officer who is due to retire or resign, or for any other reason is unable to obtain the officer's written consent to one of the alternatives at **para 4.161**, the unit is to submit **AF E 535** through the chain of command to MS [Reserves] APC recommending that the officer be removed from the Active List 'having passed his Run Out Date'.

Completion of Tenure of Appointment

4.163. Officers who have not reached retirement age and have not been selected for another appointment are to either seek transfer to RARO, another unit or the Unposted List or are to select one of the options in **para 4.161**. Failure to produce a letter of application showing the chosen option within 28 days of completion of tenure of appointment will require the officer to retire, or out of contact procedures to be started by the unit.

Extensions beyond Retirement Ages

4.164. Applications for extension of service beyond normal retiring age must be submitted on **AF E 535**, accompanied by a letter from the officer, through the chain of command, to reach the relevant desk officer at APC not more than 12 months or less than three months before the current run out date. Part 2 of **AF E 535**, must be signed by a Medical Officer with an in year Medical Assessment. The endorsement of the senior service representative at Command/Functional Bde is also required at Part 4 of the form before it is submitted. Extensions of service, when granted, are to be for a maximum of one year at a time.

Voluntary Retirement

4.165. Officers with 10 or more years commissioned service (including commissioned service in the Regular Army, TAVR, UDR and R IRISH(HS)) who wish to leave the TA voluntarily may apply to retire from the Service rather than to resign their commission.

Effective Date

4.166. When an officer leaves the Active List on reaching the normal retirement age of 60 years, the effective date is to be the day preceding his 60th birthday. This paragraph does not apply to any officer who retires or resigns for whatever reason before reaching normal retirement age.

Voluntary Resignation

4.167. Resignation at any Time. An officer may apply to resign his commission at any time, or to retire under **para 4.165**. Such applications are not normally to be accepted when a Call-Out Order under Sections 52 or 54 of the **Reserve Forces Act 1996** is in force and the powers of Section 17(4) **RFA 96** have been invoked, or when the officer is called out for service with the Regular.

Resignation on Change of Personal Circumstances

4.168. Taking up Residence Abroad. Officers taking up residence outside the United Kingdom either permanently or for over one year are normally required to resign their commissions or to transfer to RARO unless authority to temporarily live abroad has been granted (*see* **para 3.021e**). Officers on probation will be required to resign their commission before proceeding abroad. This provision is not to apply to officers of RLC/EFI or to officers holding appointments nominated by the Ministry of Defence as being suitable for officers domiciled abroad (*see* **para 4.012**).

4.169. Change of Civilian Appointment. If an officer of Groups A or B whose civilian employment formed the basis of acceptance as an officer in the TA at the time of commissioning leaves such employment, he is required to resign his commission unless:

- a. Satisfactory evidence is furnished to MS [Reserves] APC that the nature of his new employment still qualifies him to belong to the TA. Such evidence, for officers in units, must be certified by the commanding officer.
- b. His retention is judged to be in the interests of the Service. This may be subject to a suitable vacancy existing within authorized establishments.
- c. If an officer changes his civilian employment to one of the categories listed in **paras 4.016 - 4.018A** the facts are to be reported by the unit to MS [Reserves] APC.

4.170. Ill Health. An officer who is not required to retire under **para 4.180** but wishes to resign his commission on account of ill health may apply to be examined by a medical board. Such examination is to be voluntary, but if an officer does not undergo such an examination at the time of his resignation, no subsequent claim can be made for financial relief in respect of the disability which caused his resignation. Medical documents are to be forwarded with the application for resignation together with a copy of the medical board proceedings (where applicable).

4.171. Retirement in place of Resignation. Officers required to resign under the terms of **paras 4.168 - 4.170** may retire rather than resign if they have more than 10 years commissioned service (*see para 4.165*).

Maternity Leave

4.172. A female officer, of any arm, who becomes pregnant, is entitled to unpaid maternity leave as laid down by the Ministry of Defence (DRFC) or may elect to retire, resign or transfer to RARO as laid down in **Part 9** of this Chapter.

Compulsory Termination of Service

4.173. An officer may at any time:

- a. have his commission terminated or
- b. be called upon to retire, or
- c. be called upon by the Defence Council to resign his commission because of misconduct.

4.174. No military authority other than the Defence Council may call upon an officer to resign his commission or exert any pressure upon him to do so. This does not apply to officers who are required to retire or resign under **para 4.161**.

4.175. An officer who fails to carry out his military obligations as required by regulations may have his commission terminated. Guidance on the procedure for termination is given in **Annex I/4**.

4.176. An officer may at any time be called upon to retire or resign his commission for reasons other than misconduct, should the circumstances, in the opinion of the Defence Council, require it.

4.177. An officer appointed to a commission on probation who fails to fulfil the conditions laid down in **paras 4.063 and 4.064** may have his commission terminated as laid down in **para 4.064**.

4.178. The process by which an officer may be called upon to retire or resign his commission is contained in **AGAI 67**.

4.179. In the event of an officer failing to retire or resign when called upon to do so by the Defence Council his commission shall be terminated on the date on which the officer would otherwise have retired or resigned. In the case of an officer who has been sentenced to a term of imprisonment by the civil power and who is removed from the Army, the date of removal shall be the date of conviction.

4.179A. The retirement or resignation of an officer having been called upon to do so shall have effect from the date of expiration of two months notice of impending retirement or resignation, except that the termination of the notice of the short service officer will not be later than the date on which the active list service for which the officer was commissioned ends. When an officer is serving at home, the two months notice will run from the date of the Defence Council letter calling upon the officer to retire or resign; if serving abroad, the two months notice will run from the date on which the officer would arrive in the UK, provided that the officer proceeds by the first available opportunity. For an officer retiring or resigning while overseas and remaining abroad, the two months will run from the date the officer is informed of the Defence Council decision.

4.179B. When an officer is sentenced by the Court Martial to be dismissed from the Service, the sentence shall have effect from the date of award.

Compulsory Retirement for Ill Health

4.180. An officer is, except as provided below, to be retired on grounds of ill health when he/she is placed permanently in a PULHHEEMS employment standard below that in which a regular officer of the same arm or service may remain on the Active List. The only exceptions to this rule are to be:

- a. Officers of the OTC whose PULHHEEMS employment standard is not to fall below Medically Limited Deployable.
- b. Non regular permanent staff officers whose PULHHEEMS employment standard is not to fall below Medically Not Deployable.
- c. Officers whose qualifications are considered by MOD (DM(A)) to merit their retention.
- d. Officers whose new medical category makes them eligible for retention in another Corps who wish to be so transferred and are recommended for appointment to a vacancy in a unit or pool of that Corps.
- e. Officers in receipt of disablement allowance for total incapacity while held on the Unposted List. Such officers are to be automatically retired after 26 weeks from the date of the injury or incapacity if they are at that time still unable to return to duty on account of their injury or incapacity.

Applications to Resign, Retire or Transfer to RARO

4.181. RARO. It is desirable that officers on retiring from the TA should continue to serve in RARO until reaching the age for retirement from that reserve as laid down in the **Regular Reserve Regulations (Army) 1997**, Schedule 1. Superior officers are to draw the attention of officers about to retire to this fact and encourage them to apply for appointment to the RARO on an **AF E 613**. (See **Annex G/4**.)

4.182. Form of Application. Applications to resign, retire or transfer to RARO are to be submitted in letter form to the unit commanding officer or commander TA/CVHQ at least three months before the due date.

Procedure and Documentation

4.183. When an officer applies to resign his commission, other than under **paras 4.173 – 4.177**, every encouragement is to be given to him to apply instead to transfer to RARO. (See **para 4.181**.)

4.184. Recommendations are to be forwarded by the officer's commanding officer through the chain of command to the appropriate Termination Officer together with completed **MOD Form 135** and the documents detailed below, at least three months before the due date, as follows:

- a. Letter of application by the officer if he is seeking voluntary retirement or resignation (see **paras 4.165, 4.167, 4.173b** and **4.173c**).
- b. Transfers to RARO - **AF E 613**.
- c. Retirement/Resignation - **AF E 535**.

4.185 - 4.187. Reserved.

Date of Retirement or Termination

4.188. An officer who applies for permission to retire, to resign his commission or to be transferred to RARO, or whose commission is to be terminated, is not released from his military obligations until the date notified in the London Gazette. Notification in the London Gazette will not, however, absolve such an officer from civil liability in regard to any public or regimental claims that may be made against him. He is to be invited to sign the declaration (**MOD Form 135**) required under **QR(Army), para J12.001** on the date on which his commanding officer, or commander TA/CVHQ, countersigns his application.

4.189. An officer is to be held as assigned in excess of establishment from the date on which **AF E 535** or **AF E 613** is signed by the commanding officer or the commander TA/CVHQ, until his retirement, resignation or transfer to RARO is notified in the London Gazette.

Rank on Retirement

4.190. On retirement officers may be granted the privilege of retaining their substantive rank or may be granted honorary rank. The conditions for the grant of honorary rank are laid down in **Annex H/4**.

Wearing Uniform

4.191. After retirement officers may wear their prescribed uniform on appropriate occasions. (See **JSP 886**, Volume 12, Part 3, Pamphlet 12).

4.192. Unexpired RARO Liabilities. Former regular officers with outstanding liabilities in RARO are to be transferred to RARO on resignation or retirement from the TA.

4.193 - 4.999. Reserved.

**ANNEX A TO CHAPTER 4
SPECIAL TERMS OF SERVICE APPLICABLE TO
OFFICERS OF CERTAIN ARMS**

(PARAS 4.001, 4.014 AND 4.061 REFER)

Royal Artillery

1. Candidates for first appointment should have obtained a pass grade at 'O' level GCE/GCSE in five subjects including mathematics and English language; or an equivalent examination (*see Annex D/4*).
2. Reserved.

Royal Engineers

3. Candidates for first appointment should have either
 - a. previous full time service as an officer in the same branch of RE; or
 - b. have obtained the qualifications given below:
 - (1) Applicants for Field, Explosive Ordnance Disposal, Works or Resources should have obtained a pass grade at 'O' level GCE/GCSE in five subjects including mathematics, a science subject and English language; or an equivalent examination (*see Annex D/4*).
 - (2) Applicants for Survey must have suitable experience of one of the following:
 - (a) Lithographic reproduction.
 - (b) Topographic surveying from air photographs.
 - (c) Trigonometrical or topographic surveying on the ground.
4. Officers of the RE must satisfy the senior arms representative in the district that they are technically qualified for promotion.
5. Reserved.

Royal Signals

6. Candidates for first appointment should have the following qualifications:
 - a. Officers, other than the Late Entry:
 - (1) previous full time service as an officer in the R SIGNALS; or
 - (2) service as a soldier in R SIGNALS (AER, TA or TAVR) with qualifications in an appropriate R SIGNALS trade; or
 - (3) GCE/GCSE at 'O' level with pass grades in five subjects including mathematics and physics; or an equivalent examination (*see Annex D/4*).
 - b. Quartermasters, technical officers (telecommunications) and traffic officers should have held similar commissioned appointments in the R SIGNALS in the Regular Army or have held appointments in R SIGNALS in the Regular Army, AER, TA or TAVR as under:

(1) for quartermaster	Warrant Officer, Class 2 (RQMS).
(2) for technical officer (telecommunications)	Foreman of Signals (any rank) or qualified technician not below the rank of sergeant.
(3) for traffic officer	Yeoman of Signals or Yeoman of Signals(V)

Parachute Regiment, Parachute Roled Units and Appointments

7.
 - a. Officers joining the Parachute Regiment, other parachute roled units or appointments are to agree to accept parachute liabilities.
 - b. When an officer volunteers for parachute duties, he is to sign the following certificate:

"I understand that, once having qualified as a parachutist and while serving in a TA airborne unit or parachute roled appointment, I can be ordered to make a parachute descent at any time or place as part of my normal military training in the TA subject to medical fitness at the time."

One copy of this certificate will be sent to MS [Reserves] APC and a copy retained in the officer's unit.
 - c. Every officer volunteering for parachute duties is required to sign the certificate whether or not he has signed a similar certificate in respect of his previous service. An applicant for a commission is to sign at the time he applies for the commission.
 - d. An officer who has qualified as a parachutist may be ordered to make a parachute descent at any time or place as part of his military training in the TA whilst in receipt of parachute pay, subject to medical examination as to fitness at the time. (*See paras 2.018 - 2.019.*)
 - e. An officer who has qualified as a parachutist may have his parachute tour continued for as long as he remains in a TA airborne unit or fills a parachute roled appointment.
 - f. An officer who is undergoing parachute training, or is a qualified parachutist and is serving in an airborne unit or filling a parachute roled appointment, is entitled to parachute pay subject to remaining in role.

Army Air Corps

8. Aircrew. Personnel applying for aircrew posts must previously have qualified as military pilots. HQ AAC is responsible for ensuring that candidates for reservist aircrew positions are suitably qualified, experienced and medically fit prior to referring the applicant to APC Cbt Sp AAC Offrs / Sldrs. Candidates are to have previously qualified as Service helicopter pilots and served at regimental duty with the AAC or 3 Cdo Bde Air Sqn RM.

9 - 14. Reserved.

Royal Army Chaplains Department

15. The RACHD (TA) are to be organized in two sections:

- a. Section 'A', consisting of the number of chaplains in peace time for duty with TA and having the call out liability shown in **para 1.041a**. Each chaplain is to be noted for attachment to a specific TA unit and may also be detailed to minister to other units as necessary. When called out, Section 'A' chaplains may be attached as required to any unit or formation, Regular or TA, not necessarily that to which they are attached in peace time.
- b. Section 'B' consisting of chaplains for service with the ACF. These chaplains are to be governed by the provisions of ACF regulations and will have no call out liability.

16. Candidates for commissioned appointments in the RACHD are to be fully ordained clergymen of a recognized religious denomination and have the permission of their respective church authorities to undertake the liability for service involved.

17. Applications for commissioned appointments are to be handled in accordance with the selection procedure laid down in this Chapter Part 3. Applications for Section 'A' or 'B' appointments are to be directed through the normal channels to Ministry of Defence (Chaplains (Army)).

18 - 19. Reserved.

20. Chaplains may apply for transfer to the RARO under the conditions applicable to other TA officers.

21. Probationary Period. The probationary period for newly appointed Chaplains is three years.

The Royal Logistic Corps

22. Candidates for first appointment should have one of the following qualifications:

- a. Previous full time service as an officer in the RE(PCS), RCT, RAOC, RPC or ACC.
- b. GCE/GCSE at 'O' or equivalent level with pass grades in five subjects, including Mathematics and English language; or an equivalent examination (*see Annex D/4*). Applicants for specialist employment should, where possible, have relevant experience.

23 - 24. Reserved.

Army Medical Services (AMS) TA**25. Officer Cadet Enlistments.**

- a. Students undergoing training in medicine, dentistry, nursing or Allied Health Professionals (AHPs), the successful completion of which training would eventually qualify them for PQO status within the AMS TA, may be enlisted in UOTCs as OCdts. Those who are unable to join the OTC may be enlisted against unfilled PQO positions designated for their relevant Corps. Potential PQOs unable to join the OTC are to be selected by commanding officers in accordance with guidelines set by DGAMS for the professional groups concerned.
- b. If all appropriate positions within an AMS TA unit are filled, HQ 2 Med Bde is to be approached to define unallocated positions within the overall AMS TA establishment, against which further potential PQOs may be enlisted.
- c. Potential PQOs may be enlisted against manning training margin vacancies of the unit they wish to join.
- d. Enlistment as a potential PQO for medical and dental students may precede their selection for and appointment to a commission during their last two years at medical or dental school. (*See paras 29b and 37.*)

26. Commissioning Procedures - Potential PQOs.

- a. AMS TA Commissioning Boards are to be constituted as the sole authority for assessing the suitability or otherwise of potential AMS TA PQOs for a TA commission. Only such properly constituted boards may recommend to MS that TA commissions should be granted to professionally qualified medical, nursing, dental or PAM (radiographers, biomedical scientists, pharmacists, physiotherapists, environmental health officers and operating department practitioners) personnel.
- b. Boards are to be convened by HQ 2 Med Bde for all AMS(V) PQOs irrespective of their chain of command.
- c. Boards are to be constituted as follows, with members or the president representing the professional background of all candidates:

President	Col or above AMS (Regular or TA - appointed by convening authority)
Members	Lt Col AMS (Regular or TA)
	Major/Lt Col AMS (Regular or TA)
	Major/Lt Col AMS (Regular or TA)
In Attendance	MS representative, Secretary and Observer. A representative of the appropriate RFCA

may be invited to attend.

If a nurse is a candidate, one of the members or the president is to be a nurse; similar representation is required for doctors and dentists. In the case of PAM a senior officer from the profession concerned should be a member if possible.

- d. Further details on professional qualifications required for commissioning, seniority to be awarded and age limits and length of commissions to be awarded for Medical, Dental and Nursing Officers are to be found in **JSP 527**.

27 - 28. Reserved.

Royal Army Medical Corps

29. Qualifications and Appointments. For terms and conditions of service for all Medical Officers **JSP 527** is the authoritative publication. In particular:

- a. Candidates for first appointment as medical officers are to be fully registered medical practitioners under the **Medical Acts** in force in the United Kingdom at the time of appointment.
- b. Qualified doctors who are not fully registered under the **Medical Acts** in force, and suitable medical students in their last two years at medical school, may be commissioned into the Royal Army Medical Corps (V).
- (1) Provisionally registered medical practitioners (PRMP) selected for appointment to such commissions are to be appointed in the rank of lieutenant (PRMP) and paid the PRNT rate of pay. When these PRMP become fully registered they are to be transferred to a medical commission with effect from the date of full registration with the General Medical Council (GMC) and promoted to Capt. Applications for such transfer are to be submitted on **AF E 535** through the appropriate chain of command to MS [Reserves] APC.
- (2) Senior medical students selected for appointment to such commissions are to be appointed in the rank of second lieutenant (non medical) (on probation). On qualification as a doctor and provisional registration with the GMC these officers are to be promoted to Lieutenant (PRMP) from the date of their provisional registration. Further advancement will be as in sub-para (1) above.
- (3) Provisionally registered doctors and senior medical students are only to be commissioned into AMS (TA) units. Until such time as they become fully registered as medical practitioners they are not to be employed in medical units on duties which may in any way contravene the **Medical Acts** currently in force.
- (4) Where there are no vacancies for medical officers in the establishment of TA medical units, provisionally registered doctors and senior medical students may be granted PRMP and non medical commissions supernumerary to the establishment of medical officers, provided that the overall AMS TA establishment of medical officers is under implemented by the number of such supernumerary officers.
- (5) No antedate for seniority for service as a PRMP and non medical officer can be granted to fully registered doctors granted medical officer commissions under this regulation.
- c. A Warrant Officer, NCO or other suitable member of the RAMC or other arm may be appointed as a Second Lieutenant or Lieutenant (non medical) RAMC(V) subject to the general conditions of eligibility and first appointments as laid down in **paras 4.011** and **4.061h**.
- d. Appointments as medical officers in the RAMC(V) (Section 'B') for service with the ACF may be granted to candidates eligible under sub-para a. Applications are to be submitted in accordance with **Annex L/4**.

30. Rank on First Appointment.

- a. First appointment as medical officer is to be made in the rank of captain.
- b. Officers who have served as medical officers on full pay whilst holding a regular, special regular or short service commission in the Royal Navy, Royal Marines, Regular Army, Royal Air Force or the regular forces of a Commonwealth country may be appointed in the rank for which they are qualified by length of service. No officer is to be appointed without appropriate checks being made with the relevant personnel branch.
- c. An officer with previous service who cannot be accepted in his or her substantive rank may be accepted in a lower rank.

31. Promotion.

- a. *Medical Officers.* Medical Officer promotions are governed by **JSP 527**.
- (1) The responsible authority for selection and promotion to lieutenant colonel (non command) is the Army Medical Services No 4 Board. Promotion to substantive Lieutenant Colonel will be dependent on:
- (a) Grading above the quality line for promotion.
- (b) Recommendation by an appropriate Board (currently 2 Med Bde).
- (c) A vacancy within establishment.
- (d) More than two years to serve to EED on assumption of the appointment.
- (e) Sufficient seniority in accordance with **JSP 527**.
- (f) Recommendation in the most recent annual report.
- (2) The responsible authority for selection to Lieutenant Colonel (AMS Command) is as at sub-sub-para (1) above (and graded above the quality line for command) but with the recommendation by the appropriate Brigade Review Board to an Army Medical Services No 4 Board.
- (3) The responsible authority for selection and promotion to Colonel (Command and Staff) is No 2 Selection Board and is dependent on:
- (a) Grading above the quality line for promotion and command.

- (b) A recommendation from DGAMS.
- (c) More than two years to serve to EED on assumption of appointment.
- (d) Sufficient seniority in accordance with **JSP 527**.
- (e) A vacancy within the establishment.
- (f) Recommendation in the most recent annual report.
- (4) The responsible authority for promotion to Colonel (clinical appointments) is as at sub-sub-para (2) above (less Command Grading) but with the recommendation by a 2 Med Bde Board to an Army Medical Services No 4 Board.
- b. *Non Medical Officers*. Other than for officers covered by para c below, promotion is to be governed by the terms of **paras 4.081 - 4.088**.
- c. *Allied Health Professionals (AHP) Officers*.
 - (1) Suitable applicants as radiographers, biomedical scientists, pharmacists or physiotherapists, environmental health officers or operating department practitioners are normally to be appointed in the rank of Lieutenant.
 - (2) Promotion to the rank of captain may be authorized:
 - (a) After four years commissioned service including Regular and TA service.
 - (b) After one year, if the officer is 27 years of age or older, and is recommended for promotion into a vacancy in the establishment. Acting rank may be granted to an officer who is at least 24 years of age.
 - (3) Promotion to the rank of major may be authorized:
 - (a) After 12 years commissioned service.
 - (b) After one year in the substantive rank of captain, if the officer is 34 years of age or older, and is recommended for promotion into a vacancy in the establishment. Acting rank may be granted to an officer who is at least 29 years of age.
 - (4) No officer may be promoted without a recommendation in his most recent annual confidential report.

Royal Army Veterinary Corps

32. Qualifications. Candidates for first appointment as veterinary officers are to be fully registered members of the Royal College of Veterinary Surgeons.

33. Rank on First Appointment.

- a. First appointment as veterinary officers is to be made in the rank of captain.
- b. Officers who have served as officers on full pay whilst holding regular, special regular or short service commissions in the Royal Navy, Royal Marines, Regular Army, Royal Air Force or regular forces of a Commonwealth country may be appointed in the rank for which they are qualified by length of service. No officer is to be appointed without appropriate checks being made with the relevant personnel branch.
- c. An officer with previous service who cannot be accepted in his or her substantive rank may be accepted in a lower rank.

34. Promotion.

- a. An officer is eligible to be considered for promotion to the substantive rank of major after five years reckonable commissioned service, either in the regular forces of the Crown, or in the TA.
- b. The senior TA veterinary officer may be promoted to lieutenant colonel subject to:
 - (1) Recommendation by DAVRS.
 - (2) A minimum age of 38 years.
 - (3) The completion of a minimum of 12 years reckonable service.
 - (4) A recommendation for promotion in his most recent annual confidential report.

Royal Army Dental Corps

35. Qualifications. For terms and conditions of service for all MO/DO and nurses **JSP 527** is the authoritative document. Candidates for first appointment as dental officers are to be fully registered under the **Dentists' Acts** in force in the United Kingdom at the time of application. Such candidates need not complete **Form NS 66** as they are not subject to screening by the Department of Employment.

36. Senior dental students in their last two years of training may be commissioned into the RADC(V) on probation. They are only to be commissioned into AMS TA units against dental officer vacancies. If all the RADC positions in a unit are filled, 2 Med Bde is to be approached to define unallocated positions within the overall AMS TA establishment against which further officers may be commissioned. Until such time as they become fully registered as dentists they are not to be employed on duties which in any way contravene the **Dentists' Act** and its associated Orders in force at the time.

37. Rank of First Appointment.

- a. First appointment as dental officer is to be made in the rank of captain.
- b. Senior dental students selected for commissioning are to be appointed in the rank of second lieutenant (non-dental(on probation)). On qualification as a dentist and while they are still vocational dental practitioners (VDP), these officers are to be eligible, subject to recommendation by the officer commanding the unit, for promotion to lieutenant from the date of their qualification and their probationary period will then end. Further advancement after full registration will be as in sub-para (a) above.

- c. Officers who have served as dental officers on full pay whilst holding a regular, special regular or short service commission in the Royal Navy, Royal Marines, Regular Army, Royal Air Force or regular forces of a Commonwealth country may be appointed in the rank for which they are qualified by length of service. Where there is no vacancy in the Unit establishment 2 Med Bde is to be approached to define unallocated positions within the overall AMS TA establishment against which officers may be appointed. No officer with such prior service will be appointed without checks being made with the appropriate personnel branch.
- d. An officer with previous service who cannot be accepted in his or her substantive rank may be accepted in a lower rank.

38. Promotion.

- a. Promotion to the substantive rank of major is to be after five years reckonable commissioned service in the regular forces of the Crown or on the Active List of the TA, provided that such service was rendered after full registration under the **Dentists' Act** or is reckonable under the provisions of sub-para b.
- b. With the exception of senior dental students commissioned under **para 37b** dental officers appointed may reckon for promotion one half of any previous full pay commissioned service, other than as dental officers.
- c. Dental officers, selected to fill majors' appointments before they have completed the necessary service may be granted acting rank. Once granted, acting rank is not to be withdrawn except on the grounds of inefficiency or misconduct, on voluntary transfer to a unit or pool where there is no vacancy for the officer in his acting rank, on relinquishing the appointment for which acting rank was originally granted, or on voluntary transfer to the RARO (except in the case of acting lieutenant colonels who are to retain their acting rank in the RARO). On call out the grant and retention of acting rank are to be subject to such rules as may become applicable to the Army as a whole.
- d. On being classified as senior specialist or consultant, dental officers may be granted the acting rank of major if not already substantive majors, provided that they hold appointments established for senior specialists or consultants.
- e. Officers selected for promotion to lieutenant colonel are normally to hold their appointments in this rank for a period of three years.
- f. No officer will be promoted without a recommendation for promotion in his most recent annual confidential report.

Queen Alexandra's Royal Army Nursing Corps

39. Qualifications and Appointment. For terms and conditions of service for all MO/DO and nurses **JSP 527** is the authoritative document.

- a. A candidate for first appointment should be a nurse registered with the statutory body. Evidence of registration and renewal of registration must be maintained at unit level with the individual documents of each nursing officer.
- b. With the exception of appointment to positions in specialist paediatric and obstetrics teams, a candidate must be registered on Part 1, 3, 12 or 13 of the register. A nurse with a qualification in only midwifery or paediatric nursing, *i.e.* registered on Part 8 or 10 of the register, may only be commissioned and appointed to a position in the specialist paediatric and obstetrics teams of HQ 2 Med Bde.

40. Rank on First Appointment.

- a. First appointment is normally to be made in the rank of second lieutenant. Candidates with two or more years appropriate post qualification experience may be appointed in the rank of lieutenant. Candidates with previous service as nursing officers on full pay, who are appointed in appropriate vacancies, may be appointed in their substantive rank, or in a substantive rank one lower than the highest temporary rank below lieutenant colonel which they have held.
- b. An officer with previous service who cannot be accepted in his or her substantive rank may be accepted in a lower rank.

41. Promotion.

- a. Provided that he is qualified and recommended for promotion, an officer may be promoted to the substantive ranks of lieutenant to major as follows:
 After completing two years appropriate post qualification experience.....lieutenant
 After completing four years reckonable service.....captain
 After completing 12 years reckonable service.....major
- b. Service reckonable for promotion is to be as follows:
 - (1) Service as described in the **Pay Warrant 1964**, Article 100.
 - (2) Commissioned service in the QARANC in the TA.
 - (3) A seniority antedate may be granted to an officer who on first appointment to a commission has previous recognized nursing experience. The maximum antedate for civilian experience is to be six years. The first two years recognized civilian experience are to count in full and any further period will count as half.
- c. Officers selected to fill appointments which carry higher rank before completing the necessary reckonable service may be granted acting rank provided they have a recommendation for promotion in their most recent annual confidential report. Acting rank once granted is not to be withdrawn except on grounds of inefficiency or misconduct, or on voluntary transfer to a unit where there is no vacancy for an officer in his acting rank, or on relinquishing the appointment for which acting rank was originally granted, or on voluntary transfer to the RARO (except in the case of acting lieutenant colonels who are to retain their acting rank in the RARO). On call out the grant and retention of acting rank are to be subject to such rules as may become applicable to the Army as a whole.

d. Promotion to the rank of lieutenant colonel and above is to be by selection by AMS No 1 Board. Such promotion will only be made if the officer has a recommendation for promotion in his most recent confidential report.

42. Tenure of Appointment as OC Nursing Sqn. On completion of tenure, officers may:

- a.* Be considered for a Grade 1 staff appointment or command.
- b.* Apply to be placed on the Unposted List.
- c.* Apply to retire or to resign their commissions, as appropriate.
- d.* Apply to be transferred to the RARO.

43. Resignation. An officer is to be required to retire or resign his commission when the officer ceases to be registered on Parts 1, 3, 12 or 13 of the statutory register. (Evidence of registration and renewal of registration must be maintained in the individual documents of each nursing officer at unit level.)

RLC/EFI

44. Conditions of service for officers in RLC/EFI are shown in **Annex B/4**.

45. Reserved.

Royal Electrical and Mechanical Engineers

46. Qualifications. Candidates for first appointment should have one of the following qualifications:

- a.* Previous full time commissioned service in the REME.
- b.* A degree in engineering or related discipline.
- c.* Corporate membership of an engineering institution or society.
- d.* Undertaking a course of study or practical experience leading to the achievement of (2) and (3) above to the satisfaction of the senior REME officer of the Div concerned.
- e.* Have held:
 - (1) The substantive rank of warrant officer in REME in the Regular Army or TA and be unconditionally recommended for a commission in his last confidential report.
 - (2) The substantive rank of warrant officer in REME and obtained a commission in another Arm or Service.
- f.* Such qualities, qualifications or experience as are deemed by Col REME TA to be acceptable in a REME officer(V). These will normally be in an engineering or scientific discipline or be of a technical management nature but could include allied subjects if the intellectual and leadership qualities of the candidate were strong.

47 - 48. Reserved.

Adjutant General's Corps (Staff and Personnel Support)

49. Candidates for first appointment are to be approved by the Commander SPS of the Div. They should have one of the following qualifications:

- a.* Previous full time service as an officer in the RAPC or AGC(SPS).
- b.* Associateship of the Institute of Chartered Accountants, the Chartered Institute of Management Accountants, the Chartered Institute of Personnel Development, the Society of Incorporated Accountants and Auditors or the Association of Certified and Corporate Accountants.
- c.* A degree in commerce, economics or accountancy.
- d.* Secretarial, accountancy or other similar qualifications which will be considered on their merits on the basis of the examinations passed.

50. Exceptionally, applications are to be considered from candidates not possessing the above qualifications but who are:

- a.* Ex officers of other arms who possess considerable experience of, and aptitude for, the administration of unit pay duties and funds;
- b.* Officers or ex officers of the TA in arms other than RAPC or AGC(SPS) who possess the required experience and aptitude.
- c.* AGC(SPS)(V) warrant officers or senior NCOs who have a particular aptitude for professional administrative duties and who are either:
 - (1) Former RAPC or AGC(SPS) warrant officers of the Regular Forces; or
 - (2) AGC(SPS)(V) senior NCOs who have completed at least four years service with the RAPC(V) or AGC(SPS).

51. Reserved.

Adjutant General's Corps (Provost)

52. Special Investigation Branch. Candidates are only to be considered who have previous service in the SIB of the RMP or *have appropriate specialist policing skills such as within the CID branch of a civil police force, National Crime Squad, Customs and Immigration, Serious Fraud Office or other investigative agency.*

Adjutant General's Corps (Education and Training Services)

53. Eligibility. Applications for a position in the ETS TA Pool are considered from:

- a. Applicants with former commissioned service.
- b. Applicants with former non-commissioned service. Other applications will be dealt with on a case-by-case basis. Final acceptance authority is HQ DETS(A).

54. Qualifications. Linguist candidates should have a minimum SLP of 3333 in at least one foreign language.

55. Selection Procedures.

- a. All candidates with former commissioned service are to be referred to CVHQ AGC. They will be required to attend a selection board chaired by a Colonel nominated by HQ DETS(A).
- b. All candidates with former non-commissioned service are to attend a selection board chaired by a Colonel nominated by HQ DETS(A).

56 - 58. Reserved.

Adjutant General's Corps (Army Legal Services)

59. Qualifications. Candidates for first appointment must be qualified as:

- a. Barristers or solicitors of England and Wales, or of Northern Ireland, or
- b. Advocates or solicitors of Scotland.

60. Selection. Candidates will be considered by an AGC (ALS) selection board convened by the senior AGC(ALS) officer at Army HQ, and consisting of an AGC(ALS) officer of the rank of colonel or above as president, and two other officers.

61. Rank on First Appointment.

- a. First appointment as AGC (ALS) officers is to be made in the rank of Captain.
- b. Candidates who have served as legally qualified officers on full pay whilst holding a Regular, Special Regular or Short Service Commission in the Army Legal Corps or AGC(ALS) may be appointed in the rank (not above Major), and granted the seniority for which they are qualified by such previous service.
- c. Candidates who have previous commissioned service in the Regular or Reserve Forces other than as shown above, may be granted seniority (up to a maximum of one year) of one third of such previous service.

62. Reserved.

63. Initial Training. On first appointment, candidates with no previous commissioned service in the Regular or Reserve Forces are to attend an AGC Young Officers course at AGC CVHQ and obtain a satisfactory report during their first year.

64 - 65. Reserved.

Intelligence Corps

66. Candidates for first appointment should be qualified in one of the following ways and have passed interview/selection for the relevant MI unit:

- a. Have previous full time service as an officer in the INT CORPS.
- b. Hold the relevant educational qualification (*see para 4.014*).
- c. Applicants for specialist employment should, where possible, have relevant experience or be recommended for their aptitude for intelligence duties or possess high calibre linguistic qualifications.

67 - 79. Reserved.

Officers Training Corps

80. General. Officers are appointed to service with the OTC either in established vacancies or in the Special Pool. Except as stated in the following paragraphs, all the provisions regarding officers in this Chapter will apply to these officers.

81. Officer Cadets Commissioned while Serving in the OTC.

- a. Officer Cadets granted a commission while serving in the OTC, or who are granted a commission for service in the Special Subaltern's Pool, will normally be appointed to the General List. Such officers will commission as Gp A TA officers.

82. Transfers. An officer who joins another university may:

- a. Be assigned to the new contingent provided there is a vacancy and with the consent of the commanding officer.
- b. Be attached temporarily to the new contingent.
- c. Transfer to a TA unit other than an OTC contingent subject to the normal rules.
- d. Transfer to RARO or retire or resign as appropriate.

The appropriate application is to be made in accordance with **paras 4.102 or 4.103**.

83 - 125. Reserved.

Media Operations Group

126. General. The Media Operations Group is a Category A, Regional Pool under the command of Army HQ. The Pool recruits from the communications professions and provides public relations services to the Army.

127. Eligibility for Commission.

- a. Candidates for appointment to the Pool should have obtained a pass grade at 'O' level in five subjects, one of which should be English Language.
- b. Candidates should be practising professionals in the fields of newspapers, broadcasting, magazines, publications and the media; or
- c. Have obtained one of the following professional qualifications, or be able to demonstrate full practising experience and capability in public relations:
 - (1) Member of the Institute of Public Relations.
 - (2) Member of the Associate of Industrial Editors.
 - (3) Diploma of the National Council for the training of Journalists, Diploma in Communications, Advertising and Marketing (Dip CAM), or equivalent.

128. Age Limits. As laid down in **Annex C/4**.

129. Medical Standards. In accordance with **para 4.015**.

130. Selection Boards. All candidates for the Pool must attend a selection board convened by the Senior Media Ops officer. Those candidates who do not hold a commission will be assessed for professional and military suitability.

131 134. Reserved.

135. Candidates commissioned for service in the Media Ops Group will be commissioned into a Regiment or Corps suitable for the Headquarters or District in which they will be deployed. Where possible regard will be made to any personal connections with individual Regiments or Corps.

136. Reserved.

Small Arms School Corps(V)**137. Eligibility.**

- a. Candidates for first appointment to the Army HQ SASC(V) Pool should normally have had previous full time service as an officer in the SASC. Exceptionally, a former SASC WO1 may be considered for an SASC(V) commission.
- b. All candidates for an SASC(V) commission are to be initially screened and recommended for an appointment by HQ SASC. Ex-regular WO1s seeking an SASC(V) commission are to be considered and recommended by an SASC board before any further action is taken.
- c. In the event that an SASC(V) officer's professional competence or abilities in weapons training and/or range management instruction and supervision are in doubt, his technical abilities and competence are to be reviewed by HQ SASC, notwithstanding any other disciplinary or administrative action which might be considered necessary. In the event that an officer is found to be unsuitable to exercise his functions as an SASC officer, he may elect to transfer to another Arm or Service or voluntarily retire or resign.

138 – 144. Reserved.

15 (UK) PSYOPS Gp

145. The Psyops Group consists of officers and soldiers, either with expertise in the field of Psyops or who have been trained by 15 (UK) PSYOPS Gp. Individuals with media qualifications and experience (including TV, radio, printing, photography, illustration or information technology) or a marketing and audience analysis background may be especially suitable in some roles. Ex-regular or reserve personnel with experience in framework operations may also be suitable.

146. Eligibility. Candidates will fall into one of the following categories:

- a. Mainstream TA Officers, having pre-boarded at 15 (UK) PSYOPS Gp for suitability, should apply for a position in 15 (UK) PSYOPS Gp as part of the normal E2 process. This is then ratified by the No. 6 Board.
- b. Newly commissioned officers, and officers transferring from Regular Service or RARO, should secure a TA commission in the R SIGNALS, prior to application to 15 (UK) PSYOPS Gp as per **paras 4.063 - 4.065**.
- c. TA (LE) applicants should secure a commission in their own capbadge and then apply for a position in 15 (UK) PSYOPS Gp.

147. Selection Boards. All officer candidates regardless of whether or not they have former commissioned service, or already hold a commission in another TA unit, are to attend an initial selection board convened by Comd 15 (UK) PSYOPS Gp.

- a. The board will recommend commissioned officers and potential officer candidates for either:
 - (1) selection as commissioned officers for appointment in the Gp or
 - (2) attendance at AOSB for selection as a TA officer.

148. All officers commissioned and appointed to 15 (UK) PSYOPS Gp will be appointed in the rank of second lieutenant in the R SIGNALS, or by exception in their chosen Corps.

Land Information Assurance Group (Volunteers)

149. The Land Information Assurance Group (Volunteers) (LIAG(V)) is a national unit consisting of experts in the field of Information Technology and information systems engineering as defined in **para 150**.

150. Eligibility. Candidates should be practising professionals in this field and have obtained one of the following professional qualifications or be able to demonstrate full practising experience and capability in the relevant field:

- a. Member of BCS, IEE or other professional body that entitles a member to be designated 'C Eng'.
- b. Masters degree in a relevant subject, e.g. information systems, information security, information warfare, or an equivalent military qualification, e.g. 'ais' or 'dis'.
- c. First degree in a relevant subject as shown above, plus experience of system administration/management.

Land Information Communications Services Group (Volunteers)

151. The Land Information Communications Services Group (Volunteers) (LICSG(V)) is a national unit consisting of experts in Field Communications, associated encryption, engineering management and network and project planning; with an understanding of the Information Technology components used, as defined in **para 152**.

152. Eligibility. Candidates should be practising professionals in the fields outlined in **para 151**. The group is split into two distinct proficiencies, Communications and IT; as such individuals must have obtained the following professional qualifications, or be able to demonstrate full practising experience and capability, in the relevant field:

- a. *Communications.*
 - (1) Be a qualified Y of S, F of S Regular or TA.
 - (2) Honours Degree biased towards engineering and mathematics.
- b. *Information Technology.*
 - (1) Be a qualified IS Sup, Regular or TA.
 - (2) Honours Degree biased towards IT, engineering and mathematics.

LIAG(V) and LICSG(V)

153. Selection Boards.

- a. All officer candidates for LIAG(V) and LICSG(V), regardless of whether or not they have former service in the ranks or as a commissioned officer or already hold a commission in another TA unit, are to attend an initial selection board convened by Comd CVHQ R SIGNALS.
- b. The board will recommend selected commissioned officers for appointment in the Group, and potential officer candidates for training at RMAS.

154. All officers commissioned and appointed to LIAG(V) and LICSG(V) will be appointed in the rank of Captain in the R SIGNALS.

APPENDIX 1 TO ANNEX A TO CHAPTER 4

Reserved

APPENDIX 2 TO ANNEX A TO CHAPTER 4

Reserved

**APPENDIX 3 TO ANNEX A TO CHAPTER 4
GROUP C - SPONSORED RESERVE OFFICERS
SPECIAL TERMS AND CONDITIONS OF SERVICE**

(ANNEX J/1 REFERS)

1. The instructions contained elsewhere in these regulations for ordinary members apply equally to officers of the Sponsored Reserve except where they are over-ruled by specific instructions in particular at **paras 1.057 - 1.069, Annex J/1**, this Annex, or special terms and conditions of service specified in the Employee's Agreement due to conditions laid down in the MOD Arrangement and the Employer's Consent Form. Officers will normally be administered by TA/CVHQs.
2. **Nationality.** As laid down in **para 4.011**.
3. **Age Limits.** See **para 15 of Annex J/1**.
4. **Medical Standards.** See **para 16 of Annex J/1**.
5. **Educational Standards.** All applicants must be suitably qualified and experienced for the role they are required to fulfil. The MOD sponsor may specify minimum qualifications for particular roles in the arrangement with the principal employer. Any special qualifications are to be included in the Employee Agreement.
6. **Residence.** See **para 17 of Annex J/1**.
7. **Appointment.**
 - a. Sponsored Reserve potential officers are eligible for direct appointment subject to obtaining SC. Regulations governing rank on appointment are covered by **para 18 of Annex J/1**. The APC is to inform the employer in writing when an officer candidate has been granted a commission.
 - b. The recruiting unit is to inform the APC if a candidate is rejected for any reason or fails to be commissioned or attested as a potential officer by the date shown in the Employee Agreement. APC is to inform the employer in writing if any of these events occur.
 - c. If a potential Sponsored Reserve officer has been attested as a soldier prior to commissioning, and is found unsuitable for a commission, he is to be discharged under **para 5.191** endorsed "Sponsored Reserve Contract ended". (See **para 29c of Annex J/1**.)
8. **Provisional Commission (Sponsored Reserves(SR)).**
 - a. Exceptionally, a potential Sponsored Reservist will seek a commission before his Employee Agreement has been finalized. Such instances will occur before detailed negotiations between the principal employer and the MOD sponsor have been completed, but an Employer's Consent Form has been issued. (See **para 7 of Annex J/1**.)
 - b. Provided an Employer's Consent Form has been issued and authorization has been received from the MOD sponsor (either directly or through Army HQ (G3 TA)), the applicant may be processed as an officer and appointed as a Provisional 2Lt (SR) into Group C. Such provisional officers may voluntarily carry out SR training, but until an Employee Agreement has been signed and witnessed, and the date specified on the agreement has been reached, may not be confirmed and will not be liable for mobilization. (See **para 1.058**.)
 - c. If the commission is confirmed, for the purposes of pay and seniority confirmation in the rank given is to be backdated to the day of provisional appointment. Any training carried out during this period may count towards SR bounty.
9. **Documentation.**
 - a. Instructions from the MOD sponsor specifying the ranks and numbers of personnel to be employed as Sponsored Reserves by the principal employer (either as direct employees or as employees of a sub-contractor (their employer), or as self employed persons under sub-contract) for the specified arrangement made in accordance with Part V of the **1996 Act**.
 - b. The Employer's Consent Form.
 - c. The Employee Agreement except in cases of provisional SR commissions.
10. **Training.** Officers of the Sponsored Reserves are required to undergo the military training required to meet the minimum standards laid down by DTrg(A) and attend the number of days annual training laid down in the MOD Arrangement and specified in the Employee Agreement. (See **para 20 of Annex J/1** and **paras 2.033, 2.034c, 2.037 and Annex B/2**).
11. **Promotion.** See **para 19 of Annex J/1**.
12. **Transfers.**
 - a. *Within Group C.* See **para 39 of Annex J/1**.
 - b. *To Group A or B.* See **para 40 of Annex J/1**.

c. To Group C from Groups A or B. See paras 18b and 41 of Annex J/1.

13. Absence Abroad. *See para 17b of Annex J/1.*

14. Resignation or Retirement.

- a. General.* Officers may only hold appointments in Group C while they are filling Sponsored Reserve appointments. If they cease to be employed by an employer with a Sponsored Reserve commitment, move to another employment in that firm which does not require a Sponsored Reservist, or receive notice of cessation of liabilities from DMCM, they are to comply with the provisions of **paras 4.161** or **4.192** as appropriate. (Notice of the Secretary of State's intention to terminate a Sponsored Reservist's call out and training liabilities as authorized by Section 41(1)(d) **RFA 96** may be up to a maximum of three calendar months, but should not normally be less than one calendar month. It will be given in his name by DMCM.) In all instances, the APC is to inform the employer in writing when an officer's resignation, retirement or transfer to RARO is confirmed, or his commission is terminated. (The provisions of **paras 4.161** or **4.192** do not apply to officers with outstanding liabilities in Groups A or B, or if an application for transfer has been submitted, provided their transfer is approved.)
- b. Voluntary Resignation or Retirement.* An officer contemplating voluntary resignation or retirement before his obligations as a Sponsored Reservist have ceased, is to inform his employer of his intentions before submitting his application to resign or retire. If he is self-employed and under contract to provide services as a Sponsored Reservist, he is to inform the person to whom he is under contract. His letter of application to his commanding officer is not required to be submitted more than three calendar months before his proposed date of resignation or retirement and is to confirm that he has made his intentions known to his employer, or the person to whom he is under contract. His employer is to be notified as soon as an application is received.
- c. Action to be Taken when Sponsored Reserve Liabilities Cease.* In the event that an officer ceases to have any Sponsored Reserve liabilities for any reason:
- (1) His duties and liabilities, unless he has transferred to Group A or B, shall only be those essential to effect his resignation, retirement or transfer to RARO.
 - (2) His employer is to be informed of any such duties associated with the processing of his resignation or retirement which will require him to be absent from his civilian place of work, and of the date on which the officer formally retires, resigns or is transferred from the Sponsored Reserve (*see para 32 of Annex J/1*).
 - (3) Procedures and documentation are to be carried out as laid down in **paras 4.183-4.184**. Additionally, this is to include the return of arms, clothing or equipment which is public property in good order, or the payment for missing items or those items for which damage is not accountable due to fair wear and tear.

15. Reckonable Service. *See paras 42 and 43 of Annex J/1.*

16. Transitional Members. *See para 44 of Annex J/1.*

**APPENDIX 4 TO ANNEX A TO CHAPTER 4
RECOMMENDATION FOR THE APPOINTMENT OR EXTENSION OF TENURE
OF AN HONORARY COLONEL OF A TA REGIONAL UNIT
(PARA 4.145, REFERS)**

1. Name: _____ Forenames: _____

2. Rank or Title: _____

3. Personal Number: _____ (If applicable)

4. Decorations: _____

5. Date of Birth: _____

6. Private Address: _____

7. Telephone Number: _____

8. Unit for which nominated: _____

9. Assumption/Extension of Appointment wef: _____

10. Brief History of Military Service:

11. Civilian Activities:

Date: _____ <p style="text-align: center;">Commanding Officer</p>	Date: _____ <p style="text-align: center;">GOC..... Div</p>
Date: _____ <p style="text-align: center;">RFCA</p>	(Only if applicable - <i>see para 4.145b</i>)
Date: _____ <p style="text-align: center;">Comd.....Bde</p>	Date: _____ <p style="text-align: center;">CLF</p>

**APPENDIX 5 TO ANNEX A TO CHAPTER 4
RECOMMENDATION FOR THE APPOINTMENT OR EXTENSION OF TENURE
OF AN HONORARY COLONEL OF A TA NATIONAL UNIT**

(PARA 4.146 REFERS)

1. Name: _____ Forenames: _____

2. Rank or Title: _____

3. Personal Number: _____ (If applicable)

4. Decorations: _____

5. Date of Birth: _____

6. Private Address: _____

7. Telephone Number: _____

8. Unit for which nominated: _____

9. Assumption/Extension of Appointment wef: _____

10. Brief History of Military Service:

11. Civilian Activities:

Date: _____ <p align="center">Commanding Officer</p>	Date: _____ <p align="center">Colonel Commandant</p>
Date: _____ <p align="center">Comd TA/CVHQ</p>	

ANNEX B TO CHAPTER 4
TERMS OF EMPLOYMENT WITH THE NAVY,
ARMY AND AIR FORCE INSTITUTES
(PARAS **4.011**, **4.015** AND **4.061** REFER)

Officers

1. The instructions contained in TA Regulations apply equally to all officers employed with NAAFI, except where they are at variance with the details in this Annex.
2. **Liabilities for Call Out on Permanent Service.** Officers are to have the same call out liabilities as other officers in the same TA Group, but are to be called out on permanent service only when required for service with NAAFI.
3. **Residence and Travel Overseas.** Officers who are employees of NAAFI and who proceed overseas as such, may retain their commissions in the TA irrespective of the period spent overseas provided they remain in the employment of NAAFI.
4. **Eligibility for a Commission.**
 - a. All candidates are to satisfy the conditions and nationality rule as laid down in **paras 4.011 - 4.012** and be between the ages of 21 and 55 years.
 - b. Their minimum medical standards are to be:
RLC/EFI - PULHHEEMS assessment giving a PES of BE or BT;
 - c. Candidates who have previously served as officers;
 - (1) On full pay in the armed forces of the Crown (including the Naval, Military and Air Forces of the Commonwealth); or
 - (2) On the Regular Army Reserve of Officers; or
 - (3) In the TA or TAVR (other than for service with the Combined Cadet Force or Army Cadet Force); or
 - (4) In addition, soldiers in RLC/EFI who have been recommended by NAAFI for commissioning, are eligible for consideration by attending a RLC Commissioning Interview Board.are to be eligible for consideration for the grant of direct commissions in RLC/EFI.
5. Candidates are to be required to give a written undertaking to serve in a military capacity with NAAFI when required at a time of emergency, when not called out under a TA liability.
6. **Nature of Commission.** Officers are to be appointed to Land Forces commissions for service in the specialist RLC EFI.
7. **Applications for Commissions.** Applications are to be made on **AFCO Form 4**, accompanied by **F/Sy 904**, (completed in duplicate) and submitted by NAAFI to HQ RLC TA.

Rank and Promotion

8. Provided their applications are approved, candidates are to be appointed in the rank of second lieutenant and are to be eligible for substantive promotion to lieutenant on completion of two years reckonable service in the TA or TAVR when not called out, and full paid service as laid down in the **JSP 754**.
9. The highest rank for officers is to be that of lieutenant.
10. There is to be no substantive promotion above the rank of lieutenant, but officers called out on a permanent service are to be granted acting rank appropriate to the appointment they are required to fill under such rules as may become applicable to the Army as a whole.

Training

11. RLC/EFI officers, including those employed overseas, are required to complete MATTs annually. Additional training may be undertaken on a voluntary basis, under arrangements agreed between the Ministry of Defence and NAAFI.

Pay, Allowances and Bounties

12. Officers are to receive no pay, allowances or bounties from Army funds but are to be remunerated by NAAFI in accordance with the terms of employment of that organization.

Removal and Resignation

13. Officers may apply to resign their commissions at any time except during an emergency. Officers are normally to cease to serve in the TA at 55 years of age, but in exceptional service circumstances the age limit may be raised.

**ANNEX C TO CHAPTER 4
AGE LIMITS OF OFFICERS**

(PARAS 4.013, 4.161 AND 4.164 REFER)

Entry Ages

1. The age limits in this Annex are not applicable to the ACF and CCF. Age limits for ACF and CCF officers are laid down in **Annex K/4** and **Annex L/4**.
2. **Upper Age Limits on Appointment.** The upper age limit for appointment to DE commissions on entry to RMAS on TACC is 35 years. Candidates who have previously held a commission in the Regular or Reserve Forces of the Crown or the Commonwealth may be considered on a case by case basis by the relevant A&SD and authorized by DM(A) up to their 57th birthday in order for three year assignments to be undertaken. The upper age limit for Specialist Commissioning is raised from 45 to 50. The upper age limit for Group A LE is 54 years.
3. **Minimum Age Limit.** The minimum age for commission is 18 years (21 years for QARANC). There is no minimum age for Soldier Entry.

Normal Retirement Age

4. **General.** All TA Group A officers may serve to age 60 years provided that they are employed in an established TA position. The NRA for individuals may exceptionally be raised on the authority of the DM(A).
5. **R SIGNALS.**
 - a. *JSSU(V)*. The maximum entry age is 50, subject to satisfactory medical reports, previous training and experience.
 - b. *LIAG(V)* and *LICSG(V)*. The maximum entry age is 50, subject to satisfactory medical reports, previous training and experience.
 - c. *15 (UK) PSYOPS Gp*. The maximum entry age of 15 (UK) PSYOPS Gp is 50 years, subject to satisfactory medical reports, previous training and experience.
6. Reserved.
7. **RLC/EFI.** Age limits for RLC/EFI are shown at **Annex B/4**.
- 8 - 9. Reserved.
10. **RAMC.** The NRA for Reserve Medical, Dental and Nursing Officers is 60 years. The NRA for individuals may exceptionally be raised on the authority of the DM(A).
11. **Promotion.** There are no upper age limits for consideration for promotion to the next rank provided that an individual can be assigned on promotion into a position for three years (or in the case of MO/DO/NOs, two years). This effectively makes the upper age limit for promotion at all levels 57 years, or 58 years for MO/DO/NOs.

**ANNEX D TO CHAPTER 4
EXAMINATIONS ACCEPTABLE AS EQUIVALENT TO
GCE 'O' LEVEL/GCSE GRADES A TO C**

(PARA 4.014 REFERS)

1. A list of examinations which may be accepted as equivalent to GCE/GCSE grades A to C is given below. This list is not exhaustive. When any other qualification is offered reference should be made to MOD(DETS(A)) for clearance.

2. United Kingdom.

Cambridge, Overseas School Certificate - Pass with Credit standard *i.e.* Grade I to VI or A-C.

Certificate of Secondary Education (CSE) Grade 1.

City and Guilds Final Certificates in certain technological and craft subjects. (Certificates should be submitted for scrutiny).

Civil Service Commission - Administrative officer examination.

Northern Ireland Schools Senior Certificate - No longer extant, but previously gained certificates acceptable.

Ordinary National Certificate (above GCE 'O' level standard).

Scottish Certificate of Education - Passes prior to 1973, or 1973 onwards:

Ordinary Grades A-C

Standard Grades 1-3

3. Other Countries.

a. *Australia.* The following examinations may qualify students for entry to Australian Universities which would indicate that they are of overall GCE 'A' level standard. However, as these qualifications cover more subjects than 'A' level courses it is likely that some subjects may only be of 'O' level standard:

New South Wales - Higher School Certificate

Queensland - **OCE**

South Australia - **HEE**

Tasmania - Higher School Certificate at level III

Victoria - High School Certificate Grades **A-C**

Western Australia - **WACE**

b. *Canada.*

High School XII (except Quebec - Grade XI)

c. *Eire.*

School Leaving Certificate Grades **A-C** at Ordinary/Standard level.

d. *New Zealand.*

University Entrance Examination Grades A-C

e. *South Africa.*

Senior Certificate Grades A-C at the Standard Grade.

ANNEX E TO CHAPTER 4

Reserved

ANNEX F TO CHAPTER 4

Reserved

ANNEX G TO CHAPTER 4
THE TRANSFER OF TA OFFICERS TO THE REGULAR
ARMY RESERVE OF OFFICERS
(PARAS 4.101 AND 4.181 REFER)

General

1. Transfer to the RARO (which is part of the Army Reserve) is provided for officers (whether holding Land Forces or TA commissions) who wish to retain their commissions and accordingly to be liable for call out after ceasing to serve on the Active List of the TA, and also for officers temporarily resident abroad or otherwise temporarily unable to undertake a TA commitment. Such officers may transfer back to the Active List at any time, if eligible and acceptable.
2. Officers transferred to the RARO are to retain their existing commissions.
3. The terms of service of the RARO are shown in **Regular Reserve Regulations 1997**.
4. A TA officer who has transferred to RARO is liable after Call Out to be assigned or transferred to any unit of any corps or to be attached to any part of HM Forces.

Liability for Call Out

5. When a TA officer is transferred to the RARO he is to complete **AF E 613** notifying his commanding officer of the category in which he wishes to be placed. This is normally to be:
 - a. officers of Group A into RARO II.
 - b. officers of Group B into RARO 3.

except that an officer with an uncompleted compulsory RARO I liability is automatically to revert to RARO I and resume his compulsory liability. The call out liabilities of the five classes of the RARO are shown in **Regular Reserve Regulations 1997**.

Eligibility

6. Officers who hold or have held commissioned appointments in the TA are eligible for transfer or appointment to the RARO, except those appointed on probation whose commissions have not been confirmed. An officer on probation who has obtained satisfactory reports after annual camp may be held in excess of the establishment of his unit or pool until the date on which his commission is confirmed and then transferred to the RARO.

Rank and Promotion

7.
 - a. A TA officer is normally to be transferred to the RARO in his existing substantive rank except that an officer of the rank of acting lieutenant colonel may retain his acting rank (*see* **para 4.085e(4)**) and may be granted substantive rank on reaching the age prescribed in **para 4.084**.
 - b. There is no provision for promotion in the RARO except that a second lieutenant may be promoted to lieutenant on completion of two years service in the reserve.
8. An officer serving in the TA who wishes to be transferred to the RARO is to apply to his commander, TA/CVHQ, or to his commanding officer, on **AF E 613** (*see* **para 4.184**). A transfer is normally to be in the same arm.

Voluntary Training

- 9 - 17. Reserved.

Efficiency Decoration

18. Service in the RARO is not to be reckoned as qualifying service towards the award of the Efficiency Decoration and/or Clasps, except when called out. Service in the RARO is not to constitute a break in Service.

Change of Address and Residence

19.
 - a. Officers of the RARO are required to notify any change of their permanent address to MS [Reserves] APC Regular Army Reserves Section.
 - b. Any officer of the RARO who wishes to take up permanent residence overseas and, additionally any officer nominated for recall on mobilization who wishes to go overseas temporarily is to inform the relevant Ministry of Defence personnel branch of his intention. His ability for service is not to be affected by any such move.

ANNEX H TO CHAPTER 4
THE RETENTION OF SUBSTANTIVE RANK AND THE GRANT OF HONORARY RANK
TO OFFICERS LEAVING THE TA

(PARA 4.190 REFERS)

General

1. For the purpose of this Annex, service in the TA is to include previous commissioned service in the Militia, the Supplementary Reserve of Officers, the Army Emergency Reserve and on the Active List of the Territorial and Auxiliary Volunteer Reserve.
2. This Annex lays down the rules for the retention of substantive rank and the grant and retention of honorary rank by officers of the Territorial who cease to belong to that reserve.

Retention of Substantive Rank

3. The following may be permitted to retain their substantive ranks:
 - a. Officers who after completing a total of 10 or more years commissioned service in the TA or R IRISH(HS) retire from the TA.
 - b. Officers who after completing a total of 10 or more years commissioned service in the TA or R IRISH(HS) transfer to the RARO and subsequently cease to belong to that reserve either by removal at their own request or on reaching the prescribed age limit.
4. Full time commissioned service with the Regular Army is to be allowed to count towards the qualifying period of 10 years.
5. Commissioned service with other Services and armed forces of the Crown which is comparable to the Regular Army or TA service quoted above may be considered for aggregation towards honorary rank. Each such case is to be considered on its merits.

Grant of Honorary Rank

6. An officer who is entitled to retain his substantive rank under the conditions of **paras 3** or **5** is, provided that he has rendered satisfactory service throughout, to be eligible for the grant of honorary rank on leaving the Active List of the TA as follows:
 - a. Honorary rank may be granted equivalent to the highest acting rank which has been held for an aggregate period of six months, or for less period if the officer's service in the rank was terminated by wounds or sickness which involved absence from duty and subsequent retirement or transfer to the RARO. Local rank does not qualify an officer for the grant of honorary rank, but in very special circumstances the Defence Council may allow such rank to qualify.
 - b. Any period during which acting rank is held by an officer while seconded or attached to another Department or Service (or any period during which equivalent rank in that Department or Service is held) may count under sub-para a.
 - c. Honorary rank is to be suspended automatically if an officer is re-appointed to the TA or joins the Active List of the Regular Army or on enlistment. At the end of such service, honorary rank is to be restored, unless the officer is granted a higher rank under the provisions of this Annex.
7. The grant of honorary rank is to be notified in the London Gazette, but an officer who receives from the Ministry of Defence an official intimation in writing of the grant of honorary rank may assume the rank, pending and subject to confirmation in the London Gazette.
8. The conditions for the grant of honorary rank to officers appointed to the General List Section B for Service with the CCF or the ACF are contained in the Manuals for those forces.

ANNEX I TO CHAPTER 4
GUIDANCE AND PROCEDURE FOR TERMINATION OF COMMISSIONS

(PARA 4.175 REFERS)

1. Whenever an officer of the TA fails to carry out a military obligation as laid down in these regulations his commanding officer is first to make every effort to get in touch with him to discover the reason. Where possible, as a first step, a suitable representative is to visit the officer at his last recorded address. In this context 'failure to carry out a military obligation' can include failure to report a change of permanent address or to pay a mess bill.
2. When a commanding officer is satisfied that an officer cannot be traced or has no intention of replying to letters (for non attendance this process is to include the issue of three written warnings, at two week intervals, to the last known address of the TA officer), or that the explanation furnished is inadequate, he is, whenever practicable, to inform the officer by recorded delivery that it is intended to recommend termination of commission. The officer is to be reminded of his right to submit a representation for consideration by the Army Commissions Board and warned that if none has been received before a given date the case will then be decided without further delay. Whilst a period of two weeks will normally suffice for this purpose in the case of an officer resident in the United Kingdom, a suitably extended period is to be allowed in the case of residents abroad. A non attendee TA Officer is defined as 'a person who has not attended training in each quarterly period of the Training Year, has not gained a written leave of absence or has not been granted a lower training commitment by the commanding officer'.
3. On receipt of the officer's representation or on the expiry of the period of grace allowed for reply, the commanding officer is to submit a full report through the normal channels to Div HQ with a recommendation as to the action to be taken. There is no set form for such reports. When dealing with failure to carry out training obligations, it is important that the date on which the officer last performed duty should be stated. A copy of the latter finally warning the officer of the action to be taken is invariably to be attached to the report as should copies of any correspondence between the unit and the officer which help to clarify the case.
4. Superior commanders are to add their recommendations. If, on receipt of the report in Div HQ, the GOC/Commander is of the opinion that the case calls for the consideration of the Army Commissions Board, his recommendation is to be added and the case forwarded with an **AF E 535** to MS [Reserves] APC. The recommendation of the GOC/Commander is to be signed either personally or by an officer on his staff not below the rank of Colonel.

ANNEX J TO CHAPTER 4
OFFICERS - QUALIFICATION FOR PROMOTION

(PARA 4.084 REFERS)

- 1.** Officers of the TA, unless exempted by DM(A), are required to possess qualifications for substantive promotion from lieutenant to captain and captain to major. A list of the officers exempted is given at **Appendix 1** to this Annex.
- a.* Current rules stated are for LTOS and where applicable the ATOS rules are detailed.
 - b.* Transitional arrangements are valid until 1 Apr 2012.
 - c.* All Officers are to meet the requirements laid down in ACR's and the Officer Career Development Handbook.

Acquisition of Qualifications

2 - 11. Reserved.

Acting Rank

12. Officers granted acting rank must receive a recommendation for promotion in the 2nd year of the acting rank, providing the normal retiring age for the substantive rank held does not fall within that period. Officers failing to acquire a recommendation in the 2nd year of acting rank are to forfeit acting rank. Officers who fail to continue to be recommended for promotion during the period in acting rank are to forfeit acting rank. Once acting rank has been forfeited it is not to be regranted until the necessary qualifications and recommendations have been acquired. Cpts and Majs must have a minimum of three reports in their substantive rank prior to being granted acting rank of Maj or Lt Col respectively.

**APPENDIX 1 TO ANNEX J TO CHAPTER 4
TA OFFICERS EXEMPTED FROM PROMOTION
QUALIFICATION TESTS**

(PARA 1 OF ANNEX J TO CHAPTER 4 REFERS)

1. Officers of the TA may be exempted from obtaining qualifications for promotion as laid down in **Annex J/4** on the grounds of either:
 - a. Already holding suitable qualification by virtue of former service (*see para 2*),
or
 - b. Being employed as a specialist (*see para 3*).
2. **Former Service Qualifications.** The following may be exempted from obtaining promotion qualifications:
 - a. Officers who have previously held the substantive rank concerned in the regular armed forces of the Crown or of the Commonwealth or in the TA, or TAVR.
 - b. Officers who have passed the appropriate Regular Army examination or are exempt from it but who may not have subsequently held the substantive rank concerned.
 - c. Officers who have previously held substantive warrant officer rank in the Regular Army or TA (including TAVR), UDR or R IRISH(HS) (lieutenant to captain exam only).
3. **Specialist Officers.** Promotion qualifications are not required for the following specialists except where noted:
 - a. Military Works Force(V).
 - b. RACHD. (*See Annex A/4.*)
 - c. RAMC PQOs. (*See para 29 of Annex A/4.*)
 - d. RADC.
 - e. General List less OTC and SAS.
 - f. QARANC. (*See para 41 of Annex A/4.*)
 - g. AGC (ALS).
 - f. *Directors of Music.*

ANNEX K TO CHAPTER 4
SPECIAL TERMS OF SERVICE APPLICABLE TO OFFICERS OF
ARMY SECTIONS OF THE COMBINED CADET FORCE

(PARA 4.002B REFERS)

General

1. This section contains the special terms of service applicable to officers appointed to commissions for service with Army Sections of the Combined Cadet Force (CCF).

Commissions

2. Officers are to be appointed to the TA General List Section B.

Call Out Liability

3. Officers have a liability for call out under the **Reserve Forces Act 1980** or **1996** (as appropriate) but will not be called out by virtue of their appointment to the TA General List Section B for service with the CCF. Any such officers however who hold appointments in other TA units or pools in addition to their CCF duties may be called out in that capacity.

Command, Rank and Precedence

4. Officers appointed to the TA General List B for service with Army sections of the CCF are subject to military law at all times.

5. Such officers, while serving with the CCF, have the precedence of that type of commission, irrespective of any other type of commission they may hold, and their precedence will be as follows:

- a. According to the date of promotion to their current rank, acting or substantive, in the Army Section of the CCF.
- b. Officers of the same seniority in their substantive ranks are to take seniority according to the date of their appointment to the Army Section of the CCF.
- c. Officers in the Army Sections of the CCF are to take precedence after officers in Groups A, B or C of the TA of the same rank.

Dual TA and CCF Appointments

6. Officers on the Active List of the TA may also hold commissioned appointments in the Army sections of the CCF. The other TA duties are to take precedence.

Members of RARO

7.

- a. Officers who are members of RARO may be granted commissions in the TA General List Section B for service in Army sections of the CCF. When serving as such their duties and obligations are those of an officer of the Army Section of the CCF.
- b. A member of RARO may be attached for service with Army sections of the CCF provided that, if his substantive rank is higher than lieutenant, he certifies that he is willing to revert to that rank. He will be reinstated in his former rank when he ceases to serve with the CCF.
- c. An officer attached from RARO may be appointed to an acting rank against an establishment vacancy.

Officers of TA attached to Army Sections of the CCF

8. An officer of the TA may be attached to the CCF on the following conditions:

- a. The attachment is acceptable to the RFCA and approved by the commanding officer of the TA unit.
- b. The officer must be a volunteer in the rank of lieutenant, captain or major.
- c. The officer must be aware that his TA duties take precedence over CCF duties.
- d. The officer will remain on the establishment of his TA unit and remain subject to call out with it.

Eligibility of Candidates**9. Nationality and Residence:**

- a. **There are no Nationality requirements to be an officer in the CCF or ACF.**
- b. Applicants, whether or not they are of UK origin, should have resided in the UK for a minimum of five years, preferably immediately preceding their application. In certain circumstances, particularly when the applicant is of UK origin, a shorter period of residence may be accepted and a waiver of part of the requirements may be granted, provided that evidence of assimilation into UK can be demonstrated.
- c. **All applicants must be made aware at the point of application that full Nationality, Residence and academic requirements will be applicable if they wish to apply for a TA Gp A Commission in the future.**

10. Age Limits.

- a. The minimum age for appointment to a commission is 18 years.
- b. The maximum age for appointment is 56 years.
- c. *Upper Age Limits.* Officers will normally be retired or required to resign on reaching the following ages:
 - (1) Officers (other than those appointed as Supernumerary Officers (Shooting)). 65 years.
 - (2) Supernumerary Officers (Shooting). 70 years.

11. Medical Standard. The minimum medical standards both for entry and retention are:

P	U	L	H	H	E	E	M	S
7	7	7	3	3	$\frac{8}{5}$	$\frac{8}{5}$	2	2

12. Education Standard. No formal qualification is prescribed.

13. Other Qualifications.

- a. The applicant is not to be a pupil of the school concerned. He is normally to be a member of the school staff.
- b. Applications are to be personally approved by the headmaster of the school or establishment.

Selection, Appointment, Probation

14. Selection. Candidates may be recommended for:

- a. *Direct Appointment.* This applies only to those who are serving or who have previously served satisfactorily as officers in the Regular, Reserve or Auxiliary Forces of the Crown (including the R IRISH(HS)) or the Naval, Military or Air Forces of the Commonwealth.
- b. *Appointment on Probation.* All officers not qualified for direct appointment are to be interviewed by a Regular Army officer (brigadier or colonel) under arrangements of the Div HQ concerned.

15. Documentation. The documentation required and the procedure to be followed are detailed in **Combined Cadet Force Manual 1994**.

16-19. Spare.

Rank and Seniority on Appointment

20. The highest substantive rank in the Army Section of the CCF is lieutenant. Candidates appointed to direct commissions will be appointed as such unless they have not served in the rank of lieutenant or above: such officers will be appointed as second lieutenants and will be required to complete a total of two years commissioned service before becoming eligible for promotion to lieutenant.

21. Second lieutenants appointed to direct commissions who did not hold confirmed commissions will be required to complete probationary training before confirmation of commission and promotion to lieutenant.

22. Candidates other than those appointed to direct commissions will be appointed as second lieutenants on probation. The period of probation will be for two years except for those who have served in Royal Navy, Royal Marines, Army or Royal Air Force as substantive warrant officers, when it will be one year.

Appointments

23. Contingent Commanders. Officers serving in the Army Section of the CCF are eligible, on recommendation of the headmaster concerned for appointment to command the contingent. The rank to which appointed will be determined by the Joint Cadet Executive (JCE), having regard to the establishment of the contingent and the qualifying service of the officer concerned.

24. Other Officers. Other officers are to be appointed by the contingent commander within the establishment of the contingent. Application may be made to JCE for an officer to be held against the establishment and/or rank vacancy of another Service section.

25. Supernumerary Officers (Shooting). Officers with previous commissioned service may, with JCE approval, be recommissioned for appointment to these positions provided that they fulfil the coaching qualification laid down in **Combined Cadet Force Manual 1994**. Such officers will serve in the substantive rank of lieutenant and will not be eligible for paid acting rank.

Substantive Rank

26. Substantive rank in the TA General List B is confined to that of lieutenant. Promotion to that rank may be made for:

- a. *An Officer with Previous Service.* After two years reckonable service.
- b. *An Officer on Probation.* On confirmation of his commission following satisfactory completion of his probationary service.

27. Antedates. An officer directly commissioned in the rank of lieutenant may be given an antedate for previous reckonable service as calculated by MS [Reserves] APC. An officer commissioned as a second lieutenant may on promotion to lieutenant be given an antedate for seniority in that rank. The antedate will not precede the date of the probationary commission and will be calculated as follows:

- a. *Commissioned Service.* To count in full.
- b. *Full Paid Service as a Warrant Officer Class 1 or equivalent.* To count in full up to a maximum of one year.
- c. *Full Paid Service below the rank of Warrant Officer Class 1 or equivalent.* To count half up to a maximum two years.

Full paid service is as defined in **JSP 754**.

Acting Rank

28. Paid acting rank may be granted by MS [Reserves] APC in consultation with JCE, within the establishment of the contingent.

29. Acting rank may not be granted to second lieutenants.

30. Time Promotion.

- a. Paid acting rank of lieutenant colonel may be granted to a contingent commander whose rank by establishment is major and who has a total of 20 years cumulative commissioned or appointed service including a minimum of 10 years of such service with the Cadet Forces.
- b. Paid acting rank of major may be granted to a contingent commander whose rank by establishment is captain and who has a total of 13 years cumulative commissioned or appointed service, including a minimum of five years of such service with the Cadet Forces.
- c. Paid acting rank of captain may be granted to an Army section commander whose rank by establishment is lieutenant, and who has a total of five years cumulative commissioned or appointed service, including a minimum of three years of such service with the Cadet Forces.
- d. Unpaid acting rank of captain may be granted to a lieutenant on completion of nine years commissioned or appointed service with the Cadet Forces.
- e. Unpaid acting rank may be granted to officers who held or hold higher rank in the Regular Army or TA than that held in the CCF. Such rank is not to be higher than the substantive rank formerly held or higher than the establishment rank of the commander of the contingent.
- f. Unpaid acting rank may be granted to an outgoing contingent commander continuing to serve in the same contingent. This is not to be higher than the rank of his successor on succeeding to command. This acting unpaid rank will not be retained on transfer.

Honorary Rank

31. Provided that he has rendered satisfactory service throughout, an officer is eligible for grant of honorary rank on retirement or relinquishment equivalent to the highest acting rank held as a Cadet Force officer for a total period of not less than 12 months, under the following conditions:

- a. For the grant of honorary rank of major or below an officer must have a total of 10 years commissioned service in the Regular or Reserve Forces or in recognized pre-Service Cadet Forces or when attached as a member of RARO to the Cadet Forces of which five years must have been with the CCF.
- b. For the grant of honorary rank of lieutenant colonel an officer must have a total of 20 years cumulative commissioned service of which 10 years must have been with the CCF.
- c. Any period during which the officer holds, as a Cadet Force officer, the rank of acting captain while under the age of 23 years or of acting major while under the age of 27 years will not count as part of the 12 months.

32-33. Spare.

Transfer

34. Transfers to another contingent or to the ACF may be authorized by MOD (MS6) subject to establishment vacancy or JCE authority for holding as supernumerary. Such transfers must be acceptable to the contingent commander of the receiving contingent.

35. Transfer will be in substantive rank or unpaid acting rank granted under **para 30d**.

36. Transfers from another Service cannot be authorized. The grant of a TA General List B commission must be subsequent to resignation of any other Service commission. Transfer to another Service involves resignation of the TA General List B commission.

Supernumeraries

37. Officers already serving may be authorized as supernumeraries to establishments as at **para 34**.

38. Officers applying to be commissioned in a contingent already up to establishment may be held for a period of 12 months against the authorized pool controlled by JCE. Where an officer is temporarily absent overseas he, too, may be held against this pool thus releasing a vacancy on the establishment.

Temporary Absence Overseas

39. An officer who in the course of his career as a schoolmaster goes overseas for a period of up to one year may retain his commission provided that it is his intention to return to CCF duty. If he does not return to the school or to CCF duty he will be required to retire or resign his commission as at **para 46**.

Reversion

40. An officer may at any time apply to relinquish acting rank or revert to a lower rank.

Resignation - Compulsory

41. No military authority other than the Defence Council may call upon an officer to resign his commission or exert any pressure upon him to do so. This stipulation does not apply to resignation required under **paras 43 - 46**.

42. An officer may, at any time, be called upon to resign his commission for misconduct or for reasons other than misconduct should the circumstances, in the opinion of the Defence Council, require it.

43. An officer may be called upon to resign or retire if his medical standard falls below that laid down for an Army officer of the CCF.

44. An officer may be called upon to resign or retire if he cannot discharge his training obligations because of change of residence or employment and he cannot be absorbed elsewhere.

45. An officer whose contingent is disbanded is required to resign or retire if he is not accepted for an appointment elsewhere.

46. An officer who intends to reside permanently overseas will be required to resign or retire.

47 - 49. Reserved.

Resignation - Voluntary

50. An officer wishing to resign is to submit a written application to that effect to his contingent commander.

51. An officer wishing to resign his commission on account of ill health may apply to be examined by a medical board: this examination will be entirely voluntary. If a medical examination is not held at the time of application the person who signs the undertaking on **AF O 1672** will have no claim to exemption from refund of outfit allowance. An officer will not be debarred from claiming a disability pension if no examination is made at the time of his resignation but the circumstances may prejudice any entitlement to financial relief for the disability which caused his resignation.

Relinquishment

52. An officer will normally be required to relinquish his commission if he leaves the school or ceases to serve with the CCF unless an application to transfer or to be held supernumerary has been approved. If an application to resign or retire is not submitted then relinquishment will be effected without such application.

Retirement - Voluntary

53. Officers with 10 or more years commissioned service (including commissioned service in the Regular Army, TA and UDR) who wish to leave the CCF voluntarily may apply to retire from the Service rather than to resign their commissions.

Termination

54. Officers with Probationary Commissions. If an officer serving on a probationary commission is inefficient, unsuitable or fails to carry out his military duties satisfactorily and it is considered essential to terminate his commission the contingent commander may submit a manuscript report, through the appropriate Div HQ, to MS [Reserves] APC. The officer concerned must see and initial the report or, if this is not possible, the reason must be stated. Termination, if approved by the Army Commissions Board, will be effective from the date, notified by MS [Reserves] APC, of publication in the London Gazette.

55. Other Officers. An officer who fails to carry out his military obligations as required by regulations will be dealt with in accordance with **Annex I/4**.

**ANNEX L TO CHAPTER 4
SPECIAL TERMS OF SERVICE APPLICABLE TO OFFICERS OF
THE ARMY CADET FORCE**

(PARA 4.002B REFERS)

General

1. This section contains the special terms of service applicable to officers appointed to commissions for service with the Army Cadet Force (ACF). These provisions are applicable to officers in the ACF Public Relations unit except where they are overruled by the special provisions shown at **Appx 1** to this Annex.

Commissions

2. Officers, other than medical officers and chaplains, are to be appointed to the TA General List Section B. Medical officers are to be appointed to the Royal Army Medical Corps TA General List Section B and chaplains to the Royal Army Chaplains Department TA General List Section B respectively.

Call Out Liability

3. Officers have a liability to call out under the **Reserve Forces Act 1980** or **1996** (as appropriate) but will not be called out by virtue of their appointment to the TA General List Section B for service with the ACF. Any such officers however, who hold appointments in other TA units or pools in addition to their ACF duties, may be called out in that capacity.

Command, Rank and Precedence

4. Reserved.

5. ACF officers, while serving with the ACF, have the precedence of an ACF officer irrespective of any other type of commission they may hold and their precedence will be as follows:

- a. according to the date of promotion to their current rank, acting or substantive in the ACF.
- b. officers of the same seniority in their substantive ranks are to take seniority according to the date of their appointment to the ACF.
- c. officers of the ACF are to take precedence after officers in Groups A or B of the TA of the same rank.

6. **Dual TA and ACF Appointments.** Officers on the Active List of the TA may also hold commissioned appointments in the ACF. The other TA duties are to take precedence.

7. Members of RARO.

- a. Officers who are members of RARO may be granted commissions in the TA General List B, RAMC TA General List B or RACHD TA General List B. When serving as such their duties and obligations are those of an officer of the ACF.
- b. A member of RARO may be attached for service with the ACF provided that, if his substantive rank is higher than lieutenant, he certifies that he is willing to revert to that rank. He will be reinstated in his former rank when he ceases to serve in the ACF.
- c. An officer attached from RARO may be appointed to an acting rank against an establishment vacancy.

8. **Officers of TA attached to ACF.** An officer of the TA may be attached to the ACF for a period of not more than one year on the following conditions:

- a. The attachment is acceptable to the RFCA and approved by the commanding officer of the TA unit.
- b. The officer must be a volunteer in the rank of lieutenant, captain or major.
- c. The officer must complete the equivalent of his normal TA training liability including the annual range course during the year he is with the ACF. During this year he need not also carry out duties with his TA unit.
- d. Not more than one officer may be attached from each major unit which has an ACF affiliated to it.
- e. The officer will remain on the establishment of his TA unit and remain subject to call out with it.

Eligibility of Candidates

9. Nationality and Residence.

- a. **There are no Nationality requirements to be an officer in the CCF or ACF.**
- b. Applicants, whether or not they are of UK origin, should have resided in the UK for a minimum of five years, preferably immediately preceding their application. In certain circumstances, particularly when the applicant is

of UK origin, a shorter period of residence may be accepted and a waiver of part of the requirements may be granted, provided that evidence of assimilation into UK can be demonstrated

- c. All applicants must be made aware at the point of application that full Nationality, Residence and academic requirements will be applicable if they wish to apply for a TA Gp A Commission in the future.

10. Age Limits. The age limits for officers of the Army Cadet Force are:

a. *For Appointment.*

- (1) The minimum age for appointment to a commission is 21 years.
- (2) The normal maximum age for appointment to a commission is under 57 years.
- (3) Any request for an exception to these limits must be approved by DM(A).

b. *For Retirement.* Officers will normally be retired or required to resign on reaching the age of 65.

11. Medical Standard. The minimum medical standards both for entry and for retention are:

P	U	L	H	H	E	E	M	S
7	7	7	3	3	$\frac{8}{5}$	$\frac{8}{5}$	2	2

12. Education Standard. No formal education qualifications are required.

Selection, Appointment, Probation, Tenure

13. Selection. Candidates may be recommended for:

- a. Direct appointment without previous attendance at a TA commissioning or selection board.
- b. Appointment on probation subject to recommendation by a TA commissioning or selection board.

14. Direct Appointment. Applicants who are serving and who have previously served satisfactorily as officers in the Regular, Reserve or Auxiliary Forces of the Crown (including the UDR) or the Naval, Military or Air Forces of the Commonwealth are eligible for direct appointment to a TA General List B commission.

15. Doctors. Applicants for direct appointment to a RAMC TA General List B commission must be fully registered medical practitioners.

16. Chaplains. Applicants for direct appointment to a RACHD TA General List B commission are to be fully ordained clergymen of a recognized religious denomination and must have the permission of their respective church authorities to undertake the duties and the liability for service. They should have at least two years experience of parish work following ordination.

17. Appointment on Probation. All candidates not qualified for direct commissions are to appear before a TA commissioning or selection board.

18. TA Selection Boards. These are to be convened by the Div GOC in conjunction with the RFCA concerned. The normal composition will be:

- a. President - A Regular brigadier or colonel.
- b. Members - The cadet commandant (ACF), officer commanding of a Regular or TA unit of the rank of major or above (normally the officer commanding affiliated unit).
- A representative of the RFCA

19. Documentation. The documentation required and the procedures to be followed for all types of candidate are detailed in the relevant Cadet Force Manual.

Rank and Seniority on Appointment

20. The highest substantive rank in the ACF is lieutenant. Candidates appointed to direct commissions will be appointed as such unless they are appointed to the TA General List B and have not served in the rank of lieutenant or above. These officers will be appointed as second lieutenants and will be required to complete a total of two years commissioned service before becoming eligible for promotion to lieutenant.

21. Officers appointed to direct commissions in the RAMC TA General List B will concurrently be granted the paid acting rank of captain.

22. Officers appointed to direct commissions in the RACHD TA General List Section B will concurrently be granted the paid acting rank of Chaplain 4th Class.

23. Second lieutenants who previously served on a TA General List Section B commission will be required to complete the initial training at **para 25** before confirmation of commission and promotion to lieutenant.

24. Candidates other than those appointed to direct commissions will be appointed as second lieutenants on probation. The period of probation will be two years except for:

- a. Those who have previously served as substantive warrant officers in the Regular Army, TA, UDR or R IRISH(HS);
- b. Those who have completed not less than one year's service as an RSM I;

for all of whom the period of probation will be one year.

25. Officers appointed on probation will be required to complete the initial training described in the pamphlet in the relevant Cadet Force Training Syllabus/Manual in order to be eligible for confirmation of commission and promotion to substantive rank of lieutenant.

Tenure of Appointment

26. Officers will normally be appointed for an initial tenure of three years.

27. Applications for extensions of tenure are to be submitted as required in the **Army Cadet Force Manual (Army Code No 14233)**.

Appointments

28. Appointments in the ACF for officers are:

- a. Cadet commandant (ACF).
- b. County headquarters or area (or equivalent) staff officer.
- c. Detachment officer.

Honorary Appointments

29. An honorary colonel may be appointed:

- a. To a county ACF.
- b. To an area of at least 250 cadets.
- c. To a group of areas totalling at least 250 cadets.
- d. In special cases.

The principles outlined in **paras 4.143 - 4.144** are to be followed.

30. Recommendation is to be initiated by the parent RFCA which is to obtain the endorsement of the honorary colonel of each TA unit to which any detachment in the country or area is affiliated. The recommendation on the form shown at **Appx 2** to this annex is then to be forwarded to the appropriate Command/Functional Bde HQ for endorsement by the GOC of the Div HQ concerned. The recommendation, if supported by the GOC, is to be submitted to Army HQ who will then inform the Div HQ whether it has been approved.

31. An honorary colonel may receive a lord lieutenant's commission if not already in possession of a commission from the Sovereign. The grant of the commission is to be arranged by the RFCA with the lieutenancy concerned. Except in special cases the nominee should have had previous service as an officer of Her Majesty's Forces.

32. An honorary colonel is to be appointed initially for five years. MOD (Cadets (ACF)) or the lieutenancy concerned may grant an extension of tenure but once the honorary colonel has reached the age of 70 years an extension may only be granted for two years at a time. An honorary colonel may receive one free warrant a year in order to visit his unit's annual camp, or, if preferred, motor mileage at the public transport rate.

Honorary Chaplains

33. In addition to the commissioned ACF chaplains, cadet commandants (ACF) may, on advice of their senior ACF chaplain, invite local clergy or ministers to become honorary chaplains to particular ACF detachments. The senior ACF chaplains in County ACFs, before tendering their advice on this matter are to seek the views of the ACG/DACG/SCF(RC) at the Div HQ and convey them to the cadet commandant ACF.

34. Honorary chaplains are not eligible for pay and allowances. They will not wear uniform except that those who are former members of the RACHD may do so on suitable occasions subject to prior permission from the Ministry of Defence (Army) Documentation for honorary chaplains is detailed in the **Army Cadet Force Manual (Army Code No 14233)**.

35. Reserved.

Substantive Rank

36. Substantive rank in the TA General List B is confined to that of lieutenant. Promotion to that rank may be made for:

- a. An officer with previous service - after two years reckonable service.
- b. An officer on probation - on confirmation of his commission following satisfactory completion of his probationary service.

37. Antedates. An officer directly commissioned in the rank of lieutenant may be given an antedate for previous reckonable service as calculated by MS [Reserves] APC. An officer commissioned as a second lieutenant may on promotion to lieutenant be given an antedate for seniority in that rank. This antedate will not precede the date of the probationary commission and will be calculated as follows:

- a. Commissioned service - to count in full.
- b. Full paid service as a Warrant Officer Class I or equivalent - to count in full up to a maximum of one year.
- c. Full paid service below the rank of Warrant Officer Class I or equivalent - to count half up to a maximum of two years.

Full paid service is as defined in **JSP 754**.

Acting Rank

38. Paid acting rank may be granted by the RFCA within the establishment except for officers appointed as cadet commandants (ACF) and deputy cadet commandants (ACF). Acting rank may not be granted to second lieutenants.

39. Officers appointed as cadet commandants (ACF) are eligible for grant of paid acting rank as follows:

- a. Those who have not previously served as a lieutenant colonel or above in the Regular Army, TA, UDR or R IRISH(HS) or have not completed three years in the rank of lieutenant colonel in the CCF and ACF - the paid acting rank allowed by the establishment.
- b. Those who have previously served as a lieutenant colonel or above in the Regular Army, TA, UDR or R IRISH(HS) or have completed three years in the rank of lieutenant colonel in the CCF of ACF - the paid acting rank of lieutenant colonel and the unpaid acting rank of colonel.
- c. Exceptionally, an officer who on appointment holds a substantive or honorary rank above that of colonel may continue in that unpaid rank and wear the appropriate badge.

40. Chaplains. Promotion to the paid acting rank of chaplain Class 3 may be made subject to fulfilment of the following conditions:

- a. Six years service as an ACF chaplain.
- b. Attendance at five annual ACF camps.
- c. Completion of at least 70 paid training days.
- d. Approval of the ACG/DACG/SCF(RC) at Div HQ and of the Ministry of Defence (Chaplains (A)).

Where there are two or more chaplains of the rank of chaplain Class 3 in one county the cadet commandant (ACF) having referred through RFCA to the ACG/DACG at Div HQ will nominate one to act as senior chaplain.

41. Medical Officers. County ACF medical officers may be granted the paid acting rank of major subject to completion of five years service as a medical officer in the ACF, attendance at four or more annual camps giving an aggregate total of not less than 56 paid training days.

42. Reserved.

Honorary Rank

43. Provided that he has rendered satisfactory service throughout, an officer is eligible for the grant of honorary rank on retirement, or relinquishment equivalent to the highest acting rank held as a Cadet Force officer for a total period of not less than 12 months under the following conditions:

- a. For the grant of the honorary rank of major and below an officer must have a total of 10 years commissioned service in the Regular or Auxiliary Forces or in the recognized Cadet Forces or when attached as a member of RARO to the ACF.
- b. For the grant of the honorary rank of lieutenant colonel or colonel an officer must have a total of 18 years commissioned service as described in *a*.
- c. A minimum of five years of the total commissioned service must have been served with recognized Cadet Forces.
- d. Any officers service in the ACF in the rank of acting captain while under the age of 25 years or as acting major under the age of 27 years does not count towards the 12 months mentioned above.

44-46. Reserved.

Transfer

47. An officer serving with an ACF detachment may be transferred to an area or county staff on authority of the cadet commandant (ACF).

48. Voluntary transfer from one county ACF to another must be authorized MS [Reserves] APC.

49. Transfer from CCF to ACF or vice versa must be authorized by MS [Reserves] APC.

50. Procedure and documentation for transfer are detailed in the relevant Cadet Force manuals.

Reversion

51. An officer may at any time apply to relinquish paid acting rank or revert to a lower rank.

52. Paid acting rank will be withdrawn on authority of the parent RFCA if an officer:

- a. Is inefficient.
- b. Is guilty of misconduct.
- c. Is transferred from one county to another.
- d. Is transferred from CCF to ACF or vice versa.
- e. Ceases to perform duty on being placed under arrest or on suspension from duty on disciplinary grounds.
- f. Is notified that steps are being taken to terminate his commission.

53. In the case of **para 52 a to d** withdrawal of acting rank will take effect from the date of the occurrence but, in the case of sub-*paras e and f*, withdrawal will take place 21 clear days after suspension from duty, being placed under arrest, or of the date of notification of the intention to terminate his commission.

Resignation - Compulsory

54. No military authority other than the Defence Council may call upon an officer to resign his commission or exert any pressure upon him to do so. This stipulation does not apply to resignation required under the provision of **paras 56 - 58**.

55. An officer may at any time be called upon to resign his commission for misconduct or for reasons other than misconduct should the circumstances, in the opinion of the Defence Council, require it.

56. An officer may be called upon to resign his commission if his medical standard falls below that laid down for an officer of the ACF.

57. An officer may be called upon to resign his commission if he cannot discharge his training obligations with the detachment upon whose strength he is borne because of a change of residence or employment and he cannot be absorbed in another detachment or in a staff appointment.

58. An officer who intends to reside permanently overseas will be required to resign his commission.

Resignation - Voluntary

59. An officer wishing to resign is to submit a written application to that effect to his cadet commandant (ACF).

60. An officer wishing to resign his commission on account of ill health may apply to be examined by a medical board: this examination will be entirely voluntary. If a medical examination is not held at the time of application, the person who signs the undertaking on **AF O 1672** will have no claim to exemption from refund of outfit allowance. An officer will not be debarred from claiming a disability pension if no examination is made at the time of his resignation but this circumstance may prejudice any entitlement to financial relief for the disability which caused his resignation.

Relinquishment

61. An officer will normally relinquish his commission on completion of tenure of appointment or on the lapsing of his appointment if he is not accepted for another appointment.

62. Where an officer leaves one appointment with the intention of taking up another appointment he may retain his commission temporarily at the discretion of the Ministry of Defence (MS [Reserves] APC or Chaplains (Army) as appropriate) if there is an interval between the two appointments. His commission will be relinquished if he does not obtain a further appointment within 12 months.

Voluntary Retirement

63. Officers with 10 or more years commissioned service (including commissioned service in the Regular Army, TA, UDR and R IRISH(HS)) who wish to leave the ACF voluntarily may apply to retire from the Service rather than to resign their commissions. This applies to officers who leave the Service under the rules given in **paras 54 and 59**.

Termination

64. **Officers Serving on Probationary Commissions.** If an officer serving on a probationary commission is inefficient, unsuitable or fails to carry out his military duties satisfactorily and it is considered essential to terminate his commission as soon as possible, the cadet commandant (ACF) may submit a manuscript report to the appropriate RFCA. The report is to be forwarded by the RFCA through Div HQ to the Ministry of Defence (MS [Reserves] APC or Chaplains (Army) as appropriate). The officer concerned must see and initial the report or, if this has not been possible,

the reason must be stated. Termination of commission, if approved by the Army commissions board, will be effective from the date notified by the appropriate Ministry of Defence branch of publication in the London Gazette.

65. Other Officers. An officer who fails to carry out his military obligations as required by regulations will be dealt with in accordance with **Annex I/4**.

Death

66. In the event of the death of an officer, other than a death reported as an accident in accordance with Section 9, the RFCA is to report the particulars to the Ministry of Defence (MS [Reserves] APC or Chaplains (Army) as appropriate).

APPENDIX 1 TO ANNEX L TO CHAPTER 4
ACF PUBLIC RELATIONS UNIT - SPECIAL TERMS OF SERVICE

General

1. The special terms and conditions of service shown in this appendix are to be applicable to all officers of the ACF PR unit with effect from 1 Jan 01. Except as shown below, the conditions of service laid down in **Annex L/4** are to apply to these officers.
2. The ACF PR unit consists of officers holding the ranks from A/Captain to A/Lt Colonel who have been recruited from the communications professions. It is an ACF unit under the command of Army HQ.
3. The role of the unit is to provide support to:
 - a. the regional chain of command down to Command/Functional brigades and RFCAs,
 - b. ACF recruiting initiatives. and
 - c. to provide training in public relations and communications skills throughout the ACF in order to foster best practice in internal and external communications.

Eligibility for Commission

4. **Age.** Minimum entry age is 28 years.
5. **Professional Qualifications.** Candidates should be practising professionals in the fields of newspapers, broadcasting, magazines, publications or the media with at least five years experience, and have obtained one of the following professional qualifications:
 - a. Member of the Institute of Public Relations.
 - b. Member of the Association of Industrial Editors.
 - c. Diploma of the National Council for the training of Journalists, Diploma in Communications, Advertising and Marketing (Dip CAM) or equivalent.

Selection Procedures

6. All candidates, whether or not they have previously held a commission in the Armed Forces, are to appear before a TA Selection Board. The board is to be convened and composed as laid down in **para 18 of Annex L/4** except that the commanding officer of the ACF PR unit is also to be in attendance. The board is to assess the candidate's suitability for direct commissioning and appointment to the ACF PR unit, taking into account the recommendations of the commanding officer.
7. If the board considers that the candidate is not satisfactory, he should either be deferred for reconsideration six months later or rejected as unsuitable.

Commissioning and Appointment

8. Candidates who have not previously held a commission in the Armed Forces are to be appointed as second lieutenants but may be granted the paid, acting rank of Captain in the ACF PR unit. They may not be granted the substantive rank of Lieutenant until they have completed their probationary period as laid down in **the ACF Manual (AC 14233)**.
9. Candidates who have previously held a commission in the Armed Forces in the rank of Lieutenant, its equivalent or higher rank are to be appointed as Lieutenants and may be granted the paid, acting rank of Captain in the ACF PR unit. Such candidates are not to be permitted to attend for training or duties of any nature until notification of their appointment is received from MS Reserves APC.

Officer Training

10. Candidates who have not previously held a commission in the Armed Forces are to complete the initial training as laid down in the relevant Cadet Force Training Syllabus or pamphlet, and any such additional training as may be directed by Army HQ.

Promotion

11. All officers in the ACF PR unit are required to complete six years satisfactory service in the ACF and receive recommendations for promotion before they may be granted the paid, acting rank of Major. Exceptionally, officers with previous service in the Armed Forces in the rank of Major, its equivalent or higher rank, may be promoted to the paid, acting rank of Major after completing three years service in the ACF if their recommendation for advanced promotion is endorsed by Army HQ.

12. Recommendation for appointment as commanding officer of the ACF PR unit is to be initiated by ACFA on **AF E 535** at least three months before the appointment will become vacant. Recommendations are to be forwarded to COS RF, through Cadets branch, Army HQ.

Termination of Commission

13. Procedures are identical to those for other officers in the ACF except that the initiating officer is to be the commanding officer of the ACF PR unit, not the cadet commandant.

**APPENDIX 2 TO ANNEX L TO CHAPTER 4
RECOMMENDATION FOR THE APPOINTMENT OR EXTENSION OF TENURE
OF AN HONORARY COLONEL OF AN ACF COUNTY**

(ANNEX L/4 REFERS)

1. Name: _____ Forenames: _____

2. Rank or Title: _____

3. Personal Number: _____ (If applicable)

4. Decorations: _____

5. Date of Birth: _____

6. Private Address: _____

7. Telephone Number: _____

8. ACF for which nominated: _____

9. Assumption/Extension of Appointment wef: _____

10. Brief History of Military Service:

11. Civilian Activities:

Date: _____ County Commandant	Date: _____ Hon Col Affiliated Units*
Date: _____ RFCA	Date: _____ GOC..... Div
Date: _____ Comd.....Bde	Date: _____ CLF*

* Only if applicable

CHAPTER 5

Terms of Service of Soldiers

PART 1 – RECRUITING

General

5.001. Direction for recruiting activity for the TA will be provided by Headquarters Recruiting Group (HQ RG) in accordance with the DM(A) demand plan. Recruiting activity will be conducted by a combination of HQ RG and TA unit personnel in line with the RG Annual Recruiting Plan which will be coordinated by each RG Regional Operations Manager (ROM). Detailed instructions for TA recruiting roles and responsibilities are laid down in Recruiting Group Guidelines (RGG) – TA Recruiting and Recruiting Group Instructions (**RG I**) Chapter 11. TA units will support the delivery of recruiting effect through the following activity:

- a. Raising awareness and understanding of the TA in the local area through attraction activities and Civil Engagement (CE).
- b. Supporting RG marketing activity and outreach under direction from the RG ROM.
- c. Supporting the nurturing of candidates throughout the recruitment process including the endorsement of candidates nominated by the National Recruiting Centre (NRC) and attestation of successful candidates.

Recruiting Areas

5.002. Accounting for TA Unit Recruiting Activity. All TA recruiting activity, including that planned at unit level, must be authorized by the relevant ROM or SO2 Recruiting Operations (SO2 Rec Ops) in order to attract an allocation of Man Training Days (MTDs). TA unit recruiting activities must then be accounted for on BLENHEIM using activity codes as directed by Army HQ.

5.003 – 5.005. Reserved.

5.006. National Marketing. HQ RG will lead and direct all recruit marketing for the TA. Marketing support from TA units will be coordinated by the HQ RG and the ROMs.

5.007. Reserved.

Re-engagement

5.008. A serving soldier who has given notice to terminate, may only withdraw this notice with the approval of the CO.

5.009 - 5.010. Reserved.

Regular Army Recruiting Staff Assistance

5.011. Reserved.

Sponsored Reserves

5.012. Regulations unique to soldiers in the Sponsored Reserve (Group C) are laid down at **Annex K/5**.

Revised TA Gp A Engagement

5.013. General. Reserved.

5.014. Ex-Regular Soldiers. Serving and ex-Regular Soldiers can enlist into the TA up to their 52nd birthday. Waivers for exceptions will be considered on a case by case basis by DM(A). The maximum serving age for soldiers is until their 55th birthday.

5.015. Re-engagements. Regulations governing re-engagements are laid down in **Part 4** of this Chapter.

5.016 - 5.020. Reserved.

PART 2 - GENERAL CONDITIONS OF ENLISTMENT**General****5.021.**

- a. The following instructions apply to enlistment in the TA. Detailed instructions are laid down in HQ Recruiting Group Instructions (**RGIs**). Additional conditions for employment with NAAFI are contained in **Annex B/5**.
- b. Potential recruits must be at least 18 years old to initiate the recruiting process.
- c. Applicants are required to indicate in their attestation paper the corps and unit or pool they wish to join.

Terms of Enlistment

5.022. The initial term of enlistment shall be for 12 years except in the case of ex-regular soldiers enlisted at age 43. In peace time successful applicants are to be enlisted into the corps of their choice and are to be assigned to whichever unit in that corps they may select provided that:

- a. A vacancy exists or overbearing authority has been granted.
- b. The Commander of the TA/CVHQ or unit Commanding Officer agrees.

5.023 - 5.026. Reserved.

Army Medical Services TA Students

5.027. AMS TA students undergoing training in medicine, dentistry, nursing or Allied Health Professionals (AHPs), the successful completion of which training would eventually qualify them for PQO status within the AMS TA, may be enlisted as OCdts. Those who are unable to join the OTC may be enlisted as OCdts against unfilled PQO positions designated for their relevant Corps. (See also **para 25a** of **Annex A/4**.)

Enlistment Certificate

5.028. The requirements as to consent are to be observed, and all recruits regardless of marital status, are to complete the Attestation Paper **AF E 7545** and such other documentation as may be laid down.

Eligibility to Enlist**5.029. General.**

- a. Applicants without previous service with the armed forces may be enlisted in any of the appropriate classes shown in **para 5.021b**.
- b. Applicants with previous military service should, with certain exceptions, be accepted into the TA. The joining procedure is laid down in the relevant and current DIN.

5.030. Members of the Regular Reserve on enlistment cease to be members of the Army Reserve. If a soldier so enlisted ceases to be a member of the TA before the date on which the term of his service in the Regular Reserve would have otherwise expired, he is again to be a member of the Army Reserve for the residue of that term unless DM(A) directs otherwise.

5.031. Army pensioners who have a statutory liability under Section 31 of the **Reserve Forces Act 1980** are to resume this liability on the expiry of their TA engagement. During service with the TA they are to continue to draw their pension and in the event of call out are to be treated for pension purposes in precisely the same manner as pensioners recalled for service under the provisions of Section 31 of the **Reserve Forces Act 1980**.

5.032. Long term reservists who have a recall liability under Section 34 of the **Reserve Forces Act 1980** or Part VII of the **1996 Act** are to resume their liability on expiry of their TA engagement.

5.033. Regular or RARO Officers. Applicants from Regular or RARO officers who wish to enlist into the TA as Other Ranks will not normally be accepted. DM(A) will adjudge exceptions.

5.034. Government Employees, Policemen and Members of the Fire and Rescue Services. Civil employees of government departments, members of any police force in England, Scotland, Wales or Northern Ireland or members of the fire and rescue services in full or part time employment by the Home Office or local authorities, are not to be enlisted unless the written consent of the head of department, chief constable, or chief fire officer or nominated deputy, as appropriate, has been obtained. Such permission is deemed to grant priority to the TA over the police or fire and rescue services in times of mobilization or similar emergency.

5.035. Reserved.

Categories not Eligible to Enlist

5.036. The following may not be accepted for enlistment or re-enlistment except as provided for in sub-para *b*:

- a. Persons serving in the Royal Navy, Regular Army, Royal Marines, Royal Air Force or the Royal Irish Regiment(HS).
- b. Persons serving in any reserve of the Royal Navy, Royal Marines, Royal Air Force or the the Police Service of Northern Ireland (PSNI) unless approval has been given by the appropriate department of the Ministry of Defence to the officer in charge of the authority administering the reservist. Approval is to be obtained by the Unit by a submission in the form of the memorandum shown in **Annex E/5**.

- c. Persons who have been discharged from any of Her Majesty's Forces or PSNI for misconduct of any sort or who have been discharged from the Army under **QR (Army), para 9.404**, or with a character assessment of less than 'Satisfactory' (or 'Good' if prior to 1 October 1984) except where the assessment was lower solely on account of insufficient service. (See **para 5.062b**.) Confirmation of character assessment given on discharge may be obtained from MS [Reserves] APC if the information given by the applicant cannot be verified by the production of a certificate of discharge. This also applies to ex members of RN, RM and RAF when MS [Reserves] APC can obtain this information from the relevant record office of the other Service. This check should be completed before enlistment.
- d. Persons who have been convicted of a serious offence by a civil court except where there is evidence of reformation and where the enlistment is recommended by the commander CVHQ or the commanding officer of the unit.
- e. Persons in receipt of a disability pension from any source (except as laid down in **para 5.062** and **5.073**).
- f. Aliens; unless they are also dual nationals and British subjects, see **para 5.037** and **Annex F/5**. Rules governing eligibility for enlistment are in HQ Recruiting Group Instructions (**RGIs**).
- g. Reserved.
- h. Members of the Merchant Navy unless the unit is satisfied that they can reasonably be expected to fulfil their training liabilities and be available for mobilization.
- i. Persons belonging to the Regular Forces of any Commonwealth country.

Nationality

5.037. A candidate will normally be eligible if:

- a. He/she holds United Kingdom, Commonwealth or Irish Citizenship. A UK citizen includes a British dependant territories citizen, a British overseas citizen or a British subject under the **British Nationality Act 1981**.
- b. He/she has a passport permitting him or her Indefinite Leave to Remain (ILR) (called "Settlement") in the UK at the time of application to join.
- c. has achieved assimilation and residency:
 - (1) Assimilation. Clear evidence of assimilation into UK will be expected of anyone applying for a commission.
 - (2) This will include Indefinite Leave to Remain (ILR) / Settlement.

5.038. Applicants who were discharged under **QR(Army)**, paras 9.369, 9.397, 9.404 or 9.405 will not be eligible to apply. (See also references to the Pay and Appointments Warrant (**PAW**)).

5.039. Applicants who are resident outside of the UK may enlist into the TA only in the following cases:

- a. UK, Commonwealth and Republic of Ireland citizens resident in Germany (including a BFPO addresses) may enlist into 412 Troop RE(V).
- b. UK, Commonwealth and Republic of Ireland citizens resident in the Channel Islands may enlist into the Jersey Field Squadron RE (M).

5.040 - 5.050. Reserved.

Employment Classifications

5.051. The provisions of **paras 5.052 - 5.055** are subject to the conditions set out in Regulations for Army Employments (**AGAI 51**, para 51.111 onwards).

Classification of Soldiers without Previous Military Service (see also **paras 2.013 and 5.054**)

5.052. **AGAI 51** is to be read in conjunction with this regulation.

- a. The train operating companies and Railtrack, British Telecom (BT) and other telecommunication companies as specified by R SIGNALS, London Transport, the Central Electricity Generating Companies (CEGC), the Area Electricity Companies (see **AGAI 51** para 51.120d) and holders of certain medical qualifications may be classified in certain similar employments. These are listed in Regulations for Army Employments (**AGAI 51**, para 51.111) and apply to RAC, RA, RE, Infantry, RLC, RAMC, REME and QARANC. The employment must be applicable to the arm or service in which they enlist. CVHQ and unit commanding officers may classify the soldier to Class 2 or 3 in the Army employment shown as appropriate to the civilian qualifications in the **AGAI** quoted above.
- b. Direct entrant State Registered Nurses and Registered Mental Nurses are to be classified as Class 1 soldiers and assessed for pay accordingly from their second day of service in the TA. Registered Paramedics and Ambulance Technicians are to be classified as Class 2 soldiers and assessed for pay accordingly from their second day of service in the TA. Classification as Class 1 may be awarded and back dated to this same date once the soldier has completed any additional training required by the Head of the CEG in conjunction with the soldier's CO.
- c. Before a soldier without former service may be assessed for pay he must, in addition to being qualified in an Army employment, have completed six months service and one year's training obligation.

Classification of Soldiers with Previous Military Service (*see also para 2.013*)

5.053. A commanding officer may classify a soldier of the TA with previous military service without a test if he has had either six months or more reckonable man's service in the Regular Army or regular land forces of a Commonwealth country, or former service in the TA or authorized auxiliary forces of a Commonwealth country of 12 months or more, and passed a recruit's course, provided that:

- a. Soldiers, upon enlistment into the TA directly from the Regular Army, will retain their Regular substantive rank seniority provided that they are appointed to a position in that rank in the TA.
- b. Ex-Regulars, upon enlistment into the TA, will retain their former Regular Army substantive rank upon enlistment in the TA provided that there has not been a break in service of more than three years and provided that they are appointed to a position in that rank in the TA. The CoC can apply to the CM at their respective Bde to retain an individual's Regular seniority for those individuals with a break in service of over three years.
- c. He enlists or re-enlists within 72 months of his discharge from former service. This time limit may be extended in exceptional circumstances at the discretion of DM(A). (*See also para 5.123.*)
- d. He was classified in that employment when released from previous military service.
- e. The employment is appropriate to the arm in which he is serving.
- f. The test standards have not undergone substantial change since he was released from his former service.
- g. A soldier who is provisionally classified on enlistment under the terms of sub-para a, who enlists in an employment to which his previous standards are not applicable, may keep this classification for up to one year from re-enlistment. On completion of one year's service he is to be reclassified and granted the classification appropriate to his qualifications. Alternatively, if he holds a suitable civilian qualification he may be classified in accordance with the conditions set out in **AGAI 51, paras 51.120 - 51.123**, provided the employment is applicable to his arm of the Service.

Soldiers with Civil Qualifications

5.054. Exceptions from employment tests may be given in accordance with Regulations for Army Employment (**AGAI 51**, para 51.120) and based on a certificate of proficiency from the soldier's employer, **AF B 2529**; possession of a certificate or diploma of civil trade proficiency issued by a recognized civil authority; and evidence of completion of a satisfactory period of apprenticeship in a trade or profession similar to the Army employment in which the soldier wishes to be classified, together with proof of regular employment in that trade within the previous six months. On production of such evidence, and subject to the conditions of **Regulations for Army Employments** as above, a soldier may be classified to Class 2 or 3. (*See also para 5.052.*)

Employment Tests and Classifications

5.055. A soldier without former service who is not employed in civil life in a similar trade to the one in which he enlists is to be required to take an employment test and / or additional training before he may be classified in that employment.

15 (UK) PSYOPS Gp

5.056. Soldiers joining 15 (UK) PSYOPS Gp are to enlist in the R SIGNALS. Trained soldiers appointed through transfer to positions within 15 (UK) Psyops Gp are to retain their parent capbadge. Soldiers joining 15 (UK) PSYOPS Gp are to enlist in the R SIGNALS. Exceptionally, soldiers transferring from units may be authorized to remain in their former Regiment or Corps.

OTC Officer Cadets

5.057. Applicants for the OTC are to be enlisted into the TA as soldiers in the rank of private but with the appointment of officer cadet. They retain the rank of private for the duration of their pre-commissioning training regardless of the cadet appointment granted, *e.g.* Under Officer. (*See also QR (Army) paras 6.074 and 9.172.*)

AGC (MPS)(V)

5.058. Entry qualifications for the AGC MPS(V) require all applicants to have held the rank of Corporal or equivalent rank or above with present or former service in the:

- a. Regular Army MPS or RMP, or RN and RAF equivalent service, or
- b. RMP(V) with custodial experience from service in the civil police or private custodial sector, or
- c. Regimental Police of other Corps with custodial experience as defined above.
- d. Exceptionally, civilian entrants with substantial custodial experience, may be enlisted. On successful completion of CMS(R) TA such entrants are to be promoted to the rank of LCpl and on successful completion of Phase 2 Training are to be promoted to Cpl.

5.059. AGC (MPS)(V) Rank on Appointment. The minimum rank held by MPS(V) personnel on successful completion of training is Sergeant.

- a. *Previous Military Service.*
 - (1) Applicants who have previously held the rank of Sgt or above will be granted their previously held rank provided they satisfactorily complete training and there is a vacancy for that rank within the ORBAT.
 - (2) Applicants who have previously held the rank of Corporal will be taken on strength as Cpls, and on successful completion of training will be promoted to Acting Sergeant.

- (3) Applicants who have previously held the rank of LCpl or Pte will be taken on strength as LCpls and on successful completion of training will be promoted to substantive Cpl.
- b. *Direct Entrants*. Provisions for applicants with no former service are laid down at **para 5.058d**. On mobilization such personnel would be promoted to Acting Sergeant.

Pilots

5.060. Personnel applying for aircrew posts must previously have qualified as military pilots. HQ AAC is responsible for ensuring that candidates for reservist aircrew positions are suitably qualified, experienced and medically fit prior to referring the applicant to APC Cbt Sp AAC Offrs / Sldrs. HQ AAC is authorized to permit ex regular pilots with a service break of more than three years to retain their former regular rank on enlistment into the reserves. Aircrew will be entitled to receive flying pay based on the rate that would have been payable on the last day of regular service, irrespective of any reductions for premature voluntary retirement.

Parachutists

5.061.

- a. Volunteers for parachute duties, are if accepted, normally to be required to serve as parachutists for the period of their TA engagement. Commanding officers may accept volunteers, who are not to be required to parachute, in non jumping vacancies.
- b. A volunteer, once having qualified as a parachutist and whilst serving on a current parachute tour, can be ordered to make a parachute descent at any time or place as part of normal military training in the TA, subject to medical fitness at that time.
- c.
- (1) On volunteering for parachute duties the soldier is to sign the following certificate:
‘I understand that, once having qualified as a parachutist and while serving in a TA airborne unit or parachute roled appointment on a current parachute tour, I can be ordered to make a parachute descent at any time, day or night, as part of my TA training in the United Kingdom or overseas, subject to medical fitness at the time.’
 - (2) One copy of this certificate is to be sent to MS [Reserves] APC and the duplicate is to be retained with the soldier’s unit documents.
- d. A parachute tour is to last from the date on which the soldier becomes eligible for parachute pay to the end of his current engagement unless he is assigned or transferred to a unit or position which is not parachute roled.
- e. A soldier who is undergoing parachute training, or who is parachute qualified and who is serving with an airborne unit or filling a parachute roled appointment is entitled to receive parachute pay subject to remaining in role (*see para 7.045*).
- (1) On re-engagement a TA soldier is to sign the certificate given in sub-para *d* with the following addition:
‘On re-engagement I wish to extend my parachute tour to the end of my new engagement.’
 - (2) Exceptionally, in special circumstances, the local Div Commander may, on the recommendation of the commanding officer, authorize re-engagement of a TA soldier without his signing these certificates.

Special Enlistments

5.062. In the special cases detailed below enlistment cannot take place until the higher authority specified has given approval. The recruit is not to be attested until after the date of approval. Applications for such approval are to be submitted via the National Recruiting Centre on-line process.

Type of recruit	Higher authority approval required	Comment
a. Ex officers	APC (personnel branch of the corps in which he was commissioned)	<i>See para 5.033</i>
b. Ex Servicemen discharged from the armed forces with a character assessment of ‘Good’ or better.	HQ RG	
c. Ex servicemen discharged from the armed forces with a character assessment less than ‘Good’ except where assessment was lower solely on account of insufficient service.	(1) Personnel dismissed from the Armed Forces or PSNI for misconduct, or discharged from the Army under QR (Army) para 9.404 . (2) HQ RG	<i>See para 5.036c</i> . Applications through MS Occurrences APC
d. Ex servicemen discharged from the Regular Army under QR(Army), para 9.414 or from the TA under TA Regs, para 5.191	DM(A)	
e. Persons with alien connections	DM(A)	<i>See para 5.036f</i> . Complete personal summary required
f. Applicants who do not conform to medical standards as set out in	DM(A)	<i>See para 5.068</i>

Type of recruit	Higher authority approval required	Comment
PULHHEEMS Administrative Pamphlet 2010 (PAP 10) (Army Code No 13371) because they are: <ol style="list-style-type: none"> (1) Discharged from the armed forces on medical grounds, or, (2) In receipt of disability pension, or, (3) Discharged with a medical category lower than that laid down for that of the arm in which they wish to serve, or, (4) 25 per cent above or 10 per cent below desirable weight for height as set out in the above pamphlet. 	APC SO1 Occupational Health	Obtain F Med 4 from MS Occurrences APC Enlistment of recruits in this category will not be finally approved until Comd Med's approval of enlistment has been received by APC.
<i>g.</i> Exceptional applicants falling under para 5.036	DM(A) authority for 5.036c/e . HQ RG SO2 G3 Soldier Candidate Selection (DII email RG-HQ-G3-Apps-Clerk-E2) for 5.036dlf	
<i>h.</i> Applicants for the SASC(V)	HQ SASC(V)	
<i>j.</i> Applicants over 43 years or the age limits laid down by their Capability Directors	DM(A)	Such applicants will not normally be approved unless there is an overriding Service requirement

5.063. Reserved.

Recruits with prior Service

5.064. Prior to attestation the documents of recruits with prior service in either the Regular or Volunteer Reserve Forces are to be checked to ensure suitability for service. However, recruits with prior service in the Regular Army or TA who were discharged or transferred to the Reserve with a military conduct assessment of exemplary or very good may be attested prior to their documents being made available and checked, unless such discharge or transfer was effected under

Serial	Cause of Discharge	QR(Army) para	TA Regs para
<i>a.</i>	Not finally approved for service.	9.380	5.185
<i>b.</i>	Defect in enlistment procedure.	9.381	5.208
<i>c.</i>	Having made a false answer to a question on the attestation paper.	9.382	5.194
<i>d.</i>	Unsuitable for Army service.	9.383	
<i>e.</i>	Not likely to become an efficient soldier.		5.190
<i>f.</i>	Ceasing to fulfil Army medical requirements	9.385	
<i>g.</i>	Ceasing to fulfil Army medical requirements, that is temporarily unfit for any form of Army service.	9.386	5.199
<i>h.</i>	Having been sentenced by a court-martial (or, for TA, the CO) to dismissal (including with disgrace).	9.396, 9.397	5.201
<i>i.</i>	Having been convicted during his service by a civil court of an offence committed before enlistment.	9.403	
<i>j.</i>	Disobedience, neglect, misconduct or similar grounds.	9.404	5.202
<i>k.</i>	Retention undesirable in the interests of the Service.	9.405	
<i>l.</i>	Unsuitable for further Army service.	9.406	
<i>m.</i>	Failing to fulfil training obligation.		5.189
<i>n.</i>	Services no longer required.	9.414	5.191
<i>o.</i>	Unsuitable for the TA.		5.192

Serial	Cause of Discharge	QR(Army) para	TA Regs para
<i>p.</i>	Medically unfit under existing TA medical standards.		5.198
<i>q.</i>	Having been convicted by a civil court or court-martial.		5.200

Final approval of such enlistment is not to be given until the documents have been checked.

Musicians

5.065. Soldiers joining TA Bands belong to the respective Arm or Service for that band. There are no pre-requisite written musical qualifications.

- a.* Other than those who are transferring from regular CAMUS service without a break in service, applicants will be assessed at an Audition Board convened or authorized by The Royal Military School of Music at which they will be required to perform three contrasting unaccompanied pieces to a minimum standard equivalent to Grade 6 Associated Board of the Royal Schools of Music.
- b.* Selected pieces are to be agreed in advance with the Personnel Selecting Officer CAMUS. Alternatively, candidates may choose a repertoire from the Trinity Guildhall Grade 6 Syllabus.
- c.* Medical standards are the same as Regular Army Musician in CAMUS and are common to all TA Musicians regardless of Arm or Service.

5.066 - 5.067. Reserved.

Medical

5.068. Medical Standards. Medical standards are to be as follows:

- a.* *Group A Units:* PULHHEEMS Administrative Pamphlet 2010 (**PAP 10**):
 - (1) New entrants - Table 2 (entry standards).
 - (2) Ex regular and ex TA trained soldiers - Table 2 Medically Limited Deployable (Permanent) (MDL(P)).
- b.* *Group B Units:* as laid down separately for the units specified in the group.
- c.* *PULHHEEMS, Joint Service System of Medical Classification (JSP 950).* The Joint Service system of medical classification gives guidance on the gradings of various medical conditions: it usually has separate gradings for new entrants and serving personnel. Ex regular trained soldiers should be regarded as serving personnel. Where only a grading is given, **PAP 10** should be consulted as in sub-para *a.*

5.069. Medical Examination.

- a.* All Direct Entry applicants will be medically examined as part of the National Recruiting Centre recruiting process.
- b.* For those wishing to join the TA with previous Army service the following medical requirement will be applied:
 - (1) *Soldiers still Serving/less than 12 Months since Leaving.* Discharge gradings of Medically Fully Deployable (MFD) or Medically Limited Deployable (Permanent) (MLD(P)) are acceptable. Candidates will not need to undertake a medical.
 - (2) *Ex-Regular Soldiers (Candidate) more than 12 Months and less than 6 Years since Leaving.* Discharge gradings of Medically Fully Deployable (MFD) or Medically Limited Deployable (Permanent) (MLD(P)) are acceptable. The candidate will complete the National Recruiting Centre (NRC) online medical questionnaires¹ which seek to identify whether the candidate meets the Army medical eligibility criteria as laid down in **JSP 950**. The questionnaires may be completed online or over the telephone as necessary for the Candidate. The NRC will then arrange a physical medical examination for the candidate at one of the Assessment Centres around the country². Cost for travel by public transport will be met by the NRC.

5.070. Height and Weight.

- Tables of height/weight equivalents are in **JSP 950**.
- a.* Clinical judgement is required when assessing frame size and correlating it with height and weight. For example being overweight from muscular over-development in body builders who are lean is not in itself a reason for rejection, downgrading or termination of service. Applicants who, in the clinical judgement of the examining medical officer, are 25% above the average weight for their frame size due to obesity are to be rejected. Others who fall outside the standards may be referred to the Comd Med at Div HQ for consideration.
 - b.* Aircrew entry weight standards, which should be observed for all entrants from the Regular Army not coming directly from flying appointments, are given in **JSP 950**. The weights given do not take precedence over any weight restrictions imposed on aircrew candidates because of anthropometric considerations. **PAP 10** at Table 3 should also be consulted.

Applicants who fail to meet these standards are to be referred to the Senior Medical Administrative Officer at Div HQ for a ruling. (See also **para 5.073.**)

¹ OCED – on-line candidate eligibility declaration; OCMD on-line candidate medical declaration.

² Medicals are conducted at Assessment Centres at Belfast, Glencorse, Lichfield, Pirbright and AOSB.

5.071. Food Handlers. Persons enlisting into all categories who are to be employed in the handling of food are to be examined in accordance with **PAP 10** Table 2, Note 12.

5.072. Medical Boards. A full medical board, conducted under the terms of **PAP 10**, Appendix 4, and requested through the President of Permanent Standing Medical Boards (SMB), is to be held on all applicants who are in receipt of a disability pension of 20 per cent or more, from whatever source, or who were discharged from former service on medical grounds.

- a. All previous medical documents are to be made available to the board who, after completion, are to record their finding on **F Med 23** and then forward documents and findings to the convening officer for approval.
- b. On completion of the medical examination or board, as the case may be, all medical documents and **AF B 203** are to be passed to the Comd Med at Div HQ for a ruling. If an applicant is accepted for service, the unit is then to submit the documents, with the other enlistment documents, to MS Occurrences for approval.

5.073. Below Medical Standard.

- a. Applicants who on examination do not conform to the medical standards laid down in **para 5.068** and **5.070** may be treated as special enlistments provided that they are fit to undergo training and that service will not cause any disability. Details of proposed employment, medical documents and **AF B 203** and the reason for wishing to enlist the soldier in spite of low medical category are to be submitted to the Comd Med at Div HQ for a ruling. If an applicant is accepted for service, documents are to be disposed as in sub **para 5.072b**.
- b. Should the Comd Med recommend acceptance, he is to endorse **F Med 1** and **F Med 23** 'Special enlistment' and note any employing restrictions.

5.074 - 5.080. Reserved.

Enlistment Procedure

5.081. General.

- a. The Notice Paper (**AF E 7545A**) given to a potential recruit and the attestation paper (**AF E 7545**) given in **Annex G/5**. (See **Appx 1** for ordinary members joining Groups A & B and **Appx 3** for Sponsored Reservists.)
- b. The following regulations together with the instructions contained in **RGIs** cover the necessary information to enlist a recruit into the TA.

5.082. Attestation of Recruits. Applications for enlistment, other than cases falling under **para 5.062**, are to be approved by the commanding officer or the TA/CVHQ of the unit concerned who is to make the necessary arrangements for attestation as follows:

- a. *Regional Units.* The commanding officer is to arrange for the attestation to be carried out by an officer authorized to do so (see **para 5.083**).
- b. *National Units.* The CVHQ is to arrange for a suitable unit to act on their behalf.

In no circumstances is any individual whose application falls under the provisions of **para 5.062** to be attested without prior approval of the appropriate higher authority.

5.083. Attestation Officers. Potential recruits are to be attested by one of the following officers:

- a. An Army Careers officer.
- b. An officer of the Regular Army.
- c. An officer of the TA not below the rank of captain.
- d. A lieutenant or deputy lieutenant of any county of the United Kingdom.

5.084. Attestation Paper. Attestation is to be carried out on **AF E 7545** (Attestation Paper) of which only one copy will be prepared. Before attestation all applicants are to be given a copy of the Statutory Notice Paper, **AF E 7545A**, prescribed in **Appx 1 to Annex G/5** for ordinary members, or at **Appx 3 to Annex G/5** for Sponsored Reservists, which sets out the terms and conditions of service. They are to retain this paper.

5.085. Age on Attestation. The age of applicants is to be assessed and their dates of birth recorded as follows:

- a. For those with previous service in the armed forces their age is to be that recorded on their original attestation paper.
- b. Those without previous service are to be required to produce their birth certificate or passport. If neither of these documents is obtainable a statutory declaration, made by a responsible person, is to be obtained, and when obtained, paid for out of the unit imprest account.

5.086 – 5.087. Reserved.

5.088. Security Questionnaire.

- a. All applicants requiring CTC or SC are required to complete the security questionnaire (**MOD F1109**) in accordance with the instructions laid down in **RGIs**.
- b. *Special Procedures – Northern Ireland Units.* Applicants for TA units in Northern Ireland may be attested once local checks have been completed and provisional security clearance has been issued by HQ 38 (Irish) Brigade. Local clearance procedures and the training to be conducted prior to the issue of full CTC clearance are to be carried out in accordance with instructions issued by HQ 38 (Irish) Brigade. If CTC full clearance is not granted, the recruit is to be discharged under **para 5.185** - having been attested and not finally approved.

5.089 – 5.091. Reserved.

5.092. Documentation. This is to be carried out in accordance with the Joint Process Administration (JPA) Business Process Guides (**BPGs**).

5.093. Employer Notification. With effect from 1 April 2004, subject to the exceptions shown below, all recruits/potential officer candidates are to inform their civilian employer within four weeks of completing Phase 1 of the basic training course, that they are members of the TA. After that time units are to contact the employer to explain the commitment the recruit/potential officer has taken on as well as the employer's obligations and rights in law.

- a.* In exceptional circumstances individuals may request a waiver of Employer Notification for up to 12 months.
- b.* Members of the Special Forces and TA personnel resident, serving or employed in Northern Ireland are excused compulsory Employer Notification.
- c.* These provisions do not apply personnel who are unemployed, self-employed or who are students in full time studies.

5.094 - 5.120. Reserved.

PART 3 - PROMOTION OF WARRANT OFFICERS AND NCOs

General

5.121. Vacancy Promotion. Promotion to warrant and non commissioned rank, to fill a vacancy within an authorized establishment of the unit, is to be made by the commander TA/CVHQ or the commanding officer of a regional unit on the written recommendation of the battery, squadron or company commander following selection boards as shown at **para 5.122**. Seniority in the TA in the rank is in all cases to reckon from the date of promotion to that rank. For final approval of all promotions and appointments *see* **para 5.130**. Regulations governing pay and promotion are at **JSP 754**, Chapter 3, Section 7. Occupation of a Rank Ranged post in the lower rank does not imply a vacancy at the higher rank. Personnel are not entitled to be considered for promotion on the basis of occupying a rank ranged post.

5.122. Promotion/Selection Boards. All units and TA/CVHQs are to convene an annual selection board to grade all eligible personnel for promotion to one rank higher than that currently held. Detailed instructions are contained in the Military Secretary's **Reserves Practice and Precedent** to be used by Reservists Selection / Promotion Boards.

Substantive Rank

5.123.

- a. Warrant officers and NCOs who have served as such in the Regular or Territorial Army may be appointed without further examination to the warrant or non commissioned rank for which they have already qualified while serving with the Colours, provided that a period of not more than three years has elapsed since they last held or qualified for such rank and that a suitable vacancy exists (*see also* **para 5.053a**). For former members of the Royal Marines or the Royal Air Force Regiment *see* **AGAI 51**, paras 51.124 and 51.125.
- b. When promotion to the rank of warrant officer has been approved, Col MS [Reserves] APC is to apply to Occurrence Wing (Parchments), MCM Sp Div for the preparation and issue of a warrant.
- c. The rank allowed in any clerical appointment is to be in accordance with the vacancy provided in the establishment except where time promotion applies (*see* **para 5.124**).
- d. Promotion of Foreman of Signals and Yeoman of Signals is to be controlled by Col MS [Reserves] APC into vacancies against the quotas laid down by MOD (DGS Liabilities (Man)).
- e. The policy for substantive promotion into FTRS (FC) is covered within **Chapter 10**.

Acting Rank

5.124. Acting rank may be granted when a soldier fills a position established for a rank higher than his substantive rank under the same rules that are applicable to the Regular Army (*see* **QR (Army) paras 9.147-9.158**. *See also* **JSP 754**, Chapter 3, Section 4 for regulations in respect of incremental pay.)

Local Rank

5.125.

- a. Local rank may be granted in those circumstances where it is desirable to exceed temporarily for purposes of training or prestige the number of ranks authorized in an establishment or to provide a higher rank than allowed. Local rank carries no entitlement to pay, allowances or pension rights and is to be sparingly granted. Local rank may not be granted for employment in FTRS posts.
- b. Authority to grant local rank is vested in Div and Brigade Commander or Commanders TA/CVHQs, advised where necessary by heads of arms or services as applicable.
- c. Application for the grant of local rank is to contain, in addition to the regimental particulars of the soldier for whom such rank is requested, statements giving the reasons for the request and the length of time for which the grant of local rank is required. The approving officer referred to above may vary the period for which local rank is granted if, in his opinion any variation is required.
- d. Application for the grant of local rank is normally to be confined to one rank higher than the substantive rank which the soldier is actually holding. Where the application is made for the grant of higher local rank than the one above the soldier's substantive rank the authorizing officer referred to above may grant such a rank should he consider it desirable to do so.
- e. The grant, withdrawal or cessation of local rank is to be published in unit Part 1 Orders.
- f. For disciplinary purposes no account is to be taken of local rank. If a soldier holding such a rank is to be dealt with by his commanding officer it is a matter for his discretion whether or not the soldier should be administratively deprived of that rank before trial.

5.126. Subject to **para 5.125**, local rank is to be relinquished on the date that the holder ceases to fulfil the function for which local rank was granted, and also on call out either as an individual or with the unit in which the soldier has been granted the local rank.

Substitution Pay

5.126A. Substitution Pay (SUPA) is not an entitlement, but may be paid to an officer or other rank (OR) who is required temporarily to undertake the full range of duties and responsibilities of a post established for an officer, OR, or civil servant of a rank/grade higher than his/her own which is vacant, subject to the exceptions within **JSP 754**.

5.126B. COs have authority to approve SUPA for periods up to six months. Beyond six months, approval must be sought from the appropriate Service Manning authority. Further details may be found in **JSP 754**.

5.126C. DM(A) may authorize SUPA for a WO1 due to deploy on operations in an officer PID.

Qualifications for Promotion

5.127. Military Qualifications. Details of military qualifications required for substantive promotion are to be published in arms or corps instructions.

Recommendations

5.128. All promotions require the prior recommendation of the commanding officer.

Relinquishment of Rank

5.129.

- a. *Voluntary Reversion in Rank.* Warrant officers or NCOs may, with their commanding officer's consent, voluntarily revert to a lower rank. They are not allowed to do so as an alternative to disciplinary action without the sanction of an officer not below the rank of brigadier. (*See also QR (Army) para 9.176.*)
- b. *Reduction in Rank.* The provisions of **AGAI 67** (Administrative Sanction) and **QR (Army) paras 9.176** (voluntary reversion) and **9.178** (unsuitability after a three month warning order) are to apply. Regulations in respect of pay are at **JSP 754**, Chapter 3, Section 7 & 9.

Final Approval

5.130. All promotions and appointments are conditional on final approval by Col MS [Reserves] APC.

Precedence

5.131. Warrant officers and NCOs of the TA are to take precedence as junior of their rank when serving or parading with any element of the Regular Army.

Officers Training Corps

5.132. The rules for promotion given in **paras 5.121 – 5.126** do not apply to officer cadets of the OTC. They may be promoted to the rank of senior and junior under officer in accordance with the special instructions issued from time to time by Army HQ (Cadets & OTC). Contingent commanders may, during training, appoint cadet NCOs and warrant officers. Appointment to under officer, warrant officer or NCO rank does not confer any entitlement to extra pay or allowances. (*See also para 3.057.*)

Permanent Service and FTRS

5.133. Promotion. Any TA soldier who is selected for promotion prior to mobilization/FTRS with an effective date after mobilization/FTRS, or who is selected during mobilized service/FTRS may be promoted to his new rank and paid as such provided:

- a. He is occupying a rank-ranged position in the lower rank.
- b. There is a vacancy in the unit with which he is serving for a soldier of higher rank.
- c. The promotion is approved by the commanding officer of the unit with which he is serving.

If the above criteria cannot be satisfied, the promotion is not to be effected until the completion of mobilized service/FTRS, when it is to be backdated for seniority, but not pay, purposes to the date it would have been effective had the soldier not been mobilized or in FTRS.

Tenure of Appointment

5.134. WOs and NCOs tenure of appointment shall normally be for three years, although this may be varied in the interests of the service.

5.135. Commanding officers are to ensure that WOs and NCOs assuming appointments are aware of the planned length of tenure of appointment. They are to ensure that such WOs and NCOs are informed of any change to the employment plot that would alter the tenure of appointment.

5.136. The provisions of **paras 5.134 and 5.135** are applicable to all appointments whether in an individual's parent unit or another unit or HQ, including DSTTs and OTCs. Where a WO or NCO is assigned to another unit or HQ or transfers, the tenure of appointment will normally be shown in the assignment order. When this is not the case, the provisions of these paragraphs are to apply.

5.137 - 5.140. Reserved.

PART 4 - RE-ENGAGEMENT**General Instructions**

5.141. Soldiers of the TA who wish to re-engage may do so no more than 12 months before and no less than three months before the expiration of their current term of service. Soldiers are to make the declaration on **Army Form E 7546** as prescribed in **Appx 2 to Annex G/5**, before an officer or Justice of the Peace. When a soldier applies to re-engage his medical assessment is to be noted on his attestation paper and will be reviewed if:

- a. The commanding officer considers it necessary.
- b. Current instructions regarding the routine review have not been carried out.

5.142. Application to re-engage from soldiers for further periods of six, 12 or less years will, except as provided for in **para 5.144**, be subject to:

- a. The soldier's conduct efficiency. The minimum grading on the up to date SJAR is to be C(-) or better or Grade D or better on the up to date Annual Assessment report.
- b. The soldier's medical standard being within that laid down in PULHHEEMS Administrative Pamphlet 2010 (**PAP 10**) (see **paras 5.068 - 5.073**).
- c. The soldiers' age after re-engagement being less than 55 years or within the appropriate upper limit in **his arm or service**.
- d. Recommendation by his commanding officer. (See also **Annex A/5**.)
- e. A vacancy being available. Where the soldier meets the requirements for re-enlistment specified above, but no suitable vacancy is available in his unit, the case is to be forwarded to the Command/Functional Bde HQ or HQ Th Tps, as appropriate, for consideration by a Review Board. (See **para 3.506a**.) If the Review Board agrees that there is no suitable vacancy in the soldier's own unit and no suitable vacancies can be found elsewhere, the soldier is to be offered the opportunity to transfer to the Unposted List, List B. If a suitable vacancy is available elsewhere, the soldier is to be offered the opportunity to transfer as laid down in **Part 5** of this chapter. If he rejects the option to transfer to another unit and/or the Unposted List, he is to be discharged on completion of his engagement under **para 5.186**.

5.142A. Non-Recommendation for Re-Engagement.

- a. When a commanding officer considers a soldier's re-engagement to be undesirable on account of inefficiency, poor attendance, persistent minor breaches of discipline each in isolation insufficient in itself to warrant discharge for misconduct or other similar causes under **para 5.202**, he is to take action in accordance with the provisions of **AGAI 67** and inform the soldier of his shortcomings and warn him in writing that if his efficiency, attendance record or conduct does not improve within three months, his application to re-engage will not be approved. (If feasible, the soldier should be assigned to another sub-unit under the same commanding officer from the commencement of the initial formal warning.) A copy of the formal warning is to be forwarded to Col MS [Reserves] APC. Discharge is to be authorized on **AF B 130A(TA)**. (See also **Annex A/5**.)
- b. Three months in a TA unit will invariably be insufficient time to allow a soldier to show that he has overcome his shortcomings. A commanding officer may therefore impose further formal warning periods consecutively.
- c. The soldier is to sign the formal warning in acknowledgement. The issue of the formal warning is a mandatory requirement and a commanding officer's refusal to recommend re-engagement will be disregarded unless it has been given.
- d. If the soldier fails to achieve a satisfactory improvement within the warning period and a further formal warning is not imposed, the commanding officer is to ensure that his decision not to recommend re-engagement is forwarded (by signal if necessary) to reach MS [Reserves] APC (Soldiers ROS) within seven days of the end of the warning period. If notice that the commanding officer does not recommend re-engagement is not received by MS [Reserves] APC (Soldiers ROS) within seven days of the end of the warning period, the application is deemed to have been approved and is to be forwarded to MS [Reserves] APC (Soldiers ROS) in accordance with **para 5.143**. Where notification is made by signal it is to be confirmed by letter within seven days.
- e. If a soldier wishes to appeal against the commanding officer's decision not to recommend re-engagement, he is to do so under the authority of Section 334 of the **Armed Forces Act 2006**.

5.143. All applications to re-engage are to be submitted on **AF E 7546** to MS [Reserves APC] (Soldiers ROS).

5.144. Col MS [Reserves] APC may finally approve applications submitted under **para 5.141** above provided that:

- a. The period of re-engagement will not bring the soldier above the NRA or the age limit for his rank prescribed for his arm in his arm or service.
- b. A vacancy exists for the soldier in both his rank and trade.

Special Re-engagement

5.145. The term 'special re-engagement' is applied to cases in which a commanding officer is not empowered to proceed with the re-engagement without the approval of the Ministry of Defence DM(A).

5.146. The upper age limit for each corps is 55 years except where different ages are given by specific Arms or Service Directorates. If a soldier, who is above the upper age limit, wishes to re-engage and his retention is considered to be in the interests of the Service, units are to submit **AF E 7546** and **Annex L/5** through Div HQs to reach DM(A) not more than 12 months or less than three months before the current run out date. Part 3 of **AF E 7546**, must be signed by a Medical Officer with an in year Medical Assessment.

5.147. Medical Waivers. Units wishing to re-engage soldiers who are below the minimum medical retention standards laid down in PULHEEMS Administrative Pamphlet 2010 (**PAP 10**), are to ensure that **Part 3 of Annex L/5** and an **F Med 1** are completed by the Comd Med of the Div concerned. Once completed, procedures outlined in **para 5.146** are to be followed.

5.148. A soldier who is in receipt of a disability award and for whom the original engagement or previous re-engagement was approved by the Ministry of Defence may have a further application approved by MS Occurrences APC provided that:

- a. The PULHEEMS assessment has not been changed.
- b. The disability award has not been altered or revised in any way.
- c. The applicant's previous engagement had not expired on the date of application.

5.149. A fresh **F Med 1** is not required provided the applicant has been regularly examined as required by PULHEEMS Administrative Pamphlet 2010 (**PAP 10**), para 0206.

Final Approval

5.150. The re-engagement is completed as soon as it has been finally approved by Col [MS Reserves] APC. The date of re-engagement is to be the date immediately after the completion of the existing engagement.

Notification of Employers

5.151. Reserved.

5.152. With effect from 1 April 2004, personnel who have not previously done so are required to inform their civilian employer that they are members of the TA within four weeks of re-engagement. The unit is then to contact the employer to explain the commitment the soldier has taken on as well as the employer's obligations and rights in law.

- a. In exceptional circumstances individuals may request a waiver of Employer Notification for up to 12 months.
- b. Members of the Special Forces and TA personnel resident, serving or employed in Northern Ireland are excused compulsory Employer Notification.
- c. These provisions do not apply to personnel who are unemployed, self-employed or who are students in full time studies.

5.153 - 5.154. Reserved.

PART 5 – TRANSFERS**Voluntary Transfer**

5.155. Subject to the conditions of **paras 5.158 and 5.159** a soldier of the TA may be permitted to transfer voluntarily to another corps or between the units of the same corps to complete the unexpired period of his current engagement. **AF E 7547** is to be completed by the soldier's present commanding officer and the commanding officer of the unit to which he wishes to transfer and is then to be submitted direct to Col MS [Reserves] APC. Additionally, the TA Unposted List is a holding unit for TA personnel who are between assignments or who are unable, temporarily, to give full commitment to the TA. The terms and conditions of service and application procedures are laid down in **Chapter 3, Part 14**. The soldier wishing to transfer is to complete Part B of **AF E 7547**.

5.156. Subject to the conditions of **paras 5.158 and 5.159** a soldier who wishes to transfer from one group to another may be permitted to transfer voluntarily to a unit of his choice to complete the remainder of his current engagement, but only provided that he is eligible, a vacancy exists, and the transfer is in the interests of the Service.

5.157. Recommendations and Procedures. The commanding officer of the donor unit is to forward full details of the soldier's service, including details of training attended in the current training year to the receiving unit commanding officer. Once the transfer is approved the donor unit is to ensure that all personal documents held by the unit, and an updated record of all training attended, including MATTs attended and the results, is forwarded to the receiving unit without delay. The receiving unit is responsible for the issue of the CO's Certificate of Efficiency at the end of the current bounty earning year.

5.158. Voluntary transfer is only to be permitted when it is in the interest of the Service. In all cases transfers are to be subject to:

- a. Existence of a vacancy.
- b. Consent of the commanding officers of both units.
- c. The concurrence of Col MS [Reserves] APC.

5.159. Pay Classification. Soldiers who transfer to another Corps or to another employment in the interests of the Service, and who retain their pre-transfer rate of pay, in accordance with **JSP 754**, Ch 3.

Compulsory Transfer on Call Out

5.160. The circumstances under which a soldier when called out for whole time may be transferred from one corps to another are given in **para 1.049**. On return to part time service he may apply to rejoin his original unit.

Transfers to Regular Army

5.161. TA soldiers may be invited or volunteer to transfer to the Regular Army on a full time basis in the following circumstances:

- a. To make good Regular Army shortfalls.
- b. To fill Regular Army positions (because of their specialist knowledge) which are additional or supernumerary to establishment.

Soldiers will either be required to enter an FTRS agreement or in certain instances to apply for discharge from the TA and seek enlistment on engagements in the Regular Army. (See **para 5.204**.) As an essential preliminary, responsibility for seeking temporary manning authority or short term establishment cover in the name of the individual concerned rests with the Regular Army unit or headquarters concerned. Until this has been obtained, no action should be taken to complete an FTRS agreement or discharge the soldier from the TA.

Temporary Attachments

5.162. As an exceptional measure, where a soldier's experience or specialized knowledge may be of particular use in the interests of the Service, he may be temporarily attached to the Ministry of Defence (Army), Army HQ, a Div or Command/Functional Bde HQ or a unit (not necessarily of the individual soldier's own parent arm or service). Such attachments may be authorized as FTRS.

Transfers to Section D of the Regular Reserve

5.163.

- a. Vacancies exist in Section D of the Regular Reserve for personnel holding certain employment qualifications. Col MS [Reserves] APC is to ensure that TA units are kept aware of current vacancies.
- b. Personnel wishing to transfer to Section D of the Regular Reserve on completion of their TA engagement are to apply using **AF E 7547**. Parts A, B, C and D of **AF E 7547** are to be completed in full, the commanding officer

of the new unit being the officer in charge of the appropriate manning and record office. Part B is to be completed as follows:

'I wish to be assigned to* (unit)

transferred to* (Corps) Regular Army Reserve

for service in Section D located at

My place of residence will be

I desire a assignment*/transfer* because

Part D is not to be completed.

5.164.

- a. On receipt of **AF E 7547** Col MS [Reserves] APC is to examine the record of service of the individual concerned and then write formally to the unit, either rejecting the application, or if appropriate, indicating that the soldier would be acceptable as a member of Section D. In the latter case he is also to enclose a letter for the soldier, explaining the implications of enlistment into Section D.
- b. On receipt of formal acceptance from MS [Reserves] APC, and if the soldier still so wishes, the unit is to enlist him into Section D of the Regular Reserve using the modified form **AF D 459A**. At the same time the unit is to make a Part 2 Order entry showing that the individual has been discharged from the TA under the provisions of **para 5.196b(2)**. The words '*for enlistment in Section D*' are to be added to the cause of discharge.

5.165. Transfers and/or Assignments. All JPA TA transfers and assignments between Arms and Service/Units are to be carried out by Div/Bde for all soldiers. All internal unit transfers are to be carried out by unit personnel. MS [Reserves] APC will only action transfers/assignments when the Dist/Bde/Units do not have the required JPA access/authority to administrate the function.

Transfer to SAS(V)

5.166. Introduction. The Special Air Service (Volunteers) (SAS(V)) consists of 21 and 23 SAS(V) Regiments. SAS(V) Regiments are located throughout Great Britain and unit contact details are given at **Appx 1 to Annex M/5**. Soldiers wishing to transfer to the SAS(V) are required to undertake and pass a rigorous selection procedure. Employment opportunities also exist for support staff in various Corps and trades. Volunteers for these positions are not subject to SAS(V) selection. A list of the Corps and trade groups is given at **Annex M/5**.

5.167. Selection Volunteers. Volunteers for SAS(V) selection are to apply through the chain of command. Parent units are to contact the PSAO of the designated SAS(V) unit as shown at **Appx 1 to Annex M/5**.

5.168. Support Staff Volunteers. Support staff volunteering to join SAS(V) are to apply through the chain of command. Parent units are to contact the Adjutant of the designated SAS(V) unit as shown at **Appx 1 to Annex M/5**. Appointments will be limited to three years, after which personnel are expected to return to their original units or voluntarily join another unit / transfer to the Unposted List.

5.169. Medical - Selection Volunteers. Volunteers for SAS (V) selection must meet the medical standards laid down in **PAP 10**.

5.170. Medical - Support Staff Volunteers. Minimum medical classifications are required as appropriate for the intended position.

5.171. Military Conduct. Soldiers must have a minimum military conduct assessment of "Very Good" as defined by **QR(Army) para 9.457**, but deserving cases, where soldiers qualify only for an assessment of "Satisfactory", may be considered on its merits. The final arbitration in such cases rests with either CO 21 or 23 SAS(V).

5.172. Rank. Regardless of the rank held with a soldier's parent unit, upon successful completion of the SAS(V) selection procedure, volunteers will be required to revert to the rank of Trooper. Support staff will be accepted for service in their current rank subject to establishment vacancies.

5.173. Administration.

- a. *Volunteers for SAS(V) Selection.* During the selection process, the costs of training a volunteer fall to 21 or 23 SAS(V) - the receiving unit. Therefore, once a volunteer is accepted on SAS(V) selection the following action is to be taken:
 - (1) After a candidate has successfully completed his first selection weekend, the donor unit and receiving unit are to agree a date on which the volunteer is to be taken on strength by the receiving unit.
 - (2) The receiving unit is to inform MS [Reserves] APC and request that an assignment order is issued, assigning the volunteer to the receiving unit on the date agreed.
 - (3) On receipt of the assignment order, the donor unit is to strike the soldier off of strength to the receiving unit, retaining his documents, less **F Med 4**, which is to be sent to the receiving unit without delay.
 - (4) The donor unit is to complete **AF E 7547** to Part C and despatch it to the receiving unit.

- b. Soldiers Withdrawing from SAS(V) Selection.* In some cases soldiers may either be RTU or withdraw voluntarily from selection. In such cases the following action will occur:
- (1) The receiving unit will notify the donor unit that the volunteer has been withdrawn from SAS(V) selection and agree a date on which the individual is to return to his parent unit.
 - (2) The receiving unit is to inform MS [Reserves] APC and request that an assignment order is issued, returning the individual to the donor unit on the date agreed.
 - (3) On receipt of the assignment order, both units are to take the appropriate Part 2 Order action.
 - (4) The receiving unit is to complete **AF E 7547** and despatch it to the donor unit.
- c. Successful Completion of SAS(V) Selection.* Following the successful completion of the SAS(V) selection process the following action will occur:
- (1) The receiving unit is to inform the donor unit and MS [Reserves] APC.
 - (2) The receiving unit will complete **AF E 7547**, Part D submitting it to MS [Reserves] APC to affect the individual's transfer to the SAS(V).
- d. Support Staff.* Applications for transfer of volunteers for employment in support staff are to be in accordance with normal procedures for voluntary assignment.

5.174. Equal Opportunities. In accordance with current Government policy on the employment of women in the Armed Forces, service in the SAS(V) is only open to male volunteers, however appointments do exist throughout the UKSF(R) for female volunteers in the support role.

5.175-5.180. Reserved.

PART 6 – DISCHARGE**General Introduction****5.181.**

- a. General.* Instructions on the procedures to be adopted for the discharge of all soldiers are given in **paras 5.185 - 5.206**. (See also **Annex A/5**.) Soldiers are to be discharged under the authority of the paragraph which covers the cause of their discharge. (See also **para 5.184**.)
- b. AGAI 67 - Formal Warning.*
- (1) Before a soldier is discharged for failure to fulfil his training obligations without good cause (**para 5.189**), unsuitability or inefficiency, or failure of special to arm training (**para 5.192**), or persistent misconduct or inefficiency while subject to military law or other misconduct detrimental to the TA (**para 5.202**), he is to be informed of his shortcomings by the commanding officer and in accordance with the provisions of **AGAI 67** given a formal warning that if his attendance at training, efficiency, training standards or conduct (as appropriate) does not improve within three months, he will be discharged from the TA. (If feasible, the soldier is to be internally cross-assigned to another sub-unit under the same commanding officer from the commencement of the formal warning.)
 - (2) Exceptionally, in the circumstances described in **para 5.202d** (2) this warning need not be given.
 - (3) Three months in a TA unit will invariably be insufficient time to allow a soldier to show that he has overcome his failings. A commanding officer may therefore impose further formal warning periods consecutively.
 - (4) The soldier is to sign the formal warning in acknowledgement. The issue of the formal warning is a mandatory requirement and the soldier's discharge under **paras 5.189, 5.192** or **5.202** will not be authorized unless it has been given.
 - (5) If a soldier fails to achieve a satisfactory improvement within the warning period and a further formal warning is not imposed, the commanding officer is to ensure that discharge action under **paras 5.189** or **5.192** (if appropriate) is completed or, if discharge is to be effected under **para 5.202**, procedures laid down under **para 5.202** are initiated without delay. In all cases MS [Reserves] APC is to be notified within seven days of the end of the warning period (by signal if necessary) of the commanding officer's intentions. If notification of intention to discharge or to impose a further formal warning is not despatched to MS [Reserves] APC within seven days of the end of the warning period, the warning period is deemed to have lapsed and no discharge action under **paras 5.189** or **5.192** or action under **para 5.202** is permissible. All notifications by signal are to be confirmed by letter within seven days.
 - (6) A copy of the signed warning and any subsequent consecutive warning is to be sent to MS [Reserves] APC. These copies are to be retained unless the soldier is notified that the unit does not intend to proceed with discharge action under **paras 5.189** or **5.192** or to initiate action under **para 5.202**.
- c. Appeals against Discharge.* Soldiers who are to be discharged under **paras 5.189, 5.192** or **5.202** are to be reminded of their right to appeal against discharge. (See **para 3.086** and **AGAI 70**.)
- d. Discharge of Soldiers on FTRS or Permanent Service.* TA soldiers serving on FTRS or who have been mobilized, are still members of the TA and can only be discharged under the appropriate paragraphs in TA Regulations. FTRS agreements to be drawn up to ensure that the individual has returned to his parent TA unit before his run out date, although Section 17(1) provides that if his engagement does expire he is not entitled to be discharged until his period of FTRS is complete. When discharge is for reasons other than completion of engagement or having reached the age for discharge, action should be initiated by the regular unit with which the soldier is serving, although when on an operational tour or overseas, the soldier would then be returned to UK for the completion of discharge procedures. Soldiers are eligible to receive discharge certificates as laid down in **QR (Army), para 9.347**.
- e. Completion of Tenure of Appointment.* Soldiers who have not reached retirement age for their rank or Corps and who have not been selected for another appointment are to seek a transfer to another unit or the Unposted List. Alternatively they may elect to be discharged for service in Section D of the Regular Reserve under the provisions of **para 5.196b**(2). Failure to submit an application for transfer or discharge to the Regular Reserve within 28 days of completion of tenure of appointment will cause the soldier to be transferred to the Unposted List – List B. If an application to transfer to another unit is unsuccessful, the soldier will be transferred to the Unposted List - List B. (See also **paras 3.501 - 3.515, Chapter 3 Part 14** and **5.134 - 5.136**.)

5.182. The competent military authority for each cause of discharge is the officer stated in each relevant paragraph and all officers superior in command to that officer. The Director of Manning (Army) may authorize discharge under any of the relevant **paras 5.185 – 5.208** and may exceptionally do so even if the terms applicable to any particular paragraph concerned have not been fully complied with.

5.183. The date on which a discharge is to be authorized as follows:

- a. Under **para 5.186** with effect from date on which the soldier's engagement is complete. (It should be noted that discharge dates may be postponed under various provisions in **RFA 80** and **RFA 96**.)
- b. Under **para 5.187** with effect from the day preceding the soldier's birthday.
- c. Under paragraphs other than **5.186**, **5.187**, **5.203** and **5.204** with effect from the date on which discharge is authorized by the competent officer.

5.184. The words in italics at the beginning of each paragraph are to be used for recording the cause of discharge and are not to be varied except as given in **paras 5.190 and 5.191**.

Causes of Discharge

5.185.

- a. *Cause of Discharge - Having been Attested and not Finally Approved.*
- b. The competent authority to authorize discharge is the commanding officer.

5.186.

- a. *Cause of Discharge - Termination of Engagement.*
- b. The competent military authority to authorize discharge is the Commanding Officer.
- c. Discharge is to be confirmed from the date on which the soldier completes his engagement. (It should be noted that discharge dates may be postponed under various provisions in **RFA 80** and **RFA 96**.)
- d. This paragraph is also to be used for soldiers who have completed the maximum authorized period on the Unposted List for whom discharge under another paragraph is not more appropriate.
- e. A serving soldier who has given notice to terminate, may only withdraw this notice with the approval of the CO.

5.187.

- a. *Cause of Discharge - Having Reached the Age for Discharge.*
- b. Applies to soldiers who have reached the upper age limit for discharge.
- c. The competent military authority to authorize discharge is the commanding officer.

5.188.

- a. *Cause of Discharge - At Own Request. (See also Annex J/5.)*
- b. The competent military authority to authorize discharge is the commanding officer.
- c. Applies to those who take their discharge before completing this period of engagement and cannot be discharged under any other heading. This is subject to the conditions stated in Section 16(4) of the **Reserve Forces Act 1996** (*i.e.* three months notice is given in writing to the commanding officer, unless the commanding officer dispenses with this requirement).
- d. While a Call-Out Order under Sections 52 or 54 of the **Reserve Forces Act 1996** is in force if the powers of Section 17(4) **RFA 96** have been invoked, soldiers are no longer entitled to discharge under this paragraph and applications may be rejected.

5.189.

- a. *Cause of Discharge - Failing to Fulfil Training Obligation.*
- b. The competent military authority to authorize discharge is the commanding officer. Discharge is to be authorized on **AF B 130A(TA)**. (*See also Annex A/5.*)
- c. Applies to soldiers who, without good reason, fail to fulfil their training obligations as laid down in **paras 2.002 - 2.004** and whose discharge has been recommended by the commanding officer. **The non-attendee soldier is defined as 'a person who has not attended training in each quarterly period of the Training Year, has not gained a written leave of absence or has not been granted a Lower Training Commitment by his commanding officer'.**
- d. Discharges are not to be effected until procedures laid down at **para 5.181b** have been completed. The soldier is also to be reminded of his right to appeal against discharge under this paragraph (*see paras 3.086c and 5.181c*).
- e. When a non-attender cannot be contacted in person, a letter is to be sent by recorded delivery to his last known address ordering him to report for duty on the next training night or to contact his unit giving good reasons for being unable to do so and arranging an alternative day and time. If he fails to attend or respond satisfactorily to that letter, a further two letters are to be sent, at two week intervals, by recorded delivery from the commanding officer formally warning him that continued non-attendance for training will result in his discharge from the TA under the provisions of **para 5.189** of TA Regulations. Copies of both letters are to be sent to MS [Reserves] APC for retention.
- f. The unit is to ensure that they retain proof of assignment and delivery of any recorded letter despatched.

5.190.

- a. *Cause of Discharge - Not Likely to Become an Efficient Soldier.*
- b. Applies only to recruits who are not likely to become efficient soldiers of the TA and cannot be discharged under any other paragraph. Discharge is to be authorized on **AF B 130A(TA)**. (See also **Annex A/5**).
- c. The competent military authority to authorize discharge under this paragraph is:
 - (1) For regional units - Div or Command/Functional Bde Commander.
 - (2) For national units - Commander TA/CVHQ.
 If the TA/CVHQ Commander is below the rank of lieutenant colonel discharge is to be authorized by an officer not below the rank of colonel of the corps concerned.
- d. The cause of discharge under this paragraph is to be amplified in cases where it will benefit the individual concerned.

5.191.

- a. *Cause of Discharge - Services being No Longer Required.*
- b. Applies to:
 - (1) Soldiers who cannot be discharged under any other paragraph, or
 - (2) Soldiers who enlist for the purpose of obtaining a commission and are found unsuitable while serving as an officer cadet, or
 - (3) Soldiers who are to be administratively discharged and whose circumstances are covered by the provisions of **QR (Army) para 9.414**. Applications for such discharges are to be made on **AF B 130 (TA)** and the case submitted through the chain of command as laid down in **QR (Army) para 9.414**. The competent military authority to authorize discharge is DM(A).
- c. The competent military authority to authorize discharges under **para 5.191b(1)** and **5.191b(2)** is:
 - (1) For Regional units – Div or Command/Functional Bde Commander.
 - (2) For National units – Commander TA/CVHQ. If the commander is below the rank of Lieutenant Colonel, discharge is to be authorized by an officer of the Corps concerned who is not below the rank of Colonel.
- d. The competent military authority to authorize discharge under **para 5.191b** is:
 - (1) For regional units - Div or Command/Functional Bde Commander.
 - (2) For national units - Commander TA/CVHQ.
 - (3) For discharges under **para 5.191c** - DM(A).
 If the TA/CVHQ Commander is below the rank of lieutenant colonel discharge is to be authorized by an officer not below the rank of colonel of the corps concerned.

5.192.

- a. *Cause of Discharge - Unsuitable for the TA.*
- b. Applies to soldiers who have proved themselves unsuitable for the duties in their category/corps or inefficient in their rank. Discharge is to be authorized on **AF B 130A(TA)**. (See also **Annex A/5**.)
- c. This paragraph is also to be used for soldiers who fail special to arm or service training required for their rank or appointment. Where this is the case documents are to be annotated accordingly.
- d. Discharges are not to be effected until procedures laid down at **para 5.181b(1)** have been completed. The soldier is also to be reminded of his rights to appeal against discharge under this paragraph (see **paras 3.086c** and **5.181c**).
- e. The competent authority to authorize discharge is the commanding officer.

5.193.

- a. *Cause of Discharge - Services as a Volunteer being No Longer Required.*
- b. Applies to soldiers who do not consent to reallocation to another unit or corps.
- c. The competent military to authorize discharge is the commanding officer.

5.194.

- a. *Cause of Discharge - Having made a False Answer at Attestation.*
- b. When a soldier has made a false answer the commanding officer is to decide whether he is to be retained or not.
- c. The competent military authority to authorize discharge is the commanding officer.

5.195.

- a. *Cause of Discharge - Having been Irregularly Enlisted.*
- b. Discharges under this paragraph are provided for in para 4 of Schedule 1 of the **1996 Act**.
- c. The competent military authority to authorize the discharge is the Director of Manning (Army).

5.196.

- a. *Cause of Discharge - For Service with the Army Reserve on Completion of TA Engagement.*
- b.
 - (1) Applies to soldiers with an Army Reserve liability who are members of the TA, or
 - (2) Soldiers with no Army Reserve liability who voluntarily signify their wish to enlist in Section D of the Regular Reserve, and are accepted by Col MS [Reserves] APC.
- c. In the case of soldiers discharged to join Section D of the Regular Reserve, the words: '*for enlistment in Section D*' are to be added to the cause of discharge.
- d. The competent military authority to authorize discharge is the commanding officer. Discharge for the purpose of enlisting in Section D of the Regular Army Reserve is not to be authorized until the application for enlistment into Section D has been approved by Col MS [Reserves] APC. (*See also paras 5.163 - 5.164.*)

5.197.

- a. *Cause of Discharge - Having made a Misstatement as to Age on Enlistment.*
- b. Applies to a soldier who, on enlistment, stated his age as not less than the appropriate minimum and for whom free discharge application is made by his parents on the grounds that he was less than the appropriate minimum age at the date of application.
- c. The competent military authority to authorize the discharge is the commanding officer.

5.198.

- a. *Cause of Discharge - Medically Unfit under Existing TA Medical Standards.*
- b. Applies to a soldier who is below the retention standard for his arm but may be fit for some form of military service in time of national emergency. (*See also AGAI 49, paras 49.085 - 49.093 and 49.121 - 49.137.*)
- c. **F Med 23** is to be completed by the medical officer in all cases under this paragraph.
- d. Dependent upon the nature of the disability, the medical report from the civilian doctor will usually be acceptable and is to form the basis of **F Med 23**. Where doubt exists as to the fitness for further service the soldier is to be examined by a medical officer and finally, if necessary, by a full medical board.
- e. Where unfitness for further service may be attributed to service a full medical board is to be held.
- f. The competent military authority to authorize discharge is the commanding officer.

5.199.

- a. *Cause of Discharge - Medically Unfit for any Form of Army Service.*
- b. Applies to a soldier who is considered to be permanently unfit for any form of military service. (*See also AGAI 49, paras 49.085 - 49.093 and 49.121 - 49.137.*)
- c. **F Med 23** is to be completed by the medical officer in all cases under this paragraph.
- d. Dependent upon the nature of the disability, the medical report from the civilian doctor will usually be acceptable and is to form the basis of **F Med 23**. Where doubt exists as to the fitness for further service the soldier is to be examined by a medical officer and finally, by a full medical board.
- e. Where unfitness for any form of military service may be attributed to service a full board is to be held.
- f. The competent military authority to authorize discharge is the commanding officer.

5.200. Reserved.**5.201.**

- a. *Cause of Discharge - Dismissal by Court-Martial or Commanding Officer.*
- b. This paragraph applies to a soldier dismissed from the Service by a sentence of a Court Martial under the **Army Act 1955**, the **Naval Discipline Act 1957** or the **Air Force Act 1955** (applies also to soldiers deemed to have been so sentenced under Section 7(c) of the **Army Act 1955**) or the **Armed Forces Act 2006**.
- c. Termination is to be authorized on **AF B 130**.

5.202.

- a. *Cause of Discharge - Misconduct or Inefficiency.*
- b. The competent military authority to authorize discharge is the commanding officer.
- c. Subject to sub-para *d* below, a TA soldier, not being a commissioned officer, should normally have their service terminated using the **AGAI 67** process enclosing an **AF 130 TA**, in the following circumstances:-
 - (1) If they have been convicted by a court (civil court, court martial or summary hearing) of any of the following offences (to include attempts and aiding and abetting); Homicide, serious assault (excluding

common assault, battery and ABH), racially aggravated offences, serious sexual offences, firearms and explosive offences, serious offences of dishonesty, road traffic offences involving death, arson and other instances of serious criminal damage, public order offences (riot, violent disorder), cultivation, importation, possession and supply of drugs.

- (2) If they receive sentence of imprisonment or any other sentence such that the person is no longer freely available for employment.
- d. If a CO is of the opinion, despite a conviction listed in c(1) above, that exceptional circumstances do exist and that termination of service is not merited, **AGAI 67** action is still to be taken and a lesser sanction considered. Before awarding another sanction the CO should take legal advice and consult with his Higher Authority.
- e. Other misconduct or inefficiency which does not result in disciplinary action in accordance with **AFA 06** may still be dealt with by the process contained in **AGAI 67** and discharge may result.
- f. Any TA officer, who commits any offence mentioned in c(1) or receives a sentence such as those mentioned in c(2) above should normally have his service terminated. Officers have their services terminated following the procedures laid down in **AGAI 67**.

5.203.

- a. *Cause of Discharge - For the Purpose of being Appointed to a Commission.*
- b. Applies to servicemen who are granted commissions in the Royal Navy, Regular Army, Royal Marines, Royal Air Force and their respective Reserves and to soldiers appointed to commissions in the TA. For soldiers appointed to commissions in the TA the entry in the London Gazette is to be quoted as the authority for discharge under this paragraph.
- c. The competent military authority to authorize discharge is the commanding officer.

5.204.

- a. *Cause of Discharge - Having enlisted into the Royal Navy, the Regular Army (state regiment or corps), the Royal Marines, The Royal Air Force, Territorial Army (Non Regular Permanent Staff) or respective Reserves of those forces, as the case may be.*
- b. The competent authority to authorize discharge is the commanding officer.
- c. On enlistment being notified discharge will be confirmed for the day before such enlistment. (See **para 5.224**.)
- d. Part and full time soldiers of the R IRISH(HS) are members of the Regular Army (see **QR (Army), para 1.006**).

5.205.

- a. *Cause of Discharge - Having Enlisted into the Army on a Special S Type Engagement (state Regiment or Corps).*
- b. The component authority to authorize discharge is the commanding officer.
- c. On enlistment being notified, discharge will be confirmed for the day before such enlistment (see **para 5.224c**).

5.206.

- a. *Cause of Discharge - Change in Strength Composition or Function of his Corps on Reduction in the Establishment of his Corps.*
- b. The competent military authority to authorize discharge is the Director General Army Personnel Centre.
- c. This paragraph applies to a soldier who is redundant through a reduction of establishment.
- d. The authority of this paragraph is only to be invoked on the direction of the Ministry of Defence (Director of Manning (Army)).

5.207.

- a. *Cause of Discharge - Change in his Corps' Requirements.*
- b. The competent military authority to authorize discharge is:
- (1) For regional units - Div or Command/Functional Bde Commander.
 - (2) For national units - Commander TA/CVHQ. If the TA/CVHQ commander is below the rank of lieutenant colonel discharge is to be authorized by an officer not below the rank of colonel of the corps concerned.
- c. This paragraph applies only to a soldier who is surplus to requirements of his corps, for reasons other than redundancy, arising from reduction in establishment. Discharge under this authority is only to be effected on the direction of the Ministry of Defence (Director of Manning (Army)).

5.208.

- a. *Cause of Discharge – Defect in Enlistment Procedure.*
- b. Applies to a soldier in respect of whom the current regulations for enlistment have been improperly or incorrectly complied with.

- c. A soldier who after enlistment or attestation is found to have been medically unfit for acceptance on account of a condition that was overlooked, inappropriately assessed or not declared by the soldier as part of his former medical history at the time of his initial examination is to be discharged under this paragraph.
- d. The competent military authority to authorize discharge is the commanding officer.

5.209 - 5.210. Reserved.

Special Procedures

5.211. Cases of discharge in circumstances other than those specified in **paras 5.185 - 5.206** are to be submitted to the Div HQ concerned for a decision as to the particulars under which the discharge is to be carried out. If in doubt Div HQ is to refer the case to DM(A) – *see* **para 5.182**.

5.212. Reserved.

Long Absence Abroad

5.213. Except where authority has been specially granted for enlistment and service overseas or retention in the service while abroad under **para 3.021**, a soldier who is absent from the United Kingdom for more than 12 months or takes up permanent residence abroad is to be discharged. (This rule does not apply to soldiers of the RLC/EFI.)

Move of Residence Outside Recruiting Area of Unit

5.214. When a soldier moves his permanent residence to a place outside the recruiting area of his unit, he must elect either to be assigned or transferred to another regiment or corps in his new locality, or to be discharged. In the case of election to transfer the procedure laid down in **paras 5.155 - 5.159** are to be observed. Discharge in this case is to be carried out under **para 5.188**.

The Returning of Public Property on Discharge

5.215. Before his discharge, a soldier of the TA is to hand over in good order, fair wear and tear excepted, at such time and place as may be ordered by his commanding officer (usually at his last annual camp), all arms, clothing and equipment issued to him, being public property. Where this is not done he is to pay the full value of any item which is not handed over. (*See* **para 3.113**.) In addition his commanding officer is to ascertain from the RAO whether there is a requirement to refund the advance of training bounty and, as necessary, arrange recovery. (*See also* **LFSO 6102**.)

Eligibility for Efficiency Medal on Discharge

5.216. Before a soldier of the TA is finally discharged his commanding officer is to ascertain whether he is eligible for the Volunteer Reserves Service Medal (*see* **para 3.241** and **Annex C/3**). If so and he is prepared to recommend him for the award, he is to inform the soldier and submit an application on **F Hons 1009**. If the soldier is otherwise eligible but is not recommended by his commanding officer for the award, a certificate to that effect is to be forwarded to the officer in charge of manning and records concerned for retention with the original attestation.

Valedictory Letter

5.216A. Any soldier who is discharged having completed six years unbroken voluntary service in the TA is, subject to his commanding officer's recommendation, eligible for a valedictory letter signed by the Adjutant General. Before a soldier is finally discharged from the TA, his commanding officer is to ascertain whether he is eligible for a valedictory letter. If so, and if he is prepared to recommend the soldier for a valedictory letter, he is to inform the soldier, complete the proforma at **Annex I/5** and forward it to MS [Reserves] APC. If the soldier is otherwise eligible but is not recommended by his commanding officer, the Certificate at **Annex I/5** is to be endorsed accordingly and despatched to Col MS [Reserves] APC for retention with the soldier's original attestation.

Discharge Certificates

5.217. Subject to **para 5.219** each soldier on discharge is to be furnished with a discharge certificate (**AF B 108D**) by Col MS [Reserves] APC through TA/CVHQ or the unit. In the case of a soldier who has not handed over his arms, clothing and equipment, the unit or TA/CVHQ may retain the certificate pending their return, for a period not exceeding 14 days, but this procedure is not to affect that date of discharge. No such certificate, however, will be necessary when a soldier is appointed to a commission in the TA while serving in the ranks of this force.

Discharge on Conviction by a Civil Power, Endorsement on Discharge Certificate

5.218. When a soldier of the TA is discharged under **para 5.200** the cause of discharge is to be written in red ink. In addition, the following entry is to be made in red ink across the fact of the certificate and signed by the officer in charge of manning and records:

‘Caution. It is a criminal offence knowingly to make a false answer in an attestation paper. Persons who have been discharged from Her Majesty’s forces for misconduct or who have been dismissed or dismissed with disgrace from those forces are cautioned against attempting to re-enlist by concealing the circumstances of their discharge or dismissal unless the conviction has become spent by virtue of the **Rehabilitation of Offenders Act 1974**.’

Discharge During Call Out

5.219. In the case of a soldier of the TA being discharged during a period of call out, a certificate of discharge is to be issued under the provisions of **QR (Army), Chapter 9, Part 6**.

5.220 - 5.221. Reserved.

Retention of Rank and Wearing of Uniform after Discharge

5.222. Warrant officers and NCOs after not less than 10 years service in or above the rank of sergeant may, if specially recommended, be permitted to retain their rank on discharge with the right to wear the uniform of their corps on the written authority of the competent officer who authorizes their discharge. They are to provide the uniform at their own expense and wear the letter ‘R’ in white metal or bronze over the badges of rank. Service on call out may be counted as double for the purpose of assessing service under this paragraph.

Orders under Mental Health Act

5.223. A soldier of the TA dealt with before enlistment by an order under the **Mental Health Act 1983** and still subject to its provisions is not to be permitted to remain in the TA. If it is brought to notice that a soldier of the TA has been subject to action under the Act referred to, a report is to be forwarded to MOD (DM(A)) in order that the question of his discharge may be considered.

Enlistment into Regular Army and Other Services

5.224.

- a. Soldiers of the TA may enlist into the Royal Navy, Royal Naval Reserve, Regular Army, Royal Marines Reserve, Royal Air Force or Royal Air Force Reserve. On final approval of any such enlistment the soldier is to be discharged from the TA under **para 5.204**.
- b. They may also apply to enlist into an auxiliary or reserve force of another Service, but discharge for the purposes of enlistment is to be approved only when supported by strong reasons, and is to be subject to the approval of Col MS [Reserves] APC. Soldiers enlisting from the TA into one of the above named forces are to hand over in good order all arms, clothing, *etc.*, issued to them as stated in **para 5.215**.

Medical Re-examination after Medical Rejection for Regular Army

5.225. When a soldier of the TA seeking to enlist into the Regular Army is rejected on medical grounds the fact is to be notified by the recruiting officer to the commanding officer of the TA unit or TA/CVHQ concerned, who is forthwith to take steps to have the soldier medically examined at the first available opportunity in order that his fitness for retention in the TA may be decided. No grant is to be made in respect of this examination and no expense to the public must be incurred.

Documentation

5.226. All documentation for discharge is to be carried out as laid down in the JPA Business Process Guides.

5.227 - 5.300. Reserved.

ANNEX A TO CHAPTER 5
COMPULSORY PREMATURE DISCHARGE OF TA SOLDIERS AND NON-RECOMMENDATION FOR
RE-ENGAGEMENT

(PARAS 5.142, 5.142A AND 5.181 REFER)

General

1. It is in the interest of the Service to have fair and effective measures to achieve the discharge of soldiers whose retention has become undesirable. Authority for compulsory premature discharges of soldiers, possibly against their will, under **paras 5.190, 5.191, 5.200 and 5.201** rests at the appropriate level in the chain of command, or in the case of discharges under **paras 5.189, 5.192 and 5.202** with the commanding officer.
2. Although necessary in the interests of the Service, compulsory premature discharge or refusal to recommend re-engagement can have serious consequences for the individual concerned. In addition, it deprives an NRPS soldier of employment and pension prospects and often involves a soldier's family. It may result in premature discharge without prior warning or at minimal notice, with the forfeiture of time to cushion the transfer to civilian life and seek alternative employment. This instruction therefore sets out the principles and procedures to be followed to ensure that all discharges listed in **para 1** above, or refusal to recommend re-engagement, are seen to be carried out with scrupulous fairness.

Principles

3. Whatever the nature of the case, or level of authority responsible for examining it and, where appropriate, authorizing discharge or non-recommendation for re-engagement, the following principles should invariably apply unless insuperable practical considerations render any of them impossible to achieve.
 - a. Discharge proceedings, or action to recommend that a soldier should not be re-engaged, should never be instituted without the soldier being formally advised that his discharge is being applied for, or that he is not to be recommended for re-engagement, told the reasons for it, and given an opportunity to plead his case. This should be done by means of a formal interview, a record of which should be maintained. Such interviews should be conducted by the commanding officer. Only in exceptional circumstances should the interview be carried out by another officer and he should not be below field rank. In circumstances where the soldier is undergoing a sentence in a civil prison or institution he should be visited by a unit officer (or where necessary by an officer from the nominated unit, Brigade or Div Headquarters) for the purpose of conducting the necessary interview.
 - b. In cases where there is a realistic possibility for the soldier to remedy the circumstances which would otherwise lead to discharge proceedings being initiated, or recommendation for re-engagement being refused, he should first be given formal warning under **paras 5.142A or 5.181**, as appropriate. This will allow him an appropriate period of time (not normally less than three months and in the case of TA Volunteers, often longer) to show the necessary improvement. Prior formal warning is a mandatory requirement in cases where discharge is subsequently sought under the provisions of **paras 5.189, 5.192 and 5.202**, or when a commanding officer subsequently refuses to recommend re-engagement. Formal warning should be regarded as equally important in all other cases to which it would be appropriate.
 - c. In reviewing an application for discharge, refusal to recommend re-engagement, or a subsequent appeal under Section 15(2) of the **Reserve Forces Act 1996** or a complaint under Section 180 of the **Army Act 1955**, the authorizing officer or chain of command must be in a position to take full account of all relevant factors, including the soldier's service record, any representation which he may have submitted, and any mitigating factors.
4. When an initiating officer is satisfied that he should apply to the appropriate superior authority for compulsory premature discharge of a soldier, he is to submit his application on an **AF B 130A (TA)**. In those cases where the commanding officer is the appropriate authority (**paras 5.189, 5.192 and 5.202**), or when recommendation for re-engagement is to be refused (**paras 5.142 and 5.142A**), this procedure is still to be followed. Part 2 is to be completed by the commanding officer in accordance with **para 5** below.
5. In compiling his statement at Part 2 of the **AF B 130A (TA)** or in explaining his justification for not recommending a soldier's re-engagement, the commanding officer should cover:
 - a. A concise description of the reasons for his decision for discharging the soldier and the full circumstances of the case.
 - b. Details of any warnings given.
 - c. Explicit reasons why continuation in the service would not be in the interests of the Service.
 - d. In cases arising out of a soldier's unemployability consequent upon loss of employment qualification, or failure to achieve the qualifications required for his rank or appointment, full reason for such loss of trade or failure is to be given. An explanation is also to be given of why remustering to another employment within his parent unit or transfer to another unit has not been possible.

- e.* A general assessment of the soldier based on his performance and potential set against the needs of the unit.
 - f.* Any mitigating or compassionate factors.
- 6.** The soldier must see the statement at Part 2 to enable him to decide whether he wishes to submit a representation against discharge or non-recommendation for re-engagement in Part 3. If a soldier explicitly recognizes that premature discharge or non-recommendation for re-engagement would be in his own best interests, he should acknowledge this in Part 3. If he is unwilling to be discharged or refuses to accept that he is not recommended for re-engagement, he should be advised that it is in his own best interests to submit a reasoned argument for consideration by the appropriate authority. The soldier should be given at least 48 hours during which to prepare any representation, and should be given the assistance of an officer if he so wishes.
- 7.** When a soldier makes a representation at Part 3 of the report, the commanding officer may, if he deems it necessary, comment further at Part 4. It will be unusual for any such further comment to be required other than to rebut any unfounded allegations or misrepresentation of the facts in the soldier's statement. Where a soldier has made a representation at Part 3 but the commanding officer does not wish to comment then he should insert '*Seen*' at Part 4 and sign and date it.
- 8.** Applications should always be accompanied by any relevant documentary evidence which will assist the appropriate authority in deciding the case, or in dealing with any subsequent appeal. In particular:
- a.* Whenever formal warning has preceded the initiation of discharge action or refusal to recommend re-engagement, copies of the relevant warning certificates must be submitted.
 - b.* Copies of **AFs B 120** and **121** together with copies of any known civilian convictions should be attached to all cases where the application for discharge is made under **paras 5.200**, and **para 5.202** when unsatisfactory conduct or indiscipline is a material cause.
 - c.* Copies of SIB reports or reports by officers attending the civil trial of a soldier may be appropriate supporting evidence in cases where application for discharge is made under **para 5.200**.

Complaints

- 9.** The soldier's right to submit a representation against discharge in no way subsequently diminishes his right to make a complaint under Section 180 of the **Army Act 1955** or an appeal under Section 15(2) of the **Reserve Forces Act 1996**, as appropriate if the decision is taken to discharge him or not recommend his re-engagement (*see paras 3.086, 5.189, 5.192, and 5.202 and Annex I/3*).

ANNEX B TO CHAPTER 5
TERMS OF EMPLOYMENT WITH THE NAVY, ARMY AND AIR FORCE INSTITUTES
(PARA 5.021 REFERS)

1. The instructions contained in TA Regulations apply equally to soldiers employed with NAAFI except where such regulations are at variance with the details in this Annex.
2. **Liability for Call Out on Permanent Service.** Soldiers are to have the same call out liabilities as other members of the same TA group but are only to be called out and put on permanent service when required for service with NAAFI.
3. **Enlistment.**
 - a. Enlistment will be in a Group C national unit and is to be restricted to those individuals who are recommended by Headquarters NAAFI to DCOS G1/G4 HQ RLC TA for enlistment into RLC/EFI.
 - b. Written evidence that they are employees of NAAFI and/or that NAAFI is prepared to recommend their enlistment into the RLC/EFI is to be required by the Army recruiting officer.
4. **Age Limits and Medical Standards.** Applicants must be between the ages of 19 and 45 years. The PULHHEEMS standard required is to be the minimum standard permissible in the theatre to which the soldier is to be deployed. A PULHHEEMS standard below P3 must be referred to MS [Reserves] APC.
5. **Training.** RLC/EFI soldiers, including those employed overseas, are required to complete MATTs annually. Additional training may be undertaken on a voluntary basis, under arrangements agreed between the Ministry of Defence and NAAFI.
6. **Pay, Allowances and Bounties.**
 - a. Soldiers are to receive no pay, allowances or bounties from Army funds except to the extent provided in **Army Order 8 of 1970** but are to be remunerated by NAAFI in accordance with the terms of their employment with that organization.
 - b. Rates of bounty and the conditions under which they are payable by NAAFI are to be the same as those applicable to other members of the same group of TA.
7. **Ranks and Promotion.** Enlistment is to be in the rank of private. There is to be no promotion above the rank of warrant officer class 2. Criteria for ranks and promotions are to be in accordance with Corps Instructions published by HQ DRLC.
8. **Discharge.** Discharge is to be carried out in accordance with **paras 5.181 - 5.206.**

ANNEX C TO CHAPTER 5

Reserved

ANNEX D TO CHAPTER 5

Reserved

ANNEX E TO CHAPTER 5
MEMORANDUM OF AGREEMENT TO ENLISTMENT OF CERTAIN CATEGORIES

(PARA 5.036b REFERS)

The form of memorandum required under para 5.036b is to be as follows:

Memorandum for: _____ (Unit address)

*Principal Director of Accounts (Naval),
 Ministry of Defence, Bath
 Director of Drafting, Pay and Records,
 Royal Marines,
 Eastney Barracks,
 Southsea, Portsmouth,
 Hants.

Air Officer-in-Charge of Records
 Royal Air Force Records, Gloucester

Will you please verify the following particulars of the undermentioned man who has volunteered for the TA.

Name (in full) _____ Official number _____

Rating or Rank _____ Date of birth _____

Date and age of joining _____ Date of discharge _____

Service trade _____

†Medical category or PULHEEMS assessment on discharge _____

Whether a reservist _____

Cause of discharge _____

(if invalided, cause of invaliding) _____

Total service which at date of discharge, reckoned for increase of pay _____

Non reckonable service details _____

Character on discharge _____

The Officer Commanding _____

Signature _____

Rank/Appointment _____

Date _____

The above particulars have been verified and found correct.

*He is/is not liable for further *Naval/Marine/Air Force service.

There are no objections to this man's enlistment in the TA.

Signature _____

Appointment _____

*Principal Director of Accounts (Naval):

Director of Pay and Records, Royal Marines:

Air Officer-in-Charge of Records.

**Delete which is inapplicable.*

†Delete if applicant was discharged more than 18 months previously (*see* PULHEEMS Administrative Pamphlet 2000 (Army Code No 13371))

**ANNEX F TO CHAPTER 5
BRITISH NATIONALITY**

Notes for Guidance on the Meaning of the Terms Commonwealth Citizen British Protected Person and Citizen of the Republic of Ireland.

Commonwealth Citizen

1. A person having the status of Commonwealth citizen is one who, under the provisions of the **British Nationality Act 1981**, is a British citizen, a British Dependent Territories citizen, a British Overseas citizen, a British subject or a citizen of an independent Commonwealth country. The following is a list of British Dependent Territories and Independent Commonwealth countries:

British Dependent Territories (Colonies)

Anguilla
Bermuda
British Antarctic Territory
British Indian Ocean Territory
British Virgin Islands
Cayman Islands
Cyprus
 (Sovereign Base Areas only)
Falkland Islands and Dependencies
Gibraltar
Hong Kong
Montserrat
Pitcairn
St Helena and Dependencies
 Ascension Island
 Gough Island
 Inaccessible Island
 Nightingale Island
 Tristan da Cunha
Turks and Caicos Islands

Independent Commonwealth Countries

The United Kingdom (incl Channel Isles and Isle of Man)
Australia incl
 Christmas Island (Indian Ocean))
 Cocos (Keeling Island, Norfolk Island)
Antigua
Bahamas
Bangladesh
Barbados
Belize
Botswana
Brunei
Canada
Cameroons
Cyprus
Dominica
Fiji
The Gambia
Ghana
Grenada
Guyana
India
Jamaica
Kenya
Kiribati
Lesotho
Malawi
Malaysia
Malta
Mauritius
Mozambique
Namibia
Nauru
New Hebrides (Vanuatu)
New Zealand (incl Cook Islands, Niue Island and Tokela
 Islands)
Nigeria
Pakistan¹
Papua New Guinea
St Kitts & Nevis
St Lucia
St Vincent and The Grenadines
Seychelles
Sierra Leone
Singapore
Solomon Islands

¹ Note 1. As amended by the **British Nationality (Pakistan) Order 1989**, effective 1 October 1989.

South Africa
Sri Lanka
Swaziland
Tanzania
Tonga
Trinidad and Tobago
Tuvalu (formerly Ellice Islands)
Uganda
Western Samoa
Zambia
Zimbabwe

British Citizen

2. A British citizen is a person who has a right of abode in the United Kingdom. A person who is not a British citizen may become such a person by registration or naturalization.
3. A British Dependent Territories citizen is a person who is a citizen of one of the British Dependent Territories listed above.

British Overseas Citizens

4. A British Overseas citizen is a person who was a citizen of the United Kingdom and Colonies immediately before commencement of the **British Nationality Act 1981** and who did not at commencement become either a British citizen or a British Dependent Territories citizen. The category is very much a residual one.

British Subject

5. A British subject is a person of similar status to a British Overseas Citizen.

Citizen of an Independent Commonwealth Country

6. A Citizen of an Independent Commonwealth country is a citizen of one of the independent Commonwealth countries listed above.

British Protected Person

7. A British protected person is a person who was born, or whose father was born in a protectorate or who is the subject of a protected state. A British protected person has no right of abode in the United Kingdom and to obtain such a right he must apply for naturalization as a British citizen.

Citizen of the Republic of Ireland

8. Citizens of the Republic of Ireland who were born on or before 31 December 1948 are deemed to have remained British subjects. Under the **British Nationality Act 1948** those born on or after 1 January 1949 were able to be specially registered as British subjects after five years residence in the United Kingdom, which period could be reduced in certain circumstances. The **British Nationality Act 1981** provides that these persons may now obtain British citizenship by naturalization only after qualification of five years residence in the United Kingdom or, alternatively, by being in Crown service overseas at the date of application.

ANNEX G TO CHAPTER 5
TA ENLISTMENT - NOTICE AND ATTESTATION PAPERS

(PARA 5.081 REFERS)

1. These Regulations govern enlistment into the Territorial Army and shall come into operation on the first day of April 1997.
2. The notice to be given to a person offering to enlist in the Territorial Army Groups A and B, and the questions to be put to a recruit on attestation into the Territorial Army in Group A or B, shall be as set out in **Form 1** - The Notice Paper (Groups A and B) - to these Regulations in accordance with para 1(2) of Schedule 1 to the **Reserve Forces Act 1996**. The declaration to be made by persons offering to re-engage for a further term of service in the Territorial Army is at **Form 2**.
3. The notice to be given to a person offering to enlist in the Territorial Army Group C, and the questions to be put to a recruit on attestation into the Territorial Army in Group C, shall be as set out in **Form 3** - The Notice Paper (Group C) - to these Regulations in accordance with para 1(2) of Schedule 1 to the **Reserve Forces Act 1996**. The declaration to be made by persons offering to re-engage for a further term of service in the Territorial Army is at **Form 2**.
4. In compliance with the provisions of para 1(2) of Schedule 1 to the **Reserve Forces Act 1996**, **Forms 1** and **3** are to set out the general conditions of the engagement to be entered into and such other matters as may be prescribed. **Forms 1** and **3** are therefore to be amended as necessary to take account of any changes in terms and conditions of service as may be authorized from time to time.
5. In compliance with normal Army custom and practice, the term Attesting Officer as defined at **paras 5.082** and **5.083** is used in **Forms 1, 2** and **3**. For the purpose of these regulations it has the same meaning as Enlistment Officer as defined in Section 9(2) of the **Reserve Forces Act 1996** as modified by **para 5.083**.

APPENDIX 1 TO ANNEX G TO CHAPTER 5
FORM 1
NOTICE PAPER - TERRITORIAL ARMY
(GROUPS A AND B)

(PARA 5.084 REFERS)

Explanatory Notes

This paper sets out:

The engagement open to you

The conditions of enlistment

The training and call-out liabilities

The questions you will be asked by the officer who will attest you (That formally enlist you) for Her Majesty's Territorial Army and which you must answer

If you are under the age of 18 years the consent of the person with your parental responsibility (within the meaning of the **Children Act 1989** or the **Children (Northern Ireland) Order 1995** or Section 1(3) of the **Children (Scotland) Act 1995** must be given before you are enlisted. Please make sure that you understand the conditions and do not be afraid to ask questions.

General Information

1. The Territorial Army (TA) is a reserve force of the Army. It is maintained and called out under the **Reserve Forces Act 1996**.
2. The TA is organized as follows:
 - a. *Group A*. This Group is made up of regional and national units and pools of personnel required to provide a national reserve available for employment at home and overseas in times of emergency.
 - b. *Group B*. This group consists of the Officer Training Corps, TA Non Regular Permanent Staff (NRPS), and certain other miscellaneous units and pools of personnel with varying liabilities.
 - c. *Group C*. The Sponsored Reserve. This group consists of personnel who have voluntarily joined the TA due to their employer's obligations to MOD for the maintenance of services under operational conditions as laid down in Part V of the **Reserve Forces Act 1996**. The terms of service for Group C are set out in a separate Notice Paper, and no further reference is made to them in this Notice Paper.
3. Units and pools within Groups A and B are administered in two ways:
 - a. *National Units*. Men with technical skills which cannot be recruited in sufficient numbers in a particular locality are centralized in these units. Such units and pools are recruited from the country as a whole and are administered and trained by a Central Volunteer or TA Headquarters. If you have a specialist civilian skill which is needed by the TA, you may wish to enlist in a national unit.
 - b. *Regional Units*. These units are raised on a local basis and in the main are units and sub-units of the Combatant Arms and Services. They have a territorial connection and are recruited and trained by their own permanent staff based on a TA Centre.

General Conditions of Enlistment

4. Your service will be part-time only unless you are called out for permanent service (*see para 13* below), or you volunteer and are accepted for full time service as a member of the permanent staff, or Full Time Reserve Service under Section 24 of the **Reserve Forces Act 1996**. Part-time service consists of mandatory periods of out of camp and in camp training. In addition you may voluntarily attend further periods of training. The periods of mandatory training will vary according to the nature of the unit into which you are enlisted and whether you are a recruit or trained soldier.
5. Out of camp training for regional units is usually carried out at a TA Centre but if it includes weekend training it would be away from the Centre at a range or field training area. In camp training is usually carried out on a major field training area or special camp and may be anywhere in the United Kingdom and, on occasions, overseas.
6. Out of camp training for national units is usually at a weekend at the location of the TA/Central Volunteer Headquarters. In camp training is organized in the same way as for regional units.
7. You will be subject to military law when in permanent service (*see para 13* below), when in Full Time Reserve Service or an Additional Duties Commitment, when undertaking any training or duty, or when serving as a member of the permanent staff of the TA. You will be subject at all times to more limited disciplinary provisions of Section 95 of the **Reserve Forces Act 1996**.

8. Her Majesty and the military authorities have the right to discharge you at any time if your services are no longer required.

Terms of Enlistment

- 9.
- a. *TA Group A Entrants.* You may enlist for a period of 12 years. During the last year of service you may apply to re-engage, normally for a further period of 12 years. Subsequently you may apply to re-engage for further periods of service of six years until such time as you reach the normal retirement age of 55 years or the higher upper age limit relevant to your employment. If you are over the age of 43 years, your re-engagement period will be adjusted if necessary to allow you to serve to age 55 years or the higher age relevant to your employment.
 - b. *TA Group B Entrants.* You may enlist for a period of three years. During the last year of service you may apply to re-engage normally for a further period of one, two, three or four years. Subsequently you may apply to re-engage for further periods of service until such time as you reach the upper age limit for your rank and Regiment/Corps or Group.
10. If you are able to be enlisted for an appointment as a member of the permanent staff of the TA you must enlist initially for a period of five years which may be extended by re-engagements for so long as you are to be employed, or until you reach the upper age limit for such appointments.

Liabilities

Training

11. The mandatory training required of you will depend on your status, *i.e.* as a recruit or a trained soldier, and the Group and type of unit you wish to join. The annual training periods are as follows:
- a. *Out of Camp training*
 - (1) *Group A Regional Units*

Recruits	16 days in first year of service.
Parachute roled personnel	18 days
All others	12 days
 - (2) *Group A National Units*

	4 days (Parachute roled personnel - 10 days)
--	--
 - (3) *Group B Units*

OTC Cadets	
Others	Up to 16 days
 - b. *In Camp Training*

	Nil unless attached to Group A units
(1) Group A units & OTC	
(2) Other Group B units	Up to 16 days
	Nil unless attached to Group A units

(If you are seeking to join a unit or pool with special training requirements which differ from those shown above, you will be informed by the unit recruiting staff.)

In addition, you may voluntarily attend further training periods.

12. Subject to the satisfactory completion of the mandatory training requirements you will be paid training bounty as prescribed by regulations. However, if without leave or reasonable excuse you fail to fulfil your training obligations you will render yourself liable to be discharged. If without leave or reasonable excuse, you fail to attend for mandatory training when required to do so you may be charged with the offence of absence without leave under Section 97(2) of the **Reserve Forces Act 1996**.

Call Out

13. You will be liable to be called out for permanent service in any part of the world whenever an order is in force authorizing your call out.
- a. *Groups A and B.* By Her Majesty if it appears to her that national danger is imminent or that a great emergency has arisen; or in the event of actual or apprehended attack on the United Kingdom.
 - b. *Group A only.* By the Secretary of State if it appears to him that warlike operations are in preparation or progress.
 - c. *Group A only.* By the Secretary of State if it appears to him that it is necessary or desirable to use armed forces on operations outside the United Kingdom for the protection of life or property; or on operations anywhere in the world for the alleviation of distress or the preservation of life or property in time of disaster or apprehended disaster.

14. If without leave of absence, sickness or other reasonable excuse you fail to report at the time and place as specified in your call out notice calling you out for permanent service, you will render yourself liable to be charged with desertion or absence without leave.

Choice of Corps

15. You will be enlisted for service in such Regiment or Corps and assigned to such unit as you select from among those for which you are eligible and in which there are vacancies.

Employment

16. As a soldier of the TA you will be required to carry out whatever duties may be ordered by those in authority over you. The nature of your employment is always subject to the needs of the Service, and no guarantee can be given that you will be employed in any particular employment. Nevertheless, if you are enlisted for a particular employment with a view to being trained and employed in it, you will normally be so trained and employed.

Transfer

17. In peace-time, you may not be transferred from the Corps in which you enlisted, nor assigned from the unit you selected to join, without your consent. Should you change your place of residence, or for any other reason wish to transfer to another TA unit, you may apply to do so.

18. When you are in permanent service as described in **para 13**, you may be assigned, without your consent, to another unit within your Corps, or be transferred to another Corps.

19. If you are assigned to another unit or transferred to another Corps while in permanent service, at the end of the period of call out you may claim to serve again in the Corps and unit in which you were serving before you were called out.

Premature Termination of Service

20. Unless you are in permanent service, in Full Time Reserve Service under Section 24 of the **Reserve Forces Act 1996**, or an Order is in force authorizing the call out of the reserves in the circumstances described in **paras 13a** and **13b**, you are entitled to be discharged before the end of the period for which you enlisted or re-engaged if you give three months notice in writing and return clothing and other public property issued to you in good order or pay for the deficiencies.

21. You may be discharged if you make a false answer to any of the questions at the end of this paper, or because of any other irregularities concerned with your enlistment.

22. Other examples of the ground on which you may be discharged are:

- a. If your services are no longer required, or
- b. Unfitness on medical grounds, or
- c. Failure to fulfil your training obligations, or
- d. By your commanding officer for disobedience, neglect of duty or misconduct.

Unless your discharge has been specifically authorized by the Defence Council you have the right to appeal to it against discharge.

Retention in Service

23. If, at the time when you would otherwise be entitled to be discharged at the end of your term of service and you are not in permanent service or in Full Time Reserve Service, an Order under Section 52 of the **Reserve Forces Act 1996** is in force authorizing the call out of members of a Reserve Force because it appears that national danger is imminent, or a great emergency has arisen, or the United Kingdom is under actual or apprehended attack, you may be retained in service for a further period of up to 12 months.

24. If you are in permanent service under an Order under Section 52 of the **Reserve Forces Act 1996** at a time when you would otherwise be entitled to be discharged at the end of the term of service, you may be required to serve for a further period of up to 12 months. The extension may not require you to complete more than an aggregate of three years' permanent service, counting the current period and any such service in the previous six years. The three years aggregate may be extended to five years by Order of Her Majesty.

25. If you are called into permanent service for the reasons given in Section 54 of the **Reserve Forces Act 1996** (when warlike operations are in preparation or progress), and you would otherwise be entitled to be discharged at the end of your term of service, you may be required to serve for a further period of up to 12 months. The extension may not require you to complete more than an aggregate of 12 months' permanent service, counting the current period and any such service in the previous three years. The 12 month aggregate may be extended to two years by Order of Her Majesty.

26. If you are called into permanent service for the reasons given in Section 56 of the **Reserve Forces Act 1996** (for the protection of life and property outside the United Kingdom, or for the alleviation of distress, or preservation of life and property in time of actual or apprehended disaster anywhere in the world) and you would otherwise be entitled to be

discharged at the end of your term of service, you may be required to serve for a further period of up to nine months. This extension of service may not require you to complete more than an aggregate of nine months service, counting the current period and any such service in the previous 27 months.

Questions to be Answered

27. On attestation you will be asked by the officer or other person authorized to attest recruits to answer the questions as given below.

Questions to be put to the Recruit on Attestation

1. Do you understand that under the provisions of para 5 of Schedule 1 to the **Reserve Forces Act 1996**, if you knowingly or recklessly give a false answer to any of the following questions answered during your attestation you will render yourself liable to punishment? YES/NO

- 2. a. What is your surname? (block letters) _____
- b. What are your Christian/Forenames? (block letters) _____
- c. Date of birth: Day _____ Month _____ Year _____
- d. Place of birth: _____
- (1) Town or Village _____
- (2) County _____ Country _____

3. What is your nationality?
 a. At birth _____
 b. Now _____

4. Are you single, married, divorced or a widower/widow? _____

5. How many children are dependant on you? _____

6. What is your religious denomination? _____

7. Do you belong to, or have you ever served in, Her Majesty’s Naval, Military or Air Forces or in any Commonwealth or Colonial Force? YES/NO

If the answer is ‘YES’ please state:

Force _____ Unit(s) _____
 Service No _____ Service from _____ to _____
 Rank on discharge _____ Date of Discharge _____
 Reason for Discharge _____

8. Have you ever been a member of the Combined Cadet Force, the Army Cadet Force, the Sea Cadet Corps or the Air Training Corps? YES/NO

If the answer is ‘YES’ please state:

Unit _____ Service from _____ to _____
 Certificate(s) awarded _____

9. a. In which Corps do you wish to serve? _____
 b. To which unit or pool of the Corps of your choice do you wish to be _____

10. a. What is your civilian trade or employment? _____
 b. If an ex-serviceman what was your former service employment? _____

11. Have you ever been rejected for service in Her Majesty’ Naval, Military or Air Forces or in any Commonwealth or Colonial Force? YES/NO

If the answer is ‘YES’ state reasons _____

12. Have you ever been found guilty of an offence by any court? (*Offences spent under the Rehabilitation of Offenders Act 1974 need not to be mentioned here unless you are told that particulars of such an offence are required for entry into a specific Corps*)

YES/NO

If so then in respect of each offence, what was:

- The date of the hearing? _____
- The court of hearing? _____
- The offence? _____
- The sentence or order? _____

Is any alleged offence outstanding against you?

YES/NO

13. Have you ever received a Notice Paper setting out the questions to be answered on attestation and the general conditions of the enlistment to be entered into?

YES/NO

Have all of the questions been answered satisfactorily?

YES/NO

Do you understand the contents of the Notice Paper and wish to be enlisted?

YES/NO

14. Provided Her Majesty shall so long require your services, are you willing to serve Her Majesty as a man/woman of the Territorial Army for a term of

_____ years?

YES/NO

Solemn Declaration

15. I, _____ do solemnly declare that the above answers made by me to the above questions are true, and that I am willing to fulfil the engagement made.

Date _____ Signature of Recruit _____

Signature of Attesting Officer _____ Rank/Appointment _____

**APPENDIX 2 TO ANNEX G OF CHAPTER 5
FORM 2
TERRITORIAL ARMY
DECLARATION ON RE-ENGAGEMENT**

Declaration to be made by a person of the Territorial Army on re-engagement for service in the Territorial Army.

I, (No) _____ (Rank) _____

(Surname) _____ (Christian or forenames) _____

Date of Birth _____

At present serving with (Unit or Pool) _____

Declare that I am _____ years of age and wish to re-engage for a further term of Service in the Territorial Army. I will faithfully serve Her Majesty, Her Heirs and Successors as a member of the Territorial Army for a period of _____ years from _____ (insert date), the end of my current engagement provided my services shall so long be required.

Signature of soldier _____ date _____

Witnessed at _____ on the _____ day of _____ 20

Signature of Commissioned Officer or Attesting Officer _____

Rank _____ Appointment _____

**APPENDIX 3 TO ANNEX G TO CHAPTER 5
FORM 3
NOTICE PAPER - TERRITORIAL ARMY
(GROUP C)**

Explanatory Notes

This paper sets out:

- The engagement open to you
- The conditions of enlistment
- The training and call-out liabilities
- The questions you will be asked by the officer who will attest you (that is formally enlist you) for Her Majesty's Territorial Army and which you must answer

General Information

1. The Territorial Army (TA) is a reserve force of the Army. It is maintained and called out under the **Reserve Forces Act 1996**.
2. The TA is organized as follows:
 - a. *Group A*. This Group is made up of regional and national units and pools of personnel required to provide a National reserve available for employment at home and overseas in times of emergency.
 - b. *Group B*. This group consists of the Officer Training Corps, TA Non Regular Permanent Staff (NRPS), and certain other miscellaneous units and pools of personnel with varying liabilities.
 (The terms and conditions of service for Groups A and B are covered by a separate Notice Paper and will not be covered any further in this Notice Paper.)
 - c. *Group C - The Sponsored Reserve*.
 - (1) This group consists of personnel who have voluntarily joined the TA due to their employer's obligations to MOD for the provision of services in peace and war as laid down in Part V of the **Reserve Forces Act 1996**. The employer will have entered into an arrangement with the Secretary of State for Defence and will meet his obligations to carry out specific services in peace and war by providing a work force, either made up by employees of his firm, or through a combination of his employees and the employees of other firms working under sub-contract.
 - (2) Employees who will be engaged in providing these services are enlisted into the TA so that they are trained in sufficient military skills to carry out their tasks in an operational environment. Individuals may only be enlisted into and remain in the Sponsored Reserves if their employer is obliged to provide services to the Armed Forces and they have a form of consent to their Enlistment from their employer.
3. Sponsored Reserve work forces or teams are normally administered and trained by a TA or Central Volunteer Headquarters (TA/CVHQ) which is also responsible for the administration and training of National units.

General Conditions of Enlistment

4. Your service will be part-time only unless you are called out for permanent service (*see para 13* below) or you volunteer with your employer's permission, and are accepted for Full Time Reserve Service under Section 24 of the **Reserve Forces Act 1996**. Part-time service consists of obligatory periods of out of camp and in camp training. In addition you may voluntarily attend further periods of training provided this does not interfere with your obligations to your employer.
5. Out of camp training for Sponsored Reserve teams is usually at a weekend at the location of the TA/CVHQ. In camp training might consist of either a concentrated training course or modular courses at the TA/CVHQ, or alternatively of attendance on military exercises during which the Sponsored Reserve team practices its role with other troops. The length of periods of training on courses or exercises will vary according to the agreement made between the Ministry of Defence and your employer but could be for between seven and 15 days, exceptionally they might be for a longer period.
6. If there is any possibility of voluntary additional training requiring you to be absent from your normal workplace at a time you would be expected to be there, you will only be allowed to attend such military training with your employer's consent.
7. You will be subject to military law when in permanent service (*see para 13* below), when in Full Time Reserve Service or in an Additional Duties Commitment, or when undertaking any military training or duty. You will be subject at all times to the more limited disciplinary provisions of Section 95 of the **Reserve Forces Act 1996**, in particular failing to inform your TA unit of any change in your personal circumstances.
8. Her Majesty and the military authorities have the right to discharge you at any time if your services are no longer required.

Terms of Enlistment

9. You may enlist for an initial period of three years. During your last year of service you may apply to re-engage for a further period of two, three or four years. Subsequently you may apply to re-engage for further periods of service until such time as you reach the upper age limit for your rank and Regiment/Corps or group.
10. You may only enlist and remain in the Sponsored Reserves for as long as your employer is obliged to provide services to the Armed Forces in peace and war, and you have your employer's agreement that you may be a member of

the Sponsored Reserves. As long as these conditions are fulfilled your enlistment and re-engagement rules will be the same as for other members of the TA.

Liabilities

Training

11. The obligatory training required of you will depend on your status, *i.e.* as a recruit or a trained soldier, and any special conditions laid down in your employer's arrangement with the Secretary of State for Defence. The normal annual training periods are as follows:

- | | |
|----------------------------|----------------------------------|
| a. Out of Camp training | |
| Recruits | 16 days in first year of service |
| Parachute roled personnel | 18 days |
| All others | 12 days |
| b. <i>In Camp Training</i> | |
| | 15 days |

(If the training requirements for your Sponsored Reserve team differ from those shown above, you will have this explained to you by your TA/CVHQ and the actual requirements will be listed in both your Employer's Consent Form and in the Employee Agreement which you will be asked to sign.)

12. Subject to the satisfactory completion of the mandatory training requirements you will be paid training bounty as prescribed by regulations. However, if without leave or reasonable excuse you fail to fulfil your training obligations you will render yourself liable to be discharged. If without leave or reasonable excuse, you fail to attend for mandatory training when required to do so you may be charged with the offence of absence without leave under Section 97(2) of the **Reserve Forces Act 1996**.

Call-Out

13. You will be liable to be called out for permanent service in any part of the world whenever an order under the authority of Section 43 of the **Reserve Forces Act 1996** is in force authorizing your call out, that is:

“at any time that the Secretary of State for Defence considers it appropriate, in the light of operational requirements and the terms of the arrangement between MOD and your employer, for you to continue to undertake work of a direct or indirect benefit to the Armed Forces.”

14. The circumstances under which the Secretary of State might consider it appropriate will vary but could cover any of the following:
- If it appears to Her Majesty that national danger is imminent or that a great emergency has arisen; or in the event of actual or apprehended attack on the United Kingdom.
 - If it appears to the Secretary of State that warlike operations are in preparation or progress.
 - If it appears to the Secretary of State that it is necessary or desirable to use armed forces on operations outside the United Kingdom for the protection of life or property; or on operations anywhere in the world for the alleviation of distress or the preservation of life or property in time of disaster or apprehended disaster.

However, you may not be called out for permanent service before the date specified in your Employee Agreement without your consent and that of your employer.

15. If without leave of absence, sickness or other reasonable excuse you fail to report at the time and place as specified in your call out notice calling you out for permanent service, you will render yourself liable to be charged with desertion or absence without leave.

Choice of Corps

16. You will be enlisted for service in such Regiment or Corps and assigned to such unit as has been nominated to administer and train your Sponsored Reserve team.

Employment

17. As a soldier of the TA you will be required to carry out whatever duties may be ordered by those in authority over you. However, as a Sponsored Reservist your military employment will normally be on duties in continuation of your civilian employment in support of the Armed Forces. Nevertheless, it will also be necessary to train you in basic military skills for the protection of yourself and your comrades. You may also be required from time to time to carry out tasks which form part of the normal routine duties associated with service life, or occasional tasks which may arise requiring the use of personnel who can be spared from their normal place of work.

Transfer

18. In peace-time, you may not be transferred from the Corps in which you enlisted, nor assigned from the unit which you joined, without your consent. However, you have joined the TA as a Sponsored Reservist solely because your employment requires you to be part of a team to provide or maintain specific services to the Armed Forces. If you apply to transfer to another unit this could have severe implications for your employer as well as on your own future employment. You must therefore inform your employer of your intention to transfer, and certify that you had done so before any application for transfer to another unit would be considered by the Army.

19. When you are in permanent service as described in **para 13**, you may be assigned, without your consent, to another unit within your Corps, or be transferred to another Corps if it is considered to be in the best interests of the Service.

20. If you are assigned to another unit or transferred to another Corps while in permanent service, at the end of the period of call out, you may claim to serve again in the Corps and unit in which you were serving before you were called out.

Premature Termination of Service

21. Unless you are in permanent service, in Full Time Reserve Service under Section 24 of the **Reserve Forces Act 1996**, or an Order is in force authorizing your call out, you are entitled to be discharged before the end of the period for which you enlisted or re-engaged if you give three months notice, in writing, and return clothing and other public property issued to you in good order or pay for any deficiencies. However, because you are a Sponsored Reservist you would first be required to give your employer prior notification of your intentions and certify that you have done so when you seek premature voluntary discharge.

22. You may be discharged if you make a false answer to any of the questions at the end of this paper, or because of any other irregularities concerned with your enlistment.

23. Other examples of the grounds on which you may be discharged are:

- a. If your services are no longer required, or
- b. if for any reason you cease to be employed in a civilian job which requires you to be a Sponsored Reservist.
- c. Unfitness on medical grounds, or
- d. failure to fulfil your training obligations, or
- e. for disobedience, neglect of duty or misconduct.

Should you be discharged for any of the reasons given in sub-para *e* above, you have the right to appeal to the Defence Council.

Retention in Service

24. If you are called into permanent service for the reasons described in Section 43 of the **1996 Act** (to continue to provide support to the Armed Forces under operational conditions) you may only be compulsorily required to serve for a maximum period of nine months or for as long as you are needed, whichever is the shorter period.

25. Before you may be approached to ask whether or not you are willing to voluntarily extend your period of permanent service, your employer must first be consulted by the Army to see if he agrees in principle. If your employer agrees then his consent is to be given in writing.

Questions to be Answered

26. On attestation you will be asked by the officer or other person authorized to attest recruits to answer the questions as given below.

Questions to be put to the Recruit on Attestation

1. Do you understand that under the provisions of para 5 of Schedule 1 to the **Reserve Forces Act 1996**, if you knowingly or recklessly give a false answer to any of the following questions answered during your attestation you will render yourself liable to punishment? YES/NO

2. a. What is your surname? (block letters) _____

b. What are your Christian/Forenames? (block letters) _____

c. Date of birth: Day _____ Month _____ Year _____

d. Place of birth:

(1) Town or Village _____

(2) County _____

Country _____

3. What is your nationality?

a. At birth _____

b. Now _____

4. Are you single, married, divorced or a widower/widow? _____

5. How many children are dependant on you? _____

6. What is your religious denomination? _____

7. Do you belong to, or have you ever served in, Her Majesty's Naval, Military or Air Forces or in any Commonwealth or Colonial Force? YES/NO

If the answer is 'YES' please state:

Force _____ Unit(s) _____

Service No _____ Service from _____ to _____

Rank on discharge _____ Date of Discharge _____

Reason for Discharge _____

8. Have you ever been a member of the Combined Cadet Force, the Army Cadet Force, the Sea Cadet Corps or the Air Training Corps? YES/NO

If the answer is 'YES' please state:

Unit _____ Service from _____ to _____
Certificate(s) awarded _____

9.
a. In which Corps do you wish to serve? _____
b. To which unit or pool of the Corps of your choice do you wish to be assigned? _____

10.
a. What is your civilian trade or employment? _____
b. If an ex-serviceman what was your former service employment? _____

11. Have you ever been rejected for service in Her Majesty' Naval, Military or Air Forces or in any Commonwealth or Colonial Force? YES/NO
If the answer is 'YES' state reasons _____

12. Have you ever been found guilty of an offence by any court? (*Offences spent under the Rehabilitation of Offenders Act 1974 need not to be mentioned here unless you are told that particulars of such an offence are required for entry into a specific Corps*) YES/NO

If so then in respect of each offence, what was:
The date of the hearing? _____
The court of hearing? _____
The offence? _____
The sentence or order? _____
Is any alleged offence outstanding against you? YES/NO

13. Have you ever received a Notice Paper setting out the questions to be answered on attestation and the general conditions of the enlistment to be entered into? YES/NO
Have all of the questions been answered satisfactorily? YES/NO
Do you understand the contents of the Notice Paper and wish to be enlisted? YES/NO

14. Provided Her Majesty shall so long require your services, are you willing to serve Her Majesty as a man/woman of the Territorial Army for a term of _____ years? YES/NO

Solemn Declaration

15. I, _____ do solemnly declare that the above answers made by me to the above questions are true, and that I am willing to fulfil the engagement made.

Date _____ Signature of Recruit _____

Signature of Attesting Officer _____

Rank/Appointment _____

ANNEX H TO CHAPTER 5

Reserved

ANNEX I TO CHAPTER 5
VALEDICTORY LETTER FOR SERVICE IN THE TERRITORIAL ARMY
(PARA 5.216A REFERS)

(unit address)

Col MS [Reserves] APC

No: Rank: Name: _____

1. The above named will have completed _____ years
years unbroken service in the TA on _____
And is due to be discharged on _____

2. I *do/do not recommend that he should be sent a valedictory letter from the Adjutant General.

3. Please despatch the valedictory letter to:

*a. This unit so it may be presented to him on the Adjutant General's behalf.

*b His home address: _____

Commanding Officer

* Delete as appropriate

**ANNEX J TO CHAPTER 5
TA APPLICATION FOR VOLUNTARY DISCHARGE
(PARA 5.188 REFERS)**

RESTRICTED – STAFF
(When completed)

I
(No) _____ (Rank) _____ (Name) _____
(Christian or Forenames(s)) _____
at present serving with (Unit or Pool) _____
apply to be voluntarily discharged from the Territorial Army under the provisions of TA Regulations 1978, **para 5.188**
(At my own request)

Signature of soldier _____ Date _____
Signed in my presence at _____
on the _____ day of _____ 20 _____

Signature of Witness _____
Name _____
Rank _____ Appointment _____

RESTRICTED – STAFF
(When completed)

ANNEX K TO CHAPTER 5
TA GROUP C - SPONSORED RESERVE SOLDIERS
SPECIAL TERMS AND CONDITIONS OF SERVICE

(ANNEX J/1 REFERS)

1. The instructions contained elsewhere in these regulations for ordinary members apply equally to soldiers of the Sponsored Reserves except where they are overruled by specific instructions in particular at **paras 1.061 - 1.073, Annex J/1**, this Annex, or special terms and conditions of service are specified in the Employee's Agreement due to conditions laid down in the MOD Arrangement and the Employer's Consent Form. Sponsored Reserves will normally be administered by nominated TA/CVHQs.
2. **Nationality.** As laid down in **para 5.037**.
3. **Age Limits.** See **para 15 of Annex J/1**.
4. **Medical Standards.** See **para 16 of Annex J/1**.
5. **Classification and Pay Banding.** Soldiers may be classified and banded for pay purposes in accordance with their civilian qualifications as laid down in **paras 5.052 and 5.054**.
6. **Residence.** See **para 17 of Annex J/1**.
7. **Enlistment.** Sponsored Reserve soldiers are eligible for attestation subject to obtaining CTC (when required), or SC where required by the MOD Arrangement, and normal enlistment procedures, except where modified by the instructions in this Annex or the Employee Agreement. The recruiting unit is to inform the APC if a candidate is rejected for any reason, or fails to be attested by the date shown in the Employee Agreement. The APC is to inform the employer, in writing, in all instances when a potential recruit is rejected by the unit, refused confirmation of enlistment or when attestation is delayed beyond the date shown in the Employee Agreement. Where an individual is self-employed, the APC is to inform the person to whom he is under contract to provide services as a Sponsored Reservist (see **para 11 of Annex J/1**).
8. **Special Enlistment (Sponsored Reserves(SR)).**
 - a. Exceptionally, a potential Sponsored Reserve recruit will seek to enlist before his Employee Agreement has been finalized. Such instances will occur before detailed negotiations between the principal employer and the MOD sponsor have been completed, but an Employer's Consent Form has been issued. (See **para 7 of Annex J/1**.)
 - b. Provided an Employer's Consent Form has been issued and authorization has been received from the MOD sponsor (either directly or through Army HQ (G3 TA)), the applicant may be processed as a recruit and attested as a Special Enlistment (SR) into Group C. Such recruits may carry out SR training, but until an Employee Agreement has been signed and witnessed, and the date specified on the agreement has been reached, enlistment may not be confirmed and the recruit will not be liable for mobilization. (See **para 1.062**.)
 - c. If enlistment is confirmed, for the purposes of pay and seniority confirmation in the rank given is to be backdated to the day of provisional appointment. Any training carried out during this period may count towards SR bounty.
9. **Enlistment Documentation.** In addition to normal enlistment documentation, the following extra forms are required (see **Annex J/1**):
 - a. Instructions from the MOD sponsor specifying the ranks and numbers of personnel to be employed as Sponsored Reserves by the principal employer (either as direct employees or as employees of a sub-contractor (their employer), or as self-employed persons under sub-contract) for the specified arrangement made in accordance with Part V of the **1996 Act**. (For Special Enlistment (SR) cases these instructions will not be complete.)
 - b. The Employer's Consent Form.
 - c. The Employee Agreement except in cases of special enlistment.
10. **Training.** Soldiers of the Sponsored Reserves are required to undergo the military training required to meet the minimum standards laid down by DTrg(A) and attend the number of days annual training laid down in the MOD Arrangement and specified in the Employee Agreement. See **para 20 of Annex J/1** and **paras 2.033, 2.034, 2.037** and **Annex B/2**.
11. **Rank on Appointment and Promotion.** See **paras 18 and 19 of Annex J/1**.
12. **Transfers.**
 - a. *Within Group C.* See **para 39 of Annex J/1**.
 - b. *To Group A or B.* See **para 40 of Annex J/1**.
 - c. *To Group C from Groups A or B.* See **paras 13, 18b and 41 of Annex J/1**.

13. Re-Engagement. Soldiers of the Sponsored Reserve may re-engage in Group C as laid down in **Part 4 of Chapter 5** provided that their civilian employment contract still requires them to be a Sponsored Reservist as laid down in Part V of the **1996 Act**.

14. Discharge.

- a. *General.* Soldiers, other than those on Special Engagements(SR), may only be members of Group C while they are filling Sponsored Reserve appointments. If they cease to be employed by an employer with a Sponsored Reserve commitment, or move to another employment in the same firm which does not require a Sponsored Reservist, or receive notice of cessation of liabilities from DMCM, they are normally to be discharged from the TA under the provisions of **para 5.191** (endorsed “Sponsored Reserve Contract ended”). However, if they seek to transfer to Groups A or B, have an outstanding liability for service in Groups A or B, or an outstanding Regular Reserve liability (*see para 5.196*) appropriate action is to be taken. In all instances the APC is to inform the employer, in writing, when a soldier’s discharge is effected.
- b. *Voluntary Discharge.* A soldier considering voluntary discharge before his obligations as a Sponsored Reservist have ceased is to be warned that such action could have adverse implications on his civilian employment. He is to be instructed to inform his employer of his intentions before he submits an application for voluntary discharge. If he is self employed and under contract to provide services as a Sponsored Reservist, he is to inform the person to whom he is under contract. His application, is not required to be submitted more than three calendar months before the proposed date of discharge, and is to be accompanied by a letter confirming that he has warned his employer, or if self-employed the person to whom he is under contract, of his intentions. His employer is to be notified as soon as an application is received.
- c. *Action to be taken when Sponsored Reserve Liabilities cease.* In the event that a soldier ceases to have any Sponsored Reserve liabilities for any reason:
 - (1) His duties and liabilities, unless he has transferred to Group A or B, shall only be those essential to effect his discharge.
 - (2) His employer is to be informed of any duties associated with the processing of his discharge, including return of clothing and equipment issued to him as laid down in **para 5.215**, which will require him to be absent from his civilian place of work.

15. Reckonable Service. *See paras 42 and 43 of Annex J/1.*

16. Transitional Members. *See para 44 of Annex J/1.*

**ANNEX L TO CHAPTER 5
APPLICATION FOR OVERAGE RE-ENGAGEMENT OR MEDICAL WAIVER
(PARA 5.146 REFERS)**

Part 1

Number: _____ Rank: _____ Name: _____
Corps and Trade: _____
Unit: _____
Date of Enlistment: _____
Date of Birth: _____

Part 2

(Recommendation by unit stating grounds on which retention is justified)

Date: _____ Appointment: _____ Signature: _____

Part 3

(Recommendation by Senior Medical Administrative Officer - when applicable)

The request for a medical waiver is*/is not* recommended.

Date: _____ Appointment: _____ Signature: _____

Part 4

(Recommendation by Bde HQ or TA/CVHQ Comd)

The application for over-age re-engagement is /is not recommended.

Date: _____ Appointment: _____ Signature: _____

Part 5

(Recommendation by Army HQ (Pers TA) -
only applicable for NRPS extensions over age 60)

Date: _____ Appointment: _____ Signature: _____

Part 6

(To be completed by DM(A))

The application for over-age re-engagement*/medical waiver* is* /is not approved.

Date: _____ Appointment: _____ Signature: _____

* Delete as appropriate

**ANNEX M TO CHAPTER 5
SUPPORT STAFF
EMPLOYMENT OPPORTUNITIES IN THE SAS(V)**

(PARA 5.166 REFERS)

Corps	CEG	Rank Range
R SIGNALS	Sys Engr Tech (SF R)	LCpl-SSgt
	ICS Op (SF R)	Sgt
RLC	Chef	Pte-WO2
	Dvr	Pte-SSgt
RAMC	Cbt Med Tech	LCpl-WO2
REME	VM B	Cfn-Sgt
	Veh Elec	Cpl
	Armr	LCpl-Cpl
AGC (SPS)	Mil Clk	Pte-WO2

**APPENDIX 1 TO ANNEX M TO CHAPTER 5
SAS(V) TA CENTRE LOCATIONS AND TELEPHONE NUMBERS**

(PARAS 5.167-5.168 REFER)

Location	Telephone Number
23 SAS(V) RHQ Birmingham	Civil: 0121 386 8224 Military: 94421 8224
21 SAS(V) Bramley	Civil: 01256 880113 No military line
21 SAS(V) Cambridge	Civil: 01223 246634 Military: 94658 5623
23 SAS(V) Dundee	Civil: 01382 562458 Military: 94747 4780
23 SAS(V) Hamilton	Civil: 01698 285927 No military line
23 SAS(V) Leeds	Civil: 01904 668612 Military: 94771 8612
21 SAS(V) RHQ Central London	Civil: 0207 756 2362 Military: 94630 2362
23 SAS(V) Manchester	Civil: 0161 862 9237 Military: 94571 3271
23 SAS(V) Newcastle	Civil: 0191 428 6337 No military line
21 SAS(V) Newport	Civil: 01633 214061 Military: 94355 3059

CHAPTER 6

The Permanent Staff of TA Formations and Units

Special Conditions and Terms of Service

PART 1 - APPOINTMENTS TO THE PERMANENT STAFF

General

6.001. The permanent staff of the TA consists of:

- a. Regular Army officers assigned to TA units on normal duties, mainly as commanders, staff officers, commanding officers, training majors, adjutants or quartermasters.
- b. Regular Army warrant officers, NCOs and soldiers are assigned to TA units to assist with the training, administrative and special duties in the TA, within the scales laid down in the unit establishment.
- c. Non-regular permanent staff officers and soldiers at TA units with terms of service set out in **Part 3** (Officers) and **Part 4** (Soldiers) of this Chapter and at the rates of pay laid down in **para 9.001** and **JSP 754**. **Non Regular Permanent Staff (NRPS) is now a closed form of Service, however, FTRS (HC) may be used where the post endures. Further details on FTRS (HC) can be found within Chapter 10.**

6.002. Non Regular Permanent Staff.

- a. NRPS fall into two main categories:
 - (1) NRPS personnel who were serving in or were selected for NRPS service before 1 Oct 05.
 - (2) Personnel selected for their first NRPS appointment on or after 1 Oct 05. This second category is referred to as NRPS (05) and includes personnel who are selected on or after 1 Oct 05 to directly join or rejoin the NRPS having previously retired, resigned or been discharged from NRPS service.
- b. NRPS soldiers are all in NRPS Group A excepting those enlisted primarily for security duties with TA units based in Northern Ireland who are in NRPS Group B.
- c. All NRPS (05) officers & Group A soldiers are initially to be commissioned or enlisted, as appropriate, for a period of five years only unless exceptionally, they exceed the entrance upper age limit (*see sub-paras 6.045a and 6.106a*). On completion of the five years or shorter period they are required to resign or be discharged. Regulations governing NRPS Group B soldiers are at **para 6.101**.
- d. In accordance with Army Liability Staffing Instructions, NRPS positions are not to be rank-ranged. Rank Ranging is to be removed when the NRPS post is vacated and establishment action completed. NRPS Promotion may not be granted on the basis of occupying a Rank Ranged appointment.

6.003. Soldiers of the permanent staff have been appointed from two sources as follows:

- a. From the Regular Army's warrant officers and NCOs assigned to the TA units for a tour of duty. They are employed in established positions in regimental headquarters and in sub units.
- b. From civil life(including the TA) to fill appointments as instructors, administrative NCOs or for any other special duty as laid down in the unit establishment. They are to be known as the non regular permanent staff.

Adjutants

6.004. Regular Army Officers. When the establishment authorizes the appointment of a Regular Army officer as adjutant, such appointments are governed by the normal assignment policy of the Ministry of Defence. The tenure of such appointments is to be in accordance with current practice of the Regular Army.

6.005. TA Officers.

- a. Where the establishment does not allow for the appointment of a regular officer as adjutant an officer of the TA is to be appointed. Such appointments are made by MS [Reserves] APC on the recommendation of a TA selection board.
- b. The tenure of appointment of a TA officer as adjutant is to be for two or three years as ordered by MS [Reserves] APC.
- c. To be eligible for an appointment of adjutant, a TA officer must hold the rank of captain.

6.006. Acting Adjutants. When there is a temporary vacancy in a unit for an adjutant or when the adjutant is on sick leave or in hospital, an officer of the unit may be appointed acting adjutant under the general terms of **para 6.005**. The appointment is to be made by the Div Commander and reported to MS [Reserves] APC.

Instructors and Administrative Staff

6.007. Positions for Regular Army personnel and NRPS staff are shown on unit/HQ establishment tables. Regular personnel were assigned to, and NRPS personnel were recruited for, specific positions. Change of personnel between positions is not permitted. Any proposed changes in distribution which are likely to involve capital expenditure on the provision of accommodation require the prior sanction of Army HQ. If the proposed changes involve the vacation of quarters, either public or Association, the authority of the Div Commander is to be obtained for the redistribution.

6.008. The positions of instructors and administrative staff are to be filled by warrant officers, NCOs and soldiers either from the Regular Army on tours of duty or FTRS(HC). Historically non regular permanent staff were appointed under the terms of **Part 4** of this Chapter, on the authority of MS [Reserves] APC.

6.009. Ex regular warrant officers and NCOs may be recruited under the terms of service given in **Part 4** of this Chapter and on the rates of pay laid down in **JSP 754**.

Assignments and Appointments of Soldiers to the Permanent Staff

6.010. Col MS [Reserves] APC is to be satisfied that all reasonable efforts to fill positions (which are not based in TA units) are exhausted before initiating Reserve recruitment. Current NRPS personnel are not permitted to be posted between NRPS posts.

Changes in Establishment of the Permanent Staff

6.011. NRPS engagements are for use in direct support to the TA only (*see also para 6.047*). Applications for changes in authorized establishment of the permanent staff of a unit are to be submitted by the commanding officer to the Establishment Advisor at the A&SD for submission, if approved, through the LAT to DGS.

Recruitment and Selection of NRPS Personnel

6.012. There was no further NRPS recruitment with effect from 16 August 2010.

Accommodation

6.013. Appointment to an NRPS position carries no entitlement to the provision of Service accommodation. However, NRPS personnel temporarily assigned from their normal unit location while on duty, on an attachment, course, training or other service duty, are eligible to such accommodation as is appropriate for the duration of that duty in the same way as regular personnel. Under exceptional circumstances authority to temporarily occupy SLA or SFA may be granted for for no more than six months accumulated in accordance with **JSP 464**.

Medical and Dental Treatment

6.014. NRPS personnel are entitled to receive the same medical and dental treatment from Service sources as Regular Army personnel, including a release medical, *see para 3.208c* and **QR(Army)** paras 5.325, 5.326 and 9.342 and **AGAI 38**, para 38.025. Personnel completing NRPS service and immediately taking up an FTRS post are entitled to have an FTRS Acceptance Medical conducted at their affiliated Service Medical Centre prior to the termination of NRPS Service.

Training

6.015. NRPS personnel are required to comply with the same mandatory annual training tests laid down in **Military Annual Training Tests (MATTs)** as all other TA personnel. They are to attend training nights, training weekends and camp (whether at home or abroad) if required to do so by the commanding officer.

6.016. NRPS officers who volunteer to be deployed on an operational tour are to submit their application to the commanding officer who is to justify to the Command/Functional 1* chain of command the value to the TA unit in releasing the officer from a NRPS engagement to undertake an operational tour. NRPS officers will only be authorized absence from the TA unit for up to nine months including POTL if a suitable temporary replacement has been identified and the liability for the post confirmed. As a temporary replacement will be required and NRPS recruitment / posting has ceased, the current incumbent must be made aware that their post may be converted to FTRS, with no guarantee of re-employment in the post.

6.017. NRPS personnel are recruited in a specific role, appointment and location. The purpose is to deliver training and administrative continuity support to TA Units. NRPS personnel may not volunteer for any trawls or OTX and should not be deployed in a role that provides a training opportunity for TA Gp A personnel (*i.e.* in a Unit with an NRPS QM and a TA Gp A QM(V), the latter should be deployed), nor may they backfill Regular Units deploying overseas. NRPS personnel may deploy overseas with their Unit to support and attend Annual Camp for up to 16 days maximum. As financial conditions of service differ between TA Gp A and NRPS personnel, the employing Unit is to take appropriate steps during the planning process to gain exceptional authority and ensure that the NRPS Officer or Soldier is not disadvantaged.

6.018 - 6.020. Reserved.

PART 2 - DUTIES OF THE PERMANENT STAFF**General**

6.021. As part of the military permanent staff, the status of NRPS personnel is akin to that of regular personnel in that they serve on a full time basis and are subject to military law at all times. Their workload and level of duties should be commensurate with their TA rank irrespective of their former rank. An applicant is to be informed of the range of duties specific to his position on the unit establishment during the selection interview. Nevertheless, individuals may be tasked to stand in for another NRPS member during their absence on sickness or duty. Nominations for unit tasks that are not specific to appointment, such as Unit Fire Officer, may change from time to time.

Adjutants

6.022. The adjutant is to assist the commanding officer in the running of the unit.

Instructors

6.023. The duties of warrant officers and NCOs of the permanent staff are identical with the duties of warrant officers and NCOs in units of the Regular Army. Authority to receive or disburse monies, whether public or regimental, may be delegated to them in accordance with **Unit Administration Manual, JSP 891** and Service Funds Regulations (**Army Code No 60450**).

6.024. Commanding officers, training majors and regimental officers are responsible for public, regimental and Association property. They retain this responsibility even though that property is in the custody of a member of the unit's training or administrative staff. The responsibility of that member is limited to loss or damage due to negligence or wrongful act.

Non Regular Permanent Staff

6.025. NRPS personnel are to be employed in TA units or posts that are directly and wholly responsible for TA in order to maintain the NRPS status. **The NRPS scheme is now closed to new entrants and those currently employed in NRPS appointments will continue under the same Terms of Service. NRPS commitments will not be extended but re-engagements may occur.** NRPS personnel are to be employed in a similar fashion to their regular counterparts and do not have conditioned hours of work, *e.g.* RAOWO, military clerk, storeman, and may be detailed for routine duties *e.g.* Duty Officer/WO/SNCO by their parent TA unit or higher formation HQ. (During periods of collective training or duties such as camp, routine duties at the training location are to be carried out by TA volunteers.) A soldier of the NRPS is not to be called upon to perform any duties which are specifically those of a volunteer warrant officer or NCO if that WO or NCO is present. Exceptionally, when a volunteer WO or NCO is unable to attend for duty, and no suitable volunteer is available, an NRPS soldier may be nominated to carry out these duties to ensure that unit or sub unit training may be carried out satisfactorily. He is required to undertake those duties with which his appointment is concerned and, if a NCO, give instruction on related military subjects and to assist with unit and sub unit training.

Seniority of the Permanent Staff

6.026. Warrant officers and NCOs of the permanent staff are, on parade, to rank as senior to all TA personnel of the same rank.

Wearing of Uniform

6.027. Members of the permanent staff are always to wear uniform when on duty.

Recruiting Responsibility

6.028. All members of the permanent staff should use every endeavour to obtain recruits for the Territorial Army and assist the unit in achieving its recruiting plan objectives.

6.029-6.040. Reserved.

PART 3 - TERMS OF SERVICE OF NON REGULAR PERMANENT STAFF (NRPS) OFFICERS**General**

6.041. Officers appointed as members of the NRPS hold Land Forces commissions and are appointed in accordance with the provisions of **Chapter 4 Parts 1-3** of these Regulations, except where these may be modified by the provisions of this Part. NRPS is now a legacy Term of Service, there are no new appointments and the remainder of this Chapter is retained for the management of those currently serving. They are subject to military law at all times. Officers are either normally appointed to administrative positions in TA units, or with the exceptional authority of DM(A), to positions in TA units or positions which are established for NRPS officers throughout the chain of command.

Eligibility**6.042.**

- a. Candidates should have served as officers with the Regular Army, TA, TAVR, UDR or R IRISH(HS) and have military experience suitable for the appointment.
- b. Candidates may have been accepted who had similar experience and qualifications in the other armed forces of the Crown (including Commonwealth Forces).
- c. In exceptional cases (unless there were Commissioned Officer candidates available), candidates who had served as warrant officers in the Regular Army, TA, TAVR, UDR or R IRISH(HS) and who had military experience suitable for the appointment may have been accepted on MS [Reserves] APC authority. In such cases candidates must have:
 - (1) Passed an AOSB within a year of the date of application.
 - (2) Passed a TA Selection Board within a year of the date of application.
 - (3) Been offered a regular DE or LE commission within one year of the date of application.
- d. Candidates without the qualifications shown above were only accepted in exceptional circumstances and after prior reference to the Ministry of Defence DM(A) and the Arm or Service Directorate concerned.
- e. Cases that fall outside of **paras 6.042a-d** can be staffed through the chain of command to DM(A) by exception.

Consideration by RFCAs

6.043. Reserved.

Medical Standards

6.044. The minimum medical standard for retention of a position as a NRPS is in accordance with the specific capbadge standards laid down in **PAP 10**.

Age Limits**6.045.**

- a. *NRPS (05) Subsequent Appointments.* NRPS (05) applicants who are of age 55 years or above were to have been informed that, if selected, they would not be granted a five year tenure of appointment but would be required to resign or retire on reaching the normal retiring age as laid down in sub-**para 6.045c** unless they were subsequently granted an exceptional re-engagement of service.
- c. *Normal Retiring Age.* All NRPS officers are required to retire or resign, as appropriate on reaching the age of 60 years. The effective date for normal retirement will be the day preceding an officer's 60th birthday.
- d. *NRPS (05) Retirement.* NRPS (05) officers, who are below the age of 60 years on the completion of tenure of appointment, are to resign or retire, as appropriate.
- e. *Medical Assessments.* Service beyond the age of 55 years is subject to satisfactory biennial medical reports in accordance with the **PULHHEEMS Administrative Pamphlet 2010**.

6.045A. - 6.046A. Reserved.

Positions open to NRPS Officers

6.047. Reserved.

Transfers

6.048. In the first instance officers are to be appointed to specific positions and are not permitted to transfer (with effect from 16 Aug 2010). Transferring between posts will require conversion of the vacated post to FTRS (if continued

funding is agreed by the LFEC) and the individual to compete openly for the new post on FTRS Terms. NRPS personnel have previously been liable to transfer in the interests of the Service subject to the following limitations:

- a. Where a change of residence is involved the officer's concurrence is first to be obtained in writing. If the officer is unwilling to change his residence the proposed transfer is to be cancelled.
- b. If the officer is unwilling to change his residence and the proposed transfer is due to the disestablishment of his appointment, the officer is to be made redundant unless an alternative appointment that does not require change of residence can be identified and he is selected for that position (*see para 6.076*).
- c. Financial terms for transfer and consequent change of residence are shown in **paras 9.104 and 9.105**.

6.049 - 6.050. Reserved.

Tenure of Appointment

6.051.

- a. *NRPS Officers Selected for their First NRPS Appointment before 1 Oct 05.* It is assumed that an officer wishes to continue his employment in the NRPS to age 60 unless he submits his resignation, is removed from his appointment (*see paras 6.071 - 6.075*), is invalided out of the service or made redundant. (*See paras 6.076 and 9.121 and Annexes D/6 and E/6 for redundancy provisions*).
- b. *NRPS (05).* NRPS (05) officers were granted a Land Forces commission to cover their tenure of appointment of five years or a shorter period if they were above the upper age limit for entrants (*see sub-para 6.045a and 6.045b*). After satisfactory completion of the initial probationary period it is to be assumed that an officer wishes to continue his employment until completion of tenure unless he submits his resignation, is removed from his appointment (*see paras 6.071-6.075*), is invalided out of the service or made redundant. (*See paras 6.076 and 9.121 and Annexes D/6 and E/6 for redundancy provisions*).

Hours of Work

6.052. A balance must be struck between the need for administrative continuity during the week and with attendance during normal silent hours at training nights and weekends. NRPS officers are not conditioned to specific hours but must be prepared to work as required by commanding officers. Where especially long hours are worked including occasional weekends, time off in lieu may be permitted at the discretion of commanding officers. There is, however, no obligatory entitlement to time off in lieu.

Prohibition on other Gainful Employment

6.053. Except as provided in **para 6.064**, officers of the TA appointed to the permanent staff of units, headquarters or the Ministry of Defence under **para 6.041** are not, without the permission of the Defence Council:

- a. to carry out any profession, engage in trade or accept any profitable employment.
- b. to be a member of a governing body of any corporation or of the directorate of any limited company, or of any partnership engaged in any trade or profession.
- c. to assist, advise or act directly or indirectly as agent for any corporation, company, partnership or individual which or who is carrying on any profession or is engaged in trade or is profitably employed.

6.054. Other Temporary Employment. An officer appointed to the permanent staff of the TA under **para 6.041** may be granted permission by the commanding officer of the unit/HQ to engage in temporary employment during normal leave or part time employment during off duty leave provided that:

- a. the activity does not involve the use of official time or affect the individual's efficiency as an officer.
- b. the activity does not involve the use of official information or experience acquired in the course of official duties.
- c. the activity is not such as to bring the Army into disrepute.
- d. military uniform is not worn.
- e. he is not remunerated at a lower rate than that paid to a civilian in similar employment.
- f. he does not replace, or receive the remuneration of, a civilian who is on strike.
- g. Permission must not be given for individuals to undertake employment, whether temporary or part time, in any of the following fields:
 - (1) As a retained fireman.
 - (2) As a member of any constabulary.
 - (3) As a security guard in any form.
 - (4) As an insurance agent or any form of financial agent, except that, with the prior permission of the Commanding Officer, service personnel may accept the position of agent where this acceptance does not

involve selling insurance or giving advice on insurance or financial matters, but is intended solely to satisfy a professional requirement to enable them during the ensuing two years to take up employment in this field on leaving the Service.

- h.* The advice of the MoD (PS2(A)) is to be sought through the chain of command where there are any doubts about the acceptability of any form of off duty employment.

6.054A. Cadet Force Appointments. Subject to the provisions of **para 6.054a**, NRPS personnel may be granted permission to hold appointments in the ACF or CCF. Such employment falls under the provisions of **QR(Army) para J5.078**. NRPS personnel holding appointments in the cadet forces are therefore entitled to receive pay for their cadet force activities in addition to their normal NRPS pay (*see also para 6.118*).

6.055. Responsibility for Accident, Damage and Loss while in other Employment. In no circumstances will either the Defence Council or any RFCA accept responsibility for any accident or injury to officers or to any other parties, or damage to property, while individuals are engaged in any activity permitted under **paras 6.053 and 6.054**.

6.056. Declaration by Officers. After appointment officers are to complete a certificate as at **Annex A/6** at any time when required to do so when considering taking up employment outside their TA duties.

6.057. Reserved.

Rank on Appointment and Promotion Policy

6.058. Reserved.

6.059. Promotion. All officers fill an initial and any subsequent NRPS position for the first year in a probationary appointment.

- a.* Candidates for promotion are to be considered by a Brigade Review Board. They must have gained recommendations for promotion from their first and second reporting officers, and in the case of RAOs, endorsement from the Commander SPS, for not less than two successive years before they may be promoted to Major. Successful candidates should be substantively promoted with effect from the date they become eligible for promotion.
- b.* Serving NRPS officers of the rank of Captain, who are subsequently selected to fill another established position for a Major are required to have served for not less than three years as NRPS officers since satisfactory completion of the probationary year.
- c.* When the rank of an existing officer position is upgraded to Major, the incumbent may be considered for promotion if he has formerly held the rank of Major, or if he fulfils the provisions laid down in sub-**paras 6.059a** and **6.059b**. Recommendations for promotion gained while in the position prior to change of rank will be valid provided the duties of the position have not radically changed. Similarly, where an officer has been carrying out specific duties that are subsequently incorporated into a new position, any recommendations received in the old position should be valid for promotion purposes provided that he is qualified in all other respects in accordance with TA Gp A Officer Career Development (OCD). This is particularly relevant to the HQ Sqn/Bty/Coy PSAO position in which the incumbent also carried out the duties of the unit RAO because no separate RAO position was established.

Substitution Pay

6.060.

- a.* When, through the absence of a regular or a TA officer, an NRPS officer is required to perform the duties of a position carrying a rank higher than that of his own position he may, subject to the approval of the Div Commander, be granted substitution pay for any such duties performed. Approval is normally to be obtained before proceeding to camp. Such substitution pay, when appropriate is to be at TA rates.
- b.* Regulations governing the payment of substitution pay are laid down in **JSP 754**, Chapter 3, Section 8 and single service policy laid down by DM(A).

Call Out Liability

6.061. All NRPS officers are to have the call out liability of TA Group B, at **para 1.043**, regardless of the unit/HQ to which appointed, except that they are to be liable for service only in the United Kingdom (including the Isle of Man) and Channel Islands. Should they, as members of any other reserve, have any other call out liability they are not to be called out on that other liability whilst serving as NRPS officers. On termination of their services as NRPS officers they may be called out in their original liability, if it is still applicable.

Miscellaneous Conditions

6.062.

- a.* Conditions regarding pay are contained in **paras 9.001 - 9.010**.
- b.* Conditions regarding terminal benefits are contained in **para 9.021**.

- c. Conditions regarding allowances are contained in **paras 9.011 - 9.018** (RRA London) and **9.101 - 9.114**.
- d. Conditions regarding part time employment are contained in **para 6.054**.

Absence Through Sickness

6.063.

- a. Where an officer is prevented from returning to duty due to sickness, a medical certificate to this effect is to be obtained and submitted to his unit, followed by certificates at weekly intervals. Periods of sickness in excess of 14 days or which require in-patient hospital treatment are to be referred to the appropriate military medical authorities in accordance with **AGAI 99**.
- b. Officers may be allowed sick leave on the rates of pay laid down in **para 9.001** (as amended by the annual pay award) for up to 182 days in any 12 month period. If eventual return to full duties is expected, this period of 182 days may be extended to 364 days subject to confirmation by a medical board and the recommendations of the Div Commander. All such cases are to be referred to **Army HQ DPS(A) PS4A (Res)** and MS [Reserves] APC for final approval.
- c. An officer whose aggregated periods of sick leave exceed 364 days in any four year period or who is considered by a medical board to be permanently unfit to return to duty is to have his appointment terminated once he has exhausted his sick leave entitlement, *i.e.* if the board recommends medical discharge during the initial 182 days sick leave the officer is to have his appointment terminated after 182 days sick leave have been exhausted or as soon thereafter as is reasonable. If the board recommends medical discharge after a period of 182 days sick leave has expired the officer is to be discharged as soon as is reasonable.
- d. In the event that an officer is unable to perform his duties due to sickness and a medical board has recommended a medical discharge, the unit is to take action to recruit a permanent replacement on FTRS (HC) TACOS.
- e. Officers whose appointments are terminated on medical grounds may be entitled to benefits as laid down in **Chapter 9, Part 3**.

Absence Without Leave

6.064. When an officer absents himself without leave, he is not entitled to pay for the period of his absence unless he gives an explanation of his absence which is satisfactory to the Defence Council or an officer authorized by them.

Temporary Appointments

6.065. The **Command/Functional Bde** Commander is authorized to appoint any officer as a temporary measure to fill a vacant position or an appointment held by an administrative officer who is prevented from performing his duties due to sickness, absence on duty or for other Service reasons. The officer holding the temporary appointment is to receive TA rates of pay. The temporary appointment is to be reported immediately to **Army HQ DPS(A) PS4A (Res)** and MS [Reserves] APC.

6.066 – 6.070. Reserved.

Removal from Appointment subsequent to Probationary Period

6.071. An officer who fails to carry out his duties satisfactorily other than during the probationary period should, where possible, be warned of this in writing. If he fails to reach a satisfactory standard after this warning, a request for termination of his appointment should be made on **AF B 9926** in accordance with **QR(Army)**, Chapter 5, paras 5.511c and 5.511d. (*See AGAI 67* for detailed instructions.)

6.072. The officer is to be advised that he may submit an appeal or representation against the request in accordance with **QR(Army)**, para 5.511d(6). He is also to be advised of the opportunities to seek interview afforded by the provisions of **AGAI 67**, Annex F. He is also to be advised that, if the request is upheld, he may make application in the manner specified in **para 6.068** and that, if he fails to make such application, the Army Board may have no alternative but to call for his compulsory retirement or resignation of commission under the provisions of **para 4.176 (para 6.068e** refers). The application, or a statement that the officer has declined to submit an application, is to be forwarded with the request.

6.073. A decision regarding termination of appointment (and compulsory retirement or resignation (*see para 6.068e*)) will be taken by the Army Board and the officer will be given two months notice of termination of appointment (and resignation or retirement). Where an application under **para 6.068a, b or c** is approved, the necessary authority will be issued by MS [Reserves] APC. Similarly the action to effect voluntary retirement or resignation (*see para 6.068d*) will be taken by MS [Reserves] APC.

Compulsory Termination of Service for Reasons other than Inefficiency

6.074. An officer who is called upon by the Army Board to retire or resign his commission for other reasons under the provisions of **paras 4.173** or **4.175** whether during or after the probationary period will automatically forfeit his appointment as an NRPS officer because the holding of a commission for service with the TA is required for such appointment. The officer will be given 28 days notice in writing of the termination of his appointment concurrently with his resignation or retirement.

6.075. Removal for Misconduct. An officer who is removed from the TA for misconduct under the terms of **para 4.173** will, if removal is as a result of a civil conviction for which a sentence of imprisonment was awarded, be removed and cease to be appointed as an NRPS officer with effect from the date of his conviction. In cases which do not involve a civil conviction or imprisonment the date of removal and cessation of appointment as an NRPS officer will be determined by Army HQ DPS(A) PS2A. That branch will inform the officer in writing of the date sufficiently far ahead for him to be aware of it before notice appears in the London Gazette and before removal becomes effective.

Redundancy

6.076. Officers whose positions are to be disestablished, or who are unwilling to transfer to a new location because it would require a change of residence (*see para 6.048*), are to be given not less than six months written warning of redundancy (*see Annex D/6*). They are to receive formal notification of compulsory redundancy (*see Annex E/6*). Officers who are compulsorily retired as redundees are eligible for redundancy compensation contained in the current Defence Council Regulation. DM(A) will issue procedural guidance and may amend the format of **Annexes D/6** and **E/6** as appropriate to the structural change activity.

Voluntary Relinquishment of Appointment

6.077. An NRPS officer who wishes to relinquish his appointment voluntarily is required to give 61 days notice. If a suitable replacement is available, or if it is administratively possible, he may be released from his contract before completion of the 61 days notice period.

6.078. An officer who gives such notice cannot be held beyond the date of expiry of his notice against his will.

6.079. Interview. Any non regular permanent staff officer who is called upon to submit an application to retire or to resign his commission may, should he wish, include a request to be accorded an interview with a military member of the Army Board, or his deputy, to further state his case. No expense may be charged to the public for such an interview. Requests for interviews are to be forwarded to MS [Reserves] APC. If, after the interview, it is decided that the original decision is to stand, the retirement or resignation is to take effect from the date on which it would have been effective if the officer had not requested an interview. This provision does not extend to non regular permanent staff officers whose compulsory retirement or resignation is terminated under **paras 6.063, 6.073** and **6.075**. This does not remove the right of an officer to appeal under Section 180 of the **Army Act 1955** provided he feels he has just cause or to seek an interview with the Div Commander under the terms of **AGAI 67**, Annex F.

6.080 - 6.100. Reserved.

PART 4 - TERMS OF SERVICE OF NON REGULAR PERMANENT STAFF (NRPS) SOLDIERS**Appointments to the Non Regular Permanent Staff**

6.101. The NRPS Scheme is now closed to new entrants and the contents of this Chapter are retained for the management of the current remaining NRPS Soldiers. On enlistment NRPS soldiers were to be granted the rank, as annotated on the establishment, for the positions they were to fill. Under no circumstances are NRPS soldiers to be granted local rank in recognition of the substantive rank held during former Regular or TA service.

- a. *Group A Soldiers Selected for their First NRPS Appointment before 1 Oct 05.* A soldier enlisted or selected for NRPS service prior to 1 October 2005 was required to enlist into the TA under the provisions of **Part 2, Chapter 5** of these regulations, for an initial term of three years. The initial engagement may be extended by up to four years at a time up to age 60 years in accordance with procedures laid down in **Part 4, Chapter 5** of these regulations except where modified by this section. (See sub-para **6.106e**). A serving NRPS soldier will not be able to change his appointment on his own volition. If seeking to change appointment, the vacated post is liable to conversion to FTRS and the individual will need to compete openly for another FTRS appointment.
- b. *NRPS (05) Group A Soldiers.* NRPS (05) Group A soldiers are to be enlisted into the TA under the provisions of **Part 2, Chapter 5** of these regulations for an initial term of three years. Engagements may be extended during the third year of service for a further two years to complete their tenure of appointment in accordance with the procedures laid down in **Part 4, Chapter 5** of these regulations except where modified by this section for selected candidates who are above the upper age limit for entry (see sub-para **6.106a**). NRPS personnel may not be extended on such terms beyond the five year limit.
- c. *Group B NRPS.* All Group B NRPS are to be appointed initially for one year. If proved satisfactory, the engagement may be extended by one year at a time by HQ 38 Bde as laid down in **Part 4, Chapter 5** of these regulations except where modified by this section. Re-engagements are subject to the prevailing security situation and within the same limitations for the discharge of NRPS Group A soldiers on reaching the age of 60 years (see sub-para **6.101a**) or for NRPS (05) soldiers on completion of their tenure of appointment which is the same as that shown in sub-para **6.101b**.

6.102. Reserved.

Hours of Work

6.103. A balance must be struck between the need for administrative continuity during the week and with attendance during normal silent hours at training nights and weekends. NRPS soldiers are not conditioned to specific hours but must be prepared to work as required by commanding officers. Where especially long hours are worked including occasional weekends, time off in lieu may be permitted at the discretion of commanding officers. There is, however, no obligatory entitlement to time off in lieu.

Military Law

6.104. A soldier member of the non regular permanent staff is to be subject to military law at all times under the provisions of Section 205(1)(h) of the **Army Act 1955** and is to be, for most purposes, treated as a regular soldier under Section 367 of the **Armed Forces Act 2006**.

Medical Standards

6.105. The minimum entry medical standards for NRPS appointments and retention are the same. They are laid down in the PULHHEEMS Administrative Pamphlet 2010 (**Army Code No 13371**) Tables 5 and 6.

Age Limits & Tenure of Appointment**6.106. Age Limits.**

- a. *NRPS (05) Subsequent Appointments.* NRPS (05) soldiers may no longer be considered by NRPS selection boards as applicants for a further period of five years service in their current appointment or in a new appointment (see also sub-para **6.002c**).
- b. *Normal Retirement Age.* Group A Soldiers serving in or selected for their first NRPS appointment before 1 Oct 05 including those who, for whatever reason, are selected for an alternative appointment on or after 1 Oct 05, are to be discharged on reaching the age of 60 years. The effective date for normal retirement will be the day preceding a soldier's 60th birthday.
- c. *NRPS (05) Group A Discharges.* NRPS (05) Group A soldiers, who are below the age of 60 years on the completion of tenure of appointment, are to be discharged.
- d. *Group B Soldier Discharges.*
 - (1) Group B soldiers who were enlisted or selected before 1 Oct 05, subject to the provisions of sub-para **6.101c**, may be extended on a year by year basis until reaching the age of 60 years.
 - (2) NRPS (05) Group B soldiers subject to the provisions of sub-para **6.101c**, may be extended on a year by year basis, until they have completed five years NRPS (05) service or a shorter period of service if their tenure started on or after their 55th birthday. They are then to be discharged.
- e. *Medical Assessments.* Service beyond the age of 55 years is subject to satisfactory biennial medical reports in accordance with the **PULHHEEMS Administrative Pamphlet 2010**.

6.106A. Tenure of Appointment.

- a. Group A soldiers selected for their first NRPS appointment before 1 Oct 05. It is to be assumed that a soldier wishes to continue his employment in the NRPS to age 60 unless he submits his resignation, is removed from his appointment for misconduct, inefficiency or other cause, is medically discharged or made redundant. (See **paras 6.076** and **9.121** and **Annexes D/6** and **E/6** for redundancy provisions).
- b. *NRPS (05) Soldiers.* After satisfactory completion of the initial probationary period it is to be assumed that an NRPS (05) soldier wishes to continue his employment until completion of tenure of appointment unless he submits his resignation, is removed from his appointment for misconduct, inefficiency or other cause, is medically discharged or made redundant. (See **paras 6.076** and **9.121** and **Annexes D/6** and **E/6** for redundancy provisions).

6.107. Extensions of Service.

- a. *General.* All applications for extensions of service are to be submitted to MS [Reserves] APC not more than nine months, and not less than three months, before Run Out Date.
- b. *Extension of NRPS (05) Tenures of Appointment.* Exceptional authority will no longer be granted by MS [Reserves] APC.
- c. *Extensions over Age of 60.* Exceptional authority will no longer be granted for NRPS and NRPS (05) soldiers to serve beyond their 60th birthday.

6.108 – 6.109. Reserved.

Re-engagement

6.110. A soldier under the age of 55 may, subject to the conditions laid down in **paras 5.141, 5.142, 6.106** and **6.106A**, re-engage for one, two, three or four years at a time. A soldier aged 55 or over may, subject to receiving satisfactory biennial medical reports, re-engage for up to two years at a time, his last engagement being tailored to end on the day preceding his 60th birthday or at the end of his tenure of appointment, as appropriate. An entry on JPA is to be made showing that the soldier is to continue in his appointment on the appropriate rate of pay for the same periods as for that which he re-engaged.

Call Out Liability

6.111. A member of the non regular permanent staff will have the call out liability of TA Group B at **para 1.043**, regardless of the unit to which he is assigned, except that he is liable for service only in the United Kingdom (including the Isle of Man) and in the Channel Islands. A soldier employed as an instructor in a Royal Signals unit may, in addition to the foregoing be called out for permanent service when warlike operations are in preparation or progress.

6.112. Should a soldier, as a member of any other reserve, have any other call out liability, he is not to be called out on that other liability whilst serving in the TA. If, on termination of his service as a member of the TA, he still retains his original call out liability, he is to be reinstated in his original reserve. (See also **paras 5.196** and **5.204**.)

6.112A. NRPS soldiers who volunteer to be deployed on an operational tour are to submit their application to the commanding officer who is to justify to the Command/Functional 1* chain of command the value to the TA unit in releasing the soldier from a NRPS engagement to undertake an operational tour. NRPS soldiers will only be authorized absence from the TA unit for up to nine months including POTL if a suitable temporary replacement has been identified and the liability for the post confirmed. Individuals volunteering should be aware that their post may be converted to FTRS to allow backfill and that there is no guarantee of continued employment on return from mobilization.

Pay

6.113. Conditions of pay are laid down in **para 9.001** and in **JSP 754**.

6.113A. Substitution Pay.

- a. When, through the absence of a regular or a TA soldier, an NRPS Soldier is required to perform the duties of a position carrying one rank higher than that of his own position he may, subject to the approval of the Div Commander, be granted substitution pay. Approval is normally to be obtained before proceeding to camp. Such substitution pay, when appropriate, is to be at TA rates.
- b. Regulations governing the payment of substitution pay to personnel who fulfil the conditions described above are laid down in **JSP 754**, Chapter 3, Section 8 and single service policy issued by DM(A).

6.114. All NRPS soldiers are expected to maintain a 'current' type bank account. Their pay is to be issued by JPA direct to their designated bank account monthly in arrears.

Allowances

6.115. Reference to conditions regarding allowances, travelling expenses, *etc.* are contained in the appropriate paragraphs of **JSP 754**.

Terminal Benefits

6.116. Conditions governing the award of terminal benefits are laid down in **Chapter 9, Parts 3** and **5**.

Leave

6.117. NRPS personnel should qualify for terminal leave at the same rate as FTRS personnel in accordance with **JSP 760** Chapter 19. This means that NRPS personnel are currently entitled to one day's terminal leave for each month of service up to a maximum entitlement of 10 working days' terminal leave. Those personnel joining FTRS directly have no break in Reserve service and therefore are not entitled to Terminal Leave during their NRPS engagement.

Part time Employment

6.118. A soldier is not to undertake employment outside his military duties without the sanction of his commanding officer. At the time of his appointment he is to give an undertaking that he will not do so by completing the certificate as shown in **Annex A/6**. The provisions of **para 6.054A** are also to apply to NRPS soldiers holding ACF/CCF appointments.

6.119. Permission is not to be given if the proposed civil employment is likely to interfere with the performance of any military duty. Generally the conditions of **paras 6.053 – 6.056** will apply.

Absence on Account of Sickness

6.120. Where a soldier is prevented from returning to duty due to sickness, a medical certificate to this effect is to be obtained and submitted to his unit, followed by certificates at weekly intervals. Periods of sickness in excess of 14 days or which require in-patient hospital treatment are to be referred to the appropriate military medical authorities in accordance with normal practice.

- a. Soldiers may be allowed sick leave on the rates of pay laid down at **para 9.001** for up to 182 days in any 12 month period. If eventual return to full duties is expected, this may be extended to 364 days subject to confirmation by a medical board and the recommendations of the Div Commander. All such cases are to be referred to Army HQ DPS(A) PS4A (Res) for approval.
- b. A soldier whose aggregated periods of sick leave exceed 364 days in any four year period or who is considered by a medical board to be permanently unfit to return to duty is to be discharged once he has exhausted his sick leave entitlement, *i.e.* if the board recommends medical discharge during the initial 182 days sick leave the soldier is to be discharged after 182 days sick leave has expired the soldier is to be discharged as soon as is reasonable.

6.121. In the event that a soldier is unable to perform his duties due to sickness, and a medical board has recommended a medical discharge, the unit is to take immediate action to recruit a permanent replacement.

6.122. Soldiers whose appointments are terminated on medical grounds may be entitled to benefits as laid down in **Chapter 9, Part 3**.

6.123. Reserved.

Absence Without Leave

6.124. A soldier who absents himself without leave is not to receive pay for the period that he is absent, unless he gives an explanation which is satisfactory to the local Div Commander.

Termination of Employment

6.125.

- a. *For Misconduct or any other such Cause.* A soldier who is discharged under **para 5.201 or 5.202** is to have his engagement automatically cancelled with effect from the date of his discharge.
- b. *On Redundancy.* Soldiers whose positions are to be disestablished are to be given not less than six months written warning of redundancy (*see Annex D/6*). They are to receive formal notification of compulsory redundancy (*see Annex E/6*). Soldiers who are compulsorily discharged as redundees are eligible for redundancy compensation contained in the current Defence Council Regulation. DM(A) will issue procedural guidance and may amend the format of **Annexes D/6 and E/6** as appropriate to the structural change activity. Discharges for redundancy are to be carried out under the terms of **para 5.206**.
- c. *Voluntary Relinquishment.* A soldier who wishes voluntarily to relinquish his appointment is required to give 61 days notice. After giving such notice he is not to be held beyond the date of expiry of his notice against his will. Subject to a suitable vacancy being available, if the soldier so wishes he may remain as a part time member of the TA.

6.126 - 6.128. Reserved.

Service Families Accommodation

6.129. The appointment to a non regular permanent staff position carries no entitlement to Service families accommodation.

Documentation

6.130. Documentation for the non regular permanent staff is to be as laid down in the **Joint Personnel Administration Business Process Guides**.

6.131 - 6.200. Reserved.

ANNEX A TO CHAPTER 6
CERTIFICATE TO BE COMPLETED BY ADMINISTRATIVE OFFICERS AND SOLDIERS
APPOINTED AS NON REGULAR MEMBERS OF THE PERMANENT STAFF, TA

(PARAS 6.056 AND 6.118 REFER)

SURNAME _____
 CHRISTIAN/FORENAMES _____
 Applicant for appointment as _____
 Serving as _____
 in _____ unit.

I certify that if I am appointed as _____ (fill in position)

I will not engage in other paid employment without prior approval
 or

I certify that I am willing to give full time service as
 (fill in position) _____

I wish, however, to continue with/take up the following paid employment:
 (Nature of Employment, e.g. Company Director, Part Time Instructor, etc.)

Name of Employer _____

Nature of Employer's Business _____

Hours of Employment (e.g. two evenings a week) from _____ hrs to _____ hrs or
 _____ hours per month in spare time

Does the above employment involve the handling of public accounts? Yes/No*

Signature _____

Date _____

* Delete as applicable

Commanding Officer's Certificate

I certify that in my opinion the employment mentioned above *will/will not interfere with

(name of applicant)

duties as a non regular member of the permanent staff of _____

_____ *(unit)*

** Delete as applicable*

Signature

Rank

Appointment

Date

ANNEX B TO CHAPTER 6
RECRUITING AND SELECTION OF TA NON REGULAR PERMANENT STAFF (NRPS)
(PARA 6.012 REFERS)

General

1. The scope of NRPS appointments for full time service within TA units and TA formations includes:
 - a. Regional Training Team staff.
 - b. TA unit RAOs and Regimental Operations Support Officer (ROSOs).
 - c. Sub unit PSAOs.
 - d. Officers, WOs, SNCOs, Cpls and below in TA units.
 - e. Formation HQ staff and unit appointments authorized by DM(A).
2. NRPS personnel are established primarily to undertake administrative duties essential for the day to day running of TA units, including equipment maintenance tasks, and to fill TA and Cadet orientated staff appointments in the chain of command. Personnel in some appointments may be called upon to assist in TA training and instruction, but this is a secondary responsibility because TA NRPS are not established to take the place of Training Majors or Regular Army Permanent Staff Instructors (PSIs) in TA units.
3. NRPS personnel are full time members of the TA. Their terms and conditions of service are the same as those for the remainder of the TA except where modified by **Chapter 9** of these regulations, and excluding regulations related to TA Bounty. They are however subject to the Army mandatory training objectives which are applicable to the whole of the TA.

Recruitment and Selection

4. NRPS recruitment ceased on 16 August 2010 (see para 6.012).

ANNEX C TO CHAPTER 6
NRPS JOB SPECIFICATIONS
(PARAS 6 AND 7 OF ANNEX B REFER)

1. Examples of some of the relevant factors which might be shown on a job description are:
 - a. Ability to instruct on equipments/procedures relevant to a unit's new role, *e.g.* Ptarmigan instead of Bruin or FH 70 instead of 105mm Pack Howitzer may be shown as desirable but not essential. (NRPS personnel are not established to take the place of Regular Army training staff.)
 - b. Ability to supervise maintenance of new equipments.
 - c. Ability to supervise on equipments/procedures exclusive to a particular Arm or Service, whether or not there has been any change in equipments or procedures. Exceptionally, instructional ability may be shown as desirable.
 - d. For NRPS staff appointments in HQs eligibility qualifications could include staff qualifications (psc or sq), recent staff experience in the subjects relevant to the appointment, and availability to fill the appointment on its implementation date.
 - e. Need to hold LGV Cat C, C+E or other driving licence(s).
 - f. Range management qualifications for small arms and/or support weapons appropriate to rank.
 - g. Special to Arm/Service qualifications required by rank and appointment.
2. Sp Comd / Th Tps is responsible for the promulgation of Joint Regional Liaison Officer job descriptions to which no changes are to be made without the prior approval of the Standing Joint Commander.

ANNEX D TO CHAPTER 6
TEXT OF LETTER WARNING NRPS OF REDUNDANCY SELECTION
(PARAS 6.076 AND 6.125b REFER)

Sir,

1. I am directed to inform you that due to the (establishment revision, restructuring, disestablishment) [*insert as appropriate*] of your unit, (xxxxxxxxxxx) [*insert title*] Review Board has provisionally selected you for premature retirement with compensation under the terms laid down in **Part 5 to Chapter 9** of TA Regulations, of which your unit has a copy. The actual date of your retirement will be determined by the needs of the Service and the detailed arrangements for the restructuring of your TA unit. You will be formally informed of this date by your Commanding Officer when it has been confirmed.

2. Normally retirement will take place by the end of (xxxxxx) [*Insert appropriate month in accordance with the unit drawdown timetable. This date must be not less than six months after the date of the letter.*] If you have strong reasons for preferring an earlier date you should inform your Commanding Officer immediately. Every effort will be made to meet your request subject to the overall needs of the Army. However, you are reminded that if you should retire within six months of receipt of this letter, you would not be eligible to receive unemployment benefit.

3. As you are aware, TA restructuring means that your unit is to be (merged/ amalgamated/ converted/ reorganized/ disbanded) [*insert as appropriate*].

4. It is important that you keep your Commanding Officer informed of your intentions so that he can advise you and see whether or not arrangements can be made to release you early.

I am, Sir

Your obedient Servant

xxxxxxxxxxxxxxxxxxxxxxxx
for xxxxxxxxxxxxxxxxxxxx
President xxxxxxxxxxxx
Review Board

ANNEX E TO CHAPTER 6
NRPS - NOTIFICATION OF COMPULSORY REDUNDANCY
(PARAS 6.076 AND 6.125b REFER)

1. Any TA NRPS potential redundee is to be sent a personal letter confirming the date on which he will be compulsorily discharged as a redundee. The letter is to be written and signed by the individual's commanding officer. A copy of this letter is to be sent to MS [Reserves] APC in the case of officers, or to TA ROS Wing, PPPA, APC Glasgow in the case of soldiers, for inclusion in the individual's personal file.
2. The letter is to include the text shown in the example below, amended as necessary to include personal details and particular thanks for any specific tasks or achievements over and above normal duties. Any additions to the basic text are not to include anything to raise expectations of future NRPS employment, comments on redundancy compensation, or comment which could be subsequently used to the disadvantage of the Army.
3. **Officers.** MOD has advised that when an officer is made compulsorily redundant, he is not required to write a letter applying for resignation or retirement. However, units are required to submit all the normal documentation required for a TA officer on leaving the Service. Units are to check with MS [Reserves] APC to confirm that an individual does not have a residual RARO liability before finalizing the letter shown below.
4. This letter is additional to any formal letter sent by MS or the chain of command to an individual thanking him for his services.

Text of Letter to be Sent to all TA NRPS Confirmed Redundees

From: *[Fill in as appropriate]*

Commanding Officer

[Fill in as appropriate]

[Date]

[Addressee]

Dear *[As appropriate]*

I am writing to formally confirm that you have been selected as a redundee and that *[your (retirement) (resignation) (transfer to RARO) will be gazetted]* *[you are to be discharged under the terms of TA Regulations, **paragraph 5.206** 'on reduction of establishment']* with effect from the *[insert confirmed date]*

I am also writing to thank you on behalf of myself and all the officers and men of *[insert unit/sub unit as appropriate]* for everything which you have done for them since you assumed your appointment as *[insert as appropriate]* in *[insert year]*. *[Insert additional remarks for specific achievements or tasks performed as appropriate.]* We are all extremely grateful and regret that due to restructuring it has become necessary to lose your services. *[Nevertheless, this does not mean that you should cut your ties with [insert unit name] and I hope that we shall still see you at Regimental functions as an honorary member of the [Officer's Mess / WOs and Sergeant's Mess] from time to time.]*

[I wish you all the best in your new (job) (appointment) at _____]

or

[I am delighted that you have been chosen to fill the civilian (_____) position _____) at (_____)

because this means that you have not been lost to the (Regiment) and I hope you will stay with us for (many years to come) (until you finally retire)]

or

*[I hope you are successful in your search for a new (job) (appointment) and I wish to remind you that NRPS are not eligible for MOD resettlement schemes in **JSP 534**, however, you may wish to contact the British Legion through their web site: www.britishlegion.org.uk/can-we-help/civvy-street]*

[appropriate salutation]

CHAPTER 7 Financial Conditions of Service

PART 1 - GENERAL RULES

Introduction

7.001. The regulations for TA pay, allowances, bounty and charges are laid down in **JSP 752** (Allowances) and **JSP 754** (Tri Service Regulations for Pay and Charges). The rules for pension and compensation are contained in **JSP 764** Part 3 Reserve Forces Pension Scheme, the **Army Pension Warrant 1977** and **JSP 765** The Armed Forces Compensation Scheme. The purpose of this chapter is to promulgate supplementary single service regulations additional to those in **JSPs 752 & 754** and provide cross-references to ease the changes arising on the implementation of Joint Personnel Administration (JPA). Pay rates are published each year in the MOD directed letter. The definitions of the terminology introduced by **Pay 2000** and **JPA** are shown in **JSP 754**, Chapter 1 Section 4. The standard service abbreviations are listed at Section 5 to that chapter.

- a. Ex Regular Pension and Lump Sum (AFPS 05).* Where an individual has been awarded Early Departure Payment (EDP) benefits, the EDP income (monthly) payments will stop upon undertaking NRPS (or FTRS) service, but will resume on leaving this employment. An individual will be required to repay any “unexpired” portion of their EDP Lump Sum dependent on how long the individual has been out of Regular Service prior to NRPS (or FTRS) service. See **2010DIN01-033** (see also **JSP 764**, Part 2 Chapter 2 paras 0219-0220 - to be amended).

Eligibility

7.002. TA personnel are entitled to pay and allowances as laid down in **JSP 754** and **JSP 752**.

Time Bar Limitation of Eligibility

7.003. Except in such exceptional circumstances as may be approved by the Defence Council no claim is to be admitted for pay, allowances or other financial advantages granted by **JSP 752** or **754**, or this chapter which relates to any period more than six years antecedent to the date of the claim.

Abatement of Emoluments to meet Public and Service Claims

7.004. **JSP 754** is the authority for all Service Pay and Charges issues.

Income Tax and Earnings Related National Insurance Contributions

7.005. Reserve pay is liable to the deduction of tax and ERNIC in accordance with current legislation. Full details are available on the HMRC website <http://www.hmrc.gov.uk>. TA Officers receive a tax free uniform upkeep allowance. There is no tax allowance for optional items purchased privately by individuals to meet regimental customs.

7.006 - 7.008. Reserved.

7.009. Exceptional Payments. In addition to the regulations contained in this Chapter, and any Royal Warrants or orders in Council being in place at the time, The Defence Council may authorize the exceptional issue of pay, non-effective pay, bounties and allowances. Exceptional payments made in exercise of this power must be within existing MOD financial arrangements.

Acting Rank and Substitution Pay

7.010. See **JSP 754**, Chapter 3, Section 8 & 9. For the avoidance of doubt, absence on detached duty includes absence due to FTRS, Additional Duties Commitments, Voluntary Additional Training or Duties.

PART 2 – PAY**Training Periods Eligible for Pay**

7.011. *See JSP 754*, Chapter 4, Section 2.

7.012. - 7.015. Reserved.

Attendance at Rifle Association Meetings

7.016. *See JSP 754*, Chapter 4, Section 2 para 04.0212 – 04.0214.

Attendance of TA Members at Commissioning or Selection Boards

7.017. *See JSP 754*, Chapter 4, Sect 2 para 04.0212.

Attendance of Regular Reserve Force Members at Training

7.018. *See JSP 754*, Chapter 4, Section 2 para 04.0216.

Soldiers Awaiting Enlistment or Re-engagement Approval

7.019. *See JSP 754*, Chapter 4, Section 3 para 04.0311.

Disability and Illness during Training

7.020. *See JSP 754*, Chapter 4, Section 2.

Travelling Time

7.021. *See JSP 754*, Chapter 4, Section 2 paras 04.0221 - 04.0222.

Pay during Trial by Court-Martial

7.022. *See JSP 754*, Chapter 4, Section 2 para 04.0215.

Candidates for a Commission

7.023. A potential officer who is waiting for confirmation of commission and who is permitted to attend annual camp or other training under **para 4.051**, is to be paid in his substantive rank. Rations, or the appropriate cash equivalent, may be issued on annual camp, wholtime courses and attachments, weekend and similar training where the continuous attendance for training is eight hours or more. If the appointment to a commission is approved and is antedated to before the training took place, the difference between the pay and allowances received while attending training and emoluments which have been withheld are to be issued. Where antedating is authorized this period will also count towards incremental progression.

Medical Officers

7.024. *See JSP 754*, Chapter 4, Section 2 para 04.0217.

Pay

7.025. General. The regulations governing the terminology, structure, incremental progression and changes of circumstance that impact on pay levels, such as transfers or reduction in rank are laid down in **JSP 754**, Chapter 3. The supplementary regulations specific to the special circumstances of the Reserve Forces are laid down in **JSP 754**, Chapter 4.

7.026 - 7.026B. Reserved.

7.027. Ex-Regular (Late Entry) Officers awarded a Quartermaster (QM) Commission. Officers who have served in the regular army on a late entry commission, who subsequently joined the TA before 1 Apr 07 and were awarded a QM commission, are paid in accordance with the regulations laid down in **JSP 754**, Chapter 5 Section 3 and Chapter 3 Section 12. In addition the following regulations apply:

- a. *As Captain.* On the Officers Commissioned From the Ranks pay scale at the rate appropriate to their regular commissioned service subject to the following.
 - (1) They joined the TA before 1 Apr 07 within three years of leaving the regular army.
 - (2) They joined the TA in the equivalent or higher rank as the one held in the regular army.
 - (3) The commanding officer of the TA unit certified that their former regular army experience was relevant to the position they were going to fill in the TA.

b. As Major and above. On the officers' main scale at the rate appropriate to their regular commissioned service.

7.027A. Reserved.

7.028. Former WOs and NCOs granted a Commission. See **JSP 754**, Chapter 5 Section 3 and Chapter 3 Section 12.

7.028A. Officers transferring from a QM to a mainstream Commission. See **JSP 754**, Chapter 5 Section 3 and **para 4.095**.

7.028B. Pay of ex-Regular (LE) Officers, TA QMs in RARO and TA QMs who undertake FTRS Commitments. See **JSP 754**, Chapter 3 Section 12.

7.029 - 7.029C. Reserved.

Issue of Pay to Officers while they are attending Camp or Courses

7.030. See **JSP 754**, Chapter 2 Section 5.

7.031-7.038. Reserved.

AGC (Pro) Pay

7.039. See **JSP 754**, Chapter 3 Section 2.

Issue of Pay to Soldiers while they are attending Camp or Courses

7.040. See **JSP 754**, Chapter 2 Section 5.

7.041 - 7.042. Reserved.

Officer Cadets

7.043. See **JSP 754**, Chapter 4 Section 3.

Specialist Pay

7.044. See **JSP 754**, Chapter 6.

7.045-7.050. Reserved.

PART 3 – BOUNTIES

7.051. The regulations for the award of bounty are laid down in **JSP 754**, Chapter 4, Section 5.

7.052 - 7.100. Reserved.

PART 4 - ALLOWANCES AND CHARGES

(See also **Regulations for Army Allowances and Charges**, Chapter 23)

General**7.101. Personal Status.**

- a. Eligibility for certain allowances is dependent upon the individual's personal status. All TA officers and soldiers are to declare their personal status by the completion of **JPA N001** in accordance with the provisions of **JSP 752**, Chapter 1, Section 4. One copy is to be forwarded to the appropriate paying authority and the second retained in the unit with their personal documents.
- b. Any change in status is to be reported without delay and a new **AF O 1700** completed. Failure to report may result in the issue of incorrect allowances.

Meals Out Allowance

7.102. The special eligibility provisions for Meals Out Allowance (MOA) applicable to TA and Regular Reserve personnel as appropriate are laid down in **JSP 752**, Chapter 3, Section 4.

7.103. Ceremonial Duties.

- a. If a guard of honour, street lining party or travelling escort is provided under **para 2.209** for the Sovereign, the Heir Presumptive or Apparent, or any member of the Royal Family expressly representing the Sovereign, pay may be issued for attendance at the parade and one rehearsal and both events are eligible to count for MOA. If the employment of members of the TA would result in a total cost in excess of that involved in the employment of the Regular Army, CLF is to refer the proposal for the sanction of the Defence Council, with an estimate of the comparative cost and a statement of the circumstances in which he considers the employment of the TA desirable.
- b. Attendance at Remembrance Sunday parades and services is to count for pay and MOA.
- c. No expenditure is to be admitted against either Army or Association funds in connection with guards of honour, escorts or other ceremonies, unless previously sanctioned by the Defence Council.

7.104. Reserved.

Entertainment Allowance for Officers

7.105. Entertainment allowance at the standard rates as laid down in **JSP 462**, Part 5 is issuable to TA officers under the general conditions applicable to regular officers.

Free Issue of Clothing and Uniform Upkeep Grant

7.106. Regulations for the issue of free clothing and Uniform Upkeep Grant are laid down in **JSP 752**, Chapter 8, Section 1 as well as Part 6 of **Army Dress Regulations**. Scales may be found in **Scales for the Army**.

7.107-7.109. Reserved.

7.110. Honorary Colonels. Honorary colonels on appointment, if they are not already serving, are entitled to receive the same scales of uniforms as any other Reserve Officer but do not receive No 2 Dress accoutrements such as Forage Cap, Sam Browne or other appropriate belt or appropriate shoes which must be provided at non-public expense. Note that Honorary Colonels are not entitled to wear General Staff gorget patches or the General Staff cap when wearing the uniform of their TA regiment or Corps.

7.111. Reserved.

7.112. Uniform Upkeep Grant. Regulations governing Uniform Upkeep Grant for the Reserve Forces are laid down in **JSP 752**, Chapter 8, Section 1 as well as Part 6 of **Army Dress Regulations**.

7.113-7.114. Reserved.

7.115. Regulations governing the return of free issue clothing are laid down in **JSP 752**, Chapter 8, Section 1.

7.116. Promotion Grants and Appointment. Regulations for Promotion Grants are in **JSP 752**, Chapter 8, Section 1 as well as in Part 6 of **Army Dress Regulations**. The current rates of the various Promotion Grants are published in Part 10 of **Army Dress Regulations**. Reserve officers appointed to particular posts that require additional items of clothing and/or accoutrements will be provided on free issue with all they require for the duration of the appointment. In case of doubt for any ceremonial appointment, advice is to be taken from PS12 (Army).

7.117 – 7.118. Reserved.

Charges for Food and Accommodation

7.119. See **JSP 754**, Chapter 9, Sections 1 & 10. For the purpose of assessing an individual's liability to accommodation charges, a member of the TA is to be regarded as having been granted permission to live out. Where individuals carry out continuous training in excess of 28 days, they are to provide a written undertaking that they have a continuing commitment to paying mortgage or rent, and that their property is not let or sub-let.

7.120. When food is provided under Service arrangements TA members may be liable to pay food and meal charges. The instructions which deal with meal charges and liability and exemptions to food charges are set out in **JSP 754**, Chapter 9, Section 10. Potential recruits undergoing selection prior to enlistment are to be taken on the ration strength of units and fed at public expense. No charge is to be made to the individual until such time as he has enlisted.

7.121. In addition officers, warrant officers and NCOs may be required to pay extra messing charges.

Local Overseas Allowance (LOA)

7.122. Reserved.

7.123. Local Overseas Allowances. The regulations for Local Overseas Allowances are laid down in **JSP 752**, Chapter 6, Section 1.

7.124. Reserved.

Longer Separation Allowance (LSA)

7.125. Longer Separation Allowance (LSA). Regulations governing LSA are laid down in **JSP 752**, Chapter 5, Section 1.

7.126-7.127. Reserved.

Female Clothing Grant

7.128. Regulations for the Female Clothing Grant are laid down in **JSP 752**, Chapter 8, Section 2.

7.129-7.200. Reserved.

PART 5 - PAY, BOUNTIES AND GRATUITY ON CALL OUT**General**

7.201. *See JSP 754*, Chapter 4.

7.202-7.207. Reserved.

Mobilization and Bounty

7.208. *See JSP 754*, Chapter 4, paras 04.0516 and 04.0525.

Call Out Gratuity

7.209. *See JSP 754*, Chapter 4, Section 6.

7.210-7.280. Reserved.

PART 6 - TRAVELLING ALLOWANCES AND REFUNDS OF TRAVELLING AND OTHER INCIDENTAL EXPENSES

General

7.281. The regulations governing the authorization of travel and refund of travel expenses are laid down in **JSP 752**, Chapter 4.

7.282-7.285. Reserved.

7.286. Overseas Travel.

- a. Travel outside the United Kingdom at public expense does not normally require special Ministry of Defence authorization when this is associated with a planned scheduled exercise (Regular Army or TA), TA unit annual continuous training or other authorized training attachments to a Regular or TA unit or authorized course.
- b. Overseas travel other than in the circumstances described above would be exceptional, in which case prior authority from Army HQ (Pers TA) is necessary.
- c. *Conveyance of Baggage.* Members of the TA are only eligible for the free conveyance of their baggage under the terms of **JSP 752**, Chapter 7, Section 2, when travelling by air to and from different theatres on Service duty.

7.287. Unpaid Training Category C-2. Travel to Category C-2 unpaid training (*see para 2.016*) is only allowed when such training is authorized by Army HQ, or it is sports travel as defined at in **JSP 752**, Chapter 4, Section 8.

7.288. Method of Travel. It is for the authority which authorizes a journey, and not the individuals travelling, to decide on the method of transport to be used for duty travel. Rail travel is the normal method of travel, or otherwise the cheapest means; but in the case of members of the TA the cost of pay and allowances of those travelling should also be taken into account in deciding which is the most cost effective method of travel to authorize.

Travel between Residence or Place of Employment and Place of Duty

7.289. The regulations for Home to Duty (HTD) travel are laid down in **JSP 752**, Chapter 4, Section 13. *Reservists and Cadet Force Adult Volunteers, like Regular Service personnel, are limited to the 50 mile rate, even if travelling farther. However, certain specialist Reservists¹ may be eligible for HDT rates in excess of 50 miles (e.g. due to the location of alternative Specialist Units). Permission to travel daily over 50 miles and claim special rates is to be sought from COs, who in turn must seek appropriate financial authority through the chain of command. Automatic payments of specially approved rates are not permitted.*

7.290-7.295. Reserved.

7.296. Use of Private Vehicles for Duty Journeys. Regulations for motor mileage and passenger allowances for duty journeys and recompense for tolls, ferry charges, garage parking and parking meter fees are laid down in **JSP 752**, Chapter 4.

7.297. Use of Bicycles for Duty Journeys. Motor mileage allowance at the pedal cycle rate is admissible in accordance with **JSP 752**, Chapter 4.

7.298-7.309. Reserved.

Use of Private Vehicles Travelling to and from Annual Camp

7.310. The official duty rate is admissible when the commanding officer gives prior permission for named individuals to take specified private vehicles to camp in lieu of passenger carrying vehicles on the establishment authorized for that unit. This permission is to be given only when the Div HQ of the area in which the unit is to train advise that the unit's deficiency of vehicles cannot be made good by the issue of suitable vehicles from the pool. Passenger allowance is admissible for each official passenger.

7.311. The private car rate is admissible for private vehicles, other than those authorized under **para 7.310** provided that it is certified by the commanding officer that accommodation is not available on service or hired transport or on any special train that may be provided, or in other private vehicles authorized under **para 7.310** which may be making the same journey. Passenger allowance is admissible for each official passenger.

Use of Private Vehicles at Annual Camp

7.312. The official duty rate is admissible for duty journeys at camp made by private vehicles authorized to be taken to camp under **para 7.310**. The maximum mileage for each vehicle for which the official duty rate may be claimed for

¹ For the Army, this includes: Nationally Recruited TA ('Group A' contracts – formerly known as Specialist Reservists) and other reservists who the unit CO considers key to unit capability. The CO must have written financial authority from the chain of command.

duty journeys at camp is 150 miles a week except in cases where the commanding officer obtains special authority from the commander of the district in which training takes place to authorize mileage in excess of that limit.

7.313. Private vehicles authorized under **para 7.310** and used for duty journeys at camp are to be made available for general use in the unit and are not to be reserved for official journeys by the owner. Passenger allowance is admissible for each official passenger. Vehicle owners must comply with **para 7.317**.

7.314. The private car rate only is admissible for duty journeys made by private vehicles not authorized under **para 7.310**. Passenger allowance is admissible for each official passenger.

Claims for Motor Mileage Allowance (in respect of paras 7.310 - 7.314)

7.315. All claims are to be submitted on I-expenses or **JS Form JPA FO11** as appropriate and for the official duty rate must be endorsed with the Div HQ authority under **para 7.310**.

7.316. Claims for the private car rate for journeys to and from annual camp must be supported by a certificate from the commanding officer to the effect that accommodation was not available in Service or hired transport (including special trains) or other private vehicles authorized under **para 7.310** making the same journey.

7.317. Insurance of privately owned vehicles authorized for use for duty travel, other than for travel to and from a TA member's place of duty, must be in accordance with the provisions laid down in **JSP 752**, Chapter 4, Section 6. Individuals who are prepared to allow their vehicles to be so used must consult their insurers to ensure that their policies cover the proposed use of their vehicles. Written confirmation from the insurers must be submitted to the unit by the owner concerned before such use begins. This confirmation is essential when the vehicle is to be used as part of the unit pool and may be driven by persons other than the owner.

7.318. Private vehicles officially used only to convey members of the TA to and from their annual training need not be covered as laid down in **para 7.317**. Normal third party insurance will suffice provided that if official passengers are carried, it is clear that the insurance cover extends to such use.

7.319. Whatever the extent of the insurance cover for privately owned vehicles, the Ministry of Defence will accept no liability for claims arising from the use of such vehicles.

7.320. Home to Duty Travel. Regulations governing home to duty travel (HTD) are laid down in **JSP 752**, Chapter 4, Section 13.

7.321-7.323. Reserved.

Honorary Colonels

7.324. Travel. Regulations governing honorary colonels' travel are laid down in **JSP 752**, Chapter 4, para 04.0133 - 04.0134.

7.325. Accommodation and Allowances. Eligibility for subsistence allowances is shown in **JSP 752**, Chapter 3, para 03.011d.

7.326. Reserved.

Regimental Functions

7.327. Travel at public expense to a regimental ceremony or function such as the presentation of colours or a unit social is not admissible except in special circumstances and with the prior approval of Army HQ (Pers TA).

7.327A. Div Commanders may authorize travel for the laying up of Colours and the grant of freedom of a city or town under the same conditions as those laid down for the Regular Army.

7.327B. Commanding officers may, at the start of the training year declare mess functions for each of the officers' and sergeants' messes of that unit as obligatory functions. Motor mileage allowance for travel to these functions may be claimed for a maximum of two functions per training year. Such functions do not qualify for TA pay except for TA personnel who are employed to administer the function, eg Chefs.

7.328. Reserved.

Officers Training Corps

7.329. Members of the OTC who are to attend annual camp or such compulsory training as may be authorized in lieu and who are unable to travel direct from their unit headquarters may be issued with railway warrants for travel from their place of residence or temporary employment in the United Kingdom to the place of training. At the end of annual camp members may be allowed to return direct to their homes or place of temporary employment at public expense provided the commanding officer is satisfied in every case that the individual will be residing at the place to which the railway warrant is issued.

Officiating Clergy

7.330. The refund of travelling expenses for an officiating civilian clergyman for the TA are laid down in **JSP 752**, Chapter 4, Section 1.

RARO Attending Training

7.331. Inclusive travelling expenses are to be paid to RARO officers who are authorized to attend training and courses of instruction. Payments are to be in accordance with **JSP 752**, Chapter 4, Part 6.

7.332. Reserved.

Reimbursement of Telephone Call Charges

7.333. Public funds may be used to reimburse members of the TA for official telephone calls made from call offices or private telephones under the following rules:

- a. All claims for such telephone calls are to be submitted on **AF P 1940** supported by a certified list of such calls showing telephone numbers from which they originated, the amount paid for each call and their purport.
- b. Payments are to be made normally from unit imprest accounts, and payments certified by the relevant **AF P 1940**.
- c. Where the caller is not in a position to obtain refund from an imprest account, application may be made to the appropriate Commander SPS at Div HQ.
- d. Where the cost of the official call has been covered by the rental of the private telephone the refund is to be based on the local authority's tariff rates for call or where no such rate exists at the local equivalent cost for each local call.

Subsistence Allowance

7.334. The regulations governing eligibility for and payment of subsistence allowances are laid down in **JSP 752**, Chapter 3.

7.335-7.344. Reserved.

Travel for Education

7.345. Regulations authorizing the payment of motor mileage allowance at the private car rate to personnel attending authorized educational courses, including personnel authorized to attend evening classes at a college of higher education are laid down at **JSP 752**, Chapter 4, Section 1. The commanding officer may authorize travel at public expense for journeys, each of not less than one mile or more than 30 miles each way.

Compensation for Lost or Damaged Personal Effects

7.346. Members of the TA may be eligible for compensation for lost or damaged personal effects in accordance with the provisions of **JSP 752**, Chapter 10, Section 4.

7.347 - 7.399. Reserved.

**PART 7 – PENSIONS ARRANGEMENTS FOR FULL TIME RESERVE SERVICE,
PERMANENT SERVICE, ADDITIONAL DUTIES COMMITMENTS,SHORT SERVICE VOLUNTEER
COMMISSIONS
AND SPECIAL S TYPE ENGAGEMENTS**

(See also the Army Pensions Warrant 1977, Part 14, Section 29)

General

7.400. All reserve forces personnel serving on pension earning engagements are eligible to be members of the Reserve Forces Pension Scheme (RFPS). **JSP 764**, The Armed Forces Pension Scheme 2005 Part 3 is the authority. AFPS 75 is a closed scheme and it is no longer possible for service personnel to rejoin.

7.401 - 7.999. Reserved.

ANNEX A TO CHAPTER 7

Reserved

**APPENDIX 1 TO ANNEX A TO CHAPTER 7
MOBILIZATION - PROPORTIONAL REDUCTIONS OF OUT OF CAMP TRAINING**

The purpose of this annex is to illustrate the proportional reduction in out of camp (OOC) MTDs arising from specific periods of mobilized service.

- a. The number of OOC MTDs that may be counted towards an individual's bounty earning obligations for periods of mobilized service is shown at **Table 1**.
- b. The number of OOC MTDs required to qualify for bounty after demobilization, if an individual had attended no OOC training during the training year before being mobilized, is shown at **Table 2**.

Table 1 - Proportional Reductions in Out of Camp Training

Days Mobilized Service	0-30	31-60	61-90	91-120	121-150	151-180
Regional - OOC MTDs Reduction after Demobilization	Nil	1	2	3	4	5
National – OOC MTDs Reduction after Demobilization	Nil	Nil	Nil	1	1	1
Days Mobilized Service	181-210	211-240	241-270	271-300	301-330	331-365
Regional – OOC MTDs Reduction after Demobilization	6	7	8	9	10	11
National – OOC MTDs Reduction after Demobilization	2	2	2	3	3	3

Table 2 - Out of Camp Training Obligations after Demobilization

(Applicable for personnel who had attended no OOC training before mobilization)

Days Mobilized Service	0-30	31-60	61-90	91-120	121-150	151-180
Regional – Out of Camp Trg Obligation after Demobilization	12	11	10	9	8	7
National – Out of Camp Trg Obligation after Demobilization	4	4	4	3	3	3
Days Mobilized Service	181-210	211-240	241-270	271-300	301-330	331-365
Regional – Out of Camp Trg Obligation after Demobilization	6	5	4	3	2	1
National – Out of Camp Trg Obligation after Demobilization	2	2	2	1	1	1

**APPENDIX 2 TO ANNEX A TO CHAPTER 7
MOBILIZATION & BOUNTY - LAYOUT OF INFORMATION FOR COORDINATED LISTINGS**

(Insert Unit Title and Training Year¹)

Number	Rank	Name	Mobilized Service Dates		Days of Mobilized Service	Out of Camp Training				Claim in lieu of Camp Yes or No	Authority
			From	To		Days Claimed in lieu	Normal Trg ²	Total (g)+(h)	Authority		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)

¹ This form must only cover a single training year. When a period of mobilized service counts in lieu of camp for the present and the next training year, the individuals concerned must be shown on a separate form for each training year.

² Out of Camp (OOC) training recorded on **JS JPA E019/JS JPA E019A** (Unit Night Register & Continuation Sheet) for normal training before and/or after mobilization.

ANNEX B TO CHAPTER 7

Reserved

ANNEX C TO CHAPTER 7

Reserved

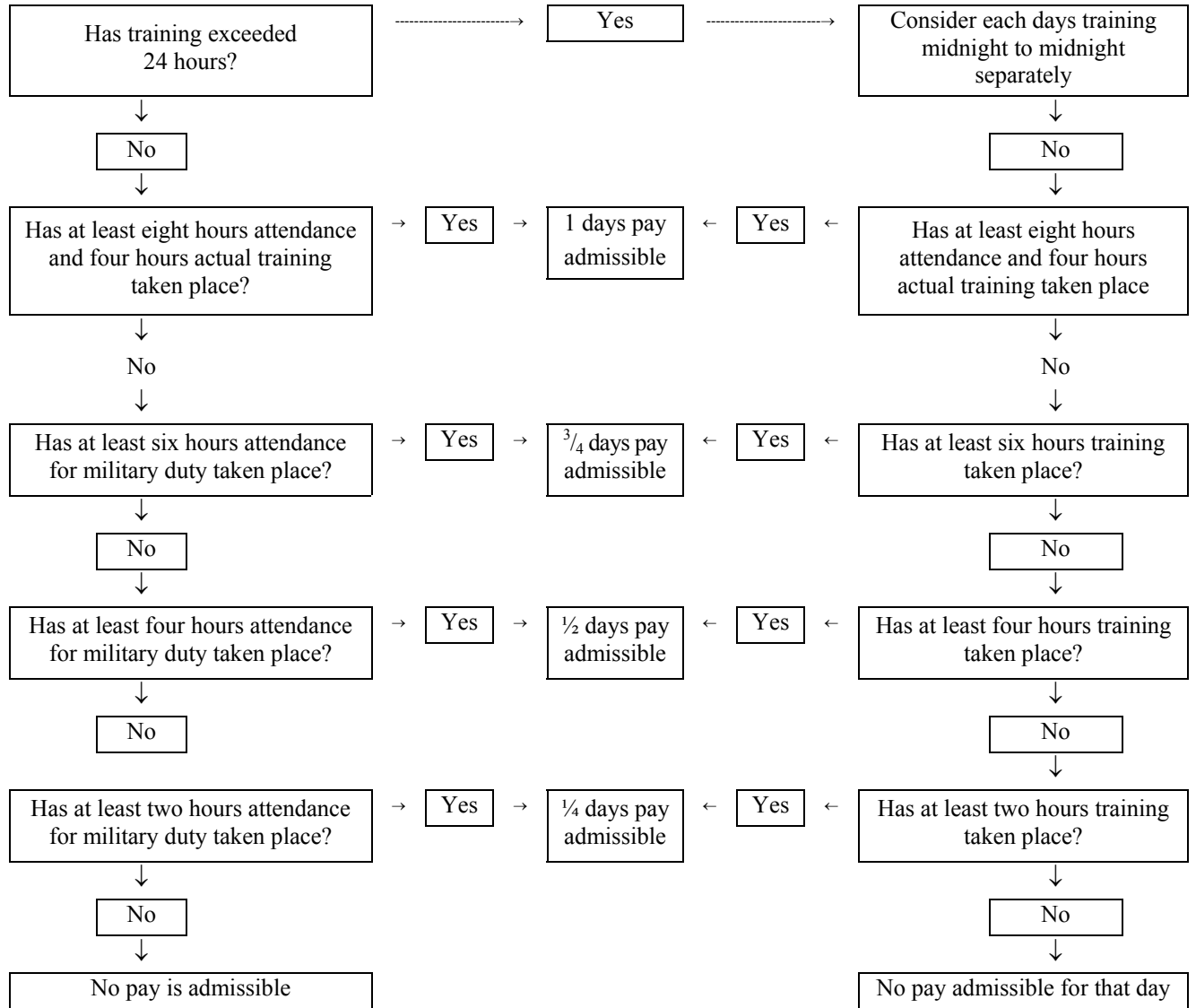
ANNEX D TO CHAPTER 7

Reserved

ANNEX E TO CHAPTER 7

Reserved

**ANNEX F TO CHAPTER 7
TA PAY ALGORITHM**

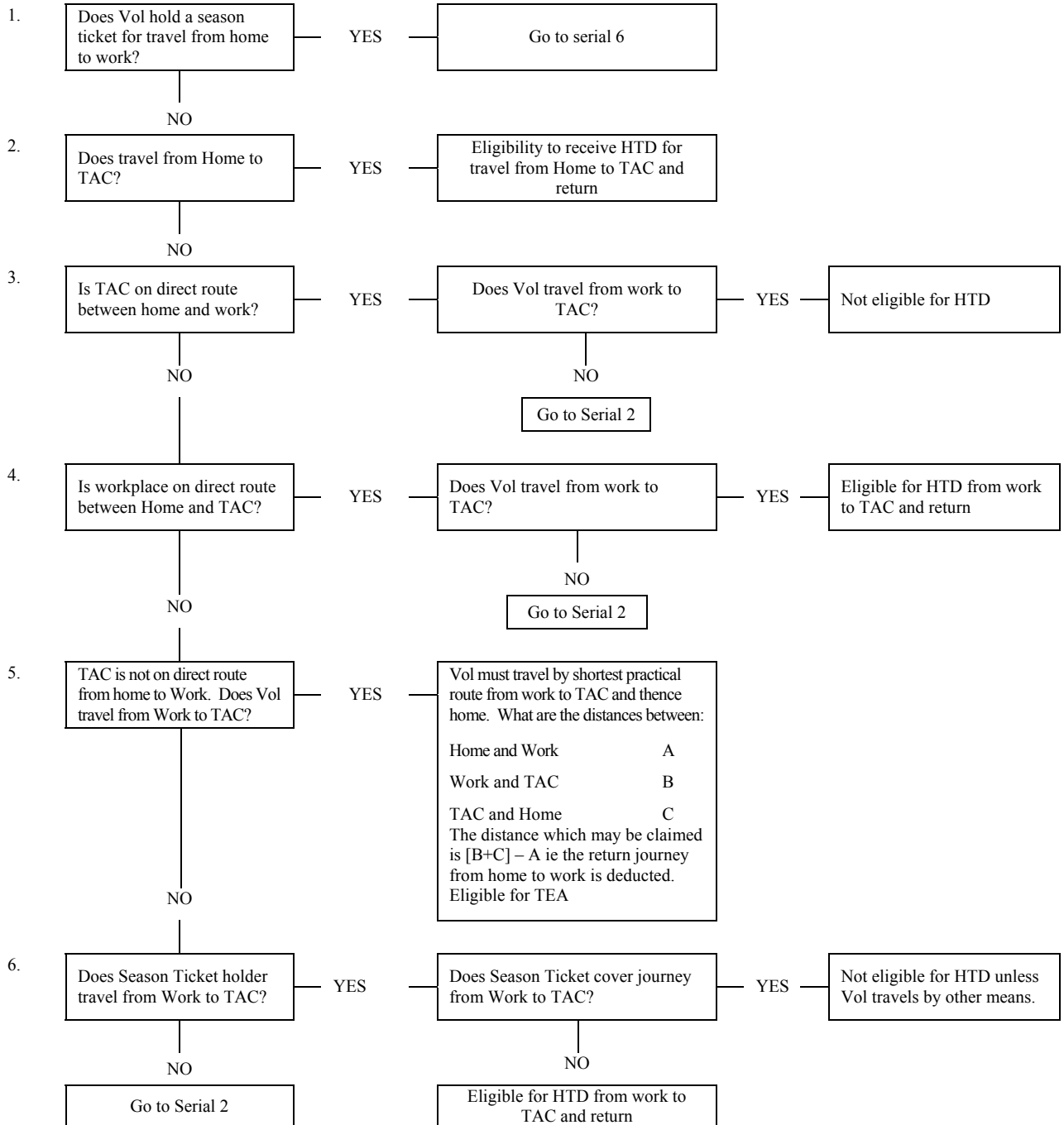


**ANNEX G TO CHAPTER 7
TA HOME TO DUTY TRAVEL ALGORITHM
(PARA 7.289 REFERS)**

Notes:

1. HTD recompense is only admissible for costs over & above those for normal home to work return journey. The TAC must be more than one mile from the start of the journey.
2. The algorithm applies to both training nights and daytime periods of duty.

Serial



CHAPTER 8
**Disability Allowances and Awards,
and Death Arising from Military Duty**

PART 1 - DISABILITY ALLOWANCES AND AWARDS

General

8.001. Causes of Injury Attributable to Service.

- a. Wounds, illnesses and injuries (including mental health) sustained in the following circumstances, unless due to the negligence or misconduct of the member, are normally to be regarded as attributable to service:
 - (1) Arising out of training or while on duty, including permanent service, *i.e.* at a time when a soldier is subject to military law including activities defined in (2) below.
 - (2) Occurring on TA premises during attendance for the purpose of training, whether or not arising directly from training, but not during attendance for amenity purposes unless formally recorded as being on Category A, B C-1 or C-2 type training as defined in **Annex B/2**.
 - (3) Occurring while proceeding directly to and from training, or duties (*see Appx 2 to Annex A/8*).
- b. Injuries incurred during rest and recuperation (R&R) activities carried out during camp or other periods of training, will only be regarded as attributable if the activities were formally organized and supervised in accordance with the relevant Army or Joint Service regulations and instructions, *e.g.* challenge pursuits, adventurous training activities and sport must be organized and supervised in accordance with **AGAI Vol 1 Chapter 11 and 18 (for Adventurous Training and Hazards of Water and AGAI Vol 1 Chapter 5 for Sportor Games** as appropriate. (Claims are to be accompanied by the R&R programme and details of the authority under which the activity was authorized/supervised.)
- c. In this chapter, any reference to a man, the male gender, a wife or widow, is a reference to a person of either sex who is a member of, or the spouse or widow/widower of a member of the TA or Reserve Forces.

8.002. Procedures.

- a. *General.* The procedure to be followed in the event of an injury occurring to a member of the TA, or a Regular Reservist (including RARO) training with the TA, is laid down in Chapter 3, **paras 3.212 - 3.217** and **JSP 751**. These instructions are amplified at **Annex E/3** to give guidelines to TA personnel on the conduct of investigations into the circumstances which gave rise to the injuries. (*See also para 8.007* for instructions on the disposal of documents.) Regulations governing the provision of treatment are at **paras 3.207** and **8.006**.
- b. *Third Party Claims.* Additional procedures to be followed when an incident may give rise to a claim against a member of the TA or Ministry of Defence, or a claim on behalf of the Ministry of Defence against a third party are outlined at **Part 13 to Chapter 3** of these regulations. It should be noted that the provisions of this chapter do not preclude the right of servicemen to make a claim in Common Law for compensation for personal accident or injury due to negligence against the Ministry of Defence. (*See also Annex F/3*.) However, it is probable that in an out of court settlement, the compensation would be abated by any disability allowance payments and/or gratuity received by the plaintiff.
- c. *Benefits Guide.* A simplified Guide to Benefits, which may be copied and issued to members of the TA, is at **Annex A/8**, and an algorithm outlining Disability Allowance procedures, for the assistance of unit staff, is at **Appx 1 to Annex A/8**.
- d. *Units Standing Orders.* It is essential that all officers and instructors are aware of the provisions of **Annexes E/3** and **F/3**, and **Part 1** and **Annex A/8**. Failure to initiate procedures without delay may financially penalize the injured person and could ultimately deprive him of the right to a War Disability Pension or Gratuity from the Service Personnel and Veterans Agency (SPVA), Ministry of Defence, if he is medically discharged. (*See also JSP 751* for instructions on notification procedures to the chain of command in the event of injury or death.)

8.003. Applicability of these Regulations. In the case of disablement or death attributable to or aggravated by service, the provisions of this chapter are to apply to all officers and soldiers of the TA, excluding officers and soldiers of the permanent staff who are members of the Regular Forces and Non Regular Permanent Staff (NRPS).

8.004. Maximum Period of Allowance.

- a. A member who is totally disabled as a result of service may be granted a disablement allowance, during periods of total incapacity, subject to the conditions set out in **paras 8.011** and **8.016**. The allowance is normally only admissible for the period of up to 26 weeks from the date on which the wound or injury was sustained, or on which a member was first incapacitated by the disease. Exceptionally, where there is a recurrence arising from the same injury or illness, this period may be extended.

- b. *Resignation, Retirement or Discharge.* The allowance is to cease on retirement, discharge or call out, and is not to be issued during periods when full pay is admissible. (See also **JSP 754** Chapter 4 Chapter 4 Sect 2). The commanding officer is to give the Exceptions Team Service Personnel and Veterans Agency (Glasgow) (SPVA (G)) prior notification if a member in receipt of Disability Allowance is due to retire, resign or be discharged, or if it is intended that he should be so. (See also **paras 8.018e** and **8.019f**).
- c. *Partial Incapacity.* Where a member suffers a wound or injury which results in partial incapacity, the provisions of **para 8.019** apply.

8.005. Restriction on Training.

- a. *Total Incapacity.* In no circumstances is an officer or soldier in receipt of Disablement Allowance for total incapacity to be permitted to attend camp or any other training period. In the case of a belated claim, the commanding officer is to attach a statement to the claim, giving details of any training attended by the claimant since the injury was incurred, and explaining why such training was carried out.
- b. *Partial Disability.* Personnel in receipt of Disablement Allowance at pension rates in respect of partial disability may participate in training activities, within the limits laid down by the Medical Board responsible for his case. (See also **para 8.019d**.)
- c. *Treatment Allowance.* Under no circumstances is an officer or soldier in receipt of Treatment Allowance to participate in any training or duties. (See also **para 8.019g(3)**.)

8.006. Medical Treatment.

- a. *Normal Procedures.* Where suitable Service medical facilities are not available at the site at which the injury or wound is incurred by a member when on duty, he should be referred to the nearest suitable Service medical facility for treatment. Where this is impracticable, he is to be referred to the nearest NHS hospital, or be treated under normal NHS arrangements. (See also **para 3.208**.)
- b. *Private Medical Treatment.*
 - (1) *General.* Only in the most exceptional circumstances is the use of private medical facilities to be considered. In such instances, prior approval is to be sought from the Defence Medical Services Department (DMSD) before treatment commences and before costs are incurred. Where practicable, requests are to be submitted in writing, giving full background details of the case, including reasons why the use of alternative Service or NHS facilities was not possible, together with the likely cost of treatment.
 - (2) *Emergency Procedures.* Outside normal working hours or in cases of extreme medical emergency, contact should be made with MOD(DMSD) as soon as possible after the incident, notifying the contact point by telephone of the action taken and the justification for this, with confirmation in writing.
 - (3) *DMSD Address and Telephone Number.* The contact point is: Director Health Care, Zone D, 7th Floor, St George's Court 2 – 12 Bloomsbury Way, LONDON WC2H 2SH. Tel; Mil; 96305 2791 Civ; 020 7305 2791 e-Mail: DMSD-DGH-Director-Healthcare.
 - (4) DDOS1, HQ Defence Dental Agency, MOD, RAF Halton, Aylesbury, Buckinghamshire HP22 5PG.

Claims

8.007. Disposal of Documents.

- a. *Claims for Injury.* If a claim for Disability Allowance or Pension is made by an officer or soldier, a copy of **MOD F 510**, Attendance Record, Training Programme and the Non Statutory Inquiry proceedings (if held) are to be forwarded with the claim form (**AF 0 1699**) to the Command/Functional Bde HQ in whose area the sub unit of the injured person is located. The Command/Functional Bde HQ is to examine the claim and if in doubt over its validity, is to initiate urgent enquiries to establish the facts of the case. The claim is then to be forwarded to the Exceptions Team SPVA (G) under cover of a letter expressing the headquarters' military opinion. Particular care is to be taken if a case falls into the categories defined in **para 8.016**.
- b. *Claims for Disease or Illness.* The **AF 0 1699**, accompanied by a statement of the alleged cause (see also **para 8.014b**) is to be forwarded as outlined above.
- c. *Action where No Claim is Submitted.* Documents listed at **para 8.007a** are to be forwarded to MS [Reserves] APC for retention in the member's personal file so that they are available in the event of a belated claim for Disability Allowance or a disability pension.

8.008. Prompt Action.

- a. The importance of prompt attention to claims to disablement awards cannot be over-emphasized. Commanding officers are to ensure that adequate arrangements are made for the initiation of claims and for the provision of assistance to members in preferring them. Where it is known that a member has been disabled as a result of service, he or a member of his family must be informed of his entitlement to claim. Where necessary the

commanding officer is to take steps to initiate a claim on the member's behalf, and in all cases he is to ensure that the member or his family is given every assistance in correspondence relating to any disability awards.

- b. To prevent delays in correspondence, commanding officers are to make appropriate arrangements to allow direct correspondence between detached sub units and the Command/Functional Bde HQ concerned, or the Exceptions Team SPVA (G), Kentigern House, Brown Street, GLASGOW G2 8EX, on matters affecting Disablement Allowances in individual cases.
- c. A claim may be disallowed if it is not made within one month from the start of total incapacity.

Eligibility to Receive Pay

8.009. Non-Attributable Disabilities. Where a disability not due to military service (*see also para 8.001*) occurs during a period of training for which pay is admissible, the officer or soldier concerned is eligible to receive pay up to the end of that period of training. In no circumstances is pay to be issued for more than 30 days from the date a non-attributable disability occurs, even though the training may be for a longer period.

8.010. Attributable Disabilities.

- a. Where an attributable disability occurs (*see also para 8.001*) which results in total incapacity, the commanding officer is to continue to issue full TA pay and allowances to the member until the end of the period of training. (*See also para 7.020.*)
- b. If it is apparent that total incapacity is likely to continue beyond the end of the training period, the commanding officer is to take steps to enable the member to submit a claim for Disability Allowance as laid down in **paras 8.013 - 8.014**.

Assessment of Disability Allowance

8.011.

- a. *Misconduct or Negligence.* When a wound or injury is due to a member's misconduct or negligence, the award will be subject to reduction or possible rejection, according to the circumstances of the particular case. The judgement of the Command/Functional Bde HQ and/or any Board of Inquiry proceedings (if held) will be crucial factors in assisting the Exceptions Team SPVA (G) to come to a decision.
- b. *Rank.* Rank for the purpose of Disability Allowance, is to be the substantive rank¹ held by the member.
- c. *Withholding or Reduction of Payment.* In other circumstances payment may be withheld or issued at a reduced rate if full, normal payment is not considered to be justified.
- d. *Rates of Disability Allowance.* Disability Allowance for total incapacity is paid at the same rate as the claimant's rate of TA Pay. (*See also para 8.016.*) Disability Allowance for partial incapacity is paid at the appropriate pension rate dependant on the degree of disability. (*See also para 8.019c.*)

Notes:

1. Acting rank will only be taken into account if it has been held for the qualifying periods designated in Article 143 of the **Army Pensions Warrant 1977**.
2. Individuals on Category C-1 or C-2 duties at the time are entitled to be assessed as though they had been in receipt of pay.

Total Incapacity

8.012. Definition. A precise definition of total incapacity for work is difficult to ascertain, however, a supporting statement is required from the relevant medical authority at **para 8.006**. The statement, which is to be personally endorsed by the commanding officer, must confirm that the claimant is totally incapable of performing any type of military duty.

8.013. Claims for an Attributable Wound or Injury.

- a. *The Application.* A member who wishes to claim Disability Allowance for total incapacity attributable to a wound or injury is to submit an application, in duplicate, through his commanding officer on **AF 0 1699**, accompanied by a medical certificate showing:
 - (1) The nature of his disability.
 - (2) Whether he is totally incapacitated.
 - (3) The date the incapacity began.
 - (4) The expected duration of the incapacity, if possible.
 - (5) Whether he has been, or probably will be admitted to hospital as a patient.

If the member is unable himself to submit an application, it may be made by some other responsible person on his behalf. If necessary, this may be an officer of the man's unit.

1. Acting rank will only be taken into account if it has been held for the qualifying periods designated in Article 143 of the **Army Pensions Warrant 1977**.

- b. *Despatch.* The claim, in duplicate, together with the documents referred to in **paras 3.212 and 8.007**, is then to be forwarded to the appropriate Command/Functional Bde HQ, or in the case of national units to their parent TA/CVHQ. The TA/CVHQ concerned is to pass the claim and other documents, with any appropriate comments, to the Command/Functional Bde HQ for onward transmission to the Exceptions Team SPVA (G) as required in **para 8.007a**.
- c. *Authorization.* If the member is totally incapacitated and the disablement is clearly attributable to a wound or injury sustained in any of the circumstances described in **para 8.001**, the Exceptions Team SPVA (G) will authorize the issue of Disability Allowance.
- d. *Assessment.* The APC is to assess and issue Disability Allowance as provided in **paras 8.004, 8.011 and 8.017** for the period of total incapacity. Payments are to be made at weekly or other suitable periods, in arrears. Such payments are to be charged to Army Funds, Vote 3A2 1400 (Officers) or Vote 3A2 1500 (Soldiers) as appropriate.

8.014. Claims for an Attributable Disease or Illness.

- a. *The Claim.* A member who wishes to claim Disability Allowance for total incapacity due to illness or disease allegedly due to, or aggravated by, service, *e.g.* exposure to, or stress of training being the direct or contributory cause, is to submit an application, in duplicate, through his commanding officer on **AF 0 1699**, accompanied by a medical certificate showing:
 - (1) The nature of his disability and a full statement of the circumstances in which the disease or illness is alleged to be attributable to, or aggravated by service. Particular reference should be made to the nature of the training or duties, and where appropriate, the weather conditions prevailing at the relevant time.
 - (2) Whether he is totally incapacitated.
 - (3) The date the incapacity began.
 - (4) The expected duration of the incapacity, if possible.
 - (5) Whether he has been, or probably will be admitted to hospital as a patient.
- b. *Despatch.* The claim, in duplicate, together with the medical certificate and a confirmatory statement by the medical officer as defined in **para 8.012**, is then to be forwarded to the appropriate Command/Functional Bde HQ. The Command/Functional Bde HQ concerned is to pass the claim and other documents to the Exceptions Team SPVA (G).
- c. *Verification by the Commanding Officer.* The commanding officer is required to express an opinion on the claim, which should be accompanied by any other statements or evidence which are relevant to the case. The Command/Functional Bde HQ is to comment as appropriate in the covering letter forwarding the claim to the Exceptions Team SPVA (G).

8.015. Cases Requiring Detailed Investigation. If any of the following circumstances apply, the Command/Functional Bde HQ is to satisfy itself that a detailed investigation of the circumstances has taken place. If this has not occurred, the Bde HQ is to initiate such an investigation:

- a. *Doubt as to Cause.* If there is any doubt that the wound or injury was in fact due to service, or that the illness or disease was due to or aggravated by service.
- b. *Negligence or Misconduct.* If negligence or misconduct are considered to have contributed to the injury. Particular care needs to be taken to confirm whether an injury is attributable to a proper, recognized TA activity, or was due to avoidable circumstances which in reasonable judgement were, or should have been, within the injured person's own control. (*See also Annex A/8.*)
- c. *Delayed Disablement.* If the disablement did not begin within one month of the wound or injury being incurred, or if the claim is not submitted within a month of the start of the total incapacity. Claims in these cases are to be accompanied by a statement by the commanding officer explaining the reasons for late submission.
- d. *Doubt over Admissibility.* If for any other reason there is doubt regarding the admissibility of the claim, or the rate of allowance, a clear statement of the circumstances pertinent to the case, together with any supporting documents or evidence, *e.g.* Board of Inquiry Proceedings, is to be submitted.

Payment

8.016.

- a. *Rate of Pay.* Disability Allowance for total incapacity consists of a basic payment equivalent to the full TA pay applicable to the rank held by the member on the date on which the wound or injury was sustained, or on which he first was totally incapacitated. (*See also para 8.011b.*)
- b. *Additional Pay.* Where full TA pay includes a major form of additional pay *e.g.* Flying Pay or Divers Pay, a deduction equal to the amount of additional pay is to be made from the basic payment from the 92nd day after the date on which the member was first incapacitated.

- c. Abatements.* With effect from 1 July 1991, all payments from public bodies and corporations (including DSS Disability Allowance or War Disability Pension received in respect of the same injury or illness) will be deducted from Reserve Forces Disability Allowance, but not payments funded by private employers. If the total amount of sick pay received by an employee of a public body or corporation is equal to, or exceeds the appropriate rate of Disablement Allowance, the allowance will not be payable and any overpayment will be recovered.
- d. Cessation of Total Disablement.*
- (1) Where a member ceases to be totally incapacitated before the end of the period for which pay is admissible (*see para 8.010*), but claims he is still suffering partial incapacity due to the wound or injury, the case is to be dealt with as laid down in **para 8.019h**.
 - (2) Where no claim is preferred, the fact is to be reported on completion of training, with full particulars of the case to the Command/Functional Bde HQ. The headquarters is to examine the case in the same way as if a claim had been preferred, initiate further investigations if necessary, and comment accordingly in line with the instructions at **paras 8.007a, 8.011a and 8.015**. The Command/Functional Bde HQ is then to forward its comments and the case papers to MS [Reserves] APC for record purposes. (*See also para 8.007c.*)
- e. Start of Payment.* If an attributable disability extends beyond the period of training, Disability Allowance will become issuable as laid down in **paras 8.004, 8.011, 8.017 and 8.019**.
- f. Medical Board - Effect of Delays.* If the medical board findings are not received by the Exceptions Team SPVA (G) by the end of the 26th week, Disability Allowance payments will be revised to the equivalent of 50% Pension Rates. (*See also para 8.018c.*)

Medical Reports and Boards

8.017. Medical Reports Showing Total Incapacity.

- a. Necessity for Payment Authorization.* No payment is to be made for any period not covered by a medical certificate showing that the claimant is totally incapacitated from a cause clearly attributable to the wound, injury, illness or disease in question. Medical certificates, showing the probable period of incapacity (other than the initial certificate and **MOD Form 501** or initial certificate and medical officer's verification in cases of disease or illness), are to be obtained by the Exceptions Team SPVA (G) direct from the claimant on expiry of the previous medical certificate, or every two weeks, whichever is the shorter period.
- b. Self Certification.* Self certification is admissible for the first seven days.
- c. Additional Requirements.* The Exceptions Team SPVA (G) is to obtain from the claimant any additional documents considered necessary to substantiate his claim. If verification of all or any of the necessary particulars is not immediately available, Disability Allowance is to be paid at the highest rate proved admissible, and adjustment to any higher rate made retrospectively.
- d. Change of Condition.* The claimant is to be warned of the necessity to report any change affecting his entitlement to the issue of Disability Allowance, *e.g.* the cessation of total incapacity.
- e. Action after Six Weeks Total Disablement.*
- (1) Where total incapacity continues or is expected to continue for six weeks or more, and the claimant is not a patient in hospital, the situation is to be reported by the Exceptions Team SPVA (G) to the unit commanding officer and copied to the Command/Functional Bde HQ concerned and the Exceptions Team SPVA (G).
 - (2) The commanding officer is to arrange for the claimant to be examined by a Service medical officer. If, in the light of the medical officer's report, the commanding officer has any doubt as to the claimant's continued entitlement to Disability Allowance for total incapacity, he is to refer the case (with a copy of the medical officer's report) to the Exceptions Team SPVA (G), copy to the Command/Functional Bde HQ.

8.018. Continuous Total Incapacity: Examination by a Medical Board after Four Months Total Disablement.

- a. Convening a Board.* If after four months from the date of the wound or injury or first incapacity by the disease or illness:
- (1) The claimant is still totally incapacitated.
 - (2) It appears that the claimant will remain totally incapacitated for more than a further two months, the paymaster is to notify the Command/Functional Bde HQ and the Exceptions Team SPVA (G). The Command/Functional Bde HQ is to arrange with the commander medical of the Div in which the claimant resides for the claimant to be examined by a medical board. The purpose of the medical board will be to ascertain the claimant's fitness for further service.
- b. Notification of Date of Board.* Commander Medical is to notify the Command/Functional Bde HQ and Exceptions Team SPVA (G), of the date, time and location of the medical board, and when the board's results will be available.

- c. *Transfer from Pay to Pension Rates after 26 Weeks.* If the medical board findings are not available, or the board is not held, within the initial 26 weeks from the date the wound or injury was incurred, or the claimant became totally incapacitated due to illness or disease, an interim award equivalent to 50% Pension Rates may be payable. Payment at this rate will continue until the medical board results are known provided medical certificates continue to be provided in support of the claim. On receipt of the Board Report and recommendations, the award will be re-assessed.
- d. *Report and Recommendations.* The medical board's Report on **F Med 23**, and the board's recommendations are to be forwarded to the Exceptions Team SPVA (G), Kentigern House, Brown Street, Glasgow G2 8EX.
- e. *Medical Retirement/Discharge.*
- (1) If it is decided that the member should be retired or discharged on medical grounds, this will normally be effected six months after the date of the wound or injury, or first incapacitation due to illness or disease. The Exceptions Team SPVA (G) is to inform the Pensions Wing APC of the intended date of retirement/discharge, and is to forward the claimant's application form and medical certificates, together with a statement giving particulars of the Disability Allowance issued, or to be issued up to the date of retirement or discharge. The Pensions Wing APC will confirm the retirement/discharge date to the Exceptions Team SPVA (G) when liaison with the DSS WPA is completed.
- f. *Disability Award/War Disability Pension.* (Revised arrangements for Reservists attributable gratuities & pensions for injuries incurred on or after 6 Apr 05 have been published separately (*see MMP/123*) and will be incorporated in due course.)
- (1) The Army Pensions Office will then liaise with SPVA for consideration of a Disability Award or Pension following retirement/discharge. Where a Disability Pension is awarded (which indicates an assessment of 20% or more disability) the applicant will be considered for an Additional Attributable Pension.
 - (2) In considering an award of an Additional Attributable Pension, the Ministry of Defence will take due regard of the SPVA assessment of the condition(s) for which the member was discharged and was found to be attributable to service.
 - (3) It is essential that the actions covered in **paras 8.018a** and **b** above are taken without delay on completion of a period of four months incapacity, so that the Ministry of Defence can consider the question of retirement or discharge before the six months period has expired. Payment of Disability Allowance may be continued until the date of retirement or discharge.
- g. Except as provided for in **paras 8.018h** and **8.024**, procedures for the retirement of an officer or discharge of a soldier for medical unfitness are to be initiated as soon as he is found to be permanently unfit for general service; or in the case of a soldier enlisted for special duties, permanently unfit for the duties for which he was enlisted.
- h. An officer or soldier who is classified as permanently unfit for general service, but is considered to be fit for the duties of his unit, may be retained provided such duties are not likely to cause any worsening of the disability from which he is suffering. Each case is to be submitted through the chain of command to Army HQ for a decision.
- i. *Submission of a Second Claim for Total Incapacity.* If a member, who has ceased to be in receipt of Disability Allowance for total incapacity, submits a further claim for total disablement in respect of the original disability, his case is to be referred to the Exceptions Team SPVA (G). Normal claim documentation as required by **para 8.007** is to be submitted, and, in addition, proof of connection between the original injury and the second claim. Provision of such proof rests on the claimant who is to obtain conclusive medical evidence in support of his claim.
- j. *Other Claims.* If a member submits a claim for Disability Allowance for total incapacity under any circumstances not covered above, his claim with full particulars of his case, is to be forwarded by the commanding officer to the Exceptions Team SPVA (G), through the Command/Functional Bde HQ in accordance with **para 8.007a** or **8.007b**.

Partial Incapacity

8.019.

- a. *Action on Cessation of Payment for Total Incapacity.*
- (1) On despatch of the final payment of Disablement Allowance for total incapacity, the Exceptions Team SPVA (G) is to enclose a notice requesting the member to state whether he wishes to claim in respect of any residual disability arising from the disablement for which Disability Allowance for total incapacity has already been paid.
 - (2) *Action if No Claim is Made.* If no claim for residual disability is made the Exceptions Team SPVA (G) is to endorse the member's original application to that effect.
 - (3) *Action if a Claim is Made.* Any claim for residual disability is to be forwarded through the Command/Functional Bde HQ to the Exceptions Team SPVA (G).
- b. *Action by the APC.* On receipt of a residual partial disability claim, the Exceptions Team SPVA (G) is to arrange with commander medical of the Div in which the claimant resides, for the claimant to be examined by a medical

board. The purpose of the board will be to assess whether the claimant should be entitled to receive Disability Allowance at pension rates.

- c. *Allowance or Gratuity.* The medical board's report (**F Med 23**) and recommendations are to be forwarded to the Exceptions Team SPVA (G).
- (1) *Payment at Pension Rates.* If the disability is assessed as 20% or more, the APC will authorize and initiate payments of Disability Allowance for partial disability at pension rates, and will also lay down the period of payment or the date for a further medical review.
 - (2) *Payment of Gratuity.* If disablement is assessed as less than 20%, a Disablement Gratuity may be authorized.
- d. *Training.*
- (1) Payment of Disablement Allowance for partial incapacity recognizes that the claimant is unable to undertake the full range of military duties. Medical boards are to provide details of these limitations in their report.
 - (2) Unless the medical board makes specific recommendations to the contrary, the claimant is to attend and participate in training and duties within the limits prescribed by the board. Failure to attend training without good cause is deemed to be inefficiency under the provisions of **AGAI 67** and would justify the commanding officer issuing a formal warning to the claimant for failing to attend for duty, followed by discharge under **para 5.189** if this fault was not rectified.
- e. *Continuation of Payment.*
- (1) *Reviews.* The claimant's case will be reviewed at intervals by the medical board, and the allowance will continue to be paid until he is either discharged from the Service or regains full fitness *i.e.* nil % disability. Medical board review findings will be used to authorize continuation of payments and there is therefore no requirement to submit medical certificates unless a claim is made for Treatment Allowance.
 - (2) *Recommendation for Discharge.* When a member is adjudged to be unfit for further military service, medical discharge may be recommended. Discharge procedures are not to be delayed. The case and supporting information are to be forwarded to the Exceptions Team SPVA (G) as laid down in **para 8.018d**. Action will then be taken as laid down in **paras 8.018e, 8.018f and 8.018g**.
- f. *Review of Run Out Date.*
- (1) *General.* The commanding officer is to review the run out date (ROD) of any claimant in receipt of Disability Allowance. He is to advise the Command/Functional Bde HQ and the Exceptions Team SPVA (G), of the ROD, or of any proposal to extend the man's service. The Exceptions Team SPVA (G) will ensure that Disability Allowance is paid up to the man's actual ROD.
 - (2) *Action Six Months prior to ROD.* The commanding officer is to review the case of any member in receipt of Disability Allowance at pension rates, six months prior to ROD. A decision on retention or discharge at the ROD is to be taken in consultation with MS [Reserves] APC and after completion of a medical examination of the case. The fact that Disability Allowance is in payment is no bar to administrative discharge and any decision to authorize re-engagement or retention is only to be made on the grounds that retention is necessary to meet the needs of the Service, or a medical prognosis that the claimant will be fit to return to full duties without entitlement to Disability Allowance before his ROD. In the event that the medical prognosis is not fulfilled, and retention is not justified to meet the needs of the Service, the member is to be medically discharged.
 - (3) *Notification of Review Recommendations.* The commanding officer is to ensure that the member is informed of the decision made on completion of his review. If possible the member should be informed by the commanding officer during an interview. Exceptionally, he may be informed by his sub unit commander. In either event, the finding is to be confirmed to the member by letter, which is to be copied to the Command/Functional Bde HQ, the Exceptions Team SPVA (G), MS [Reserves] APC and if the medical board review recommends discharge, the Pensions Wing APC.
- g. *Treatment Allowance.*
- (1) If a member in receipt of Disability Allowance at pension rates or a Disability Gratuity, requires further medical treatment for the attributable injury, and attendance involves loss of earnings, the Exceptions Team SPVA (G) will authorize the payment of Treatment Allowance, subject to the conditions outlined below. The purpose of this allowance is to increase the residual award to equate to 100% Disability Allowance at pension rates.
 - (2) Treatment Allowance is only payable under the following conditions, and may not be paid for more than eight weeks:
 - (a) The member must either be hospitalized undergoing treatment as an in-patient, or attending hospital as an out-patient at least three times a week.
 - (b) Evidence of attendance is to be supported by validated medical certificates giving evidence of attendance, and an employer's statement confirming loss of earnings.
 - (3) *Training.* A member in receipt of Treatment Allowance is not permitted to train under any circumstances.

- h. Other Claims.* If a member submits a claim for Disability Allowance for partial incapacity under any circumstances not covered above, his claim with full particulars of his case, is to be forwarded by the commanding officer to the Exceptions Team SPVA (G), through the Command/Functional Bde HQ in accordance with **paras 8.007a** or **8.007b**.

Belated Claims

8.020.

- a. Reporting.* If an officer or soldier should become incapacitated, or require treatment which he considers attributable to former training or duties, he is to report the matter at once to his superior officer. He is to take this action regardless of whether:
- (1) The cause has not previously been reported, or
 - (2) If reported, it was not considered likely to incapacitate him, or necessitate treatment.
- b. Action by Superior Officer.* The superior officer is to arrange for the completion of **AF O 1699** by the claimant and refer the claim, together with all supporting documents (*see also para 8.007*), through the Command/Functional Bde HQ for consideration by the Exceptions Team SPVA (G), Kentigern House, Brown Street, GLASGOW G2 8EX. The Command/Functional Bde HQ is to staff the case in the same fashion as a normal claim (*see also para 8.007a*).
- c.* In the case of demobilized TA and Regular Reserve personnel, payment is to commence from the day after demobilization or the date on which he reports his incapacity to his superior officer, whichever is the later. Facilities are to be provided at the Demobilization Centre to allow personnel who are incapacitated due to an attributable injury or illness, and who are being demobilized, to complete **AF O 1699** and for the claim to be forwarded as required in sub-**para 8.020b**.

Payment of Allowance to Wives

8.021. A married member who is eligible for Disability Allowance and is in hospital, may give instructions for all or part of the allowance to be paid to his wife.

Disablement of Candidates and Applicants

8.022. Civilians who are injured while attending TA commissioning boards or TA recruit selection weekends are not eligible for Disability Allowance. They may be eligible to make third party claims against the Ministry of Defence in accordance with the provisions of **Chapter 3, Part 13** in respect of negligence.

8.023. Reserved.

Payment of Allowances and Awards after Leaving the Service

8.024. Allowances. Disability Allowance is not to be paid to a member after he has retired, resigned or been discharged. Members in receipt of, or eligible to receive Disability Allowance for total incapacity, are not to retire, resign or be discharged if possible, until the normal 26 week period has ended. (*See also paras 8.004a* and **8.018e**.) After notification of a medical board's recommendation for medical discharge, the Exceptions Team SPVA (G) will, on discharge, take the action detailed in **para 8.018f(1)**.

8.025. Awards.

- a. General.* Disability awards after retirement or discharge, and awards to widows, widowers, children and dependants of TA personnel are administered by the Ministry of Defence. (*See also paras 8.018f* and **8.026**.)
- b. Belated Awards.* If on or after retirement or discharge, a member (other than those discharged under the provisions of **paras 8.018e** and **8.018f**) wishes to claim a disability award for incapacity he attributes to an injury or illness/disease incurred during his service, he should submit his application to SPVA, Norcross, BLACKPOOL, FY5 3WF.
- c. Revised Awards.* All those in receipt of a disability pension or award after retirement or discharge, should receive instructions from SPVA on the action to take if their disability becomes more severe. If they have lost those instructions, they should write to SPVA, quoting their personal reference number issued by SPVA, and seek advice.

Pensions and Other Grants to Widows and Dependants (In Service)

8.026. The regulations governing Survivor Benefits are contained in **JSP 764** Part 3 and **JSP 765** The Armed Forces Compensation Scheme for death or injury occurring on or after 6 Apr 05. For death or injury up to and including 5 Apr 05 the regulations are contained in the **Pensions Warrant 1977**, Part 6.

8.027 - 8.040. Reserved.

PART 2 - DEATH ARISING FROM MILITARY DUTY**General****8.041.**

- a. An officer or soldier of the TA who dies while on military duty or as a result of illness developed or injury received during such duty is entitled to a funeral at public expenses at the place where death occurred or to be returned to his family for a funeral under their own arrangements.
- b. Military duty includes travel to or from TA Centre or annual camp, training periods, camp in the United Kingdom and abroad, and courses and attachments with the Regular Army or any other authorized duties. Serving NRPS personnel are regarded as being on military duty at all times.
- c. Adequate insurance must be provided for medical and funeral expenses for TA members taking part in ceremonial functions, *e.g.* the Lord Mayor's Parade.
- d. Detailed instructions are contained in:
 - (1) **QR (Army) Chapter 7, Part 6.**
 - (2) **JSP 751.**
 - (3) **RAACs**, Chapter 6, Section 2 and Chapter 15, Section 8.

Notification of Next of Kin**8.042.**

- a. When an officer or soldier of the TA dies while on military duty or as a result of illness developed or injury received during such duty the casualty is to be notified at public expense, by telegram if necessary, to the next of kin (*see para 3.214*).
- b. When the next of kin is resident in Great Britain or Northern Ireland he or she is to be visited by an officer who is to ascertain funeral requirements. When the next of kin lives within two hours journey of the location of the deceased's unit the commanding officer is to appoint a suitable officer, but when a long journey is involved he is to request the Div HQ of the district in which they are resident to appoint a visiting officer. If the next of kin is resident in the Republic of Ireland the required information is to be obtained by telegram.
- c. The visiting officer is to be given information on the cause and circumstances of the death and the appropriate funeral arrangements, and is to report the results of his visit to the commanding officer of the deceased's unit as soon as possible.

Funeral Arrangements and Costs**8.043.**

- a. When a TA member dies whilst on military duty, he may be buried or cremated at the place of death. In this case the military authorities are to arrange the funeral and be responsible for all expenses including the provision of a headstone or entry in the Book of Remembrance. Two members of his family are allowed free travel to attend the funeral.
- b. Alternatively, the body in a coffin may be conveyed from the place of death to the undertaker nominated by the family. Transport costs are to be at public expense, but all funeral costs are then to be borne by the next of kin.
- c. Should death occur overseas the body may be buried at the place of death under military arrangements and two relatives may attend the funeral at public expense.
- d. If repatriation of the body is required transport costs will be at public expense until the coffin is delivered to the local undertaker. The funeral costs then become the responsibility of the next of kin.
- e. When relatives decide on a private burial or cremation they will be entitled to receive the Higher Grant laid down in **RAACs** (certified by Div HQ and chargeable against Vote 5H9 4440). When however, the coffin is provided under military arrangements, they will be entitled to receive the Lower Grant laid down in **RAACs**.
- f. Where the funeral is not carried out at approved contract rates, the charges incurred are to be supported by an explanation of the circumstances and by the approval of the Div Commander.
- g. The cost of conveyance of bodies and travelling expenses of relatives are to be charged to Vote 5 (*see RAACs*, Chapter 6 (**Army Code No. 10**)).
- h. The family may claim a death grant from the Department of Health and Social Security irrespective of type of funeral arranged.

Visits to VSI/SI Personnel

8.044. *See para 7.348.*

8.045. - 8.999. Reserved.

**ANNEX A TO CHAPTER 8
A GUIDE TO BENEFITS**

(PARA 8.002C REFERS)

Purpose

1. This guide is designed to inform members of the Reserve Forces of the financial awards which may be associated with death or disablement. It does not constitute a formal authority for payment and cannot override the various Departmental regulations and instructions which furnish full details of the awards.
2. The arrangements described apply to the following, and the term 'reservist' used throughout the leaflet is to be taken as meaning an officer or serviceman or servicewoman:
 - Territorial Army
 - Royal Irish Regiment (HSPT)
 - Officers of the Combined Cadet Forces¹
 - Regular Army Reserve of Officers¹
 - Regular Army Reserve
3. These provisions apply to:
 - a. Personnel injured on normal training or duties.
 - b. Mobilized personnel who have been injured while on permanent service or recalled to the Colours, who are still incapacitated on demobilization, or who, while still serving in the TA or Regular Reserves after demobilization, become incapacitated as the result of such an attributable injury or illness.

Limitation

4. These financial benefits are payable only when death, injury or disease is attributable to service.
5. It is highly desirable for reservists to satisfy themselves that they are covered by life and accident insurance against the eventuality of non-attributable death or injury.

Temporary Disablement

6. This section applies when the reservist is likely to return to duty and is therefore retained in the Reserve.

Disablement Allowance at Pay Rates

7. During periods of total incapacity up to a normal maximum period of 26 weeks (182 days) from the date on which the injury was sustained or on which the disease first caused the incapacity, a Disablement Allowance equal to the military salary of the rank held by the reservist on that date will be payable. Training is strictly prohibited whilst in receipt of Disablement Allowance at Pay Rates.

Abatements

8.
 - a. With effect from 1 July 1991, all payments from public bodies and corporations (including DSS War Disability Pension or DSS Disablement Allowances received in respect of the same injury or illness) will be deducted from Reserve Forces Disability Allowance, but not payments funded by private employers. If the total amount of sick pay received by an employee paid from public bodies and corporations is equal to, or exceeds the appropriate rate of Disablement Allowance, the allowance will not be payable.
 - b. Disablement Allowance payments may also be abated in respect of any third party compensation received.
9. Disablement Allowance is not payable for any period after the first seven days if not covered by a medical certificate showing that the officer or serviceman is totally incapacitated from an attributable wound, injury or disease. Medical certificates showing the probable period of incapacity are to be obtained direct from those concerned at the end of the period of total incapacity shown on the previous certificate, or after every two weeks, whichever is the sooner.
10. Where the total incapacity is likely to exceed six weeks, the reservist may be examined by a Service medical officer to confirm his eligibility to continue to draw disablement allowance at pay rates.
11. When the reservist has been totally incapacitated for a period of four months, he will be examined under arrangements made by a medical board (*see para 14*).

¹ These officers will be eligible for the benefits described in this Guide only when they are undergoing training with the Regular or Reserve Forces unless a wider entitlement is specified.

Claims

12. Claims must be made on the appropriate claim form **AF 1699**, and must be accompanied by **F Med 566**, attendance record, training programme, Board of Inquiry findings (if held) and a certificate which provides details of the injury, and confirms (by signature of unit commanding officer) that the injury or illness was sustained during periods of duty (**MOD F 298**). All medical certificates relating to the injury must be forwarded with the claim.

13. All claims must be submitted within one month of the date of the incident.

Disablement Allowance at Pension Rates

14. When the reservist ceases to be entitled to Disablement Allowance at pay rates, either because he is no longer totally incapacitated or because 26 weeks (182 days) have passed since the disability was incurred, he will be entitled - provided that he remains partially or wholly incapacitated - to draw Disability Allowance at pension rates. A reservist is to be requested to state whether he wishes to claim residual Disablement Allowance, and an appropriate note is to be made on his official documents. These rates are similar to those paid under the Royal Warrant of the Department of Social Security for Retired Pay, Pensions, *etc.*, to disabled ex-Service personnel.

15. A Medical Board will determine

- a. That the injury was attributable to service.
- b. The PULHHEEMS (fitness) rating.
- c. The degree of disability (note: local medical advisers can rule on the disability), expressed in % is then used to calculate the value of the award. If disablement is confirmed as total (*i.e.* 100%), the full prescribed pension rates are payable until the disability ceases or until a further assessment justifies a reduction. If the disablement is assessed as partial (*i.e.* from 20% to 90%), the relevant lower rates are admissible. Gratuities may be paid for disabilities assessed between 1 and 19%. It should be noted that the officer or serviceman may continue to train, within the limits prescribed by the medical board, following receipt of any award less than 100%.

16. When a reservist is examined under arrangements made by a medical board (having been totally incapacitated for more than four months), the board will at that time assess the degree of disablement which will determine his allowance at pension rates when the allowance at pay rates ceases (after not more than 26 weeks from the date of injury or commencement of incapacity from disease).

17. Units must consider the PULHHEEMS (fitness), rating in conjunction with minimum retention standards, and review the case for retention or discharge. Members must be advised of the restrictions (if any) on fitness and be given duties which take account of these restrictions. Members who fail to attend for training whilst fit for retention will be subject to formal warning because failure to attend training without good reason is deemed to be inefficiency under the provisions of **AGAI 67**.

18. If the findings of the board are delayed, or no board convened on expiry of the allowance at Pay Rates, an interim award at 50% Pension Rates will be made. This award will only be payable on production of a medical certificate which relates to the injury. On receipt of the findings of the board, the award will be adjusted to take account of the findings of the board. It should be noted that the medical board assessment will provide fitness and employment status. Within these limits, the member may continue to attend for duty whilst in receipt of an award at Pension Rates.

19. Units must ensure that the Run Out Date (ROD) is monitored closely. At least six months before expiry, units/MROs must decide on retention or discharge. Receipt of Disablement Allowance is *not* a bar to discharge. All movements in ROD once agreed must be reported to the Army Pensions Office (Section A3), who will ensure that Disablement Allowance is paid up to ROD.

Additional Benefits

20. Where Disability Allowance at Pension Rates is awarded, the reservist may be eligible for certain additional benefits, such as loss of earnings allowance (Treatment Allowance) while under treatment during a period of partial disablement or while attending a medical board, and travelling and subsistence allowances in connection with such treatment or attendance. The member must supply proof of loss of earnings from his civilian employer, together with evidence from a GP or Specialist that the treatment is related directly to the injury and as a means of achieving recovery. Treatment Allowance may not be paid for more than eight weeks.

Relinquishment of Commission, or Discharge

21. It is emphasized that the allowances referred to in this section apply only while the reservist continues as a member of the Reserve Forces. Should it be decided by a competent authority that, as a result of the attributable injury or disease, it will be necessary for him to relinquish his commission in, or be discharged from the Reserve Forces, the attributable disability pensions referred to in the following section may be paid from the date of such relinquishment or discharge.

Permanent Disablement or Death

22. The rules governing the payment of pension and survivor benefits are contained in **JSP 764** and **JSP 765**.

Permanent Disablement

23. This sub-section applies when the reservist is medically discharged because he has been disabled by an attributable injury or disease. The disability will require to be accepted by the SPVA as due to service and must be assessed by them at not less than 20%.

24. With effect from 1 April 1980 a reservist invalided from the service because of an injury or disease attributable to his service may be eligible for an award under this section.

25. If the reservist is invalided out and loses his civilian job he may be awarded the minimum rate of attributable retired pay or pension plus the additional attributable gratuity appropriate to a member of the Regular Forces of the same rank and with the same degree of disability. The award is abated by any pension benefits received from the civilian employer as a result of disability, including preserved benefits. No account is taken of benefits from personal insurance schemes. The abatement is determined by the formula:

$$0.75 \left(A + \frac{B}{9} \right)$$

Where: A is an officer or serviceman annual civilian pension;
 B is his/her civilian lump sum

26. If the reservist is able to continue his civilian employment the award irrespective of rank, will be one third of the rate for a regular private according to the degree of disablement.

Death

27. If the death of a reservist has been accepted by SPVA as attributable to service (in the case of a regular reservist he must have served on or after 31 March 1973, and a volunteer reservist on or after 31 March 1980) then the widow and/or dependent children may be eligible for an award or attributable family pension and gratuity. The pension will be abated in respect of any pension benefits paid by a civilian employer as a result of his death. The formula in this case is

$$0.75 \left(A + \frac{B}{18} \right)$$

where A and B have the same meaning as in **para 25** above.

28. If the member has previously served in the Regular Forces, and his widow is entitled to a Forces Family Pension, the award of attributable family pension will be instead of, not in addition to, pension. An attributable pension following abatement, will not be reduced below the level of the rate of forces family pension otherwise payable.

29. If a reservist has no dependents and dies from a cause attributable to service then a gratuity may be paid to his estate.

Increase in Rates

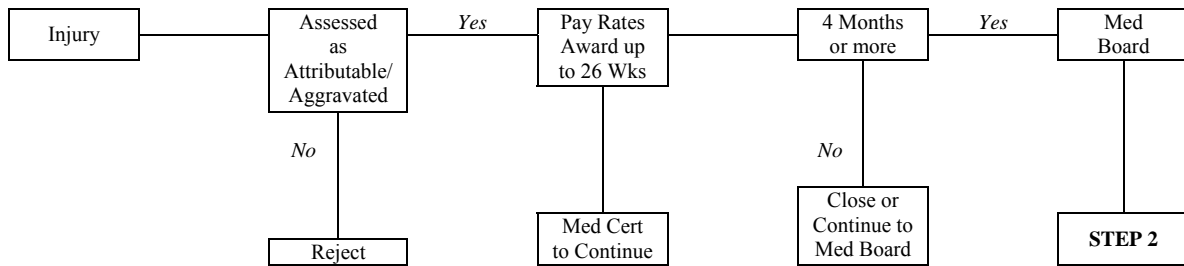
30. All these awards are subject to pension increases.

**APPENDIX 1 TO ANNEX A TO CHAPTER 8
A GUIDE TO TA/RIR DISABLEMENT BENEFITS**

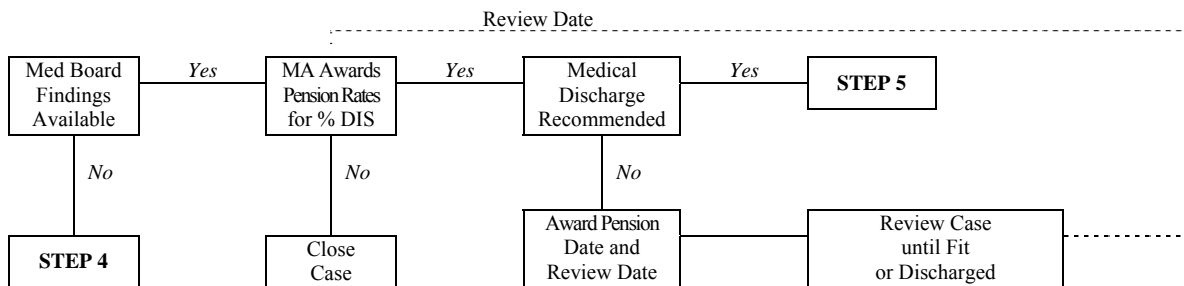
Notes: LOE = Loss of Earnings
 PTTA = Part Time Treatment Allowance
 TA = Treatment Allowance
 MA = Medical Adviser
 DIS = Disability
 MED BOARD = Medical Board
 MED CERT = Medical Certificate
 SPVA = Service Personnel and Veterans Agency

APO Contacts: EO Glasgow Mil 2567
 AO Glasgow Mil 2325
 Civil 0141 224 - Ext

Step 1 (Pre 26 Weeks) Total Incapacity (Pay Rates)

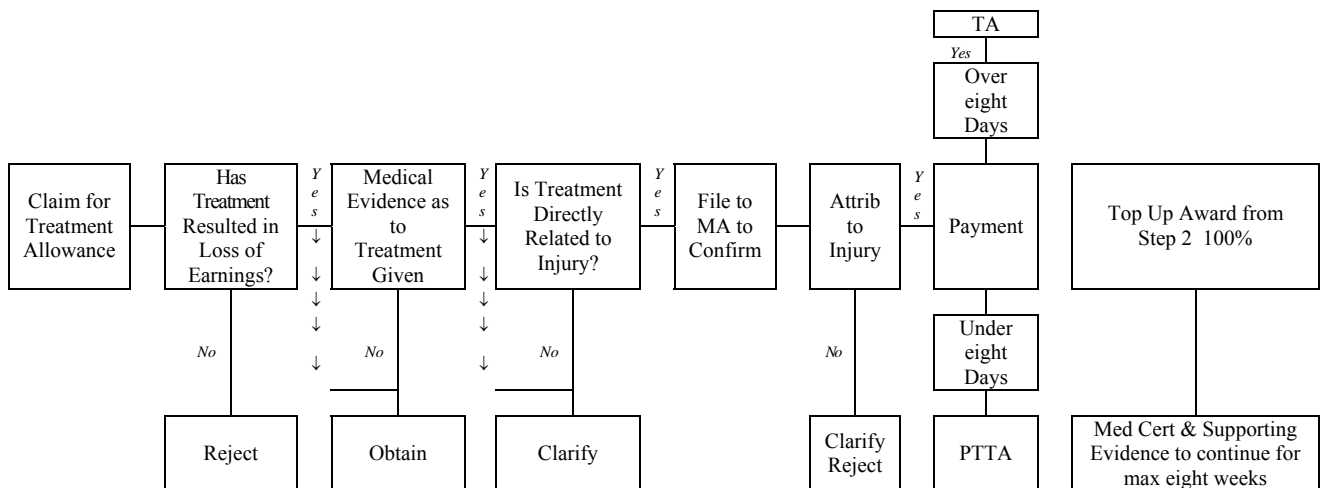


Step 2 (Post 26 Weeks) Partial Incapacity (Pension Rates)

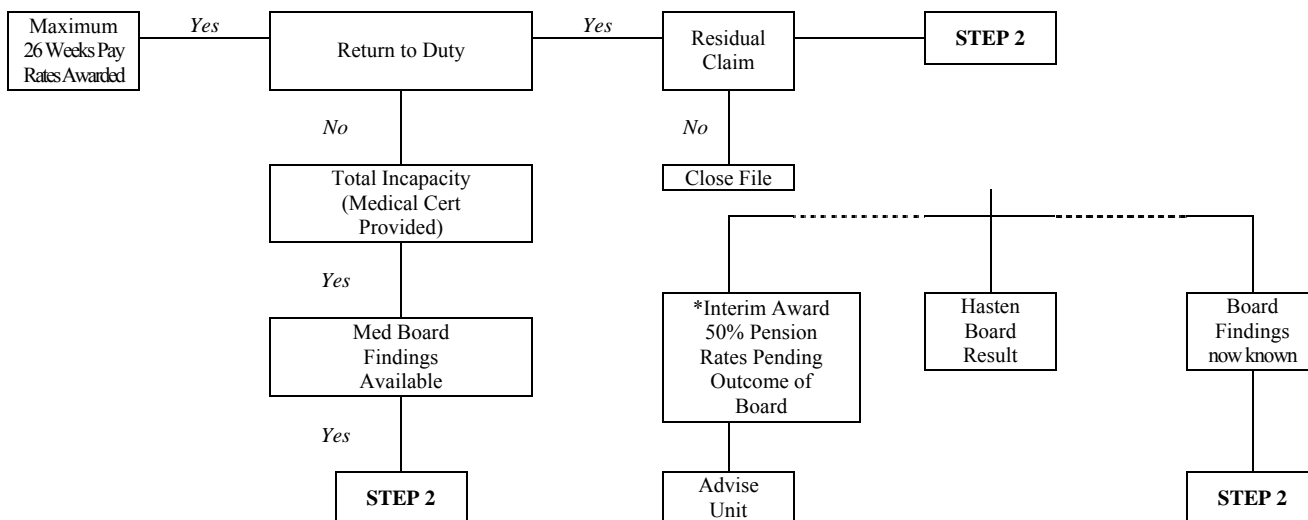


Member Attends for Duty/Training within limits laid down by Med Board

Step 3 (Post 26 Weeks) Partial Incapacity (Treatment Allowance)

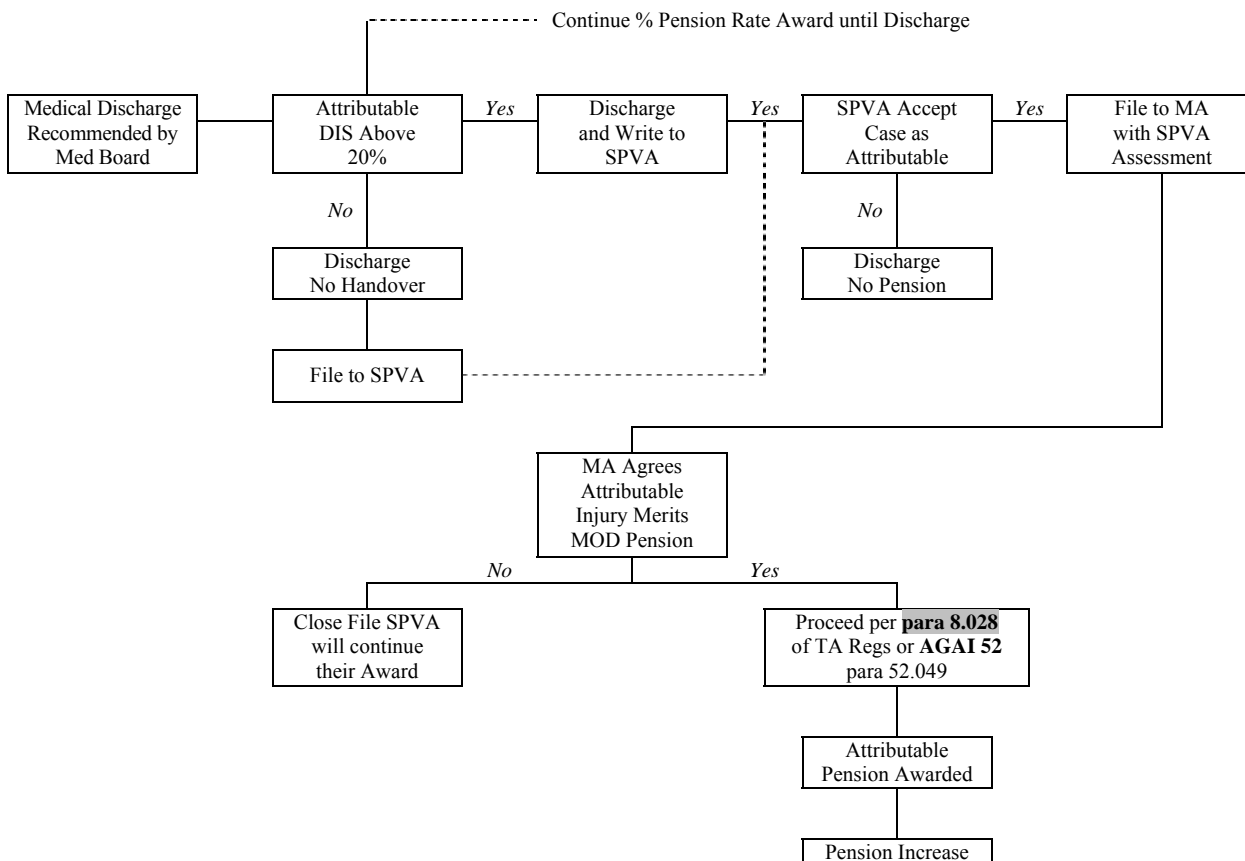


Step 4 (Post 26 Weeks) Total Incapacity



* Unless Total Incapacity can be proven

Step 5 Medical Discharge



APPENDIX 2 TO ANNEX A TO CHAPTER 8
ATTRIBUTABLE BENEFITS - TRAVEL TO AND FROM TRAINING

1. The purpose of this Appendix is to clarify the meaning of **para 8.001a(3)**, and define the parameters under which disabilities arising from an injury incurred travelling to or from training or duties may be considered attributable for the purpose of claiming Disability Allowance.

2. Training or Duties. Journeys to the following types of training fall within the meaning of **para 8.001a(3)**:

- a.* All training falling into Categories A, B, or C-1 as defined in **Annex B/2** to these regulations.
- b.* Category C-2 training or duties for which travel costs are recoverable under **paras 7.287** or **7.342 - 7.343** of these regulations.

All other Category C-2 or Category D training or duties are not covered by **para 8.001a(3)**. Individuals taking part in such training or duties should ensure that they are covered by personal or group insurance against personal injury.

3. Training or Duties Location.

- a.* When an individual is authorized to travel by private means, directly to the location at which the training or duties are to be carried out, the journey falls within the provisions of **para 8.001a(3)**. This includes travel to attend training or duties at a TAC, TA/CVHQ or other normal place of duty.
- b.* When an individual travels to a TAC, TA/CVHQ or other assembly area prior to travelling under unit arrangements to another location, this initial journey only falls within the provisions of **para 8.001a(3)** if the individual is required to carry out duties prior to departure under group arrangements. Such duties include the drawing of personal weapons and equipment, assistance in the out loading or issue of stores and equipment, or other preliminary duties which must be carried out prior to departure.
- c.* Travel from the TAC, TA/CVHQ or assembly area under Service arrangements falls within the provisions of **para 8.001a(3)**.

4. Non-Attributable Injuries. Injuries incurred while travelling to or from training within the parameters described above are not attributable if incurred under the following circumstances:

- a.* Injuries incurred which are due to the individual's negligence or misconduct, *e.g.* careless or dangerous driving.
- b.* Injuries incurred on a journey which is either extended or broken for social, domestic, recreational or business purposes.

CHAPTER 9
**Non Regular Permanent Staff:
Pay, Gratuities, Pensions, Allowances and Charges**

PART 1 - PAY

Rates of Pay

9.001. The regulations for NRPS pay are laid down in **JSP 754**, Chapter 5, Section 12.

9.002 - 9.004. Reserved.

Issue of Pay during Progress of Disciplinary Proceedings

9.005. An officer or soldier who while holding a permanent staff appointment is charged with an offence to be tried by court-martial and who before or during the trial ceases to be entitled to pay under **para 9.001** is nevertheless to continue to receive such pay and incremental pay progression in accordance with the provisions of **JSP 754**, until the charge is dismissed, he is acquitted, or he is found guilty and such finding is promulgated.

Recovery of Public or Service Claims

9.006. The pay of an officer or soldier of the non regular permanent staff is liable to be stopped on order of the Defence Council, or an officer authorized by them, to meet wholly or partly the amount of any public or Service claim or claims by a RFCA that may be made against him.

Time Bar on Claims for Emoluments

9.007. No claim is to be admitted for pay, allowances, or other financial advantages granted by this Chapter, **JSP 752** or **JSP 754** which relates to any period more than six years antecedent to the date of the claim.

9.008 - 9.010. Reserved.

PART 2 - RECRUITING AND RETENTION ALLOWANCE (LONDON)**General**

9.011. Recruiting and Retention Allowance (London) (RRA(L)) was introduced on 1 Apr 97 to replace London rates of pay. RRA(L) is a taxable allowance designed to counter recruiting and retention difficulties resulting from adverse lifestyle factors in designated London locations. RRA(L) will be paid to eligible NRPS personnel at the rates laid down by MOD and in accordance with the regulations in **JSP 752**, Chapter 6, Section 12.

9.012-9.020. Reserved.

PART 3 - TERMINAL BENEFITS

9.021. The Reserve Forces Non Regular Permanent Staff (Pensions and Attributable Benefits Scheme) Regulations 2011 have replaced TA Regulations 1978 Chapter 9 Part 3.

- a. The NRPS pension scheme has been re-enacted in Schedule 1 of the **Defence Council Regulations** and contains no fundamental change to the benefits payable. The re-made Scheme incorporates amendments required as a result of changes to occupational pension legislation including provisions for pensions on divorce, payment to civil partners and increasing the upper age limit for payment of children's pensions. It also makes provision to pay pensions for life to all adult dependants where death is caused by service, reflecting changes to MoD policy. The attributable benefits for injury or death caused by service have been removed to a separate scheme to comply with tax legislation.
- b. A separate attributable benefits scheme has been established at Schedule 2 of the **Defence Council Regulations** for injury or death caused by service before 6 April 2005. (payment for injury or death caused by service from 6 April 2005 is made under the **Armed Forces Compensation Scheme**). This is because the **Finance Act 2004** introduced a new pension tax regime under which payments from a pension scheme for attributable injury or death would be unauthorized payments and tax charges would be levied on both the individual member of the scheme and the pension scheme. There are no changes to the level of benefits received, but in line with changes to the pension scheme provision is made to pay benefits to civil partners and unmarried partners, and benefits to all adult dependants are payable for life.
- c. **The Reserve Forces Non Regular Permanent Staff (Pensions and Attributable Benefits Scheme) Regulations 2011** can be found at website:

<http://www.mod.uk/DefenceInternet/AboutDefence/WhatWeDo/Personnel/Pensions/ArmedForcesPensionsAndRedundancy.htm>

9.022 – 9.100. Reserved.

PART 4 - ALLOWANCES AND CHARGES

(The regulations for allowances and charges applicable to the NRPS are laid down in **JSPs 752** and **754**.)

Travel by Non Regular Officers and Soldiers of the Permanent Staff

9.101. The regulations governing duty travel are laid down in **JSP 752**, Chapter 74, Section 1.

Home to Duty Travel

9.102. The regulations for NRPS HTD travel laid down in **JSP 752**, Chapter 4, Section 13.

Accommodation Charges**9.103.**

- a. Members of the NRPS are expected to make their own domestic accommodation arrangements and have no entitlement to officially provided Service accommodation at their normal duty station although they are entitled to be accommodated when at camp, on detachments or courses away from their normal duty station. The commanding officer may, however, exceptionally allow members of the NRPS to occupy Service accommodation for a limited period of time not normally exceeding six months provided it is not to the detriment of a regular serviceman. (This exception is only to apply to newly joined NRPS personnel, or those who have moved in the interests of the service, who are having to find and purchase private accommodation.)
- b. NRPS personnel who exceptionally occupy Service single or Service families accommodation are required to pay charges as directed by **JSP 464** Part 1.
- c. Accommodation charges at the appropriate grade are to be raised for the whole period the accommodation is retained, including absences on leave *etc.*.
- d. The above arrangements are made under authority of **JSP 464**, and apply to Service families' accommodation and to all ranks single accommodation but not MOD hostels. Any enquiries arising out of these rules should be addressed to JPAC (PACC).

Food Charges

9.103A. Personnel who have exceptionally been granted permission to occupy service accommodation at their normal duty station and who are on ration strength for which DMR is claimed, are required to pay food charges, applicable to their marital status, at the same rates as those laid down for the Regular Army. Charges are to be deducted on a continuous basis from the pay account of a serviceman unless he is exempt in accordance with **JSP 754**, Chapter 9.

Removal Expenses

9.104. An officer or soldier paid under **para 9.001** transferred from one duty station to another in the interests of the Service is eligible to be refunded the cost of removal of furniture and effects. The arrangements for removal are to comply with the provisions laid down in **JSP 752**, Chapter 7, Section 2.

9.105. Married and single personnel who qualify for reimbursement of removal expenses are eligible to claim disturbance allowance as laid down in **JSP 752**, Chapter 7, Section 1.

Meals Out Allowance

9.106. Non regular permanent staff and administrative staff of Army sections of the CCF may qualify for meals out allowance in the circumstances set out in current regulations. Claims are to be made in accordance with **JSP 752**, Chapter 3 Section 4.

Interview and Medical Examinations

9.107. The regulations for travel at public expense when an applicant applies for a NRPS appointment and is granted an interview or required to attend a medical examination are laid down in **JSP 752**, Chapter 4, Section 1.

9.108. The regulations for subsistence allowances when, in connection with attendance at the interview or medical examination, it is necessary for the individual to spend one or more nights away from his home or Regular Army unit, and he cannot be accommodated under Service arrangements are laid down in **JSP 752**, Chapter 3, Section 1.

Civilian Clothing Allowance/Grant

9.109. Where all the conditions of **JSP 752**, Chapter 8 are fulfilled, an NRPS soldier is eligible to receive this allowance or grant.

Allowances and Charges - Reconciliation

9.110. Reserved.

9.111. LSA. The regulations governing LSA are laid down in **JSP 752**, Chapter 5, Section 1.

9.112 - 9.120. Reserved.

PART 5 - REDUNDANCY SCHEME

9.121. NRPS Redundancy package has been revoked and at the time of Amendment 36 no replacement had been finalized. When the new package is confirmed further information will be released via the Army Media and Comms / ABN system.

9.122 - 9.999. Reserved.

ANNEX A TO CHAPTER 9

Reserved

**ANNEX B TO CHAPTER 9
APPLICATION FOR TERMINAL BENEFITS TO/OR IN RESPECT
OF AN OFFICER OR SOLDIER OF THE PERMANENT STAFF
OF THE TA
(PARA 9.021 REFERS)**

Part 1 (to be completed by the applicant's commanding officer)

1. Name and rank of applicant _____
(or deceased) Block capitals

2. Cause of retirement _____

3. Date of death _____ / _____ / _____ Death cert seen Yes/No

4. a. Name of wife _____
b. Date of marriage _____
c. Name of children _____ Date of birth _____
_____ B/C seen Yes/No
_____ B/C seen Yes/No
_____ B/C seen Yes/No
_____ B/C seen Yes/No

Commanding officer's signature _____ Date _____

Part 2 (To be completed by Army Pay Office)

5. Last day for which pay is issuable _____

6. a. If application is for a pension give details of actual basic consolidated rates of pay in issue during the last three years of reckonable service.

DATES		PERIOD	RATE	TOTAL
From		To		
b.	If application is for a gratuity only, give rate of consolidated pay and allowances last in issue _____			

7. Absences on unpaid sick leave and any other leave without pay _____

8. Graduated Pensions Scheme. Attach **Form E19c**.
Signature _____ Date _____

Part 3 (To be completed by MS(AODO) or officer in charge manning and records)

9. Details of all appointments held in the TA and any prior service on the permanent staff of a UDR unit or as a chief recruiting officer or _____

Give reasons for termination of any prior service and for any breaks in service.

DATES		UNIT	APPOINTMENT	REMARKS
From	To			
Signature _____		Date _____		

**ANNEX C TO CHAPTER 9
NON REGULAR PERMANENT STAFF OF THE TERRITORIAL ARMY
NOMINATION FOR DEATH BENEFIT**

(**PARA 9.027b** REFERS)

Nomination

To (Office holding the members personal file)

I, _____ hereby nominate

(full name in block capitals) _____

of (address) _____

to receive the death benefit which may be payable under **para 9.027**, Chapter 9, TA Regulations 1978.

I understand that the nomination shall not be valid at the time of my death:

- (1) if the nominee has died;
- (2) where the nominee was a spouse, the marriage has ended by the granting of a decree absolute;
- (3) if this nomination is incorrectly completed;
- (4) if the payment of the death benefit is not reasonably practicable (this provision is intended to allow the benefit to pass to the deceased person’s estate where, for example, the nominee cannot be traced);
- (5) if the witness is the nominee.

I understand that this nomination may be revoked by the completion of a new nomination.

I also understand that if my marriage should come to an end, I will notify the Department immediately.

Signature

Date

Staff Number _____

Official Address _____

Signature of witness _____

Name (block capitals) _____

Home address _____

Notes:

- 1. You should ensure that the Department is informed of any change in the address of your nominee.
- 2. In the case where there is no valid nomination, the death benefit will be passed to the member’s estate.

CHAPTER 10

Full Time Reserve Service (FTRS)

PART 1 – FTRS COMMITMENTS AND ELIGIBILITY

General

10.001. The FTRS Concept. Under the authority of Section 24 of the **Reserve Forces Act 1996** individual members of the Reserve Forces (Territorial Army, RARO and Regular Reservists) may voluntarily enter into a full-time service commitment, known in these regulations as an FTRS Commitment, in which they undertake to serve on a full-time basis for a specified period of time in a broadly similar way to members of the Regular Army. The terms and conditions of service are common to all three Services, except for minor procedural differences dictated by individual Service organizations and practice. Bids for personnel to be employed on FTRS are to be cleared by the chain of command in accordance with instructions published by the appropriate TLB. FTRS is not the same as mobilization, whereby individuals may be called out to serve on an operational tour for a specified period. Mobilization is subject to separate rules and regulations. FTRS is not intended to be, nor is it managed as, a full career. Service personnel remain members of the TA or Regular Reserve throughout their FTRS service. Where units encounter difficulty with their understanding of FTRS they should contact CM Ops FTRS Section for clarification. These regulations may be updated on an interim basis by DM(A) issued policy. Further information and detailed processes are contained in **AGAI 44**.

10.002. Obligations.

- a. *FTRS(FC)*. FTRS(FC) is used as a manning expedient to fill temporarily vacant Regular Army posts. Commitments will normally only be offered as advertised in the FTRS Trawl by Full Time Reserve Section (FTRS Sect), APC. The normal maximum engagement will be for 42 months. Extensions beyond this point must be approved by DM(A) following APC Glasgow confirmation that a Regular is not available to fill the post. It should be understood that it may be decided to gap the post beyond the 42 month period. FTRS(FC) is restricted to vacant Regular established posts, (UKP or otherwise authorized by a TMA), all such substitution is subject to DM(A) approval. Failure to complete MATTs successfully may lead to the cancellation of a commitment. MATTs are to be completed annually in the employing Unit and to the same standard expected of a Regular Officer or Soldier.
- b. *FTRS(LC)*. Personnel employed at FTRS(LC) will fulfil a full range of duties based in one location (which may be overseas). FTRS(LC) is a rare commitment only used in exceptional cases authorized by DM(A). The maximum initial commitment is 42 months which may only be renewed or extended with the authority of DM(A). The creation of an FTRS(LC) post requires the submission of a UKP Compensating Reduction (CR) or where no CR is available, approval to waive this requirement must be agreed by the Standing Army Liability Committee (SALC). Personnel employed on FTRS(LC) have a liability for compulsory operational deployment or operational detachment of up to 35 days in any one year with no single detachment lasting in excess of 21 days. An exception to this detachment limitation is for scheduled exercises inherent in the employing unit's annual programme, which should be made known to the individual during the selection process. Personnel on FTRS(LC) may be mobilized but may not respond to a voluntary trawl.
- c. *FTRS (HC)*.
 - (1) Unless specified, the provisions laid out in this paragraph refer to all FTRS(HC) personnel including Reserve staff Group (RSG). RSG is a sub set of FTRS(HC) with the same expected standards; however, they are employed in the Staff environment in specific roles to enhance continuity. Personnel will fulfil the full range of duties appropriate to the post, without conditioned hours, but usually in a single restricted location. This is normally at the duty station but including attendance at, *e.g.* training events, courts martial, and routine meetings which may require travel. This does not extend to travel to an Operational Theatre. Compulsory detachments will be restricted to training periods or Regional operational events and should be specified in the individual's commitment and job specification. In the case of members of the Regular Reserve resident abroad, the duty station may be overseas. FTRS(HC) personnel cannot be employed in an Operational Theatre or Role unless mobilized. Personnel on FTRS(HC) are widely used to fill both short term and longer term commitments.
 - (a) Short-term commitments will normally be used for posts or specific tasks for which Regular Army manpower is unavailable and where such liability requirements are confirmed by the TLB and created on JPA. Short-term commitments can be for a minimum of six months up to a maximum of 42 months (extensions for these type of posts beyond 42 months will only exceptionally be authorized by DM(A)).
 - (b) Longer-term commitments are normally used to fill TA Support and military continuity posts (some former NRPS posts and FTRS(HC) RSG) that do not require the mobility or deployability of UKP personnel. Continuity posts will be identified in the remarks column of the establishment as shown on

SLIM. Long-term commitments can be up to a maximum of five years and are renewable, subject to the continuing needs of the Service, performance¹ and the criteria at **para 10.005**.

- (2) FTRS(HC) personnel should be selected with suitable experience and without requirement to conduct career courses for the post. It is accepted that there will be a requirement for Employment Training in some cases.
- (3) All FTRS personnel required to wear uniform, will wear the rank of the post or the substantive rank, whichever is lowest.

d. FTRS (RSG).

- (1) FTRS(HC) RSG posts provide continuity in staff appointments where extensive military experience and staff credibility is essential. The experience needed for these posts is likely to require successful applicants to have held a full career in the Regular Army spanning numerous disciplines on operations and at staff as well as having completed formal staff training. Personnel may only be appointed on FTRS(HC) RSG terms to former UKP, RO or MSF posts redesignated by a TLB or in newly created RSG posts. The continuity and long term employment prospects of FTRS(HC) RSG posts is most likely to be incompatible with continuing TA service or long term retention on the Unposted List. FTRS(HC) RSG applicants are required to have completed formal staff training and hold the following staff qualifications:
 - (a) OF3 posts - 'sq' or have successfully completed ICSC(L) plus a full staff tour as an SO2.
 - (b) OF4/5 posts - 'psc,' staff trained and qualified with at least two full tours at Staff.
- (2) Unless the wearing of uniform is specifically stated as a requirement in the job specification, the normal dress for RSG officers will be civilian clothes. All other FTRS(HC) personnel are expected to wear uniform.
- (3) Personnel in FTRS(HC) RSG employment who hold a higher substantive rank on retirement from Regular service, or who are awarded higher honorary rank on retirement, retain their right to use the title of their rank, followed by the suffix (Retired), when employed in an RSG post of lower rank. Pay remains at the rate appropriate to the post in which employed.

10.003. Establishment Action. Policy for setting the liability, where there is no existing liability cover, is determined by the TLB authority. Within LF this is the responsibility of D Plans and is executed through the Land Forces Establishment Committee (LFEC). All applications for post extensions or post enhancements must be approved by LFEC before recruitment can commence or commitments be extended. The commitment type for FTRS will be determined in accordance with the liability PPC.

10.004. A Temporary Liability Authority (TLA) Form may be used exceptionally for the creation of FTRS positions directly onto JPA where establishment action will not be completed by the required FTRS start date. All requests for advanced JPA action must be submitted to LF Org with a robust justification for the urgency and supported by the TLB. In the case of Land Forces the point of contact is HQ LF Man Estbs.

10.005. The costs of personnel employed on FTRS are borne by the employing unit and charged against that budget UIN. This is achieved through JPA assignment action.

10.006. Liability Action. Army manpower liability is managed on the System for Liability Information Management (SLIM) managed by LF Org. Army posts created on SLIM are transferred into JPA by the JPA Liabilities Branch at APC. The liability types (UKP, OCE(R) and FTRS) and suitable FTRS commitments applicable are indicated below.

- a. UKP.* Only FTRS (FC) and (LC) are used to substitute UKP personnel in an existing UKP liability and where Regular personnel are not available for appointment. Regular APC Glasgow desk officers must consult with MS Reserves and DM(A) prior to authorizing the employment of FTRS in vacant or gapped regular posts.
- b. Operational Commitments Establishment (Reserves) (OCE(R)).* OCE(R) PIDs are NACMO funded and their use are controlled by LF Cts for operational requirements. Personnel may be employed on Mobilized or FTRS Terms of Service as applicable. FTRS (FC)/(LC)/(HC) (but not normally FTRS (HC) RSG) may be used to fill OCE(R) posts in accordance with LF Cts guidelines. Personnel employed in OCE(R) PIDs on FTRS Terms of Service will be offered the FTRS commitment type most suitable to the role. This will be determined and agreed between LF Cts and MS Reserves, and authorized by DM(A). As a general principle, FTRS commitments offered should aim for parity with the employment of Regular soldiers in the same type of appointment.
- c. FTRS.* FTRS Posts are generated through the LFEC process and are filled by FTRS (HC) or (HC) RSG personnel only. These posts are to be created and marked on JPA with a Person Category of FTRS (HC) or ERA. Regular personnel cannot be employed in FTRS posts. The establishment of FTRS(HC) RSG posts is subject to additional scrutiny by DM(A) in support of the LFEC process. Posts must justify the strict RSG criteria:

¹ OPG Grade B or higher in the last two Appraisal Reports, with a positive recommendation for continued FTRS employment, supported by the 2RO.

- (1) A continuity staff post in a HQ where extensive military experience and Staff credibility, likely to have been gained from a full career in the Army spanning numerous disciplines including operations and at staff, is considered an essential prerequisite.
- (2) Clear and persuasive justification that the post could not effectively be undertaken by an MSF Officer.

10.007. Manning Controls. Manning levers are subject to change, determined and periodically reviewed by DM(A).

- a. All FTRS personnel are to be assigned to a valid and appropriate JPA PID prior to commencing employment.
- b. TA officers and soldiers already selected for TA appointments in a TA unit (e.g. Commanding Officer) are not to be employed in such posts on FTRS without exceptional authority granted for such employment by DM(A).
- c. FTRS (LC) and FTRS(HC) RSG posts are subject to DM(A) approval as part of the establishment process. TLBs other than LF wishing to employ Army personnel on FTRS(LC) or (HC) RSG Terms are also to seek prior approval from DM(A) as part of the establishment process. This is to control the growth of Army FTRS strength and ensure that (HC) RSG, which is a single service term of service is not used inappropriately. Selections for FTRS(HC) RSG posts are to be taken by No6 Board and endorsed through No's 2&4 Boards if applicable.

10.008. Eligibility. Only members of the TA and Regular Reserve who have a Reserve liability are eligible to undertake an FTRS Commitment. The Regulations for Reserve liability are to be found in the **Compendium of Reservist Regulations and Administrative Instructions for the Army 1997 (AC 63819)**. Serving members of the Regular Army will only exceptionally be considered for FTRS if in their final year of service or already accepted for PVR3. Serving Members of the Regular Army will not be permitted to take up an FTRS appointment prior to the date of discharge from Regular Service. Leave to apply during later years of Regular service (over the age of 50) may be given in exceptional cases, subject to the individual having or establishing a Reserve liability on retirement. In all cases, applicants must have a Reserve liability to cover the expected duration of the FTRS Commitment before any application can be authorised².

- a. *General.* All volunteers responding to a trawl for FTRS must be suitably qualified by rank, Career Employment Group and Classification, qualifications and experience to fill the posts for which they apply. The responsibility for laying down these criteria rests with the MOD or HQ sponsoring the appointment. Volunteers must also be sufficiently medically and dentally fit to fulfil the duties which their Commitment will require them to undertake.
- b. *HRR.* Personnel who have entered into an HRR Agreement are not eligible to be considered for FTRS because their HRR obligations require them to be available for permanent service at seven days notice. Conversely, personnel who have entered into an FTRS Commitment may not be accepted into the HRR until after that Commitment has ended.
- c. *Sponsored Reserve.* Sponsored Reservists are only eligible to enter an FTRS Commitment if specific arrangements have previously been agreed with their employer (see **para 4 of Annex J/1**).
- d. *Transitional Members.* Transitional Members will normally only be considered for FTRS (FC) if they elect to cease to be a Transitional Member as provided for in para 4 of Schedule 9 to the **Reserve Forces Act 1996**.
- e. *Group B.* Group B personnel who are only liable for permanent service in the United Kingdom when Called Out will normally only be accepted for FTRS (FC) or (LC) if they elect to be liable for worldwide service in accordance with Sections 51(2)(a), (b) or (c) of the **Reserve Forces Act 1996** (see **Appx 1 and 2 to Annex H/1**). CCF/ACF personnel are not eligible to serve on FTRS.
- f. *Age Limits.* The upper age limits for FTRS, as determined by the liability, are:
 - (1) *FC and LC.* The day before the 55th birthday for both Officers and Soldiers..
 - (2) *HC (Short Term).* The day before the 60th birthday for Officers and 55th birthday for Soldiers.
 - (3) *HC (Long Term).* The day before the 60th birthday for both Officers and Soldiers.
 - (4) *HC (RSG).* The day before 65th birthday. This Term of Service is available to Officers only and entry is normally limited to those aged 50-60.
- g. *Medical Standards.* Candidates for FTRS are to meet the medical standards as laid down in the **PULHHEEMS Administration Pamphlet 2010**³.

10.009. Diversity Impact Assessment. This policy does not discriminate on grounds of race, ethnic origin, religion or belief, sexual orientation or social background. Neither does it discriminate on grounds of gender, disability or age, insofar as the legislation applies to the Army.

10.010. Political Activity. Personnel in FTRS are not to take an active part in the affairs of any political organization, party or movement. They are neither to participate in political marches or demonstrations, nor be an elected member of

² Where members of the TA are beyond Normal Retirement Age (NRA) for their rank and capbadge they may retain/establish Reserve liability by volunteering for the Regular Reserve (RARO 2 for officers and Regular Reserve, Section D for soldiers).

³ Table 5 for officers and Table 6 for soldiers. Applicants who have a Table 7 PES of LD or below or who do not meet the standards in the tables but whose service is thought to be desirable may only be accepted subject to DM(A) approval.

any local authority, national assembly, the House of Commons, the European Parliament or any other legislative assembly. Full details of this restriction are at **paras 3.307 – 3.308**.

FTRS(HC) Commitment Renewal

10.011. FTRS(HC) commitments may be renewed without an obligation for new competition, up to retirement age and subject to the continued funding of the post. Incumbents must meet the performance criteria at **Annex C**. Commanders retain the right to conduct a new competition at the end of the current commitment regardless of the incumbents' aspirations or Appraisal Reports.

10.012. This policy does not apply to FTRS(FC) or (LC) personnel. UKP posts should be filled by a Regular Officer or Soldier at the earliest opportunity. The non-availability of a Regular does not imply an automatic extension of FTRS commitment.

Induction⁴

10.014. All personnel taking up new FTRS appointments are to be inducted through RTMC, reporting as instructed by APC. On completion of the induction phase, RTMC will inform the employing unit of any training deficiencies and recommend remedial action. Attendance at RTMC for J1/J4 administration and successful completion of MATT assessment is mandatory for all personnel on FTRS (FC) or (LC) terms. The MATT requirement is laid down in Appendices 1-3. All FTRS personnel must complete a WIP (Work Induction Programme) package in accordance with LF Policy requirements.

10.015. All TA personnel provisionally selected for an FTRS appointment are to report to RTMC with all medical and dental documentation. MS Reserves will arrange to forward medical and dental documents for non-TA Reservists to Med Wing, RTMC prior to reporting.

10.016. In Unit Briefing. In addition to attendance at RTMC induction, TA units are to ensure that applicants from their units are correctly briefed on the scheme, its terms and conditions of service and the possible impact on a TA career.

10.017. FTRS personnel who are due to deploy on operations but fail to attain the MATT standard may be required to delay their deployment to reach the required standard or for APC Glasgow to conduct a medical risk assessment. Individuals that do not meet the required standard are liable to have their commitment terminated.

Dismount Procedures

10.018. All individuals, (less RSG and HC as long as not deployed), are to dismount from FTRS through the RTMC. The process will be initiated by MS Res (FTRS Sect) issuing a Dismount Instruction to the employing unit, copied to RTMC and the parent TA unit (if applicable). Employing units are to arrange for FTRS personnel to undergo a pre-release medical within two weeks of dismount. The results of this medical together with **F Med 4** are to be brought to RTMC by the dismounting individual.

10.019 – 10.030. Reserved.

⁴ Detailed administrative procedures and manning policy may be amended periodically in a DIN on the authority of DM(A).

PART 2 – TERMS AND CONDITIONS OF SERVICE

10.031. TACOS. There are currently three types of FTRS commitment. Details for specific commitment types are at:

- a. FTRS Full Commitment (FC) at **Annex A**.
- b. FTRS Limited Commitment (LC) at **Annex B**.
- c. FTRS Home Commitment (HC) including Reserve Staff Group (RSG) at **Annex C**.

10.032. Duration of Service. The length of FTRS Commitments will be determined by APC. Following completion of FTRS commitments personnel return to the Reserves¹. Where an individual would reach Normal Retirement Age (NRA) before the end of commitment then the employment will end at NRA². Commitments are either short-term (6 - 42 months) or long-term (up to five years) with the maximum length of any single commitment being five years and applicable to FTRS(HC) only. Short-term commitments are used where FTRS personnel are needed to fill temporarily gapped Regular Army posts or to meet short term requirements. Periods of service of less than six months may be arranged, by exception, with the agreement of CM Ops FTRS. Long-term commitments are used for specialized, continuity or single restricted location posts that do not require the mobility or deployability of UKP (*i.e.* FTRS(HC) RSG) and will almost exclusively replace those posts currently designated as NRPS. Any request to designate a post as long term must be approved by DM(A).

Procedures for Taking Up FTRS

10.033. Bids for personnel to be employed on FTRS are to be cleared by the chain of command in accordance with instructions published by the appropriate TLB.

10.034. Application. Application forms for FTRS Commitments may be made on **AF E 20045**, **AF E 20046** and to extend by variation on **AF E 20047**. **10.035.**

10.035. Selection. The FTRS scheme is managed by APC CM Ops FTRS. All posts for which FTRS personnel are sought are to be advertised by to enable the widest possible number of Reservists to be able to apply. Selection is to be made in accordance with APC, MS Res Practice & Precedent.

10.036. Assignment. Commitments can only be authorized by APC CM Ops FTRS. The Commitment and assignment order is to be issued by FTRS Sect prior to commencement of employment. No person may commence employment without such an Assignment Order. COs and Line Managers are to ensure that Reservists are aware that any verbal or written reference to possible employment on FTRS terms, prior to the completed Commitment being signed by both parties, does not constitute an official offer of FTRS employment.

Employment Considerations of FTRS Personnel

10.037. Employment will usually be in a post that is compatible with:

- a. The rank and capabilities of the officer, or
- b. The rank, career employment group, classification, qualifications, experiences and, normally, cap-badge of the soldier. In order to be employed in a Regular post, TA soldiers should have attained the TA equivalent classification/qualification required of a Regular soldier in that substantive rank for the post as determined by the relevant Arms & Service Director. MS Branches may approve the engagement of individuals who do not meet the classification/qualification requirements following agreement of the respective Arm or Service Director.
- c. Exceptionally, substantive WOs (Regular and TA) who have previously scored above the line for commissioning in respective Arms Selection Boards may be considered for an FTRS Capt appointment if there is a lack of suitably qualified officer applicants. If selected they will be awarded a TA Gp A Commission subject to meeting the AOSB criteria and attendance on LEOC(V) within 12 months of Commissioning.
- d. Individuals may also be employed within TA units but only in gapped regular posts. TA posts (such as commanding officer) may not be filled on FTRS TACOS.
- e. With the exception of FTRS (FC) who have the same employment obligations as a Regular serviceperson, FTRS personnel may not respond to or be directed to undertake a trawl task. They may only be deployed overseas if the conditions of service (pay and medical *etc.*) are equitable with other participants (*i.e.* TA and Regular

1 Individuals who have served 42 months on FTRS in aggregate, in a single post, may apply for another FTRS commitment or extension. They should be aware that the principle of using the FTRS scheme to enhance the Reserve means that a suitable candidate who has not previously served on FTRS will normally be preferred. Should there be no other suitable candidate a person who has exceeded 42 months in aggregate may be considered after consultation with MS Res and DM(A).

2 Throughout this chapter references to NRAs such as 55 or 60 mean the day before the 55th or 60th birthday. Hence serving in a commitment type with an NRA of 55 means that the last day of paid service is the day before the 55th birthday.

counterparts) and confirmed in advance. They may only be required to perform duties overseas that are directly relevant to their appointment duties as articulated in the job description.

10.038. Transition from NRPS to FTRS. Current NRPS personnel who are eligible to serve on FTRS (HC) may apply to transfer at any time. In order to be considered for transfer, LFEC will have to formally confirm (via LFEC Minutes) that the post will continue, in the same rank as the incumbent. Any change in the rank of the post, or significant changes in role, will result in the post being exposed to competition. Posts considered at LFEC may not continue to be funded or may be considered for civilianization as part of the routine process. Individual eligibility requirements are a minimum of six months remaining to the relevant NRA, achieving satisfactory medical standard as required by the Job Specification, a satisfactory performance standard currently defined as a current OPG of B or better, and support for the transfer by the employing CO. Above NRA extensions will not be granted in order to compete for FTRS selection. Current NRPS personnel wishing to transfer should submit an FTRS application at **AF E 2005** as soon as the tenure and details of the post have been confirmed via LFEC Minutes. Those transferring to FTRS should join the FTRS pay increment level commensurate with (but no worse than) the previous NRPS base pay. Those joining FTRS with no break in Reserve service may have a PULHEEMS assessment at their service medical centre of completed during NRPS service.

10.039. Medical Standards. Candidates for FTRS are to meet the medical standards as laid down in the **PULHEEMS Administration Pamphlet 2010**³. In exceptional cases candidates for FTRS (HC) posts, including RSG, may be considered for employment with APC approval of a PULHEEMS retention standard of P7⁴ provided that:

- a. The duties specified in the Job Description permit this standard.
- b. The selected individual is the best suited and qualified for the post.
- c. Occ Med advises that the medical grading is consistent with the duties of the proposed employment.

10.040. High Readiness Reserve (HRR). Personnel who have entered into a HRR agreement are not eligible for FTRS because their HRR obligations require them to be available for permanent service at seven days notice. Conversely, personnel who have entered into an FTRS commitment may not be accepted into the HRR until that commitment has ended.

10.041. TA Group C Sponsored Reserves (SR). SR are only eligible to enter an FTRS commitment if arrangements have been agreed with their employer⁵.

10.042. Transitional Members.

10.043. TA Group B. TA Group B personnel, who have differing liabilities to serve when called out, will normally only be accepted for FTRS(FC) and FTRS(LC) if they elect to be liable for worldwide service in accordance with RFA 96, Sections 51 (2)(a), (b) or (c). CCF/ACF personnel are not eligible to serve on FTRS.

10.044. Military Training. TA appointments cannot continue to be held during FTRS. While serving on FTRS, an individual will be required to carry out such training as may be required by the employing unit. Any MATT completed will be recorded on the JPA record and, if returning to a TA unit during the TA training year, these tests may count towards bounty earning requirements. A member of the TA serving on FTRS is not required and may not be instructed to undertake any training with the TA.

10.045. Dual Employment.

- a. Personnel in receipt of full time rates of pay from the MOD may not be paid in addition for attendance at TA training. As personnel on FTRS have a full-time liability to the FTRS post, they may not simultaneously be on the assigned strength of another unit.
- b. *Cadet Force Appointments.* Personnel in FTRS may be granted permission to hold appointments in the ACF or CCF provided that cadet activities do not involve the use of official time or interfere with the performance of their military duties. Such employment falls under the provisions of **QR(Army) para J5.078**. Personnel holding appointments in the cadet forces are therefore entitled to receive pay for their cadet force activities in addition to their normal military salary.

10.046. Career Management Policy. COs are responsible for career management of FTRS personnel under their command. Accordingly soldiers and officers are to be afforded the opportunity to attend such career and other courses as are considered appropriate. COs of TA units are to brief COs of Regular Army units on the career aspirations and potential of individuals taking up FTRS. Where TA COs consider that career courses will be essential during the FTRS Commitment this is to be clearly stated on the application form at Part C.

- a. Parent TA units and Command/Functional Bdes are to maintain a watching brief over the careers of TA personnel who are serving on FTRS, liaising across brigade boundaries if required. TA commanders are reminded that individuals who serve on FTRS are gaining skills, experience and knowledge which will be of value to the TA. Every effort is to be made to ensure that these skills and experience are considered when

³ Table 5 for officers and Table 6 for soldiers. Applicants who have a Table 7 PES of LD or below or who do not meet the standards in the tables but whose service is thought to be desirable may only be accepted subject to DM(A) approval.

⁴ PULHEEMS grade of P7 can have a PES of MLD or MND.

⁵ **Annex J/1 para 4.**

conducting promotion and appointment boards, and considering the subsequent employment of FTRS personnel. FTRS reports are to be subject to unit grading reports for promotion and those above the quality line should be selected for promotion if a vacant post is available.

- b. TA officers and soldiers are to be granted the right to return to their parent TA unit unless they are beyond NRA⁶. If no TA unit vacancy exists individuals may be held in excess of establishment controlled by Col MS Reserves including in the higher rank if selected for promotion.
- c. TA officers and soldiers are to be given notification of their TA career plan by the CO of their parent unit on receipt of an assignment order returning the individual to the parent unit at end of FTRS.

10.047. TA qualifications are to be transferred to the Regular Record of Service (ROS). The date they were awarded during TA service is the qualification date. Qualifications gained whilst on FTRS are to be transferred to the TA ROS on completion of FTRS. The effective date is the qualification date.

10.048. Promotion. FTRS is normally entered as a short term, one-off tour, in the substantive rank held by the individual. For those that are in the TA, FTRS (less (HC) RSG) should be considered a career assignment that should benefit a continuing TA career; it is not structured to offer a FTRS career. Individuals should be aware that extended periods away from a parent TA unit may affect a TA career. Posts are not necessarily kept open and it is possible that a parent TA unit will have to recruit or promote into a vacant post in order to maintain unit efficiency. The longer the FTRS Commitment the more likely this becomes and it will be inevitable if an individual serves on more than one FTRS commitment. Therefore, it is unlikely that an individual will be promoted while serving on FTRS. However, in exceptional cases the following rules are to apply:

- a. Individuals applying for a Commitment may volunteer for a post or appointment of lower rank in which case they are voluntarily to revert to the appropriate lower rank for the duration of the Commitment. This is to be indicated in the application and confirmed in the commitment. In this case they are to wear the badge of rank commensurate with the post. The individual will return to the higher substantive rank on return to the Reserves.
- b. TA personnel on FTRS may be permitted to hold acting rank with the authority of APC CM Ops FTRS. Acting Rank will normally only be granted to officers and soldiers qualified to hold the higher rank and only for the duration of the Commitment. Service personnel who are not substantively promoted by the end of a Commitment will revert to their substantive rank. Acting Rank may not be given for the higher rank in a rank ranged post, individuals must be employed in their substantive rank. If an Armed Forces pension is in payment, acting or substantive promotion will result in reassessment of abatement. FTRS personnel are eligible for Substitution Pay in accordance with normal rules as they apply to Regular officers and soldiers. Those personnel recruited below the required rank and possibly eligible for Substitution Pay (SUPA) should have an application forwarded to DM(A) by MS Reserves before a commitment is offered. Those in receipt of SUPA for the duration of a commitment should have this factored against pension abatement.
- c. If a member of the TA holding Acting rank is selected for promotion and a post by the parent TA unit or APC board (as appropriate) while serving on FTRS, he or she may be promoted substantively to his or her new rank and be paid for it on the day the results are released provided that the criteria in **Chapter 4** are met. Substantive promotion may not be granted on the basis of occupying a rank ranged post. If these criteria cannot be satisfied, promotion may not be effected until completion of the FTRS Commitment. Promotion is then to be backdated, for seniority purposes only, to the date on which it would otherwise have been effective. Where a TA officer or soldier is subject to time promotion, then service on FTRS is to be reckonable.
- d. Individuals may substantively promote into FTRS (FC) (but not within), when the individual meets the TA qualification criteria and has been boarded (in line with P&PR) and graded above the quality line for promotion to that rank in the last 12 months (this includes Regular Reserves where they have left the Service within the last 12 months). The individual will be selected for the FTRS(FC) post in line with current practice, therefore boarded and selected by the APC desk that would have selected the Regular incumbent. The process for this is covered in P&PR.
- e. All such substantive promotions are subject to approval by APC MS 6 in consultation with the relevant Regular MS Branch. In cases where the conditions for substantive promotion cannot be met, for example, where there may be no vacancy in the parent TA unit on termination of the FTRS Commitment, acting rank, if appropriate, and substitution pay may be authorized. All such acting arrangements are subject to approval by APC MS 6 in consultation with the relevant Regular MS Branch.

10.049. Appraisal Reporting. Appraisal Reports are to be completed in accordance with the Regular Army cycle. Where an officer or soldier is employed on FTRS for a period of three months or more but less than the period required for a normal report the employing unit is to initiate an Insert Slip. FTRS over five months requires a full Appraisal Report. Mid Year Appraisal Reports are to be raised in the normal way. Appraisal Reports for all FTRS personnel are to be in Officer or Soldier's Joint Appraisal Report format.

⁶ In this case they will return to the TA parent unit for discharge procedures. Liability may be confirmed via MS Reserves, APC Glasgow.

Changes to an FTRS Commitment

10.050. An FTRS Commitment may:

- a. At any time be superseded or varied in any way, including its length, the duties to be carried out or the geographic limits (for FTRS(LC) and (HC)) within which the duties are to be performed, with the consent of the individual concerned. Should the individual not be content with the proposed variation of the Commitment, the obligations under the original Commitment remain unaffected unless the organization has relocated.
- b. Be revoked before the start of the specified period by written notice from the MS Res (FTRS Sect). If the Commitment is revoked it is treated as if it had never been made. Both the individual and MoD therefore cease to have any obligations under the commitment.

10.051. FTRS Extensions. Personnel serving in TA Support Posts or military continuity posts (defined as having a tenure of up to five years on appointment) may apply for further extensions (using **AF E 20047**) up to the relevant maximum retirement age, the life of the post or a further five years, whichever is sooner, provided they meet the eligibility criteria at **para 10.008**. DM(A) prior authority must be sought for extensions over 42 months in post. Prior to authorising an FTRS commitment extension MS Res (FTRS Sect) is to confirm that the JPA position is valid for the period of extension. MS Res (FTRS Sect) is to notify the chain of command, the employing unit and, if the individual is a member of the TA, the TA Parent Unit of any variation to the length of a Commitment. In Pension terms, an extension in the interests of the Service does not constitute a new Commitment and pension abatement will not be reassessed unless **para 10.053** below applies. Members of AFPS 75-FTRS will also remain in that scheme, unless **para 10.053** below applies.

10.052. Prior to submitting an application to extend an FTRS commitment, originators are to ensure that the liability for the post which the individual is intended to fill remains valid for the period of intended extension. Where it is not establishment action described in **para 10.003** of the main document is to be taken.

10.053. If the individual was a member of AFPS 75-FTRS, when they start a new Commitment they will automatically become a member of the Reserve Forces Pension Scheme (RFPS).

10.054. If second and subsequent, consecutive Commitments are entered into, employment is to be considered continuous and carries with it entitlement to re-location allowances, provided the provisions laid down in **JSP 752** are met.

10.055. Completion of FTRS. On completion of the specified period of FTRS service, unless a new Commitment is or has been negotiated and signed, the individual will return to his former status and terms and conditions of service as a member of the TA. (See **QR(Army)**, **para 9.342**.)

10.056. Voluntary Termination of FTRS. An individual may terminate an FTRS Commitment before expiry of the stated period in the same circumstances under which a Regular officer or soldier is permitted early release. Shorter notice terminations or exceptional cases, with supporting justification, may be submitted by MS Res (FTRS Sect) to DM(A) for consideration. Applications for termination normally giving a minimum of six months' notice will normally be accepted unless the employing unit can indicate an overriding operational imperative. Any variations to this will be decided on an individual basis.

10.057. Termination of FTRS by the Service. A termination of an FTRS Commitment prematurely will normally be by consent. However officers and soldiers on FTRS are subject to the provisions of **AGAI Vol 2 Chapter 67** and may be removed from post by the Military Secretary. The Army also retains the power to invite officer's to resign, retire or relinquish their commission or to discharge a soldier on disciplinary grounds, or for reasons which would give rise to retirement or administrative discharge.,

10.058. Structural Change. When structural change or relocation of Units or Formations is planned, FTRS personnel should be given at least seven months notice by the employing unit. The individual should then either confirm an intent to terminate the FTRS commitment or continue employment in the new location. If the individual chooses to terminate the FTRS commitment, the Army will attempt to offer alternative employment through the same process as post disestablishment.

10.059. Disestablishment. If the FTRS post is disestablished during the period of a Commitment, the Army will make every effort to find a suitable alternative post. However, the needs of the Service have priority and there can be no guarantee of specific assignments or locations being offered. Should it not be possible to offer an alternative post, or if that which is offered is not accepted, then the Commitment will be terminated with no entitlement to any compensation. This process is known as 'Preferred Candidate Status'.

10.060. If an FTRS Commitment is terminated early, personnel are considered to be a Preferred Candidate only for the duration of the seven month period of notice. Personnel selected for an alternative post should be issued a new commitment to the end date of their previous commitment or for the new post as advertised, whichever is later. This remains bounded by the end date of their current TACOS or NRA.

10.061. FTRS(HC) RSG Officers will be permitted to apply for an FTRS(HC) post, but retain their current Commitment end date. Beyond this, individuals are employed on FTRS (HC) Terms.

7 In accordance with **AGAI 38** (Officers) or **QR(Army)** Chapter 9 (Soldiers).

10.062. Preferred candidates will not be offered a post, rather, they will be permitted to apply for any post for which they are qualified. They are to be considered by the Employing Unit ahead of any other applicants and if deemed suitable, be offered the appointment.

10.063. FTRS Personnel given seven months notice of early termination and subject to ongoing discipline, administrative action or medical fitness review may not be considered a Preferred Candidate without advice from DM(A).

10.064. NRPS personnel may not be considered as preferred candidates for FTRS appointments unless they are applying for their current post, where the liability is unchanged and they are converting to FTRS. In this case, FTRS personnel may not apply for the same post as a preferred candidate. For all other FTRS posts, NRPS personnel will apply in open competition.

10.065. If the liability of a post is shorter than the FTRS Commitment, an individual should be allowed to continue in post provided the liability is renewed. Should the liability not be renewed, the individual will be managed in accordance with this re-employment policy. This may still be amended by **Reserve Forces Act 1996 (RFA 96)** (*i.e.* in terms of discipline and medical fitness).

10.066. All personnel considered by APC to have 'Preferred Candidate Status' may apply for any post as a Preferred Candidate and be considered as such, providing that they are suitably qualified and eligible. Individuals may only be considered unsuitable if they are unable to fulfil the requirements of the advert or job description. It is expected that the majority will be accepted by the employing Unit. If a candidate is deemed unsuitable, the Commanding Officer should confirm, in writing, to the FTRS Section the reasons they consider an individual unsuited to the post. Where there is more than one preferred candidate, all should be graded and the most suitable candidate selected. Personnel are not obliged to apply only for a post within their current structure, programme or role as this will restrict their potential re-employment.

10.067. FTRS personnel may only have two applications under consideration concurrently. This is the same policy constraint for all FTRS applicants and a practical volume that APC can manage. The Reserve Army Opportunities List (RAOL) will not indicate that a post is subject to closed competition. The implementation of this Re-Employment Policy may cause any post to be filled by a Preferred Candidate; a fact that may not be determined until applications close.

10.068. NRPS personnel have been permitted to continue in their current appointment, without competition if the post remains unchanged as communicated in 2010 when the NRPS Scheme was closed. This will not be compromised by FTRS Preferred Candidates as they are able to apply for any other post. In line with **RFA 96**, former NRPS personnel are permitted to apply for any FTRS Post, provided they are eligible, but will not have any 'Preferred Candidate Status'.

Mobilization

10.069. Personnel serving on FTRS may be mobilized, either as individual augmentees or as part of their parent TA unit. However, personnel serving on FTRS (LC) and (HC) will not be authorized to respond to a trawl for voluntary mobilization. As FTRS (FC) is a fully deployable commitment, personnel serving on FTRS (FC) can be deployed worldwide without the need for mobilization. In the event that an individual serving on an FTRS Commitment is mobilized, the regulations covering re-employment in **para 10.071** apply.

10.070. Demobilization before an FTRS Commitment has Expired. Under the authority of Section 24(7)(b) of the **RFA 96** he is entitled on demobilization to return to complete the unexpired portion of that FTRS Commitment. Should a Reservist wish to be offered such reinstatement in FTRS for the unexpired portion of the Commitment after the period of permanent service⁸ has expired, the Reservist is to apply in writing to APC CM Ops FTRS by the third Monday after the permanent service expired.

10.071. Demobilization after an FTRS Commitment has Expired. An amended end of Commitment date will be calculated and revised instructions issued to include Post Operational Leave, FTRS Terminal Leave, any annual leave and Graduated Resettlement Time that the individual may have accrued.

10.072. Civilian Employment. FTRS is not permanent service. Reservists are not entitled to reinstatement in civilian employment under the terms of the **Reserve Forces (Safeguard of Employment) Act 1985**. Reservists applying for FTRS are to be free to take up FTRS commitments. Applicants are to have no outstanding obligations to a civilian employer that may interfere with their military duties⁹. Individuals may enter into an agreement with a civilian employer to take a career break, but this is an arrangement between the individual and their employer. Where appropriate, enquiries will be made with a civilian employer who may be required to confirm a career break, its length and administrative arrangements involved. Other civilian employment may be entered into provided the provisions of **QR(Army), paras J5.076 - 5.079A** are adhered to.

Bounties, Pay and Pensions

10.073. Training Bounty.

⁸ Permanent Service is the term used in **RFA 96** for called out or recalled service. It is frequently called "mobilization" or "mobilized service". Permanent Service = mobilized service.

⁹ For example, no individual will be appointed to FTRS who is suspended from civilian employment or is on sick leave or maternity leave.

- a. FTRS service in its own right is not eligible to count as bounty earning service. However, personnel who have fulfilled their bounty earning obligations for the training year in which they enter an FTRS Commitment are eligible to receive their bounty at the end of that Training Year from their TA unit.
- b. Similarly, those who fulfil their bounty earning obligations after the end of the Commitment but before the end of the Training Year are eligible to receive their bounty at the end of that Training Year from their TA unit. Bounty earning training completed before entering an FTRS Commitment may be aggregated with bounty earning training completed after the end of the Commitment provided that such training falls within the training year.
- c. Where the commanding officer of an individual's TA parent unit is satisfied that a period of 15 days or more FTRS service was relevant to the individual's role as a member of the TA, that service is to be counted in lieu of Camp for bounty earning purposes but not in lieu of non-continuous training requirement, for bounty earning purposes and is subject to the conditions in **JSP 760**, Ch4, para 04.0525d.
- d. Where an individual has qualified for bounty, the total aggregation of his pay and bounty, grossed up to reflect standard rates of tax and ERNIC, must not exceed the gross annual emoluments payable had the whole training year been served on regular rates of pay without bounty. Where the gross regular annual rate of pay is exceeded, bounty payments are to be abated accordingly.

10.074. Pay. A pay forecast will only be made once an individual has been selected for an FTRS appointment. For those transferring directly from NRPS to FTRS without a break in service or change of post, previous NRPS service in the rank will count for pay purposes, but not seniority for promotion. When serving on FTRS (FC) and occupying a post designated Specialist Pay (SP) or SP Related (SP R) individuals will be assessed for eligibility as if they were Regular soldiers in accordance with JSP 754. All cases of doubt are to be referred to SPVA Pay and Allowances Casework and Complaints Cell (PACCC). Personnel serving on FTRS (HC) and (LC) must not fill posts which are liable for SP and are not eligible to receive SP.

- a. *Pay Queries.* Individuals should address pay queries to Unit HR Admin Staff in the first instance. If unsuccessful, the SP can contact the JPAC Enquiry Cell (EC) by phone or in writing as shown below. Queries will not be resolved over the phone, but will be directed to the correct department.
- b. *Pay Casework.* If a query remains unresolved through the JPAC EC, written casework can be submitted through the Unit HR Staff to the SPVA Pay and Allowances Casework and Complaints Cell (PACCC). Detailed guidance on the preparation and submission of pay and allowance casework, including the appeals process, can be found in JSP 752, Ch 1 for allowances and JSP 754 for pay.

10.075. Maternity Pay. Female personnel on FTRS are entitled to receive Maternity Pay in accordance with Service regulations¹⁰.

10.076. Pensions. FTRS is a pensionable form of service. On taking up a commitment individuals will be auto-enrolled into the Reserve Forces Pension Scheme (RFPS) although they may opt out at any time. Reckonable service starts on the first day of paid service, irrespective of age. The normal retirement age for the scheme is 60 but individuals who leave before 60 will have pension benefits preserved until age 65 unless the individual applies for early payment of pension with actuarial reduction¹¹. Ill-health and dependants' benefits are payable subject to two years qualifying service. Full details are available from SPVA Pensions Division, MOD Website¹² and in RFPS Regulations. Personnel may apply to transfer benefits from other occupational pension schemes into the RFPS within 12 months of joining RFPS¹³. The method and feasibility of transferring NRPS PS benefits into RFPS is currently under review by PS10(A).

- a. *Pension Information.* The FTRS Pension DIN¹⁴ is applicable to all types of FTRS service and gives illustrative examples of pension abatement. Further sources of information are:

- (1) The Reserves Forces Pension and Compensation Benefits Booklet (**MMP/123**).
- (2) The Re-employment Booklet (**MMP/116**).
- (3) Defence Intranet -
<http://defenceintranet.diiweb.r.mil.uk/DefenceIntranet/Admin/FindOutAboutArmedForcesPensions/>
- (4) Internet -
<http://www.mod.uk/DefenceInternet/AboutDefence/WhatWeDo/Personnel/Pensions/ArmedForcesPensions/>

10.077. Repayment of Gratuity and Early Departure Payment (EDP) Lump Sum (LS). Treasury regulations require that there be a 30 day gap between periods of employment with the same employer, otherwise any gratuity and resettlement grant is subject to claw back. Regular Reservists should ensure a 30 days gap between leaving the Regular Army and taking up a FTRS commitment. Special rules apply for the repayment of Special Capital Payments (SCP) for

10 **JSP 760**, Chapter 20.

11 **JSP 764**, Part 1, para 0313.

12 <http://www.mod.uk/DefenceInternet/AboutDefence/WhatWeDo/Personnel/Pensions/ArmedForcesPensions/>

13 Full details are in Booklet **MMP/123** "Reserve Forces Pension and Compensation Benefits".

14 **2009DIN01-058**.

Service personnel re-employed following redundancy¹⁵. In addition ex-Regular personnel who received an EDP LS under AFPS 05 should have a break in service of at least the period represented by the amount of EDP LS¹⁶ or they may be required to repay a proportion of the EDP. Once repaid, the gratuity or EDP LS payment will not be restored. Any liability to repay a gratuity will be detailed in the FTRS Commitment.

10.078. Abatement of Pension. In accordance with Treasury rules, those in receipt of an Armed Forces pension are liable to have that pension abated on re-employment in the Forces if the combined income from basic pay and pension exceeds the basic pay on their last day of Regular Service (up-rated by RPI since leaving Regular service). Thus individuals will only be allowed to retain the amount of pension which, when added to their basic pay on re-employment on FTRS, equals the basic pay that they received on the last day of Regular Service (updated by RPI¹⁷). In cases where the total remuneration is greater than the level permitted, the AFPS pension in payment will be abated or suspended until the FTRS commitment is complete. Where an individual has received resettlement commutation and their pension in payment is subject to abatement in whole or in part, a reduction equal to the amount of pension commuted will be taken from their pension. Full details are in Reference I. Reservists should take advice from SPVA regarding the implications of an FTRS commitment on AFPS 75 or AFPS 05 and its effect on LS and EDP payments.

- a. *Abatement Estimate.* Accurate Pension Abatement calculations can only be produced on confirmation of FTRS Basic Pay, which occurs post appointment selection. A forecast estimate may be obtained by request in writing to the address below. Estimates will not be provided less than 12 months prior to the end date of the current commitment.

Pensions Division
Mail Point 480
Kentigern House
65 Brown Street
GLASGOW G2 8EX

10.079. Abatement of Resettlement Commutation. Where an individual has taken resettlement commutation and their pension in payment is subject to abatement, in whole or in part, a reduction equal to the annual amount of pension commuted will be made from their pension where there is sufficient remaining or partly from pension, partly from pay, where there is insufficient pension remaining. Where the pension is fully abated, the commutation reduction will be taken wholly from pay.

10.080. Awards for Death, Injury and Sickness. Personnel serving on FTRS are entitled to benefits under the Armed Forces Compensation Scheme¹⁸ where the injury or condition is attributable to service on or after 6 Apr 05. Those occurring earlier are paid under the War Pension Scheme.

Allowances, Charges and Entitlements

10.081. Allowances. Personnel serving on FTRS commitments may claim allowances, where they qualify in all other respects, in accordance with the existing Tri-Service Regulations for Allowances as they pertain at the time of the occurrence and which are contained in **JSP 752**. It should be noted that allowance policy, together with the rates payable, can be varied or cancelled at any time.

10.082. FTRS personnel are not authorized to claim or be paid the following allowances:

- a. Home to Duty Travel (HDT) (Private) except for FTRS (FC) personnel. FTRS (LC) and FTRS (HC) personnel may exceptionally claim HDT (Private) when serving in Central London¹⁹ in a post which is eligible for Recruiting and Retention Allowance (London) RRA(L).
- b. Relocation Allowances (Removal & storage of personal effects, Disturbance Allowance, Refund of Legal Fees and travel & subsistence costs as a result of a service move) except as provided for in JSP 752.
- c. Continuity of Education Allowance.
- d. Long Service Advance of Pay
- e. Services' Home Savings Scheme/Home Savings Allowance.

10.083. Relocation Expenses. FTRS(FC) personnel are entitled to receive Disturbance Allowance on moving from Phase 1 to Phase 2 Training and subsequent moves. All personnel serving on other FTRS terms of service who for Service reasons are invited to relocate within the term of their present commitment, and accept, are entitled to claim the appropriate relocation allowances and/or HDT in accordance with **JSP 752**. Similarly, individuals who serve on consecutive commitments without a break in service are deemed to be in continuous service and, if required to move in order to take up a second or subsequent commitment for service reasons, may move at public expense in accordance with **JSP 752**.

¹⁵ Guidance can be found in **JSP 764**, **2010DIN01-188**, **MMP 116** (Re-Employment) and **MMP 158** (Armed Forces Redundancy Scheme).

¹⁶ **JSP 764**, Part 2 (As an example 282 days if one left at age 40 with 18 years service).

¹⁷ Commercial Price Index (CPI) with effect from 1 Apr 2011.

¹⁸ The Armed Forces Compensation Scheme for Injury, Illness and Death due to Service, **JSP 765**.

¹⁹ For the purposes of HDT Central London is defined as being within the area for which RRA(L) is paid, less Hounslow and Woolwich. FTRS(LC) and FTRS(HC) may exceptionally claim HDT in other circumstances when authorised to do so by the SPVA Pay and Allowances Casework Cell (PACC).

10.084. Service Accommodation. FTRS (LC and HC) commitments do not carry an entitlement to Service Families Accommodation, however, surplus accommodation may be applied for in accordance with **JSP 464**.

10.085. Service Families Accommodation. FTRS (LC and HC) commitments do not carry an entitlement to Service Families Accommodation, however, surplus accommodation may be applied for in accordance with **JSP 464**.

- a. *FTRS(FC)*. Personnel employed on FTRS (FC) Commitments are entitled to apply for Service Families Accommodation (SFA) in accordance with Tri-Service Accommodation Regulations (**JSP 464**), Part 1 (TSARs).
- b. TA personnel living in local authority housing should consider carefully whether to give up this housing to undertake FTRS. The local authority may be unable to re-house a Reservist on completion of the Commitment. Similarly, private home owners should be advised to let rather than sell their homes because of the difficulties that may be incurred in trying to find a new home on completion of FTRS.

10.086. Leave. Personnel on FTRS are granted the same leave entitlements as Regular personnel²⁰. This provides up to 38 working days annual leave on a pro rata basis. Personnel deployed on PJHQ sponsored operations in operational theatres may also accrue up to 20 working days Post Operational Leave.

- a. FTRS Service will not be extended for the purpose of leave untaken, with the exception of Terminal Leave under the circumstances laid down in **JSP 760**. All projected leave is to be included in the period of the commitment articulated at the outset. Full details can be found in **JSP 760**, Tri Service Regulations for Leave and Other Types of Absences.
- b. Personnel serving on FTRS TACOS are not entitled to take career breaks. They may, however, dependent on exceptional personal circumstances, apply for Special Unpaid Leave (*see JSP 760*, Ch 17). Applications should in the first instance be made to CM Ops through the unit CO.
- c. *Annual Leave Allowance (ALA)*.
 - (1) FTRS of 15 days or less carries no leave entitlement.
 - (2) Three working days leave for each month of FTRS with part months calculated proportionately. On completion of the final calculation of eligibility, any fraction is to be rounded up to the nearest full day.
 - (3) Any leave (other than that granted as a statutory entitlement, compassionate and R&R during an operational tour) taken during FTRS is to be deducted from the accrued ALA.
 - (4) FTRS commitments will not be extended for the purposes of covering leave not taken.
- d. *Post Operational Leave (POL)*. Personnel deployed on sponsored operations to operational theatres are entitled to POL at the rate of one day's leave for every nine days deployed. R&R leave not taken during a period of operational deployment will be lost and cannot be added to POL.
- e. *Temporary Relocation Leave (TRL)*. Individuals deployed outside the UK to non-operational theatres for three to six months will be entitled to normal ALA plus TRL for an additional five working days. Those employed for a period in excess of six months will be entitled to 10 working days TRL. Individuals will not be entitled to Post Operational Leave (POL) as well as TRL.
- f. *Terminal Leave*. Terminal leave is to be granted on a scale of one day per month served on an FTRS commitment, up to a maximum of 10 working days leave for commitments up to 42 months. Where the original commitment was extended in the same post, the maximum terminal leave allowable remains 10 days, and will be taken at the end of the consecutive period of FTRS service. Terminal leave may not be carried forward into new commitments and will only be granted on completion of final commitment²¹.
- g. *Maternity, Paternity and Adoption Leave*. Personnel on FTRS commitments are to be granted the same entitlements to maternity, paternity and adoption leave as Regular personnel. This will not alter the last day of a FTRS Commitment.

10.087. Resettlement. FTRS personnel will not normally be eligible for resettlement training²². A resettlement interview may be arranged, if requested, prior to completion of a period of FTRS, but there will be no eligibility for Graduated Resettlement Time (GRT) unless a Reservist has completed six years service (including aggregated, consecutive periods of service) on FTRS. In this case, they will be eligible for the same resettlement package as for Regular service personnel²³.

10.088. Medical and Dental Care. Service personnel on FTRS, unless on FC or deployed on LC, are not entitled to Service medical and dental care. In all cases of emergency at their place of duty, all FTRS personnel may be treated by Service medical or dental staff.

20 Full details in **JSP 760** Tri Service Regulations for Leave and Other Types of Absence.

21 Note the requirement for medical examination – **QR(Army)** para 9.342.

22 Those being medically discharged from the Service during their FTRS commitment have the same entitlement as that for Regular Service personnel – **JSP 534** Sect 6.

23 **JSP 534** paras 0310 and 0311.

10.089. Clothing and Equipment. TA personnel are to report for FTRS with their issued TA scales in accordance with **JSP 886**, Vol 6. TA parent units are to forward the **AF H 1157** to the RTMC. All personnel appointed to FTRS will be brought to Regular Army scales at RTMC including winter and summer supplements where applicable. Failure to present **AF H 1157** may delay signing of the Commitment. Ceremonial Dress, No 2 Dress and accoutrements will not be issued by RTMC but, where appropriate, by receiving Units in accordance with **JSP 886**.

10.090. TA Disability Allowance. TA Disability Allowance is payable to individuals who are injured whilst on their FTRS commitment and are incapable of performing any type of military duty on their return to the TA in the same way as those who are mobilized. The details of the Disability Allowance are at **Chapter 8** and **JSP 754**, Chapter 4, Section 4. Incidents causing attributable injuries/illness are to be recorded on form **MOD F 510**, .

Miscellaneous Provisions

10.091. Discipline. Personnel serving on FTRS are subject to military law for the duration of the period stated in the FTRS Commitment or until released from FTRS, whichever is the sooner.

10.092. Compulsory Drug Testing (CDT). Personnel serving on FTRS are liable for Compulsory Drug Testing.

10.093. Efficiency Awards and the Volunteer Reserves Service Medal (VRSM). Service on FTRS will reckon as qualifying service towards efficiency awards²⁴.

10.094. Electoral Registration. Personnel employed on FTRS are not eligible to register as Service voters except as shown below:

- a. *Personnel Stationed Overseas.* Reservists serving overseas may register as overseas voters if, within the previous 20 years, they have been on the electoral register as a UK resident or have lived at a registered parent's or guardian's UK address while they were too young to be on the electoral register. Individuals can obtain full details from their local electoral registration officer. They must impress on the officer that as members of the Reserve Forces they are debarred from registration as Service voters.
- b. *Personnel Stationed in UK.* Personnel stationed in the UK away from the place at which they are registered as electors, may apply to the electoral registration officer for their constituency for the form **RPF9/9A**. This will enable them to vote by post in all elections.
- c. The APC is to bring this to the notice of FTRS applicants. Units are to encourage soldiers and officers to register as an overseas voter or for a postal or proxy vote as appropriate.

10.095. Jury Service. Officers and soldiers may no longer be excused jury service as of right under the **Juries Act 1974**. In order to be excused, the unit CO must certify to the Summoning Officer that it would be prejudicial to the efficiency of the Service if the individual was required to be absent from duty.

10.096. Welfare Support. Officers and soldiers on FTRS are entitled to the same welfare support facilities available to members of the Regular Army serving in equivalent circumstances. This includes access to personal and community support from the primary and secondary levels of Army welfare as defined in **AGAI 81**. In addition, FTRS personnel serving on overseas emergency operational tours are entitled to the Deployment Welfare Package (Overseas) DWP(O). On completion of the FTRS commitment personnel will have continued access to the ex-Services welfare sector such as SSAFA Forces Help and The Royal British Legion.

10.097. Army Dependants' Trust. FTRS personnel are entitled to join the Army Dependants' Trust²⁵.

10.098. Insurance and Wills. All personnel undertaking a period of FTRS are to be advised to consider taking out appropriate insurance in respect of personal accident, life and property (including military equipment or clothing in their charge). Personnel may apply to join Personal Accident Insurance (PAX) and Service Life Insurance (SLI). Before undertaking a commitment all FTRS personnel are to complete a Life and Personal Accident Declaration. FTRS personnel may complete an Army Will and are advised to complete Nomination of Reserve Forces Pension Scheme (RFPS) Death Benefit/Preserved Pension Lump Sum to ensure that any lump sum due on death is paid to the intended beneficiary.

10.099. Bank Account. Officers and soldiers undertaking FTRS are to have current accounts in a bank or recognised building society that operates as a bank. Failure to ensure that such an account is opened before entering the FTRS commitment will delay payment to the individual.

10.100. Career Breaks and Special Unpaid Leave. Personnel serving on FTRS TACOS are not entitled to take career breaks. They may, however, dependent on exceptional personal circumstances, apply for Special Unpaid Leave²⁶. Applications should in the first instance be made to CM Ops through the unit CO.

10.101. ID Cards. ID Cards are to be issued by the parent TA unit to TA personnel and by RTMC to Regular Reservists. Should an ID Card not be available for Reservists, RTMC is to issue a Temporary Identity Card (**F Ident 693**).

10.102. Travel Documentation. The necessary outward travel arrangements to RTMC will be made by the TA unit for TA personnel and by RTMC for Regular Reservists including RARO. Costs for the initial admin visit to RTMC will be borne by RTMC. Costs for the induction course will be borne by the FTRS employing unit, as will all travel costs associated with the FTRS commitment, including terminal travel arrangements.

²⁴ Details are in **Chapter 3**.

²⁵ See **AGAI 88**.

²⁶ **JSP 760**, Chapter 17.

Contacts

10.103. The following points of contact are available for advice in their subject areas:

- | | |
|--|---|
| <i>a. DM(A) (Policy & Terms of Service):</i> SO2 Res | Tel: 94393 6137
Civ: 01264 386137 |
| <i>b. LF Org (Man Estbs):</i> SO1 | Tel: 94393 6224 |
| <i>c. PS4(A) (Non Financial Conditions of Service):</i> SO2c | Tel: 94391 5505 |
| <i>d. PS10(A) (Financial Conditions of Service):</i> SO2 | Tel: 9621 89374
Civ: 020 721 89374 |
| <i>e. APC (FTRS Helpdesk):</i> | Tel: 94561x2343
Civ: 0141 224 2343
Mil Fax: 94561x8746
Civ Fax: 0141 2248746 |
| <i>f. APC (Reserve Liability):</i> | Tel: 94561 8808/8810
Civ: 0141 224 8808 / 8810
Fax 94561x8746 |
| <i>g. RTMC (Mounting and Dismounting):</i> | |
| Ops Cell | Tel: 94451 2694/2143 |
| Helpline | Tel: 0800 028 5533 |
| Admin | Tel: 01159572149 |
| <i>h. LF Cts (SO2 G3/5 Indiv Cts):</i> | Tel: 94393 6484 |

Annexes:

- A. Arrangements for FTRS(FC).**
- B. Arrangements for FTRS(LC).**
- C. Arrangements for FTRS(HC) including RSG.**

**ANNEX A TO CHAPTER 10
ARRANGEMENTS FOR FTRS (FC)**

General

1. FTRS(FC) is used as a manning expedient to fill temporarily vacant Regular Army posts. Commitments will normally only be offered as advertised in the FTRS Trawl by CM Ops FTRS. The normal maximum engagement will be for 42 months. Extensions beyond this point must be approved by DM(A) following APC Glasgow confirmation that a Regular is not available to fill the post. It should be understood that it may be decided to gap the post beyond the 42 month period.

2. Age Limits. The upper age limit follows the NRA for the Regular Army and is normally 55 for officers and soldiers; which will only be varied in order to meet the Service need and with prior authority of DM(A). However, the normal retirement age for RFPS purposes is age 60 and only personnel retiring on or after their 60th birthday will receive an immediate pension; all other pensions will be preserved until 65.

TACOS for FTRS (FC)

3. Liability for Deployment. Personnel on FTRS(FC) undertake the same range of duties and have the same world wide deployment liability as Regular soldiers or officers. Individuals serving on FTRS(FC) should be aware that they may, as may Regular officers and soldiers, be offered up during their commitment as augmentees for operational tours or exercises. Commitments will be drawn up in such a way as to permit this.

4. Mobilization. Personnel on FTRS(FC) are not liable for mobilization.

5. Single Living Accommodation (SLA). Single/married unaccompanied personnel employed on FTRS(FC) are entitled to be accommodated in Service SLA or SSSA at their duty station.

6. Service Family Accommodation (SFA). Personnel employed on FTRS(FC) are entitled to SFA or SSFA in accordance with Tri Service Accommodation Regulations, **JSP 464** Part 1. Normal entitled rates are to be charged.

7. Pay. Personnel on FTRS(FC) are to be paid at the Regular Army rate of pay including full X factor appropriate to their rank, employment qualification and seniority (including former reckonable service where appropriate). Previous Regular, Permanent (mobilized), FTRS or Additional Duties Commitment (ADC) service is reckonable for pay purposes.

8. Medical and Dental Care. Personnel serving on FTRS(FC) are to receive the same medical and dental treatment from Service sources as their Regular counterparts.

9. Training. Attendance at RTMC for J1/J4 administration and successful completion of MATT assessment is mandatory for all personnel on FTRS (FC). Failure to complete MATTs successfully may lead to the cancellation of a commitment. MATTs are to be completed annually in the employing Unit and to the same standard expected of a Regular Officer or Soldier. MATTs are to be recorded on JPA.

**ANNEX B TO CHAPTER 10
ARRANGEMENTS FOR FTRS (LC)**

General

1. Personnel employed at FTRS(LC) will fulfil a full range of duties based in one location (which may be overseas). FTRS(LC) is a rare commitment only used in exceptional cases authorized by DM(A). The maximum initial commitment is 42 months which may only be renewed or extended with the authority of DM(A).

2. Liability. The creation of an FTRS(LC) position requires the submission of a UKP Compensating Reduction (CR) or where no CR is available, approval to waive this requirement must be agreed by the Standing Army Liability Committee (SALC).

3. Age Limits. The upper age limit is normally 55; this will only be varied in exceptional cases in order to meet the Service need. However, the normal retirement age for RFPS purposes is age 60 and only personnel retiring on or after their 60 birthday will receive an immediate pension; all other pensions will be preserved until 65.

TACOS for FTRS (LC)

4. Liability for Deployment. Personnel employed on FTRS(LC) have a liability for compulsory operational deployment or detachment of up to 35 days in any one year with no single detachment lasting in excess of 21 days¹.

5. Mobilization. Personnel on FTRS(LC) may be mobilized but may not respond to a voluntary trawl.

6. Single Living Accommodation (SLA).

- a. FTRS(LC) commitments do not carry an entitlement to SLA. However, where accommodation is available and permission has been given by the commanding officer, individuals may exceptionally occupy SLA at the entitled rates but only in the duty station's SLA. If accommodation is subsequently required for entitled personnel then the FTRS(LC) personnel will be required to vacate with no subsequent rights to further accommodation, although they may reapply as above.
- b. Claims for Substitute SLA (SSLA) for posts outside London are not authorized. For posts which carry an entitlement to Recruiting & Retention Allowance (London) RRA (L), FTRS(LC) personnel may exceptionally be permitted to claim Substitute Single Service Accommodation (SSSA). Applications to occupy SSSA must be submitted through the chain of command in accordance with instructions published by the appropriate TLB prior to commencement of the commitment. Personnel occupying SSLA will be charged the entitled accommodation rates irrespective of age and marital status. Such personnel will not be entitled to Food and Incidentals Allowance (FIA) and will not pay food charges.
- c. Personnel may occupy SLA when temporarily detached from their parent unit location or undergoing further training at a Defence or Army school or training unit, or on a duty away from their duty station that requires overnight accommodation.
- d. Should an individual serving on FTRS(LC) be moved to meet the needs of the Service during a commitment and where the new duty station location is not within reasonable daily commuting distance from their permanent home address², whilst remaining non-entitled the individual may, subject to the staffing of a case to the appropriate deciding authority, be eligible to occupy SLA at entitled rates or receive HDT. This does not apply to FTRS(LC) taking up initial or subsequent commitments.

7. Service Family Accommodation (SFA). Personnel employed on FTRS(LC) are not entitled to SFA. If available, eligibility to live in surplus SFA may be granted by their commanding officer in which case non-entitled rates are to be charged³. If accommodation is subsequently required for entitled personnel then the FTRS(LC) personnel will be required to vacate the SFA with no subsequent rights to further accommodation, although they may reapply as above.

8. Pay. Personnel on FTRS(LC) are to be paid the basic military salary with a 5% X Factor, at the rate appropriate to their rank, (and, in the case of soldiers, their Employment Qualification) and increment earned through reckonable service. Previous Regular, permanent, FTRS or ADC service is reckonable for pay purposes.

9. Medical and Dental Care. Personnel serving on FTRS(LC) are entitled to medical and dental treatment from Service sources when they are on deployments or detachments, or when they are paying entitled rates for SLA. However, in all cases of emergency at their place of duty, FTRS(LC) may be treated by Service medical or dental staff.

10. Training. Attendance at RTMC for J1/J4 administration and successful completion of MATT assessment is mandatory for all personnel on FTRS (FC). Failure to complete MATTs successfully may lead to the cancellation of a commitment. MATTs are to be completed annually in the employing Unit and to the same standard expected of a Regular Officer or Soldier. MATTs are to be recorded on JPA.

¹ An exception to this detachment limitation is for scheduled exercises inherent in the employing unit's annual programme, which should be made known to the individual during the selection process.

² JSP 752 stipulates 1.5 hours or 50 miles as the normal guideline for commuting.

³ JSP 464 Part 1 Chapter 10 Annex A para 17.

ANNEX C TO CHAPTER 10 ARRANGEMENTS FOR FTRS (HC)

General

1. Unless specified, the provisions laid out in this Annex refer to all FTRS(HC) personnel including RSG. Posts will be restricted to one location. In the case of members of the Regular Reserve resident abroad, the duty station may be overseas. Personnel on FTRS(HC) are widely used to fill both short-term and longer-term commitments.

- a. Short term commitments will normally be used for posts or specific tasks for which Regular Army manpower is unavailable and where such liability requirements are confirmed by the TLB and created on JPA. Short-term commitments can be for a minimum of six months up to a maximum of 42 months (extensions for these type of posts beyond 42 months will only exceptionally be authorized by DM(A)).
- b. Longer term commitments are normally used to fill TA Support¹ and military continuity posts (some former NRPS posts and FTRS(HC) RSG) that do not require the mobility or deployability of UKP personnel. Continuity posts will be identified in the remarks column of the establishment as shown on SLIM. Long term commitments can be up to a maximum of five years and are renewable, subject to the continuing needs of the Service, performance² and the age limits at para 5 below.

2. FTRS(HC) RSG posts provide continuity in staff appointments where extensive military experience and staff credibility is essential. The experience needed for these posts is likely to require successful applicants to have held a full career in the Regular Army spanning numerous disciplines on operations and at staff as well as having completed formal staff training. Personnel may only be appointed on FTRS(HC) RSG terms to former UKP, RO or MSF posts redesignated by a TLB or in newly created RSG posts.

3. Personnel will fulfil the full range of duties appropriate to the post, without conditioned hours, but usually in a single restricted location. This is normally at the duty station but including attendance at, *e.g.* training events, courts martial, and routine meetings which may require travel. This does not extend to travel to an Operational Theatre. Compulsory detachments will be restricted to training periods or Regional operational events and should be specified in the individual's commitment and job specification. In the case of members of the Regular Reserve resident abroad, the duty station may be overseas. FTRS(HC) personnel cannot be employed in an Operational Theatre or Role unless mobilized.

4. **Manpower Control.** The approval for the establishment of FTRS(HC) RSG posts is reserved to DM(A), but exercised through the LFEC process. DM(A) scrutiny is extended to those posts that are due to be created by another TLB, but requiring an Army fill. Future selections for FTRS(HC) RSG posts are to be taken by No6 Board and endorsed through No's 2&4 Boards if applicable.

5. **Age Limits.** The normal retirement age for RFPS purposes is age 60 and only personnel retiring on or after their 60th birthday will receive an immediate pension; all other pensions will be preserved until 65. The age limits shown below may be varied with DM(A) authority in order to meet a Service need.

- a. FTRS(HC) posts are designated short term, or long term continuity posts and have different retirement ages.
 - (1) *Short Term.* Officers 60 and Soldiers 55 years of age.
 - (2) *Long Term Continuity.* 60 years of age for both Officers and Soldiers.
- b. *FTRS(HC) RSG.* The normal age of entry will be 50–60 with an NRA of 65, subject to annual confirmation of medical fitness after the age of 60.

6. **Qualification.** FTRS(HC) personnel should be selected with suitable experience and without requirement to conduct career courses for the post. It is accepted that there will be a requirement for Employment Training in some cases. FTRS(HC) RSG applicants are required to have completed formal staff training and hold the following staff qualifications:

- a. *OF3 Posts.* 'sq' or have successfully completed ICSC(L) plus a full staff tour as an SO2.
- b. *OF4/5 Posts.* 'psc',³ staff trained and qualified with at least two full tours at Staff.

TACOS for FTRS (HC)

7. **Liability for Deployment.** Personnel on FTRS(HC) have no liability for operational deployment.

8. **Mobilization.** Personnel on FTRS(HC) may be mobilized without restriction in their Reservist capacity⁴ although mobilisation is not expected unless in exceptional circumstances. The Chain of Command would balance any such mobilisation request against the requirements of the FTRS appointment being currently filled.

9. **Single Living Accommodation (SLA).**

1 TA Support and Continuity posts (*e.g.* JRLO) that were formerly covered by NRPS commitments.

2 OPG Grade B or higher in the last two Appraisal Reports, with a positive recommendation for continued FTRS employment, supported by the 2RO.

3 Exceptionally this requirement can be waived for LE officers who have extensive relevant staff experience.

4 For Mobilization *see* para 10.069.

- a. FTRS(HC) commitments do not carry an entitlement to SLA. However, where accommodation is available and permission has been given by the commanding officer, individuals may exceptionally occupy SLA at the entitled rates but only in the duty station's SLA. If accommodation is subsequently required for entitled personnel then the FTRS(HC) personnel will be required to vacate with no subsequent rights to further accommodation, although they may reapply as above.
- b. Claims for Substitute SLA (SSLA) for posts outside London are not authorized. For posts which carry an entitlement to Recruiting & Retention Allowance (London) RRA (L), FTRS(HC) personnel may exceptionally be permitted to claim Substitute Single Service Accommodation (SSSA). Applications to occupy SSSA must be submitted through the chain of command in accordance with instructions published by the appropriate TLB prior to commencement of the commitment. Personnel occupying SSLA will be charged the entitled accommodation rates irrespective of age and marital status. Such personnel will not be entitled to Food and Incidentals Allowance (FIA) and will not pay food charges.
- c. Personnel may occupy SLA when temporarily detached from their parent unit location or undergoing further training at a Defence or Army school or training unit, or on a duty away from their duty station that requires overnight accommodation.
- d. Should an individual serving on FTRS(HC) be moved to meet the needs of the Service during a commitment and where the new duty station location is not within reasonable daily commuting distance from their permanent home address⁵, whilst remaining non-entitled the individual may, subject to the staffing of a case to the appropriate deciding authority, be eligible to occupy SLA at entitled rates or receive HDT. This does not apply to FTRS(HC) taking up initial or subsequent commitments.

10. Service Family Accommodation (SFA). Personnel employed on FTRS(HC) are not entitled to SFA. If available, eligibility to live in surplus SFA may be granted by the employing unit CO in which case non-entitled rates are to be charged⁶. If accommodation is subsequently required for entitled personnel FTRS(HC) personnel will be required to vacate the SFA with no subsequent rights to further accommodation, although they may reapply as above.

11. Pay. Personnel on FTRS (HC) are to be paid at rates equating to the basic military salary with a 0% X factor appropriate to the rank or grade of the post occupied (and, in the case of soldiers, their Employment Qualification). Previous Regular, permanent⁷, FTRS or ADC service is reckonable for pay purposes. Those personnel transitioning from NRPS to FTRS will have their pay reckoned as a new entrant to FTRS. The FTRS Pay Increment Level will be at least equal to the current NRPS increment level.

12. Rank. Personnel in FTRS(HC) RSG employment who hold a higher substantive rank on retirement from Regular service, or who are awarded higher honorary rank on retirement, retain their right to use the title of their rank, followed by the suffix (Retired), when employed in an RSG post of lower rank. Pay remains at the rate appropriate to the post in which employed. All FTRS personnel required to wear uniform, will wear the rank of the post or the substantive rank, whichever is lowest.

13. Uniform. Unless the wearing of uniform is specifically stated as a requirement in the job specification, the normal dress for RSG officers will be civilian clothes. All other FTRS(HC) personnel are expected to wear uniform.

14. Medical and Dental Care. Personnel serving on FTRS(HC) are not entitled to receive medical and dental care from Service sources. In all cases of emergency at their place of duty, FTRS(HC) may be treated by Service medical or dental staff.

15. Training. Personnel on FTRS (HC) (including (HC) RSG) are to attend the J1/J4 administration and Military Annual Training Tests (MATT) 6 (Values and Standards) briefings. MATT 6 is to be repeated annually within the employing Unit.

⁵ 90 minutes or 50 miles per single journey is the normal guideline for commuting.

⁶ JSP 464 Part 1 Chapter 10 Annex A para 17

⁷ 'Permanent' service is used to refer to mobilized service and not NRPS.

CHAPTER 11

Additional Duties Commitments (ADC)**General****11.001. The ADC Concept.**

- a. Under Section 25 of the **Reserve Forces Act 1996** individual members of the Reserve Forces may voluntarily undertake intermittent or part-time employment under an ADC, where they are committed to attending for duty on days or part-days each week at a nominated place of duty as specified in the commitment. These duties are additional to any other obligations as a member of the Reserve Forces, including mandatory training obligations under Section 22 of **RFA 96** and/or Voluntary Training Other Duties (VTOD) activities under Sect 27 **RFA 96**. ADC attendance is mandatory once the commitment has been entered into and failure to attend for duties as laid down is an offence. Personnel may only undertake one ADC at a time and ADC may not be used on deployed operations.
- b. *Purpose of ADC.* ADC applies equally to officers and soldiers. An ADC may be used for one of the following three purposes:
 - (1) *Extended Duties* – To carry out additional duties which are relevant to an individual’s appointment but are beyond their mandatory training obligations.
 - (2) *Secondary Duties* – To carry out additional duties that are not necessarily specific to an individual’s post or parent TA unit, including duties that enable operational training.
 - (3) *Authorized Backfill* – To fill a vacant established post in a parent unit or Regular unit or elsewhere, on a part time basis.
- c. The terms and conditions of service, procedures and the ADC Forms are common to all three Services except for minor procedural differences dictated by individual Service organizations and practice. Duties carried out in compliance with an ADC are additional to any other obligations an individual has as a member of the Reserves. ADC may be carried out in addition to other obligations such as High Readiness Reserves (HRR) liability, mandatory training and VTOD. During the course of the week and whilst holding an HRR liability, an individual could be separately employed on:
 - (1) A training night and / or a training week-end.
 - (2) A day or part day VTOD.
 - (3) Part time employment on ADC.
- d. Although the Services are not subject to all aspects of UK and European Employment law, the tri-Service template for ADC regulations mirrors civilian employment legislation as closely as Service conditions permit and places obligations on the Services as an employer. These regulations may be updated on an interim basis by DM(A) issued policy. ADC employment is available to both Regular Reservists and TA personnel; this chapter of TA Regulations contains detail specific to the TA. Further information and detailed processes are contained in **AGAI 44**.

11.002. Overseas Employment. Personnel will only be permitted to enter into an ADC for service overseas if the soldier is domiciled in that country. This also applies to employment in Northern Ireland.

Manpower Costs

11.003. The costs of personnel engaged on ADC are to be borne by the employing unit or task sponsor and charged against that UIN using the mechanism of Man Training Days (MTD). Pay is issued on an attendance basis as for routine TA duties. The use of ADC requires budgetary authority in accordance with TLB financial instructions. An authorized funding certificate as shown at **Annex A** is to be provided by the sponsor with justification.

11.004. ADC tasks are only available when it is necessary to use this Term of Service to meet the needs of the Army.

11.005. ADC funding must be in place before an ADC task is advertised or an individual is invited to sign a commitment. If an ADC task is authorized by MS Reserves, the funding certificate is to be forwarded to the APC, Reserve Manpower Augmentation Cell (RMAC).

Procedures for Taking up ADC

11.006. Eligibility. Service under ADC TACOS is only available to members of the Reserve Forces (TA or Reg Res/RARO).

- a. *Employment Criteria.* Employment will usually be in a post that is compatible with:
 - (1) The rank and capabilities of the officer, or,
 - (2) The rank, CEG, classification, qualifications, experience and, normally, cap-badge of the soldier.
 - (3) Individuals must be medically and dentally fit to the standard required for that post and should not require routine medical PULHEEMS assessment.
- b. *Dual Employment.* Reservists in receipt of full time military rates of pay from the MoD may not be paid in addition for attendance at TA Training or ADC. ADC is not therefore available to any personnel serving on FTRS / NRPS or mobilized service. Personnel are not eligible to start an ADC until the FTRS commitment has ended. However, it is possible to hold a simultaneous ACF/CCF appointment whilst on ADC.

11.007. Applicants are to apply for ADC using the form at **Annex B**, allowing sufficient time prior to appointment for processing to be completed. An ADC as shown at **Annex C** will be issued and must be signed before taking up an appointment. It is an individual responsibility to ensure understanding of the personal and financial implications of ADC employment; generic information is available in **MMP/123**.

11.008. Authorization of a Commitment.

- a. **Annex D** specifies the types of ADC employment, and the requirement for advertising, funding and selection. The rank of the individual nominated for ADC requires the following authority for selection:
 - (1) Lt Cols and above – to be selected by MS [Reserves] APC.
 - (2) Majors – to be selected by Bde Board.
 - (3) Capts and below – to be selected by CO.
- b. Following endorsement of the application by the Authorizing Officer, as specified at **Annex D**, APC, Bde or Commanding Officer of the employing unit is to countersign the declaration to an Additional Duties Commitment at **Annex B**.

11.009. There is no requirement for an ADC employee to be inducted through RTMC. Individuals must be in date with MATT 6 and conduct the WIP requirements of the employing Unit.

11.010. Duration of Service - Minimum and Maximum. The normal maximum aggregate period that personnel can serve on ADC is 42 months, with individual commitments issued for a maximum of 12 months (bounded by the training year). Reserve liability must not end before the expiry date of the ADC. The application forms are at **Annex B**. Note that the minimum commitment for ADC is one day (or part days that aggregate to one day) per week for a minimum of four weeks. The maximum in any 12 month period (bounded by the Training Year) is limited to 180 days, which includes all entitled leave. Reserve liability must not end before the ADC expiry date.

11.011. Reserve Liability. If an extension of Reserve liability is not granted prior to an ADC starting, the commitment is to be limited to the current retirement date.. The length of commitment between the maximum and minimum is to be by mutual agreement of the applicant, and the employing unit or branch, in agreement with the Authorizing Officer.

11.012. Voluntary Training or Other Duties. Voluntary Training or Other Duties (VTOD) may be granted in addition to ADC provided that the combination with ADC does not exceed 180 days. VTOD must not be used for more than 90 days, continued employment above this threshold must be on ADC or the MoD will breach the **Working Time Regulations 1998**. The minimum Mandatory Training under Section 22 of **RFA 96** may take place in addition to the maximum 180 days.

11.013. High Readiness Reserve (HRR). Individuals are permitted to start an ADC whilst currently holding an HRR liability, provided this is declared to the ADC employing unit during the selection process. Once employed on ADC, employment on all other forms of Reserve liability (including mobilisation or HRR) can only be entered into with the prior approval of the Parent and ADC employing Units. Such change will require the completion of a Variation Order.

11.014. TA Group C – Sponsored Reserves. Sponsored Reserves (SR) are only eligible to enter into an ADC if arrangements have been agreed with their employer and confirmed in writing.

11.015. Transitional Members. Transitional members have a liability to call-out under **RFA 80** that is more restricted than under **RFA 96**. Those members of the Reserve who are Transitional members must voluntarily transfer to **RFA 96** prior to starting an ADC as per **RFA 96**, Schedule 9, para 4.

Military Training

11.016. TA appointments can continue to be held during a period on ADC, but training must not interfere with his ADC duties. TA Personnel remain eligible for a TA Training Bounty in accordance with **JSP 754**, but any paid working days spent on ADC duties may not count as training days towards bounty. (Where possible, Commitments should be structured so that individuals can either attend Annual Camp or training in lieu as defined in **paras 2.031, 2.036 - 2.056 and 2.098**.)

11.017. Any MATTs completed are to be recorded on JPA and confirmed to the Parent unit.

11.018. Personnel on ADC from the Regular Reserve are not eligible to earn a bounty.

11.019. Special Training. In addition to normal TA unit training and MATTs, specific training required to ensure that an individual can perform his primary ADC duties safely and effectively is to be provided or arranged by his ADC employment sponsor. ADC employment should not usually require significant training. Where such training makes the individual liable to give a minimum period of service after completion of the training, or to amortize training costs, he is to be informed of this fact before being invited to sign an ADC Commitment.

Procedures for Joining

11.020. The Trawl. Tasks that are not for the extended employment of a specific individual or a combination of extended and secondary duties that are best carried out by the same individual are to be advertised as follows:

- a. *Unit Tasks.* Tasks for which a unit or units have been nominated to provide personnel are to be advertised within the units concerned.
- b. *Secondary Tasks.* Secondary tasks are to be advertised through Brigade, Divisional and Command Routine Orders and may be included on the APC sponsored, Reserves Assignments Opportunity List (RAOL).

- c. Authorized Backfill.* ADC employment to fill gapped/vacant UKP or FTRS posts are to be advertised through Brigade, Divisional and Command Routine Orders and included on the RAOL.

11.021. Advertisement. The advertisement is to include the following information:

- a.* Job Title, rank, the title of the employing unit or HQ.
- b.* Job description including the responsibilities the individual will be required to perform.
- c.* The location of the post at which the duties are to be performed.
- d.* The period of the ADC showing start and finish dates for each period of duty.
- e.* Details of the work commitment, *i.e.* the number of days or part days per week throughout the period. (The ADC is to specify the days of the week and, for periods of work of less than one working day, the start and finish time of duties for each day.)
- f.* Medical standards acceptable for the post.
- g.* Qualifications and skills required for the post.
- h.* Details of any special training to be undertaken before taking up the post, and if appropriate, whether attendance at such training carries any time bar on discharge and/or financial penalty if the required length of service is not given.
- i.* Details of terms of revocation.

Career Management

11.022. Rank, Promotion and Career Management Policy. ADC is not a career in itself. TA careers and promotion are based on normal TA service. Time spent on ADC outside a TA unit is to be reported on, and taken into account by Promotion Boards and Career Managers. ADC is entered into in the substantive rank held by the individual.

11.023. Rank. Rank on appointment will be appropriate to that of the establishment vacancy or as determined for the Commitment. Normally personnel on ADC will retain the same rank they hold in the TA although they can elect to apply for a post with a lower rank in which case they are both paid at, and wear, the lower rank.

11.024. Promotion.

- a.* If an individual is selected for promotion by his parent TA unit while serving on ADC, he may be promoted to his new rank and paid as such provided:
 - (1) He is filling a rank-ranged ADC appointment and holds the appropriate lower rank.
 - (2) There is a vacancy in the Unit/HQ with which he is serving for an officer/soldier of that rank, and
 - (3) His promotion is approved by the commanding officer of the ADC employing unit and MS [Reserves] APC.If these criteria cannot be satisfied, promotion may not be effected until completion of the ADC commitment, whereupon promotion is to be backdated for seniority purposes only, to the date on which it otherwise would have been effective.
- b. Acting Rank.* Officers and soldiers serving on ADC may be permitted to hold acting rank with the authority of MS [Reserves] APC or to receive substitution pay in accordance with **JSP 752**. Acting rank will normally only be granted to those qualified to hold the higher rank. Officers and soldiers of the Reg Res may only be granted Acting Rank for the duration of an ADC.

11.025. Career Development. The responsibility for career management of ADC personnel rests with the Parent TA unit. Employing officers are to allow ADC employed Officers and Soldiers the opportunity to attend career and other courses if applicable.

11.026. Annual Reporting. Reports are to be completed in accordance with **JSP 757**.

Changes to an ADC Engagement

11.027. Variations. Under the authority of Sect 25(4) (a) **RFA 96** an ADC may be varied by completion and distribution of a Variation Order (VO) as specified at **Annex E**. Both the employing officer and ADC employee must agree to the variation. If either party does not, then the original commitment stands. Variation orders are not intended to allow unlimited freedom and are used to change the days or hours of attendance. Alternatively, an ADC can be supported by VTOD, but the combination must not exceed 180 days. Once employed on ADC, employment on all other forms of Reserve liability (including mobilization or HRR) will require the completion of a Variation Order.

11.028. Extension / Reduction in Days. An extension or reduction in days to an ADC is to be treated as a new commitment, not a variation and a new ADC must be entered into in accordance with the extant rules.

Ending a Commitment

11.029. Conclusion of an ADC. On completion of the specified period of ADC, unless a new commitment is to be entered into, the individual will revert to the Service person's former status as a member of the Reserves.

11.030. Revocation by an Authorized Officer (Sect 25(4)(b) RFA 96. An ADC may be revoked before the start of employment by written notice from the Authorizing Officer. If a commitment is revoked it is treated as if it were never

made. Once started, an ADC may be revoked at any time, with 30 calendar days notice by CM Ops APC (*see Reserve Forces(Army) Regulations 1997*, Schedule 8, Regulation 16).

11.031. Termination through Discipline Action. All officers and soldiers are subject to military law and therefore the normal disciplinary rules apply at all times. Individuals on ADC are subject to **AGAI 67** in the event of misconduct or inefficiency.

11.032. Task Ceases. In the event that the foreseen requirement for a particular task ceases by disestablishment of the post or similar event, the Army may terminate an ADC with 30 calendar days notice.

11.033. Mutual Consent. Any ADC may be terminated by mutual consent.

11.034. Termination of Service. An individual whose normal engagement/service ends before completion of an ADC is not entitled to be discharged or to retire/resign until the ADC is completed. Action is to be taken by the individual's parent unit to ensure that an extension of service is granted before entering into any ADC.

11.035. Outstanding Leave. In all circumstances, outstanding leave must be taken within the ADC commitment and terminal leave must be taken in the final 30 days of a commitment. On completion of the specified period of an ADC, unless a variation or a new Commitment is or has been negotiated and signed to be continuous with the current ADC, the individual will return to his former status and terms and conditions of service as a member of the TA.

11.036. Applications for Reinstatement in ADC Service. Should a Reservist wish to be offered reinstatement in ADC after his period of permanent service has expired, he is to apply in writing to MS [Reserves] APC by the third Monday after his permanent service expired.

11.037. Mobilized Service. Personnel serving on ADC are liable for call out in accordance with their pre-existing Reserve status. Whilst called out their ADC liability ceases, but the commitment funding and duration remain unchanged. On demobilization there are two scenarios:

- a. *Demobilization before ADC Expiry.* The Reservist is entitled to return and complete the unexpired portion of that ADC, in accordance with the original end date.
- b. *Demobilization after ADC Expiry.* If it is reasonable and practicable to do so, the individual is to be offered continued service in the same or a similar post to that in which the Reservist served in ADC prior to mobilization, under terms and conditions of service no less favourable than those in force for that prior Commitment. The individual is to be treated as if the **Reserve Forces (Safeguard of Employment) Act 1985** applied, with the Army as the former employer.

11.038. Civilian Employment and Educational Commitments. An ADC cannot be entered into unless an applicant can ensure that his normal civilian employment or educational commitments will permit the Reservist to undertake the specified duties on the days and at the times agreed.

Bounties, Pay and Pensions

11.039. Training Bounties. ADC service does not count towards Bounty earning requirements. These must be completed under Mandatory Training (Section 22 **RFA 96**) as a member of the TA. However, any MATT tests completed while on ADC duties are to be recorded by the ADC sponsor unit and the details passed to the TA Parent unit with a copy of the appropriate certificate/nominal roll. Failure to comply with this instruction could deny a Reservist eligibility to claim bounty. These documents are supporting vouchers for the Imprest account and the TA parent unit CO's Certificate of Efficiency. They must therefore be retained by the parent unit for six years in accordance with **JSP 501**.

11.040. Unit Personnel Administration. Personnel are to be administered by their Employing Unit for all pay and documentation matters relating to the ADC. At the Start of the ADC they are to have a new ADC contract and assignment created on JPA; this becomes the primary assignment. The new contract and assignment are in addition to the existing TA contract and Assignment.

11.041. Pay Documentation. Attendance Registers (AR) recording only ADC attendance are to be submitted to the employing unit's administration staff. The abbreviation "ADC" is to be printed underneath the AR title and the "Trg Code" column is to be annotated as 'Training Code F'. The certificate is to be signed by the employing officer in the host unit and retained for audit purposes in accordance with para 3.50 of **JSP 501**. Attendance Register details, for ADC personnel, are to be transferred onto JS **JPA Form E019** spreadsheet for upload to the individuals JPA record and payment on the next JPA pay run.

11.042. Rate of Pay. Personnel on ADC duties are to be paid the normal TA rate of pay, in accordance with **JSP 754**. Depending on the duration of duties, individuals are to be paid for quarter, half, three quarter and whole days as laid down in **JSP 754**, Chapter 4, Section 2.

11.043. Reckonable Service. Calendar periods of ADC count as reckonable service for pay purposes. (Paid days include working days, paid leave days, stand down days and public holidays.)

11.044. On Call Status. If a Commitment specifies that an individual is to be on call during specified dates and times, then this is to count as paid working time on ADC. If an individual is called in for extra duties at any other time, then the commitment is to be varied with the agreement of the individual concerned.

11.045. Sick Pay. Personnel on ADC who are granted sick leave are entitled to be paid for those certified days or part days when they would otherwise have been on duty.

11.046. Maternity Pay. Female personnel on ADC are entitled to receive Maternity Pay in accordance with Service regulations but only for the days that their ADC required them to work. Female personnel are not to have their ADC terminated on grounds of pregnancy.

11.047. Pensions. ADC paid days are reckonable for pension purposes in accordance with the Reserve Forces Pension Scheme (RFPS) and qualifying service may be aggregated with periods of FTRS or mobilized service. ADC cannot be aggregated with former Regular service under either AFPS 75 or AFPS 05 for pension purposes. Full details are available from the Service Personnel and Veterans Agency (SPVA).

11.048. Abatement of Pension. In accordance with HM Treasury rules, anyone in receipt of an Armed Forces pension is liable to have that pension abated on re-employment within the Services. The Authorising Officer is to ensure that any serviceman considering an ADC, who is already in receipt of an AFPS pension, is warned of the risk of Service pension, Service Capital Payment (SCP) or Early Departure Payment (EDP) abatement, repayment or suspension from the start of the commitment. The rules are complicated and individuals must seek advice before entering into an ADC.

Allowances, Charges and Entitlements

11.049. Allowances. Personnel serving on ADC are entitled to allowances in accordance with the eligibility criteria of the relevant sections in **JSP 752**. Any exceptional case must be approved by JPAC before a commitment is signed.

11.050. Resettlement. There is no entitlement to any resettlement allowances or package associated with ADC service.

11.051. Annual Leave Allowance. Personnel on ADC are granted leave in accordance with **JSP 760** Ch 1. Currently this is three days leave for every 26 working days completed and one day of terminal leave for every 21 working days. Leave is not normally taken until the first three weeks of the Commitment have passed.

11.052. Public Holidays. A Reservist will be eligible to be paid for a proportion of the public holidays and stand downs granted (normally up to eight days a year); these are to be calculated on a pro-rata basis in accordance with **JSP 760**. Currently, within every 26 paid duty days, there is an entitlement to one day of public holidays/stand down.

11.053. Terminal Leave. Terminal leave is to be granted up to a maximum of seven days, on the basis of one days leave for every 21 days paid working days. Terminal leave cannot be carried forward into a new commitment.

11.054. Carry Forward of Leave. Leave may be carried forward under the normal rules from one leave year to the next if the period of ADC permits. Any leave not taken within the ADC period cannot be carried forward into a new ADC and there is no compensation for leave untaken.

11.055. Maternity Leave. Pregnant servicewomen on ADC are to be granted the same entitlements as Regular personnel for the days they would have been committed to work *i.e.* one day per week would entitle the servicewomen to a day's pay per week for the first 26 weeks or the end of the commitment, whichever comes first. This will not alter the last day of ADC. Detailed regulations are in 2010DIN01-073.

11.056. Medical and Dental Care. Personnel serving on ADC are not entitled to Service medical and dental care. In all cases of emergency at their place of duty, all ADC personnel may be treated by Service medical or dental staff.

- a. Where an attributable disability occurs during a period of ADC duty, the individual will be entitled to the benefits laid down in **JSP 754**, Chapter 4, Section 4. The employing unit is to initiate the appropriate MOD Forms as laid down in **Chapter 8** (to TA Regs).
- b. Where an attributable death occurs during a period of ADC duty, **JSP 765** (Armed Forces Compensation Scheme) and the **Reserve Forces (Attributable Benefits) Regulations** should be referred to. These provisions are summarized in the explanatory booklet Reserve Forces Pension and Compensation Benefits **MMP/123**.
- c. Where a period of sickness is for less than seven calendar days *i.e.* when there is no medical certificate due to self certification, individuals are to comply with their employing unit's Standing Orders.

11.057. Clothing and Equipment. There is no entitlement to additional clothing or equipment solely on the basis of ADC employment. If the nature of the appointment requires additional clothing or equipment, it is to be provided to the appropriate scales.

11.058. Single Living Accommodation (SLA). ADCs do not include an entitlement to SLA.

- a. Where accommodation is available and permission has been given by the CO, individuals may exceptionally occupy SLA at the entitled rates but only at the Duty Station. Accommodation cannot be guaranteed for the duration of a commitment and if SLA is subsequently required for entitled personnel then the ADC employee will be required to vacate with no subsequent rights to SLA, although they may reapply. SLA at entitled rates can only be for the night before, or after, a day attended on ADC, but not both.
- b. Personnel employed on ADC are entitled to occupy SLA if temporarily detached from their Employing Unit on duty or undergoing training at a Defence establishment, requiring overnight accommodation.
- c. If the individual serving on ADC is moved to meet the needs of the Service during a commitment and where the new duty station is not within reasonable daily commuting distance from their permanent home address, the

individual may be eligible to occupy SLA at entitled rates. It does not apply to ADC personnel taking up their first or subsequent commitments. The criteria of 1.5 hours or 50 miles are to be used as the normal guideline.

11.059. Service Family Accommodation (SFA). Personnel employed on ADC duties are not entitled to SFA.

Miscellaneous Provisions

11.060. Discipline. Personnel serving on an ADC are subject to military law during each day or part day that they are carrying out ADC duties within the specified hours. While attending for duty on an ADC, the Commanding Officer is the CO of the ADC employing unit or HQ. Personnel are to be classified as on Category C2 duty from the time of reporting to the employing unit and until they leave the premises of the employing unit. This is in addition to the normal circumstances under which TA personnel are subject to military law when attending training or duties with their parent TA unit.

11.061. Compulsory Drugs Testing. All ADC personnel are liable to compulsory drug testing.

11.062. Electoral Register. ADC personnel are not entitled to register as Service Voters.

11.063. Jury Service. Officers and soldiers are not excused jury service as of right under the **Juries Act 1974**. To claim exemption, the same rules apply as for Regular personnel via the unit CO.

11.064. Welfare Support. Officers and soldiers on ADC are entitled to the same level of welfare support as any other non-deployed TA or Reg personnel.

11.065. Career Breaks. Personnel serving on ADC TACOS are not entitled to Career Breaks (CB). They may, however, apply exceptionally for Special Unpaid Leave (SUL) in accordance with **JSP 760** Ch 17.

Contacts

11.066. The following points of contact are available to give advice in their subject areas:

- | | |
|---|---------------------------------|
| <i>a. Terms of Service.</i> DM(A) – SO2 Res | 94391 6137. |
| <i>b. Financial Conditions of Service.</i> JPAC Enquiry Centre | 94560 3600 (civil 0800 083600). |
| <i>c. Processing of Regular Res Applications.</i> APC FTRS Helpdesk | 0800 389 6585. |
| <i>d. Reserve Liability.</i> APC Reserves Helpdesk | 94561 8777 or 8810. |

**ANNEX A TO CHAPTER 11
ADDITIONAL DUTY COMMITMENT ADC - FUNDING CERTIFICATE**

1. **Introduction.** The costs of personnel engaged on ADC are to be borne by the employing unit or task sponsor and charged against the employing UIN using the mechanism of Man Training Days (MTDs). Pay is issued on an attendance basis as for routine TA attendance. This funding certificate is to be provided by the sponsor and forwarded to the authorized HQ funding the activity.

2. **Details of Officer/Soldier¹ Engaged on ADC.**

Number:

Rank and Name:

Employing Unit/Staff branch:

Start of ADC Contract Period:

Period of ADC:

Purpose of ADC:

Justification:

.....

.....

.....

3. **Budget Manager Authorization.** I understand that the officer/soldier named above is to be employed on an ADC contract for the period stated to be charged to the following:

UIN:

Signed:

Name:

Date:

1 The personal details may be left blank until the activity is funded.

**ANNEX B TO CHAPTER 11
APPLICATION FOR RESERVE SERVICE
ON AN ADDITIONAL DUTIES COMMITMENT**

Part A

(To be completed by the applicant)

Explanatory Notes

This Form should be used if you wish to apply for Reserve Service on an Additional Duties Commitment. You are not committed to any obligations by completing this form. If your application is accepted, you will be asked to complete and sign an Additional Duties Commitment. This will give you the date on which you must start your period of Reserve Service on an Additional Duties Commitment and will explain the duties you must perform. Before completing this application, you should read JS publication **MMP/123**(Reserve Forces Pension & Compensation Benefits) to make sure you understand the general rules affecting your Terms and Conditions of Service. If in doubt, seek advice.

Please complete this form in black ink or a ball point pen, in block capitals. It is important that you ensure that Part A of this form is completed in good time so that Part B can be completed and forwarded to the Authorising Officer in time for you to be considered for the post you are seeking.

- 1. Surname _____
- 2. Forenames _____
- 3. Name at birth if different from present name _____
- 4. Home Address _____

- 5. Rank _____
- 6. Army Number _____
- 7. Current Unit _____
- 8. Date of Enlistment / Commissioning _____
- 9. Age _____
- 10. Date of Birth _____
- 11. Nationality _____
- 12. National Insurance Number _____
- 13. Current Income Tax Code _____
- 14. Qualifications _____
- 15. Former Regular Service Details
 - a. Date of Enlistment / Commissioning _____
 - b. Last day of Regular Service / Type of Service _____
 - c. Are you in receipt of a Service Pension? Yes / No _____
 - d. Did you leave under redundancy terms? Yes / No _____
 - e. Did you elect to commute part of your pension on leaving the service? Yes/ No _____
- 16. ADC Post Details
 - a. Title of Post _____
 - b. Date Commitment due to start _____
 - c. Date Commitment due to end _____
 - d. Location _____
 - e. Number of days a week available for work _____
 - f. Day or Days to be worked e.g.. Mon and Tue _____
- 17. High Readiness Reserve
 - a. Do you currently have an HR liability? Yes / No _____

Declaration

I wish to apply for the post described above. I understand that if my application is accepted I will have to enter into an Additional Duties Commitment before I can be employed in this post. I understand that once I have signed that Commitment I am legally committed to serve for a period of Reserve Service and must report for duty as stated in the Additional Duties Commitment.

I understand that the Commitment may be varied at any time with my consent. I also understand that the Commitment can be revoked by written notice from an authorized officer before the employment starts or at any time during the Commitment, at my request or by the service, with at least 30 calendar days written notice from an authorized officer.

I certify that I am aware of the Terms and Conditions of an Additional Duties Commitment and of the obligations stated for the post for which I am applying. I understand that my ADC liability will be suspended if I am called out under RFA 96 and that I am not permitted to actively seek alternative military employment during an ADC without the prior agreement of my employing Unit.

Signature _____

Date _____

Part B

Commanding Officer's Comments

18. I confirm that I have checked the documents (including medical documents) of this applicant for ADC and confirm that he/she is suitable for the post applied for/any ADC post, meets the criteria required, meets the minimum medical criteria laid down in AGAI 99 and is not a Transitional Member. The applicant is / is not currently serving on the High Readiness Reserve (HRR).

Signature _____

Name _____

Rank _____

Appointment _____

Date _____

Part C

(To be completed by the authorizing HQ or APC, as applicable, and a copy returned to the applicant's unit)

19. I certify that I have checked the documents and medical and dental categories of this applicant for ADC service and the criteria for the post applied for. I confirm that he/she is suitable for employment in the post of

_____ with _____ *(insert unit / HQ)*
With effect from _____ until _____ *(insert dates)*

or

20. The applicant is ineligible/unsuitable* for the appointment shown/any form of ADC service* for the following reasons:

21. In view of former regular service and receipt of terminal benefits he will be obliged to:

- a. Refund the sum of £ In respect of his Special Capital payment.
- b. Refund the sum of £ In respect of his Terminal Grant.
- c. Refund the sum of £ In respect of his Resettlement Grant.
- d. Refund resettlement commutation at the rate of £ Per day for each day of paid service in ADC.
- e. Have his retired pay/pension abated by the sum of £ A month for the duration of his ADC to make good recovery of the sums shown in sub-paragraphs "a" to "d".

Signature _____

Name _____

Rank _____

Appointment _____

Date _____

* *Delete as appropriate*

**ANNEX C TO CHAPTER 11
ADC COMMITMENT**

Reserved

**ANNEX D TO CHAPTER 11
CATEGORIES OF EMPLOYMENT AND RESPONSIBILITIES**

Category	Purpose	Examples	Sponsor	Authorizing Officer	Advertiser	Funder	Selection and Assignment
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Extended Duties	For TA personnel to carry out duties relevant to their appointments, but beyond mandatory training liability.	TA Recruiting Activities. TA Welfare duties	Unit CO	Command / Functional Bde HQ / Div Comd Fmn Comd	CO	CO	CO
Secondary Duties	To meet local requirements for part time TA manpower in addition to or separate from extended duties but relevant to their normal appointment.	Assistance to other Units or Parent Fmn HQ due to pinch trade shortfalls, <i>e.g.</i> RLC Chef assisting at other unit. Units nominated to provide personnel for specific tasks such as training support, RF Bde Exercise Staff or Project Teams.	Task Sponsor	Command / Functional Bde HQ / Fmn Comd	Advertise through Routine / Unit Pt 1 Orders. Bde & Unit Websites	CO (Employing Unit)	RF Bde HQ / TAC / CVHQ. CO
To meet	Appraisal Project Teams	Task	Col MS Res	RAOL	Task	MS Res,	

