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02 August 2022

Dear [REDACTED],

Thank you for your email of 4 July 2022 in which you requested the following information:

“Please provide copies of any correspondence in relation to the 2011-2014 Gurkha Redundancy that will indicate what was the reason for the Redundancy and the terms of the scheme.”

I am treating your correspondence as a request for information under the Freedom of Information Act (FOIA) 2000. A search for the information has now been completed within the Ministry of Defence, and I can confirm that the information is not held.

Under section 16 of the FOIA (advice and assistance), you may wish to know there was no specific Gurkha Redundancy scheme between 2011-2014. However, there was the Armed Forces Redundancy Scheme (AFRS) during this time period and within this scheme, Gurkha redundancies were included. I have therefore attached four Defence Information Notices (DINs) from the time period which may assist with your request. Please be aware that only the annexes relevant to Gurkhas have been included.

If you have any queries regarding the content of this letter, please contact this office in the first instance. Following this, if you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely,

Personnel 5
Army Policy & Secretariat

DEFENCE INSTRUCTIONS AND NOTICES

(Not to be communicated to anyone outside HM Service without authority)

Title:	Army Compulsory Redundancy DIN
Audience:	All Regular Army Personnel
Applies:	4 April 2011
Expires:	When rescinded or replaced
Replaces:	
Reference:	2011DIN01-097
Released:	April 2011
Channel:	01 Personnel
Subject:	Compulsory Redundancy Programme - Regular Army Personnel
Content:	Tranche 1 of the Redundancy Programme
Sponsor:	DM(A)
Contact:	Army Redundancy Cell (ARedC) - [REDACTED]
Keywords:	Redundancy
Related info:	
Classification:	UNCLASSIFIED

This DIN tells you where we are looking to make reductions in manpower, and gives the approximate size of those reductions. The selection board will decide who, from these groups, will be made redundant – you can let them know you would like to be made redundant by applying. If you don't apply, and, at the date redundancy notices are issued you are already on or are preparing for operations for which you will be in receipt of Operational Allowance (for the vast majority of you this is Afghanistan), you will not be made redundant.

References:

- A. 2010DIN01-187 Regular Armed Forces Redundancy Programme – Oct 10.
- B. 2010ABN15-11 Army Compulsory Redundancy programme – Tranche 1 Update.

Introduction

1. The Strategic Defence and Security Review (SDSR) White Paper outlined a requirement to restructure the Army and reduce to a Whole Army Strength of 94,350 by 1 Apr 15. The measures required to achieve this reduction will, in addition to normal manning controls and natural wastage, include a redundancy programme comprising four tranches. There will be in the region of 5000 Army redundancies over the period Sep 11 to Apr 15. The RN and the RAF are undertaking similar programmes within the overall Armed

Forces Redundancy Programme, with minor adaptations taking account of the differing needs and terms of service. The redundancies undertaken as a result of the SDSR will be implemented in a manner which does not undermine the Army's ability to maintain its current operational commitments in Afghanistan.

Aim

2. This DIN aims to inform all Army personnel and the Chain of Command (CoC) of the details of Tranche 1 of the Army Compulsory Redundancy Programme.

Terminology

3. Personnel should familiarise themselves with the terminology and definitions in the table below prior to reading the remainder of the DIN.

Ser	Redundancy Term	Definition
(a)	(b)	(c)
1	Field	For the purpose of eligibility Army personnel will be broken down into Redundancy Fields on the basis of Arm/Capbadge, Substantive Rank and Career Employment Group. Fields will be further defined by Length of Service (Manpower Planning) for the ranks of Pte to Maj, and by Engagement Expiry Date (EED) for Lt Col and above
2	Eligible Personnel	Personnel who fall within the prescribed redundancy fields
3	Applicants	Eligible personnel who apply to be considered for compulsory redundancy
4	Non-applicants	Eligible personnel who do not apply to be considered for compulsory redundancy but sit within a valid redundancy field and who may be selected for compulsory redundancy
5	Tranche	A phase of redundancy
6	Exclusion Criteria	Those additional criteria that will result in an otherwise eligible person in a redundancy field being excluded from consideration and/or selection for redundancy
7	Special Capital Payment (SCP) and Compensation Lump Sum (CLS)	A payment which is given to compensate a Service Person for the imposition of a premature end of engagement. SCP applies to those who are members of AFPS 75. CLS applies to those who are members of AFPS 05.
8	Engagement Expiry Date (EED)	The date at which a Service Person's current engagement comes to an end
9	Army Redundancy Cell (ARedC)	The ARedC (based in the APC) will be the Army's focal point for the execution of the redundancy process including the management of issues, notification of eligibility of individuals, collation and acknowledgement of applications, and the promulgation of notifications of selection for redundancy

Scope

4. This DIN covers the Army Compulsory Redundancy Programme for Tranche 1 only. It covers the following areas:

- a. Eligibility.
- b. Exclusions.
- c. Notification and Selection Procedures and Processes.
- d. Financial Implications.
- e. Reserve Liability.
- f. Resettlement Entitlements.

A separate DIN will be published for each of the redundancy Tranches 2-

4. **Service Authority for Redundancy**

5. Reference A gave notice that changes to the Armed Forces, as directed by SDSR, would require a reduction in Service personnel. These personnel reductions are to be achieved through a phased programme of compulsory redundancy which will be undertaken in accordance with:

a. Armed Forces Redundancy Scheme 2006 (AFRS 06) – for those members on the Armed Forces Pension Scheme 2005 (AFPS 05).

b. Armed Forces Redundancy Scheme 2010 (AFRS 10) – for those members on the Armed Forces Pension Scheme 1975 (AFPS 75).

6. The authority under which the Army Compulsory Redundancy Programme will take place is based upon the following:

a. For Officers – Article 197 of the Promotions and Appointments Warrant 2009.

b. For Soldiers – Paragraph 9.409 of Queens Regulations for the Army 1975 as directed by Statutory Instrument No. 1091 (2009) – The Armed Forces Discharge and Transfer to the Reserve Forces (No.2) Regulation 2009.

c. During the period of the programme of redundancy in accordance with the SDSR, or until such other time as the Defence Council or Army Board directs, officers of the rank of Brigadier shall not be retired under Article 189 of the Promotions and Appointments Warrant 2009; such officers shall be entitled to be selected for retirement on redundancy in accordance with Article 197 of that Warrant.

7. The composition and structural makeup of the compulsory redundancy fields is the responsibility of the Director Manning (Army) while the selection of both Applicants and Non-applicants will be undertaken by the appropriate Grading and Selection boards as directed by the Military Secretary.

Equality and Diversity impact Assessment

8. A full Equality Impact Assessment has been carried out in order to ensure that Army redundancy policy has been developed in a manner that provides due regard of potential indirect discrimination for groups with protected characteristics in accordance with the Public Sector Duty.

Eligibility

9. **Redundancy Fields.** A list of Tranche 1 Redundancy Fields is at Annex A. Only those personnel who fall within a designated redundancy field and who are not excluded against the criteria at Para 20, are eligible for compulsory redundancy and will be considered for selection either as an Applicant or Non-applicant. Officers and soldiers will be notified through the CoC if they are considered to be eligible for redundancy. A full list of eligible personnel by redundancy field for Tranche 1 will be published separately by the ARedC, through MS representatives, on 4 Apr 11.

10. **Substantive Ranks.** Eligible personnel already boarded and selected for promotion to Substantive Rank but who are yet to be actually promoted will be considered for

redundancy in their new Substantive Rank¹. Those eligible personnel not already selected for promotion will be considered/selected against their Substantive Rank held on the date of promulgation of this DIN. If you are selected for promotion between 4 Apr – 1 Sep 11, your selection will be provisional on the results of redundancy. Those personnel who are subsequently selected for redundancy (either as an Applicant or Non-applicant) will not be considered and boarded for promotion to Substantive or Acting Rank. Acting Rank may be retained until the point of discharge/retirement, subject to such personnel continuing to occupy a post that justifies its retention.

11. Reports in Rank. All eligible personnel may apply for compulsory redundancy within a given field irrespective of the number of reports they hold in that rank, although only those holding 2 or more reports in the same rank², as at the date of the relevant Grading and Selection Board will be graded, and may be selected for redundancy as Non-applicants.

0. Main Trade for Pay. Individuals will be considered for eligibility and selection for redundancy under their Main Trade for Pay. In the case where individuals are dual traded, they may apply to transfer to their secondary trade at any time during the redundancy process. Holding a secondary trade is no guarantee of a successful application to transfer; vacancies in the secondary trade must exist and all applications are subject to approval by the Arms and Service Directors.

1. Combat Operations. Personnel who are on land based Combat Operations that qualify for the Operational Allowance³, or who are within 6 months of an OA earning deployment (D-6), or on Post Operational Leave (POL) or accrued R&R as at the date of selection for redundancy (1 Sep 11 for Tranche 1) will not be selected as Non-applicants in Tranche 1; however, if they fall into a redundancy field they may still apply. For the purposes of eligibility, D-Day is defined as follows:

a. **Formed Sub-Units/Units.**

(1) Op HERRICK. For all those deploying as part of formed sub-units/units on Op HERRICK 15 or recovering from Op HERRICK 14, D Day has been defined as the date of Transfer of Authority (TOA) – 10 Oct 11⁴ and are therefore **only** eligible for redundancy as Applicants. For those on Op HERRICK 16, D Day has been defined as the date of TOA – 10 Mar 12⁵, and are therefore eligible for redundancy **both as Applicants and Non-applicants**.

(2) Other Combat Operations. For those deploying as part of formed sub-units/units, D Day will be defined by the respective sub-unit/unit Date of Transfer of Authority (TOA).

b. **Individual Augmentees.** D Day for individual augmentees will be defined as the individual Assignment Report for Duty Date irrespective of the date on which the individual actually deploys to theatre.

¹ Following selection a failure to pass in the relevant CLM will have no bearing on the redundancy decision; the individual concerned will, if selected, still be made redundant in their new or future substantive rank.

² Where an individual has a report in acting rank (e.g. in the case of those awaiting completion of CLM and have been subsequently promoted to substantive rank and received a second report in substantive rank) they will be taken into consideration by selection boards.

³ Exceptionally this includes all those personnel nominated as Battle Casualty Replacements and all personnel designated for the deployable contingent of the Theatre Reinforcement Battalion whether deployed or not.

⁴ By this definition, D-6 for H15 is 10 Apr 11.

⁵ By this definition, D-6 for Op H16 is 10 Sep 11.

14. Wounded, Injured and Sick. Redundancy and the medical employment policy contained in the PULHHEEMS Administrative Pamphlet 2010 (PAP 10) are distinct policies and must not be confused. However, there will be a number of individuals who are medically downgraded and eligible for compulsory redundancy by dint of being in a redundancy field. Detailed instructions on how the redundancy policy applies to these individuals is contained within Annex B. The following should be noted:

- a. Eligible personnel who are permanently below the minimum medical retention standard are not exempt from the compulsory redundancy programme, but if selected for compulsory redundancy either as an Applicant or Non-applicant, should be given the opportunity to gain the best outcome for them financially. All such eligible personnel are advised to apply to SPVA (through their unit HR representative) and an independent financial adviser for pension and compensation advice.
- b. Eligible personnel graded permanently L5 E5 (P8) or within a temporary medical grading (including those graded L5 E5 MND Temp (P0)) may apply for compulsory redundancy but will not be made redundant as a Non-applicant; should temporarily graded individuals subsequently gain a permanent status then they may be eligible for compulsory redundancy under subsequent redundancy tranches.

15. Maternity, Adoption and Additional Paternity Leave. Special provisions may apply to personnel on Maternity Leave, Adoption Leave or Additional Paternity Leave⁶. The key points to note:

- a. Applicants on such leave will be treated no differently from those who are not.
- b. Non-applicants on Maternity Leave, Adoption Leave or Additional Paternity Leave at the proposed last day of service (normally 12 months after issue of individual notifications of selection for compulsory redundancy – 31 Aug 12 for Tranche 1) may have additional protection from redundancy. Given the timescale involved, it is impossible for individuals to know if they will be affected by these provisions. Advice should be sought from the ARedC, should a Non-applicant be on such leave at their proposed last day of service.

16. Discipline. Pending or outstanding discipline/administrative proceedings do not disqualify otherwise eligible personnel from compulsory redundancy, either as an Applicant or Non-applicant. Further details are at Annex C.

17. Special Paid/Unpaid Leave and Career Breaks. Personnel on Special Paid, Unpaid Leave or Career Breaks who fall within a designated redundancy field are eligible for compulsory redundancy. Those selected for redundancy in Tranche 1 will have the same exit date as all others within that tranche, irrespective of the date they were due to return to full time service.

18. Return of Service. All eligible personnel with an extant Return of Service will still be considered for compulsory redundancy, either as an Applicant or Non-applicant.

⁶ Additional Paternity Leave is a new type of leave applying in relation to births due on or after 3 Apr 11 and to adoptions where notification has been received of being matched with a child for adoption on or after 3 Apr 11, as explained in 2011DIN01-037. It is not the same as ordinary paternity leave, which lasts for a maximum of two weeks.

Exclusions

19. **Redundancy Programme General Exclusions.** A list of fields excluded from all four tranches of redundancy was published in Reference B and for completeness is reproduced at Annex D.

20. **Tranche 1 Exclusions.** Those who meet the criteria below are excluded from consideration and are therefore ineligible for redundancy (either as Applicants or Non-applicants) in Tranche 1; even if they would otherwise fall within a given redundancy field:

a. **EED-3.** All personnel within 3 years of their Engagement Expiry Date (EED-3) as at 1 Sep 11, less for Brigadiers⁷ who will not be selected if at EED-2 as at 1 Jan 11.

b. **Notice to Terminate(NTT)/Premature Voluntary Release(PVR).** Service personnel who have already submitted their NTT or PVR will not be allowed to withdraw their letter for the purposes of redundancy.

c. **E2 Long Service List (E2 LSL).** All Personnel appointed to an E2 LSL post either on Continuance or on VENG (Long Career).

d. **Operational Pinch Points (OPP).** Those within the OPPs listed at Annex E. This includes personnel on a specified training course which will qualify them for the relevant OPP.

e. **Capbadge Specific Exclusions.** Those specific ranks and qualifications by capbadge detailed at Annex F.

Process

21. **General.** This section of the DIN will explain the process for personnel notified of their eligibility for redundancy. The key dates and activities are shown on the Redundancy Process Flow Chart at Annex G. For Tranche 1 the process of applying for redundancy and the conduct of the subsequent Grading and Selection boards will conclude with the issue on 1 Sep 11 of the redundancy notices to those who have been selected.

22. **Notification of Eligibility.** All eligible personnel will be notified formally by the CoC. The CoC are to confirm to the ARedC by NLT 8 Apr 11 that those individuals eligible for redundancy and shown as under their command have been attributed correctly, are shown against the correct unit and TLB, and have been notified.

23. **Length of Service (Manpower Planning) (LOS(MP)).** LOS (MP) is one of the key criteria by which personnel will be able to ascertain their eligibility for redundancy. Errors in the LOS (MP) data held against each individual eligible for redundancy in Tranche 1⁸ are to be reported by the individual through the CoC to the ARedC as soon as practicable but NLT than 31 May 11. Any individual who has not been notified that they are in a field but believes they should be included, should also check their LOS(MP) and report any errors through the CoC to the ARedC immediately. Individuals will be informed of any subsequent change of eligibility through the CoC.

⁷ Brigadiers are subject to a different EED exclusion for two related reasons: first, there will be no retirements under Article 189 (para 6c) for the duration of the compulsory redundancy programme unless the Army Board directs otherwise; and second, due to the reduced numbers that could otherwise be included in this field as a result of the average age of promotion into this rank.

⁸ As detailed in the list of eligible Army personnel promulgated by the ARedC.

24. Redundancy Calculator. Personnel will have access to the online Armed Forces Redundancy Calculator (AFRC) which will give an immediate forecast of both redundancy compensation and pension entitlements. The Redundancy Calculator, which is only available on the internet, can be found at <http://www.mod-rc.co.uk>. A guide to using the Redundancy Calculator is provided at Appendix 2 to Annex H. Personnel deployed in an OA qualifying location and without regular access to the internet may request from their unit HR Admin a hard copy of their pension and redundancy compensation forecast which will have been prepared by the SPVA Redundancy Cell and prepositioned in theatre. In early March a program error was identified, and subsequently corrected, in AFRC Version 1.1 in respect to the redundancy element. Version 1.2 of the AFRC was published on 16 Mar 11. Personnel should ensure they make their decision to apply or otherwise based upon the updated AFRC.

25. Sources of Advice. Routinely, no direct contact with eligible personnel will be initiated by the ARedC and SPVA will not action individual calls by officers or soldiers directly to the JPAC EC. Unit HR Admin and unit Career Managers will provide first line support to personnel for all matters concerning the end to end redundancy administration process. Signposting to sources of professional financial advice may be found in Annex I covering pension and redundancy benefits.

26. Application. Eligible personnel who wish to apply to be considered must do so within the stipulated timeframe using the application form at Enclosure 2 which must be signed and dated by the Applicant and sent direct to the ARedC. Duplicate copies of this form are also available on the Defence Intranet and from MS Web which can be accessed on the intranet via this [link](#). All applications must be received in hardcopy – either faxed or sent by post; no online or softcopy applications will be accepted. **Applications will only be accepted from those eligible personnel who fall within a stipulated redundancy field.**

a. Application Period. Applications must be received by the ARedC NLT 1700hrs (GMT+1) 31 May 11 and can be accepted only on the form at Enclosure 1; late applications beyond the stated deadline will only be accepted in exceptional circumstances. The ARedC will acknowledge receipt of applications direct to the Applicant. Where a response has not been received after 15 working days the Applicant is to contact the ARedC to confirm receipt.

b. Withdrawal of Application to be selected for Redundancy. Personnel may withdraw their application for redundancy up to 1700hrs (GMT+1) 31 May 11 using the form at Enclosure 2. Duplicate copies of this form are also available on the Defence Intranet and from MS Web which can be accessed on the intranet via this [link](#). Late applications for withdrawal beyond the stated deadline will only be accepted in exceptional circumstances.

c. Applying for Redundancy When Warned for Combat Operations. Applicants who are within 9 months of deploying on a combat operation as at the closing date for applications (31 May 11 for Tranche 1), but who have not yet deployed must understand **at the time of application** that they will be required to fulfil their operational commitment. The notice period for those selected for redundancy will commence at the end of their POL. Should an individual subsequently be warned for a combat operation after the closing date for applications and their application be successful, they will not be required to deploy.

27. **Boarding and Selection Process.** APC will conduct Grading and Selection boards in accordance with existing MS Practice, Precedent and Rules (PP&R). The following criteria and constraints may be applied:

a. **Grading.** Eligible personnel will be graded using the standard MS scoring guide taking into consideration an individual's performance, potential and wider employability⁹. Board members will assess individuals on the evidence contained in the candidate's Appraisal Reports or course reports which replace Appraisal Reports. Board members will not be made aware if an eligible person is an Applicant or not. This will only be disclosed once grading has been completed.

b. **Applicants/Non-Applicants.** Where possible in a given field type¹⁰ Applicants will be selected in preference to Non-applicants¹¹.

28. **Notification of Redundancy.** Personnel selected for redundancy will be notified individually on 1 Sep 11 by letter through the CoC. Commanding Officers will be required to formally interview all those selected for redundancy and witness their signing of a formal acknowledgement slip. Unsuccessful Applicants will also be notified individually via the CoC.

29. **Notice Period.** The notice period for Applicants is 6 months from the Date of Notification of Selection. Applicants in Tranche 1 will leave the Army on or before 29 Feb 12, except those Applicants on operations, whose notice period of 6 months will commence at the end of their POL. The notice period for Non-applicants is 12 months from the date of Notification of Selection. Non-applicants will leave on or before 31 Aug 12.

30. **Early Release Scheme.** Applicants and Non-applicants selected for compulsory redundancy may apply to be released from the Service early under the Early Release Scheme. Early release will be granted subject to the needs of the Service, although it is expected that a minimum of three months' notice will be required in order to allow SPVA to complete all redundancy entitlements processes. Exceptionally, personnel who apply for ERS for the purposes of redundancy whether as an Applicant or as a Non-applicant, will not be required to forego any of their Terminal Leave or Graduated Resettlement Time (GRT) subject to approval by the CoC. Personnel are also advised that those who apply to leave under the Early Release Scheme before the notified date of their redundancy **may, if they are unable to show good cause, be debarred from claiming Job Seeker Allowance for the period that they could have worked**¹².

31. **Resettlement.** Personnel selected for redundancy will qualify for the GRT to which they would have been entitled had they completed the commission/engagement on which they were serving when they were made redundant. Personnel selected for redundancy are defined as Normal Discharge Service Leavers. Specific details on the resettlement process, individual entitlements and resettlement responsibilities can be found in Annex I.

32. **Appeal Process.** Selected Non-applicants and Applicants who are not selected may appeal against the decision of the Redundancy Board, noting the following:

⁹ In line with extant practice this will include reference to the Manning Profile Sheet (MPS) but exclude reference to an individual's JMES grading given the unreliability of this record on JPA and the inability, when the grading is taken in isolation, to differentiate the relative impact on future employability.

¹⁰ That is, the same Arm/Service, rank and for soldiers CEG.

¹¹ This does not apply to OF5 and OF6 because these ranks are being treated as single cohorts with no differentiation or exclusion made by late capbadge.

¹² Further advice on eligibility for JSA may be obtained from local Jobcentre Plus offices.

- a. The appeal must be submitted in writing **within 30 calendar days** from the date of their acknowledgement of receipt of the Notification of Selection or non-selection. Those who appeal will be expected to demonstrate exceptional circumstances that were not known to the Selection Board at the time of the selection. The appeal will be decided on the basis of the new evidence presented by the Applicant in the context that the original decision was made.
- b. The redundancy appeals process does not prejudice an individual's statutory right to make a Service Complaint under Section 334 of the Armed Forces Act 2006 and the procedure outlined in JSP 831. However, the special to type redundancy appeals procedure will need to be exhausted before the Service Complaint will be considered.
- c. Full details of the appeals procedure will be promulgated separately as part of the notification of selection process.

33. Transfer. Individuals selected for redundancy who wish to remain in the Armed Forces will have an opportunity to apply for transfer to other areas of the Army and the other two Services where there are manpower shortfalls. All personnel are to note that opportunities for transfer are likely to be very limited, particularly to the other two Services. Confirmatory instructions and specific transfer opportunities will be issued prior to the notification of selection on 1 Sep 11. These instructions will include details on the process to be followed and timelines to be met should an individual wish to apply.

34. Current Transfers. Members of the Army who are currently in the transfer process between capbadges, or within their own capbadge, will remain so throughout the redundancy programme. However, individuals who fall in to a Redundancy Field in respect of their original capbadge/CEG will be considered in the redundancy programme. If an individual applies for redundancy against their original capbadge their transfer will be suspended. Any individual in a redundancy field who is not an Applicant for redundancy, whose transfer is complete¹³ by 28 August 2011 will not be made redundant and will serve in their new capbadge. Individuals in the transfer process, who are selected for redundancy, and have not completed the process by 28 August 2011 will have their transfer stopped, but they may apply again for transfer under the redundancy specific transfer policy, just as for all others selected for redundancy.

35. Reserve Liability.

a. Soldiers. Soldiers selected for compulsory redundancy will have their service terminated in accordance with Queen's Regulations paragraph 9.409 and as such will have no regular reserve liability.

b. Officers. In accordance with Article 207 of the Promotions and Appointments Warrant 2009, officers have a compulsory commitment to serve in the Regular Army Reserve of Officers on ceasing to serve on the Active List. The termination of that reserve commitment is broken down by capbadge, rank and age at para 9, Schedule 1 to Regulation 4 of the Compendium of Reservist Regulations and Administrative Instructions for the Army 1997. A copy of these Regulations can be found at this [link](#).

¹³ A transfer is deemed to be complete when the confirmation of transfer letter has been issued to the individual by the APC.

Redundancy Financial Matters

36. Armed Forces Redundancy Schemes Benefits. Personnel selected for redundancy will receive a lump sum in compensation for shortening their career in addition to their normal entitlements to other terminal and retirement benefits. Details of redundancy benefits and the procedures that personnel should follow to produce a forecast of their benefits are provided in Annex H. All personnel are reminded that the payment of redundancy compensation and pension benefits may take up to 35 working days after their discharge/retirement date.

37. Pay and Allowance Considerations. Annex J contains the guidance on the effects of redundancy on pay and allowances which personnel should take into consideration. Notwithstanding the guidance provided, the definitive references for pay and allowances are the relevant JSPs and it is possible that policies and rates may change. Unit HR administrators are able to provide guidance and personnel are advised to seek their assistance at the earliest opportunity.

38. Financial Return of Service. All Applicants and Non-applicants who, at the time of their selection for redundancy, are in receipt of a Financial Incentive (FI)¹⁴ for which they have yet to serve the requisite Return of Service (ROS) before their last day of service will not be expected to repay their FI. Applicants for redundancy will not be eligible for a FRI (those who have accepted an FRI since the publication of 2010DIN01-187 dated Oct 2010 and subsequently apply for and are selected for redundancy will be required to repay this in accordance with the extant rules detailed in JSP 754, Chap 7, Sect 4). Non-applicants who have been selected for redundancy are not eligible to receive an FRI once selected.

39. Effect of Certain Types of Further Employment. In certain circumstances, personnel made redundant who are subsequently employed within the Ministry of Defence or other Government departments will be required to refund the Special Capital Payment (SCP) or Compensation Lump Sum (CLS), either in full or in part. An abatement or cessation of pension may also be required in addition to repayment of gratuity. Guidance is provided in the booklet "The Armed Forces Redundancy Schemes" available via this [link](#). Personnel considering applying for such an appointment are advised to obtain details of the effect on their SCP/CLS and pension from SPVA by contacting the JPA EC on tel [REDACTED] or [REDACTED] or by raising a JPA iSupport request. Personnel who have left the Services can apply to SPVA to obtain details of the effect on their SCP/CLS if subsequently re-employed.

40. Recovery of Public Debt. SPVA will seek to recover any unpaid public debt (e.g. LSAP) from an individual's final pay or immediate terminal benefits on termination of service. Where an individual's final pay is insufficient to repay the debt fully, SPVA will continue to seek recovery following termination. Further details are at Annex J.

Leave Entitlements

41. Leave entitlement will be in accordance with the regulations contained in JSP 760, the main provisions of which are included at Annex J.

¹⁴ Financial Incentives such as Commitment bonuses, Financial Retention Incentives and Golden Hellos- details are available at Annex J.

Relocation of Personnel Serving Abroad

42. Relocation arrangements for those selected for redundancy who are serving overseas¹⁵ are as follows:

- a. Applicants.** Selected Applicants will normally remain overseas for the majority of their Notice Period but will, wherever the interests of the Service allow, be relocated in time to allow them to undertake resettlement training and Terminal Leave. Applicants should not expect to be relocated to the UK within 4 months of selection.
- b. Non-Applicants.** Selected Non-applicants will be relocated, wherever the interests of the Service allow, in sufficient time for them to serve at least their last 6 months' service in the UK.
- c. Process.** Geographic preferences for relocation to the UK are to be submitted through Unit HR staffs to the APC **by Applicants within 30 days of selection** and **by Non-applicants within 2 months of selection**. Non-applicants may request to extend this period on the understanding that relocation in time to serve the last 6 months in the UK may not be achieved. Applications for relocation must specify whether Service accommodation will be required. Those who wish to settle overseas and do not wish to relocate to the UK must notify the APC in the same time frames.

Local Discharge Overseas

43. Where an individual wishes to take local discharge in the overseas country they are currently assigned to they must seek and obtain the necessary authority from both their chain of command and that country's civil authorities.

Family Welfare

44. Personnel either considering or who have been selected for redundancy are reminded that any decision taken may affect their immediate or extended family and this includes any other dependants for which they are responsible. Serving personnel are reminded that one of their most important sources of support will be the strong relationship they have with their family and therefore it is recommended that all personnel engage in consultation with those who may be affected. Personnel are also reminded there is a range of Army Service Welfare and other sources of support available to assist with the practical and emotional aspects of redundancy. Further details are available at Annex I.

¹⁵ For the purposes of this DIN an overseas assignment is any permanent assignment, including Northern Ireland and the Scottish Islands, outside of mainland UK.

Annexes:

- A. Redundancy Fields by Capbadge, Rank, Trade and Length of Service for Tranche 1.
- B. Process for Management of Personnel who are Temporarily and Permanently Medically Downgraded.
- C. Disciplinary and Administrative Action.
- D. General Exclusions.
- E. Operational Pinch Points Exclusions.
- F. Capbadge and Specific Qualification Exclusions for Tranche 1.
- G. Redundancy Process End to End Guide.
- H. Redundancy Compensation and Pension Benefits Summary.
- I. Resettlement and Welfare.
- J. Redundancy Pay and Allowances Guide.

Enclosures:

- 1. Redundancy Application Form.
- 2. Withdrawal of Redundancy Application Form.

REDUNDANCY FIELDS BY CAPBADGE, RANK, TRADE AND LENGTH OF SERVICE - OFFICERS

LOS = Length of Service. This information is available from your chain of command. It should be calculated in accordance with the guidelines in "The Use of Length of Service for Manpower Planning and Redundancy" which has been sent to all MS Reps.

NOTE: it is not the same as Length of Reckonable Service which is used to calculate eligibility for pension or promotion.

Capbadge	Rank	Exclusions	LOS included																							Number required ¹				
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23		24	25+		
STAFF	BRIG	Excluding officers in the Royal Army Chaplains' Department and ALL Brigs promoted to substantive rank after 1 Jan 08	EED AFTER 1 JAN 13																							6				
	COL	Excluding officers in the Army Medical Services, Royal Army Chaplains' Department and Adjutant General's Corps (Army Legal Services)	EED AFTER 1 SEP 14																							32				
CAMUS	MAJ (LE)		%	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	1
	CAPT (LE)		%	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	3
GURKHA - QGE	MAJ (LE)								%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	1
GURKHA - QGS	MAJ (LE)								%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	1
GURKHA - QOGLR	MAJ (LE)								%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	1
GURKHA - QGE	CAPT (LE)		%	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I																1
HCAV/RAC	MAJ (LE)								%I	%I	%I	%I	%I	%I	%I	%I	%I	%I	%I											5
	CAPT (LE)			%I	%I	%I	%I	%I																						8

Note 1: This represents the number of redundancies which could be taken in each field.

REDUNDANCY FIELDS BY CAPBADGE, RANK, TRADE AND LENGTH OF SERVICE - SOLDIERS

LOS = Length of Service. This information is available from your chain of command. It should be calculated in accordance with the guidelines in "The Use of Length of Service for Manpower Planning and Redundancy" which has been sent to all MS Reps.

NOTE: it is not the same as Length of Reckonable Service which is used to calculate eligibility for pension or promotion.

Capbadge	Rank	Trades included	LOS included																							Number required ¹						
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23		24	25+				
AAC	CPL												%f	%f	%f	%f	%f	%f	%f	%f	%f										8	
	LCPL									%f	%f	%f	%f	%f																	10	
	ATPR									%f	%f	%f	%f	%f	%f																9	
CAMUS	WO1	BANDMASTER, 1st STUDY FLUTE, SAXOPHONE, TENOR TROMBONE, PERCUSSION											%f	%f	%f	%f	%f	%f	%f	%f	%f	%f	%f	%f	%f	%f	%f	%f	%f	%f	4	
	WO2	1st STUDY FLUTE, SAXOPHONE, TENOR TROMBONE, PERCUSSION																					%f	%f	%f	%f	%f	%f	%f		1	
	SSGT	1st STUDY FLUTE, SAXOPHONE, TENOR TROMBONE, PERCUSSION																					%f	%f	%f	%f	%f	%f	%f	%f		2
	SGT	1st STUDY FLUTE, SAXOPHONE, TENOR TROMBONE, PERCUSSION															%f	%f	%f	%f	%f	%f	%f	%f	%f	%f	%f	%f	%f	%f		3
	CPL	1st STUDY FLUTE, SAXOPHONE, TENOR TROMBONE, PERCUSSION											%f	%f	%f	%f	%f	%f	%f	%f	%f	%f	%f	%f	%f	%f	%f	%f	%f	%f		11
	LCPL	1st STUDY FLUTE, SAXOPHONE, TENOR TROMBONE, PERCUSSION									%f	%f	%f	%f	%f	%f																15
GURKHA - RGR	SGT																			%f	%f										4	
	CPL																			%f	%f										25	
	LCPL																			%f	%f	%f									20	
	RFN															%f	%f	%f	%f	%f											40	

Note 1: This represents the number of redundancies which could be taken in each field.

Capbadge	Rank	Trades included	LOS included																							Number required ¹													
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23		24	25+											
GURKHA - QGE	SGT																			/	/															2			
	CPL																			/	/	/	/													4			
	LCPL													/	/	/	/	/	/	/	/	/														9			
	PTE										/	/	/	/	/	/	/	/	/	/	/	/															1		
GURKHA - QGS	SGT																			/	/	/	/														6		
	CPL													/	/	/	/	/	/	/	/	/															11		
GURKHA - QOGLR	SSGT	DVR/SUP																		/	/	/															2		
	SGT	DVR/SUP																			/	/	/															4	
		CHEF																				/	/															1	
	CPL	DVR/SUP																		/	/	/	/	/														5	
		CHEF													/	/	/	/	/	/	/	/	/															2	
	LCPL	DVR/SUP												/	/	/	/	/	/	/	/	/	/															13	
		CHEF													/	/	/	/	/	/	/	/	/															1	
PTE	DVR/SUP									/	/	/																									16		
HCAV/RAC	WO2																				/	/															3		
	SSGT																				/	/	/	/	/	/											10		
	SGT																				/	/	/	/	/												15		
REME	SSGT	TECH ELEC including TECH: ARMD, ARTY, GW, RADAR, TELS, INST and CE																		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		1		
		ART ELEC																		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		8	
		TECH SP SPEC, REGTL SPEC and TECH STMN																		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		4
		ART WPNS																		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
	INST and CESGT	TECH ELEC including TECH: ARMD, ARTY, GW, RADAR, TELS, INST and CE												/	/	/	/	/	/	/	/	/	/															40	
		TECH AC											/	/	/	/	/	/	/	/	/	/	/																9
		VM(A), VM(B) and VE													/	/	/	/	/	/	/	/	/															10	
		ARMR														/	/	/	/	/	/	/	/															2	
	CPL	TECH ELEC including TECH: ARMD, ARTY, GW, RADAR, TELS, INST and CE												/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		6
		TECH AC												/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
	CFN	REC MECH									/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		1
		VM(A), VM(B) and VE									/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	

Note 1: This represents the number of redundancies which could be taken in each field.

RESETTLEMENT AND WELFARE

References:

- A. JSP 534 Tri-Service Resettlement Manual.
- B. JSP 464 Tri-Service Accommodation Regulations Parts 1 and 2.
- C. JSP 752 Tri-Service Regulations for Allowances.

General

1. Personnel selected for redundancy will qualify for the Graduated Resettlement Time (GRT) to which they would have been entitled had they completed the commission/engagement on which they were serving when they were made redundant ¹.
2. Personnel selected for redundancy are defined as Normal Discharge Service Leavers².
3. The entitlements and eligibilities referred to in this Annex are relevant to personnel serving on UKTAP terms and conditions of service (TACOS), those remaining on Gurkha TACOS are advised to verify details through their unit HR staff.

Resettlement Provision

4. Personnel selected for redundancy will be eligible for either the Full Resettlement Programme (FRP) or the Employment Support Programme (ESP). Entitlements and the content of each programme are summarised at Appendix 1, all personnel considering applying for redundancy are advised to confirm entitlements through unit HR staff.
5. All personnel selected for redundancy are responsible for developing and pursuing their own resettlement goals, developing Personal Resettlement Plans (PRP) and organising resettlement activities. In this they will receive information, advice, guidance and support from 1st, 2nd and 3rd Line as appropriate. This comprehensive service comprises:
 - a. **1st Line.** Commanding Officers (COs) and independent sub-unit commanders will have nominated Resettlement Information Staff (RIS) in their units³ comprising a Unit Resettlement Officer (URO) and Unit Resettlement Clerk (URC). The RIS are responsible for providing initial information on the basic entitlements of Service Leavers to resettlement support and for the provision of resettlement administrative support.
 - b. **2nd Line.** The principal task of 2nd Line is to provide **advice** and **guidance** in order to ensure that each Service leaver is fully aware of the resettlement support to which they are entitled. This function is provided by Individual Education and Resettlement Officers (IERO), based in Army Education Centres (AECs), through a

¹ JSP 534, Issue 7, Mar 10: Tri-Service Resettlement Manual Para 0701.

² JSP 534, Issue 7, Mar 10: Tri-Service Resettlement Manual Para 0302.a.

³ AGAI Volume 3 Chap 93 Issue 146 Para 93.005.

mandatory Resettlement Advisory Briefing (RAB)⁴. An AEC contact list is at Appendix 2 to this Annex.

c. **3rd Line.** The Career Transition Partnership (CTP) is responsible for providing Tri-Service resettlement briefings, training courses, job finding and individual counselling. This focuses on coaching, CV preparation, analysis and conversion of transferable competencies, skills enhancement training and information services in order to support and guide personnel in making their transition to civilian life in accordance with an agreed PRP⁵. CTP support normally takes place at one of ten Regional Resettlement Centres (RRCs) in the UK and Germany. A contact list for the RRCs is at Appendix 3 to this Annex. The CTP website can be accessed on the internet at <http://www.ctp.org.uk>. The Regular Forces Employment Association (RFEA) and Officers Association (OA) provide a job finding service for eligible personnel.

6. Graduated Resettlement Time (GRT). GRT is flexible time which may be used by personnel to complete resettlement activities. Officers and soldiers qualify for the GRT for which they would have been eligible had they completed the engagement on which they were serving when they were made redundant. GRT can be used for MOD provided/sponsored training courses, non-MOD provided external training courses, civilian work attachments, resettlement activities (called Individual Resettlement Preparation (IRP)) such as job and house hunting, or a combination of all these. Funding towards the cost of resettlement training courses is available, currently up to **£534**, in the form of an Individual Resettlement Training Costs (IRTC) grant. The value of the IRTC grant is abated by 5% (£26.70) for each day spent on a MOD provided course. Therefore, up to 20 days of training can be provided free of any cost to the individual on a MOD provided course.

Resettlement Advice

7. All personnel selected for redundancy are strongly recommended to seek the advice of the Tri-Service Resettlement Service before making any major decision regarding their future employment. Spouses, Civil Partners and Eligible Partners⁶ are encouraged to attend the interview wherever possible, but are not eligible for public funding.

8. This advice will aim to:

- a. Review an individual's experience, training, qualifications and future financial and domestic circumstances.
- b. Guide individuals on other appropriate sources of advice and, in particular, indicate which Tri-Service briefings would be of value.
- c. Suggest possible employment areas.
- d. Advise, where applicable, on appropriate pre-release and post-release vocational training for employment.
- e. Advise on job search techniques, including networking and CV writing.

⁴ In accordance with JSP 534 para 0216.a.(1) a RAB is mandatory for Other Ranks (OR) and officers.

⁵ Personnel will be referred to the CTP service through IEROs.

⁶ Eligible Partners are defined in JSP 764 Para 0418 for personnel on AFPS 2005 or DCI JS 3 2004 for personnel on AFPS 1975.

f. Discuss other individual factors, such as housing and the education of children. **Resettlement Provision**

9. Initial Resettlement Interview Process. Personnel will be notified individually on 1 Sep 11 through the CoC that they have been selected for redundancy. Eligible personnel will be required to sign and date an acknowledgement slip which has been witnessed after which it must be returned to the ARedC. Only on receipt of the acknowledgement slip will the APC amend the person's Projected Termination Date that will, in turn, trigger an **automatic JPA Resettlement Notification Workflow**, advising personnel to review their resettlement-related details and to arrange a mandatory interview with their local IERO at the earliest opportunity. Personnel will be able to access further resettlement support and benefits, including the services of the CTP, following completion of this mandatory interview and the follow-up JPA actions required. **It is imperative that personnel return their acknowledgement slip and then routinely check their JPA workflow and act on it as soon as possible in order to access their resettlement support in a timely manner.**

10. JPA. Resettlement administration is facilitated using JPA. Personnel selected for redundancy are required to familiarise themselves with the relevant Self Service Redundancy Guide hosted on JPA. JPA will automatically calculate and display resettlement entitlements based on the Length of Service (LoS) up to the amended Termination Date. **In a number of cases the entitlements will be incorrect⁷ due to the calculations being based on the actual LoS and not reflecting that personnel qualify for the Graduated Resettlement Time (GRT) to which they would have been entitled had they completed the commission/engagement on which they are serving. IEROs will, where necessary amend the JPA Resettlement Extra Information Table (EIT) for personnel selected for redundancy in order to ensure the correct resettlement entitlement is reflected. This process will be executed during the initial mandatory 2nd Line interview.**

Follow-on Resettlement Interviews

11. Despite the possibility of a relatively short time between the mandatory initial interview with the 2nd Line IERO and the retirement/discharge date, all personnel should consider arranging additional Resettlement Interviews with the IERO, in order to follow up resettlement actions that underpin the completion of their Personal Resettlement Plan. It is an individual responsibility to book additional interviews, as required, with their respective IERO, should they wish to make use of this facility.

Briefings and Pre-release Training

12. All officers and soldiers selected for redundancy are eligible for Career Transition Partnership (CTP) services in accordance with entitlements detailed in the Tri-Service Resettlement Manual at Reference A to this Annex and summarised at Appendix 1. In particular, individuals are recommended to attend the CTP Career Transition Workshop, which is specifically designed to help personnel analyse their marketable skills and the market place and improve their job application skills. The CTP website may be accessed at <http://www.ctp.org.uk/ctp/>.

⁷ This will apply to personnel who have served less than 16 years service.

13. Further information on pre-release and post-release training can be obtained from IEROs at AECs. The [Department for Work and Pensions \(DWP\)](#) also hold information about post release training for which redundees may be eligible.

Housing

14. Those personnel who do not own their own home are encouraged to make accommodation arrangements at the earliest opportunity. Initial housing advice can be obtained from the following sources, contact details are at Appendix 4:

- a. Communities and Local Government on the internet.
- b. Local Authorities.
- c. Housing associations.
- d. Service Insurance and Investment Advisory Panel (SIAP) - via unit/establishment RAO staff.
- e. Annington Homes (Sale of surplus SFA).
- f. Estate agents.
- g. Mortgage advisers or brokers.

15. Further information can be obtained from the Joint Service Housing Advice Office (JSHAO). The JSHAO deliver 'Housing – The Options' briefings at garrison locations throughout the year. Further information on future dates, timings and how to attend are available from IEROs or can be found on the internet at www.mod.uk/jshao.

16. Normal rules for occupation and vacation of SFA will apply in accordance with Chapter 8 of Part 1 of Reference B to this Annex for UK occupants and Chapter 7 of Part 2 of Reference B for those in NI and overseas. However, those who find themselves in immediate housing difficulty on leaving the Service may be allowed to apply for surplus SFA where available, in accordance with regulations contained at Reference B (Part 1 Chapter 10 Paragraph 1007c and Annex B Paragraph 22 refer or, for those in NI or overseas, Part 2 Chapter 9 Paragraph 0906c). In addition, personnel being made redundant and returning from overseas who have fewer than six but more than three months to serve can apply to occupy vacant SFA, if available. Applications are to be submitted to Defence Estates (DE) Housing Directorate Focal point.

Financial

17. **Financial Briefings.** Financial Aspects of Resettlement (FAR) briefings are conducted at Regional Resettlement Centres (RRCs) throughout the UK, Germany and Cyprus. Information on future dates, timings and how to attend are available from 2nd Line IEROs or can be found on the web at: www.CTP.org.uk. These will be open to all personnel in redundancy fields and their spouses or civil partners, dates are also available at <http://www.forcespensionsociety.org/how-we-can-help-you/resettlement-briefings/>. In addition to general financial advice from a professional Financial Adviser and information on the Forces Pension Schemes from the Forces Pension Society, personnel may arrange for a session of individual one-to-one financial advice at home or an office (there may be a charge for this follow-up session). The JSHAO one-day 'Housing – The Options' briefings

also have SIIAP listed organisations available to offer general financial advice associated with resettlement.

18. Job Seekers Allowance (JSA). Personnel are advised that those who apply to leave under the Early Release Scheme before the notified date of their redundancy may, if they are unable to show good cause, be debarred from claiming JSA for the period that they could have worked. Further advice on eligibility for JSA may be obtained from local Jobcentre Plus offices.

Employment Training

19. The CTP Resettlement Training Centre (RTC) Aldershot offers around 50 job-related courses. These MOD provided in-house courses cover a wide range of subjects, from management training in various employment fields, through to IT, trade skills, police, prison service and security. Many courses result in recognised qualifications whilst others can lead to employment with companies who have established close links with the RTC. Some of these courses are also delivered regionally at RRCs.

20. The take up of employment training through MOD in-house courses is not mandatory. Redundees who do not choose the MOD provided route (via the RTC or RRCs) may opt to make use of the IRTC grant which is available to use in aid of civilian (external) training courses, evening classes or modules of longer term courses. Further information regarding the IRTC grant is available from 2nd Line IEROs. Some courses may be eligible for Enhanced Learning Credits⁸ (ELC) funding but individuals must seek advice in advance to check qualification criteria (consult 2nd Line IEROs and via the web at: www.enhancedlearningcredits.com).

21. The CTP operates a nationwide job finding service, which is also available on-line (Right Job). All eligible personnel may register prior to discharge and remain on the register for up to 2 years after discharge. Eligible personnel will be allocated a code to enable them to gain access to Right Job.

22. The services of the Regular Forces Employment Association (RFEA), Officers' Association (OA), Jobcentre Plus and Benefits Offices are available free of charge to individuals seeking employment.

23. Personnel should not accept offers of civilian employment until they have been formally notified in writing of their selection for redundancy and have been given the date of their release⁹. Restrictions on acceptance of civilian employment whilst still in Army service detailed in Queen's Regulations for the Army at paragraph J5.076 remain extant. Further restrictions and implications of certain specific employment should be noted. The constraints upon acceptance of certain business appointments within two years of retirement without first referring to the MOD are detailed in Queen's Regulations for the Army at paragraphs J5.080 and J5.081.

⁸ JSP 898 Part 4 Chap 3 Issue 2.0 dated Nov 10: ELC may be used for resettlement purposes providing the individual meets the ELC qualifying criteria and they have identified a higher level qualification. The course of study must be an integral part of, and result, in the cost effective achievement of a nationally recognised qualification at Level 3 and above as defined by the National Qualifications Framework (England and Wales), a level 6 or above on the Scottish Credit and Qualifications Framework (SCQF) or, if pursued overseas, an approved international equivalent higher level qualification.

⁹ D/DM(A)/252.A dated 3 Jul 09 and D/DM(A)/252.B dated 24 Jul 09 for soldiers; D/DM(A)/252.C for officers: Personnel selected for redundancy may apply for early release under the conditions of the Early Release Scheme.

Relocation Allowances

24. **Travel and Subsistence.** Entitlements are contained in Reference C to this Annex. There is no entitlement for personnel serving abroad to claim for return to the UK to undertake resettlement activities. Should they be in the UK on other duties, claims may be admissible:

- a. Resettlement activity undertaken in GRT may attract subsistence allowance where appropriate, which is authorised by units.
- b. Travel allowances, up to relevant entitlements, may be claimed for:
 - (1) Attendance at JSHAO briefings.
 - (2) Attendance at Financial Aspects of Resettlement briefings.
 - (3) Visits to Service Resettlement Advisors.
 - (4) Resettlement activity. These count against GRT warrant entitlements.

Guides

25. All personnel selected for redundancy will automatically receive a copy of the Service Leavers Guide and the [Transition to Civilian Life guide](#). Copies of the Service Leavers Guide can also be accessed on the intranet at <http://www.ipublish.dii.r.mil.uk/nlapps/docs/default.asp?id=8569> or internet at <http://www.mod.uk/DefenceInternet/AboutDefence/CorporatePublications/PersonnelPublications/SPVA/ServiceLeaversPack.htm>. Copies of the Transition to Civilian Life guide are available from Unit Resettlement Officers and Individual Education and Resettlement Officers (IERO).

Welfare

26. Potential applicants should consider the effect of redundancy on immediate and extended family, including dependant children and young people. Personnel considering applying for redundancy are strongly advised to consult partners and discuss their plans with family members. Support and information is available through the Army Welfare Service and other sources of support listed below, contact details are at Appendix 4.

- a. Your Unit Welfare officer/Regimental Operations Support Officer.
- b. [Army Welfare Information Service](#). Access to the Army's professional and confidential welfare support service for servicemen and women and their families.
- c. [Army HIVE](#). Provides information support to all members of the Service community. To find out about relocation, local unit and civilian facilities, places of interest, schools and further education, housing, healthcare facilities, employment and training opportunities in your location contact the nearest HIVE Information Centre.
- d. [Children's Education Advisory Service](#). Provides a dedicated service exclusively for Service and MOD families providing professional advice about all aspect of children's education both in the UK and Overseas. CEAS has 13 full time advisors to answer queries via telephone, e-mail or in person.

- h. [Connexions Direct](#). The government's support service for all young people aged 13 to 19 in England. The helpline provides a listening service and advice on subjects including education, training and employment and a range of other issues affecting young people. Calls from a landline are free and won't show on a phone bill. Calls from a mobile are charged, but the helpline will ring back once contact is made.
- i. [Confidential Support Line](#). Offers totally confidential, non judgmental, guidance on personal/welfare issues to the Army community.
- j. [Directgov website](#). – Advice/Signposting on Government sources of support for coping with redundancy.
- k. [Joint Service Housing Information Office](#). Provides civilian Housing Information, Advice and, where possible, Placement to Service Persons and their dependants and to Ex-Service personnel still occupying Service Accommodation.

27. Personnel currently receiving assistance through the AWS will transition to support through relevant civilian agencies under individually tailored plans developed by their caseworker in conjunction with SPVA.

28. Though all individuals leaving the Service will undergo a medical, if individuals have recently returned from operations and/or are currently being trauma risk managed¹⁰ or have not yet completed POSM Stage 2¹¹ then they will be assessed during their final medical to ensure that they will receive the necessary support, this may mean that an individuals date of termination is delayed. If there are ongoing concerns then individuals may be supported through the vulnerable service leavers protocol administered by SPVA.

29. Non UK Nationals. Normal Army discharge procedures are followed. Non-British members of the Army who have not been granted UK nationality become subject to immigration control from the day of discharge. Units must notify the UK Border Agency (UKBA) that a non-UK national has been discharged using the form at: [Defence Intranet | Library | Revised Home Office Discharge Notification](#). Those who have completed at least 4 years service and meet all other UKBA criteria may apply for Indefinite Leave to Remain (ILR) up to 10 weeks before discharge using Form SET(O) which can be downloaded from the UKBA website at www.ukba.homeoffice.gov.uk. If an application is not made before discharge, individuals will have 28 days from day of discharge to either make an application or leave the UK. In cases of medical discharge, the UKBA have discretions to waive the requirement to have served for at least 4 years. Individuals should also be aware that once discharged it may also affect the UK immigration status of any non-UK family members who do not already have ILR. Individuals should be advised to seek qualified immigration advice or speak to the Immigration Enquiry Bureau. All contact details are included at Appendix 4.

Appendices:

1. Resettlement Entitlements and Programmes.
2. AEC Contact List.
3. RRC Contact List.
4. References and Contact Details.

¹⁰ Through the TRiM process.

¹¹ Stage 2 is Normalisation – this period is complete once SP return from POL.

DEFENCE INSTRUCTIONS AND NOTICES

(Not to be communicated to anyone outside HM Service without authority)

Title:	Army Compulsory Redundancy DIN Tranche 2
Audience:	All Regular Army Personnel
Applies:	17 Jan 2012
Expires:	When rescinded or replaced
Replaces:	
Reference:	2012DIN01-017
Released:	January 2012
Channel:	01 Personnel
Subject:	Army Compulsory Redundancy Programme - Tranche 2 Only
Content:	Tranche 2 of the Army Compulsory Redundancy Programme
Sponsor:	DM(A)
Contact:	Army Redundancy Cell (ARedC) - [REDACTED]
Keywords:	Redundancy
Related info:	www.ms.dii.r.mil.uk
Classification:	UNCLASSIFIED

This DIN tells you where the Army seeks to make reductions in manpower, and gives the approximate size of those reductions. Redundancy selection boards will decide who, from these groups, will be made redundant – you can let them know you would like to be made redundant by applying.

References:

- A. 2010DIN01-187 Regular Armed Forces Redundancy Programme – Oct 10.
- B. 2011DIN01-097 Army Compulsory Redundancy DIN – Apr 11.

Introduction

1. This DIN relates to the second tranche in the Army redundancy programme in which it is anticipated that up to c2900 Army personnel will be selected for compulsory redundancy. The RN and the RAF are also undertaking a second Tranche within the overall Armed Forces Redundancy Programme, with minor adaptations taking account of their differing needs and terms of service. The redundancies will be implemented in a manner which does not undermine the Army’s ability to maintain its current operational commitments.

Aim

2. This DIN aims to inform all Army personnel and the Chain of Command (CoC) of the details of Tranche 2 of the Army Compulsory Redundancy Programme.

Terminology

3. Personnel should familiarise themselves with the terminology and definitions in the table below prior to reading the remainder of this DIN.

Ser	Redundancy Term	Definition
(a)	(b)	(c)
1	Field	For the purpose of eligibility Army personnel will be broken down into Redundancy Fields on the basis of Arm/Capbadge (less for Senior Officers), Substantive Rank and Career Employment Group. Fields will be further defined by Length of Service (Manpower Planning) for the ranks of Pte to Maj, and by Engagement Expiry Date (EED) for Lt Col and above.
2	Eligible Personnel	Personnel who fall within the prescribed redundancy Fields.
3	Applicants	Eligible personnel who apply to be considered for compulsory redundancy.
4	Non-applicants	Eligible personnel who do not apply to be considered for compulsory redundancy but sit within a valid redundancy Field and who may be selected for compulsory redundancy.
5	Tranche	A phase of redundancy.
6	Exclusion Criteria	Those additional criteria that will result in an otherwise eligible person in a redundancy Field being excluded from consideration and/or selection for redundancy.
7	Special Capital Payment (SCP) and Compensation Lump Sum (CLS)	A payment which is given to compensate a Service Person for the imposition of a premature end of engagement. SCP applies to those who are members of Armed Forces Pension Scheme (AFPS) 75. CLS applies to those who are members of AFPS 05.
8	Engagement Expiry	The date at which a Service Person’s current engagement normally

	Date (EED)	comes to an end.
9	Focal Points (FPs)	Focal points are designated appointments within the CoC (normally 1* MS representatives (or equivalent)) who are responsible, through their respective TLB MS representatives to the ARedC for managing the distribution of, updates and amendments to the Redundancy Programme Database. They will provide the CoC with visibility of the process, end to end, and the ability to engage in and manage the redundancy process.
10	Army Redundancy Cell (ARedC)	The ARedC (based in the APC) will be the Army's focal point for the execution of the redundancy process including the management of issues, notification of eligibility of individuals, collation and acknowledgement of applications, and the promulgation of notifications of selection for redundancy.

Scope

4. This DIN covers the Army Compulsory Redundancy Programme for Tranche 2 only. It deals with following areas:

- a. Service Authority for Redundancy.
- b. Eligibility.
- c. Exclusions.
- d. Notification and Selection Procedures and Processes.
- e. Redundancy Financial Matters.
- f. Resettlement and Entitlements.

Service Authority for Redundancy

5. The Army will undertake compulsory redundancy in accordance with:

- a. Armed Forces Redundancy Scheme 2006 (AFRS 06) – for those members on Armed Forces Pension Scheme 05 (AFPS 05).
- b. Armed Forces Redundancy Scheme 2010 (AFRS 10) – for those members on Armed Forces Pension Scheme 75 (AFPS 75).

6. The authority under which this will take place will be as follows:

- a. For Officers – Article 197 of the Promotions and Appointments Warrant 2009.
- b. For Soldiers – Paragraph 9.409 of Queens Regulations for the Army 1975 as directed by Statutory Instrument No. 1091 (2009) – The Armed Forces (Discharge and Transfer to the Reserve Forces (No. 2) Regulations 2009.
- c. During the period of the programme of redundancy in accordance with the Strategic Defence and Security Review 2010, or until such other time as the Defence Council or Army Board directs, Officers of the rank of Brigadier shall not be retired under Article 189 of the Promotions and Appointments Warrant 2009; such officers shall be entitled to be selected for retirement on redundancy in accordance with Article 197 of that Warrant.

7. The composition and structural makeup of the compulsory redundancy Fields is the responsibility of the Directorate of Manning (Army) while the selection of both Applicants and Non-applicants will be undertaken by the appropriate Grading and Selection boards as directed by the Military Secretary.

Equality and Diversity Impact Assessment

8. A full Equality and Diversity Impact Assessment has been carried out in order to ensure that Army redundancy policy has been developed in a manner that provides due regard of potential unlawful discrimination for groups with protected characteristics in accordance with the Public Sector Equality Duty.

Eligibility

9. Redundancy Fields. A list of Tranche 2 Redundancy Fields is at Annex A. Only those personnel who fall within a designated redundancy Field and who are not excluded by the criteria listed later in this DIN, are eligible for compulsory redundancy and will be considered for selection either as an Applicant or Non-applicant. Officers and soldiers will be notified through the CoC if they are considered to be eligible for redundancy. A full list of eligible personnel by redundancy Field for Tranche 2 will be published separately by the APC and ARedC, through MS representatives and Focal Points, on 17 Jan 12.

10. Substantive Rank. All personnel will be considered for redundancy in the Substantive Rank they hold at the date of publication of this DIN. As such the results of redundancy will take precedence over promotion boards which occur after that date or publish their results after that date. The results of any promotion boards which are published in the period between publication of this DIN and date of notification of selection for redundancy are therefore provisional¹. By way of further clarification:

- a. Eligible personnel boarded and selected² for promotion to Substantive Rank at the time of the publication of this DIN but who are yet to be actually promoted will be considered for redundancy in their new Substantive Rank.
- b. Eligible personnel boarded and selected³ for promotion to Substantive Rank after publication of this DIN will continue to be considered for redundancy in the Substantive Rank held on the date of promulgation of this DIN; their subsequent appointment on promotion will be in Acting Rank pending the outcome of the redundancy selection process.
- c. Those holding Acting or Local rank throughout the redundancy⁴ period may continue to do so but will be considered for redundancy in the Substantive Rank held at the time of the publication of this DIN.
- d. Those personnel who are selected for redundancy (either as an Applicant or Non-applicant) will not be considered and boarded for promotion to Substantive or Acting Rank. Acting Rank already awarded before notification of selection may be

¹ This includes all unit level promotions and promotions which would normally have taken effect immediately on successful completion of a course and those selected from a Reserve List.

² Defined as the date on which the selection decision has been published publicly. This includes those selected from a Reserve List.

³ As for footnote 2.

⁴ This is the group that are yet to be selected by a recognised board for promotion.

retained until the point of discharge/retirement, subject to such personnel continuing to occupy a post that justifies its retention.

e. Following selection for redundancy, failure to complete the relevant Command Leadership and Management (CLM) course required to substantiate the new rank will have no bearing on the redundancy decision; the individual concerned will still be made redundant in their new or future substantive rank.

11. **Time Based Promotions and Redundancy.** The following considerations apply to time based promotions:

a. Eligible personnel qualifying for promotion⁵ to Substantive Rank before the time of the publication of this DIN but who are yet to be actually promoted will be considered for redundancy in their future Substantive Rank.

b. Individuals who qualify for promotion after the publication of this DIN will continue to be considered for redundancy in the Substantive Rank held at the time of publication of this DIN⁶.

c. Those personnel otherwise qualified for promotion after publication of this DIN who are subsequently selected for redundancy will not promote Substantively or in Acting Rank regardless of any further recommendations for promotion or time served.

Acting Rank already awarded before notification of selection may be retained until the point of discharge/retirement, subject to such personnel continuing to occupy a post that justifies its retention.

12. **OR Applicants for Commission.** The following considerations apply to those who are eligible for redundancy in their Substantive Rank as a soldier but who have applied for a Late Entry commission:

a. Those who are selected for redundancy in their Substantive Rank as Non-applicants, will remain in the commissioning process up to the point at which they are selected or rejected. At the point that an application for a Late Entry commission is accepted the individual will be de-selected from redundancy.

b. Applicants for redundancy will continue in the commissioning process up to the point of notification of selection⁷. If selected for redundancy they will be removed from the commissioning process immediately.

13. **Transfers.** Those who are currently in the transfer process (either between cap-badges or within their own cap-badge), may remain so throughout the redundancy programme. However, individuals in the transfer process who fall in to a Redundancy Field in their original cap-badge/Main Trade For Pay (MTFP) will still be considered eligible for redundancy in that Field. Any Non-applicant in a redundancy Field, whose transfer is complete⁸ prior to or on the day before redundancy selections are announced will not be made redundant and will serve in their new cap-badge or MTFP. Individuals, who are

⁵ Either through accruing the requisite number of reports, recommendations for promotion or through serving a stipulated length of time.

⁶ Any promotions for this cohort will be provisional subject to the outcome of Redundancy.

⁷ In practice this decision will be made following the conclusion of the Reconciliation Board.

⁸ Defined as the point at which the individual has completed AF B6848 Certificate of Amendment to Terms of Service and it has been confirmed by the relevant Career Management Branch.

selected for redundancy and have not completed the transfer process by the day prior to the redundancy selection announcements will have their transfer stopped but may apply again for transfer under the redundancy specific transfer policy, just as for all others selected for redundancy. For those already in the process of transferring to an Operational Pinch Point (OPP) or post within the relevant transfer DIN the transfer may continue uninterrupted⁹.

14. Reports. The following considerations apply to OJAR/SJARs:

- a. In Rank.** All candidates may apply for redundancy within a Field in which they are eligible irrespective of the number of reports they hold in that rank, although only those holding 2 or more reports in the same rank, will be graded and considered for selection as a Non-applicant¹⁰.
- b. In Employment.** In order to ensure that those recently transferred from another Service, into a new cap-badge or CEG/trade are treated equitably, they will require two reports in their new employment to be eligible as a Non-applicant¹¹.
- c. Main Trade For Pay.** Individuals will be considered eligible for selection for redundancy under their MTFP. In the case where individuals are dual traded, they may apply to transfer to their secondary trade at any time during the redundancy process. Holding a secondary trade is no guarantee of a successful application to transfer; vacancies in the secondary trade must exist and all applications are subject to approval by the Arms and Service Directors¹².
- d. Acting Rank.** Where an individual has a report in Acting Rank, such as in the case of those awaiting completion of CLM training, and have then been subsequently promoted to Substantive Rank and received a second report in that Substantive Rank, the original report in Acting rank will count as one of their 2 reports and will be taken into consideration by Selection boards.

15. Combat Operations. Personnel who are:

- a. Deployed on combat operations that qualify for the Operational Allowance (OA), within 6 months of an OA earning deployment (D-6), or on their Post Operational Leave (POL) or any accrued Operational R&R from an OA earning deployment as at the time of Notification of Selection (12 Jun 12) will only be eligible for redundancy as Applicants.
- b. Deployed on Op HERRICK 15 and are serving in, or are in units/subunits subordinate to, the HQs named in Annex B of this DIN, on the day of Notification of Eligibility (17 Jan 12) will only be eligible for redundancy as Applicants.

For the purposes of eligibility, D-Day is defined as follows:

- c. For individual augmentees it is their assignment dates (irrespective of actual dates of travel).

⁹ Although to enable this the individual concerned must make the ARedC aware of their status.

¹⁰ Note that where an entire capability is removed from the ORBAT the requirement for 2 reports in rank for the selection of Non-applicants can be waived.

¹¹ As for footnote 10.

¹² Or the appropriate authority, post their transition to Capability Directors in 2012.

d. For those in formed sub units or units deploying on Op HERRICK it is the date of the relevant Bde Transfer Of Authority (TOA).

e. For those in formed sub units or units deploying on any other Combat Operation it is their sub unit or unit TOA.

Full guidance, with examples, on how to calculate individual operational status is at Annex B.

16. **Operational Liability.** The following operational liability applies:

a. Applicants. Applicants who are within 9 months of deploying on an OA earning combat operation, but who have not yet deployed must understand at the time of application¹³ that they will be required to fulfil their operational commitment. The notice period for those selected Applicants who have an OA earning operational liability to fulfil will commence at the end of their POL. Applicants who are selected for redundancy whilst deployed on OA earning combat operations will be required to fulfil their operational commitment. Their Notice Period will commence following their POL. Should an individual subsequently be warned for an OA earning combat operation after the closing date for applications and their application is successful, they will not be required to deploy.

b. Non-applicants. Non-applicants who are outside D-6 months as at the date of notification of selection for redundancy will not be required to fulfil any future OA earning combat operation commitment. The overriding principle is that Non-applicants on OA earning combat operations or within 6 months of deploying on such operations will not be selected for redundancy.

17. **Other Operations / Conflict.** In addition to those on OA earning combat operations there may be others who, on the date redundancy notices are issued, should be excluded as they are similarly engaged in 'conflict' but not in receipt of Operational Allowance. Any change in an operation, such that it meets a level of risk so that it may be considered to be in a conflict, will be taken into consideration immediately prior to the publication of redundancy selection. Those identified as preparing for, deployed on or recovering from such an operation will not be selected for redundancy, unless they have applied.

18. **Non OA Earning Operations.** The entitlements for those deployed on non-OA earning operations are the same as those not deployed on operations, irrespective of status as Applicant/Non-applicant. If selected, every effort should be made to secure the timely recovery of Applicants to their normal peacetime location, as soon as practicable, in order to facilitate resettlement activities in their last 6 months of service.

19. **Op OLYMPICS.** For the purposes of redundancy, Op OLYMPICS has the status of a non-OA earning operation and the entitlement for those employed on it is therefore the same as those selected for redundancy but not deployed on OA earning operations. Consequently, personnel notified of selection for redundancy both as Applicants and Non-applicants are eligible for employment on Op OLYMPICS. However, given that Applicants must be discharged no later than 11 Dec 12, COs will be encouraged to replace selected Applicants as soon as practicable.

¹³ Defined as the closing date of applications for the tranche – for this Tranche this is 28 Feb 12.

20. **Unit Rear Operations Groups (ROG).** Individuals in selected essential ROG posts will be excluded from redundancy selection as Non-applicants, in line with the OA exclusion as it applies to the formation/unit/sub-unit they support, although they may still apply as Applicants. Annex B lists the appointments within a ROG which have been identified as essential for continuity purposes.

21. **Wounded, Injured and Sick.** Redundancy and the medical employment policy contained in the PULHHEEMS Administrative Pamphlet 2010 (PAP 10) are distinct policies and must not be confused. However, there will be a number of individuals who are medically downgraded and eligible for compulsory redundancy by dint of being in a redundancy Field. Detailed instructions on how the redundancy policy applies to these individuals is contained within Annex C. However the following changes to the administrative process in support of this policy should be noted:

- a. Personnel who are Permanently Below the Minimum Medical Retention Standard¹⁴ (Perm BMMRS) are ineligible for redundancy (at any stage of the process) irrespective of status as Applicant/Non-applicant¹⁵.
- b. Those graded temporarily MND L5¹⁶ E5¹⁷ are ineligible for redundancy at any stage of the process irrespective of status as Applicant/Non-applicant.
- c. All those who are temporary medically downgraded, will be eligible for redundancy. If selected for compulsory discharge either as an Applicant or Non-applicant they will be assessed at their Pre-Release medical and again at their Release medical to determine if a delay to discharge/retirement from the service is appropriate (such a delay will normally result from a matter requiring in-patient care).

22. **Maternity, Adoption and Additional Paternity Leave.** Special provisions may apply to personnel on Maternity Leave, Adoption Leave or Additional Paternity Leave¹⁸. Personnel on Maternity Leave, Adoption Leave or Additional Paternity Leave will be eligible for redundancy in the same manner as others of their rank and MTFP/trade, although some special provisions may apply for Non-applicants who will be on such leave on their proposed redundancy exit date. The key principles are described in Appendix 2 to Annex F.

23. **Discipline.** Pending or outstanding discipline/administrative proceedings do not disqualify otherwise eligible personnel from compulsory redundancy, either as an Applicant or Non-applicant. Further details are at Annex D.

24. **Special Paid/Unpaid Leave and Career Breaks.** Personnel on Special Paid, Unpaid Leave or Career Breaks who fall within a designated redundancy Field are eligible for compulsory redundancy. Those selected for redundancy in Tranche 2 will have the same exit date as all others within that tranche, irrespective of the date they were due to return to full time service.

¹⁴ As defined in PAP10 v3.

¹⁵ This includes those who become Perm BMMRS after selection for redundancy up to the point of discharge.

¹⁶ L5 means 'Unfit for service in the land environment' – PAP10 v3 Para 0124.

¹⁷ E5 means 'Medically unfit for duty and under medical care (holding category)' – PAP10 v3 Para 0124.

¹⁸ Additional Paternity Leave is a new type of leave applying in relation to births on or after 3 Apr 11 and to adoptions where notification has been received of being matched with a child for adoption on or after 3 Apr 11, as explained in 2011DIN01-037. It is not the same as ordinary paternity leave, which lasts for a maximum of two weeks.

25. Return of Service. All eligible personnel with an extant Return of Service will still be considered for compulsory redundancy, either as an Applicant or Non-applicant.

26. Notifying Changes to Circumstance. Individuals are responsible for ensuring their CoC is appropriately briefed on changes in their circumstances. When an eligible individual's circumstances change, the redundancy Focal Points (FPs) are to be updated by the CoC. Relevant changes to an individual's status will be recorded in the Redundancy Programme Database (by FPs / MS Reps) ensuring those who are eligible are appropriately tracked. The following changes in circumstance are to be recorded in the Database by FPs¹⁹:

Ser	Circumstance to Report	Responsibility to Report
(a)	(b)	(c)
1	Change to Operational status (warned for, deployed on, or withdrawn from operations).	CoC
2	Application to transfer, successful transfer or failure to complete transfer course.	CoC
3	Outcome of Discipline/Administrative Action (e.g. reduction in rank, discharge/retirement, imprisonment etc).	CoC
4	Significant welfare issues that may require specific handling.	CoC

Exclusions

27. Tranche 1 General Exclusions. The list of general exclusions expressed in Annex D of Reference B will now no longer apply to Tranche 2 and any further remaining Tranches of the Army redundancy programme.

28. Tranche 2 Exclusions. Those who meet the criteria below are excluded from consideration and are therefore ineligible for redundancy (either as Applicants or Non-applicants) in Tranche 2; even if they would otherwise fall within a given redundancy Field:

a. **General Exclusions.** The following general exclusions will apply to Tranche 2 only of the Army Compulsory Redundancy Programme:

- (1) All Officers (Less LE officers) and Soldiers with 5 years or less service.
- (2) All Second Lieutenants and Lieutenants.

b. **End of Engagement Date.** For Tranche 2, where an individual EED falls on or before the date shown below they will be excluded from redundancy:

- (1) Less Senior Soldier Continuity Posts (SSCP), OF4 and below whose EED falls on or before 31 Mar 15 will be excluded from redundancy.
- (2) SSCP Specialist Recruiters whose EED falls on or before 12 Jun 13 will be excluded from redundancy.
- (3) OF6 whose EED falls on or before 31 Mar 14 will be excluded from redundancy.

¹⁹ Note that the ARedC are able to track all other significant changes in circumstance through other, pre-existing reporting.

c. Notice to Terminate(NTT)/Premature Voluntary Release(PVR). Those who have applied for PVR or given NTT prior to the publication of this DIN or at any stage thereafter in the redundancy process will be ineligible for compulsory redundancy. Such individuals will not be allowed to withdraw their application/notice for the purposes of redundancy even if, in the case of officers, their application has not been approved by the Army Retirements Board (ARB).

d. Operational Pinch Points (OPP). Those within the OPPs listed at Annex E will be excluded from redundancy both as Applicants and Non-applicants. This includes personnel on a specified training course which will qualify them for the relevant OPP.

e. Capbadge Specific Exclusions. Those specific ranks and qualifications by capbadge as detailed in Annex A will be excluded from redundancy both as Applicants and Non-applicants.

Notification and Selection Procedures and Processes

29. General. This section of the DIN will explain the process for personnel notified of their eligibility for redundancy. For Tranche 2 the process of applying for redundancy and the conduct of the subsequent Grading and Selection boards will conclude with the issue on 12 June 12 of the redundancy notices to those who have been selected.

30. Redundancy Programme Database. The redundancy process for Tranche 2 will be enabled by the use of a bespoke online database containing the information required to track the status of all those who are eligible. Access to the database will be limited to FPs embedded in the CoC at Bde level (or equivalent).

31. Notification of Eligibility. All eligible personnel will be notified formally by the CoC. The CoC are to confirm through their respective FPs to the ARedC by NLT 20 Jan 12 that those individuals eligible for redundancy and shown as under their command have been attributed correctly, are shown against the correct unit and TLB, and have been notified.

32. Length of Service (Manpower Planning) (LOS(MP)). LOS (MP) is one of the key criteria by which personnel at OF 3 rank and below will be able to ascertain their eligibility for redundancy. The information required to calculate LoS(MP) is contained in Annex A. FErrors in the LOS (MP) data held against each individual eligible for redundancy in Tranche 2²⁰ are to be reported by the individual through the CoC to Redundancy FPs and then the ARedC as soon as practicable but NLT than 28 Feb 12 (six weeks after notification of eligibility). Any individual who has not been notified that they are in a Field but believes they should be included, should also check their LOS(MP) and report any errors through the CoC to the ARedC immediately. Individuals will be informed of any subsequent change of eligibility through the CoC. For OF 4 and above, EED- is used.

33. Redundancy Calculator. Personnel will have access to the online Armed Forces Redundancy Calculator (AFRC) which will give an immediate forecast of both redundancy compensation and pension entitlements. The Redundancy Calculator, which is only available on the internet, can be found at the following link: [MoD Redundancy Calculator](#). A guide to using the Redundancy Calculator is provided at Appendix 5 to Annex F. Personnel deployed in an OA qualifying location and without regular access to the internet may request that their unit HR Admin access the calculator on their behalf. Personnel are

²⁰ As detailed in the Redundancy Programme Database of eligible Army personnel managed online by the ARedC.

strongly advised to consult the AFRC before they make a decision to apply for compulsory redundancy.

34. **Sources of Advice.** Routinely, no direct contact with eligible personnel will be initiated by the ARedC and SPVA will not action individual calls by officers or soldiers directly to the JPAC EC. Unit HR Admin and unit Career Managers will provide first line support to personnel for all matters concerning the redundancy administration process. Sources of professional financial advice may be found in Annex F covering pension and redundancy benefits.

35. **Application.** Eligible personnel who wish to apply to be considered must do so within the stipulated timeframe using the application form at Enclosure 1 which must be signed and dated by the Applicant and sent direct to the ARedC. Duplicate copies of this form are also available on the Defence Intranet and from MS Web which can be accessed on the intranet via this [link](#). All applications must be received signed and in hardcopy – either faxed or sent by post; no online or softcopy applications will be accepted. Applications will only be accepted from those eligible personnel who fall within a stipulated redundancy Field, no conditional applications will be accepted²¹ and applications must be signed.

a. **Application Period.** Applications must be received by the ARedC NLT Z2359 Hrs on 28 Feb 12 (6 weeks from publication of this DIN) and can be accepted only on the form at Enclosure 1; late applications beyond the stated deadline will only be accepted in exceptional circumstances. The ARedC will acknowledge receipt of applications direct to the Applicant. Where a response has not been received after 15 working days the Applicant is to contact the ARedC to confirm receipt.

b. **Withdrawal of Application to be selected for Redundancy.** Personnel may withdraw their application for redundancy up to Z2359hrs 28 Feb 12 using the form at Enclosure 2. Duplicate copies of this form are also available on the Defence Intranet and from MS Web which can be accessed on the intranet via this [link](#). Late applications for withdrawal beyond the stated deadline will only be accepted in exceptional circumstances. The ARedC will acknowledge receipt of applications for withdrawal direct to the Applicant. Where a response has not been received after 15 working days the Applicant is to contact the ARedC to confirm receipt.

c. **Applying for Redundancy When Warned for Combat Operations.** Those warned for OA earning combat operations who apply for redundancy are bound by the provisions made in para 16a above.

36. **Boarding and Selection Process.** APC will conduct Grading and Selection boards in accordance with existing MS Practice, Precedent and Rules (PP&R) supported by a redundancy specific brief. The following criteria and constraints may be applied:

a. **Grading.** Eligible personnel will be graded using the standard MS scoring guide taking into consideration an individual's performance, potential and wider employability²². Board members will assess individuals on the evidence contained in

²¹ Applications will be deemed as 'null and void' if personnel choose to write additional information or caveats outside that which is strictly necessary to complete the form i.e. you can not write in conditions to your application.

²² In line with extant practice this will include reference to the Manning Profile Sheet (MPS) but exclude reference to an individual's JMES grading. OF5 and OF6 officers will be given a formal employability score separate to their score for Performance and Potential (such scores may be weighted).

the candidate's Appraisal Reports or course reports which replace Appraisal Reports. Board members will not be made aware if an eligible person is an Applicant or not. This will only be disclosed once grading has been completed. Generally Applicants will be selected in preference to Non-applicants and with the lowest scoring Applicants taken first. Where there are insufficient Applicants to meet the requirement the lowest scoring Non-applicants will then be selected.

b. **Applicants/Non-applicants.** Less for senior officers (OF5 and OF6), where possible in a given Field type²³ Applicants will be selected in preference to Non-applicants.

c. **Information Considered.** Redundancy Grading Boards will have visibility of each individual's report book with the latest report admissible for consideration²⁴ for each Field announced in this DIN, and based on JSP 757 policy. All relevant reports which can be reasonably obtained on those eligible for redundancy should be available to the Board. As a minimum the Boards should have each candidates 'Appraisal Book' available to inform the decision making process which is to include the most recent available OJAR or SJAR required by this DIN and a current Manning Profile Sheet. The APC, CoC and subject officer/soldier are to make every reasonable effort to ensure that the most recent appraisal required by this DIN is available to Grading Boards. If after every reasonable effort has been made the report is unavailable the board will proceed with the information that is available. The latest reports that should be used for each rank are detailed below:

Ser	Rank	Report Written	Due at APC	AR Year	Remarks
(a)	(b)	(c)	(d)	(e)	(f)
1	Brig	30 Nov 11	15 Feb 12	AR 11	
2	Col	30 Nov 11	15 Jan 12	AR11	
3	Lt Col	31 Oct 11	15 Dec 11	AR 11	
4	Maj	30 Jun 11	1 Sep 11	AR 11	
5	Capt	31 May 11	1 Aug 11	AR 10	Early AR 11 not to board
6	WO1	30 Jun 11	31 Aug 11	AR11	
7	WO2	30 Jun 11	31 Aug 11	AR 11	
8	SSgt	30 Sep 11	30 Nov 11	AR 11	
9	Sgt	30 Nov 11	31 Jan 12	AR 11	
10	Cpl	31 Jan 11	31 Mar 11	AR 10	Early AR 11 not to board
11	LCpl	31 Mar 11	01 Jun 11	AR 10	Early AR 11 not to board
12	Pte	31 May 11	01 Aug 11	AR 10	Early AR 11 not to board

d. **Senior Officer Applicants and Structural Sustainability.** OF6s form discrete redundancy Fields which, unlike the ranks below, are managed as single cohorts in accordance with their employment on the Staff. Therefore OF6 will be graded as single cohorts with no differentiation or exclusion made by late cap-badge or officer type (Groups A or B). However, selections for redundancy may include the use of restrictions based on former cap-badge. Where this provision is applied, DM(A) will direct limits to be imposed on the number of officers who can be selected from each cap-badge in order to maintain the structural integrity of that cohort – details of such limits are annotated in Annex A. Selecting OF6 for redundancy in this way is therefore

²³ That is, the same Arm/Service, rank and for soldiers CEG.

²⁴ Excepting reports that have been formally delayed.

broadly consistent with the way structural considerations influence promotions at these ranks.

37. Reconciliation Board. The purpose of the Reconciliation Board is to ratify and reconcile the provisional results of the Redundancy Grading and Selection Boards in order to ensure that the selections made do not act against the needs of the Army. Specifically, the Board is tasked with judging where personnel should be deselected and by doing so confirm the actual individuals to be selected for redundancy. This process will only apply to OF4 and below²⁵. The Board is required to fulfil the following tasks:

- a. Endorse the provisional results of the Grading and Selection Boards in all those non contentious Fields.
- b. Endorse the provisional results in Fields where a yield has not been reached due to the exclusions applied.
- c. Rule on the individual cases where they should not take redundancies due to the wider impacts on units or organisations and in the needs of the Army.
- d. Decide on the use of any remaining reserves.

38. Notification of Redundancy. Personnel selected for redundancy will be notified individually on 12 Jun 12 by letter through the CoC. Redundancy Notification Officers, identified by the respective FPs through the MS Reps to the ARedC by NLT 5 Apr 12, will be required to formally interview all those selected for redundancy. Unsuccessful Applicants will also be notified individually.

39. Notice Period. The notice period for Applicants is 6 months from the Date of Notification of Selection. Applicants in Tranche 2 will leave the Army on or before 11 Dec 12, except those Applicants on operations²⁶, whose notice period of 6 months will commence at the end of their POL. The notice period for Non-applicants is 12 months from the date of Notification of Selection. Non-applicants will leave on or before 11 Jun 13.

40. Redundancy Early Release (RER) Scheme. Applicants and Non-applicants selected for compulsory redundancy may apply to be released from the Service early under the Redundancy Early Release (RER) Scheme. Early release will be granted subject to the needs of the Service, although it is expected that normally a minimum of three months' notice will be required; earlier release may be sanctioned by the CoC where individual circumstances allow²⁷. Personnel who apply for RER whether as an Applicant or as a Non-applicant, will not be required to forego any of their Terminal Leave or Graduated Resettlement Time (GRT) subject to approval by the CoC. Personnel who apply to leave under the RER Scheme before the notified date of their redundancy may, if they are unable to show good cause, be debarred from claiming Job Seeker Allowance for the period that they could have worked²⁸. Those wishing to apply for RER are to complete the proforma at Enclosure 3. If supported by the CoC, the application should be signed by the Commanding Officer and forwarded to the ARedC for final approval.

²⁵ No2 Board will conduct its own reconciliation of the proposed selections at OF6.

²⁶ Including those key personnel in the respective ROG (defined at Annex B) who have applied and been selected for redundancy.

²⁷ Where applicants secure agreement to leave earlier, it must be accepted that this may lead to a delay in the payment of all redundancy entitlements by SPVA. SPVA require a minimum of 6 working weeks to process a termination.

²⁸ Further advice on eligibility for JSA may be obtained from local Jobcentre Plus offices.

41. **Appeals Process.** Personnel eligible for redundancy may appeal against the decision of the Redundancy Board, noting the following:

- a. Detailed instructions on the appeals process for those selected for redundancy will be published in a separate Redundancy Appeals DIN, to be published immediately prior to the announcement of Redundancy Selections.
- b. The appeal must be submitted in writing within 30 calendar days from the date of their acknowledgement of receipt of the Notification of Selection or non-selection. The appeal is to be forwarded through the appellant's commanding/employing officer who, in turn, is to direct it to the ARedC at the APC. Those who appeal will be expected to demonstrate exceptional circumstances that were not known to the Redundancy Selection Board at the time of the selection, or a substantive breach of procedural fairness. The appeal will be decided on the basis of the new evidence presented by the Applicant in the context of the original decision.
- c. The redundancy appeals process does not prejudice an individual's statutory right to make a Service Complaint under Section 334 of the Armed Forces Act 2006 and the procedure outlined in JSP 831. However, the special to type redundancy appeals procedure will need to be exhausted before the Service Complaint will be considered. The results of any appeals will be notified to the appellants within 60 calendar days of receipt of the appeal by the ARedC.
- d. Full details of the appeals procedure will be promulgated separately as part of the notification of selection process.

42. **Transfer.** Individuals selected for redundancy who wish to remain in the Armed Forces will have an opportunity to apply for transfer to other areas of the Army and the other two Services where there are manpower shortfalls. All personnel are to note that opportunities for transfer are likely to be very limited, particularly to the other two Services. Confirmatory instructions and specific transfer opportunities will be issued prior to the notification of selection on 12 Jun 12. These instructions will include details on the process to be followed and timelines to be met should an individual wish to apply.

Redundancy Financial Matters

43. **Armed Forces Redundancy Schemes Benefits.** Personnel selected for redundancy will receive a lump sum in compensation for shortening their career in addition to their normal entitlements to other terminal and retirement benefits. Details of redundancy benefits and the procedures that personnel should follow to produce a forecast of their benefits are provided in Appendix 3 to Annex F. All personnel are reminded that the payment of redundancy compensation and pension benefits may take up to 35 working days after their discharge/retirement date. In addition individuals should note:

- a. **Pension.** Pension entitlement is based on service accrued to date. For those who have been selected for promotion and have applied for redundancy in the rank they will promote into, they must note that they may not accrue the pension associated with that rank. Their pension will be in accordance with the service they have accrued up to the point of their departure.
- b. **Redundancy Payments.** The following considerations apply to Redundancy Payments:

(1) For AFRS 06 (AFPS 05): JSP 764, Part 5, Chap 2, 0205.a. refers: For Compensatory Lump Sum calculation purposes, pay is the person's Final Relevant Earnings (FRE) as defined in Article 6 of the Armed Forces Early Departure Payments Scheme Order 2005. FRE means the greatest amount that is the person's total relevant earnings for 365 consecutive days falling within the final three years of service.

(2) For AFRS 10 (AFPS 75): JSP 764, Part 5, Chap 3, 0305.a. refers: For Special Capital Payment calculation purposes, the person's pay means basic pay – that is pay for the person's rank and seniority, or if more favourable, the basic pay rate appropriate to any paid Acting Rank held on the last day of paid service before redundancy, and any other amount that the Defence Council may determine shall be treated as basic pay. It does not include any allowances or additional amounts.

44. Pay and Allowance Considerations. Annex F contains the guidance on the effects of redundancy on pay and allowances which personnel should take into consideration. Notwithstanding the guidance provided, the definitive references for pay and allowances are the relevant JSPs and it is possible that policies and rates may change. Unit HR administrators are able to provide guidance and personnel are advised to seek their assistance at the earliest opportunity.

45. Financial Return of Service. All Applicants and Non-applicants who, at the time of their selection for redundancy, are in receipt of a Financial Incentive (FI)²⁹ for which they have yet to serve the requisite Return of Service (ROS) before their last day of service will not be expected to repay their FI. Applicants for redundancy will not be eligible for a FRI). Non-applicants who have been selected for redundancy are not eligible to receive an FRI once selected.

46. Effect of Certain Types of Further Employment. In certain circumstances, personnel made redundant who are subsequently employed within the Ministry of Defence or other Government departments will be required to refund the Special Capital Payment (SCP) or Compensation Lump Sum (CLS), either in full or in part. An abatement or cessation of pension may also be required in addition to repayment of gratuity. Guidance is provided in the booklet "The Armed Forces Redundancy Schemes" available via this [link](#). Personnel considering applying for such an appointment are advised to obtain details of the effect on their SCP/CLS and pension from SPVA by contacting the JPA EC on Tel [REDACTED] or [REDACTED] or by raising a JPA iSupport request. Personnel who have left the Services can apply to SPVA to obtain details of the effect on their SCP/CLS if subsequently re-employed.

47. Recovery of Public Debt. SPVA will seek to recover any unpaid public debt (e.g. Long Service Advance of Pay (LSAP)) from an individual's final pay or immediate terminal benefits on termination of service. Where an individual's final pay is insufficient to repay the debt fully, SPVA will continue to seek recovery following termination.

Resettlement and Entitlements

48. Resettlement. Personnel selected for redundancy will qualify for the Graduated Resettlement Training (GRT) to which they would have been entitled had they completed

²⁹ Financial Incentives such as Commitment bonuses, Financial Retention Incentives and Golden Hellos- details are available at Annex F.

the commission/engagement on which they were serving when they were made redundant. Personnel selected for redundancy are defined as Normal Discharge Service Leavers. Specific details on the resettlement process, individual entitlements and resettlement responsibilities can be found in Annex G.

49. Resettlement and Immigration Advice to Non-British Soldiers. Foreign & Commonwealth (F&C) soldiers, including Nepalese citizens serving in the Brigade of Gurkhas, are 'Exempt UK Immigration control' while serving. This exemption ceases upon discharge/retirement from the Armed Forces. F&C soldier's family's visas are likely to be linked to their Exempt status in the Army, unless they already have permission to remain in the UK, or British citizenship in their own right. Therefore, unless F&C soldiers and their family already have valid permission to remain in the UK, other than through their status as a serving soldier, they must regularise their immigration status if they wish to remain in the UK. More detail and guidance on this process can be found at Annex G.

50. Leave entitlement. Leave entitlement will be in accordance with the regulations contained in JSP 760, the main provisions of which are included at Annex F.

12. Relocation of Personnel Serving Abroad. Relocation arrangements for those selected for redundancy who are serving overseas³⁰ are as follows:

a. Non-applicants. Selected Non-applicants will be relocated, wherever the interests of the Service allow, in sufficient time for them to serve at least their last 6 months' service in the UK.

b. Applicants. Selected Applicants will normally remain overseas for the majority of their Notice Period but will, wherever the interests of the Service allow, be relocated in time to allow them to undertake resettlement training and Terminal Leave. Applicants should not expect to be relocated to the UK within 4 months of selection.

c. Applicants Serving Overseas Entitlement to SFA. Applicants serving overseas are entitled to SFA at the location assigned for their last assignment. If there is no SFA available within a 10 mile radius of that location, DIO Ops Accommodation will offer SFA further afield. Applicants will not be entitled to SSFA but will be eligible to apply for surplus SFA in accordance with JSP 464 Part 1, Chapter 10. Further information on SFA entitlement can be sought through the CoC from PS4(A). Non-applicants are deemed to fall within the normal parameters of entitlement to SFA stipulated in JSP 464.

d. Local Discharge/Retirement Overseas. Where an individual wishes to take local discharge/retirement in the overseas country they are currently assigned to they must seek and obtain the necessary authority from both their CoC and that country's civil authorities.

e. Last 6 Months in UK. Service personnel selected for redundancy as Non-applicants may apply to spend their last 6 months of service in the UK, if otherwise they would be overseas. The application procedure is described in [AGAI Vol 2 Ch 60](#).

³⁰ For the purposes of this DIN an overseas assignment is any permanent assignment, including Northern Ireland and the Scottish Islands, outside of mainland UK.

f. Process. Geographic preferences for relocation to the UK are to be submitted through Unit HR staffs to the APC by Applicants within 21 days of selection and by Non-applicants within 2 months of selection. Non-applicants may request to extend this period on the understanding that relocation in time to serve the last 6 months in the UK may not be achieved. Applications for relocation must specify whether Service accommodation will be required. Those who wish to settle overseas and do not wish to relocate to the UK must notify the APC in the same time frames.

g. Extensions – Applicants. Normal rules for occupation and vacation of SFA will apply³¹ noting that Applicants will be given six months notice of discharge/retirement but will be permitted to remain in their current SFA for up to 93 days after date of discharge/retirement at entitled SFA rates. Thereafter an extension of up to 93 days may be granted on compassionate grounds, following consultation between the Local Service Commander and Housing Information Centre (HIC), at non-entitled SFA charges. This provision applies to those serving overseas as well as those in the UK (see Annex G).

h. Extensions – Non-applicants. Non-applicants will be given 12 months notice after which they may apply for an extension of 93 days at non-entitled rates which may be granted on compassionate grounds, following consultation between the Local Service Commander and HIC. This provision applies to those serving overseas as well as those in the UK (see Annex G).

52. Service Children’s Education Schools. In accordance with Chapter 5, para 541 of [JSP 342](#), in order for children to remain at a Service Children’s Education (SCE) school following discharge/retirement on redundancy, a child must have started the second term of a one-year public examination course, or the third term of a two year public examination course before the date on which the parent’s official service in the overseas command ends. The provision of education for children in service schools overseas, particularly those children sitting GCSEs or A-levels is covered in JSP 342. These provisions do not confer any other Service related benefits such as pay or allowance entitlements. Note that continued occupation of SFA is not linked to continued entitlement to places at a SCE school or continued entitlement to CEA³².

53. Continuity of Education Allowance. See DIN 2011DIN01-092. No initial claims for CEA will be considered after a notice of redundancy has been issued. Where CEA is already in issue, it will be paid until the end of the academic term during which the claimant completes their final day of service. Where the claimant’s final day of service falls within one of the main school holidays, then the final payment of CEA will be the academic term immediately preceding the school holiday. If, on the claimant’s last day of service, a child has already started the two academic years leading to public examinations, (GCSEs, ‘A’ Levels or equivalents) CEA will continue to be paid up to the end of the term in which the child takes those examinations. Personnel selected for redundancy will be permitted to serve Voluntarily Separated (VOLSEP) and retain eligibility to CEA.

54. Children’s Education Advisory Service (CEAS). CEAS provides a dedicated service exclusively for Service and MOD families providing professional advice about all aspects of children’s education both in the UK and Overseas (link: [Children’s Education](#)

³¹ In accordance with Chapter 8 of Part 1 of JSP 464 Tri-Service Accommodation Regulations for UK occupants and Chapter 7 of Part 2 of JSP 464 for those in NI and overseas.

³² In some circumstances entitlement to SFA may end prior to the end of entitlement to a place at a SCE School. Where this occurs the CoC should be informed immediately.

[Advisory Service](#)³³) and are well placed to assist with concerns following selection for redundancy.

55. Reserve Liability.

- a. **Soldiers.** Soldiers selected for compulsory redundancy will have their service terminated in accordance with Queen's Regulations paragraph 9.409 and as such will have no regular reserve liability.
- b. **Officers.** In accordance with Article 207 of the Promotions and Appointments Warrant 2009, officers have a compulsory commitment to serve in the Regular Army Reserve of Officers on ceasing to serve on the Active List. The termination of that reserve commitment is broken down by capbadge, rank and age at para 9, Schedule 1 to Regulation 4 of the Compendium of Reservist Regulations and Administrative Instructions for the Army 1997. A copy of these Regulations can be found at this [link](#).

56. **Family Welfare.** Personnel either considering or who have been selected for redundancy are reminded that any decision taken may affect their immediate or extended family and this includes any other dependants for whom they are responsible. Serving personnel are reminded that one of their most important sources of support will be the strong relationship they have with their family and therefore it is recommended that all personnel engage in consultation with those who may be affected. Personnel are also reminded there is a range of Army Welfare Service and other sources of support available to assist with the practical and emotional aspects of redundancy. Further details are available at Annex G.

Annexes:

- A. Redundancy Fields by Capbadge, Rank, Trade and Length of Service/Engagement Expiry Date for Tranche 2.
- B. Combat Operations Eligibility.
- C. Medical Administrative Process – Army Compulsory Redundancy Programme Tranche 2.
- D. Disciplinary and Administrative Action.
- E. Operational Pinch Points Exclusions.
- F. Redundancy Administrative Process – Summary of HR Guidance.
- G. Resettlement and Welfare.

Enclosures:

1. Redundancy Application Form.
2. Withdrawal of Redundancy Application Form.
3. Redundancy Early Release Application Form.

³³ Or on Civ Tel: 01980 618244.

3. Tranche 2 Redundancy Fields by Capbadge, Rank, Trade and Length of Service – Other Officers (Major and Below).

LOS(MP) = Length of Service for Manpower Planning. This information is available from the chain of command and should be calculated in accordance with the guidance at Appendix 1. For Tranche 2 Redundancy, LOS(MP) is taken as at 1 Apr 12.

Note: it is not the same as Length of Reckonable Service which is used to calculate eligibility for pension or promotion.

Capbadge	Rank	Trade	LOS(MP)	Max number required ¹
AGC(ETS)	Capt (DE)		6 and above	9
HCav/RAC	Maj (LE)		9 and above	6
	Capt (DE)		6 and above	2
Infantry	Capt (LE)		0 to 5 inclusive	2
	Maj (DE)		12 to 14 inclusive	38
RE	Maj (LE)	Mainstream Officers EXCLUDING Garrison Engineer and Geographic Officers	9 and above	3
		Garrison Engineer	9 and above 2 to 7 inclusive	1
	Capt (LE)	Mainstream Geographic Officers	2 to 7 inclusive 2 to	20
		Garrison Engineer	inclusive 2 to	1
REME	Maj (LE)		9 and above	5
	Capt (LE)		All LOS	20
R Signals	Maj (DE)		13 to 15 inclusive	8
			17 to 20 inclusive	6
			21 and above	9
	Maj (LE)	Regimental Duty	All LOS	4
		Traffic Officer	All LOS	4
	Capt (LE)	Technical Officer Telecommunications and Technical Officer Telecommunications (Information Systems)	All LOS	4
		Regimental Duty	All LOS	7
		Traffic Officer	All LOS	8
		Technical Officer Telecommunications and Technical Officer Telecommunications (Information Systems)	All LOS	8
	SASC	Capt (LE)		All LOS
Gurkha – QGE	Maj (LE)		All LOS	1
	Capt (LE)		All LOS	1
Gurkha - QGS	Maj (LE)		All LOS	2
Gurkha – QOGLR	Maj (LE)		All LOS	1

¹ This represents the number of redundancies which could be taken in each field.

4. **Tranche 2 Redundancy Fields by Capbadge, Rank, Trade and Length of Service – Other Ranks.**

LOS(MP) = Length of Service for Manpower Planning. This information is available from the chain of command and should be calculated in accordance with the guidance at Appendix 2. For Tranche 2 Redundancy, LOS(MP) is taken as at 1 Apr 12.

Note: it is not the same as Length of Reckonable Service which is used to calculate eligibility for pension or promotion.

Capbadge	Rank	Trade	LOS(MP)	Max number required ²
AAC	ATpr		6 and above	32
AGC(SPS)	WO1	Combat HR Spec	22 and above	13
	WO2	Combat HR Spec	24 and above	8
	SSgt	Combat HR Spec	22 and above	12
	Sgt	Combat HR Spec	18 and above	27
	LCpl	Combat HR Spec	6 and above	27
	Pte	Combat HR Spec	6 and above	11
GSPS	SSgt		17 and 18 inclusive	2
	Sgt		15 to 18 inclusive	4
HCav/RAC	WO2		21 and above	8
	SSgt		18 and above	25
	Sgt		18 and above	16
	Cpl		12 and above	20
			9 to 11 inclusive	7
Tpr		7 and above	20	
Infantry	Pte		6 to 8 inclusive	350
			11 and above	150
RA	LBdr		12 and above	15
	Gnr		6 and above	53
RAMC	Pte	Combat Medical Technician	6 and above	8
RAPTC	WO2		All LOS	5
	Sgt		All LOS	21
RE	WO1	Clerk of Works (Mechanical)	20 and above	1
	WO2	All EXCLUDING Clerk of Works (all types), Military Plant Foreman ³ , Military Engineer (EOD), (Geo), (Armd), (Engr Log Spec), (3CS) and (Dvr), Defence EOD Operator, Royal Engineer Search Advisor	19 and above	8
		Military Plant Foreman	19 and above	2

² This represents the number of redundancies which could be taken in each field.

³ But Military Plant Foreman is INCLUDED in a separate WO2 field.

Capbadge	Rank	Trade	LOS(MP)	Max number required ⁹
Gurkhas - QOGLR	SSgt	Chef	All LOS	1
	Sgt	Chef	All LOS	4
		Driver	All LOS	1
		Driver Radio Operator	All LOS	1
	Cpl	Chef	9 to 16 inclusive	6
		Driver	8 to 16 inclusive	1
		Driver Radio Operator	13 to 16 inclusive	1
	LCpl	Chef	7 and above 7	3
		Driver	and above 7 and	3
		Driver Radio Operator	above	2
	Pte	Chef	6 and above	3
		Driver	7 and above	6

5. Tranche 2 Redundancy Fields by Capbadge, Rank and Engagement Expiry Date – Senior Soldier Continuity Posts (SSCP)¹⁰.

Capbadge	Rank	Specialism	Engagement Expiry Date	Max number required ¹¹
SSCP	WO1	Recruiter	On or after 13 Jun 13	All
	WO2	Recruiter	On or after 13 Jun 13	All
	SSgt	Recruiter	On or after 13 Jun 13	All

Appendices:

1. The use of Length of Service for Manpower Planning and Redundancy (LOS (MP)): Guidance for checking an officer's Length of Service – Tranche 2.
2. The use of Length of Service for Manpower Planning and Redundancy (LOS (MP)): Guidance for checking a soldier's Length of Service – Tranche 2.

⁹ This represents the number of redundancies which could be taken in each field.

¹⁰ Formerly the Long Service List

¹¹ With the introduction of the Recruit Partnering Project (RPP), it is likely that the SSCP Recruiter capability will be significantly reduced or deleted. Full details will not be known until Mar 12. Therefore, under current planning assumptions, but subject to confirmation in Mar 12, all those whose EED is after the date on which Tranche 2 Non-applicants will leave the Army (12 Jun 13), will be made redundant, regardless of contract type. Those with an EED before this date will leave the Army ("run out") without being made redundant.

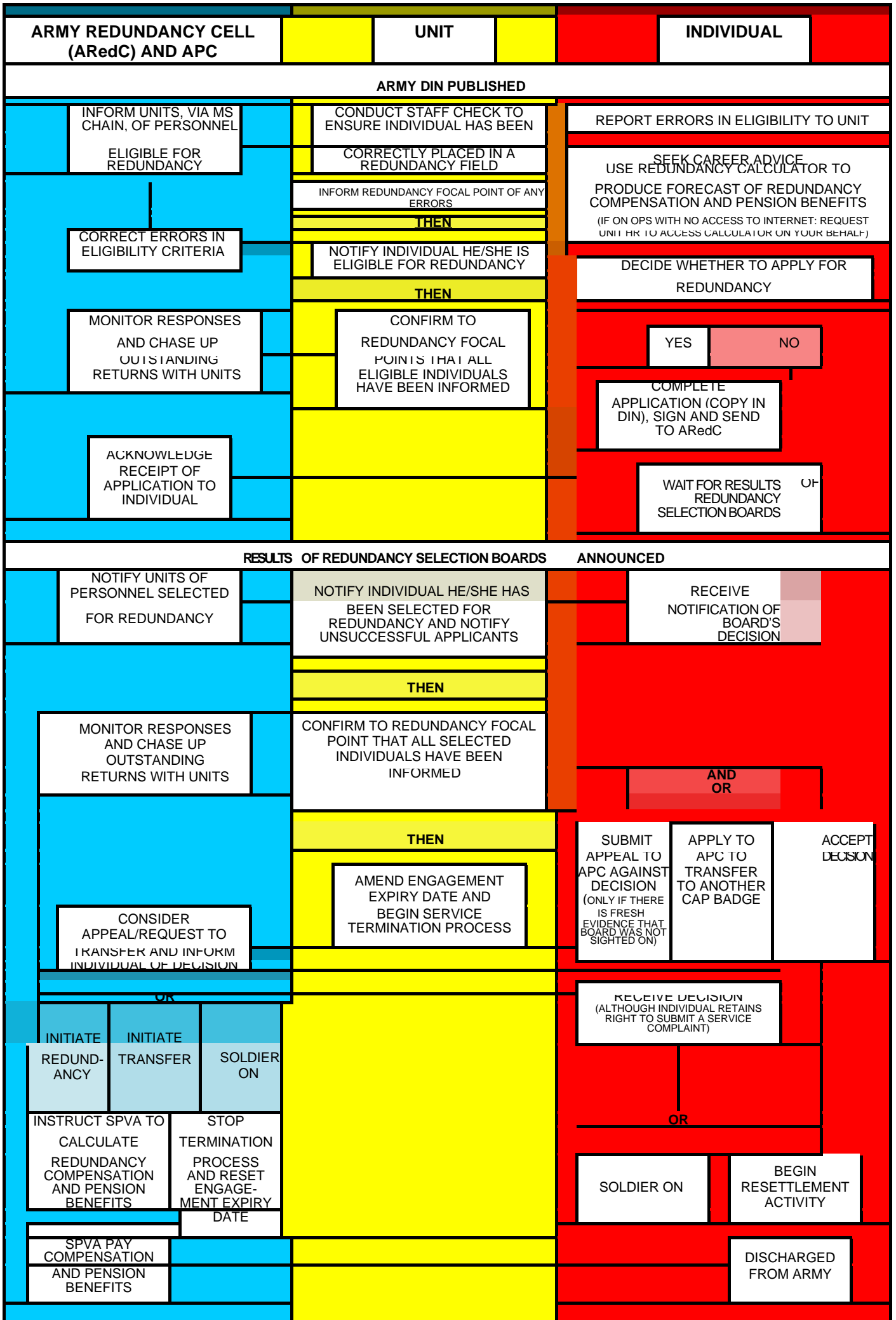
REDUNDANCY ADMINISTRATIVE PROCESS – SUMMARY OF HR ADMIN GUIDANCE

1. The appendices to this Annex cover the administrative procedures relevant to the redundancy process. Queries on the content of this Annex should be addressed to the relevant Unit HR Administrator.

2. In addition to this Annex, various other guides will be produced by DSPS(A) to support the delivery of Tranche 2 of the Army Compulsory Redundancy Programme. DSPS(A) will signpost all of the products when they are released through the SPS Functional Chain and the other Services' Redundancy Focal Points. The documentation below will, in due course, be available on the [ARedC website](#):

Ser	Product	Detail
(a)	(b)	(c)
1	ARMY COMPULSORY REDUNDANCY PROGRAMME TRANCHE 2: END-TO-END HR PROCESS DIRECTIVE	The aim of this Directive is to inform the Chain of Command (CoC), SPS Functional Chain (FC) and other HR equivalents of their role in the administration of Tranche 2 of the Army Compulsory Redundancy Programme. It is written as advice for all units responsible for the administration of Army personnel, including those in other TLBs. This Directive was issued shortly after the Warning Order for T2.
2	ARMY COMPULSORY REDUNDANCY PROGRAMME TRANCHE 2: UNIT FINANCIAL BRIEF AND SCRIPT	The aim of this presentation is to provide those eligible for redundancy with an understanding of the financial aspects of the Army's Compulsory Redundancy programme. It should be delivered by HR Admin, preferably the RAO, no lower than the FSA, unless expediency dictates. To be delivered on the back of the main T2 Unit Brief covering notification of eligibility on or shortly after 17 Jan 12.
3	ARMY COMPULSORY REDUNDANCY PROGRAMME TRANCHE 2: UNIT HR GUIDE TO TERMINATION OF SERVICE PROCEDURES	The purpose of this Guide is to provide HR Admin with an understanding of the notification of selection process and direction on the subsequent administration of service termination in order to facilitate the accurate and timely discharge of personnel on redundancy'. To be issued before notification of selection on 12 Jun 12.
4	ARMY COMPULSORY REDUNDANCY PROGRAMME TRANCHE 2: UNIT TERMINATION BRIEF	The aim of this presentation is reinforcement of the administrative process for redundees in order to highlight their responsibilities in the discharge process. It should be delivered by HR Admin, preferably the RAO, no lower than the FSA, unless expediency dictates. To be delivered to those notified of their selection on or shortly after 12 Jun 12.
5	ARMY COMPULSORY REDUNDANCY PROGRAMME TRANCHE 2: REDUNDANCY NEXT STEPS – A REDUNDEE'S	A Redundee's Guide outlines the essential actions that are a personal responsibility within the redundancy termination process once selected for redundancy. All those selected for redundancy will

REDUNDANCY PROCESS END-TO-END GUIDE



REDUNDANCY PAY AND ALLOWANCES GUIDE

Pay

1. **Specialist Pay.** Both Applicants and Non-applicants for redundancy who are in receipt of specialist pay at the point of notification of redundancy will have their specialist pay assessed in accordance with the policy in JSP 754 for handling personnel who elect to leave the Service at a recognised exit point.
2. **Financial Incentives.** The policy for handling the various kinds of recruitment and retention payments is as follows:
 - a. **Commitment Bonus (CB).** All those leaving under this redundancy programme will be entitled to receive any eligible CB available under the Enhanced CB Scheme for any reckonable service completed before their last day of Service. The Interim CB schemes will only be paid to those selected for redundancy if it is possible for the individual to complete the requisite Return of Service (ROS) before their last day of Service. Both Applicants and Non-applicants made redundant who fail to fulfil their CB ROS will not be required to make any refund of sums already paid.
 - b. **Financial Retention Incentives (FRI).** Applicants and Non-applicants who, at the time of their selection for redundancy, have received a FRI for which they have not provided the requisite ROS before their last day of service will not be expected to repay their FRI. Applicants for redundancy will not be eligible for an FRI from the date that the redundancy fields are promulgated. Non-applicants who have been selected for redundancy are not eligible to receive a FRI once selected.
 - c. **Golden Hellos (GH).** Applicants and Non-applicants who, at the time of their selection for redundancy, have received a GH for which they have not provided the requisite ROS before their last day of service will not be expected to repay their GH. Applicants for redundancy will not be eligible for a GH from the date of the announcement of the redundancy fields. Non-applicants who have been selected for redundancy are not eligible for any GH.
 - d. **Rejoining Bounties (RJB).** Applicants and Non-applicants who, at the time of their selection for redundancy, have received a RJB for which they have not provided the requisite ROS before their last day of service will not be expected to repay their RJB.
3. **Resettlement Grant.** A Resettlement Grant may be payable to personnel selected for redundancy who at their termination date have served the minimum qualifying period and do not qualify for an Immediate Pension or Early Departure Payment. Further details are provided in Appendix 3 (paras 3a and 6a) to this Annex and can be obtained through Unit HR.

4. Recovery of Public Debt on Termination of Service. SPVA will seek to recover any unpaid public debt from an individual's final pay or immediate terminal benefits on termination of service. Where an individual's final pay is insufficient to repay fully SPVA will continue to seek recovery following termination, although it is unlikely that the person's final pay and compensation would be insufficient to meet any outstanding public debts.

5. Armed Forces Home Ownership Scheme (Pilot) (AFHOS). For those who have purchased a property through the AFHOS, transitional arrangements will apply which will normally include the payment of stepped fees on leaving the Services. Further details can be obtained from the Scheme Agent on 0800 028 1980.

Allowances

6. Overarching Policy. Notwithstanding any guidance given in this guide, the definitive reference for all allowances is JSP 752. Where any ambiguity arises over entitlements, JSP 752 will have primacy. Eligibility will be determined by policies and rates that are in force at the time the activity takes place; both policies and rates may change. If in any doubt personnel are advised to seek guidance from unit HR staff at the earliest opportunity. Any overpayments of allowances which come to light post termination may still be recovered (JSP 752 01.0120 refers).

7. Long Service Advance of Pay (LSAP). Upon notice of redundancy, LSAP claimants must make arrangements for the full repayment of their outstanding balance prior to discharge, either by paying a lump sum, increasing monthly repayments, or by requesting that repayment is deducted from any terminal benefits that are due (JSP 752 02.0428 refers). Under current policy, personnel who have applied for, or who have been given notice of, redundancy may still apply for LSAP to assist them with their initial house purchase costs, providing they still have 6 months left to serve and meet all other qualifying criteria (JSP 752 02.0409c(5) refers).

8. Get You Home (Travel) (GYH (T)) and Home to Duty Travel (HDT). GYH (T) and HDT (Auto) will automatically cease from the first day of Terminal Leave or earlier if a change in personal circumstances triggers a change to entitlement (JSP 752 Chapter 5 Section 2 (GYH (T)) and JSP 752 Chapter 4 Section 13 (HDT) applies).

9. Removals and Disturbance Allowance (DA) (Within the UK). If on redundancy Service personnel are returning to live in a property which their family has continued to occupy during their absence, or if they are a single homeowner/householder and are returning to a property that has not been let in their absence, they will be ineligible for any publicly funded removals or DA (JSP 752 Chapter 7 Sections 1 and 2 refer). Service personnel will be ineligible for any publicly funded removals or DA if they wish to settle in the geographical area that they are already in, i.e. within 50 miles or 90 minutes travelling time of their final duty station. If Service personnel wish to settle at an address over 50 miles or 90 mins travelling time away from their last duty station, and there is a post that they might have occupied within 50 miles or 90 mins travelling time of that address, there may be an entitlement under the Final Tour of Duty package.

10. Final Tour of Duty (FTOD). Service personnel may be eligible for publicly funded removals and DA if they wish to settle in excess of 50 miles or 90 mins of their final duty station, i.e. beyond the geographical area that they are already in, providing they are not ineligible under JSP 752 Chapter 7 Sections 1 and 2.

- a. To ascertain eligibility Service personnel must first apply for a FTOD (JSP 752 07.0415 refers). FTOD applications will be permitted for those selected for redundancy. Applications should be submitted at the earliest opportunity and must be approved prior to commencing the final 6 months of service. Successful Applicants for redundancy may exceptionally have their applications for FTOD approved no more than 30 days after having received notification of acceptance for redundancy, regardless of their length of time left to serve. In order to meet these timelines Applicants must submit FTOD requests on JPA F024 within 21 calendar days of notification of selection and Non-applicants within 2 calendar months of notification.
- b. FTOD will be granted only if Service personnel wish to settle near (within 50 miles or 90 minutes travelling time of) another duty station at which there is a post that their rank and specialisation could occupy if it were vacant.
- c. Service personnel may not claim FTOD from one Selected Place of Residence (SPR) to another.

11. Removals, Disturbance Allowance (DA) and Storage (Returning from Overseas). Service personnel who are notified of, or accepted for, redundancy while permanently assigned overseas will be entitled to a single relocation back to the UK, either to a Selected Place of Residence (SPR) or to Service accommodation as close to their preferred final settlement area as possible (which they will then have to vacate upon redundancy). They will be able to claim DA at the prevailing Service rates, but will be ineligible for any other relocation thereafter.

- a. Service personnel who are made redundant while permanently assigned overseas and who wish to settle overseas may claim notional costs (of a theoretical move to Catterick Garrison) to put towards their relocation, and claim DA (JSP 752 07.0205e refers).
- b. Entitlement to storage ceases 28 days after the official date of return to the UK. Items in storage will be conveyed at public expense to anywhere within the UK, or the UK port of exit only. The delivery of items in storage may be deferred beyond 28 days, but personnel will be liable for all storage charges after the 28 day point. Delivery from storage at public expense cannot be extended beyond the date of discharge (JSP 752 07.0214 refers). Any requirement to store Personal Effects (PE) beyond the date of discharge must be approved by the JPAC PACCC beforehand. Casework is to be submitted IAW JSP 752 Ch 1, via the G1 functional chain.

In the event that an FTOD application is unsuccessful, if the Service Person agrees to move accompanied to the assigned unit and subsequently occupies Service accommodation for at least 6 months, he/she will be eligible for a publicly funded move as described in para 9 above and will be able to claim DA at the prevailing Service rates. **However, this will be deemed as their final move for Service reasons. Therefore, they will be ineligible for any further publicly funded moves and** on discharge they will be required to move from publicly funded accommodation to their SPR where they choose settle at their own expense. Service personnel must consider their options carefully when

considering to serve accompanied or unaccompanied, as electing to serve accompanied or unaccompanied may have an unintended effect on entitlements to other allowances.

12. Local Overseas Allowance (LOA). For Service personnel assigned overseas who wish to settle overseas, entitlement to LOA ceases from the first day terminal leave commences. For personnel who return to UK, LOA will cease on the day they depart the theatre. LOA is not payable during periods of leave taken overseas either before the commencement of the overseas assignment or after its completion (JSP 752 Ch 6 paras 06.0118 – 06.0119 refer).

13. Refund of Legal Expenses (RLE). Service personnel who have been made redundant are ineligible to claim RLE for their final relocation. Those who have sold a Residence at Work Address (RWA) and are awaiting purchase of a new RWA when informed of compulsory redundancy may submit a case to the JPAC PACCC IAW JSP 752 Ch 1.

14. Continuity of Education Allowance (CEA). No initial claims for CEA¹ will be considered after a notice of redundancy has been issued. Where CEA is already in issue, it will be paid until the end of the academic term during which the claimant completes their final day of service. Where the claimant's final day of service falls within one of the main school holidays, then the final payment of CEA will be the academic term immediately preceding the school holiday. If, on the claimant's last day of service, a child has already started the two academic years leading to public examinations, (GCSEs, 'A' Levels or equivalents) CEA will continue to be paid up to the end of the term in which the child takes those examinations. Where the extant notice period required by the school exceeds the redundancy notice period (for example, where a claimant's request to bring forward their last day of service is approved) and there remains a genuine liability to pay school fees for the academic term following their last day of service, authority for the continuation of CEA to the end of the school's legal notice period may be authorised on submission of a case to the SPVA PACCC. Personnel selected for redundancy will be permitted to serve Voluntarily Separated (VOLSEP) and retain eligibility to CEA. Further detail on CEA and redundancy is contained in [JSP 752 Chap 9](#) para 09.0134 and [2011DIN01-092](#).

15. Service Schools Overseas. The provision of education for children in service schools overseas, particularly those children sitting GCSEs or A-levels, is covered in JSP 342. These provisions do not confer any other Service related benefits such as pay or allowance entitlements. However, in accordance with Chapter 5, para 541 of [JSP 342](#), in order for children to remain at an SCE school following discharge/retirement on redundancy, a child must have started the second term of a one-year public examination course, or the third term of a two year public examination course before the date on which the parent's official service in the overseas command ends.

16. Children With Special Needs. For children with special education needs who are already undergoing statutory assessment at their current school, SFA/SSFA may be retained for 2 academic terms or until the end of the academic year as appropriate, subject to the Continuity of Education Advisory Service (CEAS) issuing an impact statement (JSP 464 Part 1 Chap 8 Section VIII para 0822g(2) refers).

¹ This includes all forms of CEA: CEA Boarding, CEA Day, CEA Aggregation, CEA Guardian, CEA, SENA and DSA NW.

17. Army Sponsored MSC/MBA/NVQ Courses. As this is elective learning Service Personnel may continue their courses after being discharged/retired. However, those made redundant who have registered with the ELC scheme, will cease to accrue service for ELC eligibility on the day they leave the Service. Provided they have accrued 4 or more years' eligible service, ELC can be claimed up to 10 years after leaving the Army (JSP 898 Part 4 Chap 3 para 16 refers).

18. Allowances During Terminal Leave. If not stopped beforehand upon change of circumstances, the majority of allowances will stop automatically upon commencement of terminal leave, which is normally taken as the period immediately preceding discharge (exceptions are CEA, Overseas Rental Allowance and Lodging Allowance, which may continue during terminal leave in some circumstances – advice should be sought from Unit admin). Travel entitlements on termination of service will be as per JSP 752 04.0106.

a. Service Personnel Attested in the UK and Serving in the UK. Where Service personnel choose to settle overseas, they will be entitled to travel at public expense from their last place of duty to the point of departure from the UK.

b. Service Personnel Attested in the UK and Serving Overseas. Where Service personnel choose to settle overseas, they will be entitled to travel at public expense from their last place of duty to the overseas location of their choice, up to the notional cost of a move from the overseas duty station to Catterick Garrison.

c. Service Personnel Attested Overseas and Serving in the UK. On termination of service, Service personnel who were conveyed at public expense to the UK can return to their home in the country from which they were attested at public expense. Where personnel choose to settle in another country overseas, they will be entitled to travel at public expense from their last place of duty to that overseas location up to the cost of the move from the UK to their home in their country of origin.

d. Service Personnel Attested Overseas and Serving Overseas. On termination of service overseas, Service personnel who were conveyed at public expense to the UK can return to their home in the country from which they were attested at public expense. Where personnel choose to settle in another country overseas, they will be entitled to travel at public expense from their last place of duty overseas to that alternative overseas location up to the cost of the move from the overseas country where they are serving to their home in their country of origin.

19. Allowances During Resettlement. The regulations for all resettlement entitlements are laid out within JSP 534, the Tri Service Resettlement Manual. Travel and subsistence may be authorised within the UK in most circumstances, but travel from overseas duty stations to undertake resettlement activity in the UK is not normally permitted. Those Service personnel who do travel from overseas to the UK may claim only for the return cost of travel between the UK port of entry and the location of the resettlement activity. Service personnel may continue to claim GYH (T) or HDT from their place of resettlement training, subject to meeting the criteria as laid down in JSP 752.

Leave

20. Leave entitlements will be in accordance with the regulations contained in JSP 760. The main provisions are outlined below.

21. Annual Leave. Annual leave will be granted on a proportional basis of leave already taken in the leave year and time left to serve. Service personnel are to take all remaining annual leave and any other forms of untaken accrued leave entitlements (such as Post Operational Leave) before termination.

22. Terminal Leave. Terminal leave is designed to assist resettlement and is to be granted to qualifying Service personnel on completion of service. Service personnel are to be granted up to 20 working days' terminal leave in proportion to time served. Subject to the maximum terminal leave period of 20 working days, Service personnel whose service is terminated prematurely are to be granted 1 day's terminal leave for each complete month of service, provided that they will have completed a minimum of 6 months' service (JSP 760 Ch 19 para 19.002 refers).

23. Maternity, Adoption and Additional Paternity Leave. Personnel on Maternity Leave, Adoption Leave or Additional Paternity Leave will be eligible for redundancy in the same manner as others of their rank and branch, although some special provisions may apply for Non-applicants who will be on such leave on their proposed redundancy exit date. The key principles are:

- a. Applicants will be treated in the same manner as Applicants not on such leave.
- b. Non-applicants who will be on Maternity Leave, Adoption Leave or Additional Paternity Leave at the redundancy exit date (at the expiry of the 12-month notice period), will have additional protection from redundancy. In such circumstances the Service must determine whether a practical opportunity exists for the Serviceperson to be given suitable alternative employment, either within or outwith their current organisation. This does not preclude selection for redundancy, and individual cases will be reviewed by single Service legal teams (in consultation with MOD Central Legal Services, if necessary). After the conclusion of the selection process, those selected personnel who are likely to be on Maternity Leave, Adoption Leave or Additional Paternity Leave at the redundancy exit date will be reviewed to assess whether suitable alternative employment is available. A mechanism for identifying any new applications for Maternity Leave, Adoption Leave or Additional Paternity Leave prior to the redundancy exit date will also be established, and where those personnel are likely to still be on such leave at the exit date a similar review of available, suitable alternative employment will be conducted.
- c. The 12-month return of service for maternity leave is waived for all redundees, whether applicants or Non-applicants, in line with the policy for other returns of service.
- d. Where the redundancy exit date will fall within Ordinary Maternity Leave (OML) or Additional Maternity Leave (AML), Adoption Leave (AdL) or Additional Paternity Leave (APL), all outstanding annual leave should be taken in advance of OML/AML/AdL/APL where possible. Terminal Leave and Graduated Resettlement Time should also be taken, where possible, before the start of OML/AML/AdL/APL;

however, they are discretionary forms of leave, and will be forfeited if not taken prior to the redundancy exit date. After the redundancy exit date, Statutory Maternity Pay (SMP) will be paid until the end of week 39 (subject to meeting SMP qualifying criteria – see www.direct.gov.uk).

e. Where the redundancy exit date falls after OML/AML, outstanding Annual Leave, Terminal Leave and Graduated Resettlement Time should be taken as normal, noting the provision at sub-paragraph f, below.

f. Redundancy notice periods will not be extended in the event that all such leave cannot be taken prior to the redundancy exit date. However, in such circumstances unpaid Resettlement Training may be completed, and the associated allowances may be claimed, up to two years after the redundancy date, subject to approval of individual cases by DETS(A).²

Civilian Employment

24. Service personnel are strongly advised not to accept offers of civilian employment, or to make any changes to their domestic arrangements, until they have been formally notified of redundancy and have been given their date of discharge/retirement. The attention of officers is drawn to the appropriate single Service regulations, which lay down the circumstances in which some officers may not accept business appointments within two years of retirement without first referring to the MoD. Further guidance can be found by consulting Defence Business Services at the following link: [Understand Business Appointment Rules - 1 Star and Below](#).³

² In accordance with JSP 534 Section 7, Paras 0703-0705

³ Or at the following web address: <https://knowledge.chris.r.mil.uk/PPPA/index?page=viewtask&id=TA162>

REDUNDANCY COMPENSATION AND PENSION BENEFITS SUMMARY

1. **Introduction.** This Appendix provides a summary of the redundancy compensation and pension benefits that Army personnel may be entitled to receive under the terms of Armed Forces Redundancy Schemes 06 and 10. The information provided is only intended to be a guide; the authority for interpretation of entitlement is contained in JSP 764 and the Royal Warrant 2010 which may be accessed via the hyperlinks provided in paras 5 and 8 respectively.

2. **Armed Forces Redundancy Schemes Benefits.** Personnel selected for redundancy will be entitled to receive a lump sum in compensation for shortening their career as well as entitlements to other terminal and retirement benefits which will be paid in accordance with existing rules. The level and type of compensation personnel receive will depend upon which Redundancy Scheme is appropriate to their terms of service and the date they leave the Service. Broadly, there are 2 Redundancy Schemes that will apply to Regular Army personnel, aligned to the 2 Armed Forces Pension Schemes, which are described below.

Armed Forces Redundancy Scheme 2006 (AFRS 06)

3. **AFRS 06** applies to members of Armed Forces Pension Scheme 2005 (AFPS 05). This includes personnel who joined the Regular Armed Forces on or after 6 Apr 2005, or who were in service on 5 Apr 2005 and accepted the Offer To Transfer (OTT) their previously accrued pension and other rights from AFPS 75 to AFPS 05, or who have opted out of AFPS 75 or AFPS 05 in favour of their own private pension. Personnel made redundant under the terms of AFRS 06 may receive:

a. Entitlements to **terminal and retirement benefits**, which include:

(1) For personnel who have served a minimum of 18 years' service AND who are at least age 40, an Early Departure Payment (EDP) made up of a tax-free lump sum equal to 3 times the value of the preserved annual pension and an income payment equal to at least 50% of the preserved pension. This will increase to 75% of the preserved pension at age 55, at which point it will be adjusted to take account of increases in the Consumer Prices Index (CPI) from the date that the EDP was originally taken. It will be increased in line with CPI every year thereafter. EDP income ceases at age 65 when a preserved pension and tax free pension lump sum become payable instead.

(2) For personnel who have served less than 18 years' service AND/OR who are less than age 40, a preserved pension and tax free pension lump sum payable at age 65.

(3) A Resettlement Grant (RG) may be payable. To qualify for a RG, an officer or soldier must have at least 12 years' relevant service and not be entitled to receive an EDP payment on termination of service.

b. A tax-free lump sum known as a Compensation Lump Sum (CLS). This payment is calculated as a proportion of a Service person's Final Relevant Earnings (FRE), which is the highest basic pay earned in any 365 consecutive days in the last 3 years of service:

(1) A person whose service is terminated after completing service to the EDP 18/40 Point, or is age 55 or over, will receive a CLS calculated in relation to the uncompleted portion of their service commitment. If the uncompleted service portion is 4 years or more, the CLS is equal to a full year of FRE. If the SP's uncompleted service is less than 4 years, their CLS will be $\frac{1}{4}$ of their FRE multiplied by the number of years by which their service was shortened (for example, a person with 3 years' service remaining would receive $\frac{3}{4}$ of one year's FRE). Part years are to be treated as explained at JSP 764 Part 5 para 206.

(2) Personnel who do not qualify for an EDP, but who were on an engagement or commission that would have taken them to or past their EDP point, will receive a tax-free CLS of $\frac{1}{4}$ th of FRE for each year of relevant service up to a maximum payment of 18 x $\frac{1}{4}$ th of FRE.

(3) Personnel who do not qualify for an EDP and who were on an engagement or commission that would not have taken them to or past their EDP point will receive a CLS equal to the lower of $\frac{1}{4}$ th of FRE for each year of completed service, or the sum of $\frac{1}{4}$ th of FRE for each year of uncompleted service plus $\frac{1}{4}$ th of FRE.

4. Illustrative Examples of AFRS 06 Redundancy Benefits.

Example 1:

SUB RANK (held for at least 1 yr): WO2	PENSION SCHEME: AFPS 05	AGE: 40	RECKONABLE SERVICE: 19 years <i>VEng Full</i>	SERVICE REMAINING: 5 years	FRE (best 365 days in last 3 yrs): £42,044
REDUNDANCY COMPENSATION AND PENSION BENEFITS:					
<ul style="list-style-type: none"> • Compensation Lump Sum of 12 months of FRE: £42,044 (tax free, paid on termination). • Annual Early Departure Payment Income: £5,706 (taxable, paid monthly in arrears, from date of termination) • Early Departure Payment Lump Sum: £34,236 (tax free, paid on termination) • Annual EDP Income at 55: £8,559 (taxable, paid monthly in arrears) • Preserved Pension at 65: £11,412 (taxable, paid monthly in arrears) • Terminal Grant (3 x Pension): £34,236 (tax free, paid as lump sum at age 65) 					

Example 2:

SUB RANK (held for at least 1 yr): Capt	PENSION SCHEME: AFPS 05	AGE: 30	RECKONABLE SERVICE: 9 years <i>RegC(DE)</i>	SERVICE REMAINING: 25 years	FRE (best 365 days in last 3 yrs): £39,959
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REDUNDANCY COMPENSATION AND PENSION BENEFITS:

- Compensation Lump Sum of 1/8 of FRE for each year of completed service (£4,995 x 9) = £44,954 (tax free, paid on termination)
- Preserved Pension: £4,567 (paid at age 65, taxable, paid monthly in arrears)
- Preserved Pension Lump Sum: £13,701 (tax free, paid at age 65)

5. **Further Information.** The authoritative document for AFPS 05 is [JSP 764](#). Detailed information on redundancy terms for members of AFRS 06 is published in [JSP 764, Part 5](#), Chapter 2. Personnel should read the booklet "[AFPS 05 Your Pension Scheme Explained](#)" and booklet MMP/138 "[The Armed Forces Redundancy Schemes](#)" or seek further information from their unit HR staff.

Armed Forces Redundancy Scheme 2010 (AFRS 10)

6. **AFRS 10** applies to members of [Armed Forces Pension Scheme 1975 \(AFPS 75\)](#) who are personnel who joined the Regular Armed Forces before 6 Apr 2005 and elected not to transfer to AFPS 05 under the Offer To Transfer (OTT). Personnel made redundant under the terms of AFRS 10 may receive:

a. Entitlements to terminal and retirement benefits, which include:

(1) Either, an Immediate Pension (IP) and tax free lump sum if they have completed:

(a) At least 18 years' qualifying service from age 18¹ for officers and soldiers; or

() For officers, at least 16 years' qualifying service from age 21, if that point is reached earlier.

The value of the IP will remain fixed until age 55 at which point it will be adjusted to take account of increases in the Consumer Price Index (CPI) from the date that service ended. It will be increased in line with CPI every thereafter.

¹ This means that where a soldier has between 18 and 22 years' service or an officer has 18 years' service since age 18, they will qualify for an IP earlier than if the termination had been for a reason other than redundancy.

(2) Or, a preserved pension and tax free lump sum paid at age 60 for service earned before 6 Apr 06 and subsequently uplifted at age 65, along with a second tax free lump sum, to take account of service after 6 Apr 06.

(3) A Resettlement Grant (RG) may be payable. To qualify for a RG, an officer or soldier must have served at least 9 years from age 21 or 12 years from age 18 respectively and not be entitled to receive an IP on termination of service.

b. A tax-free lump sum known as a Special Capital Payment (SCP) which is calculated on basic salary as follows:

(1) Those whose service is terminated after 18 years' completed service from age 18 (all ranks), or for officers, 16 years' completed service from age 21 if that point is reached earlier, will (provided they leave before 1 Jan 2016) receive a tax-free SCP of up to 9 months' pay based on the uncompleted portion of their commission or engagement. The maximum SCP of 9 months' pay will apply to those with 3 years or more of uncompleted service. For those whose uncompleted service is less than 3 years, the sum varies as shown in the table below:

Uncompleted Service	Special Capital Payment
At least ²² years but less than 3 years	6 months' pay
At least ¹² year but less than 2 years	3 months' pay
Less than 1 year	For periods of less than 1 year, each day of service will attract a payment of 1/365 th of the compensation for 1 year of service.

(2) For those serving on commitments which (had they run their full course) would have ended after the minimum service required to qualify for an IP (18 years from age 18 for all ranks or 16 years from age 21 for officers), but who are made redundant before qualifying for an IP, will receive a tax-free Special Capital Payment (SCP) of 1¹/₂ months' pay for each year of completed service.

(3) Those serving on commitments which (had they run their full course) would not have provided sufficient service to qualify for an IP (18 years from age 18 for all ranks or 16 years from age 21 for officers) will receive an SCP of the lower of 1¹/₂ months' pay for each year of completed service, or the sum of 1¹/₂ months' pay for each year of uncompleted service, plus 1¹/₂ months' pay.

² The payments shown are for whole years of uncompleted service. Each further day of uncompleted service will attract a payment of 1/365th of the compensation for 1 year of uncompleted service.

7. Illustrative Examples of AFRS 10 Redundancy Benefits.

Example 1:

SUB RANK(held for more than 2 yrs): Lt Col	PENSION SCHEME: AFPS 75	REDUNDANCY RECKONABLE SERVICE: 20 years <i>Reg C (DE)</i>	SERVICE REMAINING: 14 years	BASIC SALARY: £74,614
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REDUNDANCY COMPENSATION AND PENSION BENEFITS

- Special Capital Payment of 9 months of Basic Salary: £55,960 (tax free, paid as a lump sum on termination)
- Annual Immediate Pension: £23,616 (taxable, paid monthly in arrears, from date of termination)
- Terminal Grant (3 x IP): £70,848 (tax free, paid as a lump sum on termination)

Example 2:

SUB RANK(held for more than 2 yrs): Cpl	PENSION SCHEME: AFPS 75	REDUNDANCY RECKONABLE SERVICE: 12 years <i>Open</i>	SERVICE REMAINING: 10 years	BASIC SALARY: £29,624
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REDUNDANCY COMPENSATION AND PENSION BENEFITS

- Special Capital Payment of 1½ months' pay for each year of RRS: £44,436 (tax free, paid as a lump sum on discharge)
- Resettlement Grant: £10,038 (tax-free, paid on discharge)
- Preserved Annual Pension £2,247 (taxable) and Terminal Grant of 3 x Preserved Pension £6,741 (non-taxable) both payable at age 60
- Uplift of Preserved Annual Pension to £4,820 (taxable) and Terminal Grant of 3 x Preserved Pension uplift (ie £4,820 - £2,247 x 3) £7,719 (non-taxable) both payable from age 65

8. Further Information. The authoritative document for AFPS 75 is the [Royal Warrant 2010](#). Detailed information on redundancy terms for AFRS 10 is published in [JSP 764, Part 5](#), Chapters 4 and 5. Personnel should read the booklet "[AFPS 75 Your Pension Scheme Explained](#)" and seek further information from their unit HR staff.

0. Forecast of Compensation and Benefits. Personnel who are considering applying for redundancy should first use the Redundancy Compensation Guide enclosed at Appendix 4 to give them an indication of which benefits they will receive. They should then use the on-line Armed Forces Redundancy Calculator (AFRC) which is available on the internet at www.mod-rc.co.uk to produce a forecast of their benefits. A guide to using the

AFRC is provided at Appendix 5; personnel should not use the AFRC until they have to hand the information specified in the Guide which will enable them to produce an accurate forecast. Personnel without regular access to the internet should request that their unit HR Admin act as a proxy and generate a pension and redundancy compensation forecast using the AFRC on their behalf in accordance with the certificate provided at Appendix 5.

10. **Financial Advice.** Unit HR staff can assist individuals in interpreting their redundancy forecast, provide general guidance about pension benefits and redundancy compensation and signpost personnel towards other pension information. However, they are prevented by Financial Services Authority (FSA) Regulations from providing individuals with specific financial advice. It is an individual's responsibility to seek advice from a suitably qualified professional advisor should they require it. There are a number of organisations that are in a position to offer financial guidance to personnel:

- a. The Consumer Financial Education Body (CFEB) is an independent body established by the Financial Services Authority and its website, [Moneymadeclear](#) offers impartial information on a wide range of financial topics, including redundancy. CFEB are totally impartial and do not endorse or advertise any financial products; armed with the basic guidance provided by CFEB, SP will be in a position to seek more detailed, bespoke, financial advice.
- b. The [Services Investment & Insurance Advisory Panel](#) is an advisory panel of regulated insurance and independent financial investment advisers who specialise in providing insurance and investment services to members of the Armed Forces.
- c. General information about the Armed Forces Pension Schemes can be found on the MOD [intranet](#).

11. **Effect of Certain Types of Further Employment.** In certain circumstances, personnel made redundant who are subsequently employed within the Ministry of Defence or other Government departments will be required to refund the SCP or CLS, either in full or in part. An abatement or cessation of pension may also be required in addition to repayment of gratuity. Guidance is provided in the booklet "The Armed Forces Redundancy Schemes" available via this [link](#). Personnel considering applying for such an appointment are advised to obtain details of the effect on their SCP/CLS and pension from SPVA by contacting the JPA EC on tel [REDACTED] or [REDACTED] or by raising a JPA iSupport request. Personnel who have left the Services can apply to SPVA to obtain details of the effect on their SCP/CLS if subsequently re-employed.

ARMY REDUNDANCY PROGRAMME COMPENSATION GUIDE

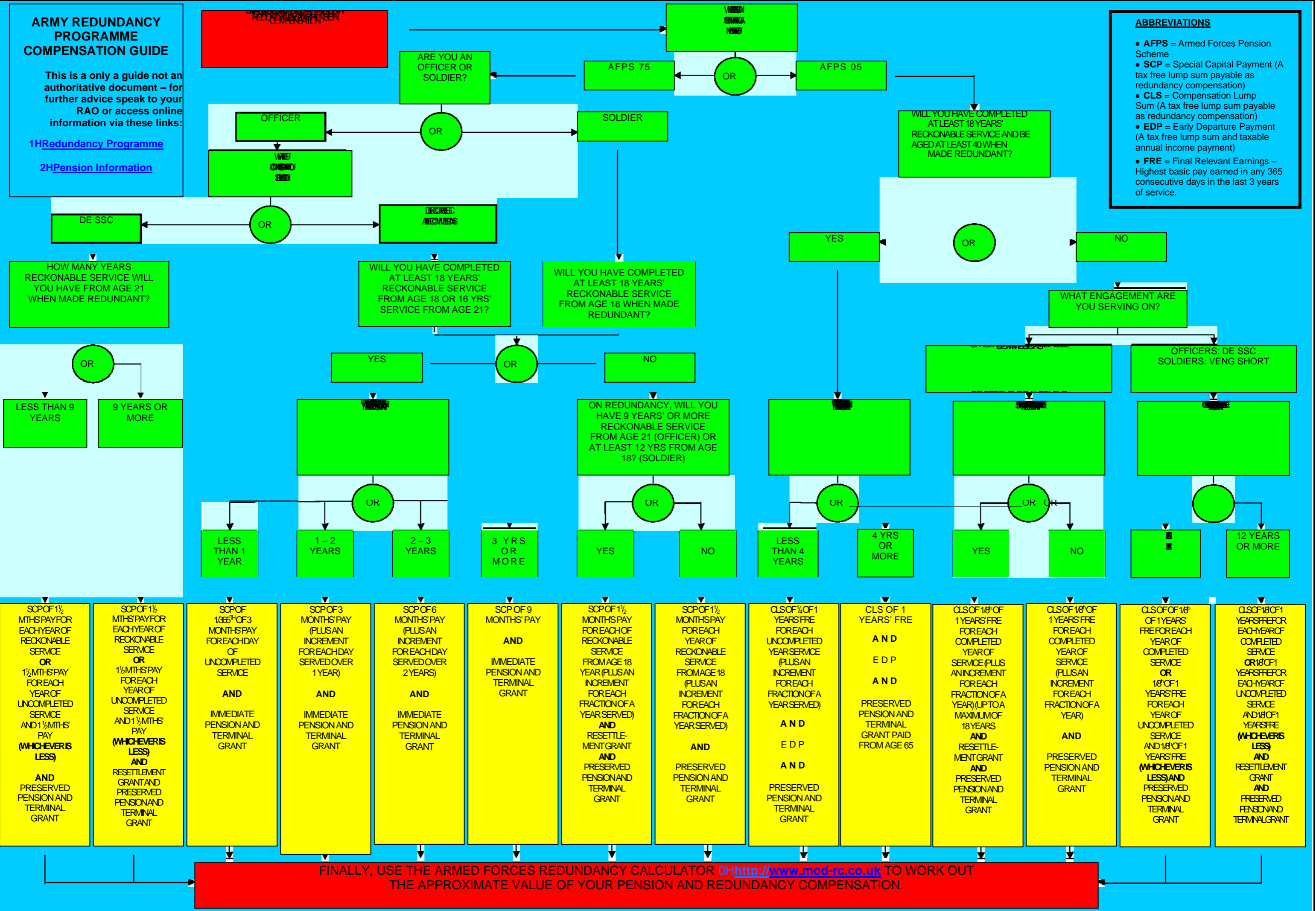
This is only a guide not an authoritative document – for further advice speak to your RAO or access online information via these links:

- [1HRedundancy Programme](#)
- [2HPension Information](#)

DEFERRED REDUNDANCY COMPENSATION

ABBREVIATIONS

- **AFPS** = Armed Forces Pension Scheme
- **SCP** = Special Capital Payment (A tax free lump sum payable as redundancy compensation)
- **CLS** = Compensation Lump Sum (A tax free lump sum payable as redundancy compensation)
- **EDP** = Early Departure Payment (A tax free lump sum and taxable annual income payment)
- **FRE** = Final Relevant Earnings – Highest basic pay earned in any 365 consecutive days in the last 3 years of service.



<p>SCP OF 1/2 MONTHS PAY FOR EACH YEAR OF RECKONABLE SERVICE OR 1/2 MONTHS PAY FOR EACH YEAR OF UNCOMPLETED SERVICE AND 1/2 MONTHS PAY (WHICHEVER IS LESS) AND PRESERVED PENSION AND TERMINAL GRANT</p>	<p>SCP OF 1/2 MONTHS PAY FOR EACH YEAR OF RECKONABLE SERVICE OR 1/2 MONTHS PAY FOR EACH YEAR OF UNCOMPLETED SERVICE AND 1/2 MONTHS PAY (WHICHEVER IS LESS) AND RESETTLEMENT GRANT AND PRESERVED PENSION AND TERMINAL GRANT</p>	<p>SCP OF 1/365TH OF 3 MONTHS PAY FOR EACH DAY OF UNCOMPLETED SERVICE AND IMMEDIATE PENSION AND TERMINAL GRANT</p>	<p>SCP OF 3 MONTHS' PAY (PLUS AN INCREMENT FOR EACH DAY SERVED OVER 1 YEAR) AND IMMEDIATE PENSION AND TERMINAL GRANT</p>	<p>SCP OF 6 MONTHS' PAY (PLUS AN INCREMENT FOR EACH DAY SERVED OVER 2 YEARS) AND IMMEDIATE PENSION AND TERMINAL GRANT</p>	<p>SCP OF 9 MONTHS' PAY AND IMMEDIATE PENSION AND TERMINAL GRANT</p>	<p>SCP OF 1/2 MONTHS PAY FOR EACH YEAR OF RECKONABLE SERVICE FROM AGE 18 YEAR (PLUS AN INCREMENT FOR EACH FRACTION OF A YEAR SERVED) AND RESETTLEMENT GRANT AND PRESERVED PENSION AND TERMINAL GRANT</p>	<p>SCP OF 1/2 MONTHS PAY FOR EACH YEAR OF RECKONABLE SERVICE FROM AGE 18 (PLUS AN INCREMENT FOR EACH FRACTION OF A YEAR SERVED) AND PRESERVED PENSION AND TERMINAL GRANT</p>	<p>CLS OF 1/4 OF 1 YEARS FRE FOR EACH UNCOMPLETED YEAR SERVICE (PLUS AN INCREMENT FOR EACH FRACTION OF A YEAR SERVED) AND EDP AND PRESERVED PENSION AND TERMINAL GRANT</p>	<p>CLS OF 1 YEARS' FRE AND EDP AND PRESERVED PENSION AND TERMINAL GRANT PAID FROM AGE 65</p>	<p>CLS OF 1/8TH OF 1 YEARS' FRE FOR EACH COMPLETED YEAR OF SERVICE (PLUS AN INCREMENT FOR EACH FRACTION OF A YEAR) (UP TO A MAXIMUM OF 18 YEARS) AND RESETTLEMENT GRANT AND PRESERVED PENSION AND TERMINAL GRANT</p>	<p>CLS OF 1/8TH OF 1 YEARS' FRE FOR EACH COMPLETED YEAR OF SERVICE (PLUS AN INCREMENT FOR EACH FRACTION OF A YEAR) AND PRESERVED PENSION AND TERMINAL GRANT</p>	<p>CLS OF 1/8TH OF 1 YEARS' FRE FOR EACH YEAR OF COMPLETED SERVICE OR 1/8TH OF 1 YEARS' FRE FOR EACH YEAR OF UNCOMPLETED SERVICE AND 1/8TH OF 1 YEARS' FRE (WHICHEVER IS LESS) AND PRESERVED PENSION AND TERMINAL GRANT</p>	<p>CLS OF 1/8TH OF 1 YEARS' FRE FOR EACH YEAR OF COMPLETED SERVICE OR 1/8TH OF 1 YEARS' FRE FOR EACH YEAR OF UNCOMPLETED SERVICE AND 1/8TH OF 1 YEARS' FRE (WHICHEVER IS LESS) AND PRESERVED PENSION AND TERMINAL GRANT</p>
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FINALLY, USE THE ARMED FORCES REDUNDANCY CALCULATOR <http://www.mcd-rc.co.uk> TO WORK OUT THE APPROXIMATE VALUE OF YOUR PENSION AND REDUNDANCY COMPENSATION.

A GUIDE TO USING THE ARMED FORCES REDUNDANCY CALCULATOR

Notes:

1. The Calculator will give you a forecast of your redundancy compensation and pension benefits. However, to use the Calculator successfully you must have available the information stated in Column c on the next page.
2. The Calculator is a standalone system hosted on the internet. It can be accessed by typing <http://www.mod-rc.co.uk> in the address/URL box.
3. You can only access the Calculator from a DII terminal if you have a military internet access account (EGS Account). If you do not have an EGS Account you can access the Calculator on any internet enabled personal computer. If neither of these options is available to you, complete the questions below in hard copy and pass them to your unit HR Admin who will produce a forecast on your behalf. If you choose this option, you must sign the certificate below. A copy will be retained by your unit HR Admin until the redundancy process has been completed.
4. Personnel without regular access to the internet should request that their unit HR Admin act as a proxy and generate a pension and redundancy compensation forecast using the AFRC on their behalf in accordance with the certificate below.
5. If you have problems using the Calculator you must speak to your unit HR Admin staff for assistance. **Do not ring the JPAC Enquiry Centre** – they will be unable to help you as the Calculator does not belong to them.

Certificate to be completed if you want your unit HR Admin to complete a Redundancy Calculator forecast on your behalf:

I request that a redundancy compensation and pension forecast is produced on my behalf by my unit HR Admin. I accept that the forecast will be based upon the information provided by me and that it is my responsibility to ensure the information is correct to the best of my knowledge. I accept that my forecast will be provided under the terms and conditions of the on-line redundancy calculator, a copy of which will be attached by HR Admin to my forecast.

Signature: _____ **Number:** _____ **Rank:** _____ **Name:** _____ **Date:** _____

Instructions for unit HR Admin:

You are to complete a redundancy forecast on behalf of the individual using the information he or she has provided below. You are to print off the Redundancy Forecast, which will include the Terms and Conditions page of the Calculator. You are to retain a copy of the forecast, the T&C page and a signed copy of this application form in the applicant's P File until the redundancy programme is completed.

1. Personal Details		
Information Required	Notes	Answer (for you to fill in)
(a)	(b)	(c)
1.1 Service		Service: Army
1.2 Rank	<p>Members of AFPS 75/AFRS 10. If you meet the following criteria you should enter your current rank and answer “no” to any further acting rank questions the calculator asks you:</p> <ul style="list-style-type: none"> • Other Ranks – You will have held your substantive rank or acting rank for a minimum of 2 years when made redundant. • Officers – You will have held your substantive rank for a minimum of 2 years or acting rank for a minimum of 3 years when made redundant. <p>If you do not meet the criteria you must enter your previous substantive rank in 1.2 and your current acting or substantive rank when prompted at later stages.</p> <p>Members of AFPS 05/AFRS 06. The calculator will assume you will have held your current rank (acting or substantive) for at least 12 months when made redundant. If you will have held your rank for less than 12 months, the benefits you receive when you leave the Army may be smaller than that what the Calculator forecasts. All dates should be entered in the format dd/mm/yyyy.</p>	Rank:
1.3 Date of Birth		Date:
1.4 Date of Entry or Enlistment	If you are unsure of this date, consult with Unit HR.	Enlistment Date:
1.5 What is your anticipated date of redundancy	If you intend to apply for redundancy enter 11/12/2012. If you do not intend to apply enter 11/06/2013.	Date:
1.6 What is your Existing Engagement Exit Date?	The date shown on your JPA record that you would leave the Services if you served to the end of your engagement and were not made redundant. Ask your Unit HR if you do not know.	Date:
1. Which Scheme		
1.7 Which Redundancy Scheme are you a member of	If you joined the Armed Forces on or after 06 Apr 05 you are a member of AFRS 06. If you joined before 06 Apr 05 and did not transfer to AFPS05 under the Offer to Transfer you are a member of AFRS 10.	Redundancy Scheme:

2. Breaks in Service		
2.1 Have you any periods of unpaid leave (including detention)?	If you are unsure, you must consult with Unit HR to get this information. If you do not have any periods of unpaid leave, go to question 3.	Yes/No:
2.2 Have you been detained? If "Yes" enter the number of days in detention.	If you are unsure, you should ask your Unit HR to provide you with this information.	Days in Detention:
2.3 Details of any other breaks in Service, e.g. Career Break (excluding detention periods)	Unpaid Absence for the past 12 months is recorded on JPA under Self Service - My Information Views – Absence. You should ask your unit HR to provide you with dates from more than 12 months ago.	Dates of Breaks in Service: From: To:
3. Unique Pay Tables –		
3.1 Are you paid from a unique Pay Table	Personnel in this category include Medical & Dental, Nurse, Professional Aviator, SF and Veterinary. If you are not on a Unique Pay Table go to question 4.	Yes/No:
3.2 Please select the Unique Pay Table		Unique Pay Table:
3.3/4 Anticipated rank when leaving service	The Calculator will show the rank you previously inputted at Screen 1.2.	Rank:
3.3 Nurses Only: What date did you become a Nurse	Enter the date you qualified as a nurse.	Date:
3.3 Professional Aviator only: What date did you become a Professional Aviator	Enter the date you qualified as a professional aviator.	Date:
3.4 Med Dent Only – Category	For example, Accredited, GMP & GDP, Consultant, Higher Medical Management etc.	Category:
3.4/5/6 Anticipated Increment level when leaving Service	Remember to take into account a possible move up a pay level if the anniversary of your Incremental Base Date (IBD) is between the date you use the Calculator and your date of discharge. Your current pay level and IBD can be seen on your most recent Statement of Earnings or by accessing JPA on Self Service – Personal and Service Details Summary -Service Details.	Increment Level:
3.5 Professional Aviator only: Specialisation	The only option here is to select "Pilot" from the drop down menu on the calculator.	Specialisation: PILOT
3.5 SF Only – Will you spend 2 of your last 5 years in the permanent cadre of the Special Forces?		Yes/No:

3.5/6/7 Are you being paid higher rank		Yes/No:
3.7/8 What is your higher rank		Higher Rank:
3.8/9 What is your pay level for the higher rank		Pay Level:
4. Commissioned from the ranks		
4.1 Were you commissioned from the ranks	If you were not, go to question 5.	Yes/No:
4.2 What was your substantive rank before you commissioned		Substantive Rank:
4.3 Date commissioned from the ranks	If you are unsure, you should ask your Unit HR to provide you with this information.	Date Commissioned:
4.4 On leaving will you still be paid at LE rates	On promotion to Major you transfer to the Officers Main Pay Spine so are no longer paid at LE rates.	Yes/No:
5. Rank on Leaving Service		
5.1 Anticipated rank when leaving service	The Calculator will show the rank you previously inputted at Screen 1.2.	Rank:
5.2 Other Ranks only: High or Low Band	If you are unsure, you should ask your Unit HR to provide you with this information.	High/Low:
5.3 Anticipated Increment level when leaving service	Remember to take into account a possible move up a pay level if the anniversary of your Incremental Base Date (IBD) is between the date you use the Calculator and your date of discharge. Your current pay level and IBD can be seen on your most recent Statement of Earnings or by accessing JPA on Self Service – Personal and Service Details Summary - Service Details.	Increment Level:
5.4 Are you being paid higher rank	If you are currently being paid at a higher rank than that stated in 5.1, answer “Yes”.	Yes/No:
5.5 What is your higher rank	This will be your current acting rank or your current substantive rank if you were promoted less than 2 years before your expected date of redundancy.	Higher Rank:
5.6 Other Ranks only: High or Low Band		High or Low Band:
5.6/7 What is your pay level for the higher rank	Remember to take into account a possible move up a pay level if the anniversary of your Incremental Base Date (IBD) is between	Pay Level:

	the date you use the Calculator and your date of discharge.	
--	---	--

The Calculator will now provide you with a forecast of your redundancy compensation and pension benefits. Click on the link at the top left hand corner of the screen to produce a printer friendly version. If you need help in understanding your forecast, speak to your unit HR Admin; do not ring the JPAC EC – they will be unable to help you and will refer you back to your unit HR Admin.

Tranche 2

GURKHA REDUNDANCY COMPENSATION GUIDE

1. **Introduction.** Gurkha soldiers and LE officers selected for redundancy are entitled to receive a lump sum in compensation for shortening their career as well as other terminal and retirement benefits. The entitlement of Gurkha LE officers, who joined the Army before 1 Jul 97, and Gurkhas soldiers, who joined the Army before 1 Oct 93, to redundancy compensation is affected by the terms and conditions of the Gurkha Offer to Transfer (GOTT). As a result the Armed Forces Redundancy Calculator (AFRC) will not produce an accurate forecast. In these cases, Gurkhas must use the Gurkha Pension Calculator (GPC) to produce a forecast of the parts of their redundancy package that the AFRC cannot calculate correctly, and then use a further calculator - the workaround calculator. Having done so, individuals who have been notified that they are in a redundancy field will be in possession of the necessary financial information to decide whether to apply for redundancy. Guidance on this process is provided below¹.

2. **Armed Forces Redundancy Scheme 2006 (AFRS 06).** AFRS 06 applies to Gurkha soldiers and LE officers who are members of Armed Forces Pension Scheme 2005 (AFPS 05). Personnel made redundant under the terms of AFRS 06 may be entitled to:

- a. Terminal and retirement benefits which may include:
 - (1) An Early Departure Payment (EDP) made up of a tax-free lump sum and an income payment.
 - (2) A Resettlement Grant.
 - (3) A preserved pension and tax-free pension lump sum payable at age 65.
- b. A tax-free lump sum known as a Compensation Lump Sum (CLS).

3. **Armed Forces Redundancy Scheme 2010 (AFRS 10).** AFRS 10 applies to Gurkha soldiers and LE officers who are members of Armed Forces Pension Scheme 1975 (AFPS 75). Personnel made redundant under the terms of AFRS 10 may be entitled to:

- a. Terminal and retirement benefits which may include:
 - (1) Either, an Immediate Pension (IP) and tax-free lump sum

¹ Although individuals should carry out the calculations, it is acknowledged that the process is complicated and HQ Bde of Gurkhas may wish to advise units that the calculations could be carried out on behalf of personnel by Unit HR Administrators.

(2) Or, a preserved pension and tax-free lump sum paid at age 60 for service earned before 6 Apr 06 and subsequently uplifted at age 65, along with a second tax free lump sum, to take account of service after 6 Apr 06.

(3) A Resettlement Grant.

b. A tax-free lump sum known as a Special Capital Payment (SCP)

4. Forecast of Compensation and Benefits. Gurkhas who have been notified that they are in a redundancy field should follow the guidance specified below to produce a forecast of their compensation and benefits.

3. Gurkha Soldiers who Joined the Army Before 1 Oct 93. All Gurkha soldiers who joined the Army before 1 Oct 93 received a year for year credit of service on transfer from GPS to AFPS 75 or 05 for their service from 1 Jul 97 onwards. However, their pre 1 Jul 97 service counts for AFPS purposes using a proportion² which is determined by the rank held by the individual on 1 Oct 07. For example, a Gurkha soldier holding the rank of Cpl on 1 Oct 07 was allowed to transfer his pre 1 Jul 97 service to AFPS 05 or AFPS 75 at a proportion of 30%. Therefore, if he had 10 years pre 97 service he would receive a credit for AFPS purposes of 3 years. The application of this formula has the following effects on Redundancy forecasts:

a. **Terminal and Retirement Benefits.**

(1) IP or Preserved Pension. The AFRC is unable to take account of the formula, so the forecast of IP or preserved pension produced by the AFRC is incorrect and is to be ignored. However, the GPC will produce a correct forecast of IP or preserved pension for Gurkha soldiers, except for those who are members of AFPS 75 with between 18 and 21 years 364 days qualifying service³ as at their date of discharge where a workaround, described in Para 6a, must be applied.

(2) EDP Payments. EDP payments for soldiers on AFPS 05 are calculated using qualifying service and are unaffected by the GOTT process. Therefore, the forecast of annual EDP income, EDP lump sum and annual EDP income at 55 may be produced using the AFRC.

(3) Resettlement Grant. Eligibility to, and value of, a Resettlement Grant is determined by years served and type of Pension Scheme. It is unaffected by the GOTT process, thus the forecast of Resettlement Grant can be produced using the AFRC.

b. **Redundancy Compensation.** Redundancy compensation – CLS or SCP - is determined by salary level and amount of completed or uncompleted service as at the date of redundancy. It is unaffected by the GOTT process so the forecast of CLS or SCP⁴ can be produced using the AFRC.

² Defined in JSP 754 (for AFPS 05 members) and the Royal Warrant 2010 (for AFPS 75 members).

³ Qualifying service is calculated from the soldier's 18th birthday or date of enlistment, whichever is later.

⁴ Where the individual is a member of AFPS 75 and does not qualify for an IP, the workaround described in para 6b must be applied to calculate the SCP.

6. **Action Required to Produce a Forecast.** Gurkha soldiers with the service criteria described in para 5 must run two calculations to produce a forecast of their redundancy financial package. First, they are to use the AFRC to produce a forecast of their SCP or CLS, EDP and Resettlement Grant. They are then to use the GPC to produce a forecast of their IP or preserved pension using their abated service details. However, where soldiers fall into one of the 2 categories provided below, additional action is required:

a. Gurkha soldiers who are members of AFPS 75, joined the Army before 1 Oct 93 and have between 18 years and 21 years 364 days service as at their date of discharge should follow the process described above but must also apply the workaround calculator described in Enclosure 2 to produce an accurate forecast of their IP.

b. Where a Gurkha soldier is a member of AFPS 75, joined the Army before 1 Oct 93 but has less than 18 years service as at their date of discharge, the individual must use the GPC to calculate their preserved pension. They are to ignore the forecast of SCP produced by the AFRC and apply the following formula to produce an approximate forecast of their SCP:

$\text{Reckonable Service (calculated by GPC)} \times 1 \frac{1}{2} \text{ months' salary (as at date of discharge)} \\ = \text{SCP}$

7. **Gurkha Soldiers who Joined the Army On or After 1 Oct 93.** Gurkha soldiers who joined the Army on or after 1 Oct 93 receive a year of AFPS pension credit for each year of service on transfer from GPS to AFPS 75 or AFPS 05. Their terms and conditions of service for redundancy purposes are the same as other members of AFPS 75 or AFPS 05. Therefore, Gurkha soldiers with these service criteria may use the AFRC to produce a forecast of all their pension benefits and redundancy compensation and have no requirement to use the GPC.

1. **Gurkha LE Officers who Joined the Army Before 1 Jul 97.** Gurkha LE officers received a year for year credit of service on transfer from GPS to AFPS 75 or AFPS 05 for service on or after 1 Jul 97. Service before 1 Jul 97 counts for AFPS means using a proportion which is determined by the rank held by the individual on 1 Oct 07. For example, a Gurkha LE officer holding the rank of Capt on 1 Oct 07 was allowed to transfer his pre-97 service to AFPS 05 or AFPS 75 at a proportion of 28%. Therefore, if he had 10 years pre 1 Jul 97 service he would receive a credit for AFPS purposes of 2.8 years. The application of this formula has the following effects on Redundancy forecasts:

a. **Terminal and Retirement Benefits.**

(1) **IP or Preserved Pension.** The AFRC is unable to take account of the formula, so the forecast of IP or preserved pension produced by the AFRC is to be ignored. However, the GPC can produce a forecast of IP or preserved pension and is to be used in its place.

(2) **EDP Payments.** EDP payments for officers on AFPS 05 are calculated using qualifying service and are unaffected by the GOTT process. Therefore the forecast of annual EDP income, EDP lump sum and annual EDP income at 55 may be produced using the AFRC.

(3) **Resettlement Grant.** Eligibility to, and value of, a Resettlement Grant is determined by years served and type of Pension Scheme. It is unaffected by the GOTT process so the forecast of Resettlement Grant can be produced by the AFRC.

b. Redundancy Compensation. Redundancy compensation – CLS or SCP - is determined by salary level and amount of completed or uncompleted service as at the date of redundancy. It is unaffected by the GOTT process so the forecast of CLS or SCP⁵ can be produced by the AFRC.

c. Action Required to Produce a Forecast. Gurkha LE officers with the service criteria described above must run two calculations to produce a forecast of their redundancy financial package. First, they are to use the AFRC to produce a forecast of their SCP or CLS, EDP and Resettlement Grant. They are then to use the GPC to produce a forecast of their IP or preserved pension.

9. Gurkha LE Officers who Joined the Army On or After 1 Jul 97. Gurkha LE officers who joined the Army on or after 1 Jul 97 received a year of AFPS pension credit for each year of service on transfer from GPS to AFPS 75 or AFPS 05. Their terms and conditions of service for redundancy purposes are the same as other members of AFPS 75 or AFPS 05. Therefore, Gurkha LE officers in this bracket may use the AFRC to produce a forecast of all their pension benefits and redundancy compensation and have no requirement to use the GPC.

10. Other Cases. In cases where a soldier's or officer's personal circumstances fall outside the criteria described above, the unit is to contact the Army Redundancy Cell (ARedC) and request that SPVA produces a hard copy redundancy forecast for the individual. Contact details for the ARedC are provided in this at Enclosure 1 to this DIN.

11. Aide Memoire. An aide memoire, which summarises the information given above, is included at Enclosure 1. Examples showing how to produce a forecast are included at Enclosure 3.

12. Using the GPC. Users should note if the GPC does not calculate after the necessary information has been entered, click on 'Tools', 'Options', 'Calculation', 'Automatic'.

13. Gurkhas Deployed on Operations. On request, unit HR staff will assist with providing personnel with a redundancy forecast, by using the details provided by individuals and input them into either the AFRC or GPC as required.

14. Terms and Conditions. This appendix and the AFRC and GPC are for guidance purposes only. Users will be required to accept various terms and conditions before using either Calculator. If the calculations are carried out by Unit HR Administrators on the individual's behalf they will be expected to explain the various terms and conditions to the individual. Where the individual is unsure of their entitlements they should refer in the first instance to their unit Chain of Command for advice. Where the unit is unable to provide a solution, questions on the technical interpretation of pension and redundancy entitlements

⁵ LE officers in AFPS 75 who have qualified for an IP may use the AFRC to forecast their SCP. If the officer has not qualified for an IP, then the formula provided in para 6b must be used to calculate the value of the SCP.

should be passed to the SPS Functional Chain or to the ARedC for guidance on career management issues.

Enclosures:

1. Gurkha Redundancy Compensation Aide Memoire.
2. Workaround to Produce Forecast of Immediate Pension and Commutation.
3. Worked Examples of How to Produce a Forecast.

Tranche 2

GURKHA REDUNDANCY COMPENSATION AIDE MEMOIRE

1. The table below provides a summary of how a Gurkha soldier or LE officer can produce a Redundancy Forecast. The individual should identify which category in column (a) they belong to. They should then read across to the Pension Scheme they are a member of. The table will tell the individual which Calculator(s) they must use to produce a forecast for each element of their redundancy financial package.

2. The three Calculators are: AFRC: [Armed Forces Redundancy Calculator](#) GPC: [Gurkha Pension Calculator](#)¹ Workaround: [Workaround Calculator](#)

Ser	Pension Scheme Redundancy Scheme	Armed Forces Pension Scheme 1975 Armed Forces Redundancy Scheme 2010				Armed Forces Pension Scheme 2005 Armed Forces Redundancy Scheme 2006			
		Special Capital Payment	Immediate Pension and Lump Sum	Preserved Pension	Resettlement Grant	Compensation Lump Sum	Early Departure Payment ²	Preserved Pension	Resettlement Grant
		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
1.	Gurkha soldiers who joined Army on or after 1 Oct 1993	AFRC	AFRC (if applicable)	AFRC (if applicable)	AFRC (if applicable)	AFRC	AFRC (if applicable)	AFRC	AFRC (if applicable)
2.	Gurkha soldiers who joined Army before 1 Oct 1993 and have 22 years or more service on date of discharge	AFRC	GPC	N/A	N/A	AFRC	AFRC (if applicable)	GPC	N/A
3.	Gurkha soldiers who joined Army before 1 Oct 1993 and have between 18 years and 21 years 364 days service on date of discharge	AFRC	AFRC + Work Around (see Enclosure 2)	N/A	N/A	AFRC	AFRC	GPC	N/A
4.	Gurkha soldiers who joined Army before 1 Oct 1993 and have less than 18 years service on date of discharge	Manual Calculation (see para 6b)	N/A	GPC	AFRC	AFRC	N/A	GPC	AFRC
5.	Gurkha LE officers who joined Army on or after 1 Jul 1997	AFRC	AFRC (if applicable)	AFRC (if applicable)	AFRC (if applicable)	AFRC	AFRC (if applicable)	AFRC	AFRC (if applicable)
6.	Gurkha LE officers who joined Army before 1 Jul 1997	AFRC	GPC	N/A	N/A	AFRC	AFRC (if applicable)	GPC	AFRC (if applicable)

¹ If the GPC does not calculate after the necessary information has been entered, click on 'Tools', 'Options', 'Calculation', 'Automatic'.

² This includes the Annual EDP Income, EDP Lump Sum and Annual EDP Income at 55.

WORKAROUND TO PRODUCE A FORECAST OF IMMEDIATE PENSION AND COMMUTATION

1. Under the terms of AFRS 10, soldiers who are members of AFPS 75 qualify for an Immediate Pension after 18 years service from age 18. The GPC does not take account of this entitlement and will incorrectly forecast that Gurkha soldiers with pensionable service of between 18 and 21 years 364 days service from age 18 are only eligible for a preserved pension. Also, the GPC will not produce a forecast of the soldier's Commutation lump sum and reduced IP should he choose to commute his pension.
2. SPVA has produced a Workaround Calculator that is to be used in conjunction with the online GPC and AFRC to produce the required financial information. The Workaround calculator can be found on the internet [at this link](#), or if accessing via the Defence intranet [use this link](#).
3. This workaround¹ is only applicable to Gurkha soldiers who:
 - a. Are members of AFPS 75; and
 - b. Joined the Army before 1 Oct 1993; and
 - c. Will have between 18 years and 21 years 364 days service on the date of discharge
4. In order to produce a Redundancy financial forecast the process described below must be applied:
 - a. Run the AFRC by inputting the soldier's service details.
 - b. Run the GPC by inputting the same service details. (If the GPC does not calculate after the necessary information has been entered, click on 'Tools', 'Options', 'Calculation', 'Automatic', 'Okay'.)
 - c. Enter the prescribed values produced by the AFRC and GPC into the Workaround Calculator to produce a forecast of a Gurkha soldier's **Immediate Pension** and **Terminal Grant**, and his **Commutation Lump Sum** and **Reduced Immediate Pension**
5. Example:

Gurkha soldier:

 - Date of Birth: 01/03/75
 - Date of Enlistment: 01/09/93
 - Anticipated date of Redundancy: 11/12/12
 - Existing Engagement Exit Date: 31/08/15
 - Member of AFPS 75
 - Rank on Leaving: Sgt
 - Rank as at 1 Oct 2007: Cpl

¹ All Gurkha officers, and soldiers who do not meet the criteria described in para 3, are unaffected by this issue and there is no requirement to apply the workaround. Forecasts of benefits should be produced using the guidance provided in Appendix 1.

- a. Run the AFRC by inputting the soldier's service details to produce a Redundancy forecast.

Your redundancy projections
(based on Terms and Conditions at the bottom of this page) Ref: 6416007

Your Service Details AFPS 75
 Start of Reckonable Service: 01/09/1993
 End of Reckonable Service: 11/12/2012
 Leaving NATO Rank: OR 6
 Reckonable service length: 19 years and 102 days
 Retirement age: 37
 Final Pensionable salary: 36929

Redundancy Details AFRS 2010
 Special Capital Payment: 25117

Pension Details AFPS 75
 Immediate Pension: 9210
 Terminal Grant: 27630

COMMUTATION
 If you opt for maximum Resettlement Commutation:
 Commutation lump sum: 20406
 Reduced Immediate Pension (until age 55): 7472

Other Summary
 Service: ARMY
 Current rank: Sergeant
 Date of Birth: 01/03/1975

ARMED FORCES REDUNDANCY CALCULATOR
 2011 Redundancy Calculator V2.2

Help Station
AFPS 75
Start of reckonable service
 This is the date your redundancy benefits are calculated from. Officers starts from age 21 or age 18 if 18 years' service has been completed up to a maximum of 34 years and Other Ranks from age 18 for up to maximum of 37 years.
End of reckonable service
 This is the date you expect to exit on AFRS.
Length of service
 This forecast is based on the dates you have input. The calculator automatically deducts service, pre 18, for all ranks as this is not reckonable for Redundancy under the AFRS 10.
Preserved pension
 If you leave service before the Immediate Pension Point (IPP) with at least two years' service you will receive a preserved pension and preserved pension lump sum at age 60 for all service before 6 April 06 and age 65 for all service from that date. These pensions will be uplifted by Consumer Prices Index (CPI) from the date of leaving the Armed Forces. You will need to claim this pension.

- b. Run the GPC by inputting the same service details to produce a Pension forecast. (If the GPC does not calculate after the necessary information has been entered, click on 'Tools', 'Options', 'Calculation', 'Automatic', 'Okay'.)

AFPS 75 Gurkha Pension Calculator

All dates are to be entered in dd/mm/yy format

Service Number: Name:

Date of Birth: Rank on Leaving:

Service Details	Pensionable Service
Rank as at 1 October 2007: <input type="text" value="Cpl"/>	Qualifying Service 19 102 Years Days
Enlistment Date: <input type="text" value="1 September 1993"/>	Reckonable Service 16 218 Years Days
Pensionable Service Start Date: <input type="text" value="1 September 1993"/>	
Termination Date: <input type="text" value="11 December 2012"/>	
GAD Factor for pre July 1997 service: 30 %	
What type of retirement is being processed? <input type="text" value="Other rank"/>	

c. Enter the values produced by the AFRC and GPC into the Workaround Calculator to produce a forecast of a Gurkha soldier's **Immediate Pension** and **Terminal Grant**, and his **Commutation Lump Sum** and **Reduced Immediate Pension**:

HOW TO PRODUCE A FORECAST

A. Enter the following information into the Workaround Calculator by extracting the required data from the AFRC and GPC as illustrated in the screen shots:

1. Rank (Rfn/Pte and LCpl should select OR3 or below)
2. Age when leaving Service (only full years required)
3. Qualifying Service
4. Reckonable Service
5. AFRC Pension Forecast from RC

(If the Calculator does not work after the necessary information has been entered, click on 'Tools', 'Options', 'Calculation', 'Automatic', 'Okay'.)

B. Enter the following information extracted from box K10:

6. Adjusted FC "Whole Years"
7. Adjusted FC "Decimal Days" (ensure you enter days in the format 0.XXXX)

C. The Calculator will provide the following information:

0. Immediate Pension
1. Terminal Grant
0. Commutation Lump Sum
1. Reduced Immediate Pension as a result of taking Commutation

WORKED EXAMPLES OF HOW TO PRODUCE A REDUNDANCY FORECAST

Example 1: Member of AFPS 05

Gurkha soldier:

- Date of Birth: 18/04/71
- Date of Enlistment: 26/04/93
- Anticipated date of Redundancy: 11/12/12
- Existing Engagement Exit Date: 25/04/15
- Rank on Leaving: Cpl
- Rank as at 1 Oct 2007: Cpl
- Salary: Level 7: £33182

co.uk/WizAFPS06.aspx

Redundancy projections
in Terms and Conditions at the bottom of this page)

Your Service Details		AFPS 05
Start of Reasonable Service		26/04/1993
End of Reasonable Service		11/12/2012
Leaving NATO Rank		OR 4
Reasonable service length		19 years and 230 days
Retirement age		41
Final Pensionable salary		33182

Note: See Help Station Note "Final Pensionable Salary"

Redundancy Details		AFPS 06
Compensation Lump Sum		19659

Pension Details		AFPS 05
Annual EDP income		4808
EDP Lump Sum		27915
Annual EDP income at 55		6979
Preserved Pension at 65		3905
Pension Lump Sum		27915

Other Summary	
Service	ARMY
Current rank	Corporal
Date of Birth	18/04/1971
Date of Enlistment	26/04/1993
Anticipated Date of Redundancy	11/12/2012
Engagement Exit Date	25/04/2015
Length of uncompleted years	2 years and 135 days

1. Run the AFRC and GPC for the individual. Ensure you enter the same service data into both Calculators.

2. Consult the Aide Memoire at Enclosure 1 to determine which data to extract from the 2 calculators.

3. In this example, the individual is a member of AFPS 05 who has served more than his 18 years and is aged 40. He is therefore entitled to an annual EDP income and lump sum as well as a CLS. However, because he joined Army before 1 Oct 1993 the value of his Preserved Pension that he will receive at age 65 is affected by the conditions of the Gurkha Offer to Transfer.

4. The data for his forecast should therefore be extracted from the 2 calculators as directed in boxes 3f to 3i of the table in the Aide Memoire at Enclosure 1 as follows:

AFRC:

- CLS: £19,659
- Annual EDP Income: £4,808
- EDP Lump Sum: £27,915
- Annual EDP income at 55: £6,979

GPC:

- Annual Pension at age 65: £7,940.95
- Lump Sum at age 65: £23,822.86

AFPS 05 Gurkha Pension Calculator

All dates are to be entered in dd/mm/yy format

Service Number: 12345678 Name: []

Date of Birth: 18 April 1971 Rank on Leaving: Cpl

Service Details	Pensionable Service
Rank as at 1 October 2007: Cpl	Qualifying Service: 19 288 Years Days
Enlistment Date: 26 February 1993	Reckonable Service: 16 274 Years Days
Termination Date: 11 December 2012	
Age on Leaving: 41 years old	
GAD Factor for pre-July 1997 service: 30 %	

Salary Details	Pension Award
Final Earnings for Pension (from CAPS): £33,182.00	EDP
	Annual Deferred Pension: £7,940.95
	Lump Sum: £23,822.86
	Annual EDP Income: £4,847.31
	EDP Lump Sum: £28,145.64
	EDP at age 55: £7,036.41

Example 2: Member of AFPS 75

Gurkha soldier:

- Date of Birth: 18/04/71
- Date of Enlistment: 26/04/93
- Anticipated date of Redundancy: 11/12/12
- Existing Engagement Exit Date: 25/04/15
- Rank on Leaving: Cpl
- Rank as at 1 Oct 2007: Cpl
- S a l a r y : £ 3 3 1 8 2

Redundancy projections
on Terms and Conditions at the bottom of this page)

Your Service Details		AFPS 75
Start of Reckonable Service	26/04/1993	
End of Reckonable Service	11/12/2012	
Leaving NATO Rank	OR 4	
Reckonable service length	19 years and 230 days	
Retirement age	41	
Final Pensionable salary	33182	

Redundancy Details		AFRS 2010
Special Capital Payment	19659	

Pension Details		AFPS 75
Immediate Pension	8553	
Terminal Grant	25659	

COMMUTATION	
If you opt for maximum Resettlement Commutation:	
Commutation lump sum	18156
Reduced Immediate Pension (until age 55)	6712

1. Run the AFRC and GPC for the individual. Ensure you enter the same service data into both Calculators.

2. Consult Enclosure 1 to determine which data to extract from the 2 calculators.

3. In this example, the individual is a member of AFPS 75 and has served more than 18 years. He is therefore entitled to an Immediate Pension and Lump Sum and a SCP. However, he has less than 22 years service so the manual workaround described in Enclosure 2 must be applied to work out the value of his IP and Lump Sum.

4. The data for his forecast should therefore be extracted from the 2 calculators as directed in boxes 3b to 3e of the table in the Aide Memoire at Enclosure 1 as follows:

AFRC:

SCP: £19,659

To calculate the value of his Immediate Pension and Terminal Grant it is necessary to apply the workaround described in Enclosure 2:

Immediate Pension: £7,278.11

Terminal Grant: £21,834.32

WORKAROUND CALCULATOR TO BE USED IN CONJUNCTION WITH THE GURKHA REDUNDANCY COMPENSATION GUIDE

FOR USE FOR GURKHAS WHO FALL WITHIN SERIAL 3 OF ANNEX A AFPS 75. DATA INPUT IS REQUIRED IN THE WHITE CELLS ONLY

Rank	Age When Leaving Service	Gurkha Pension Calculator				Adjusted FCP	AFRC Pension Forecast	
		Qualifying Service		Reckonable Service			From RC	Terminal Grant
Select	Years Only	Years	Days	Years	Days	Years		
OR4	41	19	230	16	257	34.0740	£8,553.00	£25,659.00
Enter Data from Adjusted FCP at K10 above		Adjusted FCP						
		Decimal days						
		Whole Years						
		34	0.74					
		Commutation LS		IP with Service Credit				
		£19,711.18		£7,278.11				
		Reduced IP		TG with Service Credit				
		£5,098.05		£21,834.32				

Service Personnel & Veterans Agency

RESETTLEMENT AND WELFARE

References:

- A. JSP 534 Tri-Service Resettlement Manual.
- B. JSP 464 Tri-Service Accommodation Regulations Parts 1 and 2.
- C. JSP 752 Tri-Service Regulations for Allowances.

General

1. Personnel selected for redundancy will qualify for Graduated Resettlement Time (GRT) to which they would have been entitled had they completed the commission/engagement on which they were serving when they were made redundant ¹.
2. Personnel selected for redundancy are defined as Normal Discharge Service Leavers².
3. The entitlements and eligibilities referred to in this Annex are relevant to personnel serving on UKTAP terms and conditions of service (TACOS), those remaining on Gurkha TACOS are advised to verify details through their unit HR staff.

Resettlement Provision

4. Personnel selected for redundancy will be eligible for either the Full Resettlement Programme (FRP) or the Employment Support Programme (ESP). Entitlements and the content of each programme are summarised at Appendix 1. All personnel considering applying for redundancy are advised to confirm entitlements through unit HR staff.
5. All personnel selected for redundancy are responsible for developing and pursuing their own resettlement goals, developing Personal Resettlement Plans (PRP) and organising resettlement activities. In this they will receive information, advice, guidance and support from 1st, 2nd and 3rd Line as appropriate. This comprehensive service comprises:
 - a. **1st Line.** Commanding Officers (COs) and independent sub-unit commanders will have nominated Resettlement Information Staff (RIS) in their units³ comprising a Unit Resettlement Officer (URO) and Unit Resettlement Clerk (URC). The RIS are responsible for providing initial information on the basic entitlements of Service Leavers to resettlement support and for the provision of resettlement administrative support.
 - b. **2nd Line.** The principal task of 2nd Line is to provide advice and guidance in order to ensure that each Service leaver is fully aware of the resettlement support to which they are entitled. This function is provided by Individual Education and Resettlement Officers (IERO), based in Army Education Centres (AECs), through a

¹ JSP 534, Issue 8, Nov 11: Tri-Service Resettlement Manual Para 0701.

² JSP 534, Issue 8, Nov 11: Tri-Service Resettlement Manual Para 0302.a.

³ AGAI Volume 3 Chap 93 Issue 146 Para 93.005.

mandatory Resettlement Advisory Briefing (RAB)⁴. An AEC contact list is at Appendix 2 to this Annex.

c. **3rd Line.** The Career Transition Partnership (CTP) is responsible for providing Tri-Service resettlement briefings, training courses, job finding and individual counselling. This focuses on coaching, CV preparation, analysis and conversion of transferable competencies, skills enhancement training and information services in order to support and guide personnel in making their transition to civilian life in accordance with an agreed PRP⁵. CTP support normally takes place at one of ten Regional Resettlement Centres (RRCs) in the UK and Germany. A contact list for the RRCs is at Appendix 3 to this Annex. The CTP website can be accessed on the internet at <http://www.ctp.org.uk>. The Regular Forces Employment Association (RFEA) and Officers Association (OA) provide a job finding service for eligible personnel.

6. Graduated Resettlement Time (GRT). GRT is flexible time which may be used by personnel to complete resettlement activities. Officers and soldiers qualify for the GRT for which they would have been eligible had they completed the engagement on which they were serving when they were made redundant. GRT can be used for MOD provided/sponsored training courses, non-MOD provided external training courses, civilian work attachments, resettlement activities (called Individual Resettlement Preparation (IRP)) such as job and house hunting, or a combination of all these. Funding towards the cost of resettlement training courses is available, currently up to **£534**, in the form of an Individual Resettlement Training Costs (IRTC) grant. The value of the IRTC grant is abated by 5% (£26.70) for each day spent on a MOD provided course. Therefore, up to 20 days of training can be provided free of any cost to the individual on a MOD provided course.

Resettlement Advice

7. All personnel selected for redundancy are strongly recommended to seek the advice of the Tri-Service Resettlement Service before making any major decision regarding their future employment. Spouses, Civil Partners and Eligible Partners⁶ are encouraged to attend the interview wherever possible, but are not eligible for public funding.

8. This advice will aim to:

- a. Review an individual's experience, training, qualifications and future financial and domestic circumstances.
- b. Guide individuals on other appropriate sources of advice and, in particular, indicate which Tri-Service briefings would be of value.
- c. Suggest possible employment areas.
- d. Advise, where applicable, on appropriate pre-release and post-release vocational training for employment.

⁴ In accordance with JSP 534 para 0216.a.(1) a RAB is mandatory for all Service Leavers, irrespective of rank

⁵ Personnel will be referred to the CTP service through IEROs.

⁶ Eligible Partners are defined in JSP 764 Para 0418 for personnel on AFPS 2005 or DCI JS 3 2004 for personnel on AFPS 1975.

- e. Advise on job search techniques, including networking and CV writing.
- f. Discuss other individual factors, such as housing and the education of children.

Resettlement Provision

9. Initial Resettlement Interview Process. Personnel will be notified individually on 12 Jun 12 through the CoC that they have been selected for redundancy. Notifying Officers will confirm the names of those informed of their redundancy via a return to the ARedC. Only on receipt of this return will the APC amend the person's Projected Termination Date that will, in turn, trigger an automatic JPA Resettlement Notification Workflow, advising personnel to review their resettlement-related details and to arrange a mandatory interview with their local IERO at the earliest opportunity. Personnel will be able to access further resettlement support and benefits, including the services of the CTP, following completion of this mandatory interview and the follow-up JPA actions required. It is imperative that, after notification, personnel routinely check their JPA workflow and act on it as soon as possible in order to access their resettlement support in a timely manner.

10. JPA. Resettlement administration is facilitated using JPA. Personnel selected for redundancy are required to familiarise themselves with the relevant Self Service Redundancy Guide hosted on JPA. JPA will automatically calculate and display resettlement entitlements based on the Length of Service (LoS) up to the amended Termination Date. In a number of cases the entitlements will be incorrect⁷ due to the calculations being based on the actual LoS and not reflecting that personnel qualify for the Graduated Resettlement Time (GRT) to which they would have been entitled had they completed the commission/engagement on which they are serving. IEROs will, where necessary, amend the JPA Resettlement Extra Information Table (EIT) for personnel selected for redundancy in order to ensure the correct resettlement entitlement is reflected. This process will be executed during the initial mandatory 2nd Line interview.

11. Transfer to another Arm. A redundee whose application to transfer to another Arm is successful will cease resettlement activities upon confirmation of the transfer by the relevant Career Management Branch.

Follow-on Resettlement Interviews

12. Despite the possibility of a relatively short time between the mandatory initial interview with the 2nd Line IERO and the retirement/discharge date, all personnel should consider arranging additional Resettlement Interviews with the IERO, in order to follow up resettlement actions that underpin the completion of their Personal Resettlement Plan. It is an individual responsibility to book additional interviews, as required, with their respective IERO, should they wish to make use of this facility.

Briefings and Pre-release Training

13. All officers and soldiers selected for redundancy are eligible for Career Transition Partnership (CTP) services in accordance with entitlements detailed in the Tri-Service Resettlement Manual at Reference A to this Annex and summarised at Appendix 1. In particular, individuals are recommended to attend the CTP Career Transition Workshop, which is specifically designed to help personnel analyse their marketable skills and the

⁷ This will apply to personnel who have served less than 16 years.

market place and improve their job application skills. The CTP website may be accessed at <http://ctp.org.uk>.

14. Further information on pre-release and post-release training can be obtained from IEROs at AECs. The [Department for Work and Pensions \(DWP\)](#) also holds information about post release training for which redundees may be eligible.

Service Accommodation

15. Those personnel who do not own their own home are encouraged to make accommodation arrangements at the earliest opportunity. Initial housing advice can be obtained from the following sources⁸:

- a. Communities and Local Government on the internet.
- b. Local Authorities.
- c. Housing associations.
- d. Service Insurance and Investment Advisory Panel (SIAP) - via unit/establishment RAO staff.
- e. Annington Homes (Sale of surplus SFA).
- f. Estate agents.
- g. Mortgage advisers or brokers.

16. Further information can be obtained from the Joint Service Housing Advice Office (JSHAO). The JSHAO deliver 'Housing – The Options' briefings at garrison locations throughout the year. Further information on future dates, timings and how to attend are available from IEROs or can be found on the internet at www.mod.uk/jshao.

17. **Relocation of Personnel Serving Overseas.** Relocation arrangements for those selected for redundancy who are serving overseas⁹ are as follows¹⁰:

- a. **Relocation of Non-applicants Serving Overseas.** Non-applicants will be relocated, wherever the interests of the Service allow, in sufficient time for them to serve at least their last 6 months' service in the UK.
- b. **Relocation of Applicants Serving Overseas.** Selected Applicants will normally remain overseas for the majority of their Notice Period but will, wherever the interests of the Service allow, be relocated in time to allow them to undertake resettlement training and Terminal Leave. Applicants should not expect to be relocated to the UK within 4 months of selection.
- c. **Applicant Serving Overseas Entitlement to SFA.** Applicants serving overseas are entitled to SFA at the location assigned for their last assignment. If

⁸ Contact details are at Appendix 4 to Annex G.

⁹ For the purposes of this DIN an overseas assignment is any permanent assignment, including Northern Ireland and the Scottish Islands, outside of mainland UK.

¹⁰ In the Application for redundancy form there is an opportunity for applicants living overseas to indicate their desire to return to the UK and the preferred location – this will give the ARedC and DIO forewarning of the size of the demand for housing.

there is no SFA available within a 10 mile radius of that location, DIO Ops Accommodation will offer SFA further afield. Applicants will not be entitled to SSFA but will be eligible to apply for surplus SFA in accordance with JSP 464 Part 1, Chapter 10. Further information on SFA entitlement can be sought through the CoC from PS4(A)¹¹. Non-applicants are deemed to fall within the normal parameters of entitlement to SFA stipulated in JSP 464.

d. Local Discharge/Retirement Overseas. Where an individual wishes to take local discharge/retirement in the overseas country they are currently assigned to they must seek and obtain the necessary authority from both their chain of command and that country's civil authorities.

e. Last 6 Months in UK. Service personnel selected for redundancy as Non-applicants may apply to spend their last 6 months of service in the UK, if otherwise they would be overseas. The application procedure is described in [AGAI Vol 2 Ch 60](#).

18. Service Family Accommodation (SFA) and Substitute Service Family Accommodation (SSFA). In addition to the special provisions made for those selected for redundancy the normal rules also apply for occupation and vacation of SFA in accordance with Part 1 of JSP 464, Chapter 8 for UK occupants and Part 2 of JSP 464, Chapter 7 for those overseas. Rules for those occupying SSFA are in JSP 464 Part 1 Chap 6, Annex C. On notification of redundancy, personnel occupying SFA or SSFA are to immediately (within 14 days) inform their local Defence Housing Ops Housing Information Centre (HIC) of their exit date. Occupants of SSFA are also required to inform HCR (HCR are the defence providers of substitute housing. Link: [HCR: Employee Relocation | Corporate Relocation | Relocation Services UK | Relocation Specialists | Relocation | HCR](#)) of their exit date.

a. Where a Service person is to be discharged and is at risk of becoming homeless the Service person is to be issued with a certified copy of the MOD (F) 1166, which can be found at Enclosure 1 to DSPSI 8518/10 dated 24 Feb 06 Issue 02/06. DSPSIs are available from the DSPS (A) website at the following link ([DSPSI 02/06¹²](#)). However, those who find themselves in immediate housing difficulty on leaving the Services may be able to occupy surplus SFA where available, in accordance with the regulations (JSP 464 Part 1 Chapter 10 para 1007c and Annex B para 22 refer or for those overseas JSP 464 Part 2 Chapter 9, para 0906c).

b. Vacant SFA will be made available to personnel made redundant and returning from overseas who have fewer than six months but more than three months to serve. Applications are to be submitted to HIC in the UK or to the HCSO in overseas locations.

c. Personnel considering applying for redundancy are advised to seek early advice from DE Ops Housing staff at their local HIC or HCSO to discuss individual circumstances and future SFA requirement. Personnel requiring advice on future civilian housing options are advised to contact the Joint Service Housing Advice

¹¹ JSP 464 , part 1, para 301 will refer in a forthcoming revision.

¹²

<http://defenceintranet.diiweb.r.mil.uk/DefenceIntranet/Library/Army/BrowseDocumentCategories/InformationPolicyAndServices/InformationManagement/InformationManagementPolicyAndGuidance/CurrentOpsDspsis2006.htm>

Office (JSHAO) on 01722 436575 or DFTS 94331 ex 2575, or by visiting [\(JSHAO Website¹³\)](#) on the internet.

d. Vacation as an Applicant. Applicants will be given six months notice of discharge/retirement but will be permitted to remain in their current SFA for up to 93 days after date of discharge/retirement at entitled SFA rates. Thereafter an extension of 93 days at non-entitled rates may be granted on compassionate grounds (this includes the requirement to support the needs of schooling), following consultation between the local service commander and the HIC¹⁴. After this, continued residence moves to market rates.

e. Vacation as a Non-applicant. Non-applicants will be given 12 months notice after which they may apply for an extension of 93 days at non-entitled rates which may be granted on compassionate grounds (this includes the requirement to support the needs of schooling), following consultation between the local service commander and the HIC¹⁵. After this, continued residence moves to market rates.

f. Council Housing/Surplus SFA. Those made redundant will not be automatically entitled to a council house. In order to apply, a Certificate of Cessation of Entitlement to Occupy SFA/SSFA and of Impending Homelessness must be completed as soon as it is known that entitlement to occupy SFA/SSFA will cease¹⁶. In addition those who find themselves in immediate housing difficulty on leaving the Service may be allowed to apply for surplus SFA where available, in accordance with regulations contained in JSP 464 (Part 1 Chapter 10 Paragraph 1007c and Annex B Paragraph 22 refer or, for those in NI or overseas, Part 2 Chapter 9 Paragraph 0906c).

19. Single Living Accommodation (SLA) and Substitute Single Service

Accommodation (SSSA). The rules for SLA are contained in JSP 464 Part 3 Chap 3 and for SSSA in Chap 8. Under normal circumstances retention of SLA is not permitted. On notification of selection for redundancy, personnel occupying SSSA are to immediately inform HCR and their unit accommodation staff of their exit date. Where a Service person is to be discharged and is at risk of becoming homeless the Service person is to be issued with a certified copy of the MOD(F) 1166, which can be found at Enclosure 1 to DSPSI 8518/10 dated 24 Feb 06 Issue 02/06. DSPSIs are available from the DSPS (A) website at the following link ([DSPSI 02/06](#)).

Financial

20. Financial Briefings. Financial Aspects of Resettlement (FAR) briefings are conducted at Regional Resettlement Centres (RRCs) throughout the UK, Germany and Cyprus. Information on future dates, timings and how to attend are available from 2nd Line IEROs or can be found on the web at: www.CTP.org.uk. These will be open to all personnel in redundancy fields and their spouses or civil partners, dates are also available

¹³ <http://www.mod.uk/DefenceInternet/DefenceFor/ServiceCommunity/Housing/>

¹⁴ JSP 464, Part 1, para 812 will state in a forthcoming revision: For personnel compulsory discharged on redundancy grounds with 6 months or less notice, 93 days 'continued use and occupancy' of the SFA will be permitted after the date of discharge, at entitled SFA charges. Thereafter, an extension of up to 93 days may be granted on compassionate grounds, following consultation between the Local Service Commander and HIC, at non-entitled SFA charges. This provision applies to those serving overseas as well as those in the UK.

¹⁵ This applies to those serving overseas as well as those serving in the UK.

¹⁶ Advice can be obtained from the [Joint Service Housing Advice Office \(JSHAO\)](#).

at <http://www.forcespensionsociety.org/how-we-can-help-you/resettlement-briefings/>. In addition to general financial advice from a professional Financial Adviser and information on the Forces Pension Schemes from the Forces Pension Society, personnel may arrange for a session of individual one-to-one financial advice at home or an office (there may be a charge for this follow-up session). The JSHAO one-day 'Housing – The Options' briefings also have SIIAP listed organisations available to offer general financial advice associated with resettlement.

14. Job Seekers Allowance (JSA). Personnel are advised that those who apply to leave under the Redundancy Early Release Scheme before the notified date of their redundancy may, if they are unable to show good cause, be debarred from claiming JSA for the period that they could have worked. Further advice on eligibility for JSA may be obtained from local Jobcentre Plus offices.

Employment Training

15. The CTP Resettlement Training Centre (RTC) Aldershot offers around 50 job-related courses. These MOD-provided in-house courses cover a wide range of subjects, from management training in various employment fields, through to IT, trade skills, police, prison service and security. Many courses result in recognised qualifications whilst others can lead to employment with companies who have established close links with the RTC. Some of these courses are also delivered regionally at RRCs. The take up of employment training through MOD in-house courses is not mandatory.

16. Redundees who do not choose the MOD provided route (via the RTC or RRCs) may opt to make use of the IRTC grant which is available to use in aid of civilian (external) training courses, evening classes or modules of longer term courses. Further information regarding the IRTC grant is available from 2nd Line IEROs. Some courses may be eligible for Enhanced Learning Credits¹⁷ (ELC) funding but individuals must seek advice in advance to check qualification criteria (consult 2nd Line IEROs and via the web at: www.enhancedlearningcredits.com).

17. The CTP operates a nationwide job finding service, which is also available on-line (Right Job). All eligible personnel may register prior to discharge and remain on the register for up to 2 years after discharge. Eligible personnel will be allocated a code to enable them to gain access to Right Job.

18. The services of the Regular Forces Employment Association (RFEA), Officers' Association (OA), Jobcentre Plus and Benefits Offices are available free of charge to individuals seeking employment.

19. Personnel should not accept offers of civilian employment until they have been formally notified in writing of their selection for redundancy and have been given the date of their release¹⁸. Restrictions on acceptance of civilian employment whilst still in Army service detailed in Queen's Regulations for the Army at paragraph J5.076 remain extant.

¹⁷ JSP 898 Part 4 Chap 3 Issue 2.0 dated Nov 10: ELC may be used for resettlement purposes providing the individual meets the ELC qualifying criteria and they have identified a higher level qualification. The course of study must be an integral part of, and result, in the cost effective achievement of a nationally recognised qualification at Level 3 and above as defined by the National Qualifications Framework (England and Wales), a level 6 or above on the Scottish Credit and Qualifications Framework (SCQF) or, if pursued overseas, an approved international equivalent higher level qualification.

¹⁸ Personnel selected for redundancy may apply for early release under the conditions of the Redundancy Early Release Scheme.

Further restrictions and implications of certain specific employment should be noted. The constraints upon acceptance of certain business appointments within two years of retirement without first referring to the MOD are detailed in Queen's Regulations for the Army at paragraphs J5.080 and J5.081.

Relocation Allowances

27. **Travel and Subsistence.** Entitlements are contained in Reference C to this Annex. There is no entitlement for personnel serving abroad to claim for return to the UK to undertake resettlement activities. Should they be in the UK on other duties, claims may be admissible:

- a. Resettlement activity undertaken in GRT may attract subsistence allowance where appropriate, which is authorised by units.
- b. Travel allowances, up to relevant entitlements, may be claimed for:
 - (1) Attendance at JSHAO briefings.
 - (2) Attendance at Financial Aspects of Resettlement briefings.
 - (3) Visits to Service Resettlement Advisors.
 - (4) Resettlement activity. These count against GRT warrant entitlements.

Guides

28. All personnel selected for redundancy will automatically receive a copy of the Service Leavers Guide and the [Transition to Civilian Life guide](#). Copies of the Service Leavers Guide can also be accessed on the intranet at <http://www.ipublish.dii.r.mil.uk/nlapps/docs/default.asp?id=8569> or internet at <http://www.mod.uk/DefenceInternet/AboutDefence/CorporatePublications/PersonnelPublications/SPVA/ServiceLeaversPack.htm>. Copies of the Money Advice Service's booklet "The Redundancy Handbook" are available from Individual Education and Resettlement Officers (IERO).

Welfare

29. Potential applicants should consider the effect of redundancy on immediate and extended family, including dependent children and young people. Personnel considering applying for redundancy are strongly advised to consult partners and discuss their plans with family members. Support and information is available through the Army Welfare Service and other sources of support listed below, contact details are at Appendix 4.

- a. Your Unit Welfare Officer/Regimental Operations Support Officer.
- b. **Army Welfare Information Service.** Access to the Army's professional and confidential welfare support service for servicemen and women and their families. (Contact then on: LF-AWS-Welfareinformationservice@mod.uk)
- c. **Army Hive.** The Hive provides information support to all members of the Service community. To find out about relocation, local unit and civilian facilities, places of interest, schools and further education, housing, healthcare facilities,

employment and training opportunities in your location contact the nearest HIVE Information Centre. (Link: [Army HIVE.](#))

g. Children's Education Advisory Service. Provides a dedicated service exclusively for Service and MOD families providing professional advice about all aspect of children's education both in the UK and Overseas. (Link: [Children's Education Advisory Service.](#))

h. Connexions Direct. The government's support service for all young people aged 13 to 19 in England. The helpline provides a listening service and advice on subjects including education, training and employment and a range of other issues affecting young people. Calls from a landline are free and won't show on a phone bill. Calls from a mobile are charged, but the helpline will ring back once contact is made. (Link: [Connexions Direct.](#))

i. Confidential Support Line. Offers totally confidential, non judgmental, guidance on personal/welfare issues to the Army community. (Link: [Forcesline.](#))

j. Directgov Website. Advice/Signposting on Government sources of support for coping with redundancy. (Link: [Directgov website.](#))

k. Joint Service Housing Information Office. Provides civilian Housing Information, Advice and, where possible, Placement to Service Persons and their dependants and to Ex-Service personnel still occupying Service Accommodation. (Link: [Joint Service Housing Information Office.](#))

30. Personnel currently receiving assistance through the AWS will transition to support through relevant civilian agencies under individually tailored plans developed by their caseworker in conjunction with SPVA.

31. Though all individuals leaving the Service will undergo a medical, if individuals have recently returned from operations and/or are currently being trauma risk managed¹⁹ or have not yet completed POSM Stage 2²⁰ then they will be assessed during their final medical to ensure that they will receive the necessary support, this may mean that an individuals date of termination is delayed. If there are ongoing concerns then individuals may be supported through the vulnerable service leavers protocol administered by SPVA.

32. Non UK Nationals Applications for UK Citizenship and Settlement in the UK.

a. F&C Soldier Rights to Remain in the UK. F&C soldiers, including Nepalese citizens serving in the Brigade of Gurkhas, are 'Exempt UK Immigration control' while serving. This exemption ceases upon discharge/retirement from the Armed Forces. F&C soldier's family's visas are likely to be linked to their Exempt status in the Army, unless they already have permission to remain in the UK, or British citizenship in their own right. Therefore, unless F&C soldiers and their family already have valid permission to remain in the UK, other than through their status as a serving soldier, they must regularise their immigration status if they wish to remain in the UK. If they do not apply to the UK Border Agency for permission to stay they must leave the UK. Those who have served for at least four years may apply to the UK Border Agency for Indefinite Leave to Remain in the UK (also known as settlement). Applications

¹⁹ Through the TRiM process.

²⁰ Stage 2 is Normalisation – this period is complete once SP return from POL.

can be submitted on a Form SET(O) ten weeks before discharge/retirement. The SET(O) can be found on the UK Border Agency website link ([Form SET\(O\)](#)). The application currently costs £972 for the main applicant and £486 for a dependant. Application and payment is a personal responsibility. Applicants will also need to meet the other UKBA eligibility criteria for settlement. If an application is not made before discharge, individuals will have 28 days from day of discharge to either make an application or leave the UK. In cases of medical discharge, the UKBA have discretions to waive the requirement to have served for at least 4 years. Individuals should also be aware that once discharged it may also affect the UK immigration status of any non-UK family members who do not already have ILR. Individuals should be advised to seek qualified immigration advice or speak to the Immigration Enquiry Bureau. All contact details are included at Appendix 4.

b. Right to become a British Citizen. Since 2006 non-British personnel who are citizens of Commonwealth countries have been able to apply to become British citizens while still serving, once they have completed five years UK residency, which includes any time spent on overseas assignments. This does not apply to Gurkhas, who must remain Nepalese citizens while serving in the Brigade of Gurkhas (former Gurkhas who have transferred out of the Brigade to other Army corps have the same ability to apply for citizenship as Commonwealth soldiers). Applicants must have actually been in the UK on the 1st day of the five year period, in addition to meeting the other UK Border Agency Nationality criteria and have passed the Life in the UK test prior to application. Applications for UK citizenship must be initiated whilst still serving. Applications can be submitted on Form AN, which can be found on [the UK Border Agency website \(Form AN\)](#). The application currently costs £836. Applications and payment is a personal responsibility. Applications for British citizenship may also be made following the grant of settlement in the UK at the end of service in the Army.

c. Impact of a Conviction under the Rehabilitation of Offenders Act (ROA) 1974. Since Apr 11 anyone (civilian or serving) with an unspent criminal conviction under the Rehabilitation of Offenders Act (ROA) 1974 at the time of making an application to settle in the UK will automatically have their application refused by the UKBA (who previously had the ability to exercise discretion).

33. Resettlement and Immigration Advice to Units. Units are advised that non-British soldiers who are exempt from immigration control are briefed by their chain of command at least 3 months prior to discharge on the changes to their immigration status. The following should also be noted:

a. Ensuring Additional Discharge Briefings and Support. British Army discharge procedures for non-British soldiers are followed in the same way as for UK citizens and discharge normally takes place in the UK in accordance with Queen's Regulations (Army) unless alternative arrangements are authorised by DM(A). Units must notify the UK Border Agency (UKBA) that a non-UK national has been discharged using the form at: [Defence Intranet | Library | British Army Guide to Supporting Commonwealth Citizens and their Families](#) (units cancel the 'exempt immigration control vignette/stamp' in the soldiers passport and complete the UK Border Agency discharge notification form and forward it to the UK Border Agency Armed Forces Team). If the passport is not produced units annotate the discharge notification form indicating that the 'exempt immigration control stamp' has not been cancelled. All non-British soldiers should be briefed on the changes to their

immigration status during unit discharge interviews at least 3 months prior to discharge wherever possible as follows:

(1) On the day a non-British citizen, who has not been granted British nationality, is discharged their 'Exemption from UK Immigration Control ceases under Section 8(4)(a) of the Immigration Act 1971 and they are once again subject to UK immigration control. Individuals who have completed at least 4 years' service with HM Forces and meet all other UKBA criteria may apply for settlement (also known as Indefinite Leave to Remain (ILR)) up to 10 weeks prior to discharge on UKBA Form SET(O). It should be noted that those with an unspent criminal conviction under the Rehabilitation of Offenders Act 1974 at the time of application will automatically be refused permission to settle. Individuals in this situation should be advised to seek qualified immigration advice about their eligibility to apply for some other form of leave to remain in the UK.

(2) Those who have less than 4 years continuous service are not normally eligible for ILR but may apply for leave to remain for a shorter period giving full details of any special circumstances. Each case is considered by the UKBA on their particular merits but unless there are compelling circumstances there should be no expectation that the 4 year service rule will be waived. There are however special arrangements for the consideration of ILR applications where an individual with less than 4 years Army service is being medically discharged directly due to injuries sustained during training for or while on operations.

(3) Employment and Recourse to Public Funds. Those individuals who submit an application prior to discharge will be able to remain legally in the UK on discharge, but are unable to work, have no recourse to public funds (as defined in immigration instructions), and are not entitled to local authority housing until ILR is granted. Immigration law does not permit soldiers to be granted ILR whilst they are still serving so it is important for individuals to put in applications up to 10 weeks in advance of discharge to ease their transition to civilian life as once UKBA have made their initial checks of the documents provided in support of the application and the fee has been paid, UKBA will provide an 'indicative letter' to assist them in making appropriate arrangements for employment after discharge and for liaising with the relevant authorities for housing, healthcare and benefits during transition. UKBA will normally be able to grant it the day after their discharge providing they meet the requirements of the Immigration Rules but individuals should make plans for support should there be delays in processing them. Units, aware of individuals seeking employment immediately after discharge who need advice about legal working and their immigration status, should signpost them to the UKBA or a qualified immigration advisor for advice.

(4) For those who do not submit an application prior to discharge the UKBA once notified of their discharge will normally grant them 28 days to remain in the UK to allow time for an application for leave to remain to be submitted. Once an application is lodged they are able to remain in the UK legally until the application is decided, but cannot work or access public funds. Those who do not put in applications are expected to leave the UK.

b. Indefinite Leave to Enter (ILE). Gurkha or Commonwealth veterans who opt to leave the UK after discharge and subsequently decide to apply for settlement in the UK within 2 years should be advised to follow the Indefinite Leave to Enter (ILE) immigration rules through the local UK Visa Application Centre.

c. Further Guidance. Units should also ensure that they comply with the various welfare and resettlement policies, which provides guidance on support to Resettlement, Early Service leavers and Vulnerable Service leavers with severe physical or mental disabilities and those with complex welfare needs. Units should also be aware that briefings will be provided for non-British soldiers about the need to regularise their immigration status on discharge, the process to apply for settlement and the implications of not doing so. Details will be promulgated via an ABN in due course. More information can be found at the following sources: [Defence Intranet | Library | Transition to Civilian Life - A Welfare Guide](#) and the [PS4\(A\) Foreign and Commonwealth Citizens](#) intranet webpage.

d. In most instances Foreign or Commonwealth citizens should deal directly with the UK visa issuing authorities themselves. This will normally be either the UKBA in the UK or through the local UK Visa Application Centre overseas. Those seeking advice on applications to remain in the UK for family members or about the discharge process are advised to contact the Immigration Enquiries Bureau in the first instance on [REDACTED]. The UKBA fees quoted are correct at the time of writing. UKBA fees are reviewed by the UKBA annually. Individuals are advised to check the most up to date fees on the UKBA website. Individuals should also be advised to use the UKBA appeal process or complaints process where appropriate. Further immigration advice should be sought from a qualified immigration advisor. Useful points of contact are on the British Army Foreign and Commonwealth Internet webpage. Subsequently issues should be addressed at the lowest possible level of command where the Chain or Command/G1 staff should address the issue. If the situation is more complex written casework should be staffed through the Chain of Command for resolution where manageable to Army HQ PS4(A).

Appendices:

1. Resettlement Entitlements and Programmes.
2. AEC Contact List.
3. RRC Contact List.
4. References and Contact Details.

Defence Instructions and Notices	
(Not to be communicated to anyone outside HM Service without authority)	
Title:	Army Compulsory Redundancy DIN Tranche 3
Audience:	All Regular Army Personnel
Applies:	22 Jan 13
Expires:	When rescinded or replaced
Replaces:	
Reference:	2013DIN01-004
Status:	Current
Released:	February 2013
Channel:	01 Personnel
Content:	Army Compulsory Redundancy – Tranche 3 Only
Sponsor:	DM(A)
Contact:	Army Redundancy Cell (ARedC) – [REDACTED]
Keywords:	Redundancy
Supplements:	Enc 1 Application Enc 2 Withdraw application Enc 3 Early release form
Related Info:	www.ms.dii.r.mil.uk
Classification:	UNCLASSIFIED

This DIN tells you where the Army seeks to make reductions in manpower in Tranche 3 of the Armed Forces Redundancy Programme, and gives the approximate size of those reductions. Redundancy selection boards will decide who, from these groups, will be made redundant – **You can elect to be considered for redundancy as an Applicant.**

References:

- A. 2010DIN01-187 Regular Armed Forces Redundancy Programme – Oct 10.
- B. 2011DIN01-097 Army Compulsory Redundancy DIN – Apr 11.
- C. 2012DIN01-017 Army Compulsory Redundancy DIN – Jan 12.

Introduction

1. The Strategic Defence and Security Review White Paper, in conjunction with the additional restructuring announcement by the Secretary of State for Defence, known as the '3 Month Exercise', outlined the requirement to reduce the Regular Army's strength to 82,373. Given the scale of the reductions, normal manning controls such as restrictions on recruiting would not reduce the Regular Army to its new strength in time and could create structural imbalances. Therefore, a Redundancy programme is needed to achieve reductions in the Army's strength. The Redundancy programme is designed to match future projected strength against Defence's requirement in 2018, as outlined in Army 2020 (A2020), and other Defence restructuring initiatives, such as the Defence Medical Services 20 (DMS 20) programme.

2. This DIN relates only to the third tranche of the Armed Forces Redundancy Programme (Tranche 3), in which it is anticipated that up to c5,300 Army personnel will be selected for compulsory redundancy. No RN or RAF personnel will be made redundant in Tranche 3. The redundancies will be implemented in a manner that does not undermine the Army's ability to maintain its operational commitments. As previously stated, this DIN is specifically for Tranche 3 only. Whilst further redundancies following Tranche 3 may be required, serving personnel should not assume either that any future redundancies will occur in the fields identified in previous tranches, or that procedures and qualifying criteria will remain constant in any future redundancies.

Aim

3. This DIN aims to inform all Army personnel and the Chain of Command (CoC) of the details of Tranche 3 of the Armed Forces Redundancy Programme.

Terminology

4. Personnel should familiarise themselves with the terminology and definitions in the table below prior to reading the remainder of this DIN.

Ser	Redundancy Term	Definition
(a)	(b)	(c)
1	Field	For the purpose of eligibility, Army personnel will be broken down into Redundancy Fields on the basis of Arm/Capbadge (less for Senior Officers), Substantive Rank and Main Trade for Pay ¹ (MTFP). Fields will be further defined by Length of Service (Manpower Planning) ² (LOS(MP)) for the ranks of Pte to Maj, and by Engagement Expiry Date (EED) for Lt Col and above.
2	Engagement Expiry Date (EED)	The date at which a Service Person's current commission or engagement normally comes to an end.
3	Eligible Personnel	Personnel who fall within the prescribed redundancy Fields.
4	Applicants	Eligible personnel who have submitted a valid application for compulsory redundancy.
5	Non-applicants	Eligible personnel who are not Applicants.
6	Tranche	A discrete phase of the Armed Forces Redundancy Programme in which officers and soldiers are identified as eligible, selected and notified of their redundancy.
7	Exclusion Criteria	Those additional criteria that will result in an otherwise eligible person in a redundancy Field being excluded from consideration and/or selection for redundancy as either an Applicant or Non-applicant.
8	Special Capital Payment (SCP) and Compensation Lump Sum (CLS)	A payment which is given to compensate a Service Person for the imposition of a premature end of engagement/commission. SCP applies to those who are members of Armed Forces Pension Scheme (AFPS) 75. CLS applies to those who are members of AFPS 05.
9	Focal Points (FPs)	Focal points are designated appointments within the CoC (normally 1* MS representatives (or equivalent)) who are responsible, through their respective TLB MS representatives, to the ARedC for managing the updates, amendments and distribution of the Redundancy Programme Database. They will provide the CoC with visibility of the process, end-to-end, and the ability to engage in and manage the redundancy process.
10	Army Redundancy Cell (ARedC)	The ARedC (based in the APC) will be the Army's focal point for the execution of the redundancy process, including the management of issues, notification of eligibility of individuals, collation and acknowledgement of applications, and the promulgation of notifications of selection for redundancy.
11	Yield	Number of personnel to be made redundant in a Field.

¹ For RE – Main Trade (MT)

² For Tranche 3, LOS(MP) is calculated as at 1 Apr 13.

Scope

5. This DIN covers the Army Compulsory Redundancy Programme for Tranche 3 only. It deals with the following areas:

- a. Service Authority for Redundancy (Paras 6 to 9).
- b. General Exclusions and Eligibility (Paras 10 to 24).
- c. Notification and Selection Procedures and Processes (Paras 25 to 38).
- d. Redundancy Financial Matters (Paras 39 to 43).
- e. Resettlement, Entitlements and Welfare (Paras 44 to 52).

Service Authority for Redundancy

6. The Army will undertake compulsory redundancy in accordance with:

- a. Armed Forces Redundancy Scheme 2006 (AFRS 06) – for those members on Armed Forces Pension Scheme 05 (AFPS 05).
- b. Armed Forces Redundancy Scheme 2010 (AFRS 10) – for those members on Armed Forces Pension Scheme 75 (AFPS 75).

7. The authority under which this will take place will be as follows:

- a. For Officers – Article 197 of the Promotions and Appointments Warrant 2009.
- b. For Soldiers – Para 9.409 of Queens Regulations for the Army 1975 as directed by Statutory Instrument No. 1091 (2009) – The Armed Forces (Discharge and Transfer to the Reserve Forces (No. 2) Regulations 2009.
- c. During the period of the programme of redundancy, in accordance with the Strategic Defence and Security Review 2010, or until such other time as the Defence Council or Army Board directs, Officers of the rank of Brigadier shall not be retired under Article 189 of the Promotions and Appointments Warrant 2009; such officers shall be entitled to be selected for retirement on redundancy in accordance with Article 197 of that Warrant.

8. The composition and structural makeup of the redundancy Fields is the responsibility of the Directorate of Manning (Army). The selection of both Applicants and Non-applicants will be undertaken by Grading and Selection Boards, as directed by the Military Secretary.

9. Equality and Diversity Impact Assessment. A full Equality and Diversity Impact Assessment has been carried out in order to ensure that Tranche 3 has been developed in a manner that provides due regard to potential unlawful discrimination for groups with protected characteristics in accordance with the Public Sector Equality Duty.

General Exclusions and Eligibility

10. General Exclusions. The following applies:

a. Tranche 1 and 2 General Exclusions. The exclusions outlined in Reference B (Annex D) and Reference C are rescinded with immediate effect.

b. Tranche 3 General Exclusions. Those who meet the criteria below are excluded from consideration and are therefore ineligible for redundancy (either as Applicants or Non-applicants) in Tranche 3; even if they would otherwise fall within a given redundancy Field:

(1) Length of Service (LOS). All Officers (less LE officers) and soldiers with less than 4 years service will be excluded from redundancy.

(2) End of Engagement Date. For Tranche 3, where an individual's EED falls on or before the 31 Mar 15, they will be excluded from redundancy.

(3) Notice to Terminate(NTT)/Premature Voluntary Release(PVR). Those who have applied for PVR or given NTT prior to the formal publication of this DIN (22 Jan 13), or at any stage thereafter in the redundancy process, will be ineligible for redundancy. Such individuals will not be allowed to withdraw their application/notice for the purposes of redundancy, even if, in the case of officers, their application has not yet been approved by the Army Retirements Board (ARB).

(4) Operational Pinch Points (OPP) and Niche Skills. Those personnel within the OPPs or with the Niche Skills listed at Annex A will be excluded from redundancy both as Applicants and Non-applicants. This includes personnel on a specified training course, as at 22 Jan 13, which will qualify them for the relevant OPP. Further detail is in Annex A.

(5) Capbadge Specific Exclusions. Those in ranks and with qualifications by capbadge, as detailed against specific fields in Annex B, will be excluded from redundancy as Applicants and Non-applicants.

11. Redundancy Fields. A list of Tranche 3 Redundancy Fields is at Annex B. Only those personnel who fall within a designated redundancy Field, and who are not excluded by the criteria listed elsewhere in this DIN, are eligible for compulsory redundancy and will be considered for selection, either as an Applicant or Non-applicant³. Officers and soldiers will be notified through the Chain of Command if they are considered to be eligible for redundancy. A full list of Tranche 3 eligible personnel, by redundancy Field, will be formally published by the APC and ARedC, through MS representatives and Focal Points, on 22 Jan 13. Those who are missed from the eligibility list in error⁴ must be informed of their eligibility by 5 Feb 13. If not informed of their eligibility by this time then they shall only be eligible as Applicants and an individual extension to the application window may be granted to enable proper time for consideration⁵. Those individuals missed from the list in error and discovered after 5 Feb 13 will be ineligible as Non-applicants.

12. Substantive Rank. Less the criteria below, all personnel will be considered for redundancy in the Substantive Rank they hold on 22 Jan 13 (Announcement of Redundancy Fields). As such, the results of redundancy will take precedence over

³ DM(A) may, on the authority of AG, adjust the published field (including below LOS 4) in order to complete the removal of a capability, up to date of notification of selection.

⁴ This covers any sort of error or delay that results in omission from the list of those eligible for redundancy.

⁵ Note that those whose names correctly appear on the list on publication should be informed within the timelines stipulated in the relevant notification instruction. Exceptionally, if they are not informed in time, then DM(A) may grant an extension to the application window in order to allow proper time for consideration. These individuals will remain eligible for selection as Non-applicants.

promotion boards which occur after 22 Jan 13 or publish their results after 22 Jan 13. The results of any promotion boards that are published in the period between publication of this DIN (Announcement of Redundancy Fields) and the date of Notification of Selection for Redundancy are therefore provisional⁶. By way of further clarification:

- a. Eligible personnel boarded, selected and notified⁷ for promotion (including Out of Committee (OOC) and Reserve List promotions) to Substantive Rank at the time of the publication of this DIN (22 Jan 13), but who are yet to be actually promoted, will be considered for redundancy in their new Substantive Rank.
- b. Eligible personnel who have had their selection for an LE commission published⁸ will be considered for redundancy in their commissioned rank and capbadge.
- c. Eligible personnel boarded and selected⁹ for promotion to Substantive Rank after publication of this DIN (22 Jan 13) will continue to be considered for redundancy in the Substantive Rank held on the date of promulgation of this DIN; their subsequent appointment on promotion will be in Acting Rank pending the outcome of the redundancy selection process.
- d. Those holding Acting or Local rank throughout the redundancy¹⁰ period may continue to do so, but will be considered for redundancy in the Substantive Rank held at the time of the publication of this DIN (22 Jan 13).
- e. Those personnel who are selected for redundancy (either as an Applicant or Non-applicant) will not be considered and boarded for subsequent promotion to Substantive or Acting Rank. Acting Rank already awarded before Notification of Selection for Redundancy (18 Jun 13) may be retained until the point of discharge/retirement, subject to such personnel remaining qualified and continuing to occupy a post that justifies its retention.
- f. Following selection for redundancy, failure to complete the relevant Command Leadership and Management (CLM) course required to substantiate the new rank will have no bearing on the redundancy decision; the individual concerned will still be made redundant in their new or future substantive rank.

13. Time Based Promotions and Redundancy. The following considerations apply to time based promotions:

- a. Eligible personnel qualifying for promotion¹¹ to Substantive Rank before the time of the publication of this DIN (22 Jan 13), but who are yet to be actually promoted, will be considered for redundancy in their future Substantive Rank.

⁶ This includes all unit level promotions and promotions which would normally have taken effect immediately on successful completion of a course and those selected from a Reserve List.

⁷ Defined as the date on which the selection decision has been promulgated. This includes those selected from a Reserve List ('promulgated' is defined as: the date on which the selection decisions from a Main Board have been published to the Army or, for OOC decisions, the date on which the individual was notified (by whatever means) of their selection and promotion).

⁸ As per the LE Commission Board results published in Nov 11 and Nov 12.

⁹ As for footnote 7.

¹⁰ This is the group that are yet to be selected by a recognised board for promotion.

¹¹ Either through accruing the requisite number of reports, recommendations for promotion, or through serving a stipulated length of time.

b. Individuals who qualify for promotion after the publication of this DIN (22 Jan 13) will continue to be considered for redundancy in the Substantive Rank held at the time of publication of this DIN¹².

c. Those personnel otherwise qualified for promotion after publication of this DIN and who are subsequently selected for redundancy, will not promote Substantively or in Acting Rank regardless of any further recommendations for promotion or time served.

d. Acting Rank already awarded before Notification of Selection for Redundancy(18 Jun 13), may be retained until the point of discharge/retirement, subject to such personnel continuing to occupy a post that justifies its retention and remaining suitably qualified.

14. Those in the LE Commissioning Process. The following considerations apply to those who are eligible for redundancy in their Substantive Rank as a soldier, but who have applied for a Late Entry Commission (the policy for personnel already selected for an LE Commission is at para 12b above):

a. Those who are selected for redundancy in their Substantive Rank as Non-applicants, will remain in the commissioning process up to the point at which they are selected or rejected. At the point that an application for a Late Entry commission is accepted¹³ the individual will be de-selected from redundancy.

b. Applicants for redundancy will continue in the commissioning process up to the point of Notification of Selection for Redundancy. If selected for redundancy they will be removed from the commissioning process.

15. Reports. All eligible personnel may apply for redundancy within a Field as Applicants, irrespective of the number of reports they hold in that rank/trade. In order for Non-applicants to be fairly graded against their peers, eligible personnel¹⁴ in Fields of LOS 6 and above must have 2 reports¹⁵ in rank or trade, one of which should be their most recent report¹⁶. Non-applicants in LOS 4 or 5 Fields only require one report¹⁷ in rank or trade¹⁸. Personnel in LOS 4 and 5 will be assessed separately from those in LOS 6+ to ensure equality of treatment. Where personnel have more than the requisite number of reports, all reports will be made available to Boards.

a. Transferees. In order to ensure that those recently transferred from another Service, into a new cap-badge or trade are treated equitably, they will require the number of reports as applicable to their LOS, in their new MTFP, as detailed above.

b. Acting Rank. Where an individual has a report in Acting Rank, such as in the case of those awaiting completion of CLM training, and have then been subsequently promoted to Substantive Rank and received a second report in that Substantive

¹² Any promotions for this cohort will be provisional subject to the outcome of Redundancy.

¹³ LE Commissioning Board results in Nov 13.

¹⁴ Including all officers.

¹⁵ In most circumstances this should be 2 of the last 3 reports including the most recent. The authority for deciding eligibility on the basis of reports in rank/trade rests with the Military Secretary.

¹⁶ Excepting reports that have been formally delayed.

¹⁷ Less for LE Captains, where only those holding 2 or more reports in rank will be graded and considered for selection as a Non-applicant.

¹⁸ Where an entire capability is to be removed, the requirement for 1 or 2 reports in rank for the selection of Non-applicants can be waived on the authority of the Military Secretary.

Rank, the original report in Acting rank will count as one of their qualifying reports and will be taken into consideration by Selection boards.

c. **Reports Considered.** Redundancy Grading Boards will have visibility of each candidate's report Book. Eligible personnel in a Field will be graded by a Board using the standard MS scoring guide, taking into account an individual's performance and future employability. The Board members will assess individuals on the evidence contained within OJARs/SJARs, admissible course reports and their Manning Profile Sheet. The APC, CoC and individuals are to make every effort to ensure that the most recent appraisal (as outlined in para 32c) is available to grading boards.

16. **Operational Exclusions.** It is expected that the ORBAT for HERRICK 19 will be confirmed down to sub-unit level in Apr 13. Eligibility for redundancy is as follows:

a. **Operational Allowance (OA) Earning Operations.** The following personnel will be excluded from redundancy in Tranche 3 unless they apply:

(1) Those deployed on operations in a PJHQ endorsed OET post, that qualifies for OA, as at the date of Announcement of Redundancy Fields¹⁹ (22 Jan 13²⁰).

(2) Those deployed on operations in a PJHQ endorsed OET post, that qualifies for OA, at the date of Notification of Selection for Redundancy²¹ (18 Jun 13²²).

(3) Those deployed on operations in a PJHQ endorsed OET post, that qualifies for OA, at any point in-between Date of Announcement (22 Jan 13) and Notification of Selection for Redundancy²³ (18 Jun 13).

(4) Those who, as at the date of Notification of Selection for Redundancy (18 Jun 13²⁴), are:

(a) Warned²⁵ for deployment into a PJHQ endorsed OET post, that qualifies for OA, on or before **17 Dec 13**,

or,

(b) Warned²⁶ for deployment into a PJHQ endorsed Op HERRICK 19 post, that qualifies for OA, regardless of deployment date.

Up to the date of Notification of Selection for Redundancy (18 Jun 13), an individual's operational status will be updated to reflect any change in their operational deployment, which includes: a change of deployment date, a new deployment or a removal from deployment. This means that personnel may become eligible or

¹⁹ This includes those deployed as part of a formed unit on **Op HERRICK 17** on this date.

²⁰ 220001ZJAN13. Personnel who departed theatre (wheels up) before this time will be eligible for redundancy as a Non-applicant.

²¹ This includes all those deployed as part of a formed unit on **Op HERRICK 18**.

²² 182359ZJUN13. Personnel who arrive in theatre before this time will only be eligible for redundancy as an Applicant.

²³ This includes those deployed as part of a formed unit in between these dates.

²⁴ 182359ZJUN13

²⁵ IAs must have an individual assignment Report for Duty date of 17 Dec 13 or before. BCRs, TRB and TRP personnel are not excluded under this rule unless they have a confirmed deployment date of 17 Dec 13 or earlier. Further information on these groups is at para 16b.

²⁶ Personnel who have had their names published on Part One Orders for deployment as part of an **Op HERRICK 19** unit ORBAT, with the exception of BCRs, TRP and TRB.

ineligible for redundancy, as a Non-applicant, at any point up to the date of Notification of Selection for Redundancy (18 Jun 13).

b. **Other Groups.** Personnel in Unit Rear Operations Groups (ROG), the Theatre Reinforcement Battalion (TRB), the Theatre Redeployment Pool (TRP), Battlefield Casualty Replacements (BCR) or any other such similar group **are not** specifically excluded from redundancy. Eligibility for redundancy is the same as all other personnel as outlined in para 16a above. Specifically, BCRs, TRP and TRB personnel who are warned for deployment on an OA earning operation are only excluded as Non-applicants if, as at 18 Jun 13, they have a confirmed deployment date of 17 Dec 13 or earlier. Personnel in an OA earning operational theatre on visits or as part of training/inspection teams or the RSOI, **are only** excluded from redundancy if they have deployed into a PJHQ endorsed deployed OA earning OET post as per the policy at para 16a(1) to 16a(3) above. Personnel undertaking Decompression prior to 22 Jan 13 are considered as having left the Operational Theatre and are not excluded.

c. **Other Operations / Conflict.** In addition to those on OA earning operations there may be others who, on the date redundancy notices are issued (18 Jun 13), should be excluded as they are similarly engaged in 'conflict' but not in receipt of OA. Any change in an operation, such that it meets a level of risk so that it may be considered to meet the policy at para 16a above, will be taken into consideration immediately prior to Notification of Selection for Redundancy (18 Jun 13). Those identified as deployed on such an operation will not be selected for redundancy, unless they are an Applicant.

d. **Non-OA Earning Operations.** The entitlements for those deployed on non-OA earning operations are the same as those not deployed on operations, irrespective of status as Applicant/Non-applicant. If selected, every effort should be made to secure the timely recovery of Applicants to their normal location, as soon as practicable, in order to facilitate resettlement activities in their last 6 months of service.

17. **Operational Liability.** Once notified of selection for redundancy, Non-applicants will not deploy on operations²⁷. The following operational liability applies to Applicants only:

a. **Deployed on OA earning Operations at Notification of Selection for Redundancy (18 Jun 13).** Regardless of when Applicants were warned for operations, if they are deployed on OA earning operations at the time of Notification of Selection for Redundancy (18 Jun 13), and are selected for redundancy, they will be required to fulfil their operational commitment. Their 6 month Notice Period will commence following their POL.

b. **Warned for OA earning Operations as at Notification of Selection for Redundancy (18 Jun 13).** All Applicants, regardless of when they are warned for operations, must indicate on their application form (See enclosure 1) whether they would wish to not deploy on the operation if selected for redundancy as an Applicant. In exceptional circumstances, Applicants may be directed that they must fulfil their operational commitment²⁸, therefore Applicants must also indicate if they would wish to be de-selected from redundancy if they are directed to deploy on an operation. If the Applicant deploys on operations and they have elected to remain a redundee,

²⁷ Including BCRs, TRP and TRB.

²⁸ For example, where it would be impossible to train a substitute in the time available.

their notice period will commence at the end of POL²⁹. Applicants who are warned for an OA earning operation to deploy on or after 18 Dec 13³⁰, will not deploy if selected for redundancy, regardless of their preference.

c. **Warned for OA earning Operations after Notification of Selection for Redundancy.** An Applicant who is selected for redundancy and then warned for operations will not deploy, irrespective of the preference they have expressed on their application (see Para 31).

18. Wounded, Injured and Sick. Redundancy and the medical employment policy contained in the PULHHEEMS Administrative Pamphlet 2010 (PAP 10) are distinct policies and must not be confused. There will be a number of individuals who are medically downgraded and eligible for compulsory redundancy by dint of being in a Redundancy Field. Detailed instructions on how the redundancy policy applies to these individuals are contained within Annex C. The following should be noted:

a. Personnel who are Permanently Below the Minimum Medical Retention Standard (Perm BMMRS) as at the Announcement of Redundancy Fields or Notification of Selection for Redundancy are ineligible for redundancy as either an Applicant or Non-applicant. In most cases, personnel who are graded Perm BMMRS after Notification of Selection for Redundancy will be removed from redundancy (in extremis, this can include those who become Perm BMMRS at their Release Medical).

b. Personnel who are temporarily graded MND L5E5 at Announcement of Redundancy Fields or at Notification of Selection for Redundancy are ineligible for redundancy as either an Applicant or Non-applicant. Personnel who become L5E5 after Notification of Selection for Redundancy may choose to remain a redee, but must understand that if they are still L5E5 at their Release Medical they will be removed from redundancy.

c. All those who are temporarily medically downgraded³¹, will be eligible for redundancy. If selected for compulsory redundancy, either as an Applicant or Non-applicant, they must be re-assessed as soon as possible. In most circumstances, if they are subsequently graded Perm BMMRS they will be removed from redundancy. All redees will be assessed at their Pre-Release medical and again at their Release medical to determine if a delay to discharge/retirement from the service is appropriate (such a delay will normally result from a matter requiring in-patient care).

19. Discipline. Pending or outstanding discipline/administrative proceedings do not disqualify otherwise eligible personnel from compulsory redundancy, either as an Applicant or Non-applicant. Further detail, including the policy for AWOL, is at Annex D.

20. Transfers. Personnel need not wait for redundancy to apply for a transfer and the Army wishes for as many personnel to transfer as possible where there are manning shortfalls. A Transfer DIN which will advertise transfer opportunities against vacancies in the Army's future 82k structure will be published by 1 Feb 13. The Transfer DIN will also detail the policy for those already in the transfer process (either between cap-badges or within their own cap-badge).

²⁹ POL must be the first period of leave taken after deployment ends.

³⁰ 172359ZDEC13

³¹ Less for those MND L5E5 Temp.

20. Maternity, Adoption and Additional Paternity Leave. Special provisions may apply to personnel on Maternity Leave, Adoption Leave or Additional Paternity Leave³². Personnel on Maternity Leave, Adoption Leave or Additional Paternity Leave will be eligible for redundancy in the same manner as others of their rank and trade, although special provisions apply for Non-applicants who will be on such leave at any point on, or after, Notification of Selection for Redundancy and before Discharge date. The detailed policy is at Appendix 2 to Annex E.

21. Special Paid/Unpaid Leave and Career Breaks. Personnel on Special Paid, Unpaid Leave or Career Breaks who fall within a designated redundancy Field are eligible for compulsory redundancy. All those selected for redundancy in Tranche 3 will have the same exit date³³, irrespective of the date they were due to return to full time normal service.

22. Return of Service. All eligible personnel with an extant Return of Service will still be considered for compulsory redundancy, either as an Applicant or Non-applicant. The implications for corresponding Financial Incentives are at para 41.

23. Notifying Changes to Circumstance. Individuals are responsible for ensuring their CoC is appropriately briefed on changes in their circumstances. When an eligible individual's circumstances change, the redundancy Focal Points (FPs) are to be updated by the CoC. Relevant changes to an individual's status will be recorded in the Redundancy Programme Database (by FPs / MS Reps), ensuring those who are eligible are appropriately tracked. The following changes in circumstance are to be recorded in the Database by FPs³⁴:

Ser	Circumstance to Report	Responsibility to Report
(a)	(b)	(c)
1	Change to Operational status (warned for, deployed on, or withdrawn from operations).	CoC and APC CM
2	Application to transfer, successful transfer or failure to complete transfer course or probationary period.	CoC and APC CM
3	Application to commission, successful commission or failure to commission.	APC CM
4	Outcome of Discipline/Administrative Action (e.g. reduction in rank, discharge/retirement, imprisonment etc).	CoC and APC CM
5	Significant welfare issues that may require specific	CoC and APC CM

Where an individual is replacing another individual who was warned for an OA earning appointment, COs and FPs are also to ensure that the exemption status is removed from the individual being replaced. Operational related exemptions will lapse for personnel removed from the Database and apply to those placed on the Database. **FPs are to ensure that the relevant Notification Officer informs individuals of their change in status immediately.**

³² Additional Paternity Leave is a new type of leave applying in relation to births on or after 3 Apr 11 and to adoptions where notification has been received of being matched with a child for adoption on or after 3 Apr 11, as explained in 2011DIN01-037. It is not the same as ordinary paternity leave, which lasts for a maximum of two weeks.

³³ 17 Dec 13 for Applicants; 17 Jun 14 for Non-applicants.

³⁴ Note that the ARedC are able to track all other significant changes in circumstance through other, pre-existing, reporting.

Notification and Selection Procedures and Processes

24. General. This section of the DIN will explain the process for personnel notified of their eligibility for redundancy. For Tranche 3 the process of applying for redundancy and the conduct of the subsequent Grading and Selection Boards will conclude with the issue on 18 Jun 13 of the redundancy notices to those who have been selected. DM(A) will publish a FRAGO that details arrangements for this process.

25. Redundancy Programme Database. The redundancy process for Tranche 3 will be enabled by the use of a bespoke online database containing the information required to track the status of all those who are eligible for redundancy. Access to the database will be limited to FPs embedded in the CoC at Bde level (or equivalent).

26. Notification of Eligibility. All Eligible Personnel will be notified formally by the CoC by 240900JAN13Z. The CoC are to confirm through their respective FPs to the ARedC by NLT 250900JAN13Z that those individuals eligible for redundancy, and shown as under their command, have been attributed correctly, are shown against the correct unit and TLB, and have been notified.

27. Length of Service (Manpower Planning) (LOS(MP)). LOS (MP) is one of the key criteria by which Clinical Specialists and all personnel at OF3 (Maj) rank and below will be able to ascertain their eligibility for redundancy. The information required to calculate LOS (MP) is contained in Annex B. Errors in the LOS (MP) data held against each individual eligible for redundancy in Tranche 3³⁵ are to be reported by the individual, through the CoC to APC CMs as soon as practicable, but NLT than 5 Feb 13 (two weeks after announcement of eligibility). Any individual who has not been notified that they are in a Field, but believes they should be included, should also check their LOS(MP) and report any errors through the CoC to their relevant APC CM immediately. Individuals will be informed of any subsequent change of eligibility through the CoC. For OF4 (Lt Col) and above, EED³⁶ is used.

28. Redundancy Calculator. Personnel will have access to the online Armed Forces Redundancy Calculator (AFRC) (version 4), which will give an approximate forecast of both redundancy compensation and pension entitlements. The Redundancy Calculator, which is only available on the internet, can be found at the following link: www.mod-rc.co.uk. A guide to using the Redundancy Calculator is provided at Appendix 5 to Annex E. Personnel without regular access to the internet may request that their Unit Pers Admin access the calculator on their behalf. Personnel are strongly advised to consult the AFRC (version 4), ensuring that they read all the relevant notes on the calculator, before they make a decision to apply for compulsory redundancy. Additionally, personnel who have had a **break in service** (i.e. left and rejoined the Army), or had any other unusual service or activity, are strongly advised to seek assistance from their Unit Pers Admin before making any decision to apply for compulsory redundancy.

29. Sources of Advice. Routinely, no direct contact with eligible personnel will be initiated by the ARedC, and SPVA will not action individual calls by officers or soldiers directly to the JPAC EC. Unit Pers Admin and unit Career Managers will provide first line support to personnel for all matters concerning the redundancy administration process. Sources of professional financial advice may be found, but are not limited to, those in Annex E covering pension and redundancy benefits.

³⁵ As detailed in the Redundancy Programme Database of eligible Army personnel managed online by the ARedC.

³⁶ Except Clinical Specialists.

31. **Application.** Eligible personnel who wish to apply to be considered for redundancy must do so within the stipulated timeframe using the Tranche 3 specific application form³⁷ at Enclosure 1, which must be signed and dated by the Applicant and sent direct to the ARedC. Duplicate copies of this form are also available on the Defence Intranet and from the MS Web which can be accessed on the intranet via <http://www.ms.dii.r.mil.uk/Army%20Redundancy%20Programme/index.htm>. All applications must be received signed and in hardcopy – either faxed or sent by post; no online or softcopy applications will be accepted. Applications will only be accepted from those eligible personnel who fall within a stipulated redundancy Field, no conditional applications will be accepted³⁸ and applications must be signed and dated. Only in exceptional circumstances will applications arriving after 12 Mar 13 be accepted.

a. **Applying for Redundancy – Operational Liability.** All personnel applying for redundancy must fully understand the Operational Liability implications outlined in Para 17. In particular, all Applicants, regardless of whether they have actually been warned for operations at the time of application, must indicate on their application form whether they would wish to deploy on the operation if selected for redundancy as an Applicant. In exceptional circumstances, Applicants may be directed that they must fulfil their operational commitment, therefore Applicants must also indicate if they would wish to be de-selected from redundancy if they are directed to deploy on the operation (for deployment on an operation post Notification of Selection). It should be noted that Applicants who have actually deployed on operations by the time of Notification must fulfil their operational commitment and cannot opt to be deselected from redundancy.

b. **Application Period.** Applications must be received by the ARedC NLT 122359Z Mar 13 (7 weeks from publication of this DIN) and can be accepted only on the Tranche 3 specific form at Enclosure 1; late applications beyond the stated deadline will only be accepted in exceptional circumstances. The ARedC will acknowledge receipt of applications direct to the Applicant³⁹. **Where a response has not been received after 15 working days the Applicant must contact the ARedC to confirm receipt.** An individual's CoC will not be informed that they have applied for redundancy.

c. **Withdrawal of Application to be selected for Redundancy.** Personnel may withdraw their application for redundancy up to 122359Z Mar 13 using the form at Enclosure 2. Duplicate copies of this form are also available on the Defence Intranet and from the MS Web which can be accessed on the intranet via <http://www.ms.dii.r.mil.uk/Army%20Redundancy%20Programme/index.htm>. Late applications for withdrawal beyond the stated deadline will only be accepted in exceptional circumstances. Applicants wishing to withdraw their Application after 122359Z Mar 13 will have to do so through the Appeals process if selected. The ARedC will acknowledge receipt of applications for withdrawal direct to the Applicant. **Where a response has not been received after 15 working days the Applicant is to contact the ARedC to confirm receipt.**

32. **Boarding and Selection Process.** APC will conduct Grading and Selection Boards in accordance with existing MS Practice, Precedent and Rules (PP&R) supported by a redundancy specific brief. The following criteria and constraints may be applied:

³⁷ Applications will not be accepted on the old Tranche 2 application form.

³⁸ Applications will be deemed as 'null and void' if personnel choose to write additional information or caveats outside that which is strictly necessary to complete the form i.e. you can not write in conditions to your application.

³⁹ Applicants will receive confirmation by email if they have provided ARedC with an email address.

a. **Grading.** Eligible personnel will be graded using the standard MS scoring guide taking into consideration an individual's performance, potential and future employability⁴⁰. Board members will assess individuals on the evidence contained in the candidate's Appraisal Reports or course reports which replace Appraisal Reports. Board members will not be made aware if an eligible person is an Applicant or not. This will only be disclosed once grading has been completed.

b. **Applicants/Non-applicants.** Where possible, in a given field type, Applicants will be selected in preference to Non-applicants. In certain cases, such as for Senior Officers⁴¹ and Clinical Specialists, Non-applicants may be selected over Applicants for structural reasons. Where there are insufficient Applicants to meet the numbers required, the lowest scoring Non-applicants will be selected.

c. **Information Considered.** Redundancy Grading Boards will have visibility of each individual's report book with the latest report admissible for consideration⁴² for each Field announced in this DIN, and based on JSP 757 policy. All relevant reports which can be reasonably obtained on those eligible for redundancy should be available to the Board. As a minimum, Boards will have candidates' Appraisal Books available to inform the decision making process, which should include the most recent available OJAR or SJAR required by this DIN and a current Manning Profile Sheet. The APC, CoC and subject officer/soldier are to make every reasonable effort to ensure that the most recent appraisal required by this DIN is available to Grading Boards. The latest reports that should be used for each rank are detailed below:

Ser	Rank	Report Written	Due at APC	AR Year	Remarks
(a)	(b)	(c)	(d)	(e)	(f)
1	Brig	30 Nov 12	15 Feb 13	AR 12	
2	Col	30 Nov 12	15 Jan 13	AR 12	
3	Lt Col	31 Oct 12	15 Dec 12	AR 12	
4	Maj	30 Jun 12	1 Sep 12	AR 12	
5	Capt	31 May 12	1 Aug 12	AR 12	Early AR 13 not to Board
6	WO1	30 Jun 12	31 Aug 12	AR 12	
7	WO2	30 Jun 12	31 Aug 12	AR 12	
8	SSgt	30 Sep 12	30 Nov 12	AR 12	
9	Sgt	30 Nov 12	31 Jan 13	AR 12	
10	Cpl	31 Jan 12	31 Mar 12	AR 12	Early AR 13 not to Board
11	LCpl	31 Mar 12	01 Jun 12	AR 12	Early AR 13 not to Board
12	Pte	31 May 12	01 Aug 12	AR 12	Early AR 13 not to Board

d. **Senior Officer Applicants and Structural Sustainability.** OF5 and OF6 form discrete redundancy Fields which are managed as single cohorts in accordance with their employment on the Staff. Therefore OF5 and OF6 will be graded as single cohorts with no differentiation or exclusion made by late cap-badge or officer type (Groups A or B). However, selections for redundancy may include the use of restrictions based on former cap-badge. This provision will be applied where it is necessary to impose limits on the number of officers who can be selected from a late cap-badge in order to maintain the structural integrity of the Army – details of such limits are annotated in Annex B.

⁴⁰ In line with extant practice this will include reference to the Manning Profile Sheet (MPS) but exclude reference to an individual's JMES grading. OF5 and OF6 officers will be given a formal employability score separate to their score for Performance and Potential (such scores may be weighted).

⁴¹ OF5 and OF6.

⁴² Excepting reports that have been formally delayed.

- e. **Clinical Specialists under AMS.** Clinical Specialist Fields will be designed with no differentiation made by rank. They will be graded as separate cohorts for clinical, as opposed to military, competence and potential.

33. **Reconciliation Board.** The Reconciliation Board will be convened under the authority of MS. The purpose of the Reconciliation Board is to ratify and reconcile the provisional results of the Redundancy Grading and Selection Boards in order to ensure that the selections made do not act against the needs of the Army. Specifically, the Board is tasked with judging where personnel should be deselected and, by doing so, confirm the actual individuals to be selected for redundancy. The Reconciliation Board function will endure throughout the process and is available to consider any post-selection issues. This process will only apply to OF4 and below⁴³. The Board is required to fulfil the following tasks:

- a. Endorse the results of the Grading and Selection Boards in all those non contentious Fields.
- b. Endorse the results in Fields where a Yield has not been reached due to the exclusions applied.
- c. Rule on the individual cases where there should not be redundancies due to the wider impacts on operations, units or organisations and in the needs of the Army (including cumulative effect).
- d. Decide on the use of any remaining reserves.
- e. Endorse any adjustment of Yields as a result of enhanced structural data, including to maximise the number of Applicants⁴⁴.

34. **Notification of Redundancy.** Personnel selected for redundancy will be notified individually on 18 Jun 13 and by letter issued through the CoC. Redundancy Notification Officers, are to be identified by respective FPs through MS Reps to the ARedC by NLT 12 Mar 13. Notification Officers will be required to formally interview all those selected for redundancy. Unsuccessful Applicants will also be notified individually.

35. **Notice Period.** The notice period for Applicants is 6 months from the date of Notification of Selection. Applicants in Tranche 3 will leave the Army on, or before, 17 Dec 13, except those Applicants who deploy on OA earning operations as per the Operational Liability criteria (para 17), whose notice period of 6 months will commence at the end of their POL. The notice period for Non-applicants is 12 months from the date of Notification of Selection. Non-applicants will leave on or before 17 Jun 14.

36. **Redundancy Early Release (RER) Scheme.** Applicants and Non-applicants selected for compulsory redundancy may apply to be released from the Service early under the RER Scheme. Early release is not an entitlement and will be granted subject to the needs of the Service, although it is expected that normally a minimum of three months' notice will be required; earlier release may be sanctioned by the CoC where individual circumstances allow⁴⁵. Subject to approval by the CoC, personnel who apply for RER

⁴³ No2 Board will conduct its own reconciliation of the proposed selections at OF5 and OF6.

⁴⁴ But not exceeding a total Yield of 5,300 personnel.

⁴⁵ Where applicants secure agreement to leave earlier, it must be accepted that this may lead to a delay in the payment of all redundancy entitlements by SPVA. SPVA require a minimum of 6 working weeks to process a termination.

whether as an Applicant or as a Non-applicant, will not be required to forego any of their Terminal Leave or Graduated Resettlement Time (GRT). Personnel who apply to leave under the RER Scheme may, if they are unable to show good cause, be debarred from claiming Job Seeker Allowance for the period that they could have worked⁴⁶. Those wishing to apply for RER are to complete the proforma at Enclosure 3. If supported by the CoC, the application should be signed by the Commanding Officer and forwarded to the ARedC for final approval. The CoC should note that those released early through the RER may not be replaced immediately; in authorising RER, a CoC is acknowledging its readiness to accept a 'gap'.

37. **Appeals Process.** Personnel eligible for redundancy may appeal against the decision of the Redundancy Board, noting the following:

- a. Detailed instructions on the Appeals Process for those selected for redundancy will be notified in a separate Redundancy Appeals DIN, to be published immediately prior to Notification of Selection for Redundancy.
- b. The appeal must be submitted in writing by 18 Jul 13. The appeal is to be forwarded through the appellant's commanding/employing officer who, in turn, is to direct it to the ARedC at the APC. Those who appeal will be expected to demonstrate exceptional circumstances that were not known to the Redundancy Selection Board at the time of the selection, or a substantive breach of procedural fairness. The appeal will be decided on the basis of the new evidence presented by the Applicant in the context of the original decision.
- c. The redundancy appeals process does not prejudice an individual's statutory right to make a Service Complaint under Section 334 of the Armed Forces Act 2006 and the procedure outlined in JSP 831. However, the redundancy Appeals Process must be exhausted before a Service Complaint will be considered. The results of any appeals will be notified to the appellants by 18 Sep 13.

38. **Transfer.** Non-applicants⁴⁷ selected for redundancy, and who wish to remain in the Armed Forces, have the opportunity to apply to transfer to other areas of the Army, or the other two Services, where there are identified shortfalls against the future structural requirement. In order to encourage personnel to apply a Transfer DIN, detailing opportunities and the process to be followed during Tranche 3, will be issued by 1 Feb 13. Should the individual meet the requirement and is successful, then they will be de-selected from redundancy and cease to be eligible for the redundancy package. Further details will be contained in the Transfer DIN. Non-applicants selected for redundancy are strongly encouraged to consider and apply for transfer, as they are to consider subsequent Service in the TA or Army's Cadet Forces (ACF and CCF).

Redundancy Financial Matters

39. **Armed Forces Redundancy Schemes Benefits.** Personnel selected for redundancy will receive a lump sum in compensation for shortening their career in addition to their normal entitlements to other terminal and retirement benefits. Details of redundancy benefits, and the procedures that personnel should follow to produce a forecast of their benefits, are provided in Appendix 3 to Annex E. All personnel are reminded that the payment of redundancy compensation and pension benefits may take up to 35 working days after their discharge/retirement date. In addition individuals should note:

⁴⁶ Further advice on eligibility for JSA may be obtained from local Jobcentre Plus offices.

⁴⁷ Once selected for redundancy on 18 Jun 13 Applicants will not be permitted to apply for a transfer. The process for Applicants who are already in the transfer process will be outlined in the Transfer DIN.

a. Pension. Pension entitlement is based on service accrued to date of discharge. Personnel with **breaks in service** must take particular care when calculating their pension entitlements. Such personnel are strongly advised to seek guidance from their Unit Pers Admin staff.

b. Redundancy Payments. The following considerations apply to Redundancy Payments:

(1) For Armed Forces Redundancy Scheme 2006 (AFRS 06) (Armed Forces Pension Scheme 2005 (AFPS 05)): JSP 764, Part 5, Chap 2, 0205.a. refers. For Compensatory Lump Sum calculation purposes, pay is the person's Final Relevant Earnings (FRE) as defined in Article 6 of the Armed Forces Early Departure Payments Scheme Order 2005. FRE means the greatest amount that is the person's total relevant earnings for 365 consecutive days falling within the final three years of service. FRE does not include any allowances or additional amounts such as Specialist Pay.

(2) For Armed Forces Redundancy Scheme 2010 (AFRS 10) (Armed Forces Pension Scheme 1975 (AFPS 75)): JSP 764, Part 5, Chap 3, 0305.a. refers. For Special Capital Payment calculation purposes, the person's pay means basic pay – that is pay for the person's rank and seniority, or if more favourable, the basic pay rate appropriate to any paid Acting Rank held on the last day of paid service before redundancy, and any other amount that the Defence Council may determine shall be treated as basic pay. It does not include any allowances or additional amounts such as Specialist Pay.

40. Pay and Allowance Considerations. Annex E contains the guidance on the effect of redundancy on pay and allowances which personnel should take into consideration before applying. Notwithstanding the guidance provided, the definitive references for pay and allowances are the relevant JSPs and it is possible that policies and rates may change. Unit Pers Admin are able to provide guidance and personnel are advised to seek their assistance at the earliest opportunity when considering an application for redundancy.

41. Financial Return of Service. All eligible personnel with an extant Return of Service will still be considered for compulsory redundancy, either as an Applicant or Non-applicant. Any Applicants or Non-Applicants who, at the time of their selection for redundancy, are in receipt of a Financial Incentive (FI) for which they have yet to serve the requisite Return of Service (ROS) will remain eligible to be considered for redundancy and will not be required to complete their ROS requirement if it extends beyond the parameters of the relevant redundancy notice period (this includes ROS for which a remuneration has been paid for a Cadetship). Further information on FIs is at Appendix 2 to Annex E.

42. Effect of Certain Types of Further Employment. In certain circumstances, personnel made redundant who are subsequently employed within the Ministry of Defence⁴⁸ or Other Government Departments will be required to refund the Special Capital Payment (SCP) or Compensation Lump Sum (CLS), either in full or in part. An abatement or cessation of Immediate Pension or EDP may also be required, in addition to repayment of gratuity. Guidance is provided in the booklet 'The Armed Forces Redundancy Schemes' available at:

http://defenceintranetds.diiweb.r.mil.uk/sites/polestar/cs/DocumentLibrary/17/982_20111003-%20AF%20Redundancy%20Schemes%20Booklet%20-Revised%20Sep%202011-

⁴⁸ Including ADC, FTRS and MPGS but not normal TA service.

[U.pdf](#). Personnel considering applying for such an appointment are advised to obtain details of the effect on their SCP/CLS and pension from SPVA by contacting the JPA EC on Tel [REDACTED] or [REDACTED], or by raising a JPA iSupport request. Personnel who have left the Services can apply to SPVA to obtain details of the effect on their pension benefits and SCP/CLS if subsequently re-employed.

43. **Recovery of Public Debt.** SPVA will seek to recover any unpaid public debt (e.g. Long Service Advance of Pay (LSAP)) from an individual's final pay or immediate terminal benefits on termination of service. Where an individual's final pay is insufficient to repay the debt fully, SPVA will continue to seek recovery following termination.

Resettlement and Entitlements

44. **Resettlement.** Personnel selected for redundancy will qualify for the Graduated Resettlement Training (GRT) to which they would have been entitled had they completed the full commission/engagement on which they were serving. Personnel selected for redundancy are defined as Normal Discharge Service Leavers. Specific details on the resettlement process, individual entitlements and resettlement responsibilities can be found in Annex F.

45. **Relocation of Personnel Serving Overseas.** Detail on relocation arrangements, including 'Last 6 Months in UK', for those selected for redundancy who are serving overseas is at Para 17 of Annex F.

46. **Immigration Advice to Non-British Soldiers.** Foreign & Commonwealth (F&C) soldiers, including Nepalese citizens serving in the Brigade of Gurkhas, are 'Exempt UK Immigration control' whilst serving. This exemption ceases on discharge or retirement from the Armed Forces. All F&C personnel must read the guidance at paras 32 and 33 of Annex F.

47. **Leave Entitlement.** Leave entitlement will be in accordance with the regulations contained in JSP 760, the main provisions of which are included at Appendix 2 to Annex E.

48. **Service Children's Education (SCE) Schools Overseas.** In order for children to remain at an SCE school following discharge/retirement on redundancy:

- a. Children must have started the **second term of a one-year public examination course, or the third term of a two year public examination course**, leading to a recognised qualification in a SCE school overseas before the date on which their parent's official service in the overseas command ends, and;
- b. The headteacher of the SCE school must certify that the student has a reasonable chance of success in the examinations in the subjects for which he/she is expected to be entered; and,
- c. Sufficient excess capacity exists at the chosen SCE school (and in the boarding house in the case of children retained as boarders) so as not to create a situation whereby the admission of any entitled children residing in the school's normal catchment area might not be possible. Note: after Jul 13 termly boarding ceases to be an option on the closure of Windsor School: in Jul 14, Prince Rupert School in Rinteln closes.

These provisions do not confer any other Service related benefits such as pay or allowance entitlements. Note that continued occupation of SFA is not linked to continued entitlement to places at a SCE school or continued entitlement to CEA⁴⁹.

49. **Continuity of Education Allowance.** See DIN 2011DIN01-092. CEA will be paid up until the end of the term in which those made redundant depart the Service or, if departing during a school holiday, until the end of the preceding term. CEA policy allows for those made redundant to continue claiming CEA for an additional period following departure from the Service (up to a max of 5 terms) if the child/children has/have already begun studying for a 2 year public examination (GCSE or Highers/A Level) at the time of departure. Once selected for redundancy, individuals will be permitted to serve Voluntarily Separated (VOLSEP) and retain their eligibility for CEA.

50. **Children With Special Education Needs.** For children with special education needs who are already undergoing statutory assessment at their current school, SFA/SSFA may be retained for **the following 2 academic terms or for a maximum of 6 months to allow for completion of the process**, subject to the receiving Chain of Command and /or Advisory Service (CEAS) issuing an impact statement.

51. Reserve Liability.

a. **Soldiers.** Soldiers selected for compulsory redundancy will have their service terminated in accordance with Queen's Regulations para 9.409 and as such will have no regular reserve liability. However, soldiers may still volunteer for the Regular Reserve, either on discharge or at a later date. The lack of Regular Reserve liability does not preclude personnel from joining the TA at any time; all those made redundant are encouraged to consider Service in the TA or with the Army Cadet Forces (ACF and CCF).

b. **Officers.** In accordance with Article 207 of the Promotions and Appointments Warrant 2009, officers have a compulsory commitment to serve in the Regular Army Reserve of Officers on ceasing to serve on the Active List. The termination of that reserve commitment is broken down by capbadge, rank and age at para 9, Schedule 1 to Regulation 4 of the Compendium of Reservist Regulations and Administrative Instructions for the Army 1997. A copy of these Regulations can be found at http://ael.landforces.r.mil.uk/MoD_AEL/webserver/custom/Library.asp.

52. **Family Welfare.** Personnel either considering or who have been selected for redundancy, are reminded that any decision taken may affect their immediate or extended family and this includes any other dependants for whom they are responsible. Serving personnel are reminded that one of their most important sources of support will be the strong relationship they have with their family and therefore it is recommended that all personnel consult with all those who may be affected. Personnel are also reminded there are a range of Army Welfare Service and other sources of support available to assist with the practical and emotional aspects of redundancy. Further details are at Annex F.

⁴⁹ In some circumstances entitlement to SFA may end prior to the end of entitlement to a place at a SCE School. Where this occurs the CoC should be informed immediately.

WORKAROUND TO PRODUCE A FORECAST OF IMMEDIATE PENSION AND COMMUTATION

1. Under the terms of AFRS 10, soldiers who are members of AFPS 75 qualify for an Immediate Pension after 18 years service from age 18. The GPC does not take account of this entitlement and will incorrectly forecast that Gurkha soldiers with pensionable service of between 18 and 21 years 364 days service from age 18 are only eligible for a preserved pension. Also, the GPC will not produce a forecast of the soldier's Commutation lump sum and reduced IP should he choose to commute his pension.

2. SPVA has produced a Workaround Calculator that is to be used in conjunction with the online GPC and AFRC to produce the required financial information. The Workaround calculator can be found on the internet at this

[http://defenceintranet.diiweb.r.mil.uk/DefenceIntranet/Library/CivilianAndJointService/BrowseDocumentCate](http://defenceintranet.diiweb.r.mil.uk/DefenceIntranet/Library/CivilianAndJointService/BrowseDocumentCategories/Personnel/PensionsAndCompensationSchemes/PensionsAndCompensationProcedures/GurkhaPensionsAndRedundancyCalculators.htm)

[gories/Personnel/PensionsAndCompensationSchemes/PensionsAndCompensationProcedures/GurkhaPensionsAndRedundancyCalculators.htm](http://defenceintranet.diiweb.r.mil.uk/DefenceIntranet/Library/CivilianAndJointService/BrowseDocumentCategories/Personnel/PensionsAndCompensationSchemes/PensionsAndCompensationProcedures/GurkhaPensionsAndRedundancyCalculators.htm).

3. This workaround¹ is only applicable to Gurkha soldiers who:

- a. Are members of AFPS 75; and
- b. Joined the Army before 1 Oct 1993; and
- c. Will have between 18 years and 21 years 364 days service on the date of discharge

4. In order to produce a Redundancy financial forecast the process described below must be applied:

- a. Run the AFRC by inputting the soldier's service details.
- b. Run the GPC by inputting the same service details. (If the GPC does not calculate after the necessary information has been entered, click on 'Tools', 'Options', 'Calculation', 'Automatic', 'Okay'.)
- c. Enter the prescribed values produced by the AFRC and GPC into the Workaround Calculator to produce a forecast of a Gurkha soldier's **Immediate Pension** and **Terminal Grant**, and his **Commutation Lump Sum** and **Reduced Immediate Pension**

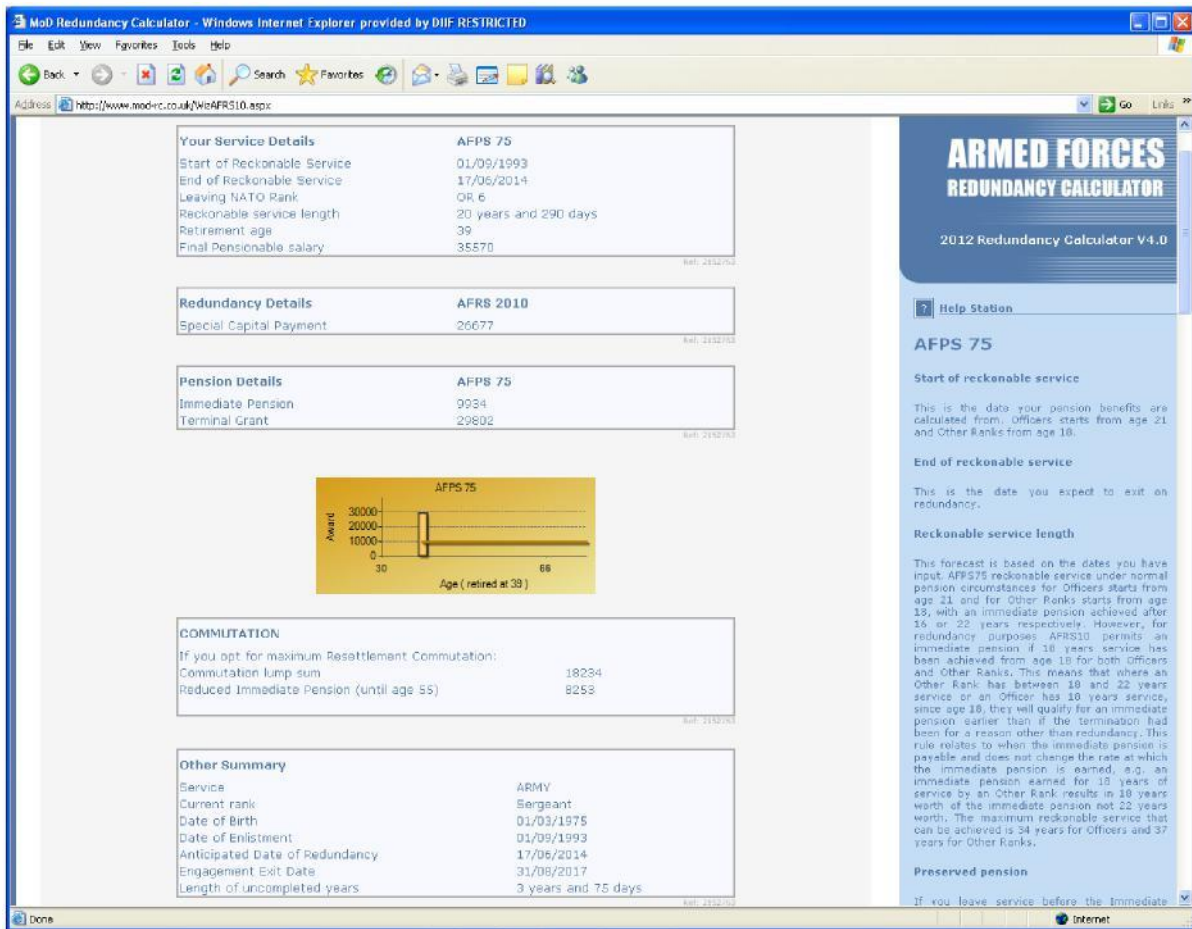
5. Example:

Gurkha soldier:

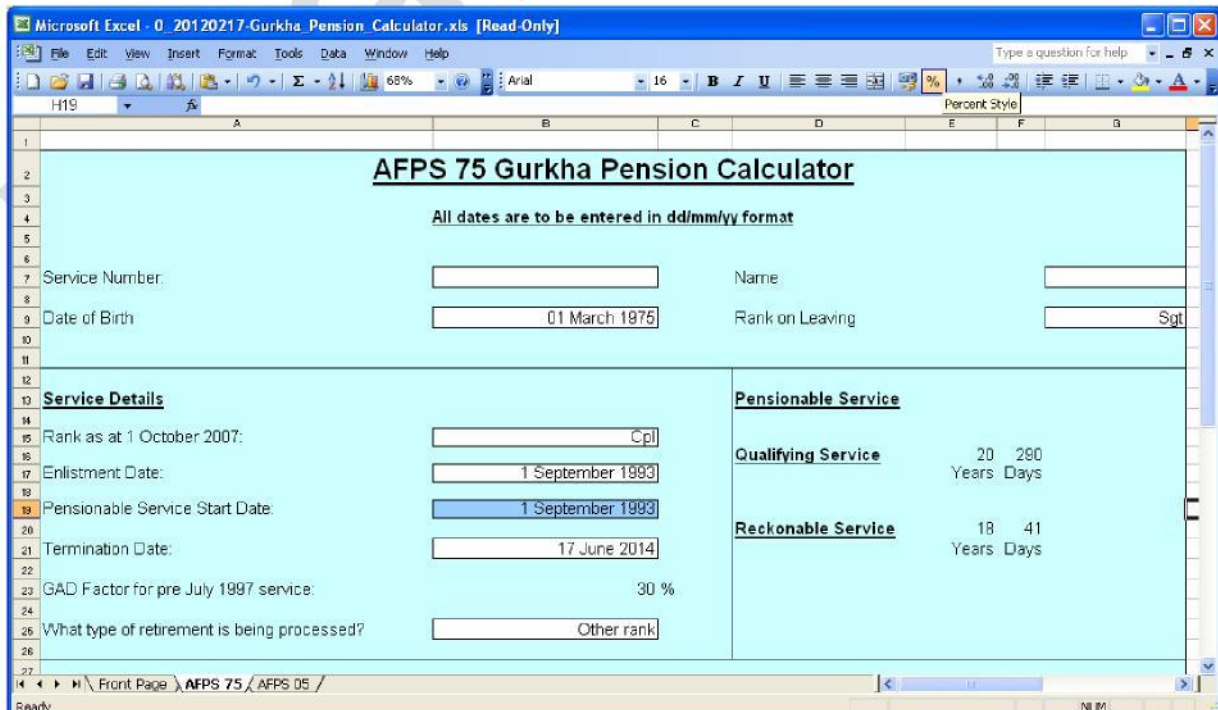
- Date of Birth: 01/03/76
- Date of Enlistment: 01/09/94
- Anticipated date of Redundancy: 11/12/13
- Existing Engagement Exit Date: 31/08/16
- Member of AFPS 75
- Rank on Leaving: Sgt
- Rank as at 1 Oct 2008: Cpl

¹ All Gurkha officers, and soldiers who do not meet the criteria described in para 3, are unaffected by this issue and there is no requirement to apply the workaround. Forecasts of benefits should be produced using the guidance provided in Appendix 1.

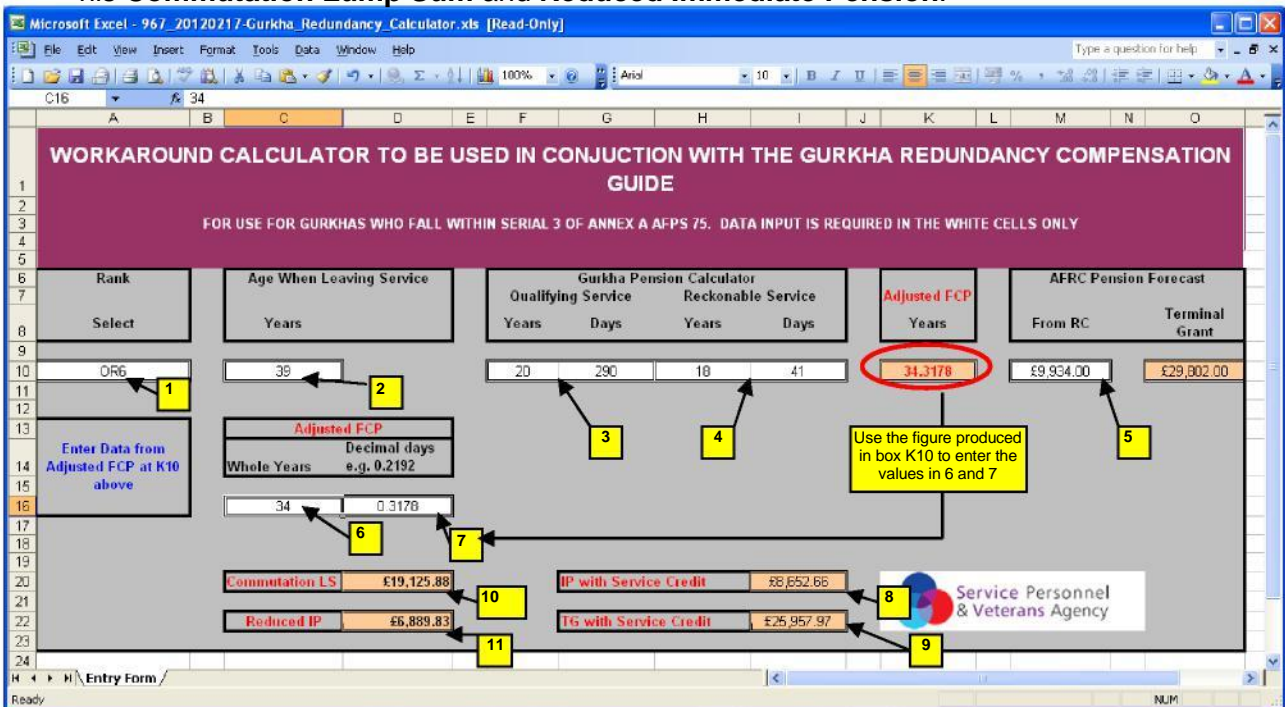
- a. Run the AFRC by inputting the soldier's service details to produce a Redundancy forecast.



- a. Run the GPC by inputting the same service details to produce a Pension forecast. (If the GPC does not calculate after the necessary information has been entered, click on 'Tools', 'Options', 'Calculation', 'Automatic', 'Okay'.)



c. Enter the values produced by the AFRC and GPC into the Workaround Calculator to produce a forecast of a Gurkha soldier's **Immediate Pension** and **Terminal Grant**, and his **Commutation Lump Sum** and **Reduced Immediate Pension**:



HOW TO PRODUCE A FORECAST

A. Enter the following information into the Workaround Calculator by extracting the required data from the AFRC and GPC as illustrated in the screen shots:

1. Rank (Rfn/Pte and LCpl should select OR3 or below)
2. Age when leaving Service (only full years required)
3. Qualifying Service
4. Reckonable Service
5. AFRC Pension Forecast from RC

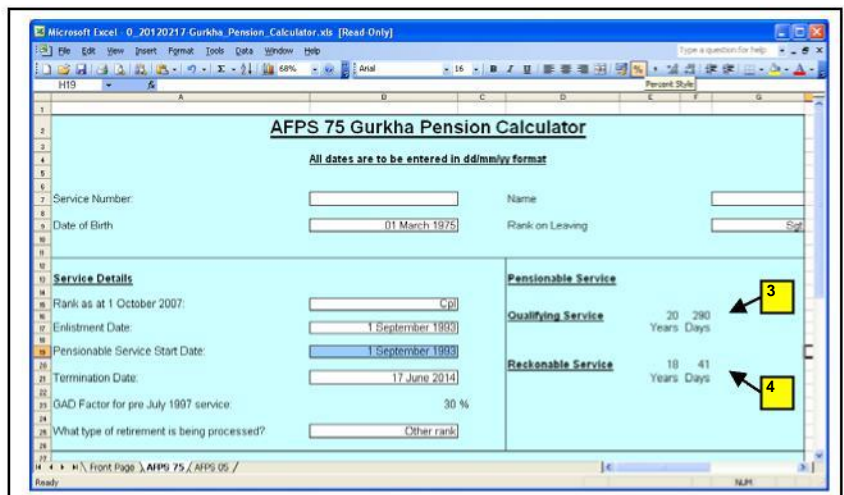
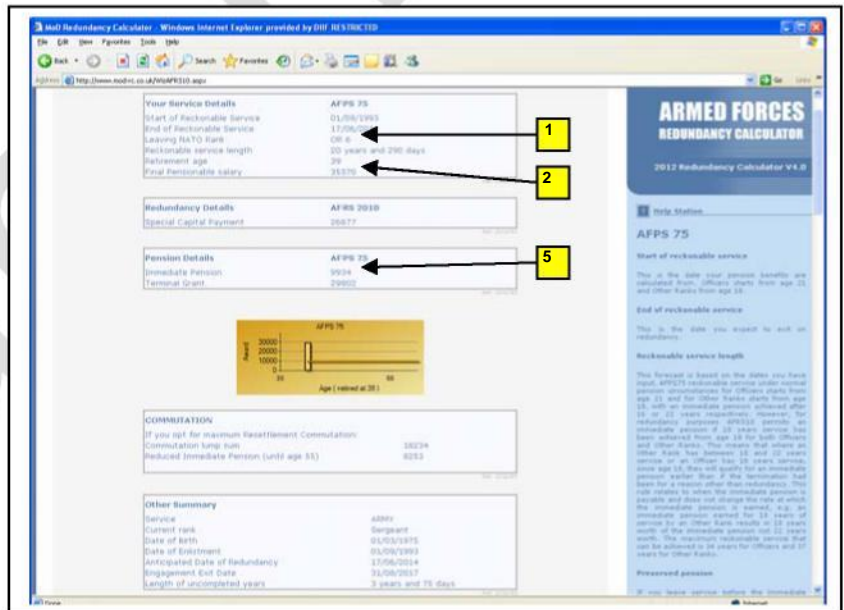
(If the Calculator does not work after the necessary information has been entered, click on 'Tools', 'Options', 'Calculation', 'Automatic', 'Okay'.)

B. Enter the following information extracted from box K10:

6. Adjusted FC "Whole Years"
7. Adjusted FC "Decimal Days" (ensure you enter days in the format 0.XXXX)

C. The Calculator will provide the following information:

2. Immediate Pension
3. Terminal Grant
2. Commutation Lump Sum
3. Reduced Immediate Pension as a result of taking Commutation



WORKED EXAMPLES OF HOW TO PRODUCE A REDUNDANCY FORECAST

Example 1: Member of AFPS 05

Gurkha soldier:

- Date of Birth: 18/04/71
- Date of Enlistment: 26/04/93
- Anticipated date of Redundancy: 17/06/14

Existing Engagement Exit Date: 25/04/17

Rank on Leaving: Cpl

Rank as at 1 Oct 2007: Cpl

Salary: Level 7: £33,182

Your Service Details AFPS 05
 Start of Reckonable Service: 26/04/1993
 End of Reckonable Service: 17/06/2014
 Leaving NATO Rank: OR 4
 Reckonable service length: 21 years and 53 days
 Retirement age: 43
 Final Pensionable salary: 33182

Redundancy Details AFPS 06
 Compensation Lump Sum: 23682

Pension Details AFPS 05
 Annual EDP income: 5513
 EDP Lump Sum: 30069
 Annual EDP income at 55: 7517
 Preserved Pension at 65: 10023
 Pension Lump Sum: 30069

Other Summary
 Service: ARMY
 Current rank: Corporal
 Date of Birth: 18/04/1971
 Date of Enlistment: 26/04/1993
 Anticipated Date of Redundancy: 17/06/2014
 Engagement Exit Date: 25/04/2017
 AFPS 75 service transferred through the Offer to Transfer? Yes
 Length of uncompleted years: 2 years and 312 days

1. Run the AFRC and GPC for the individual. Ensure you enter the same service data into both Calculators.

2. Consult the Aide Memoire at Enclosure 1 to determine which data to extract from the 2 calculators.

3. In this example, the individual is a member of AFPS 05 who has served more than his 18 years and is aged 43. He is therefore entitled to an annual EDP income and lump sum as well as a CLS. However, because he joined Army before 1 Oct 1993 the value of his Preserved Pension that he will receive at age 65 is affected by the conditions of the Gurkha Offer to Transfer.

4. The data for his forecast should therefore be extracted from the 2 calculators as directed in boxes 3f to 3i of the table in the Aide Memoire at Enclosure 1 as follows:

AFRC:

- CLS: £23,682
- Annual EDP Income: £5,513
- EDP Lump Sum: £30,069
- Annual EDP income at 55: £7,517

GPC:

- Annual Pension at age 65: £8,636.15
- Lump Sum at age 65: £25,908.45

AFPS 05 Gurkha Pension Calculator
 All dates are to be entered in dd/mm/yy format

Service Number: [] Name: []
 Date of Birth: 18 April 1971 Rank on Leaving: Cpl

Service Details
 Rank as at 1 October 2007: Cpl
 Enlistment Date: 26 April 1993
 Termination Date: 17 June 2014
 Age on Leaving: 43 years old
 GAD Factor for pre July 1997 service: 30 %

Pensionable Service
 Qualifying Service: 21 63 Years Days
 Reasonable Service: 19 80 Years Days

Salary Details
 Final Earnings for Pension (from CAPS): £33,182.00

Pension Award
 Annual Deferred Pension: £8,636.15
 Lump Sum: £25,908.45
 EDP: Annual EDP Income: £5,512.90
 EDP Lump Sum: £30,070.29
 EDP at age 55: £7,517.57

Gurkha soldier:

- Date of Birth: 18/04/71
- Date of Enlistment: 26/04/93
- Anticipated date of Redundancy: 17/06/14
- Existing Engagement Exit Date: 25/04/17
- Rank on Leaving: Cpl
- Rank as at 1 Oct 2007: Cpl
- Salary: £33,182

1. Run the AFRC and GPC for the individual. Ensure you enter the same service data into both Calculators.
2. Consult Enclosure 1 to determine which data to extract from the 2 calculators.
3. In this example, the individual is a member of AFPS 75 and has served more than 18 years. He is therefore entitled to an Immediate Pension and Lump Sum and a SCP. However, he has less than 22 years service so the manual workaround described in Enclosure 2 must be applied to work out the value of his IP and Lump Sum.

5. The data for his forecast should therefore be extracted from the 2 calculators as directed in boxes 3b to 3e of the table in the Aide Memoire at Enclosure 1 as follows:

AFRC:

SCP: £23,682

To calculate the value of his Immediate Pension and Terminal Grant it is necessary to apply the workaround described in Enclosure 2:

Immediate Pension: £7,906.44

Terminal Grant: £23,719.32

Your Service Details (AFPS 75)
 Start of Reckonable Service: 26/07/1993
 End of Reckonable Service: 17/06/2014
 Leaving NATO Rank: OR 4
 Reckonable service length: 20 years and 327 days
 Retirement age: 43
 Final Pensionable salary: 33182

Redundancy Details (AFRS 2010)
 Special Capital Payment: 23682

Pension Details (AFPS 75)
 Immediate Pension: 9105
 Terminal Grant: 27315

COMMUTATION
 If you opt for maximum Resettlement Commutation:
 Commutation lump sum: 16500
 Reduced Immediate Pension (until age 55): 7224

Other Summary
 Service: ARMY
 Current rank: Corporal
 Date of Birth: 18/04/1971
 Date of Enlistment: 26/07/1993
 Anticipated Date of Redundancy: 17/06/2014
 Engagement Exit Date: 25/04/2017
 Length of uncompleted years: 2 years and 312 days

WORKAROUND CALCULATOR TO BE USED IN CONJUNCTION WITH THE GURKHA REDUNDANCY COMPENSATION GUIDE

FOR USE FOR GURKHAS WHO FALL WITHIN SERIAL 3 OF ANNEX A AFPS 75. DATA INPUT IS REQUIRED IN THE WHITE CELLS ONLY

Rank	Age When Leaving Service	Gurkha Pension Calculator				Adjusted FCP	AFRC Pension Forecast	
		Qualifying Service		Reckonable Service			From RC	Terminal Grant
Select	Years	Years	Days	Years	Days	Years		
OR4	43	20	327	18	53	34.2493	£9,105.00	£27,315.00
Enter Data from Adjusted FCP at K10 above		Adjusted FCP		Decimal days				
		Whole Years		e.g. 0.2192				
		34	0.2493					
		Commutation LS		£17,333.63				
		Reduced IP		£5,930.93				
		IP with Service Credit		£7,906.44				
		TG with Service Credit		£23,719.32				

Service Personnel & Veterans Agency

RESETTLEMENT AND WELFARE

References:

- A. JSP 534 Tri-Service Resettlement Manual.
- B. JSP 464 Tri-Service Accommodation Regulations Parts 1 and 2.
- C. JSP 752 Tri-Service Regulations for Allowances.

General

1. Personnel selected for redundancy will qualify for Graduated Resettlement Time (GRT) to which they would have been entitled had they completed the commission/engagement on which they were serving when they were made redundant ¹.
2. Personnel selected for redundancy are defined as Normal Discharge Service Leavers².
3. The entitlements and eligibilities referred to in this Annex are relevant to personnel serving on UKTAP terms and conditions of service (TACOS). Those remaining on Gurkha TACOS are advised to verify details through their unit Pers Admin staff.

Resettlement Provision

4. Personnel selected for redundancy will be eligible for either the Full Resettlement Programme (FRP) or the Employment Support Programme (ESP). Entitlements and the content of each programme are summarised at Appendix 1. All personnel considering applying for redundancy are advised to confirm entitlements through unit Pers Admin staff.
5. All personnel selected for redundancy are responsible for developing and pursuing their own resettlement goals, developing Personal Resettlement Plans (PRP) and organising resettlement activities. In this they will receive information, advice, guidance and support from 1st, 2nd and 3rd Line as appropriate. This comprehensive service comprises:
 - a. **1st Line.** Commanding Officers (COs) and independent sub-unit commanders will have nominated Resettlement Information Staff (RIS) in their units³ comprising a Unit Resettlement Officer (URO) and Unit Resettlement Clerk (URC). The RIS are responsible for providing initial information on the basic entitlements of Service Leavers to resettlement support and for the provision of resettlement administrative support.
 - b. **2nd Line.** The principal task of 2nd Line is to provide advice and guidance in order to ensure that each Service leaver is fully aware of the resettlement support to which they are entitled. This function is provided by Individual Education and Resettlement Officers (IERO), based in Army Education Centres (AECs), through a mandatory Resettlement Advisory Briefing (RAB)⁴. An AEC contact list is at Appendix 2 to this Annex.
 - c. **3rd Line.** The Career Transition Partnership (CTP) is responsible for providing Tri-Service resettlement briefings, training courses, job finding and individual counselling. This focuses on coaching, CV preparation, analysis and conversion of transferable competencies, skills enhancement training and information services in order to support and guide personnel

¹ JSP 534, Issue 8, Nov 11: Tri-Service Resettlement Manual Para 0701.

² JSP 534, Issue 8, Nov 11: Tri-Service Resettlement Manual Para 0302.a.

³ AGAI Volume 3 Chap 93 Issue 146 Para 93.005.

⁴ In accordance with JSP 534 para 0216.a.(1) a RAB is mandatory for all Service Leavers, irrespective of rank.

in making their transition to civilian life in accordance with an agreed PRP⁵. CTP support normally takes place at one of ten Regional Resettlement Centres (RRCs) in the UK and Germany. A contact list for the RRCs is at Appendix 3 to this Annex. The CTP website can be accessed on the internet at <http://www.ctp.org.uk>. The Regular Forces Employment Association (RFEA) and Officers Association (OA) provide a job finding service for eligible personnel.

6. **Graduated Resettlement Time (GRT)**. GRT is flexible time which may be used by personnel to complete resettlement activities. Officers and soldiers qualify for the GRT for which they would have been eligible had they completed the engagement on which they were serving when they were made redundant. GRT can be used for MOD provided/sponsored training courses, non-MOD provided external training courses, civilian work attachments, resettlement activities (called Individual Resettlement Preparation (IRP)) such as job and house hunting, or a combination of all these. Funding towards the cost of resettlement training courses is available, currently up to £534, in the form of an Individual Resettlement Training Costs (IRTC) grant. The value of the IRTC grant is abated by 5% (£26.70) for each day spent on a MOD provided course. Therefore, up to 20 days of training can be provided free of any cost to the individual on a MOD provided course.

Resettlement Advice

7. All personnel selected for redundancy are strongly recommended to seek the advice of the Tri-Service Resettlement Service before making any major decision regarding their future employment. Spouses, Civil Partners and Eligible Partners⁶ are encouraged to attend the interview wherever possible, but are not eligible for public funding.

8. This advice will aim to:

- a. Review an individual's experience, training, qualifications and future financial and domestic circumstances.
- b. Guide individuals on other appropriate sources of advice and, in particular, indicate which Tri-Service briefings would be of value.
- c. Suggest possible employment areas.
- d. Advise, where applicable, on appropriate pre-release and post-release vocational training for employment.
- e. Advise on job search techniques, including networking and CV writing.
- f. Discuss other individual factors, such as housing and the education of children.

Resettlement Provision

9. **Initial Resettlement Interview Process**. Personnel will be notified individually on 18 Jun 13 through the CoC that they have been selected for redundancy. Notifying Officers will confirm the names of those informed of their redundancy via a return to the ARedC. Only on receipt of this return will the APC amend the person's Projected Termination Date that will, in turn, trigger an **automatic JPA Resettlement Notification Workflow**, advising personnel to review their resettlement-related details and to arrange a mandatory interview with their local IERO at the earliest opportunity. Personnel will be able to access further resettlement support and benefits, including the services of the CTP, following completion of this mandatory interview and the follow-up JPA actions required. **It is imperative that, after notification, personnel routinely check**

⁵ Personnel will be referred to the CTP service through IEROs.

⁶ Eligible Partners are defined in JSP 764 Para 0418 for personnel on AFPS 2005 or DCI JS 3 2004 for personnel on AFPS 1975.

their JPA workflow and act on it as soon as possible in order to access their resettlement support in a timely manner.

10. **JPA.** Resettlement administration is facilitated using JPA. Personnel selected for redundancy are required to familiarise themselves with the relevant Self Service Redundancy Guide hosted on JPA. JPA will automatically calculate and display resettlement entitlements based on the Length of Service (LoS) up to the amended Termination Date. **In a number of cases the entitlements will be incorrect⁷ due to the calculations being based on the actual LoS and not reflecting that personnel qualify for the Graduated Resettlement Time (GRT) to which they would have been entitled had they completed the commission/engagement on which they are serving.** IEROs will, where necessary, amend the JPA Resettlement Extra Information Table (EIT) for personnel selected for redundancy in order to ensure the correct resettlement entitlement is reflected. This process will be executed during the initial mandatory 2nd Line interview.

11. **Transfer to another Arm.** A redundee whose application to transfer to another Arm is successful will cease resettlement activities upon confirmation of the transfer by the relevant Career Management Branch.

Follow-on Resettlement Interviews

12. Despite the possibility of a relatively short time between the mandatory initial interview with the 2nd Line IERO and the retirement/discharge date, all personnel should consider arranging additional Resettlement Interviews with the IERO, in order to follow up resettlement actions that underpin the completion of their Personal Resettlement Plan. It is an individual responsibility to book additional interviews, as required, with their respective IERO, should they wish to make use of this facility.

Briefings and Pre-release Training

13. All officers and soldiers selected for redundancy are eligible for Career Transition Partnership (CTP) services in accordance with entitlements detailed in the Tri-Service Resettlement Manual at Reference A to this Annex and summarised at Appendix 1. In particular, individuals are recommended to attend the CTP Career Transition Workshop, which is specifically designed to help personnel analyse their marketable skills and the market place and improve their job application skills. The CTP website may be accessed at <http://ctp.org.uk>.

14. Further information on pre-release and post-release training can be obtained from IEROs at AECs. The Department for Work and Pensions (DWP)⁸ also holds information about post release training for which redundees may be eligible.

Service Accommodation

15. Those personnel who do not own their own home are encouraged to make accommodation arrangements at the earliest opportunity. Initial housing advice can be obtained from the following sources⁹:

- a. Communities and Local Government on the internet.
- b. Local Authorities.
- c. Housing associations.

⁷ This will apply to personnel who have served less than 16 years.

⁸ <http://www.dwp.gov.uk/gov/>

⁹ Contact details are at Appendix 4 to Annex G.

- d. Service Insurance and Investment Advisory Panel (SIAP) - via unit/establishment RAO staff.
- e. Annington Homes (Sale of surplus SFA).
- f. Estate agents.
- g. Mortgage advisers or brokers.

16. Further information can be obtained from the Joint Service Housing Advice Office (JSHAO). The JSHAO deliver 'Housing – The Options' briefings at garrison locations throughout the year. Further information on future dates, timings and how to attend are available from IEROs or can be found on the internet at www.mod.uk/jshao.

17. Relocation of Personnel Serving Overseas. Relocation arrangements for those selected for redundancy who are serving overseas¹⁰ are as follows¹¹:

a. Relocation of Non-applicants Serving Overseas. Non-applicants will be relocated, wherever the interests of the Service allow, in sufficient time for them to serve at least their last 6 months' service in the UK.

b. Relocation of Applicants Serving Overseas. Selected Applicants will normally remain overseas for the majority of their Notice Period but will, wherever the interests of the Service allow, be relocated in time to allow them to undertake resettlement training and Terminal Leave. Applicants should not expect to be relocated to the UK within 4 months of notification of selection.

c. Applicant Serving Overseas Entitlement to SFA. Applicants serving overseas are entitled to SFA at the location assigned for their last assignment. If there is no SFA available within a 10 mile radius of that location, DIO Ops Accommodation will offer SFA further afield. Applicants will not be entitled to SSFA but will be eligible to apply for surplus SFA in accordance with JSP 464 Part 1, Chapter 10. Further information on SFA entitlement can be sought through the CoC from PS4(A)¹². Non-applicants are deemed to fall within the normal parameters of entitlement to SFA stipulated in JSP 464.

d. Process. Geographic preferences for relocation to the UK are to be submitted through Unit HR staffs to the APC by Applicants within 21 days of selection and by Non-applicants within 2 months of selection. Non-applicants may request to extend this period on the understanding that relocation in time to serve the last 6 months in the UK may not be achieved. Applications for relocation must specify whether Service accommodation will be required. Those who wish to settle overseas and do not wish to relocate to the UK must notify the APC in the same time frames.

e. Local Discharge/Retirement Overseas. Where an individual wishes to take local discharge/retirement in the overseas country they are currently assigned to they must seek and obtain the necessary authority from both their chain of command and that country's civil authorities.

f. Last 6 Months in UK. Service personnel selected for redundancy as Non-applicants may apply to spend their last 6 months of service in the UK, if otherwise they would be overseas. The application procedure is described in [AGAI Vol 2 Ch 60](#).

¹⁰ For the purposes of this DIN an overseas assignment is any permanent assignment, including Northern Ireland and the Scottish Islands, outside of mainland UK.

¹¹ In the Application for redundancy form there is an opportunity for applicants living overseas to indicate their desire to return to the UK and the preferred location – this will give the ARedC and DIO forewarning of the size of the demand for housing.

¹² JSP 464, part 1, para 301 will refer in a forthcoming revision.

18. **Service Family Accommodation (SFA) and Substitute Service Family Accommodation (SSFA).** In addition to the special provisions made for those selected for redundancy the normal rules also apply for occupation and vacation of SFA in accordance with Part 1 of JSP 464, Chapter 8 for UK occupants and Part 2 of JSP 464, Chapter 7 for those overseas. Rules for those occupying SSFA are in JSP 464 Part 1 Chap 6, Annex C. On notification of redundancy, personnel occupying SFA or SSFA are to immediately (within 14 days) inform the DIO Housing Allocation Centre (HASC) of their exit date. Occupants of SSFA are also required to inform HCR (HCR are the defence providers of substitute housing. Link: [HCR: Employee Relocation | Corporate Relocation | Relocation Services UK | Relocation Specialists | Relocation | HCR](#)¹³ of their exit date.

a. Where a Service person is to be discharged and is at risk of becoming homeless the Service person is to be issued with a certified copy of the MOD (F) 1166, which can be found at Enclosure 1 to DSPSI 8518/10 dated 24 Feb 06 Issue 02/06. DSPSIs are available from the DSPS (A) website at the following link ([DSPSI 02/06](#)¹⁴). However, those who find themselves in immediate housing difficulty on leaving the Services may be able to occupy surplus SFA where available, in accordance with the regulations (JSP 464 Part 1 Chapter 10 para 1007c and Annex B para 22 refer or for those overseas JSP 464 Part 2 Chapter 9, para 0906c).

b. Vacant SFA will be made available to personnel made redundant and returning from overseas who have fewer than six months but more than three months to serve. Applications are to be submitted to HASC in the UK or to the HCSO in overseas locations.

c. Personnel considering applying for redundancy are advised to seek early advice from DE Ops Housing staff at their local HASC or HCSO to discuss individual circumstances and future SFA requirement. Personnel requiring advice on future civilian housing options are advised to contact the Joint Service Housing Advice Office (JSHAO) on [REDACTED] or DFTS [REDACTED], or by visiting ([JSHAO Website](#)¹⁵) on the internet.

d. **Vacation as an Applicant.** Applicants will be given six months notice of discharge/retirement but will be permitted to remain in their current SFA for up to 93 days after date of discharge/retirement at entitled SFA rates. Thereafter an extension of 93 days at non-entitled rates may be granted on compassionate grounds (this includes the requirement to support the needs of schooling), following consultation between the local service commander and the HASC¹⁶. After this, continued residence moves to market rates.

e. **Vacation as a Non-applicant.** Non-applicants will be given 12 months notice after which they may apply for an extension of 93 days at non-entitled rates which may be granted on compassionate grounds (this includes the requirement to support the needs of schooling), following consultation between the local service commander and the HIC¹⁷. After this, continued residence moves to market rates. This provision applies to those serving overseas as well as those in the UK.

f. **Council Housing/Surplus SFA.** Those made redundant will not be automatically entitled to a council house. In order to apply, a Certificate of Cessation of Entitlement to Occupy SFA/SSFA and of Impending Homelessness must be completed as soon as it is known that entitlement to occupy SFA/SSFA will cease¹⁸. In addition those who find

¹³ <https://www.hcr.co.uk/>

¹⁴

<http://defenceintranet.diiweb.r.mil.uk/DefenceIntranet/Library/Army/BrowseDocumentCategories/InformationPolicyAndServices/InformationManagement/InformationManagementPolicyAndGuidance/CurrentOpsDspsis2006.htm>

¹⁵ <http://www.mod.uk/DefenceInternet/DefenceFor/ServiceCommunity/Housing/>

¹⁶ JSP 464, Part 1, para 812 will state in a forthcoming revision: For personnel compulsorily discharged on redundancy grounds with 6 months or less notice, 93 days 'continued use and occupancy' of the SFA will be permitted after the date of discharge, at entitled SFA charges. Thereafter, an extension of up to 93 days may be granted on compassionate grounds, following consultation between the Local Service Commander and HASC, at non-entitled SFA charges. This provision applies to those serving overseas as well as those in the UK.

¹⁷ This applies to those serving overseas as well as those serving in the UK.

¹⁸ Advice can be obtained from the Joint Service Housing Advice Office (JSHAO).

themselves in immediate housing difficulty on leaving the Service may be allowed to apply for surplus SFA where available, in accordance with regulations contained in JSP 464 (Part 1 Chapter 10 Para 1007c and Annex B Para 22 refer or, for those in NI or overseas, Part 2 Chapter 9 Para 0906c).

19. Single Living Accommodation (SLA) and Substitute Single Service Accommodation (SSSA). The rules for SLA are contained in JSP 464 Part 3 Chap 3 and for SSSA in Chap 8. Under normal circumstances retention of SLA is not permitted. On notification of selection for redundancy, personnel occupying SSSA are to immediately inform HCR and their unit accommodation staff of their exit date. Where a Service person is to be discharged and is at risk of becoming homeless the Service person is to be issued with a certified copy of the MOD(F) 1166, which can be found at Enclosure 1 to DSPSI 8518/10 dated 24 Feb 06 Issue 02/06.

Financial

20. Financial Briefings. Financial Aspects of Resettlement (FAR) briefings are conducted at Regional Resettlement Centres (RRCs) throughout the UK, Germany and Cyprus. Information on future dates, timings and how to attend are available from 2nd Line IEROs or can be found on the web at: www.ctp.org.uk. These will be open to all personnel in redundancy fields and their spouses or civil partners, dates are also available at <http://www.forcespensionsociety.org/how-we-can-help-you/resettlement-briefings/>. In addition to general financial advice from a professional Financial Adviser and information on the Forces Pension Schemes from the Forces Pension Society, personnel may arrange for a session of individual one-to-one financial advice at home or an office (there may be a charge for this follow-up session). The JSHAO one-day 'Housing – The Options' briefings also have SIIAP listed organisations available to offer general financial advice associated with resettlement.

21. Job Seekers Allowance (JSA). Personnel are advised that those who apply to leave under the Redundancy Early Release Scheme before the notified date of their redundancy may, if they are unable to show good cause, be debarred from claiming JSA for the period that they could have worked. Further advice on eligibility for JSA may be obtained from local Jobcentre Plus offices.

Employment Training

22. The CTP Resettlement Training Centre (RTC) Aldershot offers around 50 job-related courses. These MOD-provided in-house courses cover a wide range of subjects, from management training in various employment fields, through to IT, trade skills, police, prison service and security. Many courses result in recognised qualifications whilst others can lead to employment with companies who have established close links with the RTC. Some of these courses are also delivered regionally at RRCs. The take up of employment training through MOD in-house courses is not mandatory.

23. Redundees who do not choose the MOD provided route (via the RTC or RRCs) may opt to make use of the IRTC grant which is available to use in aid of civilian (external) training courses, evening classes or modules of longer term courses. Further information regarding the IRTC grant is available from 2nd Line IEROs. Some courses may be eligible for Enhanced Learning Credits¹⁹ (ELC) funding but individuals must seek advice in advance to check qualification criteria (consult 2nd Line IEROs and via the web at: www.enhancedlearningcredits.com).

24. The CTP operates a nationwide job finding service, which is also available on-line (Right Job). All eligible personnel may register prior to discharge and remain on the register for up to 2

¹⁹ JSP 898 Part 4 Chap 3 Issue 2.4 dated Oct 12: ELC may be used for resettlement purposes providing the individual meets the ELC qualifying criteria and they have identified a higher level qualification. The course of study must be an integral part of, and result in, the cost effective achievement of a nationally recognised qualification at Level 3 and above as defined by the National Qualifications Framework (England and Wales), a level 6 or above on the Scottish Credit and Qualifications Framework (SCQF) or, if pursued overseas, an approved international equivalent higher level qualification.

years after discharge. Eligible personnel will be allocated a code to enable them to gain access to Right Job.

25. The services of the Regular Forces Employment Association (RFEA), Officers' Association (OA), Jobcentre Plus and Benefits Offices are available free of charge to individuals seeking employment.

26. Personnel should not accept offers of civilian employment until they have been formally notified in writing of their selection for redundancy and have been given the date of their release²⁰. Restrictions on acceptance of civilian employment whilst still in Army service detailed in Queen's Regulations for the Army at para J5.076 remain extant. Further restrictions and implications of certain specific employment should be noted. The constraints upon acceptance of certain business appointments within two years of retirement without first referring to the MOD are detailed in Queen's Regulations for the Army at paras J5.080 and J5.081.

Relocation Allowances

27. **Travel and Subsistence.** Entitlements are contained in Reference C to this Annex. There is no entitlement for personnel serving abroad to claim for return to the UK to undertake resettlement activities. Should they be in the UK on other duties, claims may be admissible:

- a. Resettlement activity undertaken in GRT may attract subsistence allowance where appropriate, which is authorised by units.
- b. Travel allowances, up to relevant entitlements, may be claimed for:
 - (1) Attendance at JSHAO briefings.
 - (2) Attendance at Financial Aspects of Resettlement briefings.
 - (3) Visits to Service Resettlement Advisors.
 - (4) Resettlement activity. These count against GRT warrant entitlements.

Guides

28. All personnel selected for redundancy will automatically receive a copy of the Service Leavers Guide and the Transition to Civilian Life guide. Copies of the Service Leavers Guide can also be accessed on the intranet at <http://www.ipublish.dii.r.mil.uk/nlapps/docs/default.asp?id=8569> or internet at <http://www.mod.uk/DefenceInternet/AboutDefence/CorporatePublications/PersonnelPublications/S/PVA/ServiceLeaversPack.htm>. Copies of the Money Advice Service's booklet "The Redundancy Handbook" are available from Individual Education and Resettlement Officers (IERO).

Welfare

29. Potential applicants should consider the effect of redundancy on immediate and extended family, including dependent children and young people. Personnel considering applying for redundancy are strongly advised to consult partners and discuss their plans with family members. Support and information is available through the Army Welfare Service and other sources of support listed below, contact details are at Appendix 4.

- a. Your Unit Welfare Officer/Regimental Operations Support Officer.

²⁰ Personnel selected for redundancy may apply for early release under the conditions of the Redundancy Early Release Scheme.

b. Army Welfare Information Service. Access to the Army's professional and confidential welfare support service for servicemen and women and their families. (Contact then on: LF-AWS-Welfareinformationservice@mod.uk)

c. Army Hive. The Hive provides information support to all members of the Service community. To find out about relocation, local unit and civilian facilities, places of interest, schools and further education, housing, healthcare facilities, employment and training opportunities in your location contact the nearest HIVE Information Centre²¹.

d. Children's Education Advisory Service (CEAS)²². CEAS provides a dedicated service exclusively for Service and MOD families providing professional advice about all aspect of children's education both in the UK and Overseas.

e. Childline²³. Childline provide a 24-hour helpline for children and young people in the UK. Children and young people can call 0800 1111 about any problem, at any time - day or night.

f. Forcesline²⁴. Forcesline offer totally confidential, non-judgmental, guidance on personal/welfare issues to the Army community including families.

g. Gov.UK. Advice/Signposting on Government sources of support for coping with redundancy. (Link: [Gov.UK website](https://www.gov.uk))

h. Joint Service Housing Information Office²⁵. Provides civilian Housing Information, Advice and, where possible, Placement to Service Persons and their dependants and to Ex-Service personnel still occupying Service Accommodation.

30. Personnel currently receiving assistance through the AWS will transition to support through relevant civilian agencies under individually tailored plans developed by their caseworker in conjunction with SPVA.

31. Though all individuals leaving the Service will undergo a medical, if individuals have recently returned from operations and/or are currently being trauma risk managed²⁶ or have not yet completed POSM Stage 2²⁷ then they will be assessed during their final medical to ensure that they will receive the necessary support, this may mean that an individuals date of termination is delayed. Further detail on medical policy is at Annex C. If there are ongoing concerns then individuals may be supported through the vulnerable service leavers' protocol administered by SPVA.

32. Immigration Issues. There is a likelihood of considerable change to the current immigration rules during the Tranche 3 timeframe. Detailed information on F&C issues will be regularly updated at the PS4(A) link provided below. The key information that F&C personnel should be aware of is as follows:

a. F&C Soldier Rights to Remain in the UK. F&C soldiers, including Nepalese citizens serving in the Brigade of Gurkhas, are 'Exempt UK Immigration control' while serving. This exemption ceases upon discharge/retirement from the Armed Forces. F&C family visas are likely to be linked to their exempt status in the Army, unless they already have permission to remain in the UK, or British citizenship in their own right. Therefore, unless F&C soldiers and their family already have valid permission to remain in the UK, other than through their status as a serving soldier, they must regularise their immigration status if they wish to remain in the

²¹ <https://www.gov.uk/army-hive-information-service>

²² <https://www.gov.uk/childrens-education-advisory-service>

²³ www.childline.org.uk/

²⁴ <http://www.army.mod.uk/welfare-support/23210.aspx>

²⁵ <http://www.army.mod.uk/welfare-support/23210.aspx>

²⁶ Through the TRiM process.

²⁷ Stage 2 is Normalisation – this period is complete once SP return from POL.

UK. If they do not apply to the UK Border Agency (UKBA) for permission to stay they must leave the UK within 28 days. Those who have served for at least four years may apply to the UKBA for Indefinite Leave to Remain (ILR) in the UK (also known as settlement).

b. Impact of a Conviction under the Rehabilitation of Offenders Act (ROA) 1974.

Since Apr 11 anyone (civilian or serving) with an unspent criminal conviction under the Rehabilitation of Offenders Act (ROA) 1974 at the time of making an application to settle in the UK will automatically have their application refused by the UKBA (who previously had the ability to exercise discretion). All convictions for criminal conduct offences are recorded on the Police National Computer. A criminal conduct offence dealt with under military service law covers any offence which would be recognised as an offence under civilian criminal law in England and Wales. Military criminal conduct offences include, assault and battery, criminal damage and fraud. Personnel who have been convicted of a criminal offence, including motoring offences dealt with in court (i.e. other than by way of a fixed penalty) will automatically be refused settlement and granted a 30 month Limited Leave to Remain (LLTR) visa. Personnel who have unspent convictions are advised to apply in the first instance for this LLTR to avoid unnecessary expenditure on a settlement visa. The LLTR visa allows personnel to work and claim public funds in the same way as a settlement visa. When the conviction is spent settlement can be applied for in the normal way. Those affected by this issue should seek qualified immigration advice.

c. Resettlement and Immigration Advice to Units. Units are advised that non-British soldiers who are exempt from immigration control are briefed by their chain of command at least three months prior to discharge on the changes to their immigration status. On the day a non-British citizen, who has not been granted British nationality, is discharged their 'Exemption from UK Immigration Control ceases under Section 8(4)(a) of the Immigration Act 1971 and they are once again subject to UK immigration control. Individuals who have completed at least four years' service with HM Forces and meet all other UKBA criteria may apply for settlement (also known as ILR) up to six months prior to discharge on UKBA Form SET(O) For those who do not submit an application prior to discharge the UKBA once notified of their discharge will normally grant them 28 days to remain in the UK to allow time for an application for leave to remain to be submitted. Once an application is lodged they are able to remain in the UK legally until the application is decided, but cannot work or access public funds. Those who do not put in applications are expected to leave the UK.

d. MOD Assistance. In most instances Foreign or Commonwealth citizens should deal directly with the UK visa issuing authorities themselves. This will normally be either the UKBA in the UK or through the local UK Visa Application Centre overseas. Those seeking advice on applications to remain in the UK for family members or about the discharge process are advised to contact the Immigration Enquiries Bureau in the first instance on [REDACTED]. The UKBA fees quoted are correct at the time of writing. UKBA fees are reviewed by the UKBA annually. Individuals are advised to check the most up to date fees on the UKBA website. Individuals should also be advised to use the UKBA appeal process or complaints process where appropriate. Further immigration advice should be sought from a qualified immigration advisor. Useful points of contact are on the British Army Foreign and Commonwealth Internet webpage. Subsequently issues should be addressed at the lowest possible level of command where the Chain or Command/G1 staff should address the issue. If the situation is more complex written casework should be staffed through the Chain of Command for resolution where manageable to Army HQ PS4(A).

e. Further Guidance. Units should also ensure that they comply with the various welfare and resettlement policies, which provides guidance on support to Resettlement, Early Service Leavers and Vulnerable Service Leavers^[1] with severe physical or mental disabilities and those with complex welfare needs. Units should also be aware that briefings in the form of a Roadshow will be provided for non-British soldiers about the need to regularise their

immigration status on discharge, the process to apply for settlement and the implications of not doing so. Details will be promulgated via an ABN in due course. More information can be found at the following links:

Transition to Civilian Life - A Welfare Guide:

<http://defenceintranet.diiweb.r.mil.uk/DefenceIntranet/Library/Army/BrowseDocumentCategories/Personnel/LeavingTheModAndTheServices/DischargeFromTheServices/TransitionToCivilianLifeAWelfareGuide.htm>

PS4(A) Intranet:



Team

<http://defenceintranet.diiweb.r.mil.uk/DefenceIntranet/Teams/BrowseTeamCategories/Orgbased/Army/ForeignAndCommonwealthCitizensPs4aDpsa.htm>

Appendices:

1. Resettlement Entitlements and Programmes.
2. AEC Contact List.
3. RRC Contact List.
4. References and Contact Details.

Defence Instructions and Notices (Not to be communicated to anyone outside HM Service without authority)	
Title:	Army Compulsory Redundancy DIN Tranche 4
Audience:	All Regular Army Personnel
Applies:	23 Jan 14
Expires:	When rescinded or replaced
Replaces:	
Reference:	2014DIN01-011
Status:	Current
Released:	February 2014
Channel:	01 Personnel
Content:	Army Compulsory Redundancy – Tranche 4 Only
Sponsor:	DM(A)
Contact:	Army Redundancy Cell (ARedC) – [REDACTED]
Keywords:	Redundancy
Local Keywords:	
Supplements : (Please click on the links to access >>>>)	Annex E: Redundancy Administrative Process – Summary of Pers Admin Guidance Enclosures 1, 2 and 3: Tranche 4 Application Forms
Related Info:	http://defenceintranet.diif.r.mil.uk/Organisations/Orgs/Army/Organisations/Orgs/mweb/
Classification:	UNCLASSIFIED

References:

- A. 2010DIN01-187 Regular Armed Forces Redundancy Programme – Oct 10.
- B. 2011DIN01-097 Army Compulsory Redundancy DIN – Apr 11.
- C. 2012DIN01-017 Army Compulsory Redundancy DIN – Jan 12.
- D. 2013DIN01-004 Army Compulsory Redundancy DIN – Jan 13.

This DIN covers the Army Compulsory Redundancy Programme for Tranche 4 only and supersedes References A to D. Key changes to policy are annotated with a line in the left hand margin. This DIN covers the following areas:

PART 1 – INTRODUCTION, TERMINOLOGY AND AUTHORITY

PART 2 – EXCLUSIONS, FIELDS AND ELIGIBILITY:

- General Exclusions (Para 2.1)
- Redundancy Fields (Para 2.2)
- Eligibility (Paras 2.3 to 2.5)
- Reports (Paras 2.6 to 2.9)
- Operational Exclusions and Operational Liability (Paras 2.10 to 2.16)
- Medical Exclusions (Paras 2.17 to 2.20)
- Other Considerations (Paras 2.21 to 2.24)

PART 3 – APPLICATION PROCESS

PART 4 – NOTIFICATION OF ELIGIBILITY, BOARDING AND SELECTION

PART 5 – NOTIFICATION OF SELECTION AND TRANSITION:

- Redundancy Financial Matters (Paras 5.6 to 5.10)
- Resettlement and Entitlements (Paras 5.11 to 5.14)

PART 1 – INTRODUCTION, TERMINOLOGY AND AUTHORITY

Introduction

1.1 The Strategic Defence and Security Review White Paper, in conjunction with the additional restructuring announcement by the Secretary of State for Defence, known as the ‘3 Month Exercise’, outlined the requirement to reduce the Regular Army’s strength to circa 82,500. Given the scale of the reductions, normal manning levers would not reduce the Regular Army to its new strength in time and could create structural imbalances. Therefore, a Redundancy programme is needed to achieve the scale of the reductions required in the Army’s strength. The Redundancy programme is designed to match future projected strength against Defence’s requirement in 2018, as outlined in Army 2020 (A2020) and other Defence restructuring initiatives, such as the Defence Medical Services 20 (DMS 20) programme.

1.2 This DIN relates only to the fourth tranche of the Armed Forces Redundancy Programme (Tranche 4). The redundancies will be implemented in a manner that does not undermine the Army’s ability to maintain its operational commitments. As previously stated, this DIN is specifically for Tranche 4 only.

Aim

1.3 This DIN aims to inform all Army personnel and the Chain of Command (CoC) of the details of Tranche 4 of the Armed Forces Redundancy Programme.

Terminology

1.4 Personnel should familiarise themselves with the terminology and definitions in the table below prior to reading the remainder of this DIN.

Ser	Redundancy Term	Definition
(a)	(b)	(c)
1	Field	For the purpose of eligibility, Army personnel will be broken down into redundancy Fields on the basis of Arm (less for Senior Officers), Substantive Rank and Career Employment Group (CEG). Fields will be further defined by Length of Service (Manpower Planning) ¹ (LOS(MP)) for the ranks of Pte to Maj, and by Engagement Expiry Date (EED) for Lt Col and above.
2	Engagement Expiry Date (EED)	The date at which a Service Person’s current commission or engagement normally comes to an end.
3	Eligible Personnel	Personnel who fall within the prescribed redundancy Fields.
4	Applicants	Eligible personnel who have submitted a valid application for compulsory redundancy.
5	Non-applicants	Eligible personnel who are not Applicants.
6	Tranche	A discrete phase of the Armed Forces Redundancy Programme in which officers and soldiers are identified as eligible, selected and notified of their redundancy.
7	Exclusion Criteria	Those additional criteria that will result in an otherwise eligible person in a redundancy Field being excluded from consideration and/or selection for redundancy as either an Applicant or Non-applicant.
8	Special Capital Payment (SCP) and Compensation Lump Sum (CLS)	A payment which is given to compensate a Service Person for the imposition of a premature end of engagement/commission. SCP applies to those who are members of Armed Forces Pension Scheme (AFPS) 75.

¹ For Tranche 4, LOS(MP) is calculated as at 1 Apr 14.

		CLS applies to those who are members of AFPS 05.
9	Focal Points (FPs)	Focal points are designated appointments within the CoC (normally 1* MS representatives (or equivalent)) who are responsible, through their respective TLB MS representatives, to the ARedC for managing the updates, amendments and distribution of the Redundancy Programme Database. They will provide the CoC with visibility of the end-to-end process, and the ability to engage in and manage the redundancy process.
10	Army Redundancy Cell (ARedC)	The ARedC (based in the APC) will be the Army's focal point for the execution of the redundancy process, including the management of issues, notification of eligibility of individuals, collation and acknowledgement of applications, and the promulgation of notifications of selection for redundancy.
11	Yield	The number of personnel to be made redundant in a Field.

Service Authority for Redundancy

1.5 The Army will undertake compulsory redundancy in accordance with:

- a. Armed Forces Redundancy Scheme 2006 (AFRS 06) – for those members on Armed Forces Pension Scheme 05 (AFPS 05).
- b. Armed Forces Redundancy Scheme 2010 (AFRS 10) – for those members on Armed Forces Pension Scheme 75 (AFPS 75).

1.6 The authority under which this will take place will be as follows:

- a. For Officers – Article 197 of the Promotions and Appointments Warrant 2009.
- b. For Soldiers – Para 9.409 of Queens Regulations for the Army 1975 as directed by Statutory Instrument No. 1091 (2009) – The Armed Forces (Discharge and Transfer to the Reserve Forces (No. 2)) Regulations 2009.
- c. During the period of the programme of redundancy, in accordance with the Strategic Defence and Security Review 2010, or until such other time as the Defence Council or Army Board directs, Officers of the rank of Brigadier shall not be retired under Article 189 of the Promotions and Appointments Warrant 2009; such officers shall be entitled to be selected for retirement on redundancy in accordance with Article 197 of that Warrant.

1.7 The composition and structural makeup of the redundancy Fields is the responsibility of the

Directorate of Manning (Army) (DM(A)). The selection of both Applicants and Non-applicants will be undertaken by Grading and Selection Boards, as directed by the Military Secretary (MS).

1.8 **Equality Impact Assessment.** A full Equality Impact Assessment has been carried out in order to ensure that Tranche 4 has been developed in a manner that provides due regard to potential unlawful discrimination for groups with protected characteristics in accordance with the Public Sector Equality Duty.

PART 2 – EXCLUSIONS, FIELDS AND ELIGIBILITY

General Exclusions

2.1 The exclusions outlined in Tranches 1, 2 and 3 (References B, C and D) are rescinded with immediate effect. **Those personnel who meet the criteria below are excluded from redundancy, either as an Applicant or Non-applicant**, in Tranche 4; even if they would otherwise fall within a given redundancy Field:

- a. **Pinch Points and Niche Skills.** Those personnel within the Pinch Points or with the Niche Skills listed at Annex A. This includes personnel on a specified training course, as at 23 Jan 14, which will qualify them for the relevant Pinch Point or Niche Skill. Further detail is in Annex A.
- b. **Length of Service (LOS).** All officers (less LE officers) and soldiers with less than 4₂ years service as at 1 Apr 14. Personnel can check their LOS(MP) by using the guides at Appendices 1 and 2 of Annex B.
- c. **End of Engagement Date.** All personnel whose EED falls on or before the 31 Mar 16.
- d. **Notice to Terminate(NTT)/Premature Voluntary Release(PVR).** Those who have applied for PVR or given NTT prior to the formal publication of this DIN (23 Jan 14), or at any stage thereafter in the redundancy process. Such individuals eligible for redundancy will not be allowed to withdraw their application/notice for the purposes of redundancy, even if, in the case of officers, their application has not yet been approved by the Army Retirements Board (ARB).
- e. **Arm Specific Exclusions.** Those personnel in ranks and with qualifications by Arm as detailed against specific fields in Annex B (column f – Trade Exclusions).

Redundancy Fields

2.2 The list of Tranche 4 Redundancy Fields³ is at Annex B. Only those personnel who fall within a designated redundancy Field, and who are not excluded by the criteria listed in the general exclusions above, or elsewhere in this DIN, are eligible for redundancy and will be considered for selection, either as an Applicant or Non-applicant. Key points:

- a. A full list of Tranche 4 eligible personnel, by redundancy Field, will be formally published by the APC and ARedC, through MS representatives and Focal Points, by 23 Jan 14.
- b. Personnel will be notified by their Chain of Command if they are considered to be eligible for redundancy.
- c. Those personnel who are missed from the eligibility list in error⁴ must be informed of their eligibility by 6 Feb 14. If they are not informed of their eligibility by this time then they shall only be eligible as Applicants and an individual extension to the application window may be granted to enable proper time for consideration⁵.
- d. Those individuals missed from the eligibility list in error and who are discovered to be so after 6 Feb 14 will be ineligible as Non-applicants.

Eligibility

2.3 **Substantive Rank.** Less those who meet the criteria in sub paras a and b below, personnel will be considered for redundancy in the Substantive Rank they hold on 23 Jan 14. As such, the results of redundancy will take precedence over promotion boards which occur after 23 Jan 14 or publish their results after 23 Jan 14. The results of any promotion boards that are published in the

² Except in the case of removing a capability where fields can be set below LOS 4.

³ DM(A) may, on the authority of AG, adjust the published field (including below LOS 4) in order to complete the removal of a capability, up to the date of notification of selection.

⁴ This covers any sort of error or delay that results in omission from the list of those eligible for redundancy.

⁵ Note that those whose names correctly appear on the list on publication should be informed within the timelines stipulated in the relevant notification instruction. Exceptionally, if they are not informed in time, then DM(A) may grant an extension to the application window in order to allow proper time for consideration. These individuals will remain eligible for selection as Non-applicants.

period between publication of this DIN and the date of Notification of Selection for Redundancy are therefore provisional⁶. By way of further clarification:

- a. Eligible personnel already boarded, selected and notified⁷ for promotion (including Out of Committee (OOC) and Reserve List promotions) to Substantive Rank at the time of the publication of this DIN (23 Jan 14), but who are yet to be actually promoted, will be considered for redundancy in their new Substantive Rank⁸.
- d. Eligible personnel who have had their selection for an LE commission published⁹ will be ineligible for redundancy both as Applicants and Non Applicants.
- e. Eligible personnel boarded, selected and notified¹⁰ for promotion to Substantive Rank after publication of this DIN (23 Jan 14) will continue to be considered for redundancy in the Substantive Rank held on the date of promulgation of this DIN; their subsequent appointment on promotion will be in Acting Rank pending the outcome of the redundancy selection process.
- f. Those holding Acting or Local rank throughout the redundancy¹¹ period may continue to do so, but will be considered for redundancy in the Substantive Rank held at the time of the publication of this DIN (23 Jan 14).
- g. Those personnel who are selected for redundancy (either as an Applicant or Non-applicant) will not be considered and boarded for subsequent promotion to Substantive or Acting Rank. Acting Rank already awarded before Notification of Selection for Redundancy (12 Jun 14) may be retained until the point of discharge/retirement, subject to such personnel remaining qualified and continuing to occupy a post that justifies its retention.
- h. Following selection for redundancy, failure to complete the relevant Command Leadership and Management (CLM) course required to substantiate the new rank will have no bearing on the redundancy decision; the individual concerned will still be made redundant in their new or future substantive rank.

2.4 Time Based Promotions and Redundancy. The following considerations apply to time based promotions:

- a. Eligible personnel who qualify for promotion¹² to Substantive Rank before the time of the publication of this DIN (23 Jan 14), but who are yet to be actually promoted, will be considered for redundancy in their future Substantive Rank.
- b. Individuals who qualify for promotion after the publication of this DIN (23 Jan 14) will continue to be considered for redundancy in the Substantive Rank held at the time of publication of this DIN (23 Jan 14)¹³.
- c. Those personnel otherwise qualified for promotion after publication of this DIN (23 Jan 14) and who are subsequently selected for redundancy, will not promote Substantively or in Acting Rank regardless of any further recommendations for promotion or time served.

⁶ This includes all unit level promotions and promotions which would normally have taken effect immediately on successful completion of a course and those selected from a Reserve List.

⁷ Defined as the date on which the selection decision has been promulgated. This includes those selected from a Reserve List ('promulgated' is defined as: the date on which the selection decisions from a Main Board have been published to the Army or, for OOC decisions, the date on which the individual was formally notified (by whatever means) of their selection and promotion).

⁸ Individuals can only be selected as Applicants due to the 2 reports in rank rule.

⁹ As per the LE Commission Board results published in Nov 12 and Nov 13.

¹⁰ As for footnote 6.

¹¹ This is the group that are yet to be selected by a recognised board for promotion.

¹² Either through accruing the requisite number of reports, recommendations for promotion, or through serving a stipulated length of time.

¹³ Any promotions for this cohort will be provisional subject to the outcome of Redundancy.

2.5 Those in the LE Commissioning Process. The following policy applies to those who are eligible for redundancy in their Substantive Rank as a soldier, but who have applied for a Late Entry Commission (the policy for personnel already selected for an LE Commission is at para 2.3b above):

- a. Non-applicants.** Those who are selected for redundancy in their Substantive Rank as Non-applicants will remain in the commissioning process up to the point at which they are selected or rejected. At the point that an application for a Late Entry Commission is accepted¹⁴ the individual will be de-selected from redundancy.
- b. Applicants.** Applicants for redundancy will continue in the commissioning process up to the point of Notification of Selection for Redundancy. If selected for redundancy they will be removed from the commissioning process.

Reports

2.6 Eligibility. There are no report restrictions for Applicants; all eligible personnel may apply for redundancy as Applicants, irrespective of the number of reports they hold in that rank/trade. The minimum number of reports¹⁵ required to be considered as a Non-applicant is as follows:

- a. LOS 6 and above.** Non-applicants in Fields of LOS 6 and above must have 2 reports¹⁶ in rank or trade, one of which should be their most recent report¹⁷.
- b. LOS 4 and 5.** Non-applicants in LOS 4 or 5 Fields only require one report¹⁸ in rank or trade. Personnel in LOS 4 and 5 will be assessed separately from those in LOS 6+ to ensure parity.

2.7 Transferees. In order to ensure that those recently transferred from another Service or into a new Arm or trade are treated equitably, they will require the minimum number of reports as applicable to their LOS in their new CEG, as detailed above, in order to be considered as a Non-applicant.

2.8 Acting Rank. Where an individual has a report in Acting Rank, such as in the case of those awaiting completion of CLM training, and have then been subsequently promoted to Substantive Rank and have received a second report in that Substantive Rank, the original report in Acting rank will count as one of their qualifying reports and will be taken into consideration by Selection Boards.

2.9 Reports Considered. Redundancy Grading Boards will have visibility of each candidate's Report Book. Eligible personnel in a Field will be graded by a Board using the standard MS scoring guide¹⁹, taking into account an individual's performance, potential and future employability. The Board members will assess individuals on the evidence contained within OJARs/SJARs, admissible course reports, and their Manning Profile Sheet. The APC, Chain of Command and individuals are to make every effort to ensure that the most recent appraisal (as outlined in para 4.7c) is available to grading boards.

Operational Exclusions and Operational Liability

2.10 Operational Exclusions. The following personnel will be excluded from redundancy in Tranche 4 **unless they apply**:

¹⁴ LE Commissioning Board results in Nov 14.

¹⁵ Where an entire capability is to be removed there is no requirement to grade personnel, therefore personnel can be selected for redundancy regardless of how many reports in rank or trade they have.

¹⁶ In most circumstances this should be 2 of the last 3 reports including the most recent. The authority for deciding eligibility on the basis of reports in rank/trade rests with the Military Secretary.

¹⁷ Excepting reports that have been formally delayed.

¹⁸ Less for LE Captains, where only those holding 2 or more reports in rank will be graded and considered for selection as a Non-applicant.

¹⁹ Less No2 Board for OF5 & 6.

- a. Those deployed on operations in an endorsed post on the OET²⁰ that qualifies for Operational Allowance (OA), as at the date of Announcement of Redundancy Fields (23 Jan 14²¹), the date of Notification of Selection for Redundancy (12 Jun 14²²), or at any point in-between.
- b. Those who, as at the date of Notification of Selection for Redundancy (12 Jun 14²³), are warned²⁴ for deployment into an endorsed post that qualifies for OA, on or before **12 Dec 14**.

2.11 Changes to Operational Status. Up to the date of Notification of Selection for Redundancy (12 Jun 14), an individual's operational status will be updated to reflect any change in their operational deployment, which includes: a change of deployment date, a new deployment, or a removal from deployment. This means that personnel may become eligible or ineligible for redundancy, as a Non-applicant, at any point up to the date of Notification of Selection for Redundancy (12 Jun 14).

2.12 Other Groups. Personnel in Unit Rear Operations Groups (ROG), the Theatre Reinforcement Battalion (TRB), the Theatre Redeployment Pool (TRP), Battlefield Casualty Replacements (BCR) or any other such similar group **are not** specifically excluded from redundancy. Eligibility for redundancy is the same as all other personnel as outlined in para 2.10 above. Specifically, BCRs, TRP and TRB personnel who are warned for deployment on an OA earning operation are only excluded as Non-applicants if, as at 12 Jun 14, they have a confirmed deployment date of 12 Dec 14 or earlier. Personnel in an OA earning operational theatre on visits or as part of training/inspection teams or the RSOI, **are only** excluded from redundancy if they have deployed into an endorsed OA earning post as per the policy above. Personnel undertaking Decompression prior to 23 Jan 14 are considered as having left the Operational Theatre and are not excluded.

2.13 Other Operations / Conflict. In addition to those on OA earning operations there may be others who, on the date redundancy notices are issued (12 Jun 14), should be excluded as they are similarly engaged in 'conflict' but not in receipt of OA. Any change in an operation, such that it meets a level of risk so that it may be considered to meet the policy at para 2.10 above, will be taken into consideration by PJHQ and DM(A) immediately prior to Notification of Selection for Redundancy (12 Jun 14). Those identified as deployed on such an operation will not be selected for redundancy unless they are an Applicant.

2.14 Non-OA Earning Operations. The entitlements for those deployed on non-OA earning operations are the same as those not deployed on operations, irrespective of status as Applicant/Non-applicant. If selected, every effort should be made to secure the timely recovery of Non-applicants and Applicants to their normal location, as soon as practicable, in order to facilitate resettlement activities in their last 6 months of service.

2.15 Treatment of Applicants On Operations or Warned for Operations (Operational Liability). Once notified of selection for redundancy, Non-applicants will not deploy on operations²⁵. Unlike Tranche 3, Applicants will not be able to state a preference on whether to deploy on operations or not. The following Operational Liability applies for Applicants:

- a. **Deployed on OA earning Operations as at Notification of Selection for Redundancy (12 Jun 14).** Applicants who are selected for redundancy and are deployed

²⁰ Those who deploy to an OA earning theatre not in an endorsed OET post must complete a minimum of 28 consecutive days before being excluded from redundancy as a non-applicant.

²¹ 230001ZJAN14. Personnel who departed theatre (wheels up) before this time will be eligible for redundancy as a Non-applicant.

²² 122359ZJUN14. Personnel who arrive in theatre before this time will only be eligible for redundancy as an Applicant.

²³ 122359ZJUN14.

²⁴ IAs must have an individual assignment Report for Duty date of 12 Dec 14 or before. BCRs, TRB and TRP personnel are not excluded under this rule unless they have a confirmed deployment date of 12 Dec 14 or earlier.

²⁵ Including BCRs, TRP and TRB.

on OA earning operations at the time of Notification of Selection for Redundancy (12 Jun 14), must return from operations by 12 Dec 14.

b. Formally Warned for OA earning Operations as at Notification of Selection for Redundancy (12 Jun 14):

(1) For Deployment Before 12 Dec 14. Applicants selected for redundancy who are formally warned for an OA earning operation to deploy before 12 Dec 14, may be directed to deploy but must return from operations by 12 Dec 14.

(2) Deployment on or After 12 Dec 14. Applicants selected for redundancy who are warned for an OA earning operation to deploy on or after 12 Dec 14²⁶ **must not deploy.**

c. Warned for OA earning Operations after Notification of Selection for Redundancy (12 Jun 14). An Applicant who is selected for redundancy cannot be subsequently warned for operations after Notification of Selection for Redundancy (12 Jun 14), and cannot deploy, and must exit the Army on 11 Dec 14.

2.16 Applicant Notice Period. Applicants who deploy on OA earning operations will commence their 6 month notice period after completion of their Post Operational Leave²⁷ (POL).

Medical Exclusions

2.17 Wounded, Injured and Sick. Redundancy and the medical employment policy contained in the PULHHEEMS Administrative Pamphlet 2010 (PAP 10) are distinct policies and must not be confused. There will be a number of individuals who are medically downgraded and eligible for compulsory redundancy by dint of being in a Redundancy Field. Detailed instructions on how the redundancy policy applies to these individuals are contained within Annex C.

2.18 Medical Exclusions. The following medical exclusions **apply to both Applicants and Non-applicants:**

a. Perm BMMRS. Personnel who are Permanently Below the Minimum Medical Retention Standard (Perm BMMRS) as at the Announcement of Redundancy Fields or Notification of Selection for Redundancy are ineligible for redundancy. In most cases, personnel who are graded Perm BMMRS after Notification of Selection for Redundancy will be removed from redundancy (in extremis, this can include those who become Perm BMMRS at their Release Medical).

b. MND L5E5. Personnel who are temporarily graded MND L5E5²⁸ at Announcement of Redundancy Fields or at Notification of Selection for Redundancy, are ineligible for redundancy. Personnel who become L5E5 after Notification of Selection for Redundancy may choose to remain a redee, but must understand that if they are still L5E5 at their Release Medical they will be removed from redundancy.

2.19 Temporary Medically Downgraded. All those who are temporarily medically downgraded²⁹, will be eligible for redundancy. If selected for redundancy, either as an Applicant or Non-applicant, they must be re-assessed as soon as possible. In most circumstances, if they are subsequently graded Perm BMMRS they will be removed from redundancy. All redees will be assessed at their Pre-Release medical and again at their Release medical to determine if a delay to discharge/retirement from the service is appropriate (such a delay will normally result from a matter requiring in-patient care).

²⁶ Those due to arrive in theatre after 120001ZDEC14 must not deploy.

²⁷ POL must be the first period of leave taken after deployment ends.

²⁸ Seriously injured or ill.

²⁹ Less for those MND L5E5 Temp.

2.20 **Maternity, Adoption and Additional Paternity Leave.** Personnel on Maternity Leave, Adoption Leave or Additional Paternity Leave³⁰ will be eligible for redundancy in the same manner as others of their rank and trade. The detailed policy is at Appendix 2 to Annex E.

Other Considerations

2.21 **Discipline.** Pending or outstanding discipline/administrative proceedings do not disqualify otherwise eligible personnel from redundancy, either as an Applicant or Non-applicant. Further detail, including the policy for AWOL, is at Annex D.

2.22 **Special Paid/Unpaid Leave and Career Breaks.** Personnel on Special Paid, Unpaid Leave or Career Breaks who fall within a designated redundancy Field are eligible for redundancy. All those selected for redundancy in Tranche 4 will have the same exit date³¹, irrespective of the date they were due to return to full time normal service.

2.23 **Return of Service.** All eligible personnel with an extant Return of Service will still be considered for redundancy, either as an Applicant or Non-applicant. The implications for corresponding Financial Incentives are at para 5.8.

2.24 **Notifying Changes to Circumstance.** Individuals are responsible for ensuring their CoC is appropriately briefed on changes in their circumstances. When an eligible individual's circumstances change, the redundancy Focal Points (FPs) are to be updated by the CoC. Relevant changes to an individual's status will be recorded in the Redundancy Programme Database (by FPs / Career Managers (CM)), ensuring those who are eligible are appropriately tracked. The following changes in circumstance are to be recorded in the Database by FPs³²:

Ser	Circumstance to Report	Responsibility to Report
(a)	(b)	(c)
1	Change to Operational status (warned for, deployed on, or withdrawn from operations).	CoC and APC CM
2	Application to transfer, successful transfer or failure to complete transfer course or probationary period.	CoC and APC CM
3	Application to commission, successful commission or failure to commission.	APC CM
4	Outcome of Discipline/Administrative Action (e.g. reduction in rank, discharge/retirement, imprisonment etc).	CoC and APC CM
5	Significant welfare issues that may require specific handling.	CoC and APC CM

Where an individual is replacing another individual who was warned for an OA earning appointment, COs and FPs are also to ensure that the exemption status is removed from the individual being replaced. Operational related exemptions will lapse for personnel removed from the Database and apply to those placed on the Database. **FPs are to ensure that the relevant Notification Officer informs individuals of their change in status immediately.**

PART 3 – APPLICATION PROCESS

3.1 **Application Form.** Eligible personnel who wish to apply to be considered for redundancy must do so by NLT **6 Mar 14** using the Tranche 4 specific application form³³ at Enclosure 1, which

³⁰ Additional Paternity Leave is a new type of leave applying in relation to births on or after 3 Apr 11 and to adoptions where notification has been received of being matched with a child for adoption on or after 3 Apr 11, as explained in 2011DIN01-037. It is not the same as ordinary paternity leave, which lasts for a maximum of two weeks.

³¹ 11 Dec 14 for Applicants; 11 Jun 15 for Non-applicants.

³² Note that the ARedC are able to track all other significant changes in circumstance through other, pre-existing, reporting.

³³ Applications will not be accepted on the old Tranche 3 application form.

must be signed and dated by the Applicant and sent direct to the ARedC. Duplicate copies of this form are also available on the MS Web³⁴. Points to note:

- a. Applications must be received by the ARedC NLT 062359Z Mar 14 (6 weeks from publication of this DIN).
- b. All applications must be received signed, dated and in hardcopy – either faxed or sent by post; no online or softcopy applications will be accepted.
- c. Applications will only be accepted from those eligible personnel who fall within a stipulated redundancy Field, no conditional applications will be accepted³⁵.
- d. Only in exceptional circumstances will applications be accepted after 6 Mar 14.
- e. The ARedC will acknowledge receipt of applications direct to the Applicant³⁶. **Where a response has not been received by the day the Application Window closes (6 Mar 14), the Applicant must immediately contact the ARedC to confirm receipt.**

3.2 **Applicant Confidentiality.** The application process will remain confidential up to the point of notification on 12 Jun 14, when an Applicant's Notification Officer will personally inform them of the results.

3.3 **Operational Liability.** All personnel applying for redundancy must fully understand the Operational Liability implications outlined in Para 2.15. In particular it should be noted that Applicants who have deployed on operations, or have been formally warned for operations, at the time of Notification may be required to fulfil their operational commitment (in accordance with Para 2.15) and cannot opt to be de-selected from redundancy.

3.4 **Withdrawal of Application to be selected for Redundancy.** Personnel may withdraw their application for redundancy up to 062359Z Mar 14 using the form at Enclosure 2. Duplicate copies of this form are also available on the MS Web³⁷. Late applications for withdrawal beyond the stated deadline will only be accepted in exceptional circumstances. The ARedC will acknowledge receipt of applications for withdrawal direct to the Applicant. **Where a response has not been received by the day the Application Window closes (6 Mar 14), the Applicant must immediately contact the ARedC to confirm receipt.**

PART 4 – NOTIFICATION OF ELIGIBILITY, BOARDING AND SELECTION

4.1 **General.** This section of the DIN will explain the process for personnel notified of their eligibility for redundancy and the conduct of the subsequent Grading and Selection Boards. Notification of selection will take place on 12 Jun 14. DM(A) will publish a FRAGO that details arrangements for this process.

4.2 **Redundancy Programme Database (RPD).** The redundancy process for Tranche 4 will be enabled by the use of a bespoke online database (known as the Redundancy Programme Database (RPD)) containing the information required to track the status of all those who are eligible for redundancy. Access to the RPD will be limited to FPs embedded in the CoC at Bde level (or equivalent).

4.3 **Notification of Eligibility.** All Eligible Personnel will be notified formally by the CoC by 250900JAN14Z. The CoC are to confirm through their respective FPs to the ARedC by NLT

³⁴ <http://defenceintranet.diif.r.mil.uk/Organisations/Orgs/Army/Organisations/Orgs/msweb/Pages/mswebhome.aspx>

³⁵ Applications will be deemed as 'null and void' if personnel choose to write additional information or caveats outside that which is strictly necessary to complete the form i.e. you can not write in conditions to your application.

³⁶ Applicants will receive confirmation by email if they have provided ARedC with an email address.

³⁷ <http://authdefenceintranet.diif.r.mil.uk/Organisations/Orgs/Army/Organisations/Orgs/msweb/RedundancyProgramme/Pages/RedundancyProgrammeHome.aspx>

260900JAN14Z that those individuals eligible for redundancy, and shown as under their command, have been attributed correctly, are shown against the correct unit and TLB, and have been notified.

4.4 Length of Service (Manpower Planning) (LOS(MP)). LOS (MP) is one of the key criteria by which personnel at OF3 (Maj) rank and below will be able to ascertain their eligibility for redundancy. Personnel can check their LOS(MP) by using the guide at Appendices 1 and 2 of Annex B. Errors in the LOS (MP) data held against each individual eligible for redundancy in Tranche 4³⁸ are to be reported by the individual, through the CoC to APC CMs as soon as practicable, but NLT than 6 Feb 14 (two weeks after announcement of eligibility). Any individual who has not been notified that they are in a Field, but believes they should be included, should also check their LOS(MP) and report any errors through the CoC to their relevant APC CM immediately. Individuals will be informed of any subsequent change of eligibility through the CoC.

4.5 Redundancy Calculator. Personnel are to access the recently updated online Armed Forces Redundancy Calculator (AFRC), in order to give an approximate forecast of both redundancy compensation and pension entitlements. The Redundancy Calculator, which is only available on the internet, can be found at the following link: www.mod-rc.co.uk. A guide to using the Redundancy Calculator is provided at Appendix 5 to Annex E. Personnel without regular access to the internet may request that their Unit Pers Admin access the calculator on their behalf. Personnel are strongly advised to consult the AFRC, **ensuring that they read all the relevant notes on the calculator**, before they make a decision to apply for redundancy. Additionally, personnel who have had a **break in service** (i.e. left and rejoined the Army), or had any other unusual service or activity, are **strongly advised** to seek assistance from their Unit Pers Admin before making any decision to apply for compulsory redundancy. Further information on aggregating Service is contained in [DIN 2013DIN01—231](#).

4.6 Sources of Advice. Routinely, no direct contact with eligible personnel will be initiated by the ARedC, and SPVA will not action individual calls by officers or soldiers directly to the JPAC EC. Unit Pers Admin and unit Career Managers will provide first line support to personnel for all matters concerning the redundancy administration process. Sources of professional financial advice may be found, but are not limited to, those in Annex E covering pension and redundancy benefits.

4.7 Boarding and Selection Process. APC will conduct Grading and Selection Boards³⁹ in accordance with existing MS Practice, Precedent and Rules (PP&R) supported by a redundancy specific brief. The following criteria and constraints may be applied:

- a. Grading.** Eligible personnel will be graded using the standard MS scoring guide taking into consideration an individual's performance, potential and future employability⁴⁰. Board members will assess individuals on the evidence contained in the candidate's Appraisal Reports or course reports which replace Appraisal Reports. Board members will not be made aware if an eligible person is an Applicant or not⁴¹. This will only be disclosed once grading has been completed.
- b. Applicants/Non-applicants.** Where possible, in a given Field type, Applicants will be selected in preference to Non-applicants. In certain cases, such as for Senior Officers⁴² and Clinical Specialists, Non-applicants may be selected over Applicants for structural reasons. Where there are insufficient Applicants to meet the numbers required, the lowest scoring Non-applicants will be selected.

³⁸ As detailed in the RPD of eligible Army personnel managed online by the ARedC.

³⁹ Apart from Capability Removal fields where grading is not necessary.

⁴⁰ In line with extant practice this will include reference to the Manning Profile Sheet (MPS) but exclude reference to an individual's JMES grading. OF5 and OF6 officers will be given a formal employability score separate to their score for Performance and Potential (such scores may be weighted).

⁴¹ Unless it is an Applicant Only Board

⁴² OF5 and OF6.

c. **Information Considered.** Redundancy Grading Boards will have visibility of each individual's Report Book with the latest report admissible for consideration⁴³ for each Field announced in this DIN, and based on JSP 757 policy. All relevant reports which can be reasonably obtained on those eligible for redundancy should be available to the Board. As a minimum, Boards will have candidates' Appraisal Books available to inform the decision making process, which should include the most recent available OJAR or SJAR required by this DIN and a current Manning Profile Sheet. The APC, CoC and subject officer/soldier are to make every reasonable effort to ensure that the most recent appraisal required by this DIN is available to Grading Boards. The latest reports that should be used for each rank are detailed below:

Ser	Rank	Report Written	Due at APC	AR Year	Remarks
(a)	(b)	(c)	(d)	(e)	(f)
1	Brig	30 Nov 13	15 Feb 14	AR 13	
2	Col	30 Nov 13	15 Jan 14	AR 13	
3	Lt Col	31 Oct 13	15 Dec 13	AR 13	
4	Maj	30 Jun 13	1 Sep 13	AR 13	
5	Capt	31 May 13	1 Aug 13	AR 13	Early AR 14 not to
6	WO1	30 Jun 13	31 Aug 13	Board AR 13	
7	WO2	30 Jun 13	31 Aug 13	AR 13	
8	SSgt	30 Sep 13	30 Nov 13	AR 13	
9	Sgt	30 Nov 13	31 Jan 14	AR 13	
10	Cpl	31 Jan 13	31 Mar 13	AR 13	Early AR 14 not to Board
11	LCpl	31 Mar 13	01 Jun 13	AR 13	Early AR 14 not to Board
12	Pte	31 May 13	01 Aug 13	AR 13	Early AR 14 not to Board

d. **Senior Officer Applicants and Structural Sustainability.** OF5 and OF6 form discrete redundancy Fields which are managed as single cohorts in accordance with their employment on the Staff. Therefore OF5 and OF6 will be graded as single cohorts with no differentiation or exclusion made by late Arm or officer type (Groups A or B). However, selections for redundancy may include the use of restrictions based on former Arm. This provision will be applied where it is necessary to impose limits on the number of officers who can be selected from a late Arm in order to maintain the structural integrity of the Army – details of such limits are annotated in Annex B.

e. **Clinical Specialists under AMS.** Clinical Specialist Fields will be designed with no differentiation made by rank. They will be graded as separate cohorts for clinical, as opposed to military, competence and potential and in accordance with para 4.7b above.

4.8 **Reconciliation Board.** The Reconciliation Board will be convened under the authority of MS. The purpose of the Reconciliation Board is to ratify and reconcile the provisional results of the Redundancy Grading and Selection Boards in order to ensure that the selections made do not act against the needs of the Service. Specifically, the Board is tasked with judging where personnel should be deselected and, by doing so, confirm the actual individuals to be selected for redundancy. The Reconciliation Board function will endure throughout the process and is available to consider any post-selection issues. This process will only apply to OF4 and below⁴⁴. The Board is required to fulfil the following tasks:

- a. Endorse the results of the Grading and Selection Boards in all those non contentious Fields.
- b. Endorse the results in Fields where a Yield has not been reached due to the exclusions applied.

⁴³ Excepting reports that have been formally delayed.

⁴⁴ No2 Board will conduct its own reconciliation of the proposed selections at OF5 and OF6.

- c. Rule on the individual cases where there should not be redundancies due to the wider impacts on operations, units or organisations and in the needs of the Service (including cumulative effect).
- d. Decide on the use of any remaining reserves.
- e. Endorse any adjustment of Yields as a result of enhanced structural data, including to maximise the number of Applicants⁴⁵.

PART 5 – NOTIFICATION OF SELECTION AND TRANSITION

5.1 Notification of Redundancy. Personnel selected for redundancy (and unsuccessful Applicants) will be notified individually on 12 Jun 14 and by letter issued through the CoC. Redundancy Notification Officers are to be identified and confirmed by respective FPs through MS Reps to the ARedC by NLT 14 Mar 14. Notification Officers will be required to formally interview all those selected for redundancy and unsuccessful Applicants.

5.2 Notice Period. The notice period for Applicants is 6 months from the date of Notification of Selection. Applicants in Tranche 4 will leave the Army on, or before, 11 Dec 14, except those Applicants who deploy on OA earning operations as per the Operational Liability criteria (para 2.15), whose notice period of 6 months will commence at the end of their POL. The notice period for Non-applicants is 12 months from the date of Notification of Selection. Non-applicants will leave on or before 11 Jun 15.

5.3 Redundancy Early Release (RER) Scheme. Applicants and Non-applicants selected for compulsory redundancy may apply to be released from the Service early under the RER Scheme. Early release is not an entitlement and will be granted subject to the needs of the Service, although it is expected that normally a minimum of six weeks' notice will be required; earlier release may be sanctioned by the CoC where individual circumstances allow⁴⁶. Subject to approval by the CoC, personnel who apply for RER whether as an Applicant or as a Non-applicant, may be required to forego part of their Terminal Leave or Graduated Resettlement Time (GRT). Personnel who apply to leave under the RER Scheme may, if they are unable to show good cause, be debarred from claiming Job Seeker Allowance (JSA) for the period that they could have worked⁴⁷. Those wishing to apply for RER are to complete the proforma at Enclosure 3. If supported by the CoC, the application should be signed by the Commanding Officer and forwarded to the ARedC for final approval. The CoC should note that those released early through the RER may not be replaced immediately; in authorising RER, a CoC is acknowledging its readiness to accept a 'gap'.

5.4 Appeals Process. Personnel eligible for redundancy may appeal against the decision of the Redundancy Board. Detailed instructions on the Appeals Process for those selected for redundancy will be notified in a separate Redundancy Appeals DIN, to be published immediately prior to Notification of Selection for Redundancy (on 12 Jun 14).

5.5 Transfer. Personnel selected for redundancy, and who wish to remain in the Armed Forces, have the opportunity to apply to transfer to other areas of the Army, or the other two Services, where there are identified shortfalls against the future structural requirement. Should the individual meet the requirement and is successful, then they will be de-selected from redundancy and cease to be eligible for the redundancy package. Transfer opportunities are detailed in the Official Army Vacancies List (OAVL⁴⁸). The policy and process is contained in the Transfer DIN 2014DIN01-014. The Transfer DIN also details the policy for those already in the transfer process (either between Arms or within their own Arm). Personnel need not wait for redundancy to apply for a transfer. The Army encourages as many personnel to transfer as possible to areas where there are

⁴⁵ But not exceeding the total Yield as stated in Annex B.

⁴⁶ Where applicants secure agreement to leave earlier, it must be accepted that this may lead to a delay in the payment of all redundancy entitlements by SPVA. SPVA require a minimum of 6 working weeks to process a termination.

⁴⁷ Further advice on eligibility for JSA may be obtained from local Jobcentre Plus offices.

⁴⁸ <http://defenceintranet.diif.r.mil.uk/Organisations/Orgs/Army/Organisations/Orgs/ag/Organisations/Orgs/dgpers/Organisations/Orgs/dma/Pages/RegularArmyTransferPolicy.aspx>

forecasted manning shortfalls. Potential transferees should note that pay regulations have been amended to permit those seeking to join a new trade at a lower rank to keep their existing salary in their higher rank on a Marked Time Rate of Pay basis for up to 2 years after transfer, at which point pay would revert to the level appropriate for the rank held in the new trade.

Redundancy Financial Matters

5.6 Armed Forces Redundancy Schemes Benefits. Personnel selected for redundancy will receive a lump sum in compensation for shortening their career in addition to their normal entitlements to other terminal and retirement benefits. Details of redundancy benefits, and the procedures that personnel should follow to produce a forecast of their benefits, are provided in Appendix 3 to Annex E. All personnel are reminded that the payment of redundancy compensation and pension benefits may take up to 35 working days after their discharge/retirement date. In addition individuals should note:

a. Pension. Pension entitlement is based on service accrued to date of discharge. Personnel with **breaks in service** must take particular care when calculating their pension entitlements. Such personnel are strongly advised to seek guidance from their Unit Pers Admin staff.

b. Redundancy Payments. The following considerations apply to Redundancy Payments:

(1) For Armed Forces Redundancy Scheme 2006 (AFRS 06) (Armed Forces Pension Scheme 2005 (AFPS 05)): JSP 764, Part 5, Chap 2, 0205.a. refers. For Compensatory Lump Sum calculation purposes, pay is the person's Final Relevant Earnings (FRE) as defined in Article 6 of the Armed Forces Early Departure Payments Scheme Order 2005. FRE means the greatest amount that is the person's total relevant earnings for 365 consecutive days falling within the final three years of service. FRE does not include any allowances or additional amounts such as Recruitment and Retention Pay.

(2) For Armed Forces Redundancy Scheme 2010 (AFRS 10) (Armed Forces Pension Scheme 1975 (AFPS 75)): JSP 764, Part 5, Chap 3, 0305.a. refers. For Special Capital Payment calculation purposes, the person's pay means basic pay – that is pay for the person's rank and seniority, or if more favourable, the basic pay rate appropriate to any paid Acting Rank held on the last day of paid service before redundancy, and any other amount that the Defence Council may determine shall be treated as basic pay. It does not include any allowances or additional amounts such as Recruitment and Retention Pay.

5.7 Pay and Allowance Considerations. Annex E contains the guidance on the effect of redundancy on pay and allowances which personnel should take into consideration before applying. Notwithstanding the guidance provided, the definitive references for pay and allowances are the relevant JSPs and it is possible that policies and rates may change. Unit Pers Admin are able to provide guidance and personnel are advised to seek their assistance at the earliest opportunity when considering an application for redundancy.

5.8 Financial Return of Service. All eligible personnel with an extant Return of Service (ROS) will still be considered for redundancy, either as an Applicant or Non-applicant. Applicants and Non-applicants who, at the time of their selection for redundancy, are in receipt of a Financial Incentive (FI) for which they have yet to serve the requisite ROS, will not be required to complete their ROS requirement (this includes ROS for which a remuneration has been paid for a Cadetship). Further information on FIs is at Appendix 2 to Annex E.

5.9 Effect of Certain Types of Further Employment. In certain circumstances, personnel made redundant who are subsequently employed within the Ministry of Defence⁴⁹ or Other Government Departments will be required to refund all, or part, of their Special Capital Payment (SCP) or Compensation Lump Sum (CLS). An abatement or cessation of Immediate Pension or EDP may also be required, in addition to repayment of pension lump sum. Guidance is provided in the booklet 'The Armed Forces Redundancy Schemes'⁵⁰. Personnel considering applying for such an appointment are advised to obtain details of the effect on their SCP/CLS and pension from SPVA by contacting the JPA EC on Tel [REDACTED] or [REDACTED], or by raising a JPA iSupport request.

5.10 Recovery of Public Debt. SPVA will seek to recover any unpaid public debt (e.g. Long Service Advance of Pay (LSAP)) from an individual's final pay or immediate terminal benefits on termination of service. Where an individual's final pay is insufficient to repay the debt fully, SPVA will continue to seek recovery following termination.

Resettlement and Entitlements

5.11 Resettlement. Personnel selected for redundancy will qualify for the Graduated Resettlement Training (GRT) to which they would have been entitled had they completed the full commission/engagement on which they were serving. Personnel selected for redundancy are defined as Normal Discharge Service Leavers. Specific details on the resettlement process, individual entitlements and resettlement responsibilities can be found in Annex F.

5.12 Relocation of Personnel Serving Overseas. Detail on relocation arrangements, including 'Last 6 Months in UK', for those selected for redundancy who are serving overseas is at Para 17 of Annex F.

5.13 Immigration Advice to Non-British Soldiers. Foreign & Commonwealth (F&C) soldiers, including Nepalese citizens serving in the Brigade of Gurkhas, are 'Exempt UK Immigration control' whilst serving. This exemption ceases on discharge or retirement from the Armed Forces. All F&C personnel must read the guidance at Appendix 5 of Annex F.

5.14 Leave Entitlement. Leave entitlement will be in accordance with the regulations contained in JSP 760, the main provisions of which are included at Appendix 2 to Annex E.

5.15 Service Children's Education (SCE) Schools Overseas. If a serving parent believes that the continuity of their child(ren)'s education makes the retention of a place in an SCE school overseas essential, then they must engage with their unit Chain of Command and their child(ren)'s Head Teacher(s) without delay. Retention of a pupil in an SCE school overseas will be decided on a case-by-case basis by the Chain of Command after consultation with SCE. Retention of a place in an SCE school cannot be guaranteed, and will depend on a number of factors including: the educational needs of the child, the suitability and capacity of SCE schools, and the continued dependant status of the parent(s) and/or the child, which is a decision within the sole authority of the relevant Command. Early engagement is essential if retention of a school place is being considered.

5.16 Continuity of Education Allowance. See [JSP 752 Chapter 9](#). CEA will be paid up until the end of the term in which those made redundant depart the Service or, if departing during a school holiday, until the end of the preceding term. CEA policy allows for those made redundant to continue claiming CEA for an additional period following departure from the Service (up to a max of 5 terms) if the child/children has/have already begun studying for a 2 year public examination (GCSE or Highers/A Level) at the time of departure. Once selected for redundancy, individuals will be permitted to serve Voluntarily Separated (VOLSEP) and retain their eligibility for CEA.

⁴⁹ Including ADC, FTRS and MPGS but not normal Army Reserve service.

⁵⁰ <http://defenceintranet.djif.r.mil.uk/libraries/corporate/Ministry%20of%20Defence/20121204.1/20120124-ArmedForcesRedundancySchemes-MMP138-Jan2012.pdf>

5.17 Children With Special Education Needs. For children with special education needs who are already undergoing statutory assessment at their current school, SFA/SSFA may be retained for **the following 2 academic terms or for a maximum of 6 months to allow for completion of the process**, subject to the receiving Chain of Command and /or Advisory Service (CEAS) issuing an impact statement.

5.18 Reserve Liability.

a. Soldiers. Soldiers selected for redundancy will have their service terminated in accordance with Queen's Regulations para 9.409 and as such will have no regular reserve liability. However, soldiers may still volunteer for the Regular Reserve, either on discharge or at a later date. The lack of Regular Reserve liability does not preclude personnel from joining the Army Reserve at any time; all those made redundant are encouraged to consider Service in the Army Reserve or with the Cadet Forces (ACF and CCF).

b. Officers. In accordance with Article 207 of the Promotions and Appointments Warrant 2009, officers have a compulsory commitment to serve in the Regular Army Reserve of Officers on ceasing to serve on the Active List. The termination of that reserve commitment is broken down by Arm, rank and age at para 9, Schedule 1 to Regulation 4 of the Compendium of Reservist Regulations and Administrative Instructions for the Army 1997. A copy of these Regulations can be found at

http://ael.landforces.r.mil.uk/MoD_AEL/webserver/custom/Library.asp.

5.19 Family Welfare. Personnel either considering or who have been selected for redundancy, are reminded that any decision taken may affect their immediate or extended family and this includes any other dependants for whom they are responsible. Serving personnel are reminded that one of their most important sources of support will be the strong relationship they have with their family and therefore it is recommended that all personnel consult with all those who may be affected. Personnel are also reminded there are a range of Army Welfare Service and other sources of support available to assist with the practical and emotional aspects of redundancy. Further details are at Annex F.

Annexes:

- A. Tranche 4 - Pinch Points and Niche Skill Exclusions.
- B. Tranche 4 - Redundancy Fields.
- C. Tranche 4 - Medical Administrative Process.
- D. Tranche 4 - Disciplinary and Administrative Action.
- E. Tranche 4 - Redundancy Administrative Process – Summary of Pers Admin Guidance (provided separately).
- F. Tranche 4 - Resettlement and Welfare.

Enclosures:

- 1. Tranche 4 - Redundancy Application Form.
- 2. Tranche 4 - Withdrawal of Redundancy Application Form.
- 3. Tranche 4 - Redundancy Early Release Application Form.

TRANCHE 4 - RESETTLEMENT AND WELFARE

References:

- A. JSP 534 Tri-Service Resettlement Manual.
- B. JSP 464 Tri-Service Accommodation Regulations Parts 1 and 2.
- C. JSP 752 Tri-Service Regulations for Allowances.

General

1. Personnel selected for redundancy will qualify for Graduated Resettlement Time (GRT) to which they would have been entitled had they completed the commission/engagement on which they were serving when they were made redundant ¹.
2. Personnel selected for redundancy are defined as Normal Discharge Service Leavers².
3. The entitlements and eligibilities referred to in this Annex are relevant to personnel serving on UKTAP terms and conditions of service (TACOS). Those remaining on Gurkha TACOS are advised to verify details through their unit Pers Admin staff.

Resettlement Provision

4. Personnel selected for redundancy will be eligible for the Full Resettlement Programme (FRP): the content of the programme is summarised at Appendix 1. All personnel considering applying for redundancy are advised to confirm entitlements through unit Pers Admin staff.
5. All personnel selected for redundancy are responsible for developing and pursuing their own resettlement goals, developing Personal Resettlement Plans (PRP) and organising resettlement activities. In this they will receive information, advice, guidance and support from 1st, 2nd and 3rd Line as appropriate. This comprehensive service comprises:
 - a. **1st Line.** Commanding Officers (COs) and independent sub-unit commanders will have nominated Resettlement Information Staff (RIS) in their units³ comprising a Unit Resettlement Officer (URO) and Unit Resettlement Clerk (URC). The RIS are responsible for providing initial information on the basic entitlements of Service Leavers to resettlement support and for the provision of resettlement administrative support.
 - b. **2nd Line.** The principal task of 2nd Line is to provide advice and guidance in order to ensure that each Service leaver is fully aware of the resettlement support to which they are entitled. This function is provided by Individual Education and Resettlement Officers (IERO), based in Army Education Centres (AECs), through a mandatory Resettlement Advisory Briefing (RAB)⁴. An AEC contact list is at Appendix 2 to this Annex.
 - c. **3rd Line.** The Career Transition Partnership (CTP) is responsible for providing Tri-Service resettlement briefings, training courses, job finding and individual counselling. This focuses on coaching, CV preparation, analysis and conversion of transferable competencies, skills enhancement training and information services in order to support and guide personnel in making their transition to civilian life in accordance with an agreed PRP⁵. CTP support

¹ JSP 534, Issue 9, Feb 13: Tri-Service Resettlement Manual Para 0701.

² JSP 534, Issue 9, Feb 13: Tri-Service Resettlement Manual Para 0302.a.

³ AGAI Volume 3 Chap 93 Issue 146 Para 93.005.

⁴ In accordance with JSP 534 para 0216.a.(1) a RAB is mandatory for all Service Leavers, irrespective of rank.

⁵ Personnel will be referred to the CTP service through IEROs.

normally takes place at one of ten Regional Resettlement Centres (RRCs) in the UK and Germany. A contact list for the RRCs is at Appendix 3 to this Annex. The CTP website can be accessed on the internet at <http://www.ctp.org.uk>. The Regular Forces Employment Association (RFEA) and Officers Association (OA) provide a job finding service for eligible personnel.

6. **Graduated Resettlement Time (GRT).** GRT is flexible time which may be used by personnel to complete resettlement activities. Officers and soldiers qualify for the GRT for which they would have been eligible had they completed the engagement on which they were serving when they were made redundant. GRT can be used for MOD provided/sponsored training courses, non-MOD provided external training courses, civilian work attachments, resettlement activities (called Individual Resettlement Preparation (IRP)) such as job and house hunting, or a combination of all these. Funding towards the cost of resettlement training courses is available, currently up to £534, in the form of an Individual Resettlement Training Costs (IRTC) grant. The value of the IRTC grant is abated by 5% (£26.70) for each day spent on a MOD provided course. Therefore, up to 20 days of training can be provided free of any cost to the individual on a MOD provided course.

Resettlement Advice

7. All personnel selected for redundancy are strongly recommended to seek the advice of the Tri-Service Resettlement Service before making any major decision regarding their future employment. Spouses, Civil Partners and Eligible Partners⁶ are encouraged to attend the interview wherever possible, but are not eligible for public funding.

8. This advice will aim to:

- a. Review an individual's experience, training, qualifications and future financial and domestic circumstances.
- b. Guide individuals on other appropriate sources of advice and, in particular, indicate which Tri-Service briefings would be of value.
- c. Suggest possible employment areas.
- d. Advise, where applicable, on appropriate pre-release and post-release vocational training for employment.
- e. Advise on job search techniques, including networking and CV writing.
- f. Discuss other individual factors, such as housing and the education of

children. **Resettlement Provision**

9. **Initial Resettlement Interview Process.** Personnel will be notified individually on 12 Jun 14 through the CoC that they have been selected for redundancy. Notifying Officers will confirm the names of those informed of their redundancy via a return to the ARedC. Only on receipt of this return will the APC amend the person's Projected Termination Date that will, in turn, trigger an **automatic JPA Resettlement Notification Workflow**, advising personnel to review their resettlement-related details and to arrange a mandatory interview with their local IERO at the earliest opportunity. Personnel will be able to access further resettlement support and benefits, including the services of the CTP, following completion of this mandatory interview and the follow-up JPA actions required. **It is imperative that, after notification, personnel routinely check their JPA workflow and act on it as soon as possible in order to access their resettlement support in a timely manner.**

⁶ Eligible Partners are defined in JSP 764 Para 0418 for personnel on AFPS 2005 or DCI JS 3 2004 for personnel on AFPS 1975.

10. JPA. Resettlement administration is facilitated using JPA. Personnel selected for redundancy are required to familiarise themselves with the relevant Self Service Redundancy Guide hosted on JPA. JPA will automatically calculate and display resettlement entitlements based on the Length of Service (LoS) up to the amended Termination Date. **In a number of cases the entitlements will be incorrect⁷ due to the calculations being based on the actual LoS and not reflecting that personnel qualify for the Graduated Resettlement Time (GRT) to which they would have been entitled had they completed the commission/engagement on which they are serving.** IEROs will, where necessary, amend the JPA Resettlement Extra Information Table (EIT) for personnel selected for redundancy in order to ensure the correct resettlement entitlement is reflected. This process will be executed during the initial mandatory 2nd Line interview.

11. Transfer to another Arm. A redee whose application to transfer to another Arm is successful will cease resettlement activities upon confirmation of the transfer by the relevant Career Management Branch.

Follow-on Resettlement Interviews

12. Despite the possibility of a relatively short time between the mandatory initial interview with the 2nd Line IERO and the retirement/discharge date, all personnel should consider arranging additional Resettlement Interviews with the IERO, in order to follow up resettlement actions that underpin the completion of their Personal Resettlement Plan. It is an individual responsibility to book additional interviews, as required, with the respective IERO, should they wish to make use of this facility.

Briefings and Pre-release Training

13. All officers and soldiers selected for redundancy are eligible for Career Transition Partnership (CTP) services in accordance with entitlements detailed in the Tri-Service Resettlement Manual at Reference A to this Annex and summarised at Appendix 1. In particular, individuals are recommended to attend the CTP Career Transition Workshop, which is specifically designed to help personnel analyse their marketable skills and the market place and improve their job application skills. The CTP website may be accessed at <http://ctp.org.uk>.

14. Further information on pre-release and post-release training can be obtained from IEROs at AECs. The Department for Work and Pensions (DWP)⁸ also holds information about post release training for which redees may be eligible.

Service Accommodation

15. Those personnel who do not own their own home are encouraged to make accommodation arrangements at the earliest opportunity. Initial housing advice can be obtained from the following sources⁹:

- a. Communities and Local Government on the internet.
- b. Local Authorities.
- c. Housing associations.
- d. Service Insurance and Investment Advisory Panel (SIIAP) - via unit/establishment RAO staff.
- e. Annington Homes (Sale of surplus SFA).

⁷ This will apply to personnel who have served less than 16 years.

⁸ <http://www.dwp.gov.uk/gov/>

⁹ Contact details are at Appendix 4.

- f. Estate agents.
- g. Mortgage advisers or brokers.

16. Further information can be obtained from the Joint Service Housing Advice Office (JSHAO). The JSHAO deliver 'Housing – The Options' briefings at garrison locations throughout the year. Further information on future dates, timings and how to attend are available from IEROs or can be found on the internet at <https://www.gov.uk/housing-for-service-personnel-and-families>

17. **Relocation of Personnel Serving Overseas.** Relocation arrangements for those selected for redundancy who are serving overseas¹⁰ are as follows:

a. Relocation of Non-applicants Serving Overseas. Non-applicants will be relocated, wherever the interests of the Service allow, in sufficient time for them to serve at least their last 6 months' service in the UK. However, they must apply in accordance with para 17.g below.

b. Relocation of Applicants Serving Overseas. Selected Applicants will normally remain overseas for the majority of their Notice Period but will, wherever the interests of the Service allow, be relocated in time to allow them to undertake Terminal Leave. Applicants should not expect to be relocated to the UK within 4 months of notification of selection.

c. Relocation of F&C Serving Overseas. Applicants will need to ensure that they and their dependants, who are subject to immigration restrictions, have the correct visas for entry to the UK prior to serving their last 6 months in the UK if granted.

d. Applicant Serving Overseas Entitlement to SFA. Applicants serving overseas are entitled to SFA at the location assigned for their last assignment. If there is no SFA available within a 10 mile radius of that location, DIO Ops Accommodation will offer SFA further afield. Applicants will not be entitled to SSFA but will be eligible to apply for surplus SFA in accordance with JSP 464 Part 1, Chapter 10. Further information on SFA entitlement can be sought through the CoC from PS4(A). Non-applicants are deemed to fall within the normal parameters of entitlement to SFA stipulated in JSP 464.

e. Process. Geographic preferences for relocation to the UK are to be submitted through Unit HR staffs to the APC by Applicants within 21 days of selection and by Non-applicants within 2 months of selection. Non-applicants may request to extend this period on the understanding that relocation in time to serve the last 6 months in the UK may not be achieved. Applications for relocation must specify whether Service accommodation will be required. Those who wish to settle overseas and do not wish to relocate to the UK must notify the APC in the same time frames.

f. Local Discharge/Retirement Overseas. Where an individual wishes to take local discharge/retirement in the overseas country they are currently assigned to they must seek and obtain the necessary authority from both their chain of command and that country's civil authorities.

g. Last 6 Months in UK. Service personnel selected for redundancy as Non-applicants may apply to spend their last 6 months of service in the UK, if otherwise they would be overseas. The application procedure is described in [AGAI Vol 2 Ch 60](#). This is distinct from FTOD which may be applicable to both UK an overseas based personnel.

18. **Service Family Accommodation (SFA) and Substitute Service Family Accommodation (SSFA).** In addition to the special provisions made for those selected for redundancy the normal rules also apply for occupation and vacation of SFA in accordance with Part 1 of JSP 464, Chapter

¹⁰ For the purposes of this DIN an overseas assignment is any permanent assignment, including Northern Ireland and the Scottish Islands, outside of mainland UK.

8 for UK occupants and Part 2 of JSP 464, Chapter 7 for those overseas. Rules for those occupying SSFA are in JSP 464 Part 1 Chap 6, Annex C. On notification of redundancy, personnel occupying SFA or SSFA are to immediately (within 14 days) inform the DIO Housing Allocation Centre (HASC) of their exit date. Occupants of SSFA are also required to inform HCR (HCR are the defence providers of substitute housing. Link: [HCR: Employee Relocation | Corporate Relocation | Relocation Services UK | Relocation Specialists | Relocation | HCR¹¹](#) of their exit date.

a. Where a Service person is to be discharged and is at risk of becoming homeless the Service person is to be issued with a certified copy of the MOD (F) 1166, which can be found at Enclosure 1 to DSPSI 8518/10 dated 24 Feb 06 Issue 02/06. DSPSIs are available from the DSPS (A) website at the following link ([DSPSI 02/06¹²](#)). However, those who find themselves in immediate housing difficulty on leaving the Services may be able to occupy surplus SFA where available, in accordance with the regulations (JSP 464 Part 1 Chapter 10 para 1007c and Annex B para 22 refer or for those overseas JSP 464 Part 2 Chapter 9, para 0906c).

b. Vacant SFA will be made available to personnel made redundant and returning from overseas who have fewer than six months but more than three months to serve. Applications are to be submitted to HASC in the UK or to the HCSO in overseas locations.

c. Personnel considering applying for redundancy are advised to seek early advice from DE Ops Housing staff at their local HASC or HCSO to discuss individual circumstances and future SFA requirement. Personnel requiring advice on future civilian housing options are advised to contact the Joint Service Housing Advice Office (JSHAO) on [REDACTED] or DFTS [REDACTED], or by visiting ([JSHAO Website¹³](#)) on the internet.

d. **Vacation as an Applicant.** Applicants will be given six months notice of discharge/retirement but will be permitted to remain in their current SFA for up to 93 days after date of discharge/retirement at entitled SFA rates. Thereafter an extension of 93 days at non-entitled rates may be granted on compassionate grounds (this includes the requirement to support the needs of schooling), following consultation between the local service commander and the HASC¹⁴. After this, continued residence moves to market rates.

e. **Vacation as a Non-applicant.** Non-applicants will be given 12 months notice after which they may apply for an extension of 93 days at non-entitled rates which may be granted on compassionate grounds (this includes the requirement to support the needs of schooling), following consultation between the local service commander and the HASC¹⁵. After this, continued residence moves to market rates. This provision applies to those serving overseas as well as those in the UK.

f. **Council Housing/Surplus SFA.** Those made redundant will not be automatically entitled to a council house. In order to apply, a Certificate of Cessation of Entitlement to Occupy SFA/SSFA and of Impending Homelessness must be completed as soon as it is known that entitlement to occupy SFA/SSFA will cease¹⁶. In addition those who find themselves in immediate housing difficulty on leaving the Service may be allowed to apply for surplus SFA where available, in accordance with regulations contained in JSP 464 (Part 1 Chapter 10 Para 1007c and Annex B Para 22 refer or, for those in NI or overseas, Part 2 Chapter 9 Para 0906c).

¹¹ <https://www.hcr.co.uk/>

¹² <https://www.gov.uk/housing-for-service-personnel-and-families>

¹³ <http://www.mod.uk/DefenceInternet/DefenceFor/ServiceCommunity/Housing/>

¹⁴ JSP 464, Part 1, para 812 will state in a forthcoming revision: For personnel compulsorily discharged on redundancy grounds with 6 months or less notice, 93 days 'continued use and occupancy' of the SFA will be permitted after the date of discharge, at entitled SFA charges. Thereafter, an extension of up to 93 days may be granted on compassionate grounds, following consultation between the Local Service Commander and HASC, at non-entitled SFA charges. This provision applies to those serving overseas as well as those in the UK.

¹⁵ This applies to those serving overseas as well as those serving in the UK.

¹⁶ Advice can be obtained from the Joint Service Housing Advice Office (JSHAO).

19. Single Living Accommodation (SLA) and Substitute Single Service Accommodation (SSSA). The rules for SLA are contained in JSP 464 Part 3 Chap 3 and for SSSA in Chap 8. Under normal circumstances retention of SLA is not permitted. On notification of selection for redundancy, personnel occupying SSSA are to immediately inform HCR and their unit accommodation staff of their exit date. Where a Service person is to be discharged and is at risk of becoming homeless the Service person is to be issued with a certified copy of the MOD(F) 1166, which can be found at Enclosure 1 to DSPSI 8518/10 dated 24 Feb 06 Issue 02/06.

Financial

20. Financial Briefings. Financial Aspects of Resettlement (FAR) briefings are conducted at Regional Resettlement Centres (RRCs) throughout the UK, Germany and Cyprus. Information on future dates, timings and how to attend are available from 2nd Line IEROs or can be found on the web at: www.ctp.org.uk. These will be open to all personnel in redundancy fields and their spouses or civil partners, dates are also available at <http://www.forcespensionsociety.org/how-we-can-help-you/resettlement-briefings/>. In addition to general financial advice from a professional Financial Adviser and information on the Forces Pension Schemes from the Forces Pension Society, personnel may arrange for a session of individual one-to-one financial advice at home or an office (there may be a charge for this follow-up session). The JSHAO one-day 'Housing – The Options' briefings also have SIIAP listed organisations available to offer general financial advice associated with resettlement.

21. Job Seekers Allowance (JSA). Personnel are advised that those who apply to leave under the Redundancy Early Release Scheme before the notified date of their redundancy may, if they are unable to show good cause, be debarred from claiming JSA for the period that they could have worked. Further advice on eligibility for JSA may be obtained from local Jobcentre Plus offices.

Employment Training

22. The CTP Resettlement Training Centre (RTC) Aldershot offers around 50 job-related courses. These MOD-provided in-house courses cover a wide range of subjects, from management training in various employment fields, through to IT, trade skills, police, prison service and security. Many courses result in recognised qualifications whilst others can lead to employment with companies who have established close links with the RTC. Some of these courses are also delivered regionally at RRCs. The take up of employment training through MOD in-house courses is not mandatory.

23. Redundees who do not choose the MOD provided route (via the RTC or RRCs) may opt to make use of the IRTC grant which is available to use in aid of civilian (external) training courses, evening classes or modules of longer term courses. Further information regarding the IRTC grant is available from 2nd Line IEROs. Some courses may be eligible for Enhanced Learning Credits¹⁷ (ELC) funding but individuals must seek advice in advance to check qualification criteria (consult 2nd Line IEROs and via the web at: www.enhancedlearningcredits.com).

24. The CTP operates a nationwide job finding service, which is also available on-line (Right Job). All eligible personnel may register prior to discharge and remain on the register for up to 2 years after discharge. Eligible personnel will be allocated a code to enable them to gain access to Right Job.

25. The services of the Regular Forces Employment Association (RFEA), Officers' Association (OA), Jobcentre Plus and Benefits Offices are available free of charge to individuals seeking employment.

¹⁷ JSP 898 Part 4 Chap 3 Issue 3 dated May 13: ELC may be used for resettlement purposes providing the individual meets the ELC qualifying criteria and they have identified a higher level qualification. The course of study must be an integral part of, and result, in the cost effective achievement of a nationally recognised qualification at Level 3 and above as defined by the National Qualifications Framework (England and Wales), a level 6 or above on the Scottish Credit and Qualifications Framework (SCQF) or, if pursued overseas, an approved international equivalent higher level qualification.

26. Personnel should not accept offers of civilian employment until they have been formally notified in writing of their selection for redundancy and have been given the date of their release¹⁸. Restrictions on acceptance of civilian employment whilst still in Army service detailed in Queen's Regulations for the Army at para J5.076 remain extant. Further restrictions and implications of certain specific employment should be noted. The constraints upon acceptance of certain business appointments within two years of retirement without first referring to the MOD are detailed in Queen's Regulations for the Army at paras J5.080 and J5.081.

Relocation Allowances

27. **Travel and Subsistence.** Entitlements are contained in Reference C to this Annex. There is no entitlement for personnel serving abroad to claim for return to the UK to undertake resettlement activities. Should they be in the UK on other duties, claims may be admissible:

- a. Resettlement activity undertaken in GRT may attract subsistence allowance where appropriate, which is authorised by units.
- b. Travel allowances, up to relevant entitlements, may be claimed for:
 - (1) Attendance at JSHAO briefings.
 - (2) Attendance at Financial Aspects of Resettlement briefings.
 - (3) Visits to Service Resettlement Advisors.
 - (4) Resettlement activity. These count against GRT warrant

entitlements. **Guides**

28. All personnel selected for redundancy will automatically receive a copy of the Service Leavers Guide and the Transition to Civilian Life guide. Copies of the Service Leavers Guide can also be accessed on the intranet at <http://www.ipublish.dii.r.mil.uk/nlapps/docs/default.asp?id=15920> or internet at <http://www.mod.uk/DefenceInternet/AboutDefence/CorporatePublications/PersonnelPublications/S/PVA/ServiceLeaversPack.htm>. Copies of the Money Advice Service's booklet "The Redundancy Handbook" are available from Individual Education and Resettlement Officers (IERO).

Welfare

29. Potential applicants should consider the effect of redundancy on immediate and extended family, including dependent children and young people. Personnel considering applying for redundancy are strongly advised to consult partners and discuss their plans with family members. Support and information is available through the Army Welfare Service and other sources of support listed below, contact details are at Appendix 4.

- a. Your Unit Welfare Officer/Regimental Operations Support Officer.
- b. **Army Hive.** The Hive provides information support to all members of the Service community. To find out about relocation, local unit and civilian facilities, places of interest, schools and further education, housing, healthcare facilities, employment and training opportunities in your location contact the nearest HIVE Information Centre¹⁹.

¹⁸ Personnel selected for redundancy may apply for early release under the conditions of the Redundancy Early Release Scheme.

¹⁹ <https://www.gov.uk/army-hive-information-service>

- c. **Children's Education Advisory Service (CEAS)**²⁰. CEAS provides a dedicated service exclusively for Service and MOD families providing professional advice about all aspect of children's education both in the UK and Overseas.
- d. **Childline**²¹. Childline provide a 24-hour helpline for children and young people in the UK. Children and young people can call 0800 1111 about any problem, at any time - day or night.
- e. **Forcesline**²². Forcesline offer totally confidential, non-judgmental, guidance on personal/welfare issues to the Army community including families.
- f. **Gov.UK**. Advice/Signposting on Government sources of support for coping with redundancy. (Link: [Gov.UK website](#))
- g. **Joint Service Housing Information Office**²³. Provides civilian Housing Information, Advice and, where possible, Placement to Service Persons and their dependants and to Ex-Service personnel still occupying Service Accommodation.

30. Personnel currently receiving assistance through the AWS will transition to support through relevant civilian agencies under individually tailored plans developed by their caseworker in conjunction with SPVA.

31. Though all individuals leaving the Service will undergo a medical, if individuals have recently returned from operations and/or are currently being trauma risk managed²⁴ or have not yet completed POSM Stage 2²⁵ then they will be assessed during their final medical to ensure that they will receive the necessary support, this may mean that an individuals date of termination is delayed. Further detail on medical policy is at Annex C. If there are ongoing concerns then individuals may be supported through the vulnerable service leavers' protocol administered by SPVA.

32. Immigration Issues. The key information that F&C personnel should be aware of is at Appendix 5.

33. Further Guidance. Units should also ensure that they comply with the various welfare and resettlement policies, which provides guidance on support to Resettlement, Early Service Leavers and Vulnerable Service Leavers^[1] with severe physical or mental disabilities and those with complex welfare needs. Units should also be aware that briefings in the form of a Roadshow will be provided for non-British soldiers about the need to regularise their immigration status on discharge, the process to apply for settlement and the implications of not doing so. Details will be promulgated via an ABN in due course. More information can be found at the following links:

Transition to Civilian Life - A Welfare Guide:

http://www.army.mod.uk/documents/general/ADR002441_TransitionToCivilianLifeWeb.pdf

PS4(A) Intranet:

<http://defenceintranet.diif.r.mil.uk/Organisations/Orgs/Army/Organisations/Orgs/ag/Organisations/Orgs/dgpers/Organisations/Orgs/dpsa/Orgs/PS4A/Pages/ForeignandCommonwealthCitizens.aspx>

²⁰ <https://www.gov.uk/childrens-education-advisory-service>

²¹ www.childline.org.uk/

²² <http://www.army.mod.uk/welfare-support/23210.aspx>

²³ <http://www.army.mod.uk/welfare-support/23210.aspx>

²⁴ Through the TRiM process.

²⁵ Stage 2 is Normalisation – this period is complete once SP return from POL.

Appendices:

1. Resettlement Entitlements and Programmes – Tranche 4.
2. AEC Contact List.
3. RRC Contact List.
4. References and Contact Details.
5. Foreign and Commonwealth Information.

TRANCHÉ 4

FOREIGN AND COMMONWEALTH INFORMATION

1. Detailed information on F&C issues will be regularly updated at the following PS4(A) link:

<http://defenceintranet.diif.r.mil.uk/Organisations/Orgs/Army/Organisations/Orgs/ag/Organisations/Orgs/dgpers/Organisations/Orgs/dpsa/Orgs/PS4A/Pages/ForeignandCommonwealthCitizens.aspx>

2. F&C Soldier Rights to Remain in the UK. F&C soldiers, including Nepalese citizens serving in the Brigade of Gurkhas, are 'Exempt UK Immigration control' while serving. This exemption ceases upon discharge/retirement from the Armed Forces. F&C family visas are likely to be linked to their exempt status in the Army, unless they already have permission to remain in the UK, or British citizenship in their own right. Therefore, unless F&C soldiers and their family already have valid permission to remain in the UK, other than through their status as a serving soldier, they must regularise their immigration status if they wish to remain in the UK. If they do not apply to the Home Office for permission to stay they must leave the UK within 28 days. Those who have served for at least four years may apply to the Home Office for Indefinite Leave to Remain (ILR) in the UK (also known as settlement).

3. Impact of a Criminal Conviction(s) on Settlement Applications. Since December 2012, a person applying for settlement with a criminal conviction should consider the quick reference guide below:

Length of Sentence / Refusal Criteria	Applicable Timescale	Mandatory or Discretionary refusal?
Sentenced to 4 years or more imprisonment	Any time	Mandatory
Sentenced to 12 months or more imprisonment	Unless 15 years have passed from end of sentence	Mandatory
Sentenced to up to 12 months' imprisonment	Unless 7 years have passed from end of sentence	Mandatory
Convicted of a non-custodial offence	within the last 24 months	Mandatory
The person's character, conduct or associations make it undesirable to permit the person to enter or remain in the UK	Any time	Discretionary
In the opinion of the Secretary of State, the person is a persistent offender who shows a disregard for the law	Any time	Discretionary
In the opinion of the Secretary of State, the person's offending has caused serious harm	Any time	Discretionary

All convictions for criminal conduct offences are recorded on the Police National Computer. A criminal conduct offence dealt with under military service law covers any offence which would be recognised as an offence under civilian criminal law in England and Wales. Military criminal conduct offences include assault and battery, criminal damage and fraud. Personnel who have been convicted of a criminal offence, including motoring offences dealt with in court (i.e. other than

by way of a fixed penalty) will automatically be refused settlement and granted a 30 month Limited Leave to Remain (LLTR) visa, until their conviction is no longer relevant for immigration purposes, after which they can apply for settlement. In this instance, the LLTR visa allows personnel to work and claim public funds in the same way as a settlement visa. Personnel who have unspent convictions are advised to apply in the first instance for this LLTR to avoid unnecessary expenditure on a settlement visa. Those affected by this issue should seek qualified immigration advice.

4. Resettlement and Immigration Advice to Units.

a. Units are advised to ensure that non-British soldiers, who are exempt from immigration control, are briefed by their chain of command at least six months prior to discharge on the changes to their immigration status.

b. On the day a non-British citizen, who has not been granted British nationality, is discharged their 'Exemption from UK Immigration Control ceases under Section 8(4)(a) of the Immigration Act 1971 and they are once again subject to UK immigration control.

c. Individuals who have completed at least four years' service with HM Forces and meet all other Home Office criteria may apply for settlement (also known as ILR) up to six months prior to discharge on Home Office Form SET (AF), which can be found on the Home Office website: <http://www.ukba.homeoffice.gov.uk/visas-immigration/settlement/>.

d. SET (AF) forms must be endorsed in red at the top with ARMED FORCES REDUNDANCY APPLICATION to ensure that the Home Office process it using the agreed special arrangements. Applicants will also need to meet the other Home Office eligibility criteria.

e. For those who do not submit an application prior to discharge, the Home Office, once notified of their discharge, will normally grant them 28 days to remain in the UK to allow time for an application for leave to remain to be submitted.

f. Once an application is lodged they are able to remain in the UK legally until the application is decided, but cannot work or access public funds.

g. Those who do not put in applications are expected to leave the UK.

h. New Immigration Rules for all Armed Forces families were brought in on 1 Dec 13. These included:

(1) A five year probationary period before partners can apply for settlement; a minimum income threshold to be met on entry and at settlement.

(2) A basic English language requirement on entry.

(3) Knowledge of language and life in the UK at settlement (for partners of British personnel who are already required to meet requirements on knowledge of English language and life in the UK at settlement, the requirement changed on 28 Oct).

Transitional arrangements for those already on a route to settlement have been agreed with the Home Office. Those who already have leave to enter or remain in the UK, as the spouse or partner of a serving member of the UK Armed Forces, will need to meet the rules which were in force on 30 Nov 13 rather than the new rules which came into force in Dec 13. For partners of British personnel, this will be Part 8 of the Immigration Rules which continued to apply to them when new Family Migration rules were introduced for wider society on 9 July 12.

5. **MOD Assistance.**

- a. In most instances Foreign or Commonwealth citizens should deal directly with the UK visa issuing authorities themselves. This will normally be either the Home Office in the UK or through the local UK Visa Application Centre overseas.
- b. Those seeking advice on applications to remain in the UK for family members or about the discharge process are advised to contact the Immigration Enquiries Bureau in the first instance on [REDACTED].
- c. The most up to date fees can be found on the Home Office website <http://www.ukba.homeoffice.gov.uk/visas-immigration/settlement/>. Individuals should also be advised to use the Home Office appeal process or complaints process where appropriate.
- d. Further immigration advice should be sought from a qualified immigration advisor.
- e. Useful points of contact are on the British Army Foreign and Commonwealth Internet webpage. Subsequently issues should be addressed at the lowest possible level of command where the Chain or Command/G1 staff should address the issue. If the situation is more complex written casework should be staffed through the Chain of Command for resolution where manageable to Army HQ PS4(A).