



Ministry of Defence

Statistical Release

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Quarterly Civilian Personnel Report



1 October 2012

This statistical release presents figures on strength, intake and outflow of all civilian personnel employed by the Ministry of Defence. Using data from the Ministry of Defence Human Resource and Management System (HRMS) the tables present information about changes in the composition of all civilian personnel for five quarters as well as the current and two most recent financial years. This report will enable the user to observe recent events in the context of longer-term patterns.

The Level 0 & SDSR graph and the Intake & outflow graph have been amended to begin from April 2010, in line with the primary intention of this publication to facilitate monitoring of personnel reductions since the change of government and the start of the Strategic Defence & Security Review, aligned to the start of the financial year.

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Civilian personnel key points and trends

- The Ministry of Defence civilian population has continued to decrease.
- The Strategic Defence & Security Review (SDSR) baseline strength, used to monitor the personnel run down, decreased to 65,150 Full Time Equivalent (FTE) as at 1 October 2012, a decrease of 17,850 since 1 April 2010 (Table 1).
- The SDSR baseline strength has fallen by 9,910 (13.2%) FTE in the 12-months since 1 October 2011. This includes 8,080 personnel leaving under the Voluntary Early Release Scheme (VERS). There was a decrease of only 7,940 (9.6%) in the previous 18 months, from 1 April 2010 to 1 October 2011, prior to VERS coming into effect.
- The strength of Level 0 civilian personnel fell by 1,300^e (1.9%) FTE in the last quarter to 1 October 2012, from 69,000^e to 67,710. This net change comprised falls of 930 in the Level 1 civilian total, 400^e in locally engaged civilians (LECs) and an *increase* of 40 in the Trading Funds (Table 1).
- In the 12 months ending 30 September 2012, 1,750 personnel joined the Department (excluding RFA and LEC personnel) representing an intake rate of 2.8%, comparable to 2.7% in the FY 2010/11 (Table 6).
- Outflow in the 12 months ending 30 September 2012 was 11,540. The MOD total outflow rate in the 12 months to 30 September 2012 was 18.4%, a reduction on the previous quarter's 12 month rate of 19.8%. However, it should be noted that the outflow rate for the 12 months to 30 June 2012 includes the loss of the Meteorological Office on 1 October to the Department of Business, Innovation and Skills. Therefore the reduction in the outflow rate is only due to the effect of the loss of the Meteorological Office on the previous quarter's 12 month rate. The MOD Main TLB outflow rate has increased from 17.6% to 19.3% in the last quarter.

Further Information:

DASA Civilian Tel: 020-721-81359

Email: dasa-quad-enquiries@mod.uk

General Public Enquiries:

www.dasa.mod.uk

Quarterly Civilian Personnel Report, 1 October 2012

Introduction

The primary intention of this publication to facilitate monitoring of personnel reductions under the Strategic Defence and Security Review (SDSR), implemented to coincide with the change of government, aligned to start at the beginning of the financial year 2010/11. The time series considered in this report begins at 1 April 2010 and shows subsequent April points for comparison, with the last five quarter points to the date of the report shown to illustrate recent trends. Longer time series data are published annually in UK Defence Statistics Chapter 2, published on the DASA website <http://www.dasa.mod.uk/index.php?pub=UKDS>

The Strategic Defence and Security Review (SDSR) baseline strength is an agreed measure used to monitor the civilian personnel reductions. This definition is comprised of all Civilian Level 0 personnel but excludes all Net Additional Cost of Military Operations (NACMO) Funded locally engaged civilians (LECs) in Afghanistan, personnel who work as part of the UK contribution to conflict prevention (including UN peace keeping) who are paid from the Conflict Pool Fund and personnel on US Visiting Forces stations. The MOD has no financial liability over NACMO and Conflict Pool Funded LECs and USVF civilians.

FTE is the primary measure of strength, as the focus is on resource capacity and cost to the department (both determined by FTE). Headcount is used as the measure of intake and outflow to demonstrate the actual number of personnel being recruited into and leaving the department. Furthermore, it is not possible to reconcile FTE strength with FTE flows, as the actual FTE of individual personnel fluctuates. Diversity is also considered on a headcount basis, as it is people, not hours, which are of concern.

Table 1 - Civilian personnel strengths by Top Level Budgetary Area (Full Time Equivalent)

The Ministry of Defence total civilian population (Level 0) has continued to decrease, falling from 85,850 as at 1 April 2010 to 67,710 as at 1 October 2012, a reduction of 18,140 (21.1 percent) since the 2010 General Election. This net change comprised falls of 14,120 in the Level 1 civilian total, 1,460 in locally engaged civilians (LECs) and 2,570 in the Trading Funds. The Strategic Defence & Security Review (SDSR) baseline number has fallen by 17,850 (21.5 per cent) since 1 April 2010. In the 12 months since VERS took effect at 1 October 2011, there has been a 13.2 per cent reduction in the SDSR baseline, compared to a 9.6 per cent reduction in the 18 months prior to VERS. The change in the current quarter (1,280) represents 7.2 per cent of the total change since 1 April 10 (17,850).

	FTE							
	2010 1 Apr	2011 1 Apr	2011 1 Oct	2012 1 Jan	2012 1 Apr	2012 1 Jul	2012 1 Oct	Change since 1 Apr 2010
Navy Command	2,430	2,340	2,250	2,100	2,000	1,960	1,970	-460
Land Forces	16,480	14,920	14,590	13,770	13,160	12,790	12,510	-3,970
HQ Air Command	8,660	8,430	7,430	7,010	6,540	6,280	6,080	-2,580
Central TLB ¹	16,650	15,870	15,660	14,790	-	-	-	*
Head Office & Corporate Services ¹	-	-	-	-	11,060	10,630	10,440	*
Chief of Joint Operations ¹	290	270	270	260	-	-	-	*
Joint Forces Command ¹	-	-	-	-	3,050	3,030	2,980	*
Defence Equipment & Support	16,150	15,750	15,400	14,740	14,090	13,400	13,220	-2,930
Defence Infrastructure Organisation ²	2,830	3,190	3,100	2,560	2,610	2,650	2,630	-210
Science Innovation & Technology	-	-	-	-	-	-	-	-
Unallocated	100	10	10	-	10	10	10	-90
Royal Fleet Auxiliary (RFA)	2,330	2,360	2,280	2,160	2,000	1,980	1,960	-360
Civilian Level 1 Total	65,920	63,130	60,990	57,400	54,510	52,730	51,800	-14,120
Trading Funds Total	9,730	9,350	7,580	7,390	7,110	7,130	7,170	-2,570
Defence Science & Technology Laboratory	3,700	3,640	3,660	3,670	3,640	3,650	3,670	-20
Defence Support Group	3,230	2,960	2,940	2,740	2,490	2,490	2,500	-730
Hydrographic Office	970	960	980	970	980	990	990	30
Meteorological Office	1,840	1,800	-	-	-	-	-	-1,840
Locally engaged civilians (LEC) Total³	10,200	10,580^e	9,370	9,960	9,390^e	9,140^e	8,740	-1,460
Civilian Level 0 Total	85,850	83,060^e	77,940	74,750	71,010^e	69,000^e	67,710	-18,140
NACMO Funded LEC ⁴ in Afghanistan	890	900	1,020	1,000	970	980	1,000	110
Conflict Pool Funded LEC ⁵ in Sierra Leone	150	130	120	120	-	-	-	-150
US Visiting Forces Stations (USVF) ⁶	1,810	1,770	1,740	1,680	1,650	1,600	1,560	-250
Strategic Defence & Security Review (SDSR) Baseline⁷	83,000	80,260^e	75,060	71,950	68,390^e	66,430^e	65,150	-17,850

Source: DASA (Civilian)

Notes:

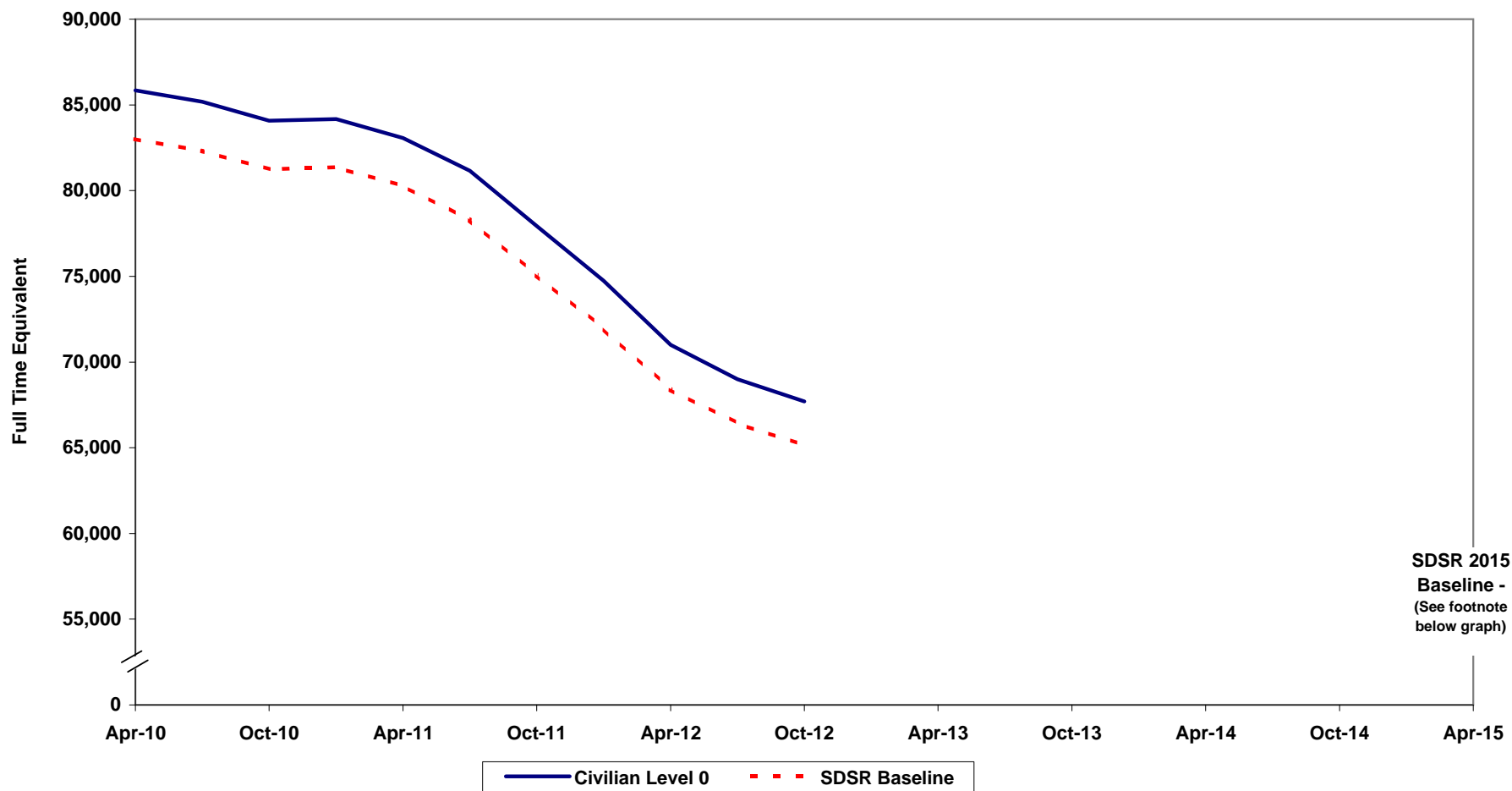
- Head Office & Corporate Services and Joint Forces Command were established as at 01 April 2012, the Central TLB and Chief of Joint Operations were disestablished as at 1 April 2012.
- Defence Infrastructure Organisation (DIO) established on 01 April 2011 and replaced the Defence Estates organisation. DIO includes TLB property and facilities management functions previously situated within other TLBs, DIO title structure has been applied retrospectively across data period for consistency of reporting.
- The decrease in locally engaged civilian numbers in April 2012 reflects reduced requirements for the training and support of military exercises. Actual FTE are now available for the majority of LECs, and LEC figures now use these actual values where possible, with the average known FTE of part-time LECs used to estimate the FTE of part-time LECs where information remains unavailable.
- NACMO (Net Additional Cost of Military Operations) are those costs which arise as a direct result of a particular military operation that is over and above routine MOD business and which would not otherwise have been incurred. Net additional costs of operations in Afghanistan (Op HERRICK) are claimed from the HM Treasury (HMT) Reserve and are not a direct cost to the department, this includes all locally engaged civilians employed as part of Op HERRICK. The number and location of personnel financed by NACMO could change in line with operational requirements.
- Personnel who work as part of the UK contribution to conflict prevention (including UN peace keeping) are paid from the Conflict Pool Fund and are not a direct cost to the department. This includes all locally engaged civilians employed in Sierra Leone. The number and location of personnel financed by the Conflict Pool Fund could change in line with operational requirements.
- Civilian personnel employed at US Visiting Forces stations are initially paid by Air Command and Land Forces Top Level Budget. The US reimburses Air Command and Land Forces Top Level Budgetary areas so the US Visiting Forces stations are cost neutral. The MOD has no control over the civilian numbers employed on US Visiting Forces stations.
- Strategic Defence & Security Review (SDSR) Baseline is comprised of all Civilian Level 0 personnel but excludes all NACMO Funded locally engaged civilians in Afghanistan and personnel on US Visiting Forces stations. The MOD has no financial liability over NACMO LEC's and USVF civilians and therefore they should not be included in the monitoring of the personnel reduction announced during the Strategic Defence & Security Review from April 2010.

"e" denotes estimate - April 2011, April 2012 and July 2012 locally engaged civilian figures are 'estimates' due to partial non-availability of data for one budgetary area.

"-" zero or rounded to zero

* denotes not applicable.

Graph 1 - Civilian Level 0 and Strategic Defence and Security Review Baseline personnel strengths (Full Time Equivalent)



**SDSR 2015
Baseline -
(See footnote
below graph)**

SDSR 2015 Baseline - The MOD Civil Service will decrease by around 28,000 personnel by 2015, as the requirement for civilian support decreases in line with the development of new force structures, restructuring of defence capabilities, rationalisation of the defence estate and realisation of other non-front line savings. (Source: The Strategic Defence & Security Review White Paper, 19 October 2010)

Table 2 - Civilian personnel strengths by grade equivalence¹ (Full Time Equivalent)

The Non Industrial total has continued to decrease, falling from 52,580 as at 1 April 2010 to 41,730 as at 1 October 2012, a reduction of 10,840 (20.6 per cent) since the 2010 General Election. The strength of Non Industrial personnel fell by 720^e (1.7 per cent) between 1 July 2012 to 1 October 2012, from 42,450^e to 41,730.

The reduction in the Band E population has been the highest with 6,380 (28.4 per cent) leaving from 1 April 2010 to 1 Oct 2012. The SCS population fell 60 (21.4 per cent), over the same period, however due to the relatively small size of this grade band it should be noted that a change of only a few people will result in a large percentage difference. Comparatively, the strength of Bands B, C and D only fell by 260 (10.6 per cent), 1,940 (11.7 per cent) and 1,940 (18.6 per cent) respectively over the same period.

The Industrial total has continued to decrease, falling from 11,010 as at 1 April 2010 to 8,100 as at 1 October 2012, a reduction of 2,910 (26.4 per cent) since the 2010 General Election. The strength of Industrial personnel fell by 200 (2.4 per cent) between 1 July 2012 to 1 October 2012, from 8,300^e to 8,100.

The strength of the Industrial Skill Zone 4 population increased consistently from 1 April 2010 to 1 April 2011. It then fell until 1 April 2012 to 360 and has remained stable to 1 October 2012. Although this is an increase of 12.5 per cent since 1 April 2010, it is a decrease of 8.9 per cent since 1 April 2011. Industrial Skill Zone 1 has seen the largest population decrease from 2,800 at 1 April 2010 to 1,430 at 1 October 2012, a fall of 1,370 (48.8 per cent). In comparison Skill Zones 2 and 3 and Apprentices have had falls of roughly 20 per cent since 1 April 2010.

	FTE						
	2010 1 Apr	2011 1 Apr	2011 1 Oct	2012 1 Jan	2012 1 Apr	2012 1 Jul	2012 1 Oct
Civilian Level 0 Total	85,850	83,060^e	77,940	74,750	71,010^e	69,000^e	67,710
Non Industrial Total	52,580	50,200	49,170	46,250	43,910	42,450	41,730
SCS & Equivalent	290	270	250	250	240	240	230
Band B1 & Equivalent	670	690	680	660	620	590	590
Band B2 & Equivalent	1,800	1,740	1,700	1,630	1,590	1,580	1,620
Band C1 & Equivalent	6,160	6,310	6,290	5,930	5,660	5,490	5,440
Band C2 & Equivalent	10,470	10,370	10,360	9,900	9,500	9,280	9,250
Band D & Equivalent	10,440	9,930	9,760	9,280	8,890	8,610	8,500
Band E1 & Equivalent	15,630	14,500	13,960	12,870	12,020	11,530	11,140
Band E2 & Equivalent	6,820	6,370	6,140	5,710	5,350	5,090	4,930
Other ²	300	10	20	20	40	50	40
Industrial³ Total	11,010	10,580	9,530	8,990	8,600	8,300	8,100
Firefighter	930	900	890	870	860	850	830
Skill Zone 4	320	390	380	370	360	360	360
Skill Zone 3	2,990	2,870	2,740	2,610	2,490	2,410	2,380
Skill Zone 2	3,760	3,660	3,420	3,240	3,130	2,980	2,930
Skill Zone 1	2,800	2,520	1,870	1,680	1,560	1,500	1,430
Apprentice	210	230	240	210	210	200	170
Royal Fleet Auxiliary Total⁴	2,330	2,360	2,280	2,160	2,000	1,980	1,960
Trading Funds Total⁴	9,730	9,350	7,580	7,390	7,110	7,130	7,170
Locally engaged civilians Total^{4,5}	10,200	10,580^e	9,370	9,960	9,390^e	9,140^e	8,740

Source: DASA (Civilian)

Notes:

1. Grade equivalence is shown in terms of the broader banding structure and is based on paid grade.
 2. 'Other' represents core civilian personnel for whom no grade information is available.
 3. Industrial personnel are civilian personnel employed primarily in a trade, craft or other manual labour occupation. This covers a wide range of work such as industrial technicians, air freight handlers, storekeepers, vergers and drivers.
 4. Data by grade are not available for Royal Fleet Auxiliaries, Trading Funds and locally engaged civilians.
 5. The decrease in locally engaged civilian numbers in April 2012 reflects reduced requirements for the training and support of military exercises. Actual FTE are now available for the majority of LECs, and LEC figures now use these actual values where possible, with the average known FTE of part-time LECs used to estimate the FTE of part-time LECs where information remains unavailable.
- "e" denotes estimate - April 2011, April 2012 and July 2012 locally engaged civilian figures are 'estimates' due to partial non-availability of data for one budgetary area.

Table 3 - Civilian personnel strengths by Top Level Budgetary Area (Headcount)

The Ministry of Defence total civilian headcount (Level 0) has continued to decrease, falling from 89,970 as at 1 April 2010 to 70,360 as at 1 October 2012, a reduction of 19,600 (21.8 per cent) since the 2010 General Election. The strength of Level 0 civilian headcount fell by 1,490 (2.1 per cent) ^e between 1 July 2012 to 1 October 2012, from 71,850 ^e to 70,360. This net change comprised falls of 990 in the Level 1 civilian total, 540 ^e in locally engaged civilians (LECs) and an increase of 40 in the Trading Funds.

HQ Air Command has had the largest percentage reduction in headcount personnel, with a decrease of 2,690 (30.0 per cent) since 1 April 2010, with Land Forces falling by 4,170 (24.3 per cent). Navy Command and Defence Equipment and Support have fallen by about 20 per cent. Whilst Defence Infrastructure Organisation initially saw a growth in population from 2,910 at 1 April 2010 to a peak of 3,270 at 1 April 2011 there has been a 18.0 per cent decrease since the 1 April 2011 peak to October 2012.

	Headcount							
	2010 1 Apr	2011 1 Apr	2011 1 Oct	2012 1 Jan	2012 1 Apr	2012 1 Jul	2012 1 Oct	Net change since Apr 10
Navy Command	2,550	2,450	2,370	2,200	2,090	2,060	2,060	-480
Land Forces	17,200	15,590	15,250	14,380	13,740	13,330	13,020	-4,170
HQ Air Command	8,960	8,740	7,690	7,250	6,760	6,490	6,280	-2,690
Central TLB ¹	17,130	16,350	16,150	15,210	-	-	-	*
Head Office & Corporate Services ¹	-	-	-	-	11,330	10,880	10,680	*
Chief of Joint Operations ¹	290	270	270	260	-	-	-	*
Joint Forces Command ¹	-	-	-	-	3,140	3,110	3,060	*
Defence Equipment & Support	16,540	16,130	15,790	15,080	14,400	13,690	13,520	-3,020
Defence Infrastructure Organisation ²	2,910	3,270	3,180	2,620	2,660	2,710	2,680	-230
Science Innovation & Technology	-	-	-	-	-	-	-	-
Unallocated	100	10	10	-	10	10	10	-90
Royal Fleet Auxiliary (RFA)	2,330	2,360	2,280	2,160	2,000	1,980	1,960	-360
Civilian Level 1 Total	68,010	65,160	62,980	59,170	56,130	54,260	53,270	-14,740
Trading Funds Total	9,980	9,620	7,780	7,590	7,320	7,340	7,390	-2,590
Defence Science & Technology Laboratory	3,800	3,750	3,780	3,790	3,750	3,770	3,800	-
Defence Support Group	3,270	3,000	2,980	2,780	2,530	2,520	2,530	-730
Hydrographic Office	1,000	1,000	1,020	1,020	1,040	1,050	1,050	50
Meteorological Office	1,900	1,860	-	-	-	-	-	-1,900
Locally engaged civilians Total³	11,980	12,270 ^e	10,930	10,950	10,520 ^e	10,240 ^e	9,700	-2,280
<i>Of which</i>								
NACMO Funded LEC ⁴ in Afghanistan	890	900	1,020	1,000	970	980	1,000	110
Conflict Pool Funded LEC ⁵ in Sierra Leone	150	130	120	120	-	-	-	-150
Civilian Level 0 Total	89,970	87,060 ^e	81,700	77,710	73,960 ^e	71,850 ^e	70,360	-19,600

Source: DASA (Civilian)

Notes:

1. Head Office & Corporate Services and Joint Forces Command were established as at 01 April 2012, the Central TLB and Chief of Joint Operations were disestablished as at 1 April 2012.
2. Defence Infrastructure Organisation (DIO) established on 01 April 2011 and replaced the Defence Estates organisation. DIO includes TLB property and facilities management functions previously situated within other TLBs, DIO title structure has been applied retrospectively across data period for consistency of reporting.
3. The decrease in locally engaged civilian numbers reflects reduced requirements for the training and support of military exercises.
4. NACMO (Net Additional Cost of Military Operations) are those costs which arise as a direct result of a particular military operation that is over and above routine MOD business and which would not otherwise have been incurred. Net additional costs of operations in Afghanistan (Op HERRICK) are claimed from the HM Treasury (HMT) Reserve and are not a direct cost to the department, this includes all locally engaged civilians employed as part of Op HERRICK. The number and location of personnel financed by NACMO could change in line with operational requirements.
5. Personnel who work as part of the UK contribution to conflict prevention (including UN peace keeping) are paid from the Conflict Pool Fund and are not a direct cost to the department. This includes all locally engaged civilians employed in Sierra Leone. The number and location of personnel financed by the Conflict Pool Fund could change in line with operational requirements.

"e" denotes estimate - April 2011, April 2012 and July 2012 locally engaged civilian figures are 'estimates' due to partial non-availability of data for one budgetary area.

"-" zero or rounded to zero

* denotes not applicable.

Table 4 - Civilian personnel strengths by sex, ethnicity, disability, sexual orientation, religion or belief and working patterns (Headcount)

Small changes to the diversity representation of civilian personnel (excluding Trading Funds, Royal Fleet Auxiliary (RFA) and LEC personnel, for whom little diversity information is available) have occurred. Female representation continues to fall from a peak of 38.7 per cent at 1 April 2011 to 37.2 per cent at 1 October 2012. 'Black and Minority Ethnic' representation rates showed small, steady increases from April 2010 to April 2012 and have been stable at 3.7 per cent to 1 October 2012. 'Lesbian, Gay and Bisexual' increased 0.3 percentage points to 1.6 per cent from 1 April 2010 to 1 October 2011 and have remained reasonably stable, peaking at 1.7 in April 2012. Christian representation has fallen by 1.4 percentage points to 70.6 per cent since 1 April 2010.

The proportion of personnel working part-time initially increased from 10.3 per cent at April 2010 to 10.7 per cent at 1 October 2011, but has fallen 0.9 percentage points in the last twelve months to 9.8 per cent. The number of part-time personnel has fallen 25.7 per cent from 1 April 2010 to 1 October 2012, compared to a fall of 21.5 per cent for full time personnel over the same period.

Disability representation rates remain too low to report due to the reset of the disability field to implement the 2011 Census disability definitions.

	Headcount						
	2010 1 Apr	2011 1 Apr	2011 1 Oct	2012 1 Jan	2012 1 Apr	2012 1 Jul	2012 1 Oct
Sex							
Total¹	65,680	62,810	60,700	57,010	54,140	52,280	51,310
Female	25,390	24,280	23,230	21,510	20,230	19,530	19,100
<i>Percentage Female</i>	38.7	38.7	38.3	37.7	37.4	37.4	37.2
Male	40,290	38,530	37,470	35,500	33,910	32,750	32,200
Ethnicity							
Total¹	65,680	62,810	60,700	57,010	54,140	52,280	51,310
Black and Minority Ethnic	1,830	1,820	1,910	1,820	1,760	1,720	1,680
<i>Percentage² Black and Minority Ethnic</i>	3.2	3.3	3.5	3.6	3.7	3.7	3.7
White	55,400	53,420	52,130	48,950	46,350	44,640	43,630
Choose Not to Declare	3,230	3,310	1,810	1,880	1,830	1,760	1,740
No Response	5,220	4,260	4,850	4,360	4,210	4,170	4,260
Disability³							
Total¹	65,680	62,810
Disabled	3,820	4,130
<i>Percentage² Disabled</i>	7.0	7.7
Not Disabled	50,470	49,180
Choose Not to Declare	-	4,180
No Response	11,400	5,320
Sexual Orientation							
Total¹	65,680	62,810	60,700	57,010	54,140	52,280	51,310
Lesbian, Gay, Bisexual	520	550	640	630	600	570	560
<i>Percentage² Lesbian, Gay, Bisexual</i>	1.3	1.4	1.6	1.7	1.7	1.6	1.6
Heterosexual	39,010	39,380	39,190	37,290	35,460	34,240	33,520
Choose Not to Declare	12,700	12,160	11,410	10,530	9,880	9,440	9,200
No Response	13,450	10,720	9,460	8,570	8,200	8,040	8,030
Religion or Belief							
Total¹	65,680	62,810	60,700	57,010	54,140	52,280	51,310
Christian	29,510	29,580	29,220	27,490	25,920	24,960	24,340
<i>Percentage² Christian</i>	72.0	71.7	71.7	71.2	70.8	70.8	70.6
Non Christian Religion ⁴	2,090	2,080	2,060	1,950	1,860	1,800	1,760
Secular ⁵	9,400	9,580	9,500	9,150	8,810	8,520	8,390
Choose Not to Declare	11,460	11,120	10,720	10,050	9,520	9,130	8,920
No Response	13,220	10,450	9,210	8,360	8,030	7,870	7,900

Table 4 - Civilian personnel strengths by sex, ethnicity, disability, sexual orientation, religion or belief and working patterns (Headcount)

	Headcount						
	2010 1 Apr	2011 1 Apr	2011 1 Oct	2012 1 Jan	2012 1 Apr	2012 1 Jul	2012 1 Oct
Working Patterns							
Total¹	65,680	62,810	60,700	57,010	54,140	52,280	51,310
Part Time	6,740	6,550	6,470	5,860	5,430	5,160	5,010
<i>Percentage² Part Time</i>	<i>10.3</i>	<i>10.4</i>	<i>10.7</i>	<i>10.3</i>	<i>10.0</i>	<i>9.9</i>	<i>9.8</i>
Full Time	58,950	56,260	54,230	51,150	48,700	47,120	46,300
Trading Funds Total	9,980	9,620	7,780	7,590	7,320	7,340	7,390
Royal Fleet Auxiliary Total	2,330	2,360	2,280	2,160	2,000	1,980	1,960
Locally engaged civilians Total⁶	11,980	12,270^e	10,930	10,950	10,520^e	10,240^e	9,700
Civilian Level 0 Total	89,970	87,060^e	81,700	77,710	73,960^e	71,850^e	70,360

Source: DASA(Civilian)

Notes:

1. Totals include all industrial and non-industrial personnel but exclude all Trading Funds, Royal Fleet Auxiliary and locally engaged civilians for whom declaration data are not available.
2. Percentages are based on known declarations as recorded on HRMS, and exclude data for unknown or undeclared entries. Percentages are calculated from unrounded figures and are shown to 1 decimal place.
3. Due to the HRMS reset of the disability field on 18 April 2011 to accommodate the new disability reporting requirements, insufficient numbers of personnel have made disability declarations to be able to report disability representation with any validity from July 2011.
4. Non Christian religion refers to all those declaring religious beliefs other than Christian denominations.
5. Secular refers to all those declaring that they have no religious beliefs.
6. The decrease in locally engaged civilian numbers in April 2012 reflects reduced requirements for the training and support of military exercises.

"e" denotes estimate - April 2011, April 2012 and July 2012 locally engaged civilian figures are 'estimates' due to partial non-availability of data for one budgetary area.

.. denotes data not available.

Table 5 - Intake and outflow of civilian personnel by Top Level Budgetary Area (Headcount)

Although the Ministry of Defence has been under a recruitment freeze since August 2010, some exemptions to this exist, where recruitment remains authorised to ensure sufficient key skills and professions remain at required levels. While Trading Funds are not exempt from the recruitment freeze the majority of personnel employed are specialists, as such recruitment has been largely unaffected by the freeze. In the 12 months ending 30 September 2012, 1,750 personnel (headcount) were recruited into the Department (excluding RFA and LEC personnel). This represents an intake rate of 2.8% (see Table 6) in the 12 months to 30 September 2012, comparable to the rate of 2.7% in the FY 2010/11 is the highest intake rate since the first complete 12-month period under the recruitment freeze, 12-months ending 30 Jun. Comparisons of flows within a 12 month period contain no seasonal effects (covering a full year), and thus are comparable to flows in a financial year, or any other 12 month period.

It should be noted that outflow for the 12 months to 30 June 2012 of 12,950 includes the loss of the Meteorological Office on 1 October to the Department of Business, Innovation and Skills. Therefore the reduction in the MOD Total Outflow for the most recent quarter to 11,540 is only due to the effect of the loss of the Meteorological Office on the previous quarter's 12 month rate. Between 1 July 2012 and 1 October 2012 the total outflow for MOD Main TLB has increased from 10,100 to 10,620 (5.2 per cent) due to ongoing VERS outflow.

Headcount

	Financial	Financial	12 Months Ending ¹ :				
	Year	Year	2011	2011	2012	2012	2012
	2009/10	2010/11	30 Sep	31 Dec	31 Mar	30 Jun	30 Sep
MOD Total Intake²	5,140	2,040	1,610	1,440	1,380	1,550	1,750
MOD Main TLB Total Intake	4,200	1,610	1,140	940	870	1,000	1,200
Navy Command	140	60	40	40	40	60	70
Land Forces	1,330	470	360	260	230	270	320
HQ Air Command	750	340	200	120	80	90	90
Central TLB ¹	830	320	240	270	290	250	190
Head Office & Corporate Services ¹	-	-	-	-	-	30	140
Chief of Joint Operations ¹	10	10	-	-	10	10	10
Joint Forces Command ¹	-	-	-	-	-	60	100
Defence Equipment & Support	820	360	270	230	200	200	230
Defence Infrastructure Organisation ³	140	50	20	10	10	30	60
Science Innovation & Technology	170	-	-	-	-	-	-
Unallocated	10	-	-	-	-	-	-
Trading Funds Total Intake	940	430	470	500	520	550	550
Defence Science & Technology Laboratory	570	240	260	310	330	390	420
Defence Support Group	140	30	30	20	40	40	50
Hydrographic Office	80	60	100	90	90	80	80
Meteorological Office ¹	140	100	90	80	50	40	-
MOD Total Outflow²	5,540	5,270	7,110	10,380	12,360	12,950	11,540
MOD Main TLB Total Outflow	4,710	4,470	4,370	7,550	9,420	10,100	10,620
Navy Command	100	110	110	270	390	420	420
Land Forces	1,280	1,420	940	1,640	2,120	2,420	2,660
HQ Air Command	610	550	1,300	1,640	1,980	1,340	1,430
Central TLB ¹	1,180	1,000	940	1,780	2,230	2,060	1,780
Head Office & Corporate Services ¹	-	-	-	-	-	490	780
Chief of Joint Operations ¹	10	10	20	20	160	150	150
Joint Forces Command ¹	-	-	-	-	-	120	200
Defence Equipment & Support	1,310	1,240	950	1,570	1,810	2,350	2,420
Defence Infrastructure Organisation ³	130	120	100	640	740	750	780
Science Innovation & Technology	80	-	-	-	-	-	-
Unallocated	10	10	10	10	-	-	-
Trading Funds Total Outflow	830	800	2,740	2,830	2,930	2,850	910
Defence Science & Technology Laboratory	370	330	320	310	320	340	380
Defence Support Group	250	280	390	520	640	550	470
Hydrographic Office	70	60	60	60	70	60	60
Meteorological Office ¹	140	140	1,960	1,940	1,910	1,900	-

Table 5 - Intake and outflow of civilian personnel by Top Level Budgetary Area (Headcount)

Net Change of Royal Fleet Auxiliary⁴	20	30	-90	-200	-360	-360	-320
Net Change of locally engaged civilians⁴	-290	290^e	-840	-1,180	-1,760^e	-1,480^e	-1,230
MOD Total Net Change⁵	-660	-2,910^e	-6,420	-10,320	-13,100^e	-13,240^e	-11,330

Source: DASA(Civilian)

Notes:

1. (a) Central TLB and Chief of Joint Operations were disestablished as TLB's as at 1 April 2012, Intake and Outflow for 12 month period at 01 October 2012 represents 6 months data up to 1 April 2012.

(b) Head Office & Corporate Services and Joint Forces Command were established as TLB's as at 1 April 2012, Intake and Outflow for 12 month period at 01 October 2012 represents 6 months data up to 1 October 2012.

(c) Responsibility for Meteorological Office was transferred to the Department for Business, Innovation and Skills (BIS) in October 2011. As a consequence of this change of responsibility Intake and Outflow activity cannot be reported for 12 month period at 01 October 2012 onwards.

2. Total intake and outflow includes all permanent, casual and Trading Funds civilian personnel but excludes all Royal Fleet Auxiliary and locally engaged civilians.

3. Defence Infrastructure Organisation (DIO) established on 01 April 2011 and replaced the Defence Estates organisation. DIO includes TLB property and facilities management functions previously situated within other TLBs, DIO title structure has been applied retrospectively across data period for consistency of reporting.

4. Intake and Outflow for locally engaged civilians and Royal Fleet Auxiliaries are not available, therefore only net changes in strengths of RFAs and locally engaged civilians are listed in this table.

5. Total net change refers to the total net Level 0 headcount change of all permanent and casual civilian personnel, Royal Fleet Auxiliaries, Trading Funds and locally engaged civilians.

"e" denotes estimate - April 2011, April 2012 and July 2012 locally engaged civilian figures are 'estimates' due to partial non-availability of data for one budgetary area.

"-" zero or rounded to zero

Table 6 - Intake and outflow rates¹ of civilian personnel by method of entry and reasons for leaving (Headcount)

Since the announcement of the Voluntary Early Release Scheme (VERS) outflow rates have continued to increase. Total outflow in the 12 months ending 30 September 2012 was 11,540 which is a total outflow rate in the 12 months to 30 September 2012 of 18.4 per cent. VERS exits account for over two-thirds of this with the rate considerably higher than the corresponding previous year's 9.8 per cent over the 12 months ending 30 September 2011 (prior to VERS), but a slight reduction from 19.8 per cent in the 12 months to 30 June 2012. However, it should be noted that the outflow rate for the 12 months to 30 June 2012 includes the loss of the Meteorological Office on 1 October to the Department of Business, Innovation and Skills. Therefore the reduction in the outflow rate for the most recent quarter is only due to the effect of the loss of the Meteorological Office on the previous quarter's 12 month rate. Between 1 July 2012 and 1 October 2012 the total outflow rate by MOD Main TLB has increased from 17.6 per cent to 19.3 per cent due to ongoing VERS outflow.

After 12 months of VERS it is now apparent that outflow from retirement in the core MOD TLBs has been mildly affected by VERS. In the 12 months to 30 September 2012, 720 retired from the core MOD TLBs (a rate of 1.3 per cent). In the year prior to VERS applications, 1,030 retired from the core MOD (a rate of 1.6 per cent). Outflow from resignation in the core MOD TLBs has been largely unaffected by VERS, with 920 resigning in the 12 months to 30 September 2012 (a rate of 1.6 per cent) compared to 1,070 resigning from the core MOD TLBs in the 12 months to 30 September 2011 (a rate of 1.7 per cent).

	Headcount						
	Financial Year 2009/10	Financial Year 2010/11	12-Months Ending:				
			2011 2011 30 Sep	2011 2011 31 Dec	2012 2012 31 Mar	2012 2012 30 Jun	2012 2012 30 Sep
MOD Total Intake²	5,140	2,040	1,610	1,440	1,380	1,550	1,750
Total Intake Rate	6.8	2.7	2.2	2.0	2.0	2.4	2.8
MOD Main TLB Total Intake	4,200	1,610	1,140	940	870	1,000	1,200
Total Intake Rate	6.4	2.5	1.8	1.5	1.4	1.7	2.2
Recruitment / Re-instatement	3,990	1,410	980	870	770	850	1,000
Transfer from other Public Office	210	190	160	70	100	140	200
Trading Funds Total Intake	940	430	470	500	520	550	550
Total Intake Rate	9.5	4.4	5.0	5.5	6.1	7.0	7.4
Recruitment / Re-instatement	380	190	210	200	180	160	130
Transfer from other Public Office	560	240	260	310	330	390	420
MOD Total Outflow²	5,540	5,270	7,110	10,380	12,360	12,950	11,540
Total Outflow Rate	7.3	7.1	9.8	14.8	18.2	19.8	18.4
MOD Main TLB Total Outflow	4,710	4,470	4,370	7,550	9,420	10,100	10,620
Total Outflow Rate	7.1	6.9	7.0	12.3	15.8	17.6	19.3
Resignation	1,190	1,220	1,070	1,040	970	960	920
Retirement	720	1,340	1,030	940	850	780	720
End of Appointments	590	450	240	220	200	180	160
Voluntary Release or Redundancy	400	180	120	110	40	40	60
Voluntary Early Release Scheme ³	-	-	140	3,420	5,950	7,460	8,080
Compulsory Severance or Retirement	210	150	90	80	20	20	20
Health / Death in Service	300	290	290	290	270	240	230
Dismissed ⁴	110	90	90	110	100	100	90
Transfer out of MOD ⁴	120	190	210	230	140	180	210
Privatisation of Function ⁴	170	460	1,060	1,070	850	100	100
Other ⁴	890	90	40	40	30	40	30
Trading Funds Total Outflow	830	800	2,740	2,830	2,930	2,850	910
Total Outflow Rate	8.3	8.1	28.6	31.3	34.5	36.0	12.2
Resignation	200	220	220	200	200	200	180
Retirement	120	80	60	50	60	50	40
End of Appointments	190	180	160	150	160	150	180
Voluntary Release or Redundancy	80	150	300	440	470	390	320
Compulsory Severance or Retirement	70	20	20	10	80	80	80
Health / Death in Service	20	20	20	20	20	20	20
Dismissed ⁴	20	20	20	20	20	10	10
Transfer out of MOD ⁴	30	20	1,880	1,880	1,910	1,920	60
Privatisation of Function ⁴	10	-	-	-	-	-	-
Other ⁴	100	100	70	50	30	40	30

Table 6 - Intake and outflow rates¹ of civilian personnel by method of entry and reasons for leaving (Headcount)

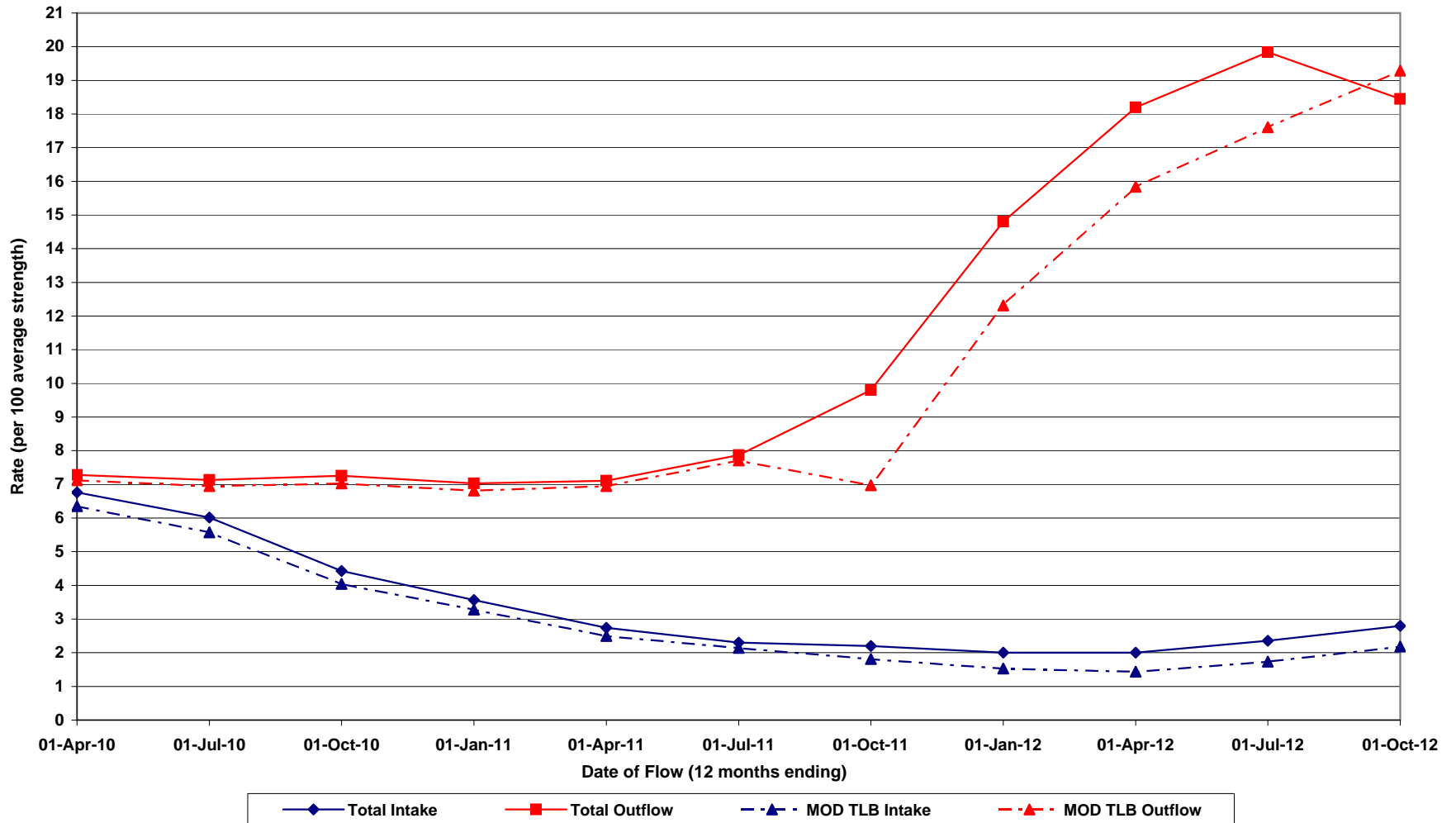
Net Change of Royal Fleet Auxiliary⁵	20	30	-90	-200	-360	-360	-320
Net Change of Locally engaged civilians⁶	-290	290^e	-840	-1,180	-1,760^e	-1,480^e	-1,230
MOD Total Net Change⁶	-660	-2,910^e	-6,420	-10,320	-13,100^e	-13,240^e	-11,330

Source: DASA(Civilian)

Notes:

1. Rates are the number of people who join or leave the department per 100 of the average headcount strength, but exclude the effect of net transfers between MOD Main TLBs and Trading Funds. Therefore flows can only be reconciled to strength at Civilian Level 0.
 2. Total intake and outflow includes all permanent, casual and Trading Funds civilian personnel but excludes all Royal Fleet Auxiliary and locally engaged civilians.
 3. Personnel exiting under the Voluntary Early Release Scheme (VERS) from period covering 30 Sep 2011 onwards are listed separately from exits due to alternate voluntary release or redundancy schemes.
 4. Personnel previously listed against Other have now been split out to improve clarity of data, showing individual exits for personnel covered by Dismissed, Transfer out of MOD and Privatistion of Function.
 5. Intake and Outflow for locally engaged civilians and Royal Fleet Auxiliaries are not available, therefore, only net changes in strengths of RFAs and locally engaged civilians are listed in this table.
 6. Total net change refers to the total net Level 0 headcount change of all permanent and casual civilian personnel, Royal Fleet Auxiliary, Trading Funds and locally engaged civilians.
- "e" denotes estimate - April 2011, April 2012 and July 2012 locally engaged civilian figures are 'estimates' due to partial non-availability of data for one budgetary area.

Graph 2 - Intake and outflow rates¹ of civilian personnel (Headcount)



1. Rates are the number of people who join or leave the department per 100 of the average headcount strength.

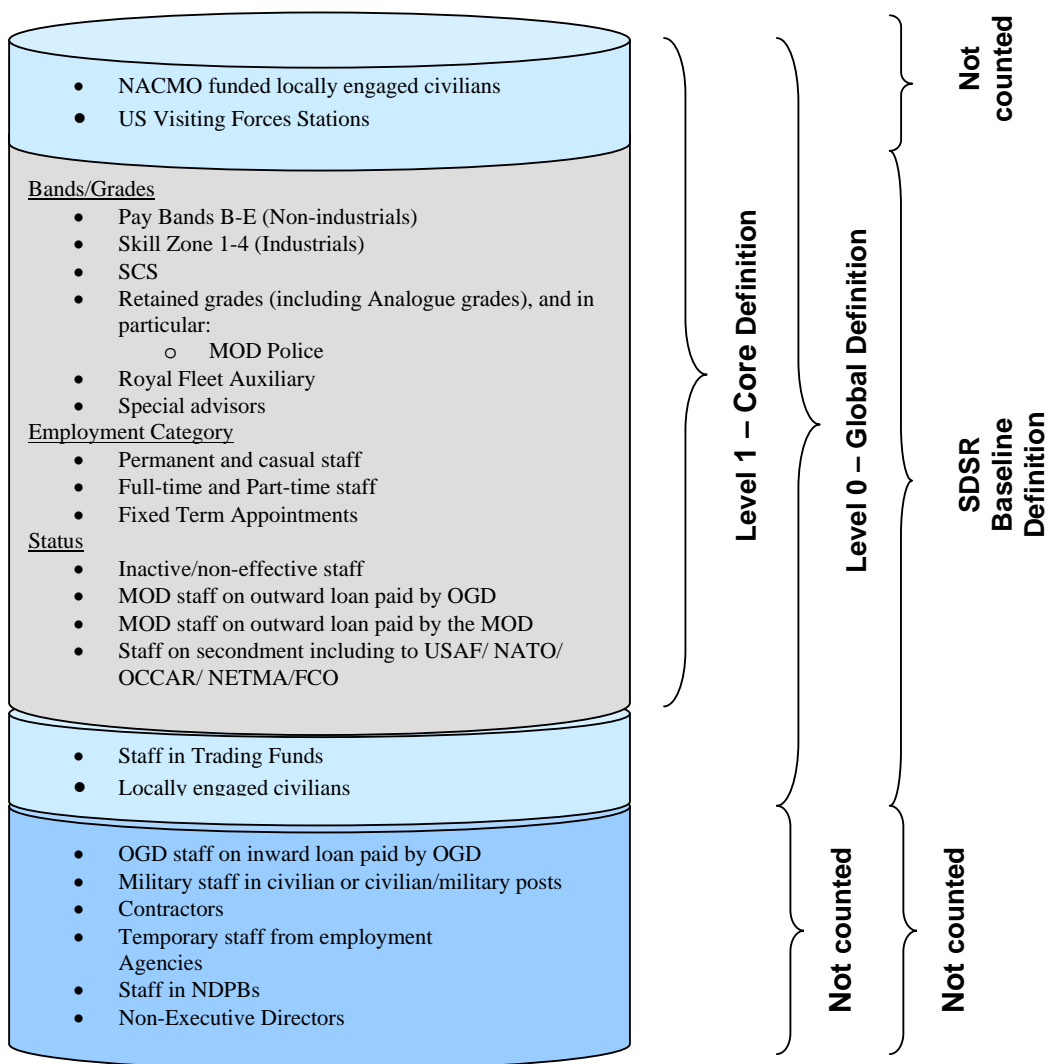
Background Notes

1. Data sources

1. DASA Civilian manpower statistics are compiled from several sources:
 - i) **Core MOD Personnel** - Data for core MOD personnel are taken from the personnel system - Human Resources Management System (HRMS) on a monthly basis from April 2004 onwards. DASA use budgetary UINs and attribute people according to the budgetary area that pays them, using the Standing Data System hierarchy from Financial Management Information Systems.
 - ii) **Trading Funds** - Trading Funds were introduced by the Government under the Trading Funds Act 1973 as a 'means of financing trading operations of a government department which, hitherto, have been carried out on Vote'. They are self-accounting units that have greater freedom, than other government departments, in managing their own financial and management activities. They are also free to negotiate their own terms and conditions with their staff and for this reason their grading structures do not always match that of the rest of the Ministry. Until October 2011, the MOD had four Trading Funds that provide DASA with monthly extracts from their own personnel systems. As 1 October 2011, The Meteorological Office transferred responsibility to the Department for Business, Innovation and Skills, and the Ministry of Defence no longer receive their personnel information.
 - iii) **Locally engaged civilians (LEC)** - LEC employees are recruited overseas exclusively for employment in support of the UK Armed Forces deployed in a particular overseas theatre and on terms and conditions of service applicable only to that overseas theatre or Administration. This includes the dependents of UK military personnel or UK-based civilian staff employed in overseas theatre (who are sometimes separately identified as UK Dependents). LECs are not civil servants. LEC data are provided by Top Level Budgetary areas quarterly to DASA requirements.
 - iv) **The Royal Fleet Auxiliary (RFA)** - RFA data are taken from the MOD civilian pay system.

2. DASA civilian manpower definitions

1. The following definitions are used within this publication formed as part of an Internal Departmental and External Consultation:
 - i) **Definition – Level 1:** This includes permanent and casual personnel, Royal Fleet Auxiliaries, but excludes Trading Funds and Locally Engaged Civilians.
 - ii) **Definition – Level 0:** This contains all those at Level 1, plus Trading Funds and Locally Engaged Civilians.
 - iii) **Definition – NACMO funded locally engaged civilians in Afghanistan:** NACMO (Net Additional Cost of Military Operations) are those costs which arise as a direct result of a particular military operation that is over and above routine MOD business and which would not otherwise have been incurred. Net additional costs of operations in Afghanistan (Op HERRICK) are claimed from the HM Treasury (HMT) Reserve and are not a direct cost to the department, this includes all locally engaged civilians employed as part of Op HERRICK.
 - iv) **Definition – Strategic Defence and Security Review Baseline:** This contains all Civilian Level 0 personnel but excludes all NACMO Funded locally engaged civilians in Afghanistan and personnel on US Visiting Forces stations. The MOD has no financial liability over NACMO LEC's and USVF civilians and therefore they should not be included in the monitoring of the personnel reduction announced during the Strategic Defence & Security Review from April 2010.
 - v) **Definition – US Visiting Forces stations (USVF):** DASA report on civilian personnel employed at US Visiting Forces stations. These personnel are not directly funded by the MOD but are included in the Level 0 total strength and HQ Air Command numbers. Civilian personnel employed at US Visiting Forces stations are initially paid by Air Command Top Level Budget. The US reimburses Air Command Top Level Budgetary area so the US Visiting Forces stations are cost neutral. The MOD has no control over the civilian numbers employed on US Visiting Forces stations.



3. Data quality

1. All figures presented in this publication meet the standards of quality and integrity demanded by the Code of Practice for Official Statistics. Where figures do not meet the standard they are deleted and shown in the table by the symbol "...". Details of specific data issues are set out in the following paragraphs.
2. Civilian data on HRMS are a combination of fields mandated by Defence Business Services (DBS) organisation formerly the People Pay and Pensions Agency (PPPA) such as grade, with voluntary fields such as disability status or ethnicity. Civilian personnel complete these fields based on their self-perceptions, but are under no obligation to complete these fields. It is not possible for DASA to assess the accuracy or consistency of the declarations made by individuals within these fields.
3. Due to late reporting of some locally engaged civilian data, April 2011, April 2012 and July 2012 locally engaged civilian figures are estimates.
4. Due to the implementation of changes made to align definitions with the 2011 Census, Ethnicity and Disability fields declaration and representation statistics from April 2011 will show considerable changes.

4. Grade structures

Since 1 April 1996 all departments and agencies have had delegated responsibility for the pay and grading of their employees, except for those in the Senior Civil Service (SCS). The MOD grades are shown here against levels broadly equivalent (in terms of pay and job weight) to the former service-wide grades.

MOD grades	Former service-wide grades
Senior Management SCS – Senior Civil Service	Senior Management SCS – Senior Civil Service
Other Management Grades B1 & equivalents B2 & equivalents C1 & equivalents C2 & equivalents D & equivalents	Other Management Grades Grade 6 Grade 7 SEO - Senior Executive Officer HEO - Higher Executive Officer EO - Executive Officer
Administrative Grades E1 & equivalents E2 & equivalents	Administrative Grades AO - Administrative Officer AA - Administrative Assistant

5. Symbols and conventions

i) Symbols

- || discontinuity in time series
- * not applicable
- .. not available
- p provisional
- e estimate
- zero or rounded to zero

Italics represent percentages and other rates, except where otherwise indicated. Percentages are calculated from unrounded data.

ii) Rounding

Where rounding has been used, totals and sub-totals have been rounded separately and so may not equal the sums of their rounded parts.

When rounding to the nearest 10, numbers ending in 5 have been rounded to the nearest multiple of 20 to prevent systematic bias.

6. Feedback

DASA welcome feedback on our statistical products. If you have any comments or questions about this publication or about DASA statistics in general, you can contact us as follows:

DASA Civilian on 020-721-81359
Email - DASA-Quad-Enquiries@mod.uk

Visit our website at www.dasa.mod.uk and complete the feedback form.

Glossary:

Broader Banded grade definition: DASA report personnel against their equivalence within the broader banded structure; SCS to E2 for non industrials and Skill Zones 1 to 4, Industrial Firemen and Apprentices for industrial personnel. Broader banded grading applies equivalence for all non harmonised grade codes. This includes personnel in retained grade structures, (such as MOD Guards) and personnel employed in analogue grade bands (such as civilian nurses employed against NHS grade codes), who have their own delegated pay schemes outside of the MOD National and London pay scales.

Central TLB : Central TLB was disestablished at 1 April 2012. Head Office & Corporate Services (HO&CS) was established at 1 April 2012 and whilst incorporating many of the functions and personnel of Central TLB did not form a direct replacement. Some functions and associated personnel were transferred from Central TLB to various other TLBs.

Chief of Joint Operations (CJO): CJO TLB was disestablished at 1 April 2012. Joint Forces Command was established at 1 April 2012 and whilst incorporating many of the functions and personnel of CJO did not form a direct replacement. Some functions and associated personnel were transferred to various other TLBs.

Civilian Level 0: This contains all those at Level 1 plus Trading Funds and Locally Engaged Civilians. This is used for external reporting, including National Statistics publications, Strategic Defence and Security Review Baseline, UKDS and Parliamentary Business.

Civilian Level 1: Permanent and casual civilian personnel and Royal Fleet Auxiliaries, but excludes Trading Funds and Locally Engaged Civilians. This is generally used for MOD internal reporting and planning.

Defence Analytical Services and Advice: DASA was created in July 1992 and provides National Statistics on Defence and other corporate information, forecasting and planning and consultancy, advice and research services to the MOD.

Defence Equipment & Support: At 1 April 2007, Defence Logistics Organisation and Defence Procurement Agency merged to form Defence Equipment & Support. DE&S equips and supports the UK's armed forces for current and future operations. It acquires and supports through-life, including disposal, equipment and services ranging from ships, aircraft, vehicles and weapons, to electronic systems and information services. DE&S satisfies ongoing requirements including food, clothing, medical supplies, maintenance and temporary accommodation, as well as operating HM Naval Bases and the joint supply chain for land, sea and air.

Defence Estates: DE became a TLB on 1 April 2005 with the merger of Defence Estates with the Defence Housing Executive. Defence Estates formally ceased to be a TLB on 01 April 2011.

Defence Infrastructure Organisation (DIO): established on 01 April 2011 replaced Defence Estates and includes TLB property and facilities management functions previously situated within other TLBs.

Defence Science and Technology Laboratory: The DSTL is a MOD Trading Fund created on 1 July 2001. It supplies impartial scientific and technical research and advice to the MOD and other government departments.

Defence Support Group: As of 1 April 2008, ABRO and DARA merged to form the Defence Support Group. DSG is a Trading Fund established to support the Armed Forces and deliver wider defence objectives in support of the key Defence Industrial Strategy requirements. DSG's key aim is to provide expert in-house maintenance, repair, overhaul and upgrade services for the through life support of the air, land and maritime systems of the UK Armed Forces. Its mission is to be the preferred supplier of Fleet Management Services to its Customers. It provides engineering support and fleet management services for land based equipment used by the MOD, ranging from radios to main battle tanks. It covers the whole of the UK from a number of strategically located sites and use large numbers of mobile support teams to cover customers in the UK and worldwide.

Full Time Equivalence (FTE): is a measure of the size of the workforce that takes account of the fact that some people work part-time. Prior to 1 April 1995 part-time employees were assumed to work 50 per cent of normal hours, but since then actual hours worked has been used in DASA's statistics. The average hours worked by part-timers is about 68 per cent of full-time hours.

Head Office & Corporate Services (HO&CS) was established as at 1 April 2012. Lead areas of activity include Senior Finance Office (SFO) responsibility for ensuring that decisions are taken with due regard to affordability and value for money, acting as Head of Establishment for London HO Buildings and associated support requirements, Production of the Department's Resource Accounts and Governance support for MOD Trading Funds.

HQ Air Command: On 1 April 2007, Air Command was formed when RAF's Personnel and Training Command and Strike Command were merged to create a single Command, with a single fully integrated Headquarters, which would better equip the RAF to provide a coherent and coordinated single Air focus to the other Services, MOD Head Office, the Permanent Joint Headquarters and the rest of MOD.

Hydrographic Office: The UK Hydrographic Office is responsible for surveying the seas around the UK and other areas to aid navigation.

Industrial: Industrial personnel are civilian personnel employed primarily in a trade, craft or other manual labour occupation. This covers a wide range of work such as industrial technicians, air freight handlers, storekeepers, vergers and drivers.

Joint Forces Command was established at 1 April 2012 to ensure that a range of military support functions covering medical services, training and education, intelligence and cyber are organised in an efficient and effective manner to support success on operations, supporting investment in joint capabilities, strengthening the links between operational theatres and top level decision making.

Land Forces: Performs a similar role to Navy Command within the context of trained Army formations and equipment.

Locally Engaged Civilians: MOD employs a number of civilian personnel overseas, known as locally engaged civilians (LECs). The definition of a locally engaged civilian is an employee who has been recruited locally as a "servant of the Crown". In other words, they have not been recruited through fair and open competition in the UK under the Civil Service Order in Council and they are not therefore members of the Home Civil Service or the Diplomatic Service. LECs are also employed on terms and conditions analogous with local employment law and market forces, and not those of the UK. The majority of civilian personnel employed overseas by MOD are LECs and not civil servants.

Met Office: The Met Office is the UK's National Weather Service, and has a long history of weather forecasting and has been working in the area of climate change for more than two decades. Formerly a Trading Fund within the Ministry of Defence, in Autumn 2011 it ceased to be part of MOD and is now a Trading Fund within the Department for Business Innovation and Skills (BIS).

NACMO (Net Additional Cost of Military Operations): Those costs which arise as a direct result of a particular military operation that is over and above routine MOD business and which would not otherwise have been incurred. Net additional costs of operations in Afghanistan (Op HERRICK) are claimed from the HM Treasury (HMT) Reserve and are not a direct cost to the department, this includes all locally engaged civilians employed as part of Op HERRICK.

Navy Command: Navy command is the TLB for the Naval Service. As at 1 April 2010 Fleet TLB was renamed to Navy Command. Fleet TLB was formed on 1 April 2006 by the merger of the Commander-in-Chief Fleet and the Chief of Naval Personnel/ Commander-in-Chief Naval Home Command.

Non-industrial: Civilian personnel who are not primarily employed in a trade, craft or other manual labour occupation. This covers a wide range of personnel undertaking work such as administrative, analysis, policy, procurement, finance, medical, dental, teaching, policing, science and engineering.

Royal Fleet Auxiliary: The Royal Fleet Auxiliary is a civilian-manned fleet, owned by the MOD, which supports Royal Navy ships around the world, supplying warships with fuel, ammunition and supplies. The RFA fleet is fully integrated into the RN's command and control system and forms a vital part of maritime operations.

Science Innovation & Technology TLB (SIT): Formally ceased to be a TLB as at 31 March 2010. Approx 90% of the personnel transferred to the Central TLB with the remainder transferring evenly to DE&S and Dstl. SIT formerly Science & Technology SIT, headed by the Chief Scientific Adviser, was formed on 1 April 2004 from a merger of two existing budgetary areas. The prime output of this TLB was the delivery of expert advice and the development of scientific and technological solutions to satisfy the MOD's needs and problems.

Strategic Defence & Security Review (SDSR) Baseline: Comprised of all Civilian Level 0 personnel but excludes all NACMO Funded locally engaged civilians in Afghanistan and personnel on US Visiting Forces stations. The MOD has no financial liability over NACMO LECs and USVF civilians and therefore they should not be included in the monitoring of the personnel reduction announced during the Strategic Defence & Security Review from April 2010.

The Ministry of Defence (MOD): The United Kingdom Government department responsible for implementation of government defence policy and is the headquarters of the British Armed Forces. The principal objective of the MOD is to defend the United Kingdom and its interests. The MOD also manages day to day running of the armed forces, contingency planning and defence procurement.

Top Level Budgetary Area (TLB): The major organisational groupings of the MOD directly responsible for the planning, management and delivery of departmental capability.

Trading Funds: Trading Funds were introduced by the Government under the Trading Funds Act 1973 as a 'means of financing trading operations of a government department which, hitherto, have been carried out on Vote'. They are self-accounting units that have greater freedom than other government departments in managing their own financial and management activities. They are also free to negotiate their own terms and conditions with their personnel and for this reason their grading structures do not always match that of the rest of the Ministry, and this is reflected in some of the tables. Currently the MOD has three Trading Funds - the Defence Support Group, DSTL and the UK Hydrographic Office. Until 1 October 2011, the Met Office also was reported on by the MOD, but as of 1 October 2011 their responsibility transferred to the Department for Business, Information and Skills (BIS).