



# Ministry of Defence

## Statistical Release

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# Quarterly Civilian Personnel Report

## 1 January 2013



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.

With effect from 1 April 2013, Tables 1 and 3 of this statistical release will no longer include an entry in respect of the Science Innovation & Technology (SIT) Top Level Budget. As SIT was disestablished as at 1 April 2010 there is now no reportable data covered by the reporting periods of Tables 1 and 3 of this statistical release.

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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 63,720 Full Time Equivalent (FTE) as at 1 January 2013, a decrease of 19,280 (23.2 per cent) since 1 April 2010 (Table 1).
- The SDSR baseline strength has fallen by 8,230 (11.4 per cent) FTE in the 12-months since 1 January 2012. This includes 5,460 personnel leaving under the Voluntary Early Release Scheme (VERS). The change in the current quarter, 1,420, represents 7.4 per cent of the total change since 1 April 10 (19,280).
- The strength of Level 0 civilian personnel fell by 1,540 (2.3 per cent) FTE in the last quarter to 1 January 2013, from 67,710 to 66,170. This net change comprised falls of 1,200 in the Level 1 civilian total, 390 in locally engaged civilians (LECs) and an *increase* of 50 in the Trading Funds (Table 1).
- In the 12 months ending 31 December 2012, 1,900 personnel joined the Department (excluding RFA and LEC personnel) representing an intake rate of 3.1 per cent, comparable to the intake rate of 2.0 per cent in the 12 months to 31 December 2011.
- Outflow in the 12 months ending 31 December 2012 was 9,000. The MOD total outflow rate in the 12 months to 31 December 2012 was 14.8 per cent, a reduction on the previous quarter's 12 month rate of 18.4 per cent. The reduction in the outflow rate in the most recent quarter is due to the downward trend in the number of staff leaving under VERS.

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## Quarterly Civilian Personnel Report, 1 January 2013

### 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 66,170 as at 1 January 2013, a reduction of 19,680 (22.9 percent) since the 2010 General Election. This net change comprised falls of 15,310 in the Level 1 civilian total, 1,850 in locally engaged civilians (LECs) and 2,520 in the Trading Funds. The Strategic Defence & Security Review (SDSR) baseline number has fallen by 19,280 (23.2 per cent) since 1 April 2010. The change in the current quarter (1,420) represents 7.4 per cent of the total change since 1 April 10 (19,280).

	FTE							
	2010 1 Apr	2011 1 Apr	2012 1 Jan	2012 1 Apr	2012 1 Jul	2012 1 Oct	2013 1 Jan	Change since 1 Apr 2010
Navy Command <sup>1</sup>	2,430	2,340	2,100	2,000	1,960	1,970	2,040	-390
Land Forces	16,480	14,920	13,770	13,160	12,790	12,510	12,190	-4,290
HQ Air Command	8,660	8,430	7,010	6,540	6,280	6,080	5,890	-2,760
Central TLB <sup>1</sup>	16,650	15,870	14,790	-	-	-	-	*
Head Office & Corporate Services <sup>1</sup>	-	-	-	11,060	10,630	10,440	10,250	*
Chief of Joint Operations <sup>1</sup>	290	270	260	-	-	-	-	*
Joint Forces Command <sup>1</sup>	-	-	-	3,050	3,030	2,980	2,970	*
Defence Equipment & Support	16,150	15,750	14,740	14,090	13,400	13,220	12,740	-3,410
Defence Infrastructure Organisation <sup>2</sup>	2,830	3,190	2,560	2,610	2,650	2,630	2,570	-260
Science Innovation & Technology	-	-	-	-	-	-	-	-
Unallocated	100	10	-	10	10	10	10	-90
Royal Fleet Auxiliary (RFA)	2,330	2,360	2,160	2,000	1,980	1,960	1,940	-390
<b>Civilian Level 1 Total</b>	<b>65,920</b>	<b>63,130</b>	<b>57,400</b>	<b>54,510</b>	<b>52,730</b>	<b>51,800</b>	<b>50,600</b>	<b>-15,310</b>
<b>Trading Funds Total</b>	<b>9,730</b>	<b>9,350</b>	<b>7,390</b>	<b>7,110</b>	<b>7,130</b>	<b>7,170</b>	<b>7,210</b>	<b>-2,520</b>
Defence Science & Technology Laboratory	3,700	3,640	3,670	3,640	3,650	3,670	3,720	30
Defence Support Group	3,230	2,960	2,740	2,490	2,490	2,500	2,480	-750
Hydrographic Office	970	960	970	980	990	990	1,010	50
Meteorological Office	1,840	1,800	-	-	-	-	-	-1,840
<b>Locally engaged civilians (LEC) Total<sup>3</sup></b>	<b>10,200</b>	<b>10,580<sup>e</sup></b>	<b>9,960</b>	<b>9,390<sup>e</sup></b>	<b>9,140<sup>e</sup></b>	<b>8,740</b>	<b>8,350</b>	<b>-1,850</b>
<b>Civilian Level 0 Total</b>	<b>85,850</b>	<b>83,060<sup>e</sup></b>	<b>74,750</b>	<b>71,010<sup>e</sup></b>	<b>69,000<sup>e</sup></b>	<b>67,710</b>	<b>66,170</b>	<b>-19,680</b>
NACMO Funded LEC <sup>4</sup> in Afghanistan	890	900	1,000	970	980	1,000	920	30
Conflict Pool Funded LEC <sup>5</sup> in Sierra Leone	150	130	120	-	-	-	-	-150
US Visiting Forces Stations (USVF) <sup>6</sup>	1,810	1,770	1,680	1,650	1,600	1,560	1,520	-290
<b>Strategic Defence &amp; Security Review (SDSR) Baseline<sup>7</sup></b>	<b>83,000</b>	<b>80,260<sup>e</sup></b>	<b>71,950</b>	<b>68,390<sup>e</sup></b>	<b>66,430<sup>e</sup></b>	<b>65,150</b>	<b>63,720</b>	<b>-19,280</b>

Source: DASA (Civilian)

**Notes:**

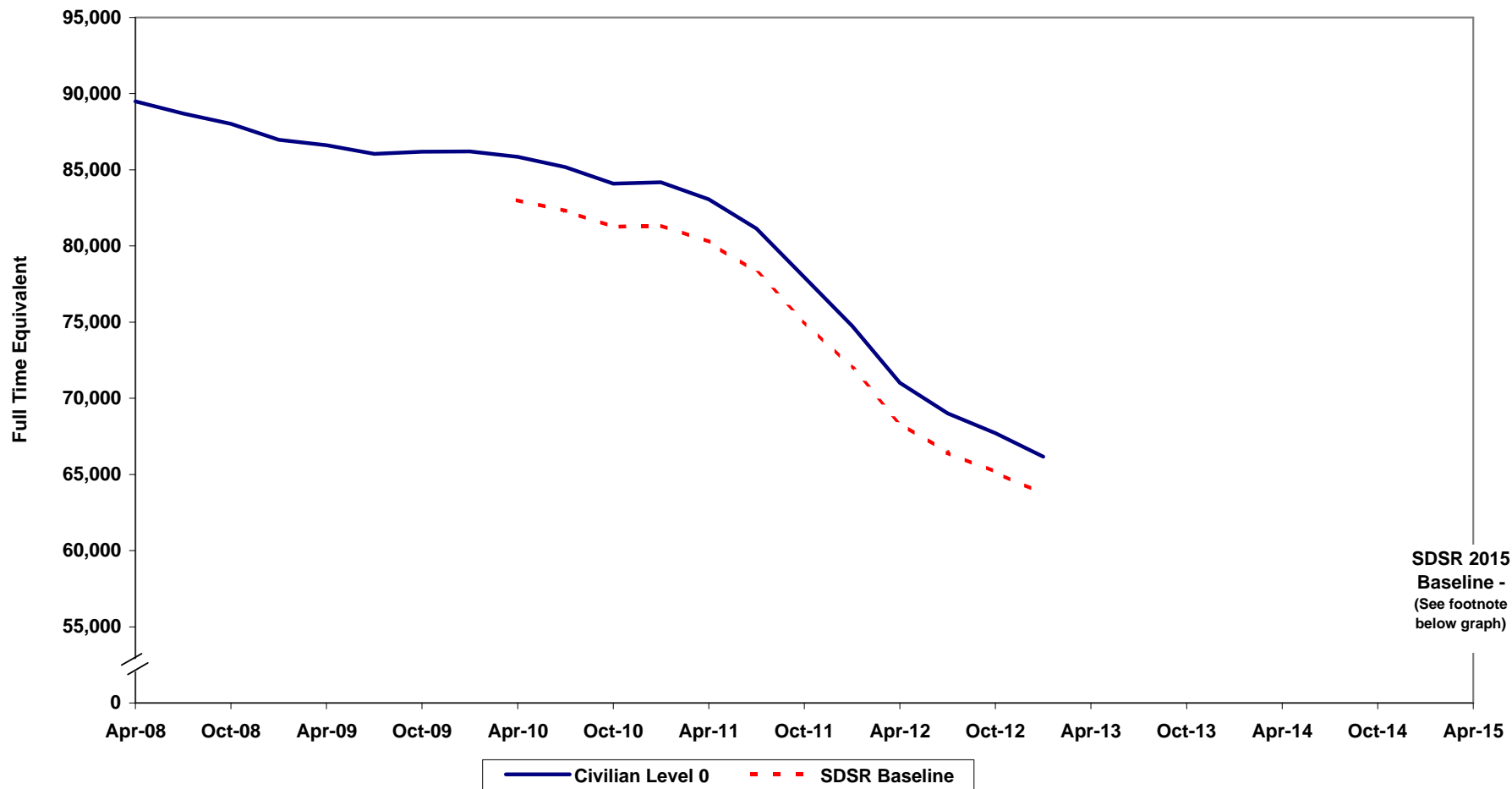
1. Head Office & Corporate Services (HO&CS) and Joint Forces Command (JFC) were established as at 01 April 2012, the Central TLB (CTLB) and Chief of Joint Operations (CJO) were disestablished as at 1 April 2012. Although established as at 01 April 2012, HO&CS and JFC were not the CTLB and CJO renamed. The composition of the two new TLBs is such that it is not possible for any meaningful comparisons to be made with the CTLB and CJO. The increase in Navy Command TLB between 1 October 2012 and 1 January 2013 is due to a transfer of personnel from Defence Equipment & Support TLB (approx 80 personnel).
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 in April 2012 reflects reduced requirements for the training and support of military exercises. Actual FTE are now available for all LECs, and LEC figures now use these actual values.
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.
6. 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. It should be noted that for reporting purposes the elements of civilian personnel employed at US Visiting Forces stations are not identified separately but are included in the Air Command and Land Forces TLB Totals above.
7. 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 is expected to 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.

**Table 2 - Civilian personnel strengths by grade equivalence<sup>1</sup> (Full Time Equivalent)**

The Non Industrial total has continued to decrease, falling from 52,580 as at 1 April 2010 to 40,830 as at 1 January 2013, a reduction of 11,750 (22.4 per cent) since the 2010 General Election. The strength of Non Industrial personnel fell by 910 (2.2 per cent) between 1 October 2012 to 1 January 2013, from 41,730 to 40,830.

The reduction in the Band E population has been the highest with 6,980 (31.1 per cent) leaving from 1 April 2010 to 1 January 2013. The SCS population fell 50 (18.4 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 (10.7 per cent), 2,140 (12.8 per cent) and 2,060 (19.8 per cent) respectively over the same period.

The Industrial total has continued to decrease, falling from 11,010 as at 1 April 2010 to 7,840 as at 1 January 2013, a reduction of 3,170 (28.8 per cent) since the 2010 General Election. The strength of Industrial personnel fell by 260 (3.2 per cent) between 1 October 2012 to 1 January 2013 from 8,100 to 7,840.

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 January 2013. Although this is an increase of 11.9 per cent since 1 April 2010, it is a *decrease* of 8.3 per cent since 1 April 2011. Industrial Skill Zone 1 has seen the largest population decrease from 2,800 at 1 April 2010 to 1,360 at 1 January 2013, a fall of 1,430 (51.1 per cent). In comparison Skill Zones 2, 3 and Apprentices have fallen between 20 and 30 per cent since 1 April 2010.

FTE

	2010 1 Apr	2011 1 Apr	2012 1 Jan	2012 1 Apr	2012 1 Jul	2012 1 Oct	2013 1 Jan
<b>Civilian Level 0 Total</b>	<b>85,850</b>	<b>83,060<sup>e</sup></b>	<b>74,750</b>	<b>71,010<sup>e</sup></b>	<b>69,000<sup>e</sup></b>	<b>67,710</b>	<b>66,170</b>
<b>Non Industrial Total</b>	<b>52,580</b>	<b>50,200</b>	<b>46,250</b>	<b>43,910</b>	<b>42,450</b>	<b>41,730</b>	<b>40,830</b>
SCS & Equivalent <sup>2</sup>	290	270	250	240	240	230	240
Band B1 & Equivalent	670	690	660	620	590	590	600
Band B2 & Equivalent	1,800	1,740	1,630	1,590	1,580	1,620	1,610
Band C1 & Equivalent	6,160	6,310	5,930	5,660	5,490	5,440	5,390
Band C2 & Equivalent	10,470	10,370	9,900	9,500	9,280	9,250	9,100
Band D & Equivalent	10,440	9,930	9,280	8,890	8,610	8,500	8,380
Band E1 & Equivalent	15,630	14,500	12,870	12,020	11,530	11,140	10,740
Band E2 & Equivalent	6,820	6,370	5,710	5,350	5,090	4,930	4,720
Other <sup>3</sup>	300	10	20	40	50	40	40
<b>Industrial<sup>4</sup> Total</b>	<b>11,010</b>	<b>10,580</b>	<b>8,990</b>	<b>8,600</b>	<b>8,300</b>	<b>8,100</b>	<b>7,840</b>
Firefighter	930	900	870	860	850	830	820
Skill Zone 4	320	390	370	360	360	360	360
Skill Zone 3	2,990	2,870	2,610	2,490	2,410	2,380	2,320
Skill Zone 2	3,760	3,660	3,240	3,130	2,980	2,930	2,830
Skill Zone 1	2,800	2,520	1,680	1,560	1,500	1,430	1,360
Apprentice	210	230	210	210	200	170	150
<b>Royal Fleet Auxiliary Total<sup>5</sup></b>	<b>2,330</b>	<b>2,360</b>	<b>2,160</b>	<b>2,000</b>	<b>1,980</b>	<b>1,960</b>	<b>1,940</b>
<b>Trading Funds Total<sup>5</sup></b>	<b>9,730</b>	<b>9,350</b>	<b>7,390</b>	<b>7,110</b>	<b>7,130</b>	<b>7,170</b>	<b>7,210</b>
<b>Locally engaged civilians Total<sup>5,6</sup></b>	<b>10,200</b>	<b>10,580<sup>e</sup></b>	<b>9,960</b>	<b>9,390<sup>e</sup></b>	<b>9,140<sup>e</sup></b>	<b>8,740</b>	<b>8,350</b>

Source: DASA (Civilian)

**Notes:**

- Grade equivalence is shown in terms of the broader banding structure and is based on paid grade.
- Includes personnel outside the Senior Civil Service but of equivalent grade, primarily Senior Medical Specialists.
- 'Other' represents core civilian personnel for whom no grade information is available.
- 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.
- Data by grade are not available for Royal Fleet Auxiliaries, Trading Funds and locally engaged civilians.
- 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 all LECs, and LEC figures now use these actual values.

"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 68,770 as at 1 January 2013, a reduction of 21,200 (23.7 per cent) since the 2010 General Election. The strength of Level 0 civilian headcount fell by 1,600 (2.3 per cent) between 1 October 2012 to 1 January 2013, from 70,360 to 68,770. This net change comprised falls of 1,280 in the Level 1 civilian total, 370 in locally engaged civilians (LECs) and an increase of 50 in the Trading Funds.

HQ Air Command has had the largest percentage reduction in headcount personnel, with a decrease of 2,890 (32.2 per cent) since 1 April 2010, with Land Forces falling by 4,510 (26.2 per cent). Navy Command and Defence Equipment and Support have fallen by 16.4 per cent and 21.3 per cent respectively. 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 19.8 per cent decrease since the 1 April 2011 peak to January 2013.

	Headcount							
	2010 1 Apr	2011 1 Apr	2012 1 Jan	2012 1 Apr	2012 1 Jul	2012 1 Oct	2013 1 Jan	Net change since Apr 10
Navy Command <sup>1</sup>	2,550	2,450	2,200	2,090	2,060	2,060	2,130	-420
Land Forces	17,200	15,590	14,380	13,740	13,330	13,020	12,680	-4,510
HQ Air Command	8,960	8,740	7,250	6,760	6,490	6,280	6,080	-2,890
Central TLB <sup>1</sup>	17,130	16,350	15,210	-	-	-	-	*
Head Office & Corporate Services <sup>1</sup>	-	-	-	11,330	10,880	10,680	10,470	*
Chief of Joint Operations <sup>1</sup>	290	270	260	-	-	-	-	*
Joint Forces Command <sup>1</sup>	-	-	-	3,140	3,110	3,060	3,050	*
Defence Equipment & Support	16,540	16,130	15,080	14,400	13,690	13,520	13,020	-3,520
Defence Infrastructure Organisation <sup>2</sup>	2,910	3,270	2,620	2,660	2,710	2,680	2,620	-290
Science Innovation & Technology	-	-	-	-	-	-	-	-
Unallocated	100	10	-	10	10	10	10	-90
Royal Fleet Auxiliary (RFA)	2,330	2,360	2,160	2,000	1,980	1,960	1,940	-390
<b>Civilian Level 1 Total</b>	<b>68,010</b>	<b>65,160</b>	<b>59,170</b>	<b>56,130</b>	<b>54,260</b>	<b>53,270</b>	<b>52,000</b>	<b>-16,010</b>
<b>Trading Funds Total</b>	<b>9,980</b>	<b>9,620</b>	<b>7,590</b>	<b>7,320</b>	<b>7,340</b>	<b>7,390</b>	<b>7,440</b>	<b>-2,540</b>
Defence Science & Technology Laboratory	3,800	3,750	3,790	3,750	3,770	3,800	3,850	50
Defence Support Group	3,270	3,000	2,780	2,530	2,520	2,530	2,510	-760
Hydrographic Office	1,000	1,000	1,020	1,040	1,050	1,050	1,070	70
Meteorological Office	1,900	1,860	-	-	-	-	-	-1,900
<b>Locally engaged civilians Total<sup>3</sup></b>	<b>11,980</b>	<b>12,270<sup>e</sup></b>	<b>10,950</b>	<b>10,520<sup>e</sup></b>	<b>10,240<sup>e</sup></b>	<b>9,700</b>	<b>9,330</b>	<b>-2,650</b>
<i>Of which</i>								
NACMO Funded LEC <sup>4</sup> in Afghanistan	890	900	1,000	970	980	1,000	920	30
Conflict Pool Funded LEC <sup>5</sup> in Sierra Leone	150	130	120	-	-	-	-	-150
<b>Civilian Level 0 Total</b>	<b>89,970</b>	<b>87,060<sup>e</sup></b>	<b>77,710</b>	<b>73,960<sup>e</sup></b>	<b>71,850<sup>e</sup></b>	<b>70,360</b>	<b>68,770</b>	<b>-21,200</b>

Source: DASA (Civilian)

**Notes:**

1. Head Office & Corporate Services (HO&CS) and Joint Forces Command (JFC) were established as at 01 April 2012, the Central TLB (CTLB) and Chief of Joint Operations (CJO) were disestablished as at 1 April 2012. Although established as at 01 April 2012, HO&CS and JFC were not the CTLB and CJO renamed. The composition of the two new TLBs is such that it is not possible for any meaningful comparisons to be made with the CTLB and CJO. The increase in Navy Command TLB between 1 October 2012 and 1 January 2013 is due to a transfer of personnel from Defence Equipment & Support TLB (approx 80 personnel).

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 37.0 per cent at 1 January 2013. '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 January 2013. '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 1.6 percentage points to 70.4 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 1.2 percentage points in the last fifteen months to 9.5 per cent. The number of part-time personnel has fallen 29.1 per cent, compared to a fall of 23.2 per cent for full time personnel from 1 April 2010 to 1 January 2013.

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	2012 1 Jan	2012 1 Apr	2012 1 Jul	2012 1 Oct	2013 1 Jan
<b>Sex</b>							
<b>Total<sup>1</sup></b>	<b>65,680</b>	<b>62,810</b>	<b>57,010</b>	<b>54,140</b>	<b>52,280</b>	<b>51,310</b>	<b>50,060</b>
Female	25,390	24,280	21,510	20,230	19,530	19,100	18,510
<i>Percentage Female</i>	38.7	38.7	37.7	37.4	37.4	37.2	37.0
Male	40,290	38,530	35,500	33,910	32,750	32,200	31,550
<b>Ethnicity</b>							
<b>Total<sup>1</sup></b>	<b>65,680</b>	<b>62,810</b>	<b>57,010</b>	<b>54,140</b>	<b>52,280</b>	<b>51,310</b>	<b>50,060</b>
Black and Minority Ethnic	1,830	1,820	1,820	1,760	1,720	1,680	1,650
<i>Percentage<sup>2</sup> Black and Minority Ethnic</i>	3.2	3.3	3.6	3.7	3.7	3.7	3.7
White	55,400	53,420	48,950	46,350	44,640	43,630	42,520
Choose Not to Declare	3,230	3,310	1,880	1,830	1,760	1,740	1,700
No Response	5,220	4,260	4,360	4,210	4,170	4,260	4,180
<b>Disability<sup>3</sup></b>							
<b>Total<sup>1</sup></b>	<b>65,680</b>	<b>62,810</b>	..	..	..	..	..
Disabled	3,820	4,130	..	..	..	..	..
<i>Percentage<sup>2</sup> Disabled</i>	7.0	7.7	..	..	..	..	..
Not Disabled	50,470	49,180	..	..	..	..	..
Choose Not to Declare	-	4,180	..	..	..	..	..
No Response	11,400	5,320	..	..	..	..	..
<b>Sexual Orientation</b>							
<b>Total<sup>1</sup></b>	<b>65,680</b>	<b>62,810</b>	<b>57,010</b>	<b>54,140</b>	<b>52,280</b>	<b>51,310</b>	<b>50,060</b>
Lesbian, Gay, Bisexual	520	550	630	600	570	560	550
<i>Percentage<sup>2</sup> Lesbian, Gay, Bisexual</i>	1.3	1.4	1.7	1.7	1.6	1.6	1.7
Heterosexual	39,010	39,380	37,290	35,460	34,240	33,520	32,860
Choose Not to Declare	12,700	12,160	10,530	9,880	9,440	9,200	8,900
No Response	13,450	10,720	8,570	8,200	8,040	8,030	7,750
<b>Religion or Belief</b>							
<b>Total<sup>1</sup></b>	<b>65,680</b>	<b>62,810</b>	<b>57,010</b>	<b>54,140</b>	<b>52,280</b>	<b>51,310</b>	<b>50,060</b>
Christian	29,510	29,580	27,490	25,920	24,960	24,340	23,750
<i>Percentage<sup>2</sup> Christian</i>	72.0	71.7	71.2	70.8	70.8	70.6	70.4
Non Christian Religion <sup>4</sup>	2,090	2,080	1,950	1,860	1,800	1,760	1,720
Secular <sup>5</sup>	9,400	9,580	9,150	8,810	8,520	8,390	8,270
Choose Not to Declare	11,460	11,120	10,050	9,520	9,130	8,920	8,670
No Response	13,220	10,450	8,360	8,030	7,870	7,900	7,650

**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	2012 1 Jan	2012 1 Apr	2012 1 Jul	2012 1 Oct	2013 1 Jan
<b>Working Patterns</b>							
<b>Total<sup>1</sup></b>	<b>65,680</b>	<b>62,810</b>	<b>57,010</b>	<b>54,140</b>	<b>52,280</b>	<b>51,310</b>	<b>50,060</b>
Part Time	6,740	6,550	5,860	5,430	5,160	5,010	4,780
<i>Percentage<sup>2</sup> Part Time</i>	<i>10.3</i>	<i>10.4</i>	<i>10.3</i>	<i>10.0</i>	<i>9.9</i>	<i>9.8</i>	<i>9.5</i>
Full Time	58,950	56,260	51,150	48,700	47,120	46,300	45,280
<b>Trading Funds Total</b>	<b>9,980</b>	<b>9,620</b>	<b>7,590</b>	<b>7,320</b>	<b>7,340</b>	<b>7,390</b>	<b>7,440</b>
<b>Royal Fleet Auxiliary Total</b>	<b>2,330</b>	<b>2,360</b>	<b>2,160</b>	<b>2,000</b>	<b>1,980</b>	<b>1,960</b>	<b>1,940</b>
<b>Locally engaged civilians Total<sup>6</sup></b>	<b>11,980</b>	<b>12,270<sup>e</sup></b>	<b>10,950</b>	<b>10,520<sup>e</sup></b>	<b>10,240<sup>e</sup></b>	<b>9,700</b>	<b>9,330</b>
<b>Civilian Level 0 Total</b>	<b>89,970</b>	<b>87,060<sup>e</sup></b>	<b>77,710</b>	<b>73,960<sup>e</sup></b>	<b>71,850<sup>e</sup></b>	<b>70,360</b>	<b>68,770</b>

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. 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.

In the 12 months ending 31 December 2012, 1,900 personnel (headcount) were recruited into the Department (excluding RFA and LEC personnel) of which 610 (32.2 per cent) were Trading Funds. This represents an MOD Total intake rate of 3.1 per cent (see Table 6) in the 12 months to 31 December 2012, comparable to the rate of 2.0 per cent in the 12 months to 31 December 2011. This is the highest intake rate for a complete 12-month period under the recruitment freeze.

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 30 June 2012 to 30 September 2012 (1,420) is only due to the effect of the loss of the Meteorological Office on the previous quarter's 12 month rate. Similarly, the reduction in outflow from 11,540 to 9,000, in the last quarter, is due to the downward trend in the number of staff leaving under VERS. Between 1 October 2012 and 1 January 2013 the total outflow for MOD Main TLB has reduced from 10,620 to 8,260 (22.2 per cent).

Headcount

	Financial Year 2009/10	Financial Year 2010/11	12 Months Ending <sup>1</sup> :				
			2011 31 Dec	2012 31 Mar	2012 30 Jun	2012 30 Sep	2012 31 Dec
<b>MOD Total Intake<sup>2</sup></b>	<b>5,140</b>	<b>2,040</b>	<b>1,440</b>	<b>1,380</b>	<b>1,550</b>	<b>1,750</b>	<b>1,900</b>
<b>MOD Main TLB Total Intake</b>	<b>4,200</b>	<b>1,610</b>	<b>940</b>	<b>870</b>	<b>1,000</b>	<b>1,200</b>	<b>1,280</b>
Navy Command	140	60	40	40	60	70	70
Land Forces	1,330	470	260	230	270	320	350
HQ Air Command	750	340	120	80	90	90	100
Central TLB <sup>1</sup>	830	320	270	290	250	190	70
Head Office & Corporate Services <sup>1</sup>	-	-	-	-	30	140	240
Chief of Joint Operations <sup>1</sup>	10	10	-	10	10	10	10
Joint Forces Command <sup>1</sup>	-	-	-	-	60	100	140
Defence Equipment & Support	820	360	230	200	200	230	230
Defence Infrastructure Organisation <sup>3</sup>	140	50	10	10	30	60	70
Science Innovation & Technology	170	-	-	-	-	-	-
Unallocated	10	-	-	-	-	-	-
<b>Trading Funds Total Intake</b>	<b>940</b>	<b>430</b>	<b>500</b>	<b>520</b>	<b>550</b>	<b>550</b>	<b>610</b>
Defence Science & Technology Laboratory	570	240	310	330	390	420	450
Defence Support Group	140	30	20	40	40	50	60
Hydrographic Office	80	60	90	90	80	80	100
Meteorological Office <sup>1</sup>	140	100	80	50	40	-	-
<b>MOD Total Outflow<sup>2</sup></b>	<b>5,540</b>	<b>5,270</b>	<b>10,380</b>	<b>12,360</b>	<b>12,950</b>	<b>11,540</b>	<b>9,000</b>
<b>MOD Main TLB Total Outflow</b>	<b>4,710</b>	<b>4,470</b>	<b>7,550</b>	<b>9,420</b>	<b>10,100</b>	<b>10,620</b>	<b>8,260</b>
Navy Command	100	110	270	390	420	420	270
Land Forces	1,280	1,420	1,640	2,120	2,420	2,660	2,180
HQ Air Command	610	550	1,640	1,980	1,340	1,430	1,180
Central TLB <sup>1</sup>	1,180	1,000	1,780	2,230	2,060	1,780	780
Head Office & Corporate Services <sup>1</sup>	-	-	-	-	490	780	1,070
Chief of Joint Operations <sup>1</sup>	10	10	20	160	150	150	140
Joint Forces Command <sup>1</sup>	-	-	-	-	120	200	260
Defence Equipment & Support	1,310	1,240	1,570	1,810	2,350	2,420	2,110
Defence Infrastructure Organisation <sup>3</sup>	130	120	640	740	750	780	260
Science Innovation & Technology	80	-	-	-	-	-	-
Unallocated	10	10	10	-	-	-	-
<b>Trading Funds Total Outflow</b>	<b>830</b>	<b>800</b>	<b>2,830</b>	<b>2,930</b>	<b>2,850</b>	<b>910</b>	<b>730</b>
Defence Science & Technology Laboratory	370	330	310	320	340	380	380
Defence Support Group	250	280	520	640	550	470	300
Hydrographic Office	70	60	60	70	60	60	60
Meteorological Office <sup>1</sup>	140	140	1,940	1,910	1,900	-	-

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

<b>Net Change of Royal Fleet Auxiliary<sup>4</sup></b>	<b>20</b>	<b>30</b>	<b>-200</b>	<b>-360</b>	<b>-360</b>	<b>-320</b>	<b>-230</b>
<b>Net Change of locally engaged civilians<sup>4</sup></b>	<b>-290</b>	<b>290<sup>e</sup></b>	<b>-1,180</b>	<b>-1,760<sup>e</sup></b>	<b>-1,480<sup>e</sup></b>	<b>-1,230</b>	<b>-1,620</b>
<b>MOD Total Net Change<sup>5</sup></b>	<b>-660</b>	<b>-2,910<sup>e</sup></b>	<b>-10,320</b>	<b>-13,100<sup>e</sup></b>	<b>-13,240<sup>e</sup></b>	<b>-11,330</b>	<b>-8,950</b>

Source: DASA(Civilian)

**Notes:**

1. (a) Central TLB (CTLB) and Chief of Joint Operations (CJO) were disestablished as TLB's as at 1 April 2012, Intake and Outflow for 12 month period at 01 January 2013 represents 3 months data up to 1 April 2012.

(b) Head Office & Corporate Services (HO&CS) and Joint Forces Command (JFC) were established as TLB's as at 1 April 2012, Intake and Outflow for 12 month period at 01 January 2013 represents 9 months data up to 1 January 2013.

(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.

Although established as at 01 April 2012, HO&CS and JFC were not the CTLB and CJO renamed. The composition of the two new TLBs is such that it is not possible for any meaningful comparisons to be made with the CTLB and CJO.

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 rates<sup>1</sup> of civilian personnel by method of entry and reasons for leaving (Headcount)**

Since the announcement of the Voluntary Early Release Scheme (VERS) outflow rates increased until the 12 months ending June 2012 then decreased in the 12 months ending 30 September 2012 to 18.4 per cent and the 12 months ending 31 December 2012 to 14.8 per cent. 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 2011 to the Department of Business, Innovation and Skills. Therefore the reduction of 1.4 percentage points in the outflow rate between the 12 months to 30 June and 12 months to 30 September is only due to the effect of the loss of the Meteorological Office on the former quarter's 12 month rate, which can also be seen by the reduction from 1,920 to 60 in 'Transfer out of MOD' category.

Similarly, the reduction in the outflow rate in the most recent quarter is due to the downward trend in the number of staff leaving under VERS. After 15 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 31 December 2012, 660 retired from the core MOD TLBs (a rate of 1.2%). In the year prior to VERS, 1,030 retired from the core MOD (a rate of 1.6%). Outflow from resignation in the core MOD TLBs has been largely unaffected by VERS, with 1,050 resigning in the 12 months to 31 December 2012 (a rate of 2.0%) compared to 1,070 resigning from the core MOD TLBs in the year prior to VERS (a rate of 1.7%).

	Headcount						
	Financial Year 2009/10	Financial Year 2010/11	12-Months Ending:				
			2011 31 Dec	2012 31 Mar	2012 30 Jun	2012 30 Sep	2012 31 Dec
<b>MOD Total Intake<sup>2</sup></b>	<b>5,140</b>	<b>2,040</b>	<b>1,440</b>	<b>1,380</b>	<b>1,550</b>	<b>1,750</b>	<b>1,900</b>
<i>Total Intake Rate</i>	<i>6.8</i>	<i>2.7</i>	<i>2.0</i>	<i>2.0</i>	<i>2.4</i>	<i>2.8</i>	<i>3.1</i>
<b>MOD Main TLB Total Intake</b>	<b>4,200</b>	<b>1,610</b>	<b>940</b>	<b>870</b>	<b>1,000</b>	<b>1,200</b>	<b>1,280</b>
<i>Total Intake Rate</i>	<i>6.4</i>	<i>2.5</i>	<i>1.5</i>	<i>1.4</i>	<i>1.7</i>	<i>2.2</i>	<i>2.4</i>
Recruitment / Re-instatement	3,990	1,410	870	770	850	1,000	1,010
Transfer from other Public Office	210	190	70	100	140	200	270
<b>Trading Funds Total Intake</b>	<b>940</b>	<b>430</b>	<b>500</b>	<b>520</b>	<b>550</b>	<b>550</b>	<b>610</b>
<i>Total Intake Rate</i>	<i>9.5</i>	<i>4.4</i>	<i>5.5</i>	<i>6.1</i>	<i>7.0</i>	<i>7.4</i>	<i>8.2</i>
Recruitment / Re-instatement	380	190	200	180	160	130	160
Transfer from other Public Office	560	240	310	330	390	420	450
<b>MOD Total Outflow<sup>2</sup></b>	<b>5,540</b>	<b>5,270</b>	<b>10,380</b>	<b>12,360</b>	<b>12,950</b>	<b>11,540</b>	<b>9,000</b>
<i>Total Outflow Rate</i>	<i>7.3</i>	<i>7.1</i>	<i>14.8</i>	<i>18.2</i>	<i>19.8</i>	<i>18.4</i>	<i>14.8</i>
<b>MOD Main TLB Total Outflow</b>	<b>4,710</b>	<b>4,470</b>	<b>7,550</b>	<b>9,420</b>	<b>10,100</b>	<b>10,620</b>	<b>8,260</b>
<i>Total Outflow Rate</i>	<i>7.1</i>	<i>6.9</i>	<i>12.3</i>	<i>15.8</i>	<i>17.6</i>	<i>19.3</i>	<i>15.5</i>
Resignation <sup>3</sup>	1,190	1,220	1,040	970	960	920	1,050
Retirement	720	1,340	940	850	780	720	660
End of Appointments	590	450	220	200	180	160	210
Voluntary Release or Redundancy	400	180	110	40	40	60	50
Voluntary Early Release Scheme <sup>4</sup>	-	-	3,420	5,950	7,460	8,080	5,460
Compulsory Severance or Retirement	210	150	80	20	20	20	30
Health / Death in Service	300	290	290	270	240	230	220
Dismissed	110	90	110	100	100	90	90
Transfer out of MOD	120	190	230	140	180	210	220
Privatisation of Function	170	460	1,070	850	100	100	230
Other	890	90	40	30	40	30	30
<b>Trading Funds Total Outflow</b>	<b>830</b>	<b>800</b>	<b>2,830</b>	<b>2,930</b>	<b>2,850</b>	<b>910</b>	<b>730</b>
<i>Total Outflow Rate</i>	<i>8.3</i>	<i>8.1</i>	<i>31.3</i>	<i>34.5</i>	<i>36.0</i>	<i>12.2</i>	<i>9.9</i>
Resignation	200	220	200	200	200	180	170
Retirement	120	80	50	60	50	40	40
End of Appointments	190	180	150	160	150	180	180
Voluntary Release or Redundancy	80	150	440	470	390	320	150
Compulsory Severance or Retirement	70	20	10	80	80	80	80
Health / Death in Service	20	20	20	20	20	20	10
Dismissed	20	20	20	20	10	10	10
Transfer out of MOD	30	20	1,880	1,910	1,920	60	60
Privatisation of Function	10	-	-	-	-	-	-
Other	100	100	50	30	40	30	40

**Table 6 - Intake and outflow rates<sup>1</sup> of civilian personnel by method of entry and reasons for leaving (Headcount)**

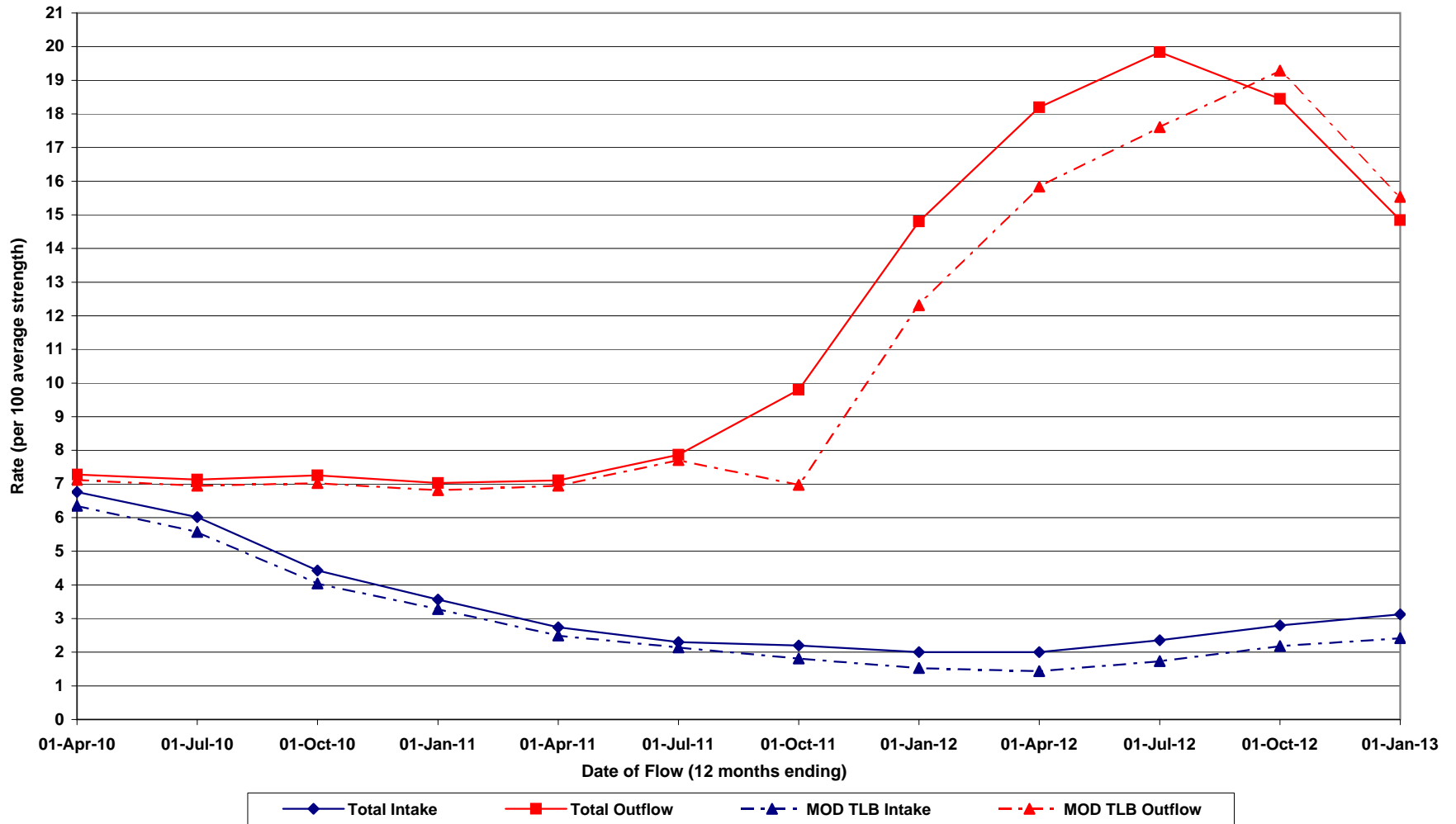
<b>Net Change of Royal Fleet Auxiliary<sup>5</sup></b>	<b>20</b>	<b>30</b>	<b>-200</b>	<b>-360</b>	<b>-360</b>	<b>-320</b>	<b>-230</b>
<b>Net Change of Locally engaged civilians<sup>6</sup></b>	<b>-290</b>	<b>290<sup>e</sup></b>	<b>-1,180</b>	<b>-1,760<sup>e</sup></b>	<b>-1,480<sup>e</sup></b>	<b>-1,230</b>	<b>-1,620</b>
<b>MOD Total Net Change<sup>6</sup></b>	<b>-660</b>	<b>-2,910<sup>e</sup></b>	<b>-10,320</b>	<b>-13,100<sup>e</sup></b>	<b>-13,240<sup>e</sup></b>	<b>-11,330</b>	<b>-8,950</b>

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. From the 12 month period ending 31 Dec 2012, Resignation includes a new Reason for Leaving code covering personnel exiting the Department. following an extended period of special unpaid leave (Ex-SUL).
4. 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.
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 rates<sup>1</sup> of civilian personnel (Headcount)



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

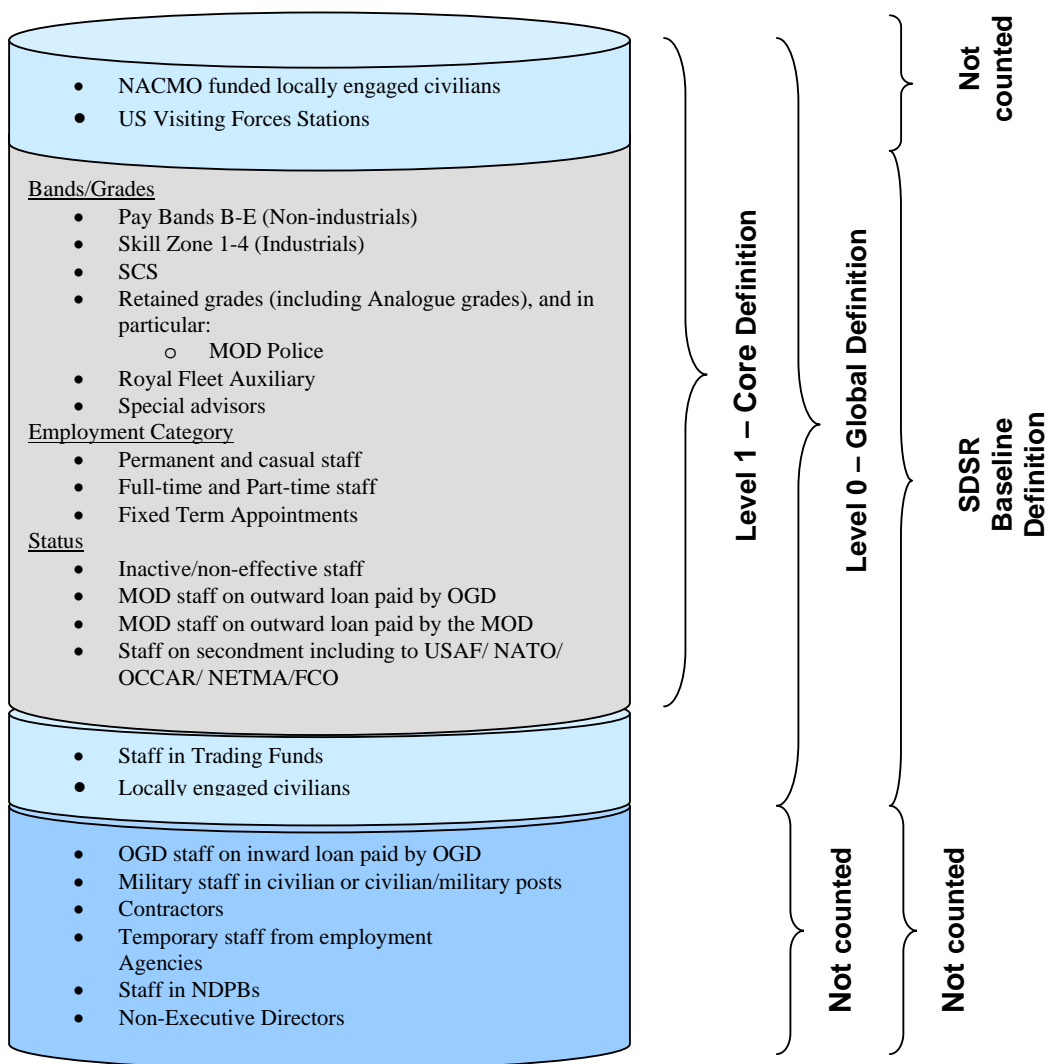
## Background Notes

### 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.

<b>MOD grades</b>	<b>Former service-wide grades</b>
<b>Senior Management</b> SCS – Senior Civil Service	<b>Senior Management</b> SCS – Senior Civil Service
<b>Other Management Grades</b> B1 & equivalents B2 & equivalents C1 & equivalents C2 & equivalents D & equivalents	<b>Other Management Grades</b> Grade 6 Grade 7 SEO - Senior Executive Officer HEO - Higher Executive Officer EO - Executive Officer
<b>Administrative Grades</b> E1 & equivalents E2 & equivalents	<b>Administrative Grades</b> 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](mailto:DASA-Quad-Enquiries@mod.uk)

Visit our website at [www.dasa.mod.uk](http://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).