



# Ministry of Defence

## Statistical Release

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# Quarterly Civilian Personnel Report

## 1 April 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 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 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 data covered by the reporting periods of Tables 1 and 3 of this statistical release.

With effect from 1 July 2013, Tables 1 to 4 will no longer include the 1 April 2011 column which will be replaced by the 1 April 2012 column, retaining the 1 April 2010 baseline column to facilitate monitoring of personnel reductions under the SDSR. For tables 5 and 6 Intake and Outflow for FY 2009/10 will be removed and Intake and Outflow for FY 2011/12 will be added.

<b>Contents Summary</b>	<b>Page</b>
<b>Key points and trends</b>	1
<b>Introduction</b>	2
<b>Civilian Personnel strengths (FTE):</b>	
by Top Level Budgetary Area	3
Level 0 & SDSR graph	4
by Grade equivalence	5
<b>Civilian Personnel strengths (Headcount):</b>	
by Top Level Budgetary Area	6
by diversity categories	7
<b>Intake and Outflow (Headcount):</b>	
Intake and outflow by Top Level Budgetary Area	9
Intake and outflow by method of entry and reasons for leaving	11
Intake & outflow graph	13
<b>Background Notes</b>	
Data sources	14
Civilian manpower definitions	14
Data quality	15
Grade structures	16
Symbols and conventions	16
Feedback	16
<b>Glossary</b>	17

### Civilian personnel key points and trends

- The Ministry of Defence civilian population has continued to decrease, although at a slower rate than in previous quarters.
- The Strategic Defence & Security Review (SDSR) baseline strength, used to monitor the personnel run down, decreased to 63,080 Full Time Equivalent (FTE) as at 1 April 2013, a decrease of 19,920 (24.0 per cent) since 1 April 2010 (Table 1).
- The SDSR baseline strength has fallen by 5,310 (7.8 per cent) FTE in the 12-months since 1 April 2012. This includes 3,240 personnel leaving under the Voluntary Early Release Scheme (VERS). The change in the current quarter, 640, represents 3.2 per cent of the total change since 1 April 10 (19,920).
- The strength of Level 0 civilian personnel fell by 770 (1.2 per cent) FTE in the last quarter to 1 April 2013, from 66,170 to 65,400. This net change comprised falls of 620 in the Level 1 civilian total, 100 in Locally engaged civilians (LECs) and 40 in the Trading Funds (Table 1).
- In the 12 months ending 31 March 2013, 2,160 personnel joined the Department representing an intake rate of 3.7 per cent, comparable to the intake rate of 2.0 per cent in the 12 months to 31 March 2012.
- Outflow in the 12 months ending 31 March 2013 was 6,740. The MOD total outflow rate in the 12 months to 31 March 2013 was 11.4 per cent, a reduction on the previous quarter's 12 month rate of 14.8 per cent. The reduction in the outflow rate in the most recent quarter is due to VERS 1 exits not having an effect in this period.

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<b>General Public Enquiries:</b>	<a href="http://www.dasa.mod.uk">www.dasa.mod.uk</a>

## Quarterly Civilian Personnel Report, 1 April 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 65,400 as at 1 April 2013, a reduction of 20,450 (23.8 per cent) since the 2010 General Election. This net change comprised falls of 15,940 in the Level 1 civilian total, 1,950 in Locally engaged civilians (LECs) and 2,560 in the Trading Funds. The Strategic Defence & Security Review (SDSR) baseline number has fallen by 19,920 (24.0 per cent) since 1 April 2010. The change in the current quarter (640) represents 3.2 per cent of the total change since 1 April 2010.

	FTE							
	2010 1 Apr	2011 1 Apr	2012 1 Apr	2012 1 Jul	2012 1 Oct	2013 1 Jan	2013 1 Apr	Change since 1 Apr 2010
Navy Command	2,430	2,340	2,000	1,960	1,970	2,040	2,030	-400
Land Forces	16,480	14,920	13,160	12,790	12,510	12,190	11,410	-5,060
HQ Air Command	8,660	8,430	6,540	6,280	6,080	5,890	5,550	-3,110
Central TLB <sup>1</sup>	16,650	15,870	*	*	*	*	*	*
Head Office & Corporate Services <sup>1</sup>	*	*	11,060	10,630	10,440	10,250	7,300	*
Chief of Joint Operations <sup>1</sup>	290	270	*	*	*	*	*	*
Joint Forces Command <sup>1,2</sup>	*	*	3,050	3,030	2,980	2,970	3,920	*
Defence Equipment & Support	16,150	15,750	14,090	13,400	13,220	12,740	12,550	-3,610
Defence Infrastructure Organisation <sup>3</sup>	2,830	3,190	2,610	2,650	2,630	2,570	5,290	2,460
Unallocated	100	10	10	10	10	10	20	-80
Royal Fleet Auxiliary (RFA)	2,330	2,360	2,000	1,980	1,960	1,940	1,900	-420
<b>Civilian Level 1 Total</b>	<b>65,920</b>	<b>63,130</b>	<b>54,510</b>	<b>52,730</b>	<b>51,800</b>	<b>50,600</b>	<b>49,980</b>	<b>-15,940</b>
<b>Trading Funds Total</b>	<b>9,730</b>	<b>9,350</b>	<b>7,110</b>	<b>7,130</b>	<b>7,170</b>	<b>7,210</b>	<b>7,170</b>	<b>-2,560</b>
Defence Science & Technology Laboratory	3,700	3,640	3,640	3,650	3,670	3,720	3,720	20
Defence Support Group	3,230	2,960	2,490	2,490	2,500	2,480	2,420	-810
Hydrographic Office	970	960	980	990	990	1,010	1,030	70
Met Office	1,840	1,800	*	*	*	*	*	-1,840
<b>Locally engaged civilians (LEC) Total<sup>4</sup></b>	<b>10,200</b>	<b>10,580<sup>e</sup></b>	<b>9,390<sup>e</sup></b>	<b>9,140<sup>e</sup></b>	<b>8,740</b>	<b>8,350</b>	<b>8,250</b>	<b>-1,950</b>
<b>Civilian Level 0 Total</b>	<b>85,850</b>	<b>83,060<sup>e</sup></b>	<b>71,010<sup>e</sup></b>	<b>69,000<sup>e</sup></b>	<b>67,710</b>	<b>66,170</b>	<b>65,400</b>	<b>-20,450</b>
NACMO Funded LEC <sup>5</sup> in Afghanistan	890	900	970	980	1,000	920	830	30
Conflict Pool Funded LEC <sup>6</sup> in Sierra Leone	150	130	-	-	-	-	-	-150
US Visiting Forces Stations (USVF) <sup>7</sup>	1,810	1,770	1,650	1,600	1,560	1,520	1,490	-320
<b>Strategic Defence &amp; Security Review (SDSR) Baseline<sup>8</sup></b>	<b>83,000</b>	<b>80,260<sup>e</sup></b>	<b>68,390<sup>e</sup></b>	<b>66,430<sup>e</sup></b>	<b>65,150</b>	<b>63,720</b>	<b>63,080</b>	<b>-19,920</b>

Source: Defence Statistics (Civilian)

**Notes:**

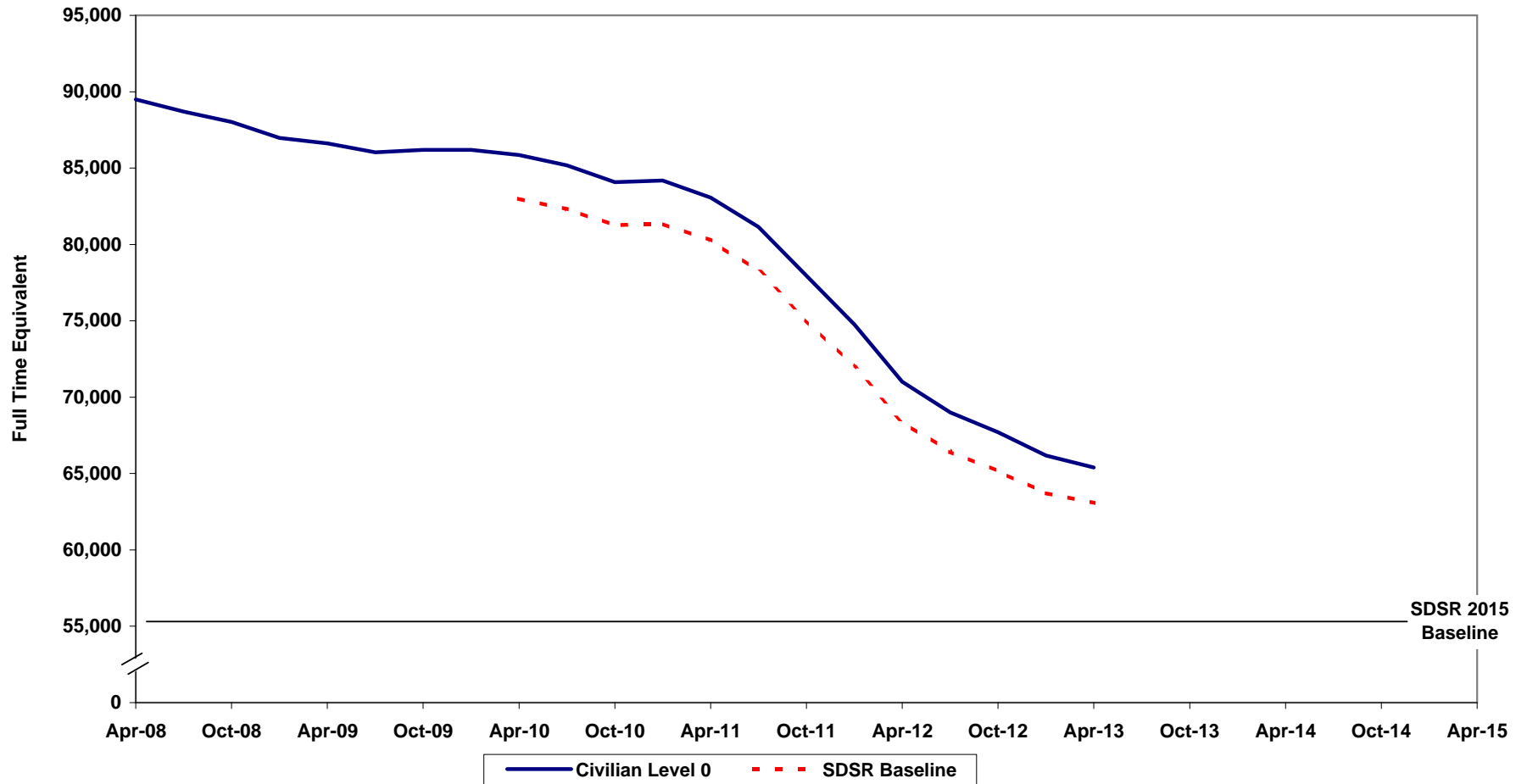
- Head Office & Corporate Services (HO&CS) and Joint Forces Command (JFC) were established as at 01 April 2012, the Central TLB (CTLB) and Chief of Joint Operations (CJO) were disestablished as at 1 April 2012. HO&CS and JFC were not the CTLB and CJO renamed.
- Joint Forces Command achieved Full Operational Capacity as at 1 April 2013, absorbing additional support roles from lead service TLBs.
- 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. As of 1 April 2013 responsibility for management of the MOD Guard Service (MGS) transferred from HO&CS to
- Since April 2012 actual FTE figures have been available and used subsequently from this date.
- 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. 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.
- 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 from April 2010, announced during the Strategic Defence & Security Review.

"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** - 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 40,410 as at 1 April 2013, a reduction of 12,160 (23.1 per cent) since the 2010 General Election. The strength of Non Industrial personnel fell by 410 (1.0 per cent) between 1 January 2013 to 1 April 2013, from 40,830 to 40,410.

The reduction in the Band E population has been the highest with 32.7 per cent (7,340) leaving from 1 April 2010 to 1 April 2013. Comparatively, the strength of Bands B and C have only fallen by 11.2 per cent (270) and 12.4 per cent (2,070) respectively over the same period. Both Bands B1 and C1 have had increases since 1 January 2013 with C1 increasing 1.8 per cent (95) and the strength of Band B1 has increased every quarter since 1 July 2012, an overall increase of 5.8 per cent (30). The SCS and Band D population have fallen by about 20 per cent, by 50 and 2,180 respectively, between 1 April 2010 and 1 April 2013, however due to the relatively small size of the SCS grade band it should be noted that a change of only a few people (290 to 240) will result in a large percentage difference

The Industrial total has continued to decrease, falling from 11,010 as at 1 April 2010 to 7,660 as at 1 April 2013, a reduction of 3,350 (30.4 per cent) since the 2010 General Election. The strength of Industrial personnel fell by 180 (2.3 per cent) between 1 January 2013 to 1 April 2013 from 7,840 to 7,660.

The strength of the Industrial Skill Zone 4 has remained stable at 360, since 1 April 2012 following a peak of 390 at 1 April 2011 to 1 April 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 1,320 at 1 April 2013, a fall of (1,480) 52.9 per cent. In comparison Skill Zones 2 and 3 have fallen by around 25 per cent since 1 April 2010. Firefighters have only decreased by 13.8 per cent over the same period. The number of apprentices also saw an increase from April 2010 to April 2011, with a continual decrease from April 2011 to April 2013 of 39.0 per cent.

FTE

	2010 1 Apr	2011 1 Apr	2012 1 Apr	2012 1 Jul	2012 1 Oct	2013 1 Jan	2013 1 Apr
<b>Civilian Level 0 Total</b>	<b>85,850</b>	<b>83,060</b> °	<b>71,010</b> °	<b>69,000</b> °	<b>67,710</b>	<b>66,170</b>	<b>65,400</b>
<b>Non Industrial Total</b>	<b>52,580</b>	<b>50,200</b>	<b>43,910</b>	<b>42,450</b>	<b>41,730</b>	<b>40,830</b>	<b>40,410</b>
SCS & Equivalent <sup>2</sup>	290	270	240	240	230	240	240
Band B1 & Equivalent	670	690	620	590	590	600	620
Band B2 & Equivalent	1,800	1,740	1,590	1,580	1,620	1,610	1,580
Band C1 & Equivalent	6,160	6,310	5,660	5,490	5,440	5,390	5,480
Band C2 & Equivalent	10,470	10,370	9,500	9,280	9,250	9,100	9,080
Band D & Equivalent	10,440	9,930	8,890	8,610	8,500	8,380	8,270
Band E1 & Equivalent	15,630	14,500	12,020	11,530	11,140	10,740	10,540
Band E2 & Equivalent	6,820	6,370	5,350	5,090	4,930	4,720	4,570
Other <sup>3</sup>	300	10	40	50	40	40	40
<b>Industrial<sup>4</sup> Total</b>	<b>11,010</b>	<b>10,580</b>	<b>8,600</b>	<b>8,300</b>	<b>8,100</b>	<b>7,840</b>	<b>7,660</b>
Firefighter	930	900	860	850	830	820	800
Skill Zone 4	320	390	360	360	360	360	360
Skill Zone 3	2,990	2,870	2,490	2,410	2,380	2,320	2,280
Skill Zone 2	3,760	3,660	3,130	2,980	2,930	2,830	2,770
Skill Zone 1	2,800	2,520	1,560	1,500	1,430	1,360	1,320
Apprentice	210	230	210	200	170	150	140
<b>Royal Fleet Auxiliary Total<sup>5</sup></b>	<b>2,330</b>	<b>2,360</b>	<b>2,000</b>	<b>1,980</b>	<b>1,960</b>	<b>1,940</b>	<b>1,900</b>
<b>Trading Funds Total<sup>5</sup></b>	<b>9,730</b>	<b>9,350</b>	<b>7,110</b>	<b>7,130</b>	<b>7,170</b>	<b>7,210</b>	<b>7,170</b>
<b>Locally engaged civilians Total<sup>5,6</sup></b>	<b>10,200</b>	<b>10,580</b> °	<b>9,390</b> °	<b>9,140</b> °	<b>8,740</b>	<b>8,350</b>	<b>8,250</b>

Source: Defence Statistics (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 Auxiliary, Trading Funds and Locally engaged civilians.
- Since April 2012 actual FTE figures have been available and used subsequently from this date.  
"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 68,010 as at 1 April 2013, a reduction of 21,960 (24.4 per cent) since the 2010 General Election. The strength of Level 0 civilian headcount fell by 760 (1.1 per cent) between 1 January 2013 to 1 April 2013, from 68,770 to 68,010. This net change comprised falls of 620 in the Level 1 civilian total, 100 in Locally engaged civilians (LECs) and 40 in the Trading Funds.

HQ Air Command has had the largest percentage reduction in headcount personnel, with a decrease of 36.3 per cent (3,250) since 1 April 2010, with Land Forces falling by 31.1 per cent (5,350). Navy Command and Defence Equipment and Support have fallen by 16.8 per cent and 22.4 per cent respectively. Joint Forces Command moved to full operational capacity as at 1 April 2013 increasing by 1,020 a rise of 33.5 per cent.

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, however at 1 April 2013 responsibility for management of the MOD Guard Service (MGS) transferred from HO&CS to DIO increasing DIO strength to 5,360, with a corresponding reduction in HO&CS.

	Headcount							
	2010 1 Apr	2011 1 Apr	2012 1 Apr	2012 1 Jul	2012 1 Oct	2013 1 Jan	2013 1 Apr	Net change since Apr 10
Navy Command	2,550	2,450	2,090	2,060	2,060	2,130	2,120	-430
Land Forces	17,200	15,590	13,740	13,330	13,020	12,680	11,850	-5,350
HQ Air Command	8,960	8,740	6,760	6,490	6,280	6,080	5,710	-3,250
Central TLB <sup>1</sup>	17,130	16,350	*	*	*	*	*	*
Head Office & Corporate Services <sup>1</sup>	*	*	11,330	10,880	10,680	10,470	7,510	*
Chief of Joint Operations <sup>1</sup>	290	270	*	*	*	*	*	*
Joint Forces Command <sup>1,2</sup>	*	*	3,140	3,110	3,060	3,050	4,070	*
Defence Equipment & Support	16,540	16,130	14,400	13,690	13,520	13,020	12,830	-3,710
Defence Infrastructure Organisation <sup>3</sup>	2,910	3,270	2,660	2,710	2,680	2,620	5,360	2,450
Unallocated	100	10	10	10	10	10	20	-80
Royal Fleet Auxiliary (RFA)	2,330	2,360	2,000	1,980	1,960	1,940	1,900	-420
<b>Civilian Level 1 Total</b>	<b>68,010</b>	<b>65,160</b>	<b>56,130</b>	<b>54,260</b>	<b>53,270</b>	<b>52,000</b>	<b>51,370</b>	<b>-16,640</b>
<b>Trading Funds Total</b>	<b>9,980</b>	<b>9,620</b>	<b>7,320</b>	<b>7,340</b>	<b>7,390</b>	<b>7,440</b>	<b>7,400</b>	<b>-2,580</b>
Defence Science & Technology Laboratory	3,800	3,750	3,750	3,770	3,800	3,850	3,850	50
Defence Support Group	3,270	3,000	2,530	2,520	2,530	2,510	2,450	-820
Hydrographic Office	1,000	1,000	1,040	1,050	1,050	1,070	1,100	90
Met Office	1,900	1,860	*	*	*	*	*	-1,900
<b>Locally engaged civilians Total</b>	<b>11,980</b>	<b>12,270<sup>e</sup></b>	<b>10,520<sup>e</sup></b>	<b>10,240<sup>e</sup></b>	<b>9,700</b>	<b>9,330</b>	<b>9,240</b>	<b>-2,750</b>
<i>Of which</i>								
NACMO Funded LEC <sup>4</sup> in Afghanistan	890	900	970	980	1,000	920	830	-50
Conflict Pool Funded LEC <sup>5</sup> in Sierra Leone	150	130	-	-	-	-	-	-150
<b>Civilian Level 0 Total</b>	<b>89,970</b>	<b>87,060<sup>e</sup></b>	<b>73,960<sup>e</sup></b>	<b>71,850<sup>e</sup></b>	<b>70,360</b>	<b>68,770</b>	<b>68,010</b>	<b>-21,960</b>

Source: Defence Statistics (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. HO&CS and JFC were not the CTLB and CJO renamed.

2. Joint Forces Command achieved Full Operational Capacity as at 1 April 2013, absorbing additional support roles from lead service TLBs.

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. As of 1 April 2013 responsibility for management of the MOD Guard Service (MGS) transferred from HO&CS to DIO.

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 no diversity information is available) have occurred. Female representation which had been gradually falling since 1 April 2011 rose marginally to 37.1 per cent at 1 April 2013. 'Black and Minority Ethnic' representation rates increased from April 2010 to April 2012 and had been stable at 3.7 per cent to 1 January 2013, increasing to 3.8 per cent at 1 April 2013. The proportion of 'Lesbian, Gay and Bisexual' personnel increased 0.3 percentage points to 1.7 per cent from 1 April 2010 to 1 April 2012 and have remained reasonably stable since. Christian representation continues to fall and is now 1.8 percentage points lower than at 1 April 2010, at 70.2 per cent.

The proportion of personnel working part-time, which had been gradually falling since April 2011, when it was 10.4 per cent, showed a 0.1 percentage point increase in April 2013 to 9.6 per cent. The number of part-time personnel has fallen 29.2 per cent, compared to a fall of 24.2 per cent for full time personnel from 1 April 2010 to 1 April 2013.

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

	Headcount						
	2010 1 Apr	2011 1 Apr	2012 1 Apr	2012 1 Jul	2012 1 Oct	2013 1 Jan	2013 1 Apr
<b>Sex</b>							
<b>Total<sup>1</sup></b>	<b>65,680</b>	<b>62,810</b>	<b>54,140</b>	<b>52,280</b>	<b>51,310</b>	<b>50,060</b>	<b>49,470</b>
Female	25,390	24,280	20,230	19,530	19,100	18,510	18,370
<i>Percentage Female</i>	38.7	38.7	37.4	37.4	37.2	37.0	37.1
Male	40,290	38,530	33,910	32,750	32,200	31,550	31,100
<b>Ethnicity</b>							
<b>Total<sup>1</sup></b>	<b>65,680</b>	<b>62,810</b>	<b>54,140</b>	<b>52,280</b>	<b>51,310</b>	<b>50,060</b>	<b>49,470</b>
Black and Minority Ethnic	1,830	1,820	1,760	1,720	1,680	1,650	1,650
<i>Percentage<sup>2</sup> Black and Minority Ethnic</i>	3.2	3.3	3.7	3.7	3.7	3.7	3.8
White	55,400	53,420	46,350	44,640	43,630	42,520	41,880
Choose Not to Declare	3,230	3,310	1,830	1,760	1,740	1,700	1,690
No Response	5,220	4,260	4,210	4,170	4,260	4,180	4,250
<b>Disability<sup>3</sup></b>							
<b>Total<sup>1</sup></b>	<b>65,680</b>	<b>62,810</b>	<b>..</b>	<b>..</b>	<b>..</b>	<b>..</b>	<b>..</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>54,140</b>	<b>52,280</b>	<b>51,310</b>	<b>50,060</b>	<b>49,470</b>
Lesbian, Gay, Bisexual	520	550	600	570	560	550	550
<i>Percentage<sup>2</sup> Lesbian, Gay, Bisexual</i>	1.3	1.4	1.7	1.6	1.6	1.7	1.7
Heterosexual	39,010	39,380	35,460	34,240	33,520	32,860	32,460
Choose Not to Declare	12,700	12,160	9,880	9,440	9,200	8,900	8,700
No Response	13,450	10,720	8,200	8,040	8,030	7,750	7,770
<b>Religion or Belief</b>							
<b>Total<sup>1</sup></b>	<b>65,680</b>	<b>62,810</b>	<b>54,140</b>	<b>52,280</b>	<b>51,310</b>	<b>50,060</b>	<b>49,470</b>
Christian	29,510	29,580	25,920	24,960	24,340	23,750	23,350
<i>Percentage<sup>2</sup> Christian</i>	72.0	71.7	70.8	70.8	70.6	70.4	70.2
Non Christian Religion <sup>4</sup>	2,090	2,080	1,860	1,800	1,760	1,720	1,710
Secular <sup>5</sup>	9,400	9,580	8,810	8,520	8,390	8,270	8,210
Choose Not to Declare	11,460	11,120	9,520	9,130	8,920	8,670	8,520
No Response	13,220	10,450	8,030	7,870	7,900	7,650	7,680

**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 Apr	2012 1 Jul	2012 1 Oct	2013 1 Jan	2013 1 Apr
<b>Working Patterns</b>							
<b>Total<sup>1</sup></b>	<b>65,680</b>	<b>62,810</b>	<b>54,140</b>	<b>52,280</b>	<b>51,310</b>	<b>50,060</b>	<b>49,470</b>
Part Time	6,740	6,550	5,430	5,160	5,010	4,780	4,770
<i>Percentage<sup>2</sup> Part Time</i>	<i>10.3</i>	<i>10.4</i>	<i>10.0</i>	<i>9.9</i>	<i>9.8</i>	<i>9.5</i>	<i>9.6</i>
Full Time	58,950	56,260	48,700	47,120	46,300	45,280	44,700
<b>Trading Funds Total</b>	<b>9,980</b>	<b>9,620</b>	<b>7,320</b>	<b>7,340</b>	<b>7,390</b>	<b>7,440</b>	<b>7,400</b>
<b>Royal Fleet Auxiliary Total</b>	<b>2,330</b>	<b>2,360</b>	<b>2,000</b>	<b>1,980</b>	<b>1,960</b>	<b>1,940</b>	<b>1,900</b>
<b>Locally engaged civilians Total</b>	<b>11,980</b>	<b>12,270<sup>e</sup></b>	<b>10,520<sup>e</sup></b>	<b>10,240<sup>e</sup></b>	<b>9,700</b>	<b>9,330</b>	<b>9,240</b>
<b>Civilian Level 0 Total</b>	<b>89,970</b>	<b>87,060<sup>e</sup></b>	<b>73,960<sup>e</sup></b>	<b>71,850<sup>e</sup></b>	<b>70,360</b>	<b>68,770</b>	<b>68,010</b>

Source: Defence Statistics (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.

"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 March 2013, 2,160 personnel (headcount) were recruited into the Department, of which 660 (30.5 per cent) were Trading Funds. This represents an MOD Total intake rate of 3.7 per cent (see Table 6) in the 12 months to 31 March 2013, comparable to the rate of 2.0 per cent in the 12 months to 31 March 2012. This is the highest intake rate for a complete 12-month period under the recruitment freeze.

MOD Total Outflow spiked in the 12-months ending 31 March 2012 following the implementation of Voluntary Early Release Scheme (VERS) 1, which contributed 5,950 exits from October 2011 (see Table 6) and the transfer of the Met Office, which accounted for losses of 1,900. Consequently total outflow in this period was 12,360, compared to 5,270 in the 12-months to 31st March 2011. The peak of outflow was seen in the 12-months ending 30 June 2012 when the advent of VERS 2 also contributing 1,510 exits to a total outflow of 12,950. Outflow began to fall by October 2012 without the effect of the Met Office and fell further by January 2013 without the effect of the peak of VERS 1 exits (2,180 during October 2011). The only remaining large influence on outflow in the 12-months to 31 March 2013 is VERS 2, with exit numbers falling to 6,740, an outflow rate of 11.4 compared to the peak of 19.8.

	Headcount						
	Financial Year 2009/10	Financial Year 2010/11	12 Months Ending <sup>1</sup> :				
			2012 31 Mar	2012 30 Jun	2012 30 Sep	2012 31 Dec	2013 31 Mar
<b>MOD Total Intake<sup>2</sup></b>	<b>5,140</b>	<b>2,040</b>	<b>1,380</b>	<b>1,550</b>	<b>1,750</b>	<b>1,900</b>	<b>2,160</b>
<b>MOD Main TLB Total Intake</b>	<b>4,200</b>	<b>1,610</b>	<b>870</b>	<b>1,000</b>	<b>1,200</b>	<b>1,280</b>	<b>1,500</b>
Navy Command	140	60	40	60	70	70	90
Land Forces	1,330	470	230	270	320	350	400
HQ Air Command	750	340	80	90	90	100	110
Central TLB <sup>1</sup>	830	320	290	250	190	70	*
Head Office & Corporate Services <sup>1</sup>	*	*	*	30	140	240	350
Chief of Joint Operations <sup>1</sup>	10	10	10	10	10	10	*
Joint Forces Command <sup>1</sup>	*	*	*	60	100	140	200
Defence Equipment & Support	820	360	200	200	230	230	270
Defence Infrastructure Organisation <sup>3</sup>	140	50	10	30	60	70	80
Science Innovation & Technology	170	*	*	*	*	*	*
Unallocated	10	-	-	-	-	-	-
<b>Trading Funds Total Intake</b>	<b>940</b>	<b>430</b>	<b>520</b>	<b>550</b>	<b>550</b>	<b>610</b>	<b>660</b>
Defence Science & Technology Laboratory	570	240	330	390	420	450	480
Defence Support Group	140	30	40	40	50	60	70
Hydrographic Office	80	60	90	80	80	100	110
Met Office <sup>1</sup>	140	100	50	40	*	*	*
<b>MOD Total Outflow<sup>2</sup></b>	<b>5,540</b>	<b>5,270</b>	<b>12,360</b>	<b>12,950</b>	<b>11,540</b>	<b>9,000</b>	<b>6,740</b>
<b>MOD Main TLB Total Outflow</b>	<b>4,710</b>	<b>4,470</b>	<b>9,420</b>	<b>10,100</b>	<b>10,620</b>	<b>8,260</b>	<b>6,190</b>
Navy Command	100	110	390	420	420	270	180
Land Forces	1,280	1,420	2,120	2,420	2,660	2,180	1,720
HQ Air Command	610	550	1,980	1,340	1,430	1,180	860
Central TLB <sup>1</sup>	1,180	1,000	2,230	2,060	1,780	780	*
Head Office & Corporate Services <sup>1</sup>	*	*	*	490	780	1,070	1,230
Chief of Joint Operations <sup>1</sup>	10	10	160	150	150	140	*
Joint Forces Command <sup>1</sup>	*	*	*	120	200	260	360
Defence Equipment & Support	1,310	1,240	1,810	2,350	2,420	2,110	1,620
Defence Infrastructure Organisation <sup>3</sup>	130	120	740	750	780	260	220
Science Innovation & Technology	80	*	*	*	*	*	*
Unallocated	10	10	-	-	-	-	-
<b>Trading Funds Total Outflow</b>	<b>830</b>	<b>800</b>	<b>2,930</b>	<b>2,850</b>	<b>910</b>	<b>730</b>	<b>550</b>
Defence Science & Technology Laboratory	370	330	320	340	380	380	370
Defence Support Group	250	280	640	550	470	300	120
Hydrographic Office	70	60	70	60	60	60	60
Met Office <sup>1</sup>	140	140	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>-360</b>	<b>-360</b>	<b>-320</b>	<b>-230</b>	<b>-90</b>
<b>Net Change of Locally engaged civilians<sup>4</sup></b>	<b>-290</b>	<b>290<sup>e</sup></b>	<b>-1,760<sup>e</sup></b>	<b>-1,480<sup>e</sup></b>	<b>-1,230</b>	<b>-1,620</b>	<b>-1,280</b>
<b>MOD Total Net Change<sup>5</sup></b>	<b>-660</b>	<b>-2,910<sup>e</sup></b>	<b>-13,100<sup>e</sup></b>	<b>-13,240<sup>e</sup></b>	<b>-11,330</b>	<b>-8,950</b>	<b>-5,950</b>

Source: Defence Statistics (Civilian)

**Notes:**

1. (a) 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. HO&CS and JFC were not the CTLB and CJO renamed.

(b) Responsibility for Met 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 is not applicable for 12 month periods 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 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. As of 1 April 2013 responsibility for management of the MOD Guard Service (MGS) transferred from HO&CS to DIO.

4. Intake and Outflow for locally engaged civilians and Royal Fleet Auxiliary 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 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.

"-" zero or rounded to zero

\* denotes not applicable.

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

The total intake rate has been gradually increasing since the 12-months ending 31 March 2012, when it was at its lowest of 2.0, to 1.7 points higher a year later. The largest increase of 0.6 points has been in the last quarter. MOD Main TLB intake has increased by 73.4 per cent over the same period, with an increase of 47.9 per cent in the numbers recruited into the department and the number of people transferred from another public office almost quadrupling, increasing by 35.1 per cent since 12-months ending 31 December 2012.

After 18 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 1.3%). In the Financial Year 2010/11 1,340 retired from the core MOD (a rate of 2.1%). Outflow from resignation in the core MOD TLBs has been largely unaffected by VERS, with 1,040 resigning in the 12 months to 31 March 2013 (a rate of 2.0%) compared to 1,220 resigning from the core MOD TLBs in the Financial Year 2010/11 (a rate of 1.9%).

	Headcount						
	Financial Year 2009/10	Financial Year 2010/11	12-Months Ending:				
			2012 31 Mar	2012 30 Jun	2012 30 Sep	2012 31 Dec	2013 31 Mar
<b>MOD Total Intake<sup>2</sup></b>	<b>5,140</b>	<b>2,040</b>	<b>1,380</b>	<b>1,550</b>	<b>1,750</b>	<b>1,900</b>	<b>2,160</b>
<b>Total Intake Rate</b>	<b>6.8</b>	<b>2.7</b>	<b>2.0</b>	<b>2.4</b>	<b>2.8</b>	<b>3.1</b>	<b>3.7</b>
<b>MOD Main TLB Total Intake</b>	<b>4,200</b>	<b>1,610</b>	<b>870</b>	<b>1,000</b>	<b>1,200</b>	<b>1,280</b>	<b>1,500</b>
<b>Total Intake Rate</b>	<b>6.4</b>	<b>2.5</b>	<b>1.4</b>	<b>1.7</b>	<b>2.2</b>	<b>2.4</b>	<b>2.9</b>
Recruitment / Re-instatement	3,990	1,410	770	850	1,000	1,010	1,140
Transfer from other Public Office	210	190	100	140	200	270	370
<b>Trading Funds Total Intake</b>	<b>940</b>	<b>430</b>	<b>520</b>	<b>550</b>	<b>550</b>	<b>610</b>	<b>660</b>
<b>Total Intake Rate</b>	<b>9.5</b>	<b>4.4</b>	<b>6.1</b>	<b>7.0</b>	<b>7.4</b>	<b>8.2</b>	<b>8.9</b>
Recruitment / Re-instatement	380	190	180	160	130	160	180
Transfer from other Public Office	560	240	330	390	420	450	480
<b>MOD Total Outflow<sup>2</sup></b>	<b>5,540</b>	<b>5,270</b>	<b>12,360</b>	<b>12,950</b>	<b>11,540</b>	<b>9,000</b>	<b>6,740</b>
<b>Total Outflow Rate</b>	<b>7.3</b>	<b>7.1</b>	<b>18.2</b>	<b>19.8</b>	<b>18.4</b>	<b>14.8</b>	<b>11.4</b>
<b>MOD Main TLB Total Outflow</b>	<b>4,710</b>	<b>4,470</b>	<b>9,420</b>	<b>10,100</b>	<b>10,620</b>	<b>8,260</b>	<b>6,190</b>
<b>Total Outflow Rate</b>	<b>7.1</b>	<b>6.9</b>	<b>15.8</b>	<b>17.6</b>	<b>19.3</b>	<b>15.5</b>	<b>12.0</b>
Resignation <sup>3</sup>	1,190	1,220	970	960	920	1,050	1,040
Resignation outflow rate	1.8	1.9	1.6	1.7	1.7	2.0	2.0
Retirement	720	1,340	850	780	720	660	660
Retirement outflow rate	1.1	2.1	1.4	1.4	1.3	1.2	1.3
End of Appointments	590	450	200	180	160	210	220
Voluntary Release or Redundancy	400	180	40	40	60	50	40
Voluntary Early Release Scheme <sup>4</sup>	*	*	5,950	7,460	8,080	5,460	3,240
Voluntary Early Release Scheme outflow rate	*	*	10.0	13.0	14.7	10.3	6.3
Compulsory Severance or Retirement	210	150	20	20	20	30	40
Health / Death in Service	300	290	270	240	230	220	230
Dismissed	110	90	100	100	90	90	100
Transfer out of MOD	120	190	140	180	210	220	230
Privatisation of Function	170	460	850	100	100	230	380
Other	890	90	30	40	30	30	20
<b>Trading Funds Total Outflow</b>	<b>830</b>	<b>800</b>	<b>2,930</b>	<b>2,850</b>	<b>910</b>	<b>730</b>	<b>550</b>
<b>Total Outflow Rate</b>	<b>8.3</b>	<b>8.1</b>	<b>34.5</b>	<b>36.0</b>	<b>12.2</b>	<b>9.9</b>	<b>7.5</b>
Resignation	200	220	200	200	180	170	180
Retirement	120	80	60	50	40	40	50
End of Appointments	190	180	160	150	180	180	170
Voluntary Release or Redundancy	80	150	470	390	320	150	40
Compulsory Severance or Retirement	70	20	80	80	80	80	-
Health / Death in Service	20	20	20	20	20	10	10
Dismissed	20	20	20	10	10	10	10
Transfer out of MOD	30	20	1,910	1,920	60	60	40
Privatisation of Function	10	-	-	-	-	-	-
Other	100	100	30	40	30	40	50

**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>-360</b>	<b>-360</b>	<b>-320</b>	<b>-230</b>	<b>-90</b>
<b>Net Change of Locally engaged civilians<sup>6</sup></b>	<b>-290</b>	<b>290<sup>e</sup></b>	<b>-1,760<sup>e</sup></b>	<b>-1,480<sup>e</sup></b>	<b>-1,230</b>	<b>-1,620</b>	<b>-1,280</b>
<b>MOD Total Net Change<sup>6</sup></b>	<b>-660</b>	<b>-2,910<sup>e</sup></b>	<b>-13,100<sup>e</sup></b>	<b>-13,240<sup>e</sup></b>	<b>-11,330</b>	<b>-8,950</b>	<b>-5,950</b>

Source: Defence Statistics (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.

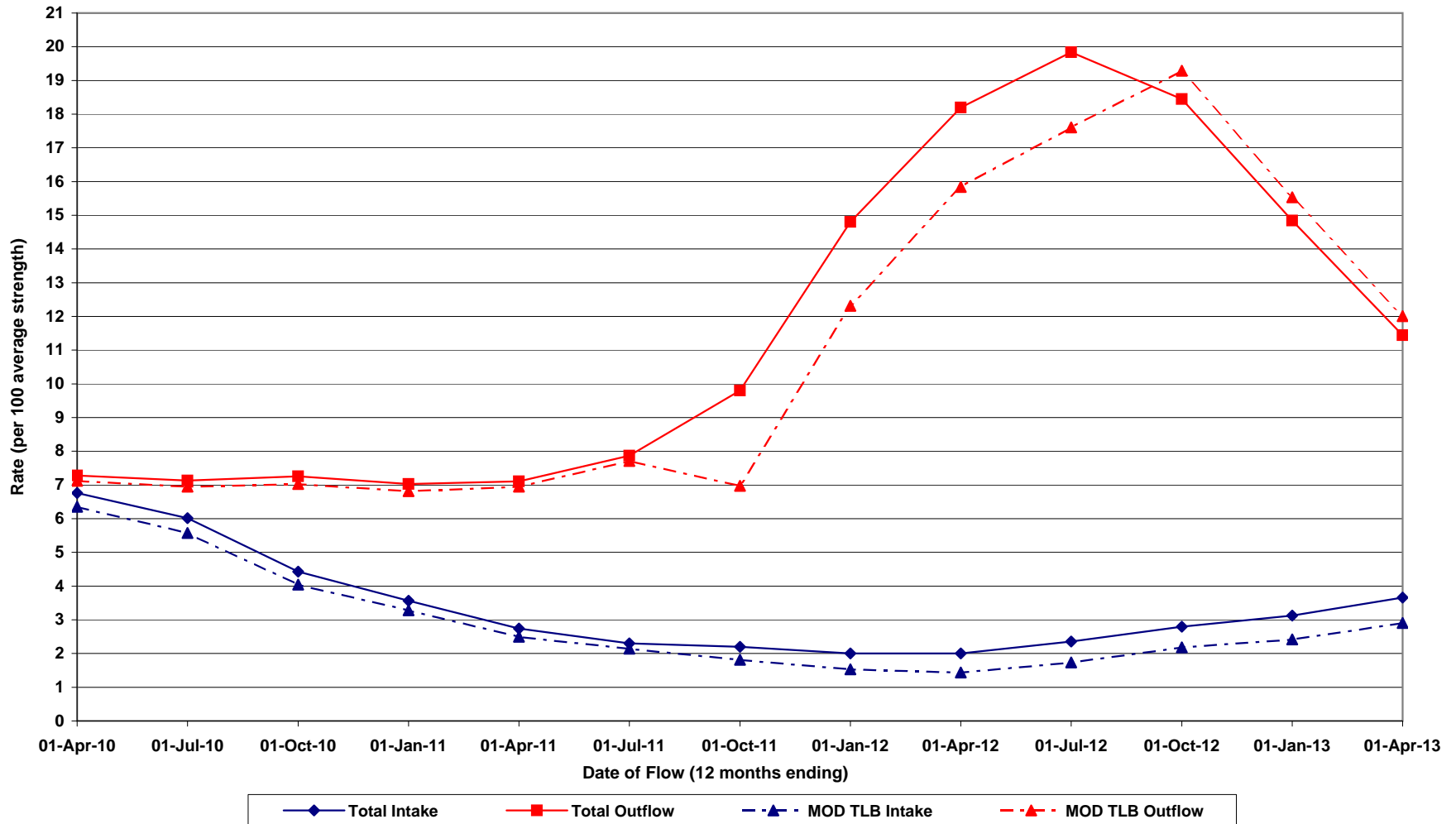
5. Intake and Outflow for Locally engaged civilians and Royal Fleet Auxiliary are not available, therefore, only net changes in strengths of RFAs and Locally engaged civilians are listed in this table.

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.

\* denotes not applicable.

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.

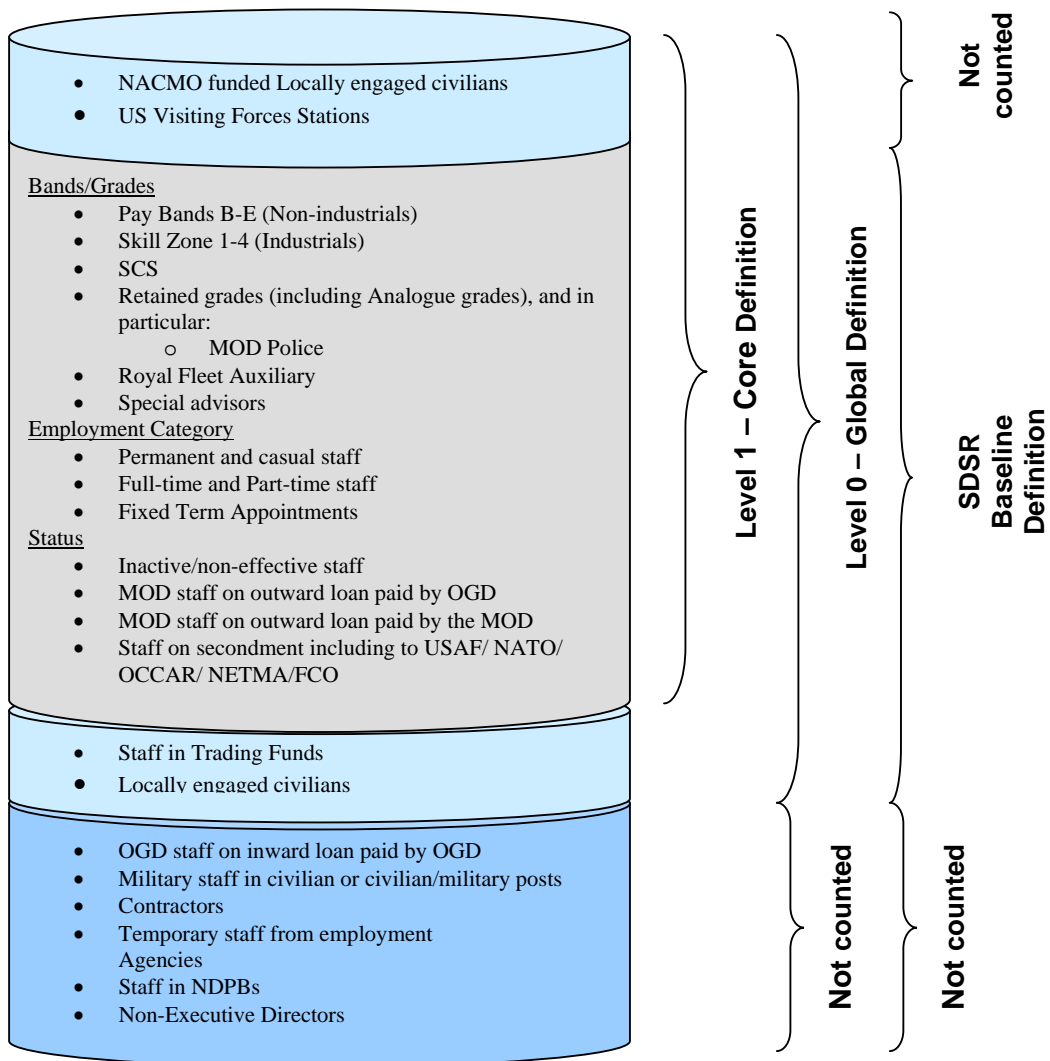
## Background Notes

### 1. Data sources

1. Defence Statistics (DS) 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. DS 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 DS with monthly extracts from their own personnel systems. As 1 October 2011, The Met 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 DS requirements.
  - iv) **The Royal Fleet Auxiliary (RFA)** - RFA data are taken from the MOD civilian pay system.

### 2. Defence Statistics 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 Auxiliary, 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 in 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 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. 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
<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

On 1 April 2013 the Directorate formerly known as DASA split into two one-star analytical business areas within the Head Office Strategy Directorate - Defence Economics and Defence Statistics. These two business areas continue to provide National Statistics on Defence and other corporate information, forecasting, planning, consultancy, analytical research and advice to the MOD. E-mail addresses and role titles will be updated in due course.

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

Defence Statistics (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:** Defence Statistics 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 Auxiliary, but excludes Trading Funds and Locally engaged civilians. This is generally used for MOD internal reporting and planning.

**Defence Analytical Services and Advice:** DASA established in July 1992 split into 'Defence Economics' and 'Defence Statistics' on 1 April 2013 (see Defence Statistics).

**Defence Equipment & Support:** 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:** Defence Estates formally ceased to be a TLB on 01 April 2011 when it became the Defence Infrastructure Organisation.

**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 Statistics:** On 1 April 2013 the Directorate formerly known as DASA split into two one-star analytical business areas within the Head Office Strategy Directorate - Defence Economics and Defence Statistics. These two business areas continue to provide National Statistics on Defence and other corporate information, forecasting, planning, consultancy, analytical research and advice to the MOD.

**Defence Support Group:** 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 uses 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 the preferred methodology. The average hours worked by part-time personnel 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:** Air Command incorporates the RAF's Personnel and Training Command and Strike Command with a single fully integrated Headquarters, which equips 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. Joint Forces Command achieved Full Operational Capacity as at 1 April 2013, absorbing additional support roles from lead service TLBs.

**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, the UK's National Weather Service, 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 administration, 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.

**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):** This United Kingdom Government department is responsible for implementation of government defence policy and is the headquarters of the British Armed Forces. The principal objective of the MOD is to protect the United Kingdom and its values and interests abroad. The MOD 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. Until October 2011 the MOD had four Trading Funds - the Defence Support Group, DSTL the UK Hydrographic Office and the Met Office. As of 1 October 2011, the Met Office transferred their responsibility from MOD to the Department for Business, Information and Skills (BIS).