



Ministry of Defence

Statistical Release

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Quarterly Civilian Personnel Report

1 July 2013



This statistical release presents figures on strength, intake and outflow of all civilian personnel employed by the Ministry of Defence. The time series considered in this report begins at 1 April 2010, implemented to coincide with the change of government and aligned to start at the beginning of the financial year 2010/11. The two most recent April points and the remaining four quarter points to date are shown to illustrate recent trends. Longer time series data are published annually in UK Defence Statistics Chapter 2, published on the Defence Statistics website <http://www.dasa.mod.uk/index.php?pub=UKDS>

The primary purpose of this release is to facilitate monitoring of personnel reductions under the Strategic Defence and Security Review (SDSR). The SDRS baseline is an agreed measure used to monitor the civilian personnel reductions and comprises of all civilian personnel but excludes all personnel for whom the MOD has no financial liability. These groups comprise of '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.

Recent changes

With effect from 1 July 2013, Tables 1 to 4 no longer include the 1 April 2011 column which has been replaced by the 1 April 2012 column, retaining the 1 April 2010 baseline column to facilitate monitoring of personnel reductions under the SDRS. For tables 5 and 6 Intake and Outflow for FY 2009/10 have been removed and Intake and Outflow for FY 2011/12 added. Table 5 of this statistical release no longer includes 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 Table 5 of this statistical release.

Civilian personnel headlines

- The Ministry of Defence civilian population has continued to decrease, although at a slower rate than in previous quarters, as the impact of Voluntary Early Release Scheme (VERS) diminishes and subsequent re-structuring leads to an increase in recruitment.
- The total number of people leaving under VERS from its inception in July 2011 to date is 9,350. In the last 12 months VERS accounted for only 39 per cent of MOD Main outflow, compared to 76 per cent at the peak of VERS exits to 30 September 2012.
- Annual intake of civilian personnel is at its highest since the recruitment freeze began in 2010, with a 16 per cent increase since 2010/11. Should future quarters not contain VERS exits a positive net flow (increase in numbers) may occur.
- The decrease in the MOD civilian population since April 2010 was disproportionately focused on lower grade bands. This has led to changes in grade distribution, with Bands C and E now having equal proportions of non-industrial personnel and the distribution of industrial personnel now centred around Skill Zones 2 and 3.

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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 65,020 as at 1 April 2013, a reduction of 20,830 (24.3 per cent) since the 2010 General Election. The net change comprised falls of 16,270 in the Level 1 civilian total, 2,000 in Locally engaged civilians (LECs) and 2,570 in the Trading Funds. The rate of reduction is decreasing, with a reduction of only 380 between 1 April 2013 and 1 July 2013. The Strategic Defence & Security Review (SDSR) baseline number has fallen by 20,210 (24.4 per cent) since 1 April 2010 against an expected decrease of around 28,000 personnel by 2015 as shown by Graph 1.

	2010 1 Apr	2012 1 Apr	2012 1 Jul	2012 1 Oct	2013 1 Jan	2013 1 Apr	2013 1 Jul	Change since 1 Apr 2010
Navy Command	2,430	2,000	1,960	1,970	2,040	2,030	2,010	-420
Land Forces	16,480	13,160	12,790	12,510	12,190	11,410	11,330	-5,150
HQ Air Command	8,660	6,540	6,280	6,080	5,890	5,550	5,450	-3,210
Central TLB ¹	16,650	*	*	*	*	*	*	*
Head Office & Corporate Services ¹	*	11,060	10,630	10,440	10,250	7,300	7,240	*
Chief of Joint Operations ¹	290	*	*	*	*	*	*	*
Joint Forces Command ^{1,2}	*	3,050	3,030	2,980	2,970	3,920	3,930	*
Defence Equipment & Support Organisation ³	16,150	14,090	13,400	13,220	12,740	12,550	12,610	-3,540
Unallocated	2,830	2,610	2,650	2,630	2,570	5,290	5,150	2,320
Royal Fleet Auxiliary (RFA)	100	10	10	10	10	20	20	-80
Civilian Level 1 Total	65,920	54,510	52,730	51,800	50,600	49,980	49,650	-16,270
Trading Funds Total	9,730	7,110	7,130	7,170	7,210	7,170	7,170	-2,570
Defence Science & Technology Laboratory	3,700	3,640	3,650	3,670	3,720	3,720	3,730	40
Defence Support Group	3,230	2,490	2,490	2,500	2,480	2,420	2,410	-820
Hydrographic Office	970	980	990	990	1,010	1,030	1,030	60
Met Office	1,840	*	*	*	*	*	*	*
Locally engaged civilians (LEC) Total⁴	10,200	9,390^e	9,140^e	8,740	8,350	8,250	8,200	-2,000
Civilian Level 0 Total	85,850	71,010^e	69,000^e	67,710	66,170	65,400	65,020	-20,830
NACMO Funded LEC ⁵ in Afghanistan	890	970	980	1,000	920	830	780	-110
Conflict Pool Funded LEC ⁶ in Sierra Leone	150	-	-	-	-	-	-	-150
US Visiting Forces Stations (USVF) ⁷	1,810	1,650	1,600	1,560	1,520	1,490	1,450	-360
Strategic Defence & Security Review (SDSR) Baseline⁸	83,000	68,390^e	66,430^e	65,150	63,720	63,080	62,790	-20,210

Source: Defence Statistics (Civilian)

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

Notes:

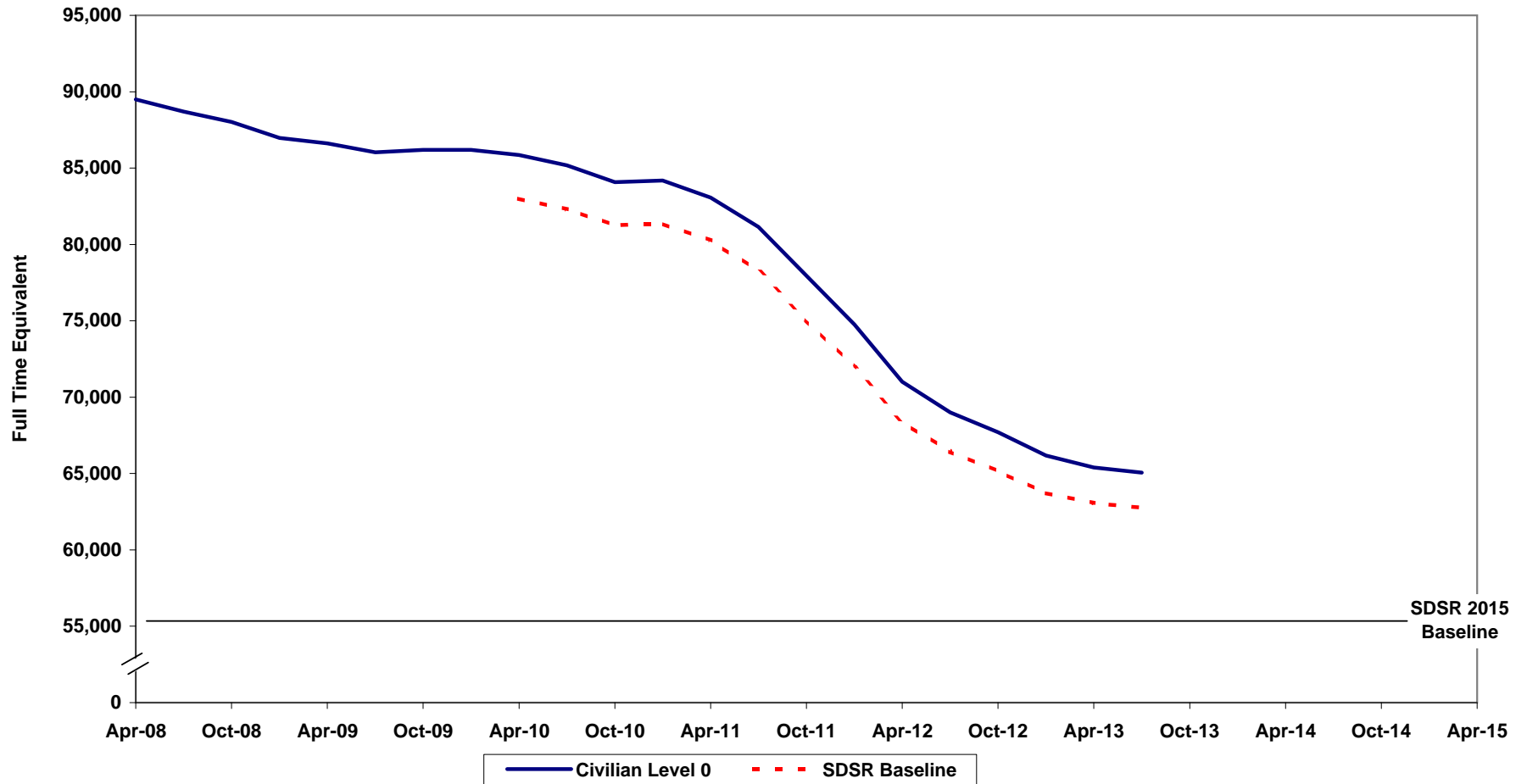
1. Head Office & Corporate Services (HO&CS) and Joint Forces Command (JFC) were established as at 01 April 2012, the Central TLB (CTLB) and Chief of Joint Operations (CJO) were disestablished as at 1 April 2012. HO&CS and JFC were not the CTLB and CJO renamed.
2. Joint Forces Command achieved Full Operational 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. Since April 2012 actual FTE figures have been available and used subsequently from this date.
5. 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.
6. 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.
7. 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.
8. 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 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 equivalence¹ (Full Time Equivalent)

The Non Industrial total has continued to decrease, falling from 52,570^r as at 1 April 2010 to 40,180 as at 1 July 2013, a reduction of 12,400 (23.6 per cent) since the 2010 General Election. However, the rate of reduction is decreasing, with the strength of Non Industrial personnel reducing by 240 (0.6 per cent) between 1 April 2013 to 1 July 2013, from 40,410 to 40,180.

The reduction in the Band E population has been the highest with 33.7 per cent (7,560) leaving from 1 April 2010 to 1 July 2013. Comparatively, the strength of Bands B and C have only fallen by 11.4 per cent (280) and 11.8 per cent (1,970) respectively over the same period. Both Bands B1 and C1 have had increases since 1 April 2013 with C1 increasing 4.2 per cent (230) and the strength of Band B1 now higher than in April 2012, the only grade band to have returned to strength.

The distribution of the non-industrial workforce has now altered, shifting from the previous dominance of Band E, with a ratio of Band C to E of 0.74:1 to a current ratio of 0.99:1. The SCS and Band D population have fallen by about 22 per cent, by 60 and 2,280 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 230) will result in a large percentage difference.

The Industrial total has continued to decrease, falling from 11,020^r as at 1 April 2010 to 7,580 as at 1 July 2013, a reduction of 3,440 (31.2 per cent) since the 2010 General Election. However, the rate of reduction is decreasing, with the strength of Industrial personnel reducing by 80 (1.1 per cent) between 1 April 2013 to 1 July 2013 from 7,660 to 7,580.

Following an initial increase between 2010 and 2012 the strength of the Industrial Skill Zone 4 has remained stable at 360, dropping to 350 at 1 July 2013. Industrial Skill Zone 1 has seen the largest population decrease from 2,800 at 1 April 2010 to 1,280 at 1 July 2013, a fall of (1,510) 54.1 per cent. In comparison Skill Zones 2 and 3 have fallen by 26.7 and 24.2 per cent respectively since 1 April 2010. Firefighters have only decreased by 14.9 per cent over the same period. The number of apprentices has seen a continual decrease from April 2011 to July 2013 of 43.9 per cent.

	2010 1 Apr	2012 1 Apr	2012 1 Jul	2012 1 Oct	2013 1 Jan	2013 1 Apr	2013 1 Jul
Civilian Level 0 Total	85,850	71,010^e	69,000^e	67,710	66,170	65,400	65,020
Non Industrial Total	52,570^r	43,910	42,450	41,730	40,830	40,410	40,180
SCS & Equivalent ²	290	240	240	230	240	240	230
Band B1 & Equivalent	670	620	590	590	600	620	640
Band B2 & Equivalent	1,800	1,590	1,580	1,620	1,610	1,580	1,560
Band C1 & Equivalent	6,160	5,660	5,490	5,440	5,390	5,480	5,610
Band C2 & Equivalent	10,470	9,500	9,280	9,250	9,100	9,080	9,050
Band D & Equivalent	10,440	8,890	8,610	8,500	8,380	8,270	8,160
Band E1 & Equivalent	15,630	12,020	11,530	11,140	10,740	10,540	10,410
Band E2 & Equivalent	6,820	5,350	5,090	4,930	4,720	4,570	4,470
Other ³	290 ^r	40	50	40	40	40	50
Industrial⁴ Total	11,020^r	8,600	8,300	8,100	7,840	7,660	7,580
Firefighter	930	860	850	830	820	800	790
Skill Zone 4	320	360	360	360	360	360	350
Skill Zone 3	2,990	2,490	2,410	2,380	2,320	2,280	2,260
Skill Zone 2	3,760	3,130	2,980	2,930	2,830	2,770	2,760
Skill Zone 1	2,800	1,560	1,500	1,430	1,360	1,320	1,280
Apprentice	210	210	200	170	150	140	130
Royal Fleet Auxiliary Total⁵	2,330	2,000	1,980	1,960	1,940	1,900	1,890
Trading Funds Total⁵	9,730	7,110	7,130	7,170	7,210	7,170	7,170
Locally engaged civilians Total^{5,6}	10,200	9,390^e	9,140^e	8,740	8,350	8,250	8,200

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 2012 and July 2012 Locally engaged civilian figures are 'estimates' due to partial non-availability of data for one budgetary area.

"r" - Numbers revised due to change in methodology identifying Industrial Firemen Grades

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 67,600 as at 1 July 2013, a reduction of 22,360 (24.9 per cent) since the 2010 General Election. However, the rate of reduction is decreasing, with the strength of Level 0 civilian headcount falling by 400 (0.6 per cent) between 1 April 2013 to 1 July 2013, from 68,010 to 67,600. This net change comprised falls of 320 in the Level 1 civilian total, 90 in Locally engaged civilians (LECs) and an increase of 10 in the Trading Funds.

HQ Air Command has had the largest percentage reduction in headcount personnel, with a decrease of 37.5 per cent (3,360) since 1 April 2010, with Land Forces falling by 31.6 per cent (5,440). Navy Command and Defence Equipment and Support have fallen by 17.4 per cent and 22.0 per cent respectively.

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 numbers fluctuated on a downhill trend until 1 April 2013 when 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. In the period between 1 April 2013 and 1 July 2013, DIO strength has fallen by 2.5 per cent (130), while HO&CS has fallen by 0.8 per cent (60).

	Headcount							
	2010 1 Apr	2012 1 Apr	2012 1 Jul	2012 1 Oct	2013 1 Jan	2013 1 Apr	2013 1 Jul	Net change since Apr 10
Navy Command	2,550	2,090	2,060	2,060	2,130	2,120	2,100	-440
Land Forces	17,200	13,740	13,330	13,020	12,680	11,850	11,760	-5,440
HQ Air Command	8,960	6,760	6,490	6,280	6,080	5,710	5,600	-3,360
Central TLB ¹	17,130	*	*	*	*	*	*	*
Head Office & Corporate Services ¹	*	11,330	10,880	10,680	10,470	7,510	7,450	*
Chief of Joint Operations ¹	290	*	*	*	*	*	*	*
Joint Forces Command ^{1,2}	-	3,140	3,110	3,060	3,050	4,070	4,090	*
Defence Equipment & Support	16,540	14,400	13,690	13,520	13,020	12,830	12,900	-3,640
Defence Infrastructure Organisation ³	2,910	2,660	2,710	2,680	2,620	5,360	5,220	2,310
Unallocated	100	10	10	10	10	20	20	-80
Royal Fleet Auxiliary (RFA)	2,330	2,000	1,980	1,960	1,940	1,900	1,890	-430
Civilian Level 1 Total	68,010	56,130	54,260	53,270	52,000	51,370	51,050	-16,960
Trading Funds Total	9,980	7,320	7,340	7,390	7,440	7,400	7,410	-2,570
Defence Science & Technology Laboratory	3,800	3,750	3,770	3,800	3,850	3,850	3,870	70
Defence Support Group	3,270	2,530	2,520	2,530	2,510	2,450	2,450	-820
Hydrographic Office	1,000	1,040	1,050	1,050	1,070	1,100	1,090	90
Met Office	1,900	*	*	*	*	*	*	-1,900
Locally engaged civilians Total	11,980	10,520^e	10,240^e	9,700	9,330	9,240	9,150	-2,840
<i>Of which</i>								
NACMO Funded LEC ⁴ in Afghanistan	890	970	980	1,000	920	830	780	-110
Conflict Pool Funded LEC ⁵ in Sierra Leone	150	-	-	-	-	-	-	-150
Civilian Level 0 Total	89,970	73,960^e	71,850^e	70,360	68,770	68,010	67,600	-22,360

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 2012 through to 1 January 2013 rose marginally to 37.2 per cent at 1 July 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 remained stable at 1 July 2013. The proportion of 'Lesbian, Gay and Bisexual' personnel increased 0.4 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 1.9 percentage points lower than at 1 April 2010, at 70.1 per cent.

The proportion of personnel working part-time, which had been gradually falling since April 2010, when it was 10.3 per cent to 9.5 per cent at 1 January 2013, has increased by 0.3 percentage points to 9.8 per cent at 1 July 2013. The number of part-time personnel has fallen 28.7 per cent, compared to a fall of 24.8 per cent for full time personnel from 1 April 2010 to 1 July 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	2012 1 Apr	2012 1 Jul	2012 1 Oct	2013 1 Jan	2013 1 Apr	2013 1 Jul
Sex							
Total¹	65,680	54,140	52,280	51,310	50,060	49,470	49,160
Female	25,390	20,230	19,530	19,100	18,510	18,370	18,300
<i>Percentage Female</i>	38.7	37.4	37.4	37.2	37.0	37.1	37.2
Male	40,290	33,910	32,750	32,200	31,550	31,100	30,860
Ethnicity							
Total¹	65,680	54,140	52,280	51,310	50,060	49,470	49,160
Black and Minority Ethnic	1,830	1,760	1,720	1,680	1,650	1,650	1,640
<i>Percentage² Black and Minority Ethnic</i>	3.2	3.7	3.7	3.7	3.7	3.8	3.8
White	55,400	46,350	44,640	43,630	42,520	41,880	41,490
Choose Not to Declare	3,230	1,830	1,760	1,740	1,700	1,690	1,670
No Response	5,220	4,210	4,170	4,260	4,180	4,250	4,360
Disability³							
Total¹	65,680
Disabled	3,820
<i>Percentage² Disabled</i>	7.0
Not Disabled	50,470
Choose Not to Declare	-
No Response	11,400
Sexual Orientation							
Total¹	65,680	54,140	52,280	51,310	50,060	49,470	49,160
Lesbian, Gay, Bisexual	520	600	570	560	550	550	550
<i>Percentage² Lesbian, Gay, Bisexual</i>	1.3	1.7	1.6	1.6	1.7	1.7	1.7
Heterosexual	39,010	35,460	34,240	33,520	32,860	32,460	32,200
Choose Not to Declare	12,700	9,880	9,440	9,200	8,900	8,700	8,550
No Response	13,450	8,200	8,040	8,030	7,750	7,770	7,860
Religion or Belief							
Total¹	65,680	54,140	52,280	51,310	50,060	49,470	49,160
Christian	29,510	25,920	24,960	24,340	23,750	23,350	23,110
<i>Percentage² Christian</i>	72.0	70.8	70.8	70.6	70.4	70.2	70.1
Non Christian Religion ⁴	2,090	1,860	1,800	1,760	1,720	1,710	1,690
Secular ⁵	9,400	8,810	8,520	8,390	8,270	8,210	8,170
Choose Not to Declare	11,460	9,520	9,130	8,920	8,670	8,520	8,400
No Response	13,220	8,030	7,870	7,900	7,650	7,680	7,790

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

	Headcount						
	2010 1 Apr	2012 1 Apr	2012 1 Jul	2012 1 Oct	2013 1 Jan	2013 1 Apr	2013 1 Jul
Working Patterns							
Total¹	65,680	54,140	52,280	51,310	50,060	49,470	49,160
Part Time	6,740	5,430	5,160	5,010	4,780	4,770	4,810
<i>Percentage² Part Time</i>	<i>10.3</i>	<i>10.0</i>	<i>9.9</i>	<i>9.8</i>	<i>9.5</i>	<i>9.6</i>	<i>9.8</i>
Full Time	58,950	48,700	47,120	46,300	45,280	44,700	44,350
Trading Funds Total	9,980	7,320	7,340	7,390	7,440	7,400	7,410
Royal Fleet Auxiliary Total	2,330	2,000	1,980	1,960	1,940	1,900	1,890
Locally engaged civilians Total	11,980^e	10,520^e	10,240^e	9,700	9,330	9,240	9,150
Civilian Level 0 Total	89,970^e	73,960^e	71,850^e	70,360	68,770	68,010	67,600

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 2012 and July 2012 Locally engaged civilian figures are 'estimates' due to partial non-availability of data for one budgetary area.
 .. denotes data not available.

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

Although the Ministry of Defence has been under a recruitment freeze since August 2010, some exemptions to this exist, where recruitment remains authorised to ensure sufficient key skills and professions remain at required levels. While Trading Funds are not exempt from the recruitment freeze the majority of personnel employed are specialists, as such recruitment has been largely unaffected by the freeze. In the 12 months ending 30 June 2013, 2,360 personnel (headcount) were recruited into the Department, of which 640 (27.2 per cent) were Trading Funds.

Annual intake of civilian personnel is at its highest since the recruitment freeze began in 2010, with a 15.8 per cent increase since 2010/11. This, together with a decrease in outflow, has led to an increase in net flow in each of the last four quarters. The annual outflow of civilian personnel has decreased from 12,950 in the twelve month period to 30 June 2012, to 5,420 for the twelve month period to 30 June 2013. However, it should be noted that the 12 month period to 30 June 2012 included the total VERS1 exits and the highest concentration of VERS2 outflow, double that of any subsequent month. Graph 2 shows the trend line for net flow, and intake and exit rates.

	Headcount						
	Financial Year 2010/11	Financial Year 2011/12	12 Months Ending ¹ :				
			2012 30 Jun	2012 30 Sep	2012 31 Dec	2013 31 Mar	2013 30 Jun
MOD Total Intake²	2,040	1,380	1,550	1,750	1,900	2,160	2,360
MOD Main TLB Total Intake	1,610	870	1,000	1,200	1,280	1,500	1,720
Navy Command	60	40	60	70	70	90	100
Land Forces	470	230	270	320	350	400	400
HQ Air Command	340	80	90	90	100	110	110
Central TLB ¹	320	290	250	190	70	*	*
Head Office & Corporate Services ¹	*	*	30	140	240	350	420
Chief of Joint Operations ¹	10	10	10	10	10	*	*
Joint Forces Command ¹	*	*	60	100	140	200	220
Defence Equipment & Support Organisation ³	360	200	200	230	230	270	380
Defence Infrastructure Organisation ³	50	10	30	60	70	80	80
Unallocated	-	-	-	-	-	-	-
Trading Funds Total Intake	430	520	550	550	610	660	640
Defence Science & Technology Laboratory	240	330	390	420	450	480	470
Defence Support Group	30	40	40	50	60	70	80
Hydrographic Office	60	90	80	80	100	110	100
Met Office ¹	100	50	40	*	*	*	*
MOD Total Outflow²	5,270	12,360	12,950	11,540	9,000	6,740	5,420
MOD Main TLB Total Outflow	4,470	9,420	10,100	10,620	8,260	6,190	4,880
Navy Command	110	390	420	420	270	180	170
Land Forces	1,420	2,120	2,420	2,660	2,180	1,720	1,430
HQ Air Command	550	1,980	1,340	1,430	1,180	860	680
Central TLB ¹	1,000	2,230	2,060	1,780	780	-	-
Head Office & Corporate Services ¹	*	*	490	780	1,070	1,230	870
Chief of Joint Operations ¹	10	160	150	150	140	-	-
Joint Forces Command ¹	*	*	120	200	260	360	320
Defence Equipment & Support Organisation ³	1,240	1,810	2,350	2,420	2,110	1,620	1,120
Defence Infrastructure Organisation ³	120	740	750	780	260	220	280
Unallocated	10	-	-	-	-	-	-
Trading Funds Total Outflow	800	2,930	2,850	910	730	550	540
Defence Science & Technology Laboratory	330	320	340	380	380	370	350
Defence Support Group	280	640	550	470	300	120	130
Hydrographic Office	60	70	60	60	60	60	60
Met Office ¹	140	1,910	1,900	*	*	*	*

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

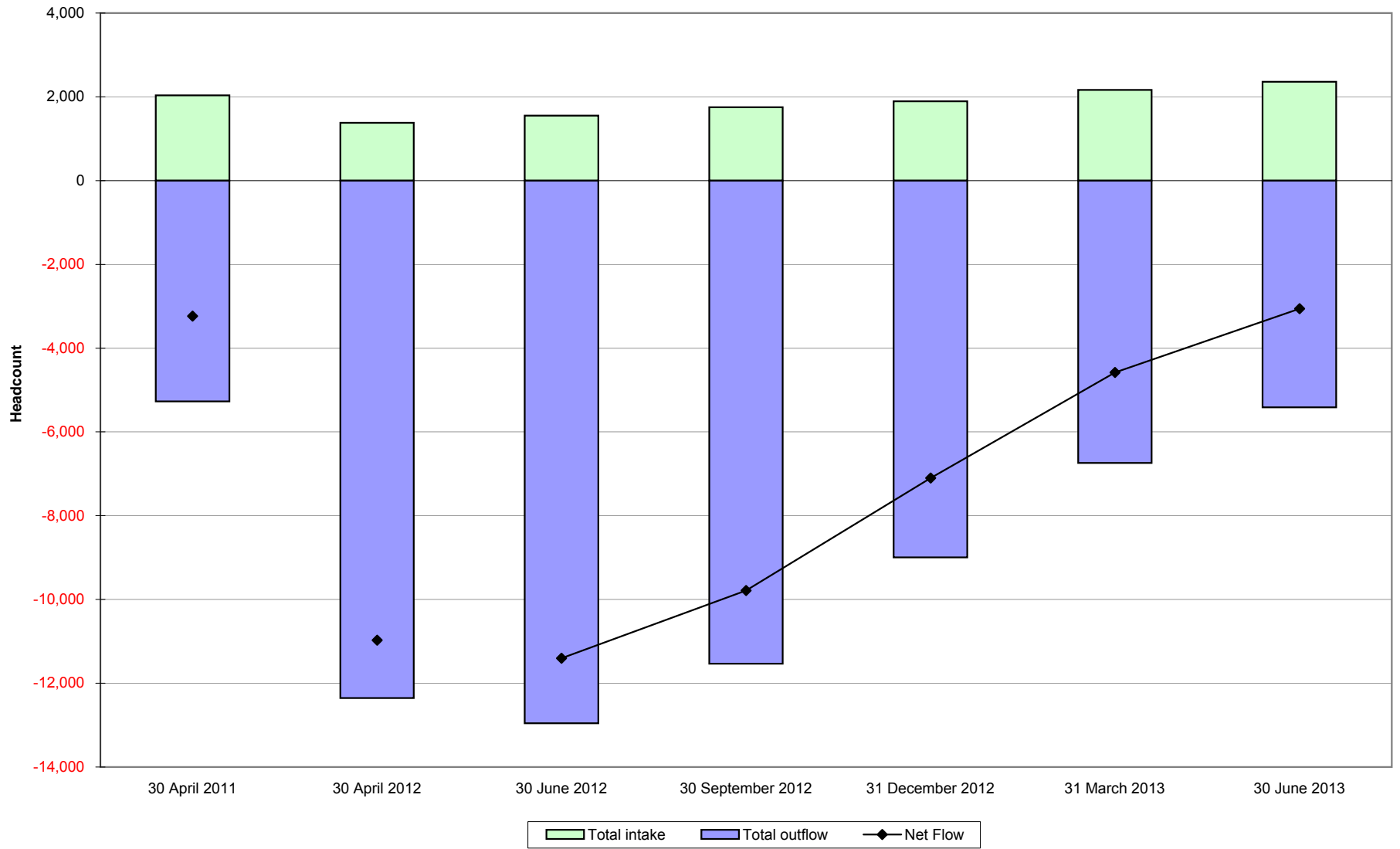
Net Change of Royal Fleet Auxiliary⁴	30	-360	-360	-320	-230	-90	-90
Net Change of Locally engaged civilians⁴	290^e	-1,760^e	-1,480^e	-1,230	-1,620	-1,280	-1,100
MOD Total Net Change⁵	-2,910^e	-13,100^e	-13,240^e	-11,330	-8,950	-5,950	-4,250

Source: Defence Statistics (Civilian)

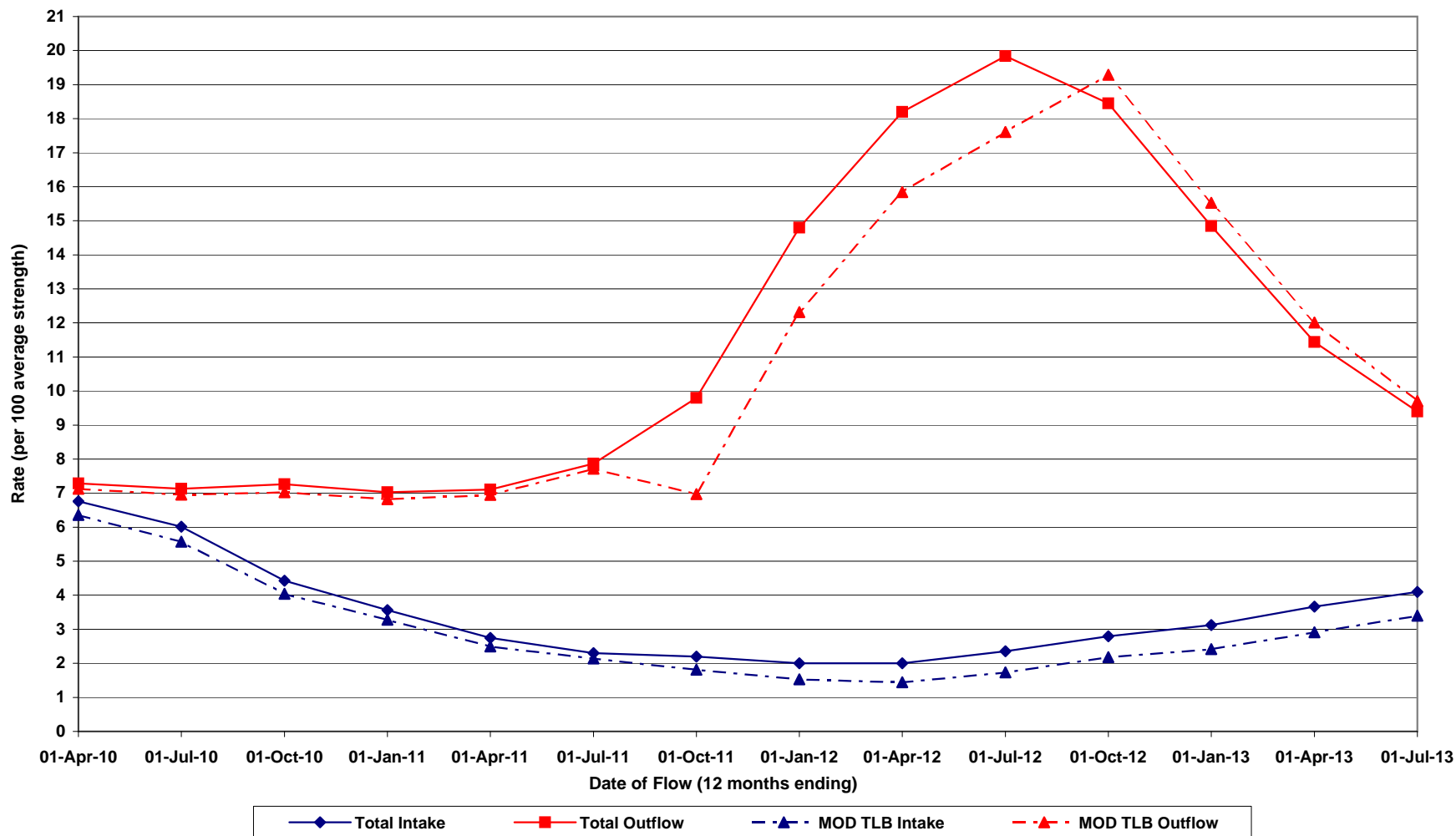
Notes:

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

Graph 2 - Intake and Outflow comparison of civilian personnel for FY 2010/11, 2011/12 and rolling 12 month period trend line.



Graph 3 - Intake and outflow rates¹ of civilian personnel (Headcount)



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

Table 6 - Intake and outflow rates¹ 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 4.1 at 30 June 2013, with an increase of 0.4 points in the last quarter. MOD Main TLB intake has increased by 98.2 per cent over the same period. Across the 12 month period 30 June 2012 to 30 June 2013 the number of personnel recruited into the department increased by 53.1 per cent and the number of people transferred from another public office almost trebled within MOD main TLB intake.

As shown in graph 3 annual total outflow rates diverged from MOD TLB outflow from 1 October 2011 due to the transfer of responsibility of the Met Office to the Department for Business, Innovation and Skills (BIS). This exit of 1,900 personnel distorted outflow rates for the 4 successive quarters to which it applied.

MOD Total Outflow in the 12-months ending 30 June 2012 fell again compared against the previous quarter with exits from the Voluntary Early Release Scheme (VERS) of 1,890 personnel, compared to VERS exits at 30 June 2012 of 7,460 and the peak at 30 September 2012 of 8,080. With the reduced effect of VERS exits, and other reasons for leaving remaining reasonably stable total outflow rate at 30 June has fallen to 9.4 compared to the peak at 30 June 2012 of 19.8.

	Headcount						
	Financial Year 2010/11	Financial Year 2011/12	12-Months Ending:				
			2012 30 Jun	2012 30 Sep	2012 31 Dec	2013 31 Mar	2013 30 Jun
MOD Total Intake²	2,040	1,380	1,550	1,750	1,900	2,160	2,360
<i>Total Intake Rate</i>	<i>2.7</i>	<i>2.0</i>	<i>2.4</i>	<i>2.8</i>	<i>3.1</i>	<i>3.7</i>	<i>4.1</i>
MOD Main TLB Total Intake	1,610	870	1,000	1,200	1,280	1,500	1,720
<i>Total Intake Rate</i>	<i>2.5</i>	<i>1.4</i>	<i>1.7</i>	<i>2.2</i>	<i>2.4</i>	<i>2.9</i>	<i>3.4</i>
Recruitment / Re-instatement	1,410	770	850	1,000	1,010	1,140	1,300
Transfer from other Public Office	190	100	140	200	270	370	410
Trading Funds Total Intake	430	520	550	550	610	660	640
<i>Total Intake Rate</i>	<i>4.4</i>	<i>6.1</i>	<i>7.0</i>	<i>7.4</i>	<i>8.2</i>	<i>8.9</i>	<i>8.7</i>
Recruitment / Re-instatement	190	180	160	130	160	180	180
Transfer from other Public Office	240	330	390	420	450	480	460
MOD Total Outflow²	5,270	12,360	12,950	11,540	9,000	6,740	5,420
<i>Total Outflow Rate</i>	<i>7.1</i>	<i>18.2</i>	<i>19.8</i>	<i>18.4</i>	<i>14.8</i>	<i>11.4</i>	<i>9.4</i>
MOD Main TLB Total Outflow	4,470	9,420	10,100	10,620	8,260	6,190	4,880
<i>Total Outflow Rate</i>	<i>6.9</i>	<i>15.8</i>	<i>17.6</i>	<i>19.3</i>	<i>15.5</i>	<i>12.0</i>	<i>9.7</i>
Resignation ³	1,220	970	960	920	1,050	1,040	1,050
<i>Resignation outflow rate</i>	<i>1.9</i>	<i>1.6</i>	<i>1.7</i>	<i>1.7</i>	<i>2.0</i>	<i>2.0</i>	<i>2.1</i>
Retirement	1,340	850	780	720	660	660	750
<i>Retirement outflow rate</i>	<i>2.1</i>	<i>1.4</i>	<i>1.4</i>	<i>1.3</i>	<i>1.2</i>	<i>1.3</i>	<i>1.5</i>
End of Appointments	450	200	180	160	210	220	220
Voluntary Release or Redundancy	180	40	40	60	50	40	40
Voluntary Early Release Scheme ⁴	*	5,950	7,460	8,080	5,460	3,240	1,890
<i>Voluntary Early Release Scheme outflow rate</i>	<i>*</i>	<i>10.0</i>	<i>13.0</i>	<i>14.7</i>	<i>10.3</i>	<i>6.3</i>	<i>3.7</i>
Compulsory Severance or Retirement	150	20	20	20	30	40	40
Health / Death in Service	290	270	240	230	220	230	240
Dismissed	90	100	100	90	90	100	100
Transfer out of MOD	190	140	180	210	220	230	210
Privatisation of Function	460	850	100	100	230	380	310
Other	90	30	40	30	30	20	20
Trading Funds Total Outflow	800	2,930	2,850	910	730	550	540
<i>Total Outflow Rate</i>	<i>8.1</i>	<i>34.5</i>	<i>36.0</i>	<i>12.2</i>	<i>9.9</i>	<i>7.5</i>	<i>7.2</i>
Resignation	220	200	200	180	170	180	190
Retirement	80	60	50	40	40	50	50
End of Appointments	180	160	150	180	180	170	160
Voluntary Release or Redundancy	150	470	390	320	150	40	40
Compulsory Severance or Retirement	20	80	80	80	80	-	-
Health / Death in Service	20	20	20	20	10	10	10
Dismissed	20	20	10	10	10	10	10
Transfer out of MOD	20	1,910	1,920	60	60	40	40
Privatisation of Function	-	-	-	-	-	-	-
Other	100	30	40	30	40	50	40

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

Net Change of Royal Fleet Auxiliary⁵	30	-360	-360	-320	-230	-90	-90
Net Change of Locally engaged civilians⁵	290^e	-1,760^e	-1,480^e	-1,230	-1,620	-1,280	-1,100
MOD Total Net Change⁶	-2,910^e	-13,100^e	-13,240^e	-11,330	-8,950	-5,950	-4,250

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.

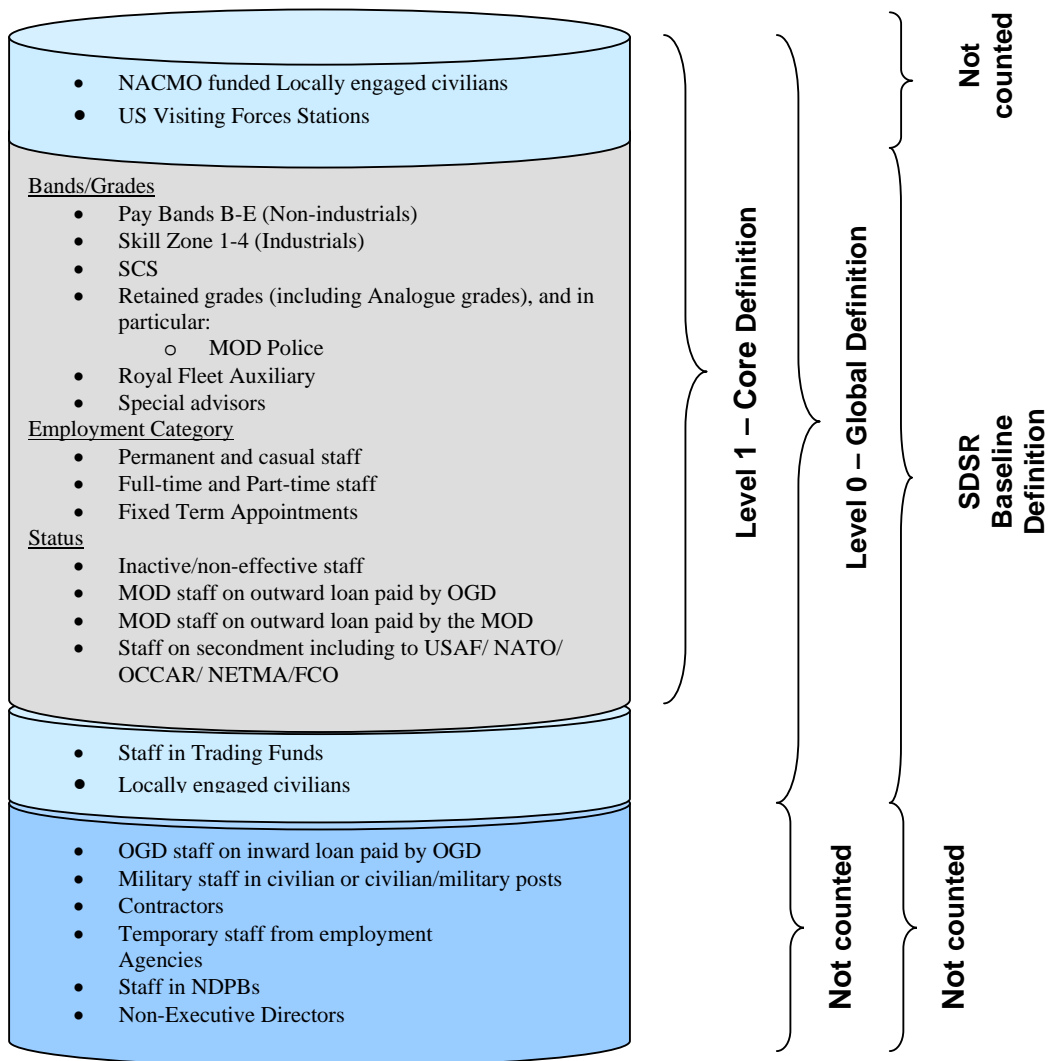
Background Notes

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 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 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):** DS 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. The United Kingdom Statistics Authority has designated these statistics as National Statistics, in accordance with the Statistics and Registration Service Act 2007 and signifying compliance with the Code of Practice for Official Statistics.

Designation can be broadly interpreted to mean that the statistics:

- meet identified user needs;
- are well explained and readily accessible;
- are produced according to sound methods; and
- are managed impartially and objectively in the public interest.

Once statistics have been designated as National Statistics it is a statutory requirement that the Code of Practice shall continue to be observed.

2. 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.

3. 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 DS to assess the accuracy or consistency of the declarations made by individuals within these fields.

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.
5. Due to late reporting of some Locally engaged civilian data, April 2011, April 2012 and July 2012 Locally engaged civilian figures are estimates.
6. 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.

4. Grade structures

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

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

5. Symbols and conventions

i) Symbols

- || discontinuity in time series
- * not applicable
- .. not available
- p provisional
- r revised
- 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 our statistics in general, you can contact us as follows:

Defence Statistics (Civilian) on 020-721-81359
Email - DASA-Quad-Enquiries@mod.uk

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

Glossary:

Broader Banded grade definition: 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).