2 November 2017

Dear [Redacted],

Thank you for your email of 19 October 2017 requesting the following information:

"Can I request for Information regarding the RAF Full Terms and Conditions of Service for Full Time Reserve Service (Limited Commitment). Please include, where this position is documented in a formal Ministry of Defence Book of Reference, Manual or publication, please also include the contractual obligations and age parameters."

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

A search for the information has now been completed within the Ministry of Defence, and I can confirm that information in scope of your request is held.

The information you have requested is attached.

If you have any queries regarding the content of this letter, please contact this office in the first instance

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

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

Yours sincerely,

[Redacted]

Air Command Secretariat
Chapter 16 - Full Time Reserve Service (Limited Commitment) and (Home Commitment) Terms and Conditions of Service

Introduction

1. Full Time Reserve Service (FTRS) is a period of service undertaken by a member of a reserve force, in accordance with s24 of the RFA 96, to fill a specific FTRS post for a set period of time which is formalised by means of a binding FTRS Commitment signed by the individual. Throughout a period of FTRS, a reservist has a continuous liability for duty.\(^\text{38}\)

2. The broad principle behind FTRS is that personnel are recruited to make use of the skills, relevant experience and competencies they already hold from regular or other reserve service and are required to undertake the task for which they are being considered. Training requirements should therefore be limited to simple refresher training or essential training to maintain air safety. Additionally, FTRS offers periods of permanent service for RAuxAF personnel to gain role experience.

Types of FTRS

3. There are three categories of FTRS commitment; Full(FC), Limited(LC) and Home(HC). Details regarding FTRS(FC) are contained in AP3392 Volume 7 Part 1 Chapter 15 and AP3392 Volume 7 Part 3 Chapter 1. This chapter confines itself to details regarding FTRS(LC) and FTRS(HC). A reservist serving on FTRS terms will be offered a commitment for a specific post at a specified location. LC and HC are defined as follows:

a. **Limited Commitment.** Fulfils a full range of duties but with a liability for compulsory detachment in support of their primary duties limited to 35 days in the UK or overseas in any one year with no single detachment\(^\text{39}\) lasting in excess of 21 days. A reservist serving on LC terms may volunteer to exceed these periods of detachment on an ad-hoc basis but is under no compulsion to do so. The fundamental status of the reservist as LC is not altered by him undertaking extra voluntary ad-hoc days on detachment. Time detached away from the reservist’s permanent base for the purposes of undergoing employment related training is not to be counted when calculating periods of compulsory detachment.

b. **Home Commitment.** Fulfils a full range of duties but with a liability for compulsory detachment limited to training periods and other limited duties specified in the individual’s FTRS Commitment; however, such conditions are not to be used where an FTRS(LC) commitment would be more appropriate. A reservist serving on HC terms may volunteer for ad-hoc periods of detachment but is under no compulsion to do so. The fundamental status of the reservist as HC is not altered by him undertaking extra voluntary days on detachment.

\(^{38}\) Continuous liability for duty means liability 7 days a week, 24 hours a day, 365 days a year (366 days for a Leap Year), for the period of the commitment.

\(^{39}\) In accordance with HQ Air Cmd Policy, any reservist detached to an operational theatre must first be mobilised to ensure full entitlement to financial and medical benefits.

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Duties

4. Reservists serving on FTRS(LC/HC) Terms and Conditions of Service (TCoS) will be required to undertake the normal range of station/unit-based duties expected of their regular service peers (for example: orderly officer, orderly sgt, orderly cpl, station guard force, station families days, remembrance parades and air shows). These duties should only be undertaken on a pro-rata basis with their regular counterparts and reservists should not be used as a default when regulars are unable to meet their commitment.

FTRS Eligibility and Entry Standards

5. Eligibility. Members of the RAuxAF and RAFR may apply for an FTRS position. In addition Regulars can apply for FTRS (LC/HC) post, but they must leave regular service prior to filling such a position. RAFR(CC) commission holders may apply for posts specific to their RAFR(CC) skill set only, but if selected they must resign from the Civil Service. A reservist serving on FTRS is ineligible to be a High Readiness Reserve (HRR).

6. Entry Standards. Applicants for FTRS(LC/HC) must meet the minimum entry standards for reserve service, which, aside from certain differences, e.g. age and medical standards, are largely the same as those for regular service. Additionally, they should meet the Job Specification for the post and be selected in accordance with the regulations contained in this chapter and AP3392 Volume 7 Part 3 Chapter 2. Certain appointments may require specialist qualifications determined by the Branch and Trade Advisers who may also specify other criteria which exceed those required for general membership of the reserve forces. As highlighted previously, FTRS(LC/HC) utilises the skills, relevant experience and competencies accrued in former service. Therefore, applicants must satisfy the job specification with minimal or no training.

7. Candidates must normally\(^{40}\) meet the following entry standards/eligibility criteria:

a. Have a minimum working JMES of A4L2M6E1.

b. Be an Regular, Ex-Regular, Ex-Reserve and/or Reserve.

c. If no longer serving, candidates would normally have left the RAF, RAFR or RAuxAF within the preceding 5 years.

d. Bespoke training will be provided to ensure personnel are capable of completing their assigned task. Training requirements are to be identified prior an applicant being invited to interview; Annex F to AP7000 Chapter 5 refers, and those candidates out of service for more than 5 years should expect to undertake some additional training\(^{41}\).

(1) All applicants must be fully qualified in their specialist branch or trade before being eligible to apply for ‘any branch/trade’ appointments.

(2) Candidates who have previously held a commission but are not at the time of application serving either as a regular or reserve officer, may be required to attend OASC, but these circumstances will be considered on a case by case basis.

e. At the date of attestation, applicants for FTRS(LC/HC) positions should normally be between the ages of 18 and 61 (to be attested before 61\(^{st}\) birthday).

\(^{40}\) Any applications from post sponsors to waive these requirements may be considered by DACOS Reserves.

\(^{41}\) law AP7000 Chapter 8.

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8. Sister Services Applicants. Whilst the advised method is to advertise across the RAF, Post Owners should also consider the viability of the post being filled by personnel of an equivalent rank from sister Services who, on selection, would be commissioned/enlisted in the RAF Reserves. However, prior to the candidate being invited for interview, the post owner must ensure a branch/trade sponsor is identified and has agreed to formally 'adopt' the candidate; applications from other services may also need to undertake additional training as a condition of employment; Annex F to Chapter 5 AP7000 refers.

Executive Waivers to Age, Seniority, Joint Medical Employment Standards and Training

9. Candidates who do not meet the eligibility requirements for age, seniority, rank on entry, training and JMES may be allowed to apply for vacancies providing the post sponsor has obtained an Executive Waiver approved by DACOS Reserves. For training waivers see AP7000 Chapter 5 Annex F. For all other waivers refer to AP3391 Vol 5 Part B, Leaflet 217.

Rank and Promotion

10. Rank on appointment will be appropriate to that of the establishment vacancy. Reservists may serve in a lower rank during a period of FTRS(LC/HC) than a rank held during regular or reserve service. Reservists may be selected into a post in a rank one higher than they held in their regular or other service only if they were qualified in all respects for promotion during their Regular or Reserve service, including a positive promotion recommendation on their last annual report.42

Initial Terms

11. Personnel may be offered FTRS(LC/HC) service for an initial term of up to 9 years (as stated in the advertisement) or until age 65, whichever occurs earlier, but should not normally be for less than 1 year. Personnel may apply to renew their FTRS(HC/LC) commitment for up to 9 years at a time, provided they meet the medical fitness and age limitations.

Assessment of Seniority and Incremental Base Date

12. Antedated seniority (in respect of rank) may be awarded on re-entry or re-enlistment. In addition the Incremental Base Date(IBD) will also be re-assessed, utilising the same formula. However, there is no provision for an automatic award of previous seniority in rank, but the IBD will be re-assessed.

Return of Service

13. Aircrew who complete mandatory training in order to fulfil the job specification must observe the return of service (ROS) that is currently stipulated for regular personnel.43 In addition, any branch/trade personnel who are subject to a ROS, must also observe the stipulated time required to fulfil the ROS.

Service Restrictions

14. Personnel serving on FTRS(LC/HC) TCoS are recruited for a specific post and can be nationally recruited. Their liability for compulsory detachment is defined by their LC or HC status. If eligible for detachment this must be associated with their primary role for which they are recruited, unlike a regular who may be detached into a role unrelated to their normal post. Personnel serving on FTRS(LC/HC) TCoS in Northern Ireland are not to be involved in internal security operations.

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42 Appointment will be made only if the candidate is successful on the PSB.
43 JSP 750 Chapter 2.
Regulations for Personnel undertaking RAF Reserve service

15. The regulations for personnel undertaking RAFR service are as follows:
   
a. If a candidate is accepted into a FTRS(LC/HC) appointment, he will be commissioned/enlisted into the RAFR or the RAuxAF if his immediate prior service was within that Force.

b. Once commissioned/enlisted into the Reserves (with either RAuxAF or RAFR status) candidates will, irrespective of future reservist employment, retain their reserve status. The only exception to this will be in the case of personnel with RAFR status who go on to successfully join a RAuxAF unit; they will be required to transfer their commission/enlistment to RAuxAF status. This action will not be retrospective.

The Commitment

16. The commitment is the final stage of the application process, whereby an individual who has been selected for FTRS(LC/HC), commits themselves formally to the terms and conditions of the post; these are laid down on the Form of Commitment, which is to be signed by the reservist and witnessed by a commissioned officer at least one rank higher. Once a reservist signs as accepting a Commitment, their FTRS(LC/HC) starts when they report for duty on the date specified in the Commitment. Under no circumstances is the applicant to commence work prior to the specified start date.

Changes to a Commitment

17. **Variation of Commitment.** An FTRS(LC/HC) commitment may:
   
a. Be varied at any time, with the consent of the reservist concerned. Should the reservist not consent to the variation of the Commitment, their obligations under the original Commitment remain unaffected. Variations to a Commitment are to be mutually agreed, in writing. An application form of variation is at Annex H to AP3392 Volume 7 Pt 3 Chapter 2. Variations of Commitment are not to be used when the job specification changes significantly (more than approximately 20%), involves a change in location, a change between LC and HC or when the rank associated with the post is changing. This is because such action may inadvertently circumvent the requirement for open and fair competition or the appropriate promotion selection procedure. Post holders contemplating such a variation are advised to seek advice from DACOS Reserves staff at the outset. Once the staffing process has been completed, RFMC will make a formal offer on an FTRS(LC/HC) Form of Commitment variation.

b. Be revoked, before the beginning of the specified period by written notice of an authorised officer on the staff of DACOS Reserves. If the Commitment is revoked it is treated as never having been made. Both the reservist making the Commitment and MoD therefore cease to have any obligations under it.

Further Service

18. **Extension of Commitment.** Personnel may apply to renew their existing FTRS(LC/HC) commitment for up to 9 years at a time, provided they continue to meet the required medical and age limitations. Applications to renew a commitment (AP3392 Volume 7 Part 3 – Chapter 2, Annex H) are to be submitted and received at RFMC no earlier than 12 months before the expiry of the current commitment and no later than 6 months before the expiry of the current commitment.
Approval of such applications will be subject to satisfactory past service and to manning requirements.

Extensions of Commitment beyond Normal Retirement Age

19. The Normal Retirement Age (NRA) for reservists on FTRS(LC/HC) TCOS is 65. Extensions of commitment beyond NRA are, as far as possible, staffed in the same way for reservists as for regulars. The reservist's chain of command must raise the case for DACOS Reserves' consideration and demonstrate a Service need for keeping a reservist in service beyond NRA on the form at AP3392 Vol 7 Part 3 Chapter 2 Annex I. The reservist must be medically fit and meet the normal criteria, other than age, for an extension of commitment.

Grounds for Exceptional Granting of Extensions of Commitment

20. DACOS Reserves may grant requests for exceptional extensions of commitment beyond the NRA in accordance with the criteria listed at AP3392 Vol 7 Part 3 Chapter 2 providing the case satisfies one or more of the following categories:

a. Suitable Candidate Not Yet Found. The post has been advertised and no suitable candidate has been found.

b. Lifed Post. The post has one year or less to run before disestablishment.

c. Delay in Replacement. A suitable successor has been selected but there is a delay before he is available, e.g. departure period from regular service.

Call-Out for Permanent Service

21. In the event of an operation involving call-out, FTRS(LC/HC) personnel may only be called out if required for permanent service under RFA 96 part VI.

22. If, when the period of permanent service finishes, the period of FTRS(LC/HC) commitment has not expired, the reservist is to return to the duties specified in the FTRS(LC/HC) Commitment for the remainder of that period.

Safeguard of Employment Act 1985

23. Individuals whose FTRS(LC/HC) Commitment expires during a period of permanent service are to be treated as if the Reserve Forces (Safeguard of Employment) Act 1985 applied with the RAF as their former employer.

Restricted Liability for Call-Out

24. A transitional member of a reserve force, as defined in AP3392 Volume 7 Part 1 Chapter 1, has a more restricted liability to call-out under RFA 80 than under RFA 96. Such a member is acceptable for FTRS(LC/HC) only if he elects to cease to be a transitional member iaw Part 1 Chapter 1 of AP3392 Volume 7. Individuals, who are liable for service only in the UK, or a part of it, when called out, are acceptable only if they elect to be liable for world-wide service.

Training

25. Specific pre-employment training will be provided for those FTRS(LC/HC) personnel who need additional essential trade or branch skills in order to perform their primary duties safely and effectively, e.g. Station Flight Safety Officers Course or Reserves Admin Course. Any requirement
to amortise training costs will be in accordance with the RAF regulations that were extant at the
time of undertaking training.

Other Mandatory Training

26. All elements of mandated General Service Training as defined in AP7000 are to be
completed.

Termination of Commitment

27. Completion of Commitment. There is no guarantee that commitments will be extended.
On completion of the specified period of FTRS(LC/HC), unless a new Commitment is or has been
negotiated, the reservist's service will be terminated. The Individual and the Service commits only
to the requirements specified in each commitment. If an individual does not wish to extend their
commitment, then 6 months (12 months for all aircrew in flying appointments) prior to completion of
a FTRS(LC/HC) Commitment, the individual is to inform the RFMC and stn HR, in writing (on the
form at AP3392 Volume 7 Part 3 Chapter 2 Annex J), through the chain of command, that they no
longer wish to continue on a FTRS(LC/HC) reserve commitment.

28. Early Termination (ET). FTRS(LC/HC) personnel who wish ET their commitment before
the expiry of their conditioned term will be normally (subject to any unexpired RoS) be required to
give 3 months notice (6 months for all aircrew in flying appointments) on the form at AP3392
Volume 7 Part 3 Chapter 2 Annex K. However, earlier release may be given where the Service
need permits and in agreement with the Chain of Command.

a. When applying for another reserve position. When a reservist moves from one
reserve post to another and the individual still has time to run on their current commitment,
the individual must still give the same amount of notice (i.e. 3 months (6 months for all
aircrew in flying appointments)) law para 28. However, earlier release may be given where
the Service need permits and in agreement with the losing Chain of Command.

29. Termination by the Service. It would be unusual for the RAF to terminate a commitment
other than by joint consent or when a post moves from one unit to another and the individual
decides they do not want to move with the post to the new location. If a post owner is considering
terminating the service of an individual on FTRS(LC/HC) TCoS early (i.e. position disestablished),
they should contact SO1 Res Spt for advice.

30. Notice Period for Termination by the Service. In the event that the early termination is
required, then the post owner is responsible for informing the individual, RFMC and stn HR in
writing as early as possible (giving at least 3 months notice – 6 months for all aircrew in
accordance with para 27) that the individual’s FTRS(LC/HC) service is to be terminated early. The
process is contained in AP3392 Volume 7 Part 3 Chapter 2.

Discipline and Administrative Action

31. FTRS(LC/HC) personnel are at all times, subject to Service Law and the same
administrative regulations that are applied to regular RAF personnel. Since FTRS(LC/HC)
personnel are locally employed it is not possible to compulsorily assign them. A Reservist with
their consent can be Detached Without Prejudice where it is deemed untenable by their Chain of
Command (Commanding Officer) for them to remain in post for a determined period of time.
Hence, where misconduct by a FTRS(LC/HC) serviceman would have resulted in a compulsory

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44 There is no redundancy policy in place for reservists and therefore it is anticipated that unless there is very good reason to terminate a FTRS(LC/HC) Commitment, it should run its course.
45 For example when subject to a Police investigation, whilst processing an Administrative Report or to separate the parties during the Service Complaints process.

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posting under QR(raf) 1027 for a serviceman on a regular engagement, a case for administrative
exit/discharge action in a manner consistent with that laid down in QR(raf)1027 is to be
considered for SP on a FTRS(LC/HC). Where the case would have met the criteria for a
compulsory assignment of a regular serviceman, a reservist could be discharged. Alternatively,
with the individual's consent and where a suitable vacancy exists, consideration could be given to
offering an alternative post. Before taking any action Stns are to liaise with DACOS Reserves.

Pay

32. JSP 754 is the authoritative publication for determining entitlement to Service pay and other
emoluments. LC pay is the same as the regular pay scale, but only receives 5% X-Factor. HC pay
is the same as the regular pay scale, but has 0% X-Factor.

33. Pay on Entry, Transfer, Re-Entry or Re-Enlistment. Previous qualifying reserve or
regular service (including 'service with the RAF' and 'called-out' service) is aggregated and counts
towards overall reckonable service when identifying the entry point on the pay scale, iaw JSP754
Chapter 3 Section 13.

Bounty

34. Personnel serving on FTRS(LC/HC) TCoS are not entitled to Bounty payment (JSP 754
Chapter 3).

Unpaid Acting Higher Rank

35. For an individual serving on FTRS(LC/HC) TCoS, Unpaid Acting Higher Rank (Unpaid
AHR) may be authorised by DACOS Reserves, providing all the requirements of AP3393 Volume 1
Chap 5 Section 6 (officers) and AP3376 Volume 1 Chapter 5 (airmen) are met. If the requirement
arises, then a comprehensive case is to be submitted to DACOS Reserves, attn: SO1 Reserves
Support for consideration and authorisation. A post owner does not have the authority to award
Unpaid AHR, this can only be authorised by SO1 Reserves Support. In particular, the following is
paramount before Unpaid AHR will be authorised:

a. Prior to appointment to unpaid AHR, units are to confirm that an individual meets the
following requirements:

(1). The individual has a current promotion assessment of at least
'Recommended'/'Yes'.

(2). The individual has a current overall Performance in Appointment score of C or
above.

36. Unpaid AHR carries no entitlement to the pay, allowances and pension rights of the higher
rank.

Transfer to Regular Service

37. Reserve personnel may apply to transfer from a Reserve commitment to Regular service in
accordance with AP 3391 Volume 3 Lftt 215.

Medical Services and Administration

38. All reservists serving on FTRS(LC/HC) TCOS will be required to attend for medical
examinations and medical boarding under Service arrangements, in accordance with AP3392
Volume 7 Part 3 Chapter 2 Annex O. A matrix indicating the occasions when reservists may be

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entitled or required to use Service medical facilities as a consequence of their reserve service is given at AP3392 Volume 7 Part 3 Chapter 2 Annex O Appendix 1 to; however, this matrix is produced for guidance only, and is not to be used in isolation of the specific regulations detailed in the following paragraphs.

Entitlement to Service Primary Medical and Dental Health Care

39. Primary Medical Health Care. All Reservist aircrew in flying appointments are to receive primary medical health care from Service sources, and are to register with their parent unit medical authority accordingly.

40. Non-entitled reservists should register for primary medical health care with a GP under normal NHS arrangements.

41. Primary Dental Health Care. All Reservist aircrew in flying appointments are entitled to receive primary dental health care from Service sources, and are to register with their parent unit dental authority accordingly.

42. Non-entitled reservists should register for their dental health care with a local private or NHS-funded dental practice.

Emergency Treatment for Non-Entitled Reservists

43. Emergency Medical Treatment. Emergency medical treatment will be provided for reservists who are injured or become sick where there is a Service doctor or CMP. Where neither of the above are available, treatment should be obtained from a GP operating within the NHS, under the arrangements for treatment of temporary patients.

44. Emergency Dental Treatment. Emergency dental treatment will be provided where there is a Service dental officer appointed for duty. Otherwise, emergency treatment should be obtained from a dental practitioner operating under the NHS. The cost to the patient of this Dental treatment and any other subsequent dental treatment required due to service attributable injuries sustained during air force service will be at air force expense. If treatment cannot be obtained from a service dentist or under the NHS, emergency treatment may be obtained at air force expense only for a dental disability directly due to air force service and when service arrangements are made for the treatment.

Management on Discharge from Hospital in the Event of Disability Directly Attributable to Service

45. If, following discharge from hospital, an individual's disability is considered directly attributable to service, he should be referred to a medical officer or MOD appointed CMP. In such circumstances, the medical officer is to determine, as far as is reasonably practicable, whether further treatment is necessary, the likely duration of the disability, whether the individual should be referred for a medical board and the individual's fitness for civil employment.

Medical Boards and Examinations

46. Joint Medical Employment Standards. The criteria for entry JMES is provided in AP3392 Volume 7 Part 1 Chapter 3 para 7.

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46 This would include registration as a dependant with a military practice as this is in lieu of an NHS GP. The individual should be re-registered on DMICP as option C Reservist(DMS) with a note added to the Alert screen that the individual is entitled to DMS primary care as a dependant.

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47. **Aircrew and Ground Officers and Airmen Candidates**

   a. **Aircrew.** Examination of aircrew candidates is to be undertaken in accordance with AP1269A at the OASC Medical Board or at the RAF Medical Board (if still in regular service). Should there be any doubt about an aircrew candidate's fitness, the matter should be referred to the Air Health CFMO.

   b. **Ground Officers and Airmen.** Examination of ground candidates for a commission is to be undertaken, in accordance with AP1269A, by the RAF Medical Board, however, airmen candidates may also be examined at the nearest RAF station by a uniformed Medical Officer or contracted CMP if their discharge medical from regular service occurred within the previous 6 months and confirmed an Unrestricted JMES. Should there be any doubt about a ground candidate's fitness, the individual should be referred to the SO1 DOM (R&S)).

48. **Re-examination for Extension of Service.** The JMES requirements for extension of service in the reserve air forces are identical to those detailed for regulars in the RAF, as described in AP1269A and the relevant Trade or Branch Selection Sheet. In exceptional circumstances a reservist having a JMES below the minimum acceptable standard for his branch/trade may be considered for extension of service, subject to the approval of DACOS Reserves. Medical re-examination is to be undertaken in accordance with AP1269A.

49. Where review of a reservist's JMES by a Medical Board is delayed for Service reasons beyond the reservist's current last day of service, his service will usually be extended by periods not exceeding 6 months at a time, though service may not be extended for more than 18 months in total, to accommodate the appropriate medical boarding and subsequent award of a permanent JMES.

50. **Other Occasions for Medical Assessment/Boarding.** If, since their last period of duty, a reservist has suffered from any disability (other than minor illness, e.g.: coughs, colds), which necessitated the attendance of a doctor, he is to report the fact in writing to the SMO or MOD contracted CMP responsible for his medical documentation. If it is considered necessary, he may be examined, which may result in the reservist being referred to a medical board, as defined in AP1269A Lft 2-01, to determine his fitness for retention in the Service. Additionally, an officer or airman who at any time is considered by the medical officer in charge to be unfit for further service is to be referred to the RAF medical board.

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<td>CFMO</td>
<td>Chief Flying Medical Officer</td>
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<td>CMP</td>
<td>Civilian Medical Practitioner</td>
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<td>DACOS</td>
<td>Deputy Assistant Chief of Staff</td>
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<td>DMICP</td>
<td>Defence Medical Information Capability Programme</td>
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<td>Department of Occupational Medicine (Recruitment &amp; Selection)</td>
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<td>Defence Medical Services</td>
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