



Ministry
of Defence

Ministry of Defence
Main Building
Whitehall
London SW1A 2HB
United Kingdom

Ref: FOI2019/09824

23 September 2019

Dear [REDACTED]

Thank you for your email of 28 August requesting the following information:

Questions:

"[1] I request the email of staff outside the careers office in Brize Norton Air Base who can provide more comprehensive details on the process of terminating service.

[2] Further to this, I request detailed instruction on the ability to leave before your return of service date and how this is appealed"

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 all the information in scope of your request is held.

[1] I request the email of staff outside the careers office in Brize Norton Air Base who can provide more comprehensive details on the process of terminating service.

The information you have requested has been withheld as it falls entirely within the scope of the absolute exemption provided for at section 40 (Personal Data) of the FOIA. Section 40(2) has been applied to the information in order to protect personal information as governed by the Data Protection Act 1998. Section 40 is an absolute exemption and there is therefore no requirement to consider the public interest in making a decision to withhold the information.

[2] Further to this, I request detailed instruction on the ability to leave before your return of service date and how this is appealed.

There are two mechanisms for leaving the RAF as an airman; by submitting an application to Early Terminate or an application to exercise their General Right to Give Notice. Given this position, the information you have requested can be found in the following enclosed annexes:

- Annex A – Air Publication 3392 Vol 2 Leaflet 703, Application for early termination of Service other than on compassionate grounds.
- Annex B – Air Publication 3392 Vol 2 Leaflet 708, General right to give notice.
- Annex C – Air Single Service Instruction Leaflet 608, Early termination.
- Annex D – Air Single Service Instruction Leaflet 612, Return of Service.

Under Section 16 of the Act (Advice and Assistance) you may find it helpful to note applications to leave the Service are made to an individual's career manager through their chain of command,

whereupon requests are reviewed on a case-by-case basis in accordance with the aforementioned policy.

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact us in the first instance at the address above. If informal resolution is not possible and you are still dissatisfied then you may apply for 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 must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint 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. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.org.uk>.

Yours sincerely,

Air Command Secretariat

APPLICATION FOR EARLY TERMINATION OF SERVICE OTHER THAN ON COMPASSIONATE GROUNDS

Reference:

A. JPA Self Service – Early Termination Application.

Introduction

1. The purpose of this leaflet is to provide a guide to the preparation and submission of applications for Early Termination (ET). Applications are to be submitted iaw Reference A.
2. The procedure for the submission of applications in accordance with QR 584(1) by recruits claiming termination as a statutory right is described in Leaflet 702.
3. Applications for early transfer to the Reserve under QR 606(2) or for ET under any other clauses or sub-clauses of QR 607 are to be submitted iaw Reference A.
4. The exit clauses and regulations pertaining to ET for Officers can be found within AP3393 Vol 1. An Officer who has had an application for retirement, transfer to the reserve or relinquishment rejected cannot apply to resign their commission as an alternative. Resignation is not a right and is governed by the same constraints as other modes of release.

Temperamental Unsuitability for Service Life

5. ET is not normally permissible for personnel serving on a regular engagement who have completed less than 3 years' continuous service, or, for PMRAFNS personnel, 4 years' continuous service, calculated from the completion date of basic trade training (BTT), except as provided for in Leaflets 702 and 704. If an application for ET is received from an individual who is within their first 3 years of Service (from BTT), the underlying cause may be that they are unsuited to Military Service. In these circumstances, unit HR staff are to ensure that the individual is interviewed specifically in this regard and, if appropriate, refer to Leaflet 709, which details the procedures to be followed in such cases. Under no circumstances are personnel to be 'offered' discharge on the grounds of unsuitability as an alternative to ET; such a decision can only be made by Career Management.

Waiting Times

6. Despite published Waiting Times (WT), the Service reserves the right to retain personnel for more than 12 months in exceptional circumstances. In such circumstances personnel should be referred to the contents of Leaflet 708. Approval of ET applications is at the discretion of the Defence Council and is subject to such limitations as may be laid down from time to time. Applications are considered by Career Management in the light of Service requirements, including the manning levels and return of service required following training periods. However, to assist potential applicants and unit HR staff, a list of WT, reflecting the periods of service that personnel are normally required to complete following submission of an application for ET, will be issued by Career Management on a monthly basis. The WT for each trade and rank will be identified as being either 6 or 12 months, and will apply to ET applications received from the 1st day of the month in which the change becomes operative, until subsequently changed by Career Management. Where there are exceptional reasons for early release, other than on compassionate grounds which should be submitted iaw Leaflet 704, applications are to be submitted iaw Reference A. The Career Manager (CM) may waive the MWT for personnel who can provide evidence of immediate employment within RAF Reserve Forces; however personnel should be aware that the 'whole-force' Service requirement remains paramount and personnel may still be

held to the MWT. For WT purposes, the effective date of an application for ET is the date the application is submitted by the service person. Where an individual applies to be considered for release more than 12 months in the future the applicant is to be made aware of the contents of Leaflet 708.

7. In recognition of their long service, personnel who have completed more than 30 years' total service, will normally be permitted to exit having given 6 months' notice, regardless of the WT for their trade. However, the Service reserves the right to retain personnel for up to the published maximum WT for their trade, or to decline exit on ET terms, in exceptional circumstances.

8. Guidance for a SP nominated for a deployment, who subsequently apply for ET is contained within AP3392 Vol 2 Lft 1511.

9. When WTs are reviewed, an increase will not affect applications submitted before the effective date of the change of the WT. On reduction of a WT, individuals already offered a release date more than the reduced WT, calculated by reference to the effective date of the change, will be asked if they wish to retain their current exit date, or have their exit brought forward to comply with the new WT. Personnel who are within the revised WT of an agreed ET date or restricted to an amortisation date will not be affected by any reduction in WTs.

Applications

10. Application is to be made personally, by the individual concerned, iaw Reference A. The early termination date requested must not normally be for more than 18 months in the future. **The exception being for personnel serving on a MEOS engagement or capped at age 60 where the notice requirement is extended automatically to a maximum of 24 months to allow access to GRT two years prior to exit.** Dates beyond 18 months will only be authorised in exceptional circumstances and where prior consultation with the CM has taken place. The application is to be submitted using JPA 'workflow'. It is essential that Line Manager or Unit Command (Commanding Officer) interviews the individual and clearly indicate in the free text area the 'reason' for application e.g. In accord with Reference A for an application under this Leaflet. It is the responsibility of the Line Manager to confirm the validity of any supporting documentation presented by the applicant e.g. formal job offer.

11. Application for release, in advance of the WT is to be submitted iaw Reference A, if an ET date has already been agreed, the application is to be submitted electronically to the CM with comments from the Line Manager and Commanding Officer; the second application (if applicable) should clearly refer to the earlier approved application. When submitting a case the Commanding Officer is to advise whether the Unit is willing/able to run the post light until a replacement can be provided, usually in line with the WT. The application is to provide full details of the reasons for the request and is to be accompanied by the CO's recommendation.

12. Where the applicant has indicated that harassment or bullying has influenced their decision to leave the Service, they are to be interviewed by OC PMS (Unit Equality and Diversity Adviser) to establish whether a formal investigation is either requested or required. Comments made are to be reflected in the 'free text' area of the Unit Commanders (Commanding Officers) element of the application.

Requests to Accelerate an Approved ET Application

13. An application to advance an existing approved Early Termination date may, subject to Service requirements still be held to the WT for the trade (effective from the date of the amended application). Additionally individuals who wish to serve longer than the publicised WT are to be made aware that, once approved, any subsequent request(s) to accelerate the original date may not be approved due to exigencies of the Service. In other words, if the individual concerned undertakes to serve for a longer period than necessary and the Service accommodates this request, then the individual will serve out his time unless either the Service can entertain the

acceleration or more compelling grounds for their release arise. Applications are to be submitted and staffed using the format at Annex A to this leaflet.

Requests to Cancel an Approved ET Application

14. Requests to cancel an ET application are to be forwarded using Cancellation of Early Termination Application available through JPA Self Service. Line Manager and station comment being added as appropriate. Applications will be considered on their merits and in the light of Service requirements. Individuals are reminded that such a request may not automatically be approved. Prior to advising an individual of an approved ET rescission, unit HR staff are to check that there has been no reduction in the individual's Medical Employment Standard and that no disciplinary action concerning the individual is impending. Should a medical or disciplinary problem be identified, ~~Manning TCoS (Terminations)~~ **are the CM is** to be advised immediately and notification of the approved ET rescission withheld pending further advice from CM **Med Casework**.

Reserve Service

15. Individuals who enlisted or were accepted for further service on or after 1 Apr 97 will be liable for Reserve/Recall liability in accordance with the Reserve Forces' Act 1996.

General

16. **Clearance of Debit Balances on Pay Accounts.** An individual applying for ET will be required to repay any debit outstanding on their pay account. The individual's account, therefore, is to be checked and the individual is to be advised of any debt, impending debt or bonus repayment, which must be cleared before they leave the Service. Where the individual is "buying in" previous service for widows' half-rate pension benefits, the advice of DBS should be sought by the individual to determine the outstanding balance repayable in cash or by deduction from terminal benefits.

17. **Terminal Leave.** The regulations regarding Terminal Leave are contained in JSP 760.

18. **Effect of ET on Financial Benefits.** ET has different financial implications depending upon the regulations under which the discharge or transfer to the Reserve is effected. An applicant under the terms of this leaflet is to be made aware of the effect of early termination of service upon entitlement to commitment bonus, resettlement grant, pension, terminal benefits and flying pay (see JSPs 752 & 754). Where there is any doubt about eligibility to benefits, the individual should be advised to contact DBS Pensions to discuss in addition to requesting a benefits forecast and using the MOD pension calculator.

19. **Personnel Serving Overseas.** Personnel serving overseas granted ET under this leaflet will not be afforded 6 months' service in the UK before their Termination date or transfer to the Reserve, but will be repatriated in sufficient time to utilise any Graduated Resettlement Time/Terminal Leave to which they are entitled.

20. **Relocation Leave.** Relocation Leave is not admissible for personnel returning from overseas on Early Termination.

21. **Applications from Individuals Selected for Overseas Assignment.** An application from an individual for whom an Overseas Assignment Order has been issued will not normally prevent their assignment overseas. In this case the individual will have no entitlement to 6 months' service in the UK before their Termination date or transfer to the Reserve vide Leaflet 1515, but will be repatriated in sufficient time to utilise any Graduated Resettlement Time/Terminal Leave to which they are entitled.

Administrative Arrangements

22. **Termination and Transfer to the Reserve Procedure.** The procedure described in Leaflet 701 Annex A is to be followed, amended as appropriate by the above regulations and the shortened time-scale.

GENERAL RIGHT TO GIVE NOTICE

1. This leaflet gives guidance on the submission of applications to Manning for termination of regular RAF service on giving 18 months notice or 12 months notice for PMRAFNS; see QR 584.

2. **All Engagements.** Ground Trades Personnel and NCA serving on any type of engagement have the right, on completion of 9 years reckonable service, or at any time thereafter, to give 18 months notice to terminate their regular RAF service. The earliest time at which this right can be effected by giving notice at the 9 year point is therefore, on completion of 10½ years reckonable service. Previous regular whole time service which is reckonable in accordance with QR 3017 will qualify for inclusion when reckoning the length of service necessary to determine eligibility to give notice. Previous service will not however, release personnel from any reserve liability if the engagement on which they are currently serving includes a period in the reserve.

3. **(a) Notice Engagements.** Personnel serving on Notice Engagements have the right, exercisable at the end of 18 months formal notice, to be transferred to the RAF Reserve of Airmen on completion of 3 years service from the end of basic trade training, or at any time thereafter, and to be discharged at the end of 6 years service in the Reserve.

Note: Personnel who enlisted into the Royal Air Force on a Notice Engagement and who subsequently extend their service retain the right to give notice even though their terms of service change as a result of accepting an offer of further service.

(b) Open Engagement. PMRAFNS personnel serving on the Open Engagement have the right, exercisable at the end of 12 months formal notice, to be transferred to the RAF Reserve of Airmen on completion of 4 years service from the end of basic trade training, or at any time thereafter, and to be discharged at the end of 6 years service in the Reserve.

Reserve Liability

4. **Airmen.** An airman who enlisted or was accepted for further service on or after 1 Apr 83 will be subject to RAF Reserve of Airmen service. An airman who completes 16 years service or less will be transferred to the RAF Reserve of Airmen for a period of 6 years. If more than 16 years service have been completed the period of Reserve service will be the balance of the airman's 22 year term provided at least 12 months Reserve service can be given.

5. **Airwomen.** An airwoman who enlisted or was accepted for further service on or after 1 Apr 86 will also be subject to RAF Reserve of Airmen service as defined above.

Submission of Notice

6. Personnel who have qualified for the right to determine their service or transfer to the Reserve, and who wish to exercise that right, are to do so by submitting **a completed Annex A to Lft 708 to Manning Terminations**. That application should clearly indicate that the service person is exercising their right to give notice. The date of termination applied for must be 18 months after the date the application is submitted or, for PMRAFNS personnel, who enlisted on the 22 year Open Engagement on or after 1 Apr 07, 12 months after the date the application is submitted. The CO is to satisfy him/herself that the individual understands the full implications of this notice. Because of the implications on Committal Bonus, OC PSF is to inform SPVA(G) JPAC Terminations, by signal, upon receipt of all applications, giving full details of the application, the QR applicable, and brief details of the request. On receipt of the signal sent by the unit SPVA(G) Terminations will take any necessary action to inhibit payment of any bonus. OC PSF is also to signal SPVA(G) Terminations once the final outcome of the application is known and, if it has been withdrawn or refused SPVA(G) Terminations will then make arrangements to pay the bonus retrospectively, if applicable.

Note: It should be emphasised that it will not be possible for individuals to later extend their stated exit once they have submitted their form of notice.

7. **Effect of Notice on Financial Benefits.** The giving of notice can have an effect on entitlement to committal bonus, service bonus, resettlement time, pension and terminal benefits (see JSPs 752 & 754). Anyone considering exercising their right to give notice is to read the JSPs as applicable and seek specialist advice from their unit HR Admin staff as required. SPVA(G) Terminations should be consulted when there is any doubt about eligibility to benefits. **RRP will be ceased from the date the application is signed and that a note is included for P staff to ensure that this action is undertaken.**

8. **Waiver of Right.** Some individuals, in consideration of having attended a course which requires a training Return of Service (RoS) in accordance with Annex A to Leaflet 521, will have completed the certificate at Annex A to Leaflet 523, waiving their right under the Open Engagement/Notice Scheme/Notice General Right to be transferred to the Reserve/discharged for a prescribed minimum period. Consequently, prior to submission of the Early Termination Application, Unit HR Admin staff are to check the applicant's F445A for the existence of any such certificate and if located, to determine the individual's eligibility to submit his/her notice.

9. **Withdrawal of Notice.** Personnel who have given notice in accordance with para 6 may apply to withdraw it by submitting a Cancellation of Early Termination Application using JPA Self Service. For administrative purposes, applications to withdraw notice should normally have been submitted at least 4 months prior to the effective date of termination, although, exceptionally, requests submitted after this date will also be considered. It is emphasised that there is no right to withdraw notice once it is given and acceptance of such an application is at the discretion of Manning. The CO is to state on the form whether or not he/she recommends such acceptance.

Prior to advising an individual of an approved Notice rescission, unit HR Admin staff are to check that there has been no reduction in the individual's Medical Employment Standard and that no disciplinary action concerning the individual is impending. Should a medical or disciplinary problem be identified, **Manning Terminations** is to be advised immediately and notification of the approved Notice rescission withheld pending further advice from Manning.

10. **Personnel Serving Overseas.** Personnel serving overseas who exercise their right to give notice will be afforded 6 months service in the UK before discharge or transfer to the Reserve

EARLY TERMINATION

References:

- A. [AP3392 Vol 2](#) Lfts: 702, 703, 704, 707, 708, 712, 715.
- B. [JSP 750](#) – Centrally Controlled Terms and Conditions of Service.
- C. [AP3392 Vol 2](#) Lft 521 – Return of Service following Training.
- D. [2016DIN01-126](#)

What You Need To Know...	1. This ASSI sets out the procedures for the staffing of applications for Early Termination.
Policy & Process	<p>2. The Regulations and process concerning applications for Early Termination/ Release can be found at Reference A.</p> <p>3. Regulations governing Return of Service (RoS) are contained at Reference B and Reference C and are outlined in ASSI 612. Detail including transfer of RoS from one service to another (including from the RAF Regular to the RAF Reserve) are included within Reference D as well as demonstrating that RoS are applicable to Regular RAF, FTRS (FC, LC & HC) and ADC personnel.</p>
Minimum Waiting Time	4. Despite published Minimum Waiting Times (MWT), the Service reserves the right to retain personnel for more than 12 months in exceptional circumstances ¹ . In such circumstances personnel should be referred to the contents of Leaflet 708 at Reference A . Approval of ET applications is at the discretion of the Defence Council and is subject to such limitations as may be laid down from time to time. Applications are considered by the Career Manager in the light of Service requirements, including the manning levels and RoS requirements. However, to assist potential applicants and unit HR Admin staff, a list of MWT, reflecting the periods of service that personnel are normally required to complete following submission of an application for ET, will be issued by Career Management on a monthly basis via the Career Management Webpage .
Action Within Career Management	<p>5. Applications to ET are to be made personally, by the individual concerned, using the ET application process via JPA Self Service. The application will be workflowed through JPA from the applicant through the Line Manager and Unit Command (Commanding Officer) to the Career Manager (CM).</p> <p>6. The Career Manager should take the opportunity, if not already engaged by the Line Manager or individual, to speak to the SP to discuss opportunities for retention. This should include potential assignments, locations, tour lengths, DWR and timings but they should not offer anything that would disadvantage others. If the Career Manager cannot meet the aspirations of the individual or they are set on their ET, the Career Manager should inform them about future</p>

¹ See Reference A Leaflet 703 for exact policy wording.

	<p>opportunities such as the Reserves and/or Re-joiners.</p> <p>7. If the individual still wants to ET, provided the exit date requested by the applicant meets the MWT criteria that is currently published on the Career Management Webpage at the time of the application, and as long as there are no other reasons for denying release (e.g. outstanding disciplinary action, the provisions of QR 588(1), RoS following training, FRI or nomination for FI or OOA operation (See Reference A Lft 1511), the application is to be approved for exit on the date requested. The CM is to complete the ET check sheet located within the CM Checksheets folder on the StanEval Team Site. The CM is to forward the completed proforma to TCoS Terminations for final staffing. Reference A Leaflet 703 gives more detailed use of Minimum Waiting Times and their application.</p>
Application Received Not Compliant with MWT	<p>8. Where an application for ET is received, with a release date requested that is earlier than the MWT, the case is to be referred for a decision to the supervising officer using the ET Check sheet. Consideration will be given to all aspects of the request, including unit comments, before making a final decision. On completion of the CM board, TCoS Terminations will invoke JPA Termination action if the application is approved. If the application is not approved, Manning Terminations will inform the Unit by letter. No action will be taken on JPA.</p> <p>9. Applications submitted in advance of the MWT are to include a statement confirming that the unit are willing/able to run the position light until a replacement can be provided, this will normally be at the advertised MWT point.</p>
Variation to MWT	<p>10. Where it becomes apparent that a variation of the MWT is required, the CM is to staff a case through the CM Supervisor to the relevant B&TA and also engage with WR Structures. If a variation is approved, an email containing the endorsements of both B&TA and WR is to be sent to WO CM StanEval with the effective change date. The change must be publicised on the CM/Trade webpage and through the COS Pers bulletin for at least 1 calendar month prior to the effective change.</p> <p>11. Should a MWT be reduced, the CM is to review all cases where the approved ET release date is later than that permitted by the revised MWT, calculated by reference to the date of the change. The CM should seek agreement from their Supervising Officer to offer a revised release date in line with the new MWT. Offers of earlier release are to be made irrespective of the original date requested by the applicant. The individual should be reminded that any variation to a release date may affect her/his terminal benefits and that advice should be sought from Unit HR before a decision is made. On completion of all action the CM is to forward the details to TCoS Terminations for the date to be amended on JPA.</p> <p>12. Should MWT be increased, a period of existing ET applications will be unaffected. This also covers the scenario where ET applications</p>

	may be in the system but not yet approved. These should presumably be approved under the MWT that was in place on the date that the ET was submitted. Reference A Leaflet 703 para 9 refers.
Service Transfer	<p>13. The regulations and process governing Service Transfer (to RN, RM or Army) are contained in Lft 707 of Reference A. TCoS Terminations will receive Annex A to Lft 707 and will carry out the following:</p> <ul style="list-style-type: none"> • Forward the application to the relevant CM with a CM Review Boarding using a boarding proforma in the Manning Terminations Teamsite. Where immediate transfer cannot be agreed, the gaining Service and the individual's Unit are to be informed that the applicant's transfer cannot be approved at the current time but that the individual may be allowed to transfer to the other Service in 6 or 12 months' time (the timescale being determined by the prevailing ET MWT). To take account of training intakes, an application may be exceptionally authorised earlier than the quoted ET MWT, provided that the gaining Service stipulates that there are no other appropriate training intakes in the timescale. The period of notice is to be kept under review and, should there be a reduction in the ET MWT for the rank/trade concerned, an earlier offer should be made. • If the individual is eligible for consideration and the CM confirms that there are no Service objections, the CM is to raise an 'Assignment Marker' on JPA pending the result of the application. • The gaining Service will liaise with the individual's parent unit to arrange for the applicant to be interviewed, if appropriate, and to advise the result of the interview/application to the TCoS Terminations and the CM. The gaining Service will liaise with the applicant's parent unit for any records or documentary support. <p>14. Reference D details the ability to transfer at Trg RoS from the Regular RAF to the RAF Regular Reserves. It should be utilised by the CM in the instances of personnel transferring within trade / branch where it is identifiable that their service output will continue to deliver that RoS to the role / activity they received the training for.</p> <p>15. — However, a Command RoS is not transferrable and the individual will be required (unless there is mitigating circumstances) to serve their Command RoS prior to transfer.</p>

What You Need To Do...

- Before applying for an ET, engage with your Unit CoC and CM.

- Review MWT for Branches and Trades located on the Career Management Webpage
- Consider whether you are still serving a RoS following training or promotion.

RETURN OF SERVICE (RoS)

References:

- A. [JSP 750](#) – Centrally Controlled Terms and Conditions of Service.
- B. [AP3392 Vol 2](#) Lft 521 – Return of Service following Training.
- C. [AP3392 Vol 2](#) Lft 523 – Preparation for Personnel on Courses of Instruction.
- D. [AP3393 Vol 1](#) Chp 6 Sect 3 – Officers Commissioning and Terms of Service.

What You Need To Know...	<p>1. The premise of the tri-Service policy is that trg courses will not attract a RoS requirement unless they appear on the list of courses detailed in Reference A. As new entrants to the Service are made aware of their minimum RoS commitment when they join, the purpose of this leaflet is to provide guidance to Career Managers (CMs) on how RoS requirements will impact on the selection of personnel for trg post initial branch/trade courses.</p>
Policy & Process	<p>2. Regulations governing Return of Service(RoS) are contained at Reference A and Reference B. RoS can be transferred from one service to another (including from the RAF Regular to the RAF Reserve) and is applicable to Regular RAF, FTRS (FC, LC & HC) and ADC personnel.</p>
Selection	<p>3. Selection is to be made with the object of ensuring the tri-Service RoS requirements are met. However, when it is necessary to select an individual who has qualified for the general right to give notice, or who would qualify before completing the requisite RoS after trg, they are to be invited to waive their right to give notice, in advance of selection, for a specified period sufficient to enable them to complete the required RoS.</p> <p>4. Where a course attracts a RoS the following criteria is to be applied:</p> <ul style="list-style-type: none"> a. All periods of RoS will run concurrently. b. RoS will commence upon completion of the trg. However, as Trg RoS is incurred from the start date of the course it may be applied, subject to Service needs, irrespective of the final course outcome. c. Career Management areas are not to finalise the nomination of personnel for trg that attracts a RoS without first obtaining a written undertaking from the individual, confirming that they are aware of the RoS requirement (for guidance see Annex A & Annex B to Reference C). d. In the interests of the Service, or other exceptional circumstances (such as compassionate grounds), the requirement to complete a RoS may be waived by the respective DACOS CM. e. Personnel who apply to Early Terminate (ET) whilst undertaking a training course that attracts RoS will be removed from the course immediately, unless it is in the Service interests

	<p>for them to complete the trg.</p> <p>f. With the exception of any RoS associated with Phase 2 Trg, any waiver of a Trg RoS for amortisation of Trg (eg AST, APET) is to be staffed to ACOS CM for a decision. Any approved waivers are to be forwarded to SO1 Employment Policy for reporting to the tri-service Trg ROSWG.</p> <p>5. This policy will ensure that, except in cases where the Service need dictates that an individual who is not prepared to accept the RoS requirement must be trained, personnel will be committed to provide the required RoS. Personnel will be aware, from signing the acceptance certificate, that this will bar them from premature exit from the Service until they have provided the required RoS.</p>
Recording of Trg ROS on JPA	<p>6. Career Management responsible for sending out the letters detailing the Trg RoS is also responsible for recording it on JPA, for example APET letters are sent by TCoS, whilst AST letters are sent by Career Managers. All departments must be aware of the procedure for recording a Trg RoS on JPA at Reference A which is to be followed on receipt of either the Statement of Acknowledgement of Trg RoS Obligation¹ (Officers) or Annex A to Reference C (NCA and Ground Trades).</p>
Disposal of Acknowledgement Certificates	<p>7. Once the Trg RoS has been recorded on JPA, the acknowledgement certificates at are to be sent for scanning and inclusion in the individual's e-dossier.</p>
Amortisation of Command Appointments	<p>8. A gp capt or wg cdr who takes up a command appointment (²) is required to provide 24 months RoS to follow their command tour. The RoS will be incurred from the date on which command is assumed and will normally commence on the date that command is relinquished. Upon receipt of the statement of intention, it is to be recorded on JPA, iaw JPA Business Process Guide, and retained; as per Reference D.</p>
Transfer of RoS from the Regular to Reserves	<p>9. Reference A details the ability to transfer a Trg RoS from the Regular RAF to the RAF Reserves³. It should be utilised by the CM in the instances of personnel transferring within trade / branch where it is identifiable that their service output will continue to deliver that RoS to the role / activity they received the training for. However, a Command RoS is not transferrable and the individual will be required (unless there is mitigating circumstances) to serve their Command RoS prior to transfer.</p>

¹ Response to covering letter based upon Annex A to [Reference C](#).

² Command appointments include station and squadron executive appointments and those appointments which in accordance with QR(RAF)80 require a handing over certificate.

³ Full Time Reserve Service (FTRS) (Full, Home, and Limited Commitment) and Reserves Additional Duties Commitment (ADC) personnel.

What You Need To Do...

- Recognise the difference types of RoS and how it affects either yourself or the individual you are career managing.
- Ensure that the RoS is fully recognised and understood.