



Quarterly Civilian Personnel Report



1 January 2014

Ministry of Defence

Statistical Release

Published 6 February 2014

This statistical release presents the numbers, intake and outflow of all civilian personnel employed by the Ministry of Defence, represented by **Level 0**. For MOD internal reporting and planning **Level 1** is used which includes permanent and casual civilian personnel and Royal Fleet Auxiliary, but excludes Trading Funds and Locally engaged civilians.

The primary purpose of this release is to facilitate monitoring of personnel reductions under the Strategic Defence and Security Review (SDSR). The **SDSR 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.

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The time series considered in this report begins at 1 April 2010, implemented to coincide with the change of government and the announcement of the Strategic Defence and Security Review (SDSR). As such it is aligned to start at the beginning of the financial year 2010/11 and shows the April 2010 baseline, April 2012 and the last five quarter points to date to illustrate recent trends.

Summary time series data at April points for the last six years, by Top Level Budget, are presented in Annex A for FTE and Headcount personnel numbers. Further detail and time-series on other information presented in this release are published annually in Statistical Series 2 - Personnel Bulletin 2.02 - Civilian Personnel on the Defence Statistics website www.dasa.mod.uk. For users interested in the complete picture of how intake and exits have changed the MOD civilian workforce structure over time Personnel Bulletin 2.02 provides detailed information on the location, gender, ethnic origin, and grade, with figures showing how key trends in structure and flows have developed over a number of years.

With effect from 1 January 2014 QCPR publication, Table 4 Religion now shows Non-Christian rather than Christian representation rates to reflect the minority group, in line with other diversity statistics.

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.
- Since April 2010 the greatest reductions in the civilian workforce have been at Skill Zone 1 and Band E2 with falls of 56.1 and 39.7 per cent respectively. Comparatively the smallest reduction is at Band B1 with only a 1.5 per cent fall; Skill Zone 4 is now 6.3 per cent larger.
- Annual intake of civilian personnel has been increasing since 2011/12 from 2.0 to 5.4 per cent.
- Female Representation was the only minority group to fall during the personnel reduction from April 2010 to April 2012. BME and LGB representation increased whilst Non-Christian religions remained stable. However in the last 12 months Female representation has increased by 0.5 percentage points, BME by only 0.2 percentage points with LGB and Non-Christian remaining the same.

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Table 1 - Civilian personnel 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 63,350 as at 1 January 2014, a reduction of 22,500 (26.2 per cent) since April 2010. The net change comprised falls of 16,910 in Core TLBs and Royal Fleet Auxiliary (Level 1) civilian total, 2,980 in Locally engaged civilians (LECs) and 2,620 in the Trading Funds. The quarterly rate of reduction at Level 0 has decreased to 0.5 per cent, compared against the previous quarters change of 2.1 per cent. The Strategic Defence & Security Review (SDSR) baseline number has fallen by 21,630 (26.1 per cent) since 1 April 2010 against an expected decrease of around 28,000 personnel by April 2015 as shown by Graph 1.

Joint Forces Command (JFC) was established as a TLB at 1 April 2012, since then it has shown a consistent increase in numbers of personnel, at 1 January 2014 it is 34.3 per cent larger than 12 months ago at 1 January 2013. This increase is a combination of recruitment within the period and JFC transferring in responsibility and personnel for operational support tasks from other TLBs.

	2010 1 Apr	2012 1 Apr	2013 1 Jan	2013 1 Apr	2013 1 Jul	2013 1 Oct	2014 1 Jan	Change since 1 Apr 2010
Navy Command	2,430	2,000	2,040	2,030	2,010	1,960	1,950	-480
Land Forces	16,480	13,160	12,190	11,410	11,330	11,200	11,080	-5,400
HQ Air Command	8,660	6,540	5,890	5,550	5,450	5,400	5,310	-3,340
Central TLB ¹	16,650	*	*	*	*	*	*	*
Head Office & Corporate Services ¹	*	11,060	10,250	7,300	7,240	7,190	7,100	*
Chief of Joint Operations ¹	290	*	*	*	*	*	*	*
Joint Forces Command ¹	*	3,050	2,970	3,920	3,930	3,950	4,010	*
Defence Equipment & Support Defence Infrastructure Organisation ¹	16,150	14,090	12,740	12,550	12,610	12,850	12,890	-3,260
Unallocated	2,830	2,610	2,570	5,290	5,150	4,940	4,800	1,970
Royal Fleet Auxiliary (RFA)	100	10	10	20	20	10	10	-90
	2,330	2,000	1,940	1,900	1,890	1,880	1,860	-470
Civilian Level 1 Total	65,920	54,510	50,600	49,980	49,650	49,370	49,010	-16,910
Trading Funds Total	9,730	7,110	7,210	7,170	7,170	7,130	7,120	-2,620
Defence Science & Technology Laboratory	3,700	3,640	3,720	3,720	3,730	3,710	3,700	-
Defence Support Group	3,230	2,490	2,480	2,420	2,410	2,400	2,400	-830
Hydrographic Office	970	980	1,010	1,030	1,030	1,020	1,020	50
Met Office ¹	1,840	*	*	*	*	*	*	-1,840
Locally engaged civilians (LEC) Total²	10,200	9,390	8,350	8,250	8,200	7,170	7,220	-2,980
Civilian Level 0 Total	85,850	71,010	66,170	65,400	65,020	63,670	63,350	-22,500
NACMO Funded LEC ³ in Afghanistan	890	970	920	830	780	660	590	-300
Conflict Pool Funded LEC ⁴ in Sierra Leone	150	-	-	-	-	-	-	-150
US Visiting Forces Stations (USVF) ⁵	1,810	1,650	1,520	1,490	1,450	1,420	1,380	-430
Strategic Defence & Security Review (SDSR) Baseline⁶	83,000	68,390	63,720	63,080	62,790	61,580	61,380	-21,630

Source: Defence Statistics (Civilian)

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

Notes:

1. There have been a number of changes to the structure of Core TLBs and Trading Funds which affect the direct comparability of data across the time-period. Changes prior to the most recent quarter are detailed in paragraph 3.7 of the Background Notes which accompany this publication. For periods where a TLB does not exist * denotes that data are not applicable.

2. Since April 2012 actual FTE figures have been available for LECs and used subsequently from this date.

3. 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.

4. 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.

5. The MOD has no control over the civilian numbers employed on US Visiting Forces stations. For reporting purposes the elements of civilian personnel employed at US Visiting Forces stations are not identified separately for Level 0 and Level 1 totals, but are included in the Air Command and Land Forces TLB Totals above.

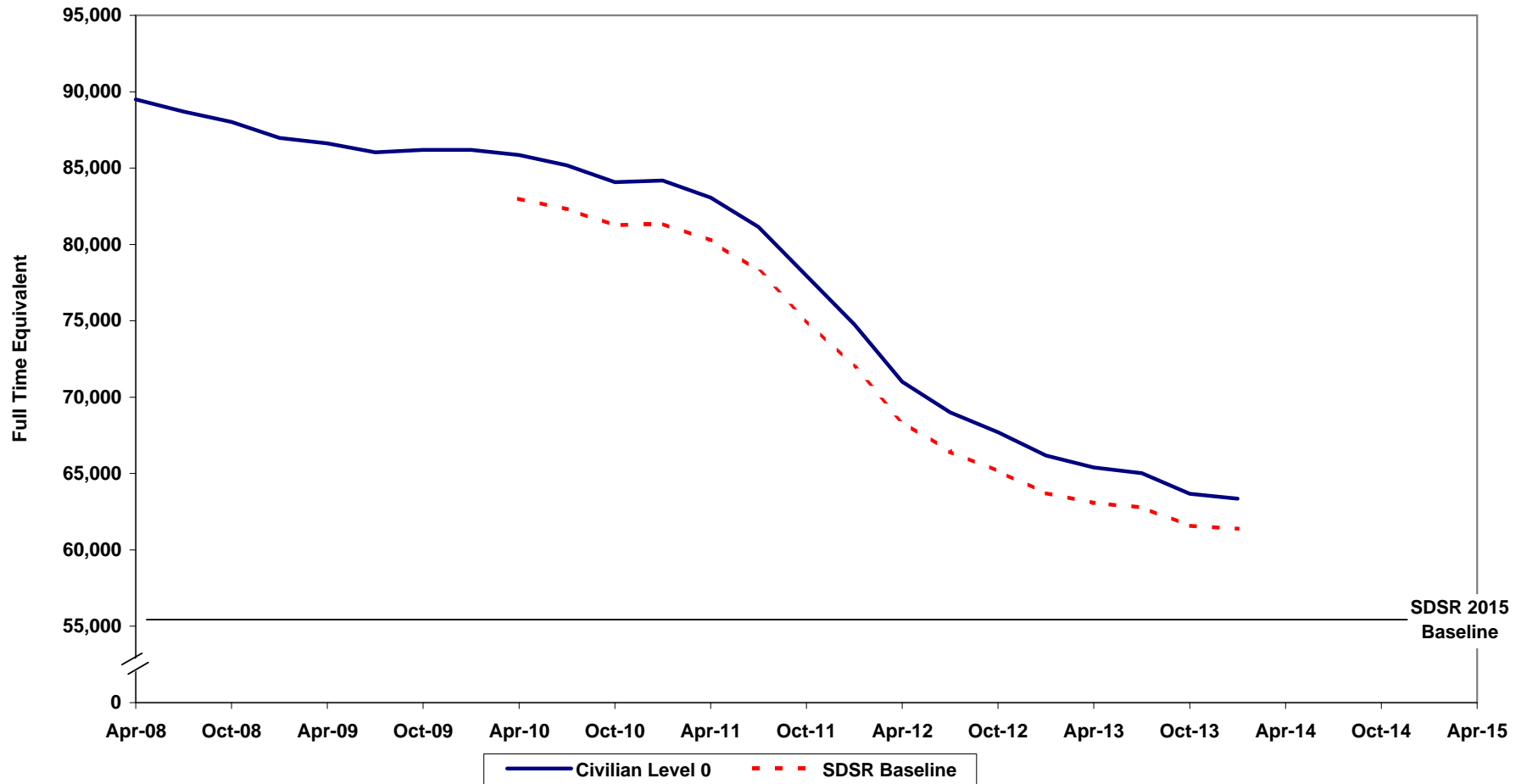
6. Strategic Defence & Security Review (SDSR) Baseline is comprised of all Civilian Level 0 personnel but excludes all NACMO Funded Locally engaged civilians in Afghanistan and personnel on US Visiting Forces stations. The MOD has no financial liability over NACMO LEC's and USVF civilians and therefore 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 Locally engaged civilian figures are 'estimates' due to partial non-availability of data for one budgetary area. Please see paragraph 3.5 of the background notes which accompany this publication.

'r' denotes revised, DSTL figures for 1 October 2013 have been revised, due to the correction of an error in the way FTE was identified in this quarter.

"-" zero or rounded to zero. Details of the rounding policy can be found in the Background Notes.

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 by grade equivalence¹ (Full Time Equivalent)

The numbers of Non Industrial personnel have continued to decrease, falling from 52,570 as at 1 April 2010 to 39,650 as at 1 January 2014, a reduction of 12,920 (24.6 per cent) since April 2010, with the rate of reduction compared to the previous quarter remaining steady at 0.6 per cent (270 to 260 personnel)

The reduction in the Band E population has been the highest with 36.5 per cent (8,200) leaving from 1 April 2010 to 1 January 2014. Comparatively, the numbers of personnel at Bands B and C have only fallen by 5.3 per cent (130) and 11.9 per cent (1,980) respectively over the same period. Both Bands B1 and C1 have continually increased with C1 increasing 5.5 per cent (300) and Band B1 increasing by 10.5 per cent (60) since 1 January 2013.

The distribution of the non-industrial workforce has altered since April 2010, 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 1.03:1. The SCS and Band D population have fallen by about 20 per cent, between 1 April 2010 and 1 January 2014, however due to the relatively small size of the SCS grade band it should be noted that a change of only a few people (290 to 240) will result in a large percentage difference.

The numbers of Industrial personnel have continued to decrease, falling from 11,020 at 1 April 2010 to 7,500 at 1 January 2014, a reduction of 3,510 (31.9 per cent) since April 2010, with the rate of reduction in the last quarter increasing to 1.0 per cent.

Following an initial increase between 2010 and 2012 Industrial Skill Zone 4 numbers have fallen gradually from 360 to 340. Industrial Skill Zone 1 has seen the largest population decrease of 1,570 (56.1 per cent) since 2010. In comparison Skill Zones 2 and 3 have shrunk by 26.2 and 24.8 per cent respectively since 1 April 2010.

Firefighters have only decreased by 18.3 per cent over the same period. The number of Apprentices saw a gradual continuous decrease from April 2010 to July 2013 amounting to a loss of 38.1 per cent, but with fluctuations across the last two quarters, the overall reduction is only 32.1 per cent.

	2010 1 Apr	2012 1 Apr	2013 1 Jan	2013 1 Apr	2013 1 Jul	2013 1 Oct	2014 1 Jan
Civilian Level 0 Total	85,850	71,010^e	66,170	65,400	65,020	63,670^r	63,350
Non Industrial Total	52,570	43,910	40,830	40,410	40,180	39,910	39,650
SCS & Equivalent ²	290	240	240	240	230	240	240
Band B1 & Equivalent	670	620	600	620	640	650	660
Band B2 & Equivalent	1,800	1,590	1,610	1,580	1,560	1,600	1,680
Band C1 & Equivalent	6,160	5,660	5,390	5,480	5,610	5,610	5,690
Band C2 & Equivalent	10,470	9,500	9,100	9,080	9,050	9,010	8,960
Band D & Equivalent	10,440	8,890	8,380	8,270	8,160	8,160	8,100
Band E1 & Equivalent	15,630	12,020	10,740	10,540	10,410	10,300	10,140
Band E2 & Equivalent	6,820	5,350	4,720	4,570	4,470	4,310	4,110
Other ³	290	40	40	40	50	50	70
Industrial⁴ Total	11,020	8,600	7,840	7,660	7,580	7,580	7,500
Firefighter	930	860	820	800	790	770	760
Skill Zone 4	320	360	360	360	350	350	340
Skill Zone 3	2,990	2,490	2,320	2,280	2,260	2,260	2,250
Skill Zone 2	3,760	3,130	2,830	2,770	2,760	2,800	2,780
Skill Zone 1	2,800	1,560	1,360	1,320	1,280	1,250	1,230
Apprentice	210	210	150	140	130	150	140
Royal Fleet Auxiliary Total⁵	2,330	2,000	1,940	1,900	1,890	1,880	1,860
Trading Funds Total⁵	9,730	7,110	7,210	7,170	7,170	7,130^r	7,120
Locally engaged civilians Total^{5,6}	10,200	9,390^e	8,350	8,250	8,200	7,170	7,220

Source: Defence Statistics (Civilian)

Table 2 - Civilian personnel by grade equivalence¹ (Full Time Equivalent)

Notes:

1. Grade equivalence is shown in terms of the broader banding structure and is based on paid grade.
 2. Includes personnel outside the Senior Civil Service but of equivalent grade, primarily Senior Medical Specialists.
 3. 'Other' represents core civilian personnel for whom no grade information is available.
 4. 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.
 5. Data by grade are not available for Royal Fleet Auxiliary, Trading Funds and Locally engaged civilians.
 6. Since April 2012 actual FTE figures for Locally engaged civilians have been available and used subsequently from this date.
- "e" denotes estimate - April 2012 Locally engaged civilian figures are 'estimates' due to partial non-availability of data for one budgetary area. Please see paragraph 3.5 of the background notes which accompany this publication.
- 'r' denotes revised, DSTL figures for 1 October 2013 have been revised, due to the correction of an error in the way FTE was identified in this quarter.

Table 3 - Civilian personnel 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 65,850 as at 1 January 2014, a reduction of 24,120 (26.8 per cent) since April 2010. The rate of reduction of Level 0 between 1 October 2013 and 1 January 2014 has reduced to 1.0 per cent, compared against the previous quarters rate. This net change comprised falls of 360 in the Core TLBs (as 390 VERS exits were partially offset by recruitment) and Royal Fleet Auxiliary (Level 1 civilian total), 320 in Locally engaged civilians (LECs) and 10 in the Trading Funds.

HQ Air Command has had the largest percentage reduction in headcount personnel, with a decrease of 39.1 per cent (3,500) since 1 April 2010 with VERS accounting for 30.7 per cent of exits across this period, with Land Forces shrinking by 33.2 per cent (5,710). Navy Command and Defence Equipment and Support have reduced personnel by 20.4 per cent and 20.2 per cent respectively. However Defence Equipment and Support numbers have increased by 2.8 per cent (360) since April 2013.

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 downward trend until 1 April 2013 when responsibility for management of the MOD Guard Service (MGS) transferred from HO&CS to DIO, increasing the DIO population to 5,360, with a corresponding reduction in HO&CS. In the period between 1 April 2013 and 1 January 2014 the numbers of DIO personnel fell by 9.1 per cent (490), while the population of HO&CS fell by 2.7 per cent (200).

Other than a continuous fall in DSG personnel numbers of 25.5 per cent (830) due to low recruitment rates, numbers of Trading Fund personnel have not altered substantially since April 2010.

	2010 1 Apr	2012 1 Apr	2013 1 Jan	2013 1 Apr	2013 1 Jul	2013 1 Oct	2014 1 Jan	Headcount Net change since Apr 10
Navy Command	2,550	2,090	2,130	2,120	2,100	2,040	2,030	-520
Land Forces	17,200	13,740	12,680	11,850	11,760	11,610	11,490	-5,710
HQ Air Command	8,960	6,760	6,080	5,710	5,600	5,550	5,460	-3,500
Central TLB ¹	17,130	*	*	*	*	*	*	*
Head Office & Corporate Services ¹	*	11,330	10,470	7,510	7,450	7,400	7,310	*
Chief of Joint Operations ¹	290	*	*	*	*	*	*	*
Joint Forces Command ¹	*	3,140	3,050	4,070	4,090	4,130	4,180	*
Defence Equipment & Support	16,540	14,400	13,020	12,830	12,900	13,150	13,200	-3,350
Defence Infrastructure Organisation ¹	2,910	2,660	2,620	5,360	5,220	5,010	4,870	1,960
Unallocated	100	10	10	20	20	10	10	-90
Royal Fleet Auxiliary (RFA)	2,330	2,000	1,940	1,900	1,890	1,880	1,860	-470
Civilian Level 1 Total	68,010	56,130	52,000	51,370	51,050	50,760	50,400	-17,610
Trading Funds Total	9,980	7,320	7,440	7,400	7,410	7,360	7,350	-2,630
Defence Science & Technology Laboratory	3,800	3,750	3,850	3,850	3,870	3,850	3,840	40
Defence Support Group	3,270	2,530	2,510	2,450	2,450	2,440	2,440	-830
Hydrographic Office	1,000	1,040	1,070	1,100	1,090	1,070	1,080	80
Met Office	1,900	*	*	*	*	*	*	-1,900
Locally engaged civilians Total	11,980	10,520^e	9,330	9,240	9,150	8,420	8,100	-3,880
Civilian Level 0 Total	89,970	73,960^e	68,770	68,010	67,600	66,550	65,850	-24,120

Source: Defence Statistics (Civilian)

Notes:

1. There have been a number of changes to the structure of Core TLBs and Trading Funds which affect the direct comparability of data across the time-period. Changes prior to the most recent quarter are detailed in paragraph 3.7 of the Background Notes which accompany this publication. For periods where a TLB does not exist * denotes that data are not applicable.

"e" denotes estimate - April 2012 Locally engaged civilian figures are 'estimates' due to partial non-availability of data for one budgetary area. Please see paragraph 3.5 of the background notes which accompany this publication.

Table 4 - Core¹ civilian personnel by sex, ethnicity, disability, sexual orientation, religion or belief and working patterns (Headcount)

Small changes to the diversity representation of civilian personnel have occurred. Female representation which fell 1.7 percentage points between April 2010 and January 2013, has been gradually rising ever since and has now reached 37.5 per cent. 'Black and Minority Ethnic' representation rates increased from April 2010 to April 2012 from 3.2 to 3.7 per cent and then increased at a slower rate to 3.9 per cent by January 2014. The proportion of 'Lesbian, Gay and Bisexual' personnel increased 0.4 percentage points from April 2010 to April 2012 and has remained reasonably stable since. The numbers of people who chose not to declare or didn't respond fell by 25.3 per cent for ethnicity and 37.7 per cent for sexual orientation since April 2010.

Non-Christian representation has remained stable throughout the personnel reductions at 5.1 per cent. Representation of Christian religions has had the largest percentage decrease between April 2010 and January 2014 with a 23.5 per cent fall, compared to 21.2 per cent for Non-Christian Religions and 13.3 per cent for representation of Secular personnel.

The numbers of personnel who chose not to declare in all 3 self declared categories has fallen in every quarter since April 2010. However the numbers of 'No Responses' has increased in every quarter since January 2013. This is partly a reflection of a delay in new recruits completing their declarations upon entry.

From 1 April 2010 to 1 January 2014 the number of part-time personnel has fallen (29.7 per cent) at a slightly higher rate than the number of full time personnel (25.7 per cent). The percentage of personnel working part-time is now 0.6 percentage points lower than at April 2010.

	Headcount						
	2010 1 Apr	2012 1 Apr	2013 1 Jan	2013 1 Apr	2013 1 Jul	2013 1 Oct	2014 1 Jan
Sex							
Total	65,680	54,140	50,060	49,470	49,160	48,890	48,540
Female	25,390	20,230	18,510	18,370	18,300	18,250	18,200
<i>Percentage Female</i>	38.7	37.4	37.0	37.1	37.2	37.3	37.5
Male	40,290	33,910	31,550	31,100	30,860	30,640	30,340
Ethnicity							
Total	65,680	54,140	50,060	49,470	49,160	48,890	48,540
Black and Minority Ethnic	1,830	1,760	1,650	1,650	1,640	1,630	1,630
<i>Percentage² Black and Minority Ethnic</i>	3.2	3.7	3.7	3.8	3.8	3.8	3.9
White	55,400	46,350	42,520	41,880	41,490	41,030	40,600
Choose Not to Declare	3,230	1,830	1,700	1,690	1,670	1,650	1,620
No Response	5,220	4,210	4,180	4,250	4,360	4,580	4,690
Disability³							
Total	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							
Total	65,680	54,140	50,060	49,470	49,160	48,890	48,540
Lesbian, Gay, Bisexual	520	600	550	550	550	540	540
<i>Percentage² Lesbian, Gay, Bisexual</i>	1.3	1.7	1.7	1.7	1.7	1.7	1.7
Heterosexual	39,010	35,460	32,860	32,460	32,200	31,940	31,710
Choose Not to Declare	12,700	9,880	8,900	8,700	8,550	8,390	8,190
No Response	13,450	8,200	7,750	7,770	7,860	8,010	8,110

Source: Defence Statistics (Civilian)

Table 4 - Core¹ civilian personnel by sex, ethnicity, disability, sexual orientation, religion or belief and working patterns (Headcount)

	Headcount						
	2010 1 Apr	2012 1 Apr	2013 1 Jan	2013 1 Apr	2013 1 Jul	2013 1 Oct	2014 1 Jan
Religion or Belief							
Total	65,680	54,140	50,060	49,470	49,160	48,890	48,540
Christian	29,510	25,920	23,750	23,350	23,110	22,850	22,580
Non Christian Religion ⁴	2,090	1,860	1,720	1,710	1,690	1,670	1,640
<i>Percentage² Non Christian</i>	<i>5.1</i>	<i>5.1</i>	<i>5.1</i>	<i>5.1</i>	<i>5.1</i>	<i>5.1</i>	<i>5.1</i>
Secular ⁵	9,400	8,810	8,270	8,210	8,170	8,150	8,150
Choose Not to Declare	11,460	9,520	8,670	8,520	8,400	8,260	8,090
No Response	13,220	8,030	7,650	7,680	7,790	7,960	8,090
Working Patterns							
Total	65,680	54,140	50,060	49,470	49,160	48,890	48,540
Part Time	6,740	5,430	4,780	4,770	4,810	4,750	4,730
<i>Percentage² Part Time</i>	<i>10.3</i>	<i>10.0</i>	<i>9.5</i>	<i>9.6</i>	<i>9.8</i>	<i>9.7</i>	<i>9.7</i>
Full Time	58,950	48,700	45,280	44,700	44,350	44,140	43,810
Trading Funds Total	9,980	7,320	7,440	7,400	7,410	7,360	7,350
Royal Fleet Auxiliary Total	2,330	2,000	1,940	1,900	1,890	1,880	1,860
Locally engaged civilians Total	11,980	10,520^e	9,330	9,240	9,150	8,420	8,100
Civilian Level 0 Total	89,970	73,960^e	68,770	68,010	67,600	66,550	65,850

Source: Defence Statistics (Civilian)

Notes:

1. Core includes all industrial and non-industrial personnel, but excludes all Trading Funds, Royal Fleet Auxiliary and Locally engaged civilians for whom declaration data are not available. Aggregate numbers for these groups are shown at the bottom of the table.

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 statistical validity from July 2011. Further information can be found in :

[Diversity Dashboard](#)

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 Locally engaged civilian figures are 'estimates' due to partial non-availability of data for one budgetary area. Please see paragraph 3.5 of the background notes which accompany this publication.

.. denotes data not available.

Table 5 - Intake and outflow of civilian personnel by Top Level Budgetary Area¹ (Headcount)

Following the implementation of the SDSR the Ministry of Defence was subject to a recruitment freeze from August 2010, although in the last nine months this has been relaxed. Together with high numbers of personnel leaving on VERS and via other exit routes there has been a considerable restructure of the Department, including changes to TLBs. The last nine months has seen recruitment to a wider extent and in particular areas, such as Defence Equipment & Support (DE&S) and Joint Forces Command

Annual intake of civilian personnel is at its highest since a substantial increase in recruitment rates became evident, with a 42.0 per cent increase since 31 March 2013. In the 12 months ending 31 December 2013, 3,070 personnel were recruited into the Department, of which 570 (18.5 per cent) were in Trading Funds. DE&S intake represents 40.5 per cent of MOD Main Intake during this period. DE&S intake has almost quadrupled since the 12-months ending 31 March 2013 (271.1 per cent). JFC and Air Command have increased their intake since 31 March 2013 by 55.3 and 40.7 per cent. Navy Command have increased their intake by 36.0 per cent, more than double the intake of 2010/11 (116.1 per cent).

The recent increases in intake together with a decrease in outflow, as VERS exits come towards the end of the 2012-2014 scheme, has maintained the trend of an increased net flow in each of the last five quarters. Graph 2 shows the trend line for net flow, and intake and exit rates, showing the annual net flow increasing from -4,580 to -1,600 from 31 March 2013 to 31 December 2013. MOD Total Outflow is now 11.4 per cent lower than in 2010/11, (noting that VERS exits didn't begin until October 2011) signifying a return to pre-SDSR exit numbers.

Since 31 December 2012 annual outflow has decreased for nearly all TLB's with substantially less VERS exits in this period than at the peak of 12 months to 31 September 2012. The only TLBs to have increased their outflow are DIO and JFC, by 120.9 per cent and 42.2 per cent respectively. For DIO this is largely explained by 35.0 per cent of all VERS exits being from DIO in the last six months, with VERS accounting for 69.3 per cent of all DIO exits within this six month period. As JFC is still absorbing personnel from other TLBs it will also be honouring any VERS offers made within those TLBs.

After 3 quarters of positive net flow for Trading Fund personnel the annual net flow at 31 December 2013 is negative again (-40), largely due to a continued fall in DSTL intake with a gradual increase in outflow.

	Headcount						
	Financial	Financial	12 Months Ending ² :				
	Year	Year	2012	2013	2013	2013	2013
	2010/11	2011/12	31 Dec	31 Mar	30 Jun	30 Sep	31 Dec
MOD Total Intake²	2,040	1,380	1,900	2,160	2,360	2,760	3,070
MOD Main TLB Total Intake²	1,610	870	1,280	1,500	1,720	2,140	2,500
Navy Command	60	40	70	90	100	110	120
Land Forces	470	230	350	400	400	390	410
HQ Air Command	340	80	100	110	110	140	160
Central TLB ¹	320	290	70	*	*	*	*
Head Office & Corporate Services ¹	*	*	240	350	420	420	390
Chief of Joint Operations ¹	10	10	10	*	*	*	*
Joint Forces Command ¹	*	*	140	200	220	260	310
Defence Equipment & Support	360	200	230	270	380	750	1,010
Defence Infrastructure Organisation ¹	50	10	70	80	80	60	100
Unallocated	-	-	-	-	-	-	-
Trading Funds Total Intake²	430	520	610	660	640	620	570
Defence Science & Technology Laboratory	240	330	450	480	470	440	410
Defence Support Group	30	40	60	70	80	90	100
Hydrographic Office	60	90	100	110	100	80	60
Met Office ¹	100	50	*	*	*	*	*

Source: Defence Statistics (Civilian)

Table 5 - Intake and outflow of civilian personnel by Top Level Budgetary Area¹ (Headcount)

Headcount

	Financial Year 2010/11	Financial Year 2011/12	12 Months Ending ² :				
			2012 31 Dec	2013 31 Mar	2013 30 Jun	2013 30 Sep	2013 31 Dec
MOD Total Outflow²	5,270	12,360	9,000	6,740	5,420	5,200	4,670
MOD Main TLB Total Outflow²	4,470	9,420	8,260	6,190	4,880	4,600	4,060
Navy Command	110	390	270	180	170	180	200
Land Forces	1,420	2,120	2,180	1,720	1,430	1,270	1,040
HQ Air Command	550	1,980	1,180	860	680	560	480
Central TLB ¹	1,000	2,230	780	*	*	*	*
Head Office & Corporate Services ¹	*	*	1,070	1,230	870	750	640
Chief of Joint Operations ¹	10	160	140	*	*	*	*
Joint Forces Command ¹	*	*	260	360	320	340	370
Defence Equipment & Support Defence Infrastructure Organisation ¹	1,240	1,810	2,110	1,620	1,120	1,050	740
Unallocated	120	740	260	220	280	430	580
	10	-	-	-	-	10	10
Trading Funds Total Outflow²	800	2,930	730	550	540	600	610
Defence Science & Technology Laboratory	330	320	380	370	350	380	400
Defence Support Group	280	640	300	120	130	160	150
Hydrographic Office	60	70	60	60	60	60	60
Met Office ¹	140	1,910	*	*	*	*	*
Net Change of Royal Fleet Auxiliary³	30	-360	-230	-90	-90	-90	-80
Net Change of Locally engaged civilians³	290^e	-1,760^e	-1,620	-1,280	-1,100	-1,280	-1,230
MOD Total Net Change⁴	-2,910^e	-13,100^e	-8,950	-5,950	-4,250	-3,820	-2,910

Source: Defence Statistics (Civilian)

Notes:

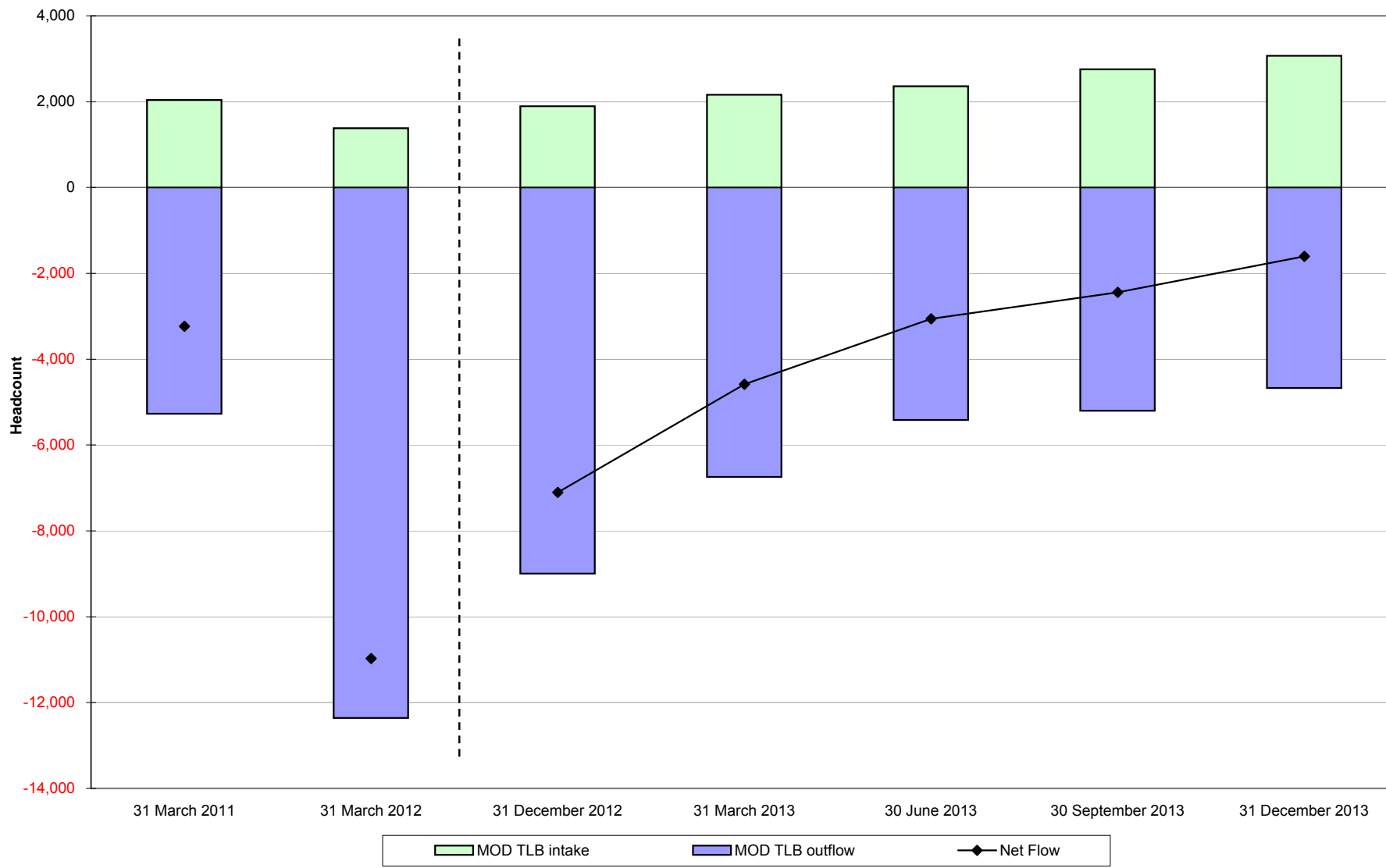
1. There have been a number of changes to the structure of Core TLBs and Trading Funds which affect the direct comparability of data across the time-period. Changes prior to the most recent quarter are detailed in paragraph 3.7 of the Background Notes which accompany this publication. For periods where a TLB does not exist * denotes that data are not applicable.
2. Intake and outflow are presented as rolling 12-month quarters, such that each quarter shows the number of flows that have occurred in the preceding 12 months.
3. Intake is the number of personnel joining the Department, outflow is the count of personnel leaving the Department, but neither includes internal transfers between posts or TLBs or change of status. Total intake and outflow includes all permanent, casual and Trading Funds civilian personnel but excludes all Royal Fleet Auxiliary and Locally engaged civilians as data are not available. Therefore net changes in strengths of RFAs and Locally engaged civilians are listed at the bottom of this table.
4. 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 and April 2012 Locally engaged civilian figures are 'estimates' due to partial non-availability of data for one budgetary area. Please see paragraph 3.5 of the background notes which accompany this publication.

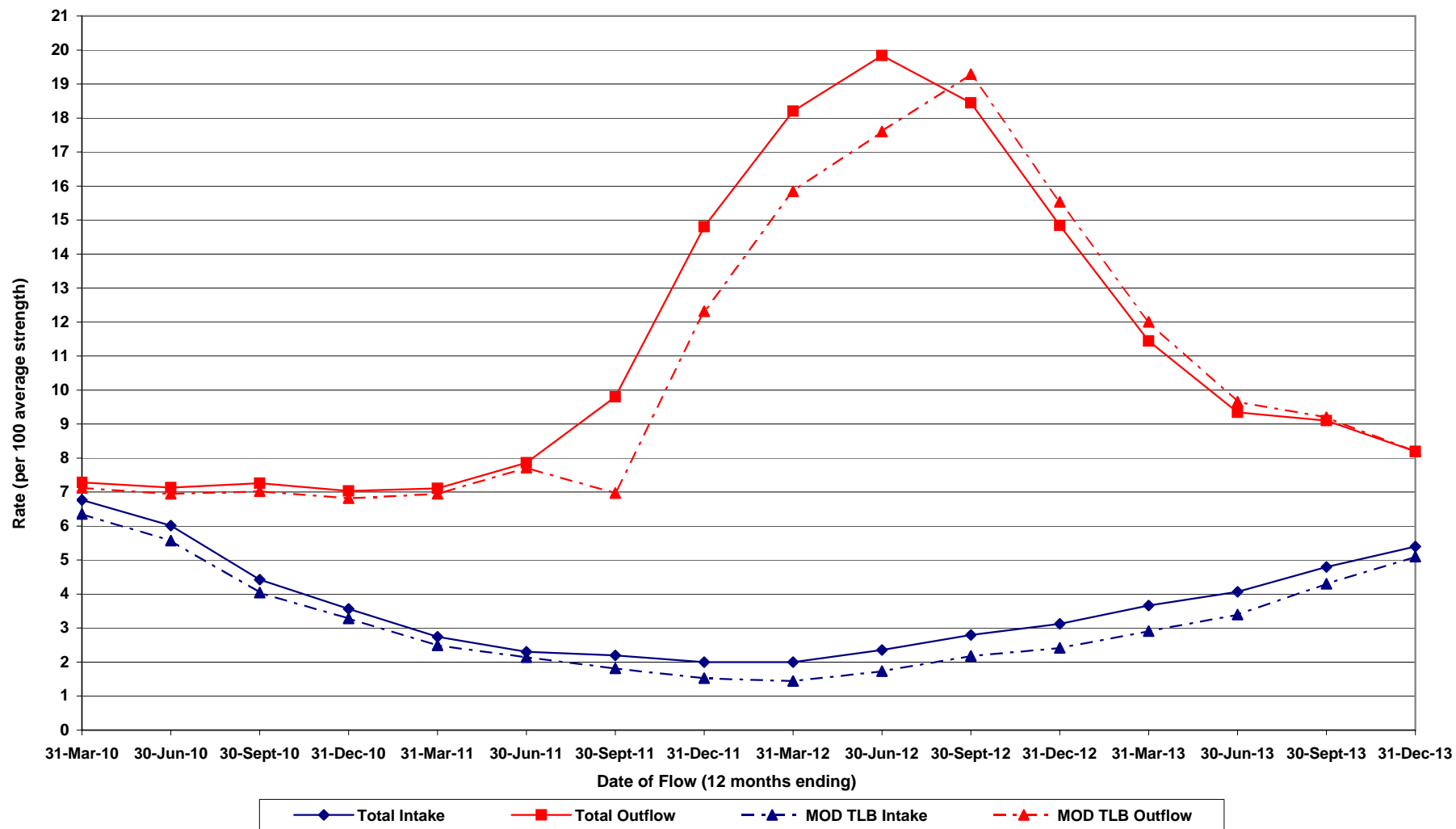
* denotes not applicable.

"-" zero or rounded to zero. Details of the rounding policy can be found in the Background Notes.

Graph 2 - Intake and Outflow comparison of MOD Main civilian personnel.



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)

After an initial fall of 0.7 percentage points the total intake rate has been gradually increasing since the Financial Year 2011/2012, when it was at its lowest of 2.0, to 5.4 at 31 December 2013, representing an increase in intake numbers of 122.2 per cent. The number of personnel recruited into the MOD Main TLBs during this period has more than doubled (152.9 per cent) and the number of people transferred from another public office is almost six times higher (475.3 per cent). Intake rates for Trading Funds, traditionally higher due to the greater use of short term contracts, have increased to a lesser extent with numbers recruited falling since 31 March 2013. The decrease in rates has been largely fuelled by the falling numbers of transfers from another public office.

As shown in Graph 3 annual total outflow rates diverged from MOD TLB outflow from 30 September 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 3 successive quarters. By 30 September 2012 the 12-month outflow rate for MOD Main TLBs became higher than the Total Outflow rate by 0.9 percentage points, reflecting the overwhelming peak of VERS outflow from Main MOD TLBs. The gap has been narrowing ever since and rates are now the same at 8.2 per cent.

The 12-month MOD Main TLB Total Outflow rate at 31 December 2013 fell 1.0 percentage points, compared against the previous quarter to 8.2, a 7.3 percentage point fall since 31 December 2012. The VERS outflow rate has decreased 7.7 percentage points, since 31 December 2012, a fall of 76.6 per cent to 31 December 2013. Conversely, outflow from Retirement has increased by 27.3 per cent, increasing rates by 0.5 percentage points.

	Headcount						
	Financial Year 2010/11	Financial Year 2011/12	12-Months Ending ² :				
			2012 31 Dec	2013 31 Mar	2013 30 Jun	2013 30 Sep	2013 31 Dec
MOD Total Intake³	2,040	1,380	1,900	2,160	2,360	2,760	3,070
	2.7	2.0	3.1	3.7	4.1	4.8	5.4
MOD Main TLB Total Intake³	1,610	870	1,280	1,500	1,720	2,140	2,500
Total Intake Rate	2.5	1.4	2.4	2.9	3.4	4.3	5.1
Recruitment / Re-instatement	1,410	770	1,010	1,140	1,300	1,630	1,940
Transfer from other Public Office	190	100	270	370	410	510	560
Trading Funds Total Intake³	430	520	610	660	640	620	570
Total Intake Rate	4.4	6.1	8.2	8.9	8.7	8.3	7.7
Recruitment / Re-instatement	190	180	160	180	180	170	160
Transfer from other Public Office	240	330	450	480	460	440	410
MOD Total Outflow³	5,270	12,360	9,000	6,740	5,420	5,200	4,670
Total Outflow Rate	7.1	18.2	14.8	11.4	9.4	9.1	8.2
MOD Main TLB Total Outflow³	4,470	9,420	8,260	6,190	4,880	4,600	4,060
Total Outflow Rate	6.9	15.8	15.5	12.0	9.7	9.2	8.2
Resignation ⁴	1,220	970	1,050	1,040	1,050	1,090	1,000
Resignation outflow rate	1.9	1.6	2.0	2.0	2.1	2.2	2.0
Retirement	1,340	850	660	660	750	820	840
Retirement outflow rate	2.1	1.4	1.2	1.3	1.5	1.6	1.7
End of Appointments	450	200	210	220	220	210	150
Voluntary Release or Redundancy	180	40	50	40	40	20	20
Voluntary Early Release Scheme ⁵	*	5,950	5,460	3,240	1,890	1,540	1,270
Voluntary Early Release Scheme outflow rate	*	10.0	10.3	6.3	3.7	3.1	2.6
Compulsory Severance or Retirement	150	20	30	40	40	40	10
Health / Death in Service	290	270	220	230	240	250	250
Dismissed	90	100	90	100	100	100	90
Transfer out of MOD	190	140	220	230	210	190	190
Privatisation of Function	460	850	230	380	310	310	170
Other	90	30	30	20	20	30	60

Source: Defence Statistics (Civilian)

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

Annual Trading Fund outflow, which fell substantially after the effect of VERS 1 exits came to an end at 31 March 2013, has shown gradual increases, largely due to more resignations, although the increase has only been 10.9 per cent since 31 March 2013

	Headcount						
	Financial	Financial	12-Months Ending ² :				
	Year 2010/11	Year 2011/12	2012 31 Dec	2013 31 Mar	2013 30 Jun	2013 30 Sep	2013 31 Dec
Trading Funds Total Outflow³	800	2,930	730	550	540	600	610
Total Outflow Rate	8.1	34.5	9.9	7.5	7.2	8.1	8.2
Resignation	220	200	170	180	190	220	220
Retirement	80	60	40	50	50	60	60
End of Appointments	180	160	180	170	160	170	180
Voluntary Release or Redundancy	150	470	150	40	40	60	50
Compulsory Severance or Retirement	20	80	80	-	-	-	-
Health / Death in Service	20	20	10	10	10	10	10
Dismissed	20	20	10	10	10	10	10
Transfer out of MOD	20	1,910	60	40	40	30	40
Privatisation of Function	-	-	-	-	-	-	-
Other	100	30	40	50	40	30	30
Net Change of Royal Fleet Auxiliary³	30	-360	-230	-90	-90	-90	-80
Net Change of Locally engaged civilians³	290^e	-1,760^e	-1,620	-1,280	-1,100	-1,280	-1,230
MOD Total Net Change⁶	-2,910^e	-13,100^e	-8,950	-5,950	-4,250	-3,820	-2,910

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 all flows 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. Intake and outflow are presented as rolling 12-month quarters, such that each quarter shows the number of flows that have occurred in the preceding 12 months.
 3. Total intake and outflow includes all permanent, casual and Trading Funds civilian personnel but excludes all Royal Fleet Auxiliary and Locally engaged civilians as data are not available. Therefore net changes in strengths of RFAs and Locally engaged civilians are listed at the bottom of this table.
 4. 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).
 5. 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. For periods prior to this * denotes not applicable.
 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 and April 2012 Locally engaged civilian figures are 'estimates' due to partial non-availability of data for one budgetary area. Please see paragraph 3.5 of the background notes which accompany this publication.
- "-" zero or rounded to zero. Details of the rounding policy can be found in the Background Notes.

ANNEX A

Civilian personnel numbers by Top Level Budgetary Area¹ (FTE)

	2008	2009	2010	2011	2012	FTE: 2013
	1 April	1 April	1 April	1 April	1 April	1 April
Navy Command	2,330	2,340	2,430	2,340	2,000	2,030
Land Forces	17,180	16,490	16,480	14,920	13,160	11,410
HQ Air Command	8,710	8,560	8,660	8,430	6,540	5,550
Central TLB ¹	16,930	16,570	16,650	15,870	*	*
Head Office & Corporate Services ¹	*	*	*	*	11,060	7,300
Chief of Joint Operations ¹	300	290	290	270	*	*
Joint Forces Command ¹	*	*	*	*	3,050	3,920
Defence Equipment & Support	18,010	16,740	16,150	15,750	14,090	12,550
Defence Infrastructure Organisation ¹	2,700	2,680	2,830	3,190	2,610	5,290
Science Innovation & Technology ¹	330	350	*	*	*	*
Unallocated	290	130	100	10	10	20
Royal Fleet Auxiliary (RFA)	2,270	2,300	2,330	2,360	2,000	1,900
Civilian Level 1 Total	69,050	66,440	65,920	63,130	54,510	49,980
Trading Funds Total	9,210	9,630	9,730	9,350	7,110	7,170
Defence Science & Technology Laboratory	3,350	3,470	3,700	3,640	3,640	3,720
Defence Support Group	3,120	3,350	3,230	2,960	2,490	2,420
Hydrographic Office	1,010	960	970	960	980	1,030
Met Office ¹	1,740	1,850	1,840	1,800	*	*
Locally engaged civilians (LEC)²	11,240	10,550	10,200	10,580^e	9,390^e	8,250
Civilian Level 0 Total	89,500	86,620	85,850	83,060^e	71,010^e	65,400

Source: Defence Statistics (Civilian)

Notes:

1. There have been a number of changes to the structure of Core TLBs and Trading Funds which affect the direct comparability of data across the time-period. Details are given in paragraph 3.7 of the Background Notes which accompany this publication. For periods where a TLB does not exist * denotes that data are not applicable.

2. Since April 2012 actual FTE Locally engaged civilian figures have been available and used subsequently from this date.

"e" denotes estimate - April 2011 and April 2012 Locally engaged civilian figures are 'estimates' due to partial non-availability of data for one budgetary area. Please see paragraph 3.5 of the background notes which accompany this publication.

ANNEX A

Civilian personnel numbers by Top Level Budgetary Area¹ (Headcount)

	Headcount:					
	2008	2009	2010	2011	2012	2013
	1 April	1 April	1 April	1 April	1 April	1 April
Navy Command	2,440	2,450	2,550	2,450	2,090	2,120
Land Forces	17,930	17,200	17,200	15,590	13,740	11,850
HQ Air Command	9,000	8,850	8,960	8,740	6,760	5,710
Central TLB ¹	17,400	17,040	17,130	16,350	*	*
Head Office & Corporate Services ¹	*	*	*	*	11,330	7,510
Chief of Joint Operations ¹	300	290	290	270	*	*
Joint Forces Command ¹	*	*	*	*	3,140	4,070
Defence Equipment & Support	18,430	17,130	16,540	16,130	14,400	12,830
Defence Infrastructure Organisation ¹	2,760	2,750	2,910	3,270	2,660	5,360
Science Innovation & Technology ¹	340	350	*	*	*	*
Unallocated	290	130	100	10	10	20
Royal Fleet Auxiliary (RFA)	2,270	2,300	2,330	2,360	2,000	1,900
Civilian Level 1 Total	71,170	68,500	68,010	65,160	56,130	51,370
Trading Funds Total	9,420	9,860	9,980	9,620	7,320	7,400
Defence Science & Technology Laboratory	3,450	3,580	3,800	3,750	3,750	3,850
Defence Support Group	3,140	3,390	3,270	3,000	2,530	2,450
Hydrographic Office	1,040	990	1,000	1,000	1,040	1,100
Met Office ¹	1,780	1,900	1,900	1,860	*	*
Locally engaged civilians (LEC)	13,080	12,270	11,980	12,270^e	10,520^e	9,240
Civilian Level 0 Total	93,670	90,630	89,970	87,060^e	73,960^e	68,010

Source: Defence Statistics (Civilian)

Notes:

1. There have been a number of changes to the structure of Core TLBs and Trading Funds which affect the direct comparability of data across the time-period. Details are given in paragraph 3.7 of the Background Notes which accompany this publication. For periods where a TLB does not exist * denotes that data are not applicable.

"e" denotes estimate - April 2011 and April 2012 Locally engaged civilian figures are 'estimates' due to partial non-availability of data for one budgetary area. Please see paragraph 3.5 of the background notes which accompany this publication.

Background Notes

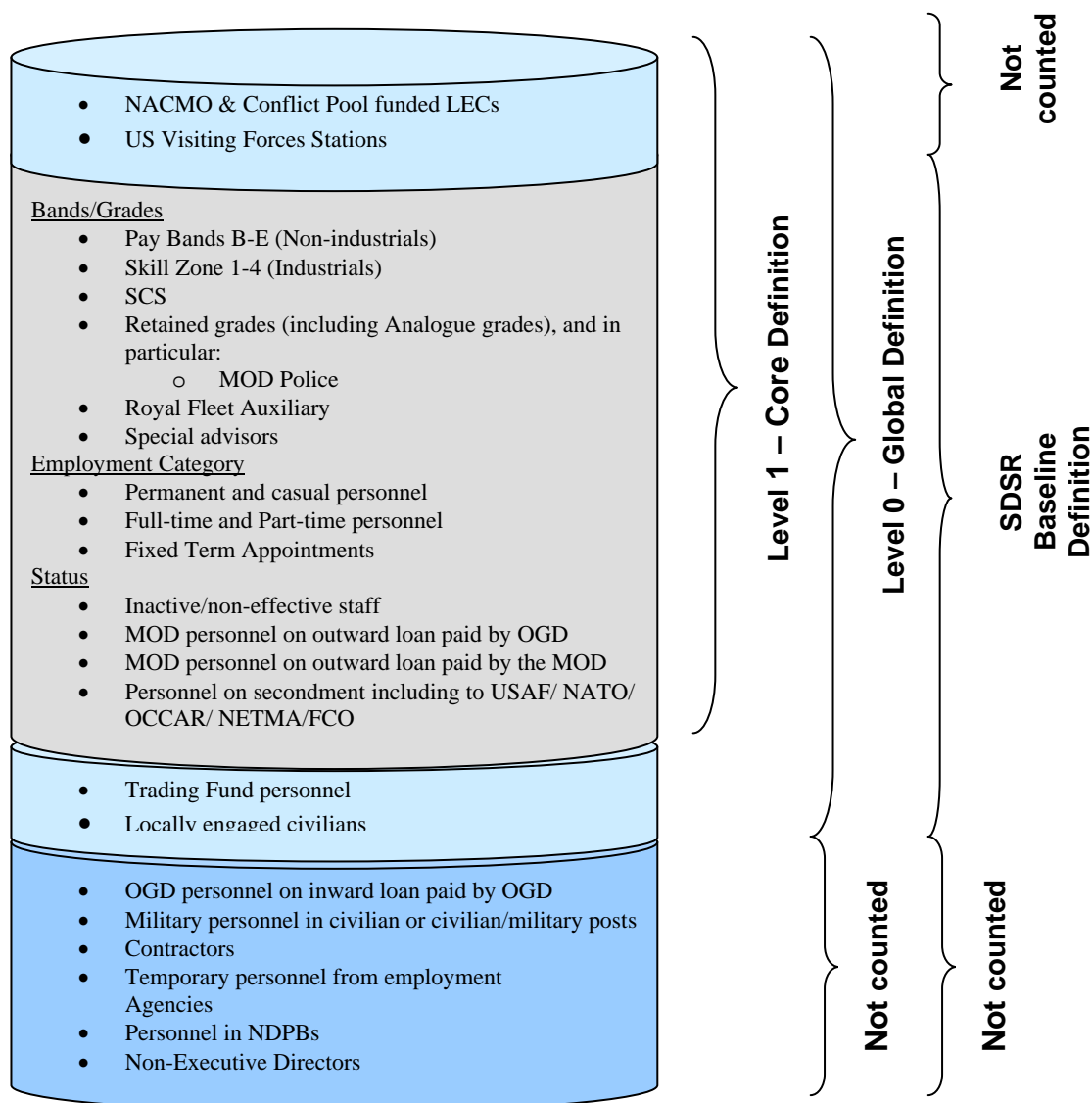
1. Data sources

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.
 - 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. Previously this has included the dependents of UK military personnel or UK-based civilian staff employed in overseas theatre (who are sometimes separately identified as UK Dependents). However, to reflect the different terms and conditions of these personnel, UK Dependents will not be included in LEC figures from October 2013. 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 now taken from the Magellan personnel system. Previously these data were taken from the CHIPS payroll system, but moving to the Magellan system allows total personnel numbers to be reported, rather than purely those being paid.

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) **Level 1:** This includes permanent and casual personnel, Royal Fleet Auxiliary, but excludes Trading Funds and Locally engaged civilians.
 - ii) **Level 0:** This contains all those at Level 1, plus Trading Funds and Locally engaged civilians.
 - iii) **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) **Conflict Pool funded Locally engaged civilians in Sierra Leone:** 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.
 - v) **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.
 - vi) **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 & continuity

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. The impact of this to any analysis and interpretation is

minimal, as any user of diversity information, whether in the MOD, another government department or general population is reporting on the self-declared perception of individuals. As such it is accepted that not only will diversity information change over time for a group of people, it may also legitimately change for an individual and hence variability within these data fields is expected.

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. Defence Statistics (Civilian) are monitoring declaration rates and working with diversity policy colleagues to encourage new declarations. When the 60 per cent threshold is met we will be confident to report representation rates for disability. Until this time to enable reporting of disability figures to meet the MOD's obligations under the public sector equality duty (PSED) and to provide some indication of the *numbers* of disabled people within the MOD, we have agreed to report numbers of people declared as disabled only when the numbers of people who have not declared their status is also reported.

5. Locally engaged civilians (LEC) data are provided by the main budgetary area of the MOD responsible for them. Improvements in the way in which LEC information is recorded have meant the actual FTE of part-time LECs are now available. As such, from January 2012 onwards LEC figures use these actual values where possible. Previously published LEC FTE figures from April 2010 to October 2011 were not revised as the impact was minimal compared to the resource required, so previous LEC FTE figures therefore assume a 0.5 FTE for all part-time personnel. The data are validated along the same lines as for core MOD civilian personnel. In the event of data being unavailable, the appropriate figures from the previous quarter point are carried forward as estimates. These estimates are not revised once actual figures become available, as late deliveries of data are typically from small TLBs and the impact is minimal. However, if at a later date validation errors of a substantial impact are revealed then figures are revised.

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.

7. Structural changes to the Top Level Budget areas have occurred during the time-series covered by this publication. In some cases this means that figures are not directly comparable across the whole period. To aid understanding of these changes and how they have impacted upon the figures the detail of these changes is provided here:

- Science Innovation & Technology (SIT) formally ceased to be a TLB on 1 April 2010, approximately 90% of personnel transferred to the Central TLB with the remainder transferring evenly to DE&S and DSTL.
- Defence Infrastructure Organisation (DIO) was 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. Responsibility for management of the Meteorological Office personnel (1,800) transferred to Department for Business, Innovation and Skills (BIS) at 1 October 2011.
- Head Office & Corporate Services (HO&CS) and Joint Forces Command (JFC) were established as at 01 April 2012, the Central TLB (CTLB) and Chief of Joint Operations (CJO) were disestablished as at 1 April 2012. HO&CS and JFC were not the CTLB and CJO renamed.
- Joint Forces Command achieved Full Operational Capacity as at 1 April 2013, absorbing additional support roles from lead service TLBs. As of 1 April 2013 responsibility for management of the MOD Guard Service (MGS) transferred from HO&CS to DIO.

8. **Recent changes to layout and composition:**

With effect from 1 October 2013:

- Table 3 no longer includes the breakdown of Locally engaged civilians by NACMO and Conflict Pool Funded groups. These personnel are all full time and the information is principally used for understanding deductions from Level 0 to calculate the SDSR baseline. As such these figures will now only be shown in Table 1.

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.

Intake and outflow are presented as rolling 12-month quarters, such that each quarter shows the number of flows that have occurred in the preceding 12 months. This is more indicative of change over a period rather than showing peaks and troughs that can occur in a single quarter. Consequently flows for a single quarter are not shown.

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.

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 - DefStrat-Stat-CivEnquiries@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.

Conflict Pool Fund: 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.

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.

Intake: The number of personnel joining the Department with a monthly or financial year period, identified by specific Method of Entry codes within the Human Resources Management System (HRMS).

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).

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.

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.

Outflow: The number of personnel leaving the Department with a monthly or financial year period, identified by specific Reason for Leaving codes within the Human Resources Management System (HRMS).

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, Conflict Pool Funded Locally engaged civilians in Sierra Leone and personnel on US Visiting Forces stations. The MOD has no financial liability over NACMO or Conflict Pool LECs and USVF civilians and therefore they are not included in the monitoring of the personnel reduction announced during the Strategic Defence & Security Review and reflected in the SDRS baseline numbers from April 2010.

Strength: The total number of personnel employed by the Department at or within a specific time period

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).