



Ministry of Defence

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

Our Reference: [REDACTED]



Dear [REDACTED]

Thank you for your letter to the Ministry of Defence (MOD) dated [REDACTED] in which you requested the following information:

1. Please provide any documentary evidence used to support the policy decision to pay RRP (Flying) to Mission Crew specialists from ground branches (e.g. ABM) on a non-continuous basis (NCB).
2. Please provide any documentary evidence used to support the policy decision to not pay RRP (Flying) to RPASP operators within the Flying branch.
3. Please provide details of the process and framework used to determine which groups of servicemen and women receive RRP.
4. Please provide the "information paper on RRP (Flying)" supplied to the AFPRB (the one referenced in section 3.21 of the Armed Forces Pay Review Body Forty-Fifth Report 2016).

I am treating your correspondence as a request for information under the Freedom of Information Act (FOIA) 2000. A review of our data holdings has been completed, and I can confirm that the MOD does hold some information within scope of your request.

In respect to parts 1 and 3 of your request this information can be found in Joint Service Publication (JSP), Chapter 5 Section 1. A copy of this section of the JSP is included with this FOI request. In regards to part 2 of your request there is no recorded information held on the evidence to support the decision not to pay RRP (Flying) to RPAS operators.

Part 4 of your request is exempt under the FOIA and is therefore being withheld. The following exemptions have been applied: Section 26(1)(b) Information is exempt if its disclosure under this Act would or would be likely to prejudice the capability, effectiveness or security of any relevant forces. Section 36(2)(b) Information to which this section applies is exempt if disclosure of the information would inhibit the free and frank provision of advice, and Section 36(2)(c) disclosure of the information would prejudice the effective conduct of public affairs.

As these are qualified exemptions and in accordance with the FOIA, we are obliged to carry out a Public Interest Test. We have concluded that while there is a level of public interest the arguments against disclosure outweigh those in favour of release and the information has been withheld under Section 26 (Defence) and Section 36 (Prejudice to the effective conduct of public affairs) of the FOIA 2000.

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 me in the first instance. 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, 1st 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 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,

Defence People

CHAPTER 5

SECTION 1

RECRUITMENT & RETENTION PAYMENT – OVERARCHING POLICY

Aim

05.0101. The purpose of this section is to define Recruitment & Retention Payment (RRP) and to set out the policy which is common to all forms of RRP.

Scope

05.0102. These regulations apply to all Regular and Reserve personnel in receipt of RRP and should be read in conjunction with **Sections 2-17**, which set out detailed entitlements and specific policy for each individual form of RRP.

Principles

05.0103. RRP is paid at Departmental discretion (with the endorsement of the Armed Forces' Pay Review Body (AFPRB)) to specific groups within the Armed Forces to assist with specific recruitment or retention requirements. It is paid in addition to the Annual Salary. In order to achieve cost-effectiveness and appropriate targeting, the following principles apply:

- a. All forms of RRP (including any Reserve Band payments) cease on promotion to OF7¹.
- b. RRP rates can both increase and decrease.
- c. RRP can be withdrawn when the requirement for the payment ceases to exist. Similarly, new forms of RRP can be introduced subject to the requirements of the Services.
- d. In the event of a requirement to decrease or withdraw RRP, every attempt will be made to give 12 months' notice to all affected recipients.
- e. RRP is subject to Income Tax and National Insurance, but is not pensionable.

¹In some cases it ceases at an earlier rank and there is one exception to this rule for the OF7

f. Where there are different levels of RRP dependent on rank, RRP entitlement is determined by the paid rank:

(1) Where an individual is in receipt of Substitution Pay (SUPA), they are to retain the RRP applicable to their substantive rank.

(2) Where an individual holds paid Acting Rank they will be paid the RRP applicable to that rank.

g. Where reckonable² service is counted towards progression along the respective RRP scales, for RAF personnel recruited on or after 6 April 2005 it is to be counted from date of enlistment³. In the case of attendance-based Reserve personnel, an individual's balance will be credited for actual days attended and, at the end of each Reserve Year, the individual's RRP record will be credited with the remaining number of days on which the individual was available for service and qualified for RRP in that year, subject to the award of a Certificate of Efficiency.

h. Payment of RRP and any Reserve Band RRP will be suspended for periods when pay is not in issue (e.g. unpaid leave). Such time will not count towards progression to the next level of RRP nor will it count against the clock as part of the Reserve Band countdown period.⁴

i. To receive position based RRP, entitled personnel must be assigned to a RRP or RRP-Related post (as defined at [05.0108-05.0110](#)), and meet all the qualification criteria specified for each form of RRP as covered in [05.0127-05.0132](#), further amplified where appropriate in the individual RRP sections, except for the payment of CTB for which specific qualification requirements are detailed in the respective RRP sections. To receive RRP Reserve Band (RB) payment, following payment of RRP on a Continuous Career Basis, all criteria, less the occupation of an RRP or RRP-Related post, must be met (See [05.0107](#)).

j. Entitlement to RRP (including Reserve Bands) will cease from the date an individual is declared professionally unsuitable by the Services for the specialist duties.

k. Entitlement to RRP and RRP(RB) on a change of Branch or Trade is set out in [Chapter 2 Section 10](#). RRP and RRP(RB) will not

²i.e. total reckonable service, as opposed to qualifying service in a RRP post.

³For RAF personnel recruited on or after 6 April 2005 it is to be counted from date of enlistment. For RAF personnel recruited prior to this date, reckonable service is from age 18 or date of enlistment, whichever is the later.

be paid concurrently, unless the change of Branch or Trade is for Service needs.

l. Entitlement to RRP will cease⁵ on approval of an application for Early Termination in accordance with [05.0119](#) and is affected when an individual is medically downgraded in accordance with [05.0124-05.0125](#).

m. Upon becoming pregnant eligibility continues for the RRP or RRP (RB) in issue, including those Servicewomen medically downgraded and/or unable to carry out the full range of RRP duties due to pregnancy. During the 26 weeks of Ordinary Maternity Leave (OML), whilst in receipt of full pay, Servicewomen will continue to receive the level of RRP or RRP (RB) in issue immediately prior to OML.

n. On entry to either the Regular Armed Forces or the Reserves, individuals with previous service either in the Regular Armed Forces or the Reserves who re-enter the same Branch or Trade for RRP, single-Service manning authorities will confirm whether individuals are eligible to commence on the level of RRP in issue on the last day of their previous period of service (or, if left on VO, level in issue prior to submitting VO). This will be done on an individual basis and depends on factors such as time spent outside the Service, any qualifications gained and skill fade. If the individual left the Armed Forces on Early Termination the rate payable on re-entry will be the full rate of RRP. New entrants to the Reserve Forces will enter on the initial rate of the relevant RRP.

Definitions

05.0104. Continuous Career Basis. Continuous Career Basis (CCB) RRP is paid where the specialism is fundamental to the core role of the individual, and will remain so for the duration of their **career** providing they remain eligible for the relevant RRP.

05.0105. Non-Continuous Basis. Non-Continuous Basis (NCB) RRP is paid where the specialism is a secondary skill for the individual, but is a **core** task within the unit in which the qualifying post has been established. Individuals move in and out of the unit/post in question and, providing they are qualified, whilst in a qualifying post they receive RRP.

05.0106. Completion of Task Basis. Completion of Task Basis (CTB) RRP is paid where the specialism is a secondary skill for the individual, and is an **occasional** task undertaken in support of the unit within whose role the use of the specialism is required. Individuals will be paid RRP only for the days for which they are undertaking RRP duties.

05.0107. A **Reserve Band** system applies to ensure continuity of payment for CCB forms of RRP, during periods when individuals are temporarily not employed in an RRP or RRP-Related post and still remaining within their Branch or Trade. Reserve Band rates of RRP taper-off if an individual does not return to an RRP or RRP-Related post within a specified period (see [05.0127d](#)).

Recruitment & Retention Payment and Recruitment & Retention Payment-Related Posts

05.0108. A **RRP Post** is one that requires the individual to undertake the specialist duties utilising their specialisation as required by the post specification.

05.0109. A **RRP-Related Post** is one that requires the individual to utilise practitioner knowledge and expertise in the activity concerned, but which does not necessarily require the individual to undertake the specialist activity.

05.0110. Any change to RRP categories must be approved by CDP Remuneration via single Service Pay Cols Staff. RRP and RRP-Related Posts, are, however, reviewed **biennially** by the single Services through the single Service Pay Cols staff. Unit establishment variation action is to be carried out in accordance with single Service procedures to amend the position RRP flag status and, if necessary, Unit action should be taken to add/delete personal competencies. See [Annex A](#) for definitions. In order that there is a consistent approach in completing the review, the following principles and guidance apply:

- a. Each Service is responsible for identifying which RRP and RRP-Related Posts should receive position based RRP. Pay Cols staff should consult and task relevant single Service leads/manning authorities/branch, trade sponsors to review each RRP or RRP-Related Post. In reviewing RRP (Nursing) category, single-Service medical manning authorities should consult with SGD. The review should confirm either that the post remains valid for RRP or that the post requires the removal of RRP.
- b. The annual review should occur between September to December each year and all posts in receipt of RRP are to be reviewed. The lead single-Service Pay Col is responsible for the planning, coordination and completion of reviews.
- c. Where RRP or RRP-related posts are filled by means of competition or on a rotational basis, the current occupying Service should conduct the review but notify the other two Services if there is a change.
- d. The review should take into account the key principle of RRP

e. To aid coherence and enhance assurance, CDP Remuneration will generate a JPA MISR for all RRP and RRP-related posts in September, the results of which will be available for Pay Col staff to action.

f. A summary report is to be issued to the Remuneration Steering Group. The report should show the number of RRP and RRP-related posts in each RRP category:

- (i) after the last review;
- (ii) at the start of the current review;
- (iii) after the current review; and
- (iv) the total number, by Service, of medically downgraded Service personnel in receipt of RRP.

05.0111. In the event that a post formally loses a designation, the incumbent will retain RRP for one year, or until posted, whichever is earlier.

05.0112. An individual assigned to a post where notice of a future removal of the RRP designation has already been given will be eligible for RRP only until the forecast date of removal of the RRP designation.

05.0113. In both instances entitlement to Reserve Band payments commences from the date that the RRP designation is removed.

Administration of Recruitment & Retention Payment

05.0114. RRP can be paid as either CCB, NCB, or CTB to those in particular specialisms which are judged to meet the principles and definitions outlined at [05.0103-05.0107](#). Where it is paid the parameters are defined elsewhere in this Chapter in the separate sections detailing entitlement.

05.0115. Where, exceptionally, an individual without the necessary specialist knowledge, expertise or competencies fills an RRP or RRP-Related Post, they will not be eligible to receive the RRP associated with the post.

Rates of Recruitment & Retention Payment

05.0116. The rates of RRP are recommended by the Armed Forces' Pay Review Body (AFPRB) and promulgated annually by CDP Remuneration in a Directed Letter.

Overarching Payment Conditions

05.0117. All forms of RRP are governed by tri-Service personnel policy. Policy is reviewed, updated and maintained by the MOD and the Services and as part of the Armed Forces Pay Review Body (AFPRB) review process. The overarching payment conditions for all forms of RRP are set out in this

05.0118. It is possible, subject to meeting eligibility criteria, for individuals to receive more than one form of RRP concurrently. See [05.0110](#) concerning periodic review of posts and [05.0103k](#) for entitlement to RRP and RRP(RB) on a change of Branch or Trade.

Voluntary Outflow (VO)

05.0119. When an individual applies voluntarily to terminate their service prematurely⁶ (i.e. on VO terms – see **Glossary** for definition), entitlement to all forms of RRP (CCB, NCB and CTB (including Reserve Band payments)) will cease⁷ from the date of their application being approved. The only exceptions are personnel who have an optional exit point⁸ predetermined by the Service and those outlined below at [05.0120-21](#).

05.0120. Personnel applying to leave on VO terms to facilitate the acceptance of an offer of employment to fill a Full-time Reserve Service (FTRS) appointment will remain in receipt of the full rate of RRP or Reserve Band payment in issue until departure from their former Service. Thereafter, the provisions of [05.0127i](#) may apply, but if not then all entitlement to RRP (including Reserve Band payment) will cease on take up of the FTRS appointment.

05.0121. Personnel applying to leave on VO terms to facilitate a transfer to another Service (e.g. Army to RAF) will remain in receipt of the full rate of RRP or Reserve Band payment in issue until departure from their former Service. Thereafter, the provisions of [05.0127i](#) may apply, but if not then all entitlement to RRP (including Reserve Band payment) will cease on transfer.

05.0122. Similarly, RRP for all full-time Reserve personnel, regardless of the type of Commitment under which they are employed, who wish to terminate their service before the expiry of their conditioned term will lose their RRP in accordance with [05.0119](#). Additionally, Reserve aircrew terminating their service before the expiry of their conditioned term are required to give a minimum of 6 months' notice.

05.0123. Should the individual withdraw their application to leave on VO terms, their RRP will be reinstated to the appropriate rate (as though the application had not been made) but only from the date that the application to withdraw it is approved and will not be backdated prior to this date.

05.0124. If an individual is medically downgraded, and rendered unable to perform RRP duties, due to reasons which were within their own control, payment of RRP ceases from the date of downgrading and the individual forfeits any entitlement to Reserve Band RRP. The individual may either:

a. be posted to a non-RRP post, or be retained in post until the end of the current assignment but without receiving RRP.

or;

b. where an individual is still able to perform in an RRP-Related post and is required to do so for legitimate Service manning reasons, cases for payment of RRP on a tour by tour basis should be submitted to the single-Service Manning Authority. At the end of any authorised payment periods, payment will cease immediately as the individual will have forfeited any entitlement to Reserve Bands of RRP.

05.0125. If an individual is medically downgraded and rendered unable to perform RRP duties, due to reasons outside the individual's control, RRP will normally continue for 91 days from the date of a medical downgrading, at which point:

a. If there is no prospect of the individual returning to full medical fitness, but the individual can still perform sufficient aspects of the RRP activity to merit retention in the current assignment, then cases for extension of the 91 day payment period should be submitted to the single-Service Manning Authority. Extensions will only be considered for CCB or NCB forms of RRP, and any grant of extension would be subject to a maximum of 12 months from original downgrading or to the end of the current assignment, whichever is the earlier. After the 91 days period (or any period of extension granted):

(1) Where an individual can still perform in an RRP-Related post and is required to do so for legitimate Service manning reasons, cases for payment of RRP on a tour by tour basis should be submitted to the single-Service Manning Authority. At the end of any authorised payment periods:

(a) for CCB RRP, the individual will be eligible for Reserve Banding at 100% of the full rate for the first 2 years and 50% in year 3.¹⁰

(b) for NCB RRP, payment will cease.

b. If there is no prospect of the individual returning to full medical fitness and the individual either cannot still perform in an RRP-Related

post, or they could perform but are not required by the Service manning authorities to do so, then:

(a) for CCB RRP, the individual will be eligible for Reserve Banding at 100% of the full rate for the first 2 years and 50% in year 3.¹¹

(b) for NCB RRP, payment will cease.

c. If there is a prospect of the individual being restored to full medical fitness, RRP will continue to be paid to those on a CCB or NCB (providing they remain in the RRP annotated post) at the full rate for up to 18 months, to allow for delays in medical treatment and administration. However, the prospect of a return to medical fitness must be reviewed every 3 months by the appropriate medical authority:

(1) At the 18 month point, or earlier if at a periodic review the prospect of returning to medical fitness no longer exists, then:

(a) where the manning authority still wishes to retain the individual in post until the end of the original assignment, this is permitted but RRP is not payable. However, in the case of the medical review finding that there is no prospect of the individual returning to medical fitness, an extension of payment up to a maximum of 12 months from the original downgrading may still be authorised under [05.0125a](#).

(b) where an individual can still perform in an RRP-Related post and is required to do so for legitimate Service manning reasons, cases for payment of RRP on a tour by tour basis should be submitted to the single-Service Manning Authority. At the end of any authorised payment periods:

(i) for CCB RRP, the individual will be eligible for Reserve Banding at 100% of the full rate for the first 2 years and 50% in year 3.¹²

(ii) for NCB RRP, payment will cease.

(c) where the individual still cannot perform in an RRP-Related post, or could perform but is not required by the Service manning authorities to do so:

(i) for CCB RRP, the individual will be eligible for Reserve Banding at 100% of the full rate for the first 2 years and 50% in year 3.¹³

(ii) for NCB RRP, payment will cease.

(2) Upon return to medical fitness, at any point, the individual becomes eligible for RRP under normal rules.

Attendance-Based Reserve Personnel

05.0126. Where Reserve personnel are paid on an attendance- basis, the RRP is to be paid for part days on the same proportional basis as for basic pay (see [Chapter 3 Section 2](#)).

Continuous Career Basis Recruitment & Retention Payment

05.0127. Commencement and Payment. Where RRP is paid on a CCB, payment will commence once the following generic conditions have been satisfied¹⁴:

a. One day's RRP is paid every day that basic pay is drawn.

b. RRP will be paid for the duration of an individual's career, provided the individual continues to fill an RRP or RRP-Related post and that all other eligibility requirements are met.

c. Medical and qualification currency requirements apply as detailed in the individual RRP sections.

d. A Reserve Band system¹⁵ applies where individuals who have been in receipt of RRP on a CCB cease to be employed in an RRP or RRP-Related post. For the first 3 years away from RRP or RRP-Related posts, Reserve Band rates of RRP will be paid as follows:

(1) For the first 2 of these years, the Reserve Band will be paid at full rate. RRP Reserve Band payments will then continue for the subsequent year at 50% of the full rate. Payment of RRP will then cease (at this point the individual would have been away from an RRP or RRP-related post for 3 years).

(2) In exceptional circumstances, cases are to be submitted to PACCC for Tri-Service Pay Col and CDP Remuneration agreement to extend entitlement to retain 100% RRP Reserve Band beyond the first 2 years. All Service personnel are entitled

to an extension to cover attendance at the Advanced Command and Staff Course (ACSC)¹⁶, Principal Warfare Officers' (PWO) Course and Intermediate Command and Staff Course (Land) (ICSC(L)). Such extensions, if granted, will not affect the subsequent entitlement to a further year at 50%.

(3) Time spent on Reserve Band rates can under no circumstances be counted as qualifying time towards the next, normally increased, levels of RRP, where levels are based upon time served.

(4) RRP(F) at OF4 and OF5 decreases the longer the individual is in rank. Time spent in rank will therefore continue to affect the level of RRP(F) applicable irrespective of whether the individual is on Full or Reserve Band rates.

(5) When an individual in receipt of the Reserve Band rate of RRP is promoted or reduced in rank, the Reserve Band rate of pay is adjusted to that applicable to the new paid rank or ceases if applicable. The calculation of time spent out of RRP or an RRP-Related post is unaffected.

e. Upon return to an RRP or RRP-Related post, after a period away, payment of RRP will recommence as soon as qualification, currency and medical requirements are met. Once a returning individual has been in receipt of RRP for 182¹⁷ consecutive days, their Reserve Band entitlement will reset (i.e. they will once again become eligible for the 2 years at full rate followed by 1 year at 50% upon their next move away from an RRP/RRP-Related post). If the individual fails to complete the required 182 days in receipt of RRP then they will continue from their previous point on the Reserve Band clock.

f. RRP will remain payable during periods of temporary assignments, leave and courses providing the individual remains assigned to the RRP/RRP-Related post. For those on Operational Deployment moving from a CCB RRP post to a non-RRP Operational post (i.e. who would receive RB payment) are eligible to submit a case to the single-Services for this time to be added to their RB.

g. **Terminal/Invaliding Leave.** RRP, including any reserve band entitlement, will remain payable during periods of invaliding/terminal leave provided that the payment of RRP was admissible on the day before the beginning of such leave or, if serving overseas, on the day prior to posting to the UK for retirement, discharge or transfer to the
Reserve Forces

ii. Entitlement to CCB RRP will cease, including entitlement to reserve band payments, from the date that an individual leaves a RRP or RRP-Related post as a result of the individual's voluntary decision to leave the specialist area on a permanent basis (see [02.1013](#)).

i. **Re-entrants/Transfers between Services (including transfer to and from Reserves/Other Ranks on Commissioning).** Personnel transferring from one Service to another, re-joining their Service, or commissioned from the ranks, who have previously undertaken duties attracting CCB RRP, may count their former paid reckonable service within the RRP area (if applicable, and other than where specified in individual RRP sections that follow) towards the appropriate level of the same form of RRP in the new appointment. RRP will commence from the date of occupying a post in the relevant RRP or RRP-Related environment. Where it is considered that a higher level is appropriate, the case should be referred via the appropriate Service Manning Authority to the single-Service Pay Col for a decision.

05.0128. Cessation. An individual's entitlement to receive RRP (including Reserve Bands) on a CCB will cease at the end of career service, when one or more of the eligibility criteria are no longer met or when declared professionally unsuitable for the specialist duties (see [05.0103j](#)). However, separate rules are detailed at [05.0124-05.0125](#) in the case of medical downgrading. Entitlements to Reserve Bands of RRP are detailed at [05.0127d](#).

Non-Continuous Basis Recruitment & Retention Payment

05.0129. Commencement and Payment. Where RRP is paid on a NCB, the payment will commence once the following conditions apply:

- a. One day's RRP is paid every day that basic pay is drawn provided that:
 - (1) The individual occupies an RRP/RRP-Related post; and
 - (2) The individual holds the necessary qualifications, remains current in such qualifications; and
 - (3) The individual meets any medical requirements for the specialist activity.

- b. RRP will remain payable during periods of temporary assignments leave and courses providing the individual remains assigned to the RRP/RRP-Related post. If an individual's service in a NCB RRP qualifying post is interrupted by assignment to a deployed post which does not attract RRP, casework may be submitted to the single-Service Pay Colonel staffs for continued payment, if that individual is to return to a qualifying NCB RRP post.

- c. Reserve Bands do not apply.

05.0130. Cessation. An individual's entitlement to receive RRP on a NCB will cease if any of the criteria shown at [05.0129](#) cease to be met. Separate rules are detailed at [05.0124-05.0125](#) in the case of medical downgrading. Entitlement will also cease on commencement of invaliding/terminal leave.

Completion of Task Basis Recruitment & Retention Payment

05.0131. Commencement and Payment. Where RRP is paid on a CTB, the payment will commence once the following conditions apply:

- a. One day's RRP is paid every calendar day on which the qualifying task is carried out and basic pay is in issue¹⁸ provided the individual meets any medical requirements for the specialist activity.
- b. Payment must be authorised by the Designated Authority, who is responsible for ensuring that the task was carried out for Service reasons and that all the criteria for payment are met.
- c. Reserve Bands do not apply.

05.0132. Cessation. An individual's entitlement to receive RRP on a CTB will cease if any of the criteria shown at [05.0131](#) cease to be met.

Business Process Guide

05.0133. The relevant BPG relating to this Section can be found at:

http://www.ipublish.dii.r.mil.uk/nlapps/data/folders/JPA_Docs/PR905010.htm

Annex:

- A.** Recruitment & Retention Payment – Payment by JPA.

ANNEX A TO CHAPTER 5 SECTION 1

RECRUITMENT & RETENTION PAYMENT – PAYMENT BY JPA

- 1. The Position RRP Flag.** As part of the trigger for the payment of RRP, the JPA system needs individual established positions to be annotated with a Position RRP Flag to indicate that a particular type of RRP may be paid to an individual filling the position. Positions may be annotated with up to 5 different RRP flags to allow more than one type of specialist (e.g. pilot, WSO or Airborne Ground personnel for flying duties) to fill a particular position. The annotation of positions needing the addition or removal of RRP Flag is part of the formal manage establishments process in JPA.
- 2. Establishment Variation Action.** Formal single Service establishment variation action needs to be taken in all cases where Position RRP Flag changes are required against JPA positions. Action is to be taken by the authorised single Service Establishment Administrator in accordance with the instructions in the 'Manage Establishments – Maintain Job' Business Process Guide available on the DBS Mil Pers Information Centre [here](#).
- 3. The Personal Competency RRP Flag.** The marking of a position with an RRP flag does not automatically trigger the payment of RRP to an individual incumbent. To allow JPA to process a payment of RRP the individual filling the position must also hold the related personal Competency RRP Flag. When a position has the required RRP marker and the individual has the associated personal competency RRP Flag the JPA system will automatically pay the appropriate rate of RRP. Personal Competencies are awarded as a result of successful completion of a course or the accumulation of appropriate job experience. They may be withdrawn as a result of poor performance or if not renewed within a formal time period.
- 4. Competency Action.** Formal action needs to be taken by authorised Course Administrators or Local Training Managers (or engineering equivalents) when changes to personal competencies are required. Action is to be taken by authorised staff in accordance with the instructions in the 'Update Competencies against a Service Person's Profile' Business Process Guide available on the DBS Mil Pers Information Centre [here](#).
- 5. Business Process Guide (BPG).** The relevant BPG can be found at:

http://www.ipublish.dii.r.mil.uk/nlapps/data/folders/JPA_Docs/RE905032.htm

