

A Short Guide to Explain

The Army's Terms & Conditions of Service



Your Entitlements and the Army - Guidelines



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Introduction



This booklet contains information on your **Terms & Conditions of Service** which you should expect to be applied wherever you are serving. They are in nearly every case terms and conditions of service which are already encompassed by current practices, rules and regulations. Where possible, we have annotated the appropriate area with reference to the document that does lay down the authority.

- This Guide covers the terms and conditions of service for those serving on engagements in the Regular Army. Those serving on other engagements (eg Home Service or Local Service) may find that some do not apply to them. Those on these engagements should enquire at their Administrative Office for details of the differences.
- You should be aware that some of your Terms and Conditions of Service may alter over the next 2-3 years as part of the Tri-Service Independent Review (IR). Where these changes are known, outline details are provided with estimated dates of introduction. For example, some allowances will change on 1 Dec 97 and a new Guide to Allowances will be produced in due course. The details will be provided down the Chain of Command.
- This Guide is not an Authority since entitlements can be subject to change. You should seek advice from your Regimental Administrative Office (RAO) which will hold copies of the appropriate documents. Should you have any difficulties on these subjects, you should, in the first instance, consult your Platoon/Troop Commander and/or your RAO.
- This Guide complements the booklet "Terms & Conditions of Service - Army Code 63541" which has been issued on Scale D (to all Officers).
- Your Terms and Conditions of Service can be divided into two areas: Entitlements, and Guidelines for Management:
 - An Entitlement is a mandatory requirement which can only be changed with the approval of the Army Board, or, where it is a statutory right, following the appropriate

legislative procedures. You have a right to receive an entitlement. For example, you are entitled to receive service accommodation at your place of duty. If none is available, accommodation will be found by an agency.

- A Guideline represents something the Army will try to provide but will not always be able to guarantee. For example, once you are fully trained, the Army will try to give you a minimum of 6 months notice of a normal posting, but this may not always be possible.
- All soldiers in the Army operate within the Chain of Command. This means that you belong to a Platoon/Troop, which is part of a Company, Battery or Squadron. Normally a Company, Battery or Squadron is part of a Battalion or Regiment, which is part of a Brigade, in a Division, and so on up to the very top of the Army, the Army Board. The Chain of Command is the name given to this sequence of control.
- Throughout this guide, the terms officer and soldier refer equally to both male and female members of the Army, unless specifically stated.
- This guide contains abbreviations in common usage in the Army. These are summarized in a glossary at the back of the guide.



Discipline and Standards



References:

Army Act (AA) 1955, Sections 34A, 37, 38 & 205.

Queen's Regulations for the Army 1975 (QRs), Chs 5, 6 & 12.

Army General and Administrative Instructions (AGAIs), Vol 2, Ch 62, paragraphs 62.451-460 and Annex M, and Vol 5, No 2.

The British Army Code of Conduct (Army Code 63812).

Equal Opportunities in the Army - Policy on Harassment and Bullying - Guidelines for Redress of Complaints (CP(A) 202).

Standards - The highest standards of behaviour are expected from all military personnel, both on and off duty. If an officer's conduct calls into question his integrity, or brings the Army into disrepute, the trust and respect of those he is privileged to command is placed in jeopardy, and the right to hold The Queen's Commission may be forfeited. NCOs and soldiers who fail to maintain the necessary standards can expect to be reduced in rank or face disciplinary action. Further details are explained in the 'British Army Code of Conduct' (Army Code 63812), which is issued to all ranks.

The Law - All serving military personnel are subject to both military and civilian law. If attached to either the RN or RAF, you are subject to the disciplinary code of that Service in addition to the Army Act. When serving overseas some military law also applies to service dependants. Therefore the law imposes greater demands and obligations on you than on civilians.

Military Law - In order to maintain military discipline some actions which are not offences under civilian law are offences under military law.

Reporting of Civil Offences - If you are charged before a civil court with a criminal offence or receive a formal caution from the Civil Police, you are to immediately report the matter to your Commanding Officer (CO).

Absence Without Leave (AWOL) - AWOL is considered to be a very serious offence because it undermines Unit efficiency and demonstrates unreliability by the individual. There is no excuse for any individual to go AWOL. Should you have a personal difficulty then an interview should be requested with your CO, through your Chain of Command. There are a number of welfare agencies which are able to assist in the resolution of such problems, and, if considered necessary, compassionate leave can be granted by your CO.

Drug Misuse - Drug misuse is injurious to mental and physical health, impairs judgement and efficiency, and can put others at risk in the Unit. The unauthorized possession of controlled drugs is illegal. Drug misuse is likely to lead to administrative discharge (or resignation action for an officer) even when charges are not preferred.

Compulsory Drug Testing (CDT) - All ranks are liable to provide a urine specimen for testing at any time as part of the CDT programme. A positive test result may lead to administrative discharge (or resignation action for an officer). A refusal to provide a specimen is a disciplinary offence.

Alcohol Misuse - Drunkenness is a military offence and is not normally an accepted defence for persons charged with other offences. Drinking to excess impairs judgement, leading to argument and aggressive behaviour, which is likely to escalate to violence and criminal behaviour. Driving under the influence of alcohol is a civil offence. It displays a lack of responsibility, lack of judgement, and lack of self-control; cases will be treated very seriously. Alcoholics, heavy drinkers and those with drink-related problems are an operational liability. Those who fail to cooperate or respond to rehabilitation will be considered for discharge.

Violence - There is a strong link between drunkenness and offences of violence. Both are unacceptable and will be treated severely.

Homosexuality - Homosexuality, male or female, is unacceptable in the Army because of the tensions it can create in the military environment. Homosexual behaviour can cause offence in the close physical conditions in which the military have to live and work, and therefore homosexuals will normally be liable for administrative discharge (or resignation in the case of an officer).

Racial, Sexual Harassment and Bullying - Discrimination, displays of prejudice and harassment by an individual will not be tolerated. Such conduct is likely to result in disciplinary action. Even where it does not, it may be the subject of proceedings before an Industrial Tribunal (IT), which may award compensation to the victim at the expense of the perpetrator. The Army will not tolerate bullying or the abuse of mental or physical strength, or rank, to intimidate or humiliate. Further advice is contained in the Equal Opportunities booklet (CP 202).

Legal Advice - At any time, you may consult a civilian lawyer of your choice at your own expense. If you are liable to be prosecuted by court-martial you may qualify for Army legal aid (subject to financial and legal criteria being met).

Accused's Advisor - If you are charged with an offence, you will be offered the assistance of an Accused's Advisor, who will normally be an officer, warrant officer or SNCO known to you, before appearing before your CO.

Soldier's Rights when Charged - If you are charged with an offence under AA 1955 you will, by right, be given use of the booklet "The Rights of a Soldier charged with an offence under the AA 1955 - AC 12730."

Contact with the Media - There are restrictions on Service personnel dealing with the media, and on disclosure of information. It is a disciplinary offence for serving personnel to approach the press, radio, television or publishers to disclose official information, express views on official matters, or official experience, without prior approval of the MOD. If approached directly, you should immediately refer the inquiry to your superiors before commenting, to ensure the appropriate clearances and procedures are established.

Crime Prevention - It is the duty of all ranks to prevent the commission of crime within the Service. Any suspicious activity should be reported to a superior or to the nearest RMP unit without delay. Advice on Crime Prevention can be obtained from your local RMP Crime Prevention NCO. If you have been a victim of a crime, you should report this fact to the RMP who can, among other things, offer you victim support services.



Redress of Complaints



References:

AA 1955, S 180.

QRs 1975, Ch 5.

AGAs, Vol 2, Ch 70.

Entitlement

- If you believe that you have been wronged, ill-treated or unfairly treated at any time by any rank, you should not be afraid to raise a complaint immediately to an officer for a redress of that complaint. The officer is obliged to arrange for your case to be investigated. If the complaint is found to be valid, steps will be taken to put the matter right.
- You have a statutory right to complain within 3 months of becoming aware of a wrong-doing to you and for that complaint to be investigated with the minimum of delay. Complex cases (eg: where there are multiple complaints or where outside agencies have to be consulted) may be less straightforward but all cases should normally be fully investigated within 3 months of reporting the matter. You have the right to be given assistance and advice by your unit on the correct procedures to be followed, or you can select an adviser of your own. If your case has not been, or cannot be, redressed by the Chain of Command and you wish it to be continued, it will finally be considered by the Army Board. Officers may seek instructions of the Sovereign, through the Secretary of State.

- Access to an IT is available to redress certain complaints (racial, sexual discrimination and equal pay cases). However, internal redress of complaints procedures must be sought before an IT will hear a case. Such submissions must be made to an IT within 6 months (9 months for equal pay cases) of the applicant becoming aware of the wrong-doing.

- Once you are discharged, or transferred to the Reserve, you are no longer subject to the AA 1955 except for Section 131. Additionally, you may pursue a redress of complaint as if you were subject to military law (AA 1955, Section 180) against a matter relating to your service or discharge, within the 3 months described above.



Equal Opportunities



References:

AGAls, Vol 2, Ch 70 - Redress of Complaints.

AGAls, Vol 2, Ch 75 - The Equal Opportunities Directive for The Army.

Equal Opportunities in the Army: The Policy on Harassment and Bullying -

Guidelines for Redress of Complaints. (CP(A) 202 - 1997).

Equal Opportunities in The Army (CP(A) 201 - 1997).

Entitlement

- You have the right to work in an atmosphere free from discrimination and/or harassment whilst serving in the Army.
- Every complaint of discrimination and harassment will be investigated and dealt with in accordance with “ Equal Opportunities in the Army: The Policy on Harassment and Bullying - Guidelines for Redress of Complaints “. (CP(A) 202 - 1997). You will receive a copy of this booklet and a copy of the leaflet “Equal Opportunities in The Army” (CP(A) 201 - 1997).
- You have the right to take a complaint of sexual or racial discrimination to an IT. The rules are covered under Redress of Complaints, above.
- You should be aware that all units have an Equal Opportunities Adviser whom you may approach for advice on such matters.



Data Protection Act

Entitlement

- You are entitled to protection under the Data Protection Act, as detailed in JSP 406. At reasonable intervals and without undue delay or expense, you are:
 - To be informed, on request, by any data user whether the latter holds personal data of which you are the subject.
 - To have access to any such data held by a data user.

Where appropriate, to have such data corrected or erased. In order to check the accuracy of data, a UNICOM or PAMPAS printout will be given to you annually to verify your personal details.



Manning the Army

General

Guidelines

The Adjutant General's task is to man the Army to its authorized strength with suitably qualified personnel. The following principles apply:



- Career structures for officers and soldiers are designed to ensure that the Army has the right number of qualified individuals to fill all authorized posts.
- All officers and soldiers are to be given the opportunity for career development training, promotion and career progression.

Tour Lengths and Tour Intervals

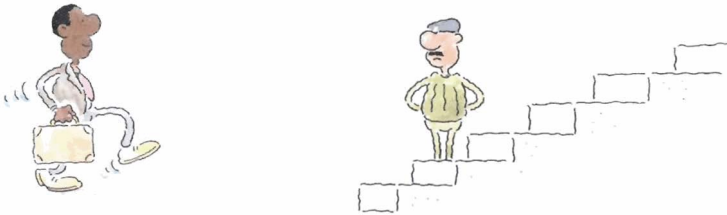
Guidelines

- Unit operational deployments from home bases or permanent duty stations will not normally exceed 6 calendar months.
- Operational tours in Northern Ireland, Cyprus and the former Yugoslavia will not normally exceed 6 months, except for a small number of personnel as the occasion demands (currently up to 12 months for the former Yugoslavia).
- Residential tours for the Infantry in Northern Ireland, Cyprus and at the Combined Arms Training Centre will not normally exceed 2 years, although tour lengths are kept under periodic review.
- For those units that Arms Plot (this is when the whole unit moves on a regular basis), from 1997, tour lengths for:
 - The RAC will not normally exceed 3 years in the UK and 9 years in Germany.
 - The RA AS90 Regiments will Arms Plot every 6 years.



- The Inf will not exceed 6 years in Germany and tours will be for a minimum of 2 years in the UK.
- For those personnel who are individually posted, the Army aims to achieve average tour lengths for non-operational tours of 2.5 years for officers and 3.1 years for soldiers. This will vary depending upon rank and stage of career.
- The Army aims for an average tour interval of 24 months from the end of one operational tour to the start of the next. Wherever possible, therefore, the total time spent on deployment will not exceed 6 months in any 30, although this may need to be adjusted for operational reasons.

Soldiers Careers



The Director of Manning (Army) (DM(A)) is responsible for setting the policy on soldiers' careers and Terms of Service. It is the task of the Manning and Career Management (MCM) Divisions of the Army Personnel Centre (APC) in Glasgow to implement that policy and ensure that the Army is correctly manned with the right number of soldiers in the correct rank, experience and qualifications (This used to be the task of the Manning & Record Offices (MROs), the last of which will move to Glasgow in Jul 97).

Guidelines

- The overall management of your Career Employment Group (CEG) rests with your MCM. MCM (formally MRO) officers are available for individual career interviews in career matters that cannot be resolved at unit level. MCM officers visit units on a regular basis. You can apply for a career interview through your CO.

- The rank structure in each CEG gives good speeds and chances of promotion. The means of selection for promotion shall be fair and efficient and without any sexual or racial bias.
- To be considered for promotion you must be qualified and a vacancy exist. Promotion depends on the calibre of the individual and is based on merit tempered by seniority. The following are necessary for consideration for promotion:
 - An up-to-date recommendation in your last confidential report.
 - Education qualifications (details in the Education section - page 39) for the higher rank.
 - Trade qualifications of the appropriate class.
 - Military qualifications laid down by your Arm or Service.
 - Medically fit in accordance with your current regulations for your employment and rank.
 - Any other special to arm qualifications specified by your Arm or Service.
- Suitable soldiers may apply for a commission from the Royal Military Academy at Sandhurst (RMAS). You must be under 25 on entry and should have served less than 4 years adult soldier service. You are required to pass the Regular Commissions Board (RCB).

Soldiers - Leaving the Army

References:

QRs 1975, paragraphs 9.292, 9.373-4, 9.414-8.

DCI JS 114/96.

Entitlement

- **Discharge as a Right.** On joining the Army, you have the following rights to leave quickly, dependent on your age at your date of enlistment:
 - If enlisted under 17½ years of age - Free at anytime after 28 days of service, but in your first 6 months of service. You must give 14 days notice.

- If enlisted between 17½ and 18 years of age - On payment of 7 days gross pay at any time after 28 days service, but in your first 6 months of service or by age 18¼ years, whichever is earlier.
- If enlisted at 18 years of age or over - On payment of 7 days gross pay between end of 8th week and 3rd month of service.
- The normal method of leaving the Regular Army is to give 12 months notice or to serve the full engagement (22 years if serving on a Notice or Open Engagement). On the date that you leave, you must have completed at least 3 years reckonable service. You may be subject to a time-bar if you have recently been on a long course.
- If you are a Servicewomen, who has become pregnant, you have the right to leave the Army if you so wish. If you wish to remain in the Army, subject to meeting certain criteria, you will be entitled to a period of paid Statutory Maternity Leave and also a period of unpaid Occupational Maternity Absence. The rules are very complicated and you must seek advice.

Guidelines

- Some soldiers may apply to leave with less than 12 months notice and this is known as Premature Voluntary Release (PVR) on payment. PVR on payment only applies to those enlisted on the Notice Engagement (ie before 1 Jan 91) and those serving on an S Type Engagement. It is not permitted for those who enlisted after 1 Jan 91 on the Open Engagement. PVR on payment is not a right but a privilege which may be withheld or deferred at any time by the Defence Council, although in practice this is rarely done (an example might be a major confrontation or operational deployment - see QRs 1975, paragraphs 9.416 b & c). If you are on an Open Engagement you may only leave by giving a year's notice of your intention.
- Special provisions allow the release, in exceptional circumstances, of soldiers under the age of 18 who show genuine and persistent unhappiness or discontent, indicating that they are unlikely to achieve the motivation required to become good soldiers.
- As well as you choosing to leave the Army, the Army also has the right to discharge you if your services are no longer required. You may be discharged:

- If found guilty of misconduct.
 - If after warning, you persist in committing minor breaches of discipline.
 - If your medical grading falls below the minimum acceptable standard.

- The Army also has the right to discharge you after 3, 6, 9 or 12 years service, if you have reached your promotion ceiling and your continued retention would block the promotion of younger and more able soldiers. You will receive 12 months' warning in these circumstances.

Soldiers Postings and Transfers

References:

AGAs, Vol 2, Chs 48, 49 & 60.

QRs 1975, paragraphs 9.200 - 9.249.

Entitlement

- You have a right to apply to transfer between capbadges on a voluntary basis either for career purposes or for personal reasons (eg to serve with your brother or sister). However, your transfer, under normal circumstances, will only be approved if it is in the interests of the Army. The compulsory transfer of soldiers will only take place on the authority of a member of the Army Board (ie MOD) in peacetime.



Guidelines

- You must always be available for posting anywhere in the world at any time. If you cannot comply with this condition of service (accepted on enlistment), you may then be discharged or transferred to the Reserve.
- MCM Divisions post you to meet the needs of the service and your career requirements.
- For those of you who are individually posted, the Army aims to achieve average tour lengths of 3.1 years, but tour lengths can be extended to take account of your wishes for stability. Where possible you will be asked to submit your individual posting preference to your MCM Division. The Army aims to provide you with 6 to 12 months notice of posting.
- If you are serving overseas and will complete or have completed 22 years service, you may apply to serve your final 6 months in the United Kingdom. This is not a right, but best efforts will be made to find a suitable post in which you may serve this period. This privilege may be extended to those of you who have completed between 12 and 22 years service, but only with the agreement of your MCM Division.

Confidential Reports

References:

DM(A)'s Guide to the Preparation of Soldiers Confidential Reports. AGAIs, Vol 2, Ch 47.

Entitlement

- The aim of your confidential report is to provide the necessary information to ensure that you have a full and useful career and reach the highest rank appropriate to your ability, personal qualities and experience. The system is designed to be equitable, personal, impartial and free from sexual and racial bias.
- You will be reported on annually.

Soldiers' Rights to submit a Redress or Representation against Confidential Reports

References:

DM(A)'s Guide to the Preparation of Soldiers Confidential Reports.
AA 1955, S 180.

QRs 1975, paragraphs 5.204 - 5.206.

AGAs, Vol 2, Ch 70.

Entitlement

- **Redress.** You are entitled to submit a Redress through your Commanding Officer if you believe that the content of your report is inaccurate or misleading or discriminatory in any way. You must clearly state your case and exactly what remedy you require. You cannot seek redress purely if you cannot agree with the comments made by your reporting officers.
- **Representation.** If you do not wish to seek Redress against a Confidential Report, but wish that your opinion of your reporting officers' assessment be placed on permanent record, you can submit a Representation. It will be processed and commented upon through your reporting chain, and although you will not see these comments, unless they are more adverse than those already written. Your Representation will be permanently attached to the Confidential Report to be seen by future Selection Boards.



Soldiers' Reserve Liability



Reference:

QRs 1975, paragraphs 7.415 - 7.484.

Many of you will have a reserve liability after you leave the Army:

Servicemen

- Servicemen who enlisted before 1 Jan 86, who complete more than 6 but less than 12 years service, over the age of 18, will have a Regular Reserve liability to the 12 year point. After that, they remain on the Long Term Reserve until the age of 45. Those that complete 12 years of service will be discharged straight to the Long Term Reserve.
- Servicemen who enlisted between 1 Jan 86 and 31 Mar 97 will serve on the Regular Reserve on leaving the Army, for the balance of 22 years, or for 6 years, whichever is the lesser. After that, they will remain on the Long Term Reserve until the age of 45.

Servicewomen

- Servicewomen who enlisted before 1 Jan 87 have no compulsory Reserve liability but may volunteer for Section D of the Regular Reserve.
- Servicewomen who enlisted between 1 Jan 87 and 31 Mar 97 have a liability to serve on the Regular Reserve for the balance of 22 years, or 6 years, which is the lesser. These servicewomen have no Long Term Reserve liability.

Pensioners

- All Servicemen and women, who enlisted before 31 Mar 97, complete 22 years service and are in receipt of a pension, will have a call-out liability until aged 60.

Effect of the Reserve Forces Act 1996

- All servicemen and women enlisted after 31 Mar 97 will have a total reserve liability, on completion of their colour service, of 18 years or until age 55, whichever is lesser (ie earlier). This liability is split into 2 parts:
 - Regular Reserve. Either 6 years or up to the 22 year point whichever is the lesser (those leaving at the 22 year point do not go on the Regular Reserve) and
 - Long Term Reserve. The balance of the 18 years or to 55.



Officer Careers



References:

The Army Commissioning Regulations 1993.

AGAs, Vol 2, Ch 31 & 35.

DM(A) is responsible for setting the policy that governs officer career structures and Terms of Service. It is the task of the MCM Divisions of the APC in Glasgow to ensure that the Army is correctly manned with the right number of officers in the correct rank, experience and qualifications (this used to be the task of the Military Secretary's Department at Stanmore).

Guidelines

- Commissioning falls into 2 general categories, either direct from civilian life or from within the ranks of the Army.
- There are 3 main types of commission offered on graduating from RMAS:
 - a Regular Commission offering a career to 55.
 - a Special Regular Commission (SRC) offering up to 16 years service with a minimum of 10 years service.
 - a Short Service Commission (SSC) for 3 years, generally extendable to 8 years.
- Suitable soldiers may apply for a commission from RMAS. They must be under 25 on entry and should have served less than 4 years adult soldier service. They are required to pass the Regular Commissions Board (RCB) in the same way as those seeking to join from civilian life.
- Opportunity exists for the highest calibre officers to convert their commissions from:
 - Short Service to Special Regular.
 - Special Regular to Regular.
 - Short Service to Regular.
- Subalterns, so recommended in their current confidential report, are promoted to Captain after serving for a minimum of 5 years reckonable service, having passed the relevant exams and spent 2½

years at Regimental duty. Captains, so recommended in their current confidential report, having spent 3 years as a Captain, passed the relevant exams, can be promoted from the age of 30, but the majority are promoted to Major at the age of 32 or later. If a Captain has not reached the rank of Major by the time he has spent 16 years reckonable service in the Army, he will be told to leave.

- The Army aims to promote 70% of all Majors to Lieutenant Colonel by the time they are 47. If a Lieutenant Colonel has not been promoted to Colonel by his fiftieth birthday he may be required to join the Special List, for employment in an SO 2's appointment, subject to the interests of the Service. Mark-time rates of pay are effective.
- There are 2 types of commission offered to those aged 30 or over (generally Warrant Officers) who are serving in the ranks:
 - A Short Service Commission (Late Entry) (LE) for an initial period of 5 years, or for a longer period which would, when added to their previous soldier service, would take him to the 22 year pension point. This can be extendable to the age of 50, or in exceptional cases to 55.
 - A Regular Commission (LE) offering a career up to 55.
- Opportunities exist for the highest calibre LE officers to transfer from a Short Service Commission (LE) to a Regular Commission (LE) normally between the ages of 40 & 45.
- LE officers are normally commissioned as Lieutenants. Generally they qualify for promotion to Captain after 2 further years of service. Promotion to Major is considered after a minimum of 6 years commissioned service.
- All LE officers holding a Regular Commission (LE) for 9 years are eligible for promotion to Lieutenant Colonel. They should be within 5 years of the normal retirement age and have a minimum of 2 years to serve to retirement. There is a fixed ceiling of Lieutenant Colonels (LE) which represent 7% of the total number of Regular Commission LE officers within each Arm or Service.

Officers Retirement/Resignation

References:

QRs 1975, paragraph 9.002.

The Pay Warrant Article 260.

AGAs, Vol 2, Ch 38.

Entitlement

- Subject to providing a minimum return of service after attendance on specified courses (time bar), you will, under normal circumstances, be able to retire within 7 to 12 months from the date of your request to leave the service. In the case of medical officers this period may be extended to 18 months.

Officers' Reserve Liability

Reference:

Army Pay Warrant, Section 10, Articles 262-291.

- Many of you will have a reserve liability after you leave the Army. This is complicated and varies by Arm. Full details are given in the Pay Warrant. Those of you commissioned after 1 January 1997 will be transferred to the Regular Reserve, as opposed to the Regular Army Reserve of Officers, on completion of your colour service. The duration of your liability will be unchanged.

Officer Career Management

References:

Military Secretary Guide to Confidential Reports 1983.

AA 1955, S.180.

QRs 1975, paragraphs 5.204-5.206.

AGAI, Vol 2, Chs 32 & 34.

Entitlement

- You will receive a Confidential Report annually covering your performance over the last year. You will be given the opportunity to rectify any adverse aspects of your performance before your annual report is written.
- You have the right to raise a representation or redress on your confidential reports (see soldier career management for details, page 16).

Guidelines

- The Army aims to give you at least 6 months warning before a new posting. Each posting should last 2-3 years, but tour lengths

may take account of your wishes for stability and are subject to the exigencies of the Service.

- Career management, whilst meeting the manning requirement, aims to ensure that you:
 - Make the most of your abilities.
 - Are qualified, and considered, for promotion at a time commensurate with your quality.
 - Are counselled during each tour on:
 - How your careers are managed and where to get advice.
 - How current plans contribute to your long term development.
 - Broadly how you compare with your peers - to ensure realistic aspirations.
 - How your preferences might affect your career.
 - In addition, you should receive a verbal report, from your Commanding Officer, at about the six-month point prior to the production of your Confidential Report.



Pay and Allowances



References:

Army Pay Warrant.

RAAC.

Pay

Your pay is set by the Armed Forces Pay Review Body (AFPRB) which is an independent body comprised of distinguished men and women from public life and industry. It was set up in 1971 to advise the Government on pay and some allowances. Your pay and charges should be broadly comparable with your civilian comparators outside the Services (with the X Factor added on afterwards). Each year the AFPRB visit a number of HQs and units to seek out your opinions. Their report is normally published annually in February of the year.

The X factor is an addition to your basic pay to reflect the balance of disadvantage to advantage of your service conditions. It is currently at 12% and the areas taken into consideration are:

Advantages		Disadvantages	
Job Security	Variety of life and work	Danger	Turbulence
Trade Training	Adventure	Discipline	Commitment to Service
Travel	Promotion and early responsibility	No right to negotiate over pay & conditions	No right to strike
		Unsocial hours	Short term separation

Entitlement

You are entitled to expect that your pay (including additional pay and allowances) and the deduction of the appropriate charges (eg income tax, ERNIC, accommodation/Service Families Accommodation (SFA) charges, Contributions in Lieu of Council Tax (CILOCT) and service related charges) will be provided in a timely and accurate manner. You will also be entitled to:

- Access to an appropriately trained officer or soldier to advise you on Pay and Allowances.
- The provision of sufficient funds to meet payment in full of the correctly assessed entitlement of pay.
- The payment of your correctly assessed entitlement of pay to your bank account by the last working day of each month, and production of a Main Pay Statement.
- The payment by the last working day of each month of compulsory and voluntary allotments made by you. Voluntary allotments will only be paid if you have sufficient earnings to meet the commitment.
- The payment at irregular intervals throughout the month of those additional entitlements resulting from a credit in excess of £20 to you, if received too late to be included within the monthly credit of pay, and the production of a Supplementary Pay statement.
- The production of relevant tax forms, to be provided to service personnel in line with Government legislation, by the designated date and subsequent despatch to individuals.

Allowances

There is a wide range of allowances that can be paid for such things as moving, travel, meals, separation from families, education and living overseas. You are advised to contact your RAO for information. Many of the general allowances are shown under other sections - eg Disturbance Allowance is under the section: Unaccompanied Baggage, Removals and Associated Allowances. You should receive a copy of "A Guide to Army Allowances" which is on issue to all personnel.

The IR will lead to a change in the Allowance package wef 1 Dec 97.

In outline the following changes will occur:

- The introduction of a Long Service Separated Allowance (LSSA) for those of you with more than 3 years service. It will be paid for deployment on operations, exercises or other deployments which are over 10 days long when you are unable to return to your home or barracks. It will be paid to both married and single personnel. It will replace Separation Allowance (SEPAL). However, there will be reserved rights to an allowance for those of you who are married, but have less than 3 years service, as at 30 Nov 97.
- The introduction of a Get You Home (GYH) package:
 - **Detached Duty.** If serving in the UK, when you are detached for duty/course for longer than 10 days, you will receive a tax-free cash allowance equating to:
 - 2 journeys/month for Marital Status (MS) 1 & 2 (MS categories are defined in RAAC, Chapter 2).
 - One journey/month for MS 3, 4 & 5 (including single personnel).

If you are based overseas and return to the UK for a course, you will receive an allowance.

- **Married Unaccompanied (UK).** You will receive a tax-free cash allowance equating to 2 journeys/month.
- **Married Unaccompanied (Overseas).** You will receive an allowance to assist you to return home.

The N Ireland package will be reviewed at a later date.



Pensions



References:

Army Pension Warrant 1977.

Guides to the Armed Forces Pension Scheme (AFPS) Nos 1 & 2.

Entitlement

● Unless you have opted out, you will belong to the AFPS. The types and amount of benefit, available to you and your dependants, are described in the Army Pension Warrant. The amounts are updated each year and published by the MOD in a directed letter. You should enquire, from time to time (preferably after Jun in a year), to your RAO to find out what your personal position is. For example, you should ask:

- If I were to leave the Army tomorrow (or on a certain date) what would I get?
- If I were to die tomorrow, what would my spouse/immediate family/estate receive from:
 - The AFPS.
 - The Charitable Funds [Single Soldiers Dependants' Fund (SSDF), Soldier's Widows Fund (SWF), Army Officers Dependants's Fund (AODF) and the Army Officer's Widows and Widower's Fund (AOWWF)] and insurances (PAX+)? Details on the various charitable funds are published in Part 1 Orders from time to time.

It is highly recommended that you are in the appropriate Charitable Fund and take out insurances. Take care over the advice you receive.

- An immediate pension is generally paid for:
 - **Officers.** When you have completed 16 years reckonable service (from the age of 21). Those of you serving on LE Commissions have 2 options based on length of service (Article 42 of the Pensions Warrant). Either you have to complete:
 - 22 years service from the age of 18.
 - Or 5 years commissioned service. In this latter case, reckonable service counts from the age of 21.
 - **Soldiers.** When you have completed 22 years reckonable service (from the age of 18).
- **Preserved Pensions.** If you, having completed 2 or more years reckonable service, are not entitled to an immediate pension, you will receive a preserved pension and gratuity, payable at 60, with all index-linking restored, unless you have transferred this pension to another job-related scheme. You must remember to request this pension. *It is vital that you take professional advice on this subject before you opt out of the AFPS.*
- **Resettlement Grants.** Officers who have completed at least 9 years reckonable pension service from the age of 21, but do not qualify for an immediate pension, are normally awarded a Resettlement Grant. Soldiers who have completed at least 12 years reckonable pension service from the age of 18, but do not qualify for an immediate pension, are normally awarded a Resettlement Grant.
- The authoritative source of pension information is the Pensions Division of the APC in Glasgow.



Leave

References:

Army Leave Manual (ALM) 1976.

RAAC.

Maternity DCI: JS No 114/96.

AGAIs, Vol 2, Ch 54.



The Army's leave policy is that you should be able to take your annual leave, including Public Holidays and The Queen's Official Birthday, except when the exigencies of the Service make it impossible. This leave is given to you for the purpose of relaxation, personal recreation and to see your family, travelling time being granted where appropriate.

Entitlement

- **Terminal Leave** - For those who leave at the end of your engagement, to enable you to use your last weeks of service to seek employment and resettle your families.
- **Maternity Leave** - All servicewomen who become pregnant are entitled a period of Statutory Maternity Leave. Those servicewomen who decide to return to work to duty are entitled to a maximum of 34 weeks Occupational Maternity Absence. The rules are very complicated so you should seek advice.

Guidelines

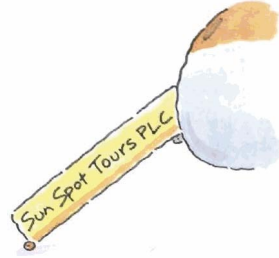
To provide for you with additional leave:

- **Embarkation/Disembarkation Leave** - When you are posted to and from overseas. The amount varies depending on where you are posted, MS and, for certain areas, the duration of your posting overseas.
- **Intertour Leave** - If you serve outside North West Europe and have two tours of duty, one after another, of at least 2 years duration.
- **Re-engagement Leave** - As an inducement, for soldiers only, on reaching the 11 and 17 year point of service, to your commitment to stay in the Army.

- **Invaliding Leave** - For those of you leaving the Service on medical grounds.
- **Sick Leave** - In addition to annual leave granted to you for convalescence after a period of illness or when it is preferable to inpatient treatment. It is designed to help you to make a full recovery.
- **Compassionate Leave** - To enable you to be absent from duty when compassionate circumstances arise (for example, death or serious illness of your next of kin).
- **DOMCOL Leave** - To enable those of you to visit the country of your domicile, granted in certain circumstances (you must be single), to those of you who were resident outside the UK or Irish Republic immediately prior to enlistment.
- **Unpaid Leave** - When normal leave is insufficient to meet a contingency which does not merit the granting of special or compassionate leave.
- You can be granted 48 hour passes (weekend leave) as the opportunity offers without deduction from the Annual Leave allowance, except when the weekend falls within a long leave period.
- You should be able, under normal circumstances, to take your basic annual leave allowance but, where exceptionally due to service reasons, this is not possible, to provide for outstanding leave to be carried forward to the new leave year, generally, subject to a maximum of 14 days. In exceptional circumstances this figure can be increased.
- To provide you with a full explanation of the reasons when, for Service reasons, it is necessary to postpone or stop leave or to recall those of you already on leave.



Nugatory Holiday Expenditure (NHE)



Reference:

RAAC.

Guideline

- **NHE** - Should your planned holiday be cancelled or shortened in certain circumstances, eg for operational reasons, you may be able to obtain a refund for the amounts spent. The full rules are contained in RAAC. You should be aware that the scope for compensation from public funds is closely controlled and you should consider your arrangements for insurance carefully. In particular, you should try to get insurance where the wording of the policy includes something similar to:

“The insured, being a member of the Armed Forces, having arranged leave travel cancelled due to the exigencies of such Armed Forces, the Underwriters will pay irrecoverable payments of travel and accommodations. Proof of posting, drafting or cancellation of leave must be supplied by the Commanding Officer or similar military authority.”



Travel

References:

RAAC, Chapters 3 & 4.

JSP 327.



Entitlement

Duty Travel

- You are entitled to free travel warrants, at public expense, if you are required to travel on duty, by the most appropriate means available. When travelling within the UK by train, Majors and above are entitled to first class travel. All officers, necessarily travelling in uniform, are entitled to first class travel.
- For all personnel authorised to travel on duty by rail, ferry or air to travel at the class to which entitled by rank and, for air travel, length of journey (for example, for a journey on civil air (not charter or trooping), club class for journeys over 2½ hours (JSP 327, paragraph 0415)).
- The payment of subsistence allowances to compensate for the extra cost of accommodation and food necessarily purchased by you when travelling on duty or detached duty. When on mainland GB, if no service accommodation is available, you should make use of the Central Hotel Booking Service (CHBS).



Leave Travel

Reference:

RAAC, Ch 5.

Entitlement

- If you are serving in the United Kingdom, you will be granted free leave warrants in accordance with the current rules (four for single personnel under 25, 2 for all others).



In Apr 98, UK leave travel will only remain for:

- Those in their first 3 years of service (four for single, 2 for married).
- Single personnel with more than 3 years service and less than 9 years of service will receive one warrant.
- If you are authorized to carry forward leave, you may carry forward one warrant, if it was unused in the current year.
- You may wish to transfer your travel warrants in the UK to your dependent family (as defined in paragraph 05.056 of RAAC). The rules are complex so please check.
- If you are serving overseas, the amount of leave travel depends on where you are serving. Each overseas area has its own leave scheme.

Additional Warrants

- If you are serving on an emergency tour in an operational area, you will receive leave and leave travel as laid down in the mounting instructions for that area/operation. This often includes travel for dependent families.
- For entitled personnel in MS 1 & 2 to receive a specified number of additional warrants to enable children attending Boarding School to return to their families.
- If your place of duty separates you from your family within a Theatre, you will be entitled to a specific number of additional warrants (eg 10/year in the UK). This will be replaced by GYH

travel wef 1 Dec 97 (see page 25).

- For entitled personnel (generally divorced or separated, but not re-married), serving in the UK, to receive a specified number of warrants to visit children of a previous marriage.
- If you are serving in the Scottish Outer Islands or in the permanent garrison in Northern Ireland, you can be granted a specified number of additional warrants.

Unaccompanied Baggage,



Removals and Associated Allowances

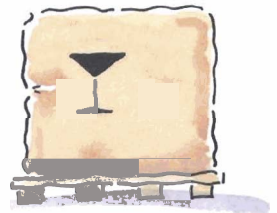
References:

RAAC.

JSP 327, Ch 15.

Entitlement

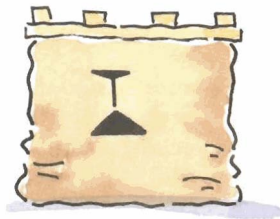
- The payment of Disturbance Allowance to you, if entitled, (generally MS 1 & 2, other MS categories may qualify in certain circumstances) to help you meet the incidental expenses of moving on posting and for change of SFA due to service reasons.
- The provision of removal services (2,400 cu ft/67.92 cu m) to



you, if entitled, (generally MS 1 & 2, other MS categories may qualify in certain circumstances) for moving personal effects and furniture items to a residence at a new place of duty within the UK under the Service Contract System (SCS) Removals Service.

- The provision of removal services (2,400 cu ft/67.92 cu m), under the Furniture Movement Service to NW Europe (FMS NWE), to you, if entitled, (generally MS 1 & 2, other MS categories may qualify in certain circumstances) for moving personal effects and furniture items to a residence at a new place of duty. If you make use of the FMS(NWE), you will not be allowed to use storage facilities at MOD expense, see below. There is a facility for deferring delivery for up to 150 days when service reasons prevent immediate delivery of the furniture.
- The payment of storage charges under the SCS Storage Service for up to 2,400 cu ft/67.92 cu m, incurred by you, if entitled, when posted overseas for furniture and personal effects stored in the UK, (provided FMS is not used). Storage can be permitted for an additional 28 days after your official date of return to the UK.
- The provision of unaccompanied baggage to you, if entitled, for those of you who are posted between different locations within the UK or overseas, as laid down in RAAC (Entitlements are rank related).

The regulations concerning the movement and storage of your belongings are complex and so you must take advice. If you move or store belongings when you are not entitled to do so, you will be billed for any extra costs which result. It is very important that you check your entitlement.



Welfare

General

Welfare is provided in the Army to improve the quality of life for you and your dependent families. Overall, the Army aims to provide a welfare service that matches that provided in the UK.



The principles that apply to all aspects of welfare are:

The CO is responsible for the welfare of you and your dependent families.

Any benefits available to the civilian population are to be available to Service communities.

There is no difference in importance between you and your dependent family.

All welfare matters are kept confidential.

Welfare policy within the Army comes from the Director of Personal Services (Army) (DPS(A)). Welfare assistance is given and coordinated in the UK by the Army Welfare Service (AWS) which is represented at every level of Command and down to unit level. Overseas, this is the function of the G1 branches in the main Headquarters and includes assistance from professional staff from the Soldiers, Sailors and Airmans' Families Association (SSAFA).

Welfare is dealt with in 2 ways:

Personal Welfare - This is the care given to you if you need welfare support.

Community Welfare - Covers the wider Army community and includes the running of clubs, youth activities etc and aims to provide the stable social base so units can adapt when they move.

Agencies

Apart from the internal Army organizations that support welfare services (eg Chaplains, Legal, Education and Medical), the Army

accepts that there are areas of welfare where only specialists can help. To provide this help, the Army has contracts with the following specialist agencies:

SSAFA. Provide advice to the AWS (UK) and, overseas, provides the social services that are provided in the UK by the state - eg social workers.

Womens' Royal Voluntary Services (WRVS). WRVS assist the CO, primarily in welfare support for the single soldier and in maintaining morale by organizing such leisure, leave and recreational facilities as the CO may require.

RELATE. Provides a marriage counselling service in the UK. Overseas, they are contracted to provide a similar service.

Pre-School Learning Alliance (PLA). Provides advice and training for pre-school playgroups.

Services Sound and Vision Corporation (SSVC). Provides TV, radio and live shows overseas and provides a rental and retail service worldwide. SSVC also makes and distributes service training films.

Navy, Army and Air Force Institute (NAAFI). Provides Junior Ranks Clubs and Family shops worldwide, in peace and on operations. NAAFI also provides a variety of other services which include car sales and insurance. NAAFI also provides a cash rebate from its profits to unit welfare funds.

There are also self-help organizations, that are partially funded by the Army, which contribute to welfare provision:

Army Families Federation (AFF). The AFF represents the interest of all Army families (including single parents).

Help Information and Voluntary Exchanges (HIVE). These are garrison-based advice centres that provide a similar service to the Citizens Advice Bureau.

Homestart. This offers advice and help to young married couples.

Additionally, the voluntary sector provides practical help to all those who seek their assistance. They are church-based organizations:

Council of Voluntary Welfare Workers (CVWW). This co-ordinates the work of 12 similar bodies. All are religious foundations which engage in pastoral work as well as operating shops, hostels and canteens worldwide.

The Order of St John/British Red Cross. These provide welfare workers in the Service hospitals and the Military Wings attached to civilian hospitals.

Operational Welfare

Each time an operation is mounted, a welfare package will be arranged for that operation. Examples of what might be included in the package are:

- Free Aerogrammes (blueys)
- Newspapers
- Extra travel warrants for families of married personnel
- Rest & Recuperation break, including flight home
- Free/welfare telephones SSVC videos/SSVC television service
- Additional sports equipment.

Entitlement

- To have regular access to your Platoon/Troop Commander or Head of Department for advice on Service, career and private matters.
- To have direct access to professional welfare staff for advice on private matters. This is a confidential service.
- The provision of a Joint Service Housing Advice Office (JSHAO), based at HQ Land Command, Wilton, Salisbury, Wilts, to give free and impartial advice on all housing matters.
- The provision of an Army Families Advice Bureau (AFAB), based at HQ Land Command, Wilton, Salisbury, Wilts, to give guidance on general and legislative matters. AFAB will also give advice to single soldiers when requested.
- Free access to Legal Aid Officers, abroad, for advice on civil litigation problems (eg divorce).



Religion



Entitlement

- You are to be free to practice your faith within any reasonable constraints imposed by the demands of the Service.
- You have the right of direct access to a Chaplain (of the appropriate denomination where necessary, and if practical) without prior approval of a superior.
- You may expect to receive appropriate pastoral and spiritual care along with any moral guidance requested.
- You are assured of the confidential nature of any specific personal confidential discussion held with any Chaplain.
- Sympathetic consideration should be given to the needs of minority faith groups.
- These standards will be applied in peace-time and on military operations.



Education



References:

Manual of Army Education.

RAAC.

Individual

Entitlement

- **Career:** The provision of all Army Education for Promotion (EFP) courses at Level 1 and Level 2, when you require to be educationally qualified for promotion to Sergeant and Warrant Officer as laid down in the Manual of Army Education (Chapter 2) and DCI(A) 63/93. For officers, courses of study as specified in the Junior Officer Training and Education Scheme (JOTES) and Staff Selection Handbook (1994).

Guidelines

- **Training:** The provision of additional education for training in order to raise your standards of education to that required for your training or employment.
- **Vocational Qualifications:** The Army, as a national employer, is keen to see its workforce achieve National Vocational Qualifications (NVQs)(Scottish in Scotland, (SVQ)). Our strategy is to establish and maintain schemes which allow you to have the maximum opportunity to gain NVQ recognition for your professional skills and knowledge. Further details of these opportunities can be obtained from service training establishments and schools and through Individual Education and Resettlement Officers (IEROs) based in Army Education Centres (AECs).
- **Individual Education:** The provision of services to enable you to improve your existing educational qualifications, or to study for civilian qualifications by either:

Attendance at educational classes in service education centres.

Attendance on appropriate civilian courses, including short residential courses at Universities.

Authorised civilian correspondence courses.

Open University courses.

The provision of a refund of 80% of the fees on approved courses up to the maximum level specified under the Individual Refund Scheme (IRS) (currently £140 - 1997/8). This amount may be used every year.

The ability to attend one weeks' summer school on approved Open University courses as a service duty.

The provision of an Army Library Service in support of operational, training and welfare needs in the UK and abroad.

Family

Entitlement

- The provision of advice on children's education in both state and private sectors and is available from the Service Children's Education (SCE) (UK) Agency and AECs.
- The provision for service children of education, of a type and standard comparable with that in England and Wales, when serving overseas on an accompanied posting.
- The payment of Boarding School Allowance or Day School Allowance to entitled personnel to enable you to ensure the continuity of education for your dependent children which would otherwise be denied them in the maintained day school as a result of frequent changes of location.
- The payment of a Special Educational Needs Allowance (SENA) to entitled Service parents of children with special educational needs.

Guideline

- The provision of services to enable service dependants to improve their general education or to study for civilian examinations by attendance at education classes in AECs overseas



or in isolated garrisons in UK where Local Education Authority classes are not available.

Resettlement



Reference:

Manual of Army Education.

The provision of advice and training to assist you, if eligible, to prepare for, and find, suitable civilian employment following your Service career.

Guidelines

- The provision of resettlement advice by IEROs. All have this opportunity, irrespective of time served.
- The provision of resettlement interviews for all eligible personnel (mandatory for soldiers) (see below):

Careers Advice Board (CAB) - 18 to 24 months before leaving.

Final Resettlement Board (FRB) - 6 to 9 months before leaving.

- The provision by the Tri-Service Resettlement Organisation (TSRO) of collective briefings on job-finding, second careers, financial matters and other resettlement matters. Free housing advice is also provided by JSHAO at HQ Land Command, Wilton, Salisbury, Wilts.

- The provision by the TSRO Services Employment Network (SEN) of a job-matching service (called SkillBank). Job finding assistance is also provided by the Officers Association (OA), for officers, and the Regular Forces Employment Association (RFEA), for soldiers.

Eligibility for Resettlement Provision

- The rules governing eligibility for resettlement provision are listed in the Manual of Army Education, Chapter 8, Section 3. For example, you could qualify by leaving the Army under one of the following categories:

Completion of at least 5 years' service (soldiers only) over the age of 18 on normal discharge or transfer to the Reserve (but not PVR).

Those SSC officers who enlisted prior to 31 Mar 94, but have less than 5 years service, have reserved rights to Resettlement training.

Medical discharge (provided Phase 1 training is complete).

Voluntary discharge having completed 16 (officers) or 22 (soldiers) years' service.

Voluntary discharge on reaching the age of 50 regardless of length of service.

Redundancy.

Other categories are laid down in the Manual of Army Education.

- The following elements of resettlement provision currently exist in isolation, with no flexibility for you to opt for longer on one item at the expense of another:

The opportunity for you, if eligible, to make a familiarisation visit of up to 5 days to a local employer.

The opportunity for you, if eligible, to undertake up to 28 days (20 working days) pre-release training:

TSRO courses at Resettlement Training Centres.

MOD Sponsored courses.

Attachments for civilian training or work experience.

Alternatively, up to 28 days Resettlement Time to be spent on Individual Resettlement Preparation (IRP).

- The provision of Individual Resettlement Training Costs (IRTC) grant where you have opted for a MOD sponsored course or Civilian Training Attachment.

Graduated Resettlement Time (GRT).

GRT aims to reward length of service and allow full flexibility for you to use your resettlement time in any appropriate mix of briefings, attachments, pre-release training or IRP. GRT will be fully implemented by 1 Apr 99 and will be introduced as follows:

For new entrants from 1 Apr 94.

From 1 Apr 94, an additional week of IRP will be available for all eligible personnel with 16 years' or more service.

Full flexibility in the use of resettlement time for all personnel will apply from 1 Apr 99.

The following table shows eligibility for GRT according to length of service:

Length of Service in Years	Resettlement Time in Weeks - Normal Discharge	Resettlement Time in Weeks - Medical Discharge	Resettlement Time in Weeks - PVR
1(-)	Nil	2	Nil
1(+)	Nil	6	Nil
5(+)	4	6	2
8(+)	5	6	2
12(+)	6	6	4
16(+)	7	7	7

Note: For resettlement purposes, a week is 5 working days (Mon-Fri). However if a course spans more than one week, any claims for expenses should cover the week ends.

Reserved Rights. Personnel with less than 16 years' service who were serving on or before 31 Mar 94, may choose to retain limited rights to the provision of the current resettlement scheme until 31 Mar 99.



Recreation



Guidelines

- The organisation of sport and recreation in such a way that you have the opportunity of taking part in competitive games and other physical activities.
- The organisation of representative Army teams to compete against the other 2 Services, the Universities and the leading civilian clubs, so that every unit and individual soldier has a standard at which to aim.
- The provision of adventurous training, which the Army recognizes as being particularly valuable in providing experience in organization, planning, leadership, and man management.
- Providing for all personnel who represent the Combined Services, or who represent their Service, Command, Corps or Unit at a recognised sport, to travel at public expense (within prescribed mileage limits).



Personal Health

Service Health Care

Entitlement

- The provision for you, at no cost at the point of delivery, of a balanced and realistic medical service inspired by the principles of the NHS and meeting standards set by the Surgeon General.



Guidelines

Type	Waiting Time from Referral to Hospital Appointment	Waiting Time to Elective Surgery
Surgical	30-60 days	60-90 days
Medical Support	30-60 days	N/A

- Emergency and Urgent cases will be treated without waiting times, but in a prioritized manner, depending on individual circumstances.
- When sick at home and unable to return to a unit, or admitted to a civilian hospital, you are to immediately notify your unit of the circumstances.

Note: Medical includes dental, nursing, medical-technical and para-medical.

Family Health Care

Entitlement

- The provision of access to health care, provided by the MOD, for your families, of a type and standard comparable with that in UK, when serving overseas on an accompanied posting and in certain General Practice Training Practices in the UK. Generally, within the UK, family medical care is provided by the NHS.



Health and Safety (H&S)



Reference:

JSP 375.

Entitlement

To ensure, so far as is reasonably practicable, the health, safety and well-being of all personnel, the following requirements are to be met:

- Compliance with the H&S at Work Act 1974 (HSWA) and subsequent legislation and with internal MOD H&S standards in the UK is mandatory. Overseas, compliance with UK H&S standards where reasonably practicable and in addition compliance with the relevant host nations' standards.
- Where the MOD has been granted exemption from specific H&S legislation, Departmental H&S standards and arrangements are to be followed; these are normally to be at least as good as those required by legislation, but they take account of the added complications, demands and risks of realistic operational training. During such training, Commanders are to consider H&S requirements when making judgements about short-term risks and may be called upon to explain their decisions in this respect.
- The provision of a healthy and safe normal working environment. Special attention must be given to the assessment of any H&S risks for pregnant or breast-feeding servicewomen.
- H&S risks to personnel are to be minimized by routinely applying formal H&S risk assessment procedures and by establish-

ing and widely publishing what must be done in the event of imminent danger being identified or an accident happening. The latter procedures must clearly identify the arrangements for planning, organisation, controlling and regularly reviewing prevention and protection procedures.

- The provision of information, instruction, training and supervision to ensure personnel are aware of the need for health and safety at work and thereby enable them to comply with local orders and instructions.

- **Individual Responsibility:** You are responsible for taking reasonable care of your own health, safety and welfare and that of other persons who may be affected by your acts or omissions at work.



Accommodation



References:

JSP 315.

RAAC.

Tri-Service Regulations (to be replaced by a JSP in 1997).

The Right Foundation - Booklet on Service Housing.

AGAs, Vol 3, Ch 84.

Single Service Accommodation

Entitlement

- You will be given suitable accommodation to scale (as laid down in JSP 315). This will be in Messes and Barracks or, if no such accommodation is available, accommodation will be found by an agency and you will be paid a Food and Incidentals Allowance. The charges for single accommodation are laid down by the AFPRB and are reviewed every year. You will only pay for use of one set of accommodation at any one time.
- If the Army cannot provide accommodation of the appropriate satisfactory grade, your charges will be reduced.

Guideline

- The CO may give single personnel, who have completed at least 3 years' service, authority to find their own accommodation and live out.

Service Families Accommodation (SFA)

Entitlement

- **SFA.** Accommodation is provided for those of you with dependent families and is referred to as SFA. It is normally provided by means of family quarters, but where a family quarters is not available, a hiring, or alternative rented accommodation will be provided. The Tri-Service Housing Regulations apply to those of you occupying SFA managed by the Defence Housing Executive (DHE) in England, Scotland and Wales. Those of you who are in MS 1 & 2, are entitled to SFA at, or within travelling distance (generally a maximum of 10 miles) of, your duty station (Some of you in MS 3, 4 or 5 (eg COs, RSMs and Chaplains) are also entitled to SFAs).
- The UK scales are laid down in JSP 315. You will only pay for use of one SFA at any one time.
- For elsewhere in the World, those of you who are in MS 1 & 2 are entitled to a SFA or hiring at, or within travelling distance of, your duty station.
- The charges for SFAs are laid down by the AFPRB and are reviewed on an annual basis.

Guidelines

- The DHE will notify applicants from the UK, up to one month before the date the SFA is required (normally the date for joining for duty) if no appropriate SFA is likely to become available within 28 days of joining for duty.
- For applicants from overseas, the DHE will notify you up to 2 months before the date you require the SFA (3 months in exceptional circumstances) if no appropriate SFA is likely to become available to coincide with your return.
- Once you (as an entitled person) have occupied your SFA, you will not normally be required to vacate it unless circumstances arise which make your continued occupation inappropriate or impossible. Normally you will be given 93 days notice to vacate by the DHE (Accommodation and Families Welfare Service in N Ireland and Station Staff Officer, overseas, (90 days overseas).
- The DHE will provide you with a comprehensive 'Customer's

Charter'. This summarizes the DHE's rights and responsibilities, their services and standards that you can expect of them. Copies of the Customer's Charter are available from the DHE Estate Management Offices or DHE Area Offices.

- **The DHE will investigate and make good defects reported by the occupants of SFA as quickly as possible:**

Emergency Repairs (Health/Safety/Security Implications)

They will make safe and restore services or provide a temporary alternative as soon as possible and within 24 hours.

Urgent Repairs - They will carry out the repair within 5 working days.

Routine Repairs - They will carry out the repair within 2 months.

The DHE will tell you how long you may have to wait, and why, if the repair is delayed. They will also advise you how to claim compensation from a contractor who causes damage to your property.

Temporary Accommodation

- **The Services Cotswold Centre, Corsham, provides modern short-term SFA for families of all ranks who may be between postings, leaving the Army, on inter-tour leave, on courses or on the move for any other reason. A 10 minute video is available at your local HIVE.**



Homeowner



References:

RAAC.

For Long Service Advance of Pay - D/SP Pol 1c2/30/6/10 dated 22 Jul 96 and D/SPS 251/RA dated 23 Jul 96.

Entitlement

- The provision of free advice on any form of civilian housing (house purchase/renting/Local Authority) is available to all from the Joint Services Housing Advice Office at HQ Land Command, Wilton, Salisbury, Wilts.
- The provision of financial assistance to those of you who are entitled to enable you to purchase your own property in accordance with Army Housing Policy by:

Long Service Advance of Pay and/or the Services Home Savings Scheme.

The refund of legal expenses (within prescribed limits), estate agency fees and stamp duty for house sale and purchase for existing homeowners, who sell a residence at one duty station in order to repurchase at another duty station when moving between duty stations which are 50 miles, or more, apart. In these circumstances Excess Fares Allowance (EFA) will not be paid. EFA is to be replaced by a Recompense in Lieu of Relocation (RILOR) allowance wef 1 Dec 97. Some of you will have reserved rights to EFA until 2000.

The refund of reasonable legal expenses incurred when drawing up a tenancy agreement for those of you who elect to let your own property at a former duty station and move to a new place of duty.

The refund of legal costs (legal ex solicitor's fees, not rent arrears, damage etc) incurred when regaining possession of a property which has been let for service reasons.



Catering



References:

JSP 308.

Food Safety Legislation - Food Safety Act 1990 and Food Safety (General Food Hygiene) Regulations 1995.

Food Service Regulations for the Army 1995 (Army Code 63519).

RAAC (for food charge exemptions).

Entitlement

The maintenance of the Army's Food Service and Catering strategy and the conditions of service for you by:

- The provision of a varied, nutritious and healthy diet in keeping with the Army's overall menu and nutritional policy.
- The provision of three properly cooked meals per day to entitled personnel (subject to a contribution towards the cost of feeding through the appropriate food charge) except where operational or exercise limitations exist.
- The provision of separate messing facilities for Officers, Senior and Junior ranks to scale in accordance with JSP 308, except where operational or exercise limitations exist.
- Compliance with current Food Safety Legislation.
- The provision of funding for staff in catering contracts to enable Officer and Senior Ranks messes to hold official functions at public expense:

Officer Messes **12 per year**

Senior Ranks Messes **6 per year**

- The provision of early/late meals for entitled personnel who are unable to attend a meal at the normal time due to duty commitments.

- The provision of a packed meal in lieu of a meal in the mess for entitled personnel on duty away from duty station, who cannot be provided with a meal within another service location.
- The Food charge is waived for you when:
 - On Operations (provided field conditions have been authorized).
 - On exercise exceeding 48 hours (provided field conditions have been authorized).
 - In transit in a ship or aircraft for over 48 hours.
 - On terminal leave or leave for periods exceeding 48 hours (provided leave is out of barracks).
 - When in hospital or medical reception station as an in-patient.
 - Pay is not in issue, (eg detention).
 - Authorized to live out.
 - Reported missing or a Prisoner of War.
 - Staying in a mess or barracks while travelling on posting, travelling on temporary duty, or travelling from a station abroad.
- The payment of 'Missed Meals Allowance' for entitled personnel who, for duty reasons, are unable to obtain a meal in a Service Mess and have to buy a meal elsewhere.
- The payment of 'Meals Out Allowance' to entitled personnel required to buy meals regularly from a restaurant or recognized commercial food outlet, over a continuous period, as a result of their duties.
- The payment of 'Special Messing Allowance' for entitled personnel who cannot be fed by the British Services at their permanent place of duty and who regularly have to pay more than the service food charge for meals.
- The payment of 'Retail Messing Allowance' for entitled personnel not in receipt of Lodging Allowance, but who are in self-catering public accommodation without access to messing facilities.
- Provision of a duty meal or meals when, for service reasons, you are unable to return to your parent establishment or when this is

over 5 miles distant.

- The provision of healthy eating education.

Guideline

- Eating healthily does not mean that you have to give up all the things that you like. It means eating a variety of foods; eating more fibre-rich starchy foods like bread, pasta, rice and potatoes and going easy on fatty, sugary and salty foods.

Things you can eat more of	Tips on Healthy Eating	Simple Guidelines to a Healthy Diet
Jacket potatoes	Eat grilled food as opposed to fried	Enjoy your food
Chicken		Eat a variety of different foods
Fish	Cut the fat off meat.	Eat plenty of foods rich in starch and fat
Fruit	Use low fat spreads and milk	
Bread	Eat fish, poultry or lean cuts of meat	Don't eat too much fat
Beans		Don't eat sugary foods too often
Pasta	Go easy on cakes, biscuits, crisps and chocolates - try fruit instead	Look after the vitamins and minerals in your food
Vegetables		
Salad	Try at least 4 slices of bread/day	If you drink, keep within sensible limits
Rice	Eat plenty of vegetables and fruit	
Cereals		

Remember, it is in later life that your health may suffer through a poor diet. The effects are not immediately apparent.



Uniform



Entitlement

The maintenance of stocks of Uniform Clothing to enable you to comply with the standards required in Army Dress Regulations by:

- A “once only” free issue of:
 - Initial Uniform Outfits and kit.
 - Badges on being promoted.
 - Tropical Clothing to personnel on their first posting to a tropical area.
 - Maternity Uniform for pregnant servicewomen.
- The sale of some uniform items to officers.
- The maintenance of contracts for the provision, at public expense, of “Made to Measure” clothing for those who require sizes of clothing outside the normal size range.
- The repair and alteration of kit:
 - The repair of Boots and female court shoes.
 - The necessary alteration of uniforms.
 - The sewing on of badges and medal ribbons.
- The maintenance of tax relief for officers to enable them to replace compulsory items of kit issued to them and to maintain it to the standard required.

- The provision of a tax-free allowance to officers to enable:
 - The alteration of uniform and tropical clothing on promotion or on reversion from acting rank.
 - The purchase of attachments for Aiguillettes and Royal Ciphers by entitled personnel.
- The purchase of a “Prestige” Uniform by entitled personnel.
- The provision, at public expense, of campaign and other medals according to entitlement, including ribbons.
- For soldiers, free replacement of:
 - Major items at specified intervals if necessary.
 - Minor items when considered necessary by the Quartermaster.
 - Provision of ceremonial accoutrements to entitled personnel.



Glossary of Terms - Abbreviations

AA	Army Act 1955	FRB	Final Resettlement Board
AEC	Army Education Centre	G1	Branch in Army HQs that deals with all Personnel Matters
AFAB	Army Families Advice Bureau	GRT	Graduated Resettlement Time
AFF	Army Families Federation	GYH	Get You Home
AFPS	Armed Forces Pension Scheme	H & S	Health & Safety
AFPRB	Armed Forces Pay Review Body	HIVE	Help, Information and Voluntary Exchange
AGAI	Army General and Administrative Instructions	IERO	Individual Education and Resettlement Officer
APC	Army Personnel Centre (Glasgow)	IR	Tri-Service Independent Review of Terms and Conditions of Service
AWOL	Absence Without Leave	IRP	Individual Resettlement Preparation
AWS	Army Welfare Service	IRS	Individual Refund Scheme
CAB	Careers Advice Board	IRTC	Individual Resettlement Training Costs
CHBS	Central Hotel Booking Service	IT	Industrial Tribunal
CDT	Compulsory Drugs Testing	JSHAO	Joint Service Housing Advice Office
CEG	Career Employment Group	JSP	Joint Service Publication
CILOCT	Contribution in Lieu of Council Tax	LE	Late Entry
CO	Commanding Officer	LSAP	Long Service Advance of Pay
CVWW	Council of Voluntary Welfare Workers	LSSA	Long Service Separated Allowance
DHE	Defence Housing Executive	MCM	Manning & Career Management Divisions (in the APC)
DM(A)	Director of Manning (Army)	MS	Marital Status
DPS(A)	Director of Personal Services (Army)	NAAFI	Navy, Army and Air Force Institute
EFPP	Education for Promotion	NCO	Non Commissioned Officer
ERA	Excess Rent Allowance		
FMS	Furniture Removal Service		

NHE Nugatory Holiday
 Expenditure
NVQ National Vocational
 Qualification
OA Officers' Association
PLA Pre-School Learning
 Alliance
PVR Premature Voluntary
 Release
QRs Queens Regulations
 1975
RAAC Regulations for Army
 Allowances & Charges
RAO Regimental
 Administrative Office or Officer
RFEA Regular Forces
 Employment Association
RILOR Recompense in Lieu of
 Relocation
RMAS Royal Military
 Academy Sandhurst
RSM Regimental Sergeant
 Major
SCE(UK) Services Children's
 Education (UK)

SEN Services Employment
 Network
SENA Special Educational
 Needs Allowance
SEPAL Separation Allowance
SCS Service Contract
 System for Removals
SFA Service Families
 Accommodation
SHSS Services Home Saving
 Scheme
SNCO Senior Non
 Commissioned Officer
SRC Special Regular
 Commission
SSAFA Soldiers, Sailors, and
 Airmen's Families' Association
SSC Short Service
 Commission
SSVC Services Sound and
 Vision Corporation
TSRO Tri-Service
 Resettlement Organization
WRVS Women's Royal
 Voluntary Service

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Other Useful Guides/Booklets

Available in Unit Orderly Rooms/Regimental Administrative Offices

Army Act 1955

Queens Regulations (Army) 1975

The Rights of a Soldier charged with an offence under the AA 1955
- Army Code 12730

Military Secretary's Guide to the Preparation of Officers'
Confidential Reports

DM (A)'s Guide to the Preparation of Soldiers' Confidential Reports

Regulations for Army Allowances & Charges - Army Code 10

Personnel Administration Manual - Army Code 63791

CSA Guide Edn 2/95 (D/DPS(A)/10/1/5/PS4(A) dated 23 Nov 95)

Issued to individuals or to specific groups

Terms & Conditions of Service - Army Code 63541 - issued on Scale
D (all Officers)

The British Army Code of Conduct - Army Code 63812 - issued to
all ranks

Equal Opportunities in the Army - The Policy on Harassment and
Bullying - Guidelines for Redress of Complaints. (CP(A) 202 - 1997)
- issued to all ranks

Equal Opportunities in The Army (CP(A) 201 - 1997) - issued to all
ranks

A Guide to Army Allowances - Army Code 63799 - issued to all
ranks

Wives Guide - Army Code 61391 - issued to all married personnel

The Right Foundation - Booklet on Service Housing - issued to all SFA occupants and married personnel

**DHE's Customer's Charter - issued to all GB SFA occupants
A Guide to your Pay and Allowances whilst deployed on UN Operations**

A Guide to your Pay, Allowances and Concessionary Welfare Travel affecting personnel deployed with the NATO Implementation Force in Former Yugoslavia

Families Guide for soldiers deployed on UN operations - Army Code 63772 - issued to all those being deployed on UN operations

Moving Overseas - issued to those moving overseas by JSATC on call-forward

Special Needs - A guide for Parents - available from SSAFA or SCE(UK)

Tri-Service Guide to Coping with Breakdown in Marriage - available from SSAFA

Daycare for your Children - available from SSAFA

Childcare and Child Protection - D/DPS(A)/33/44/2/PS4(A) - available from SSAFA

Resettlement Booklets:

Bridging the Gap (for Officers) - Army Code 63695 issued by MCM Division before retirement/PVR

Stepping Out (for Soldiers) - Army Code 63696 issued by MCM Division before discharge



Notes for Personal Use



