



Ministry  
of Defence

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[REDACTED]

Thank you for your correspondence dated 3 February in which you requested the following information:

*1. As of the 1<sup>st</sup> February 2014, or the nearest available date, which Army Reserve (formerly Territorial Army) regiments are below their target strength of trained personnel, and by how much? 2. As of the 1<sup>st</sup> February 2014, or the nearest available date, which Army Reserve regiments have seen more trained soldiers leave than new untrained recruits join during the previous 12 months? 3. How many Ministry of Defence employees are military reservists, and what proportion of the department's workforce is this? 4. How many MoD employees are specifically in the Army Reserve? 5. What guidance, if any, is issued to MoD managers on how to respond to staff who want to become military reservists? If such guidance exists, please provide a copy. 6. What guidance, if any, is issued by the MoD to other government departments on how to respond to staff who want to become military reservists? If such guidance exists, please provide a copy.*

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA). I apologise for the time it has taken to respond, your patience and understanding has been appreciated. A search for the information has now been completed within the Ministry of Defence. I can confirm that the MOD does hold some information within the scope of your request.

In regard to Q1, please refer to the attached table, "Trained Group A Reserve Soldier Strengths as at 1 January 2014". In regard to Q2, please be advised that we do not hold this information by Regiment. Turning to Qs 3 and 4, there are 790 Armed Forces Reservists, from a UK MOD civilian workforce of 56,100 (figures provided by Defence Statistics), giving a proportion of 1.4%. Of these, 650 are in the Army Reserve. (Data correct as at 1 October 2013). Turning to Q5, please refer to our policy on Reservists in the separate document "MOD Policy Statement – Reservists". Turning to Q6, the Ministry of Defence is not responsible for the policy of Reservists employed by other Government Departments.

The Territorial Army, as it was, had been in decline for years. However, with a new offer in place with better equipment, training overseas and pairing alongside Regular units with opportunities to deploy as part of an integrated force, the Department has seen an increase in the Reserves for the first time in 18 years. The Head of the Home Civil Service has also written to all Government Departments encouraging them to recruit more Reservists in the Civil Service, and recruitment teams are visiting all Departments to further boost the number of Civil Servants in the Reserve Armed Forces. You may be interested to learn that Defence Statistics published the Armed Forces Quarterly Personnel Report on 15 May, which is available here: <https://www.gov.uk/government/collections/uk-armed-forces-quarterly-manning-report-statistics-index>

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, 1<sup>st</sup> Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail [CIO-FOI-IR@mod.uk](mailto: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.gov.uk>.

I hope this information is helpful.

Yours sincerely,

Defence Personnel Secretariat

**Trained Group A Reserve Soldier Strengths by Arm / Service and Paid Rank as at 1 January 2014**

Arm / Service	Total	WO1	WO2	SSgt	Sgt	Cpl	LCpl	Pte
<b>Total</b>	<b>15,300</b>	<b>200</b>	<b>1,090</b>	<b>1,170</b>	<b>1,830</b>	<b>2,800</b>	<b>3,330</b>	<b>5,080</b>
Household Cavalry/Royal Armoured Corps	700	-	70	60	90	120	140	220
Royal Artillery	1,100	-	90	90	120	140	280	390
Royal Engineers	1,590	30	90	120	160	190	300	700
Royal Signals	1,120	20	80	100	170	200	280	270
Infantry	3,940	10	260	230	340	520	650	1,920
Army Air Corps	70	-	10	-	10	10	10	20
Royal Logistic Corps	3,130	70	220	240	370	540	760	920
Royal Army Medical Services	940	10	60	90	110	170	270	230
Corps of Royal Electrical and Mechanical Engineers	1,220	30	80	100	220	290	200	300
Adjutant General's Corps Staff and Personnel Support Branch	450	-	40	50	130	90	80	50
Adjutant General's Corps Military Provost Branch	290	-	20	30	60	70	120	-
Adjutant General's Corps Education and Training Services Branch	-	-	-	-	-	-	-	-
AGC Unspecified	30	-	-	-	-	10	10	10
Royal Army Veterinary Corps	-	-	-	-	-	-	-	-
Small Arms School Corps	-	-	-	-	-	-	-	-
Royal Army Dental Corps	10	-	-	-	-	-	-	-
Int Corps	420	20	40	30	40	100	190	10
Royal Army Physical Training Corps	10	-	-	-	-	-	-	-
Queen Alexandra's Royal Army Nursing Corps	200	-	-	10	10	130	20	20
Corps of Army Music	50	-	-	-	10	10	10	20
Other	40	-	10	10	10	10	-	-

Source: Defence Statistics (Army)

**Notes:**

**Please note all figures are Provisional.**

Group A Soldiers include Volunteer Reserves, Mobilised TA, High Readiness Reserves

Figures have been rounded to '10' numbers ending in '5' have been rounded to the nearest multiple of 20 to prevent systematic bias. Totals and sub-totals have been rounded separately and so may not be the sum of their parts.

"-" zero or rounded to zero.

## Introduction

These procedures are for managers and employees. They explain:

- What employees need to do if they are Reservists or if they want to become Reservists;
- How to manage Reservists;
- How to deal with requests for time off for training;
- Responsibilities when a Reservist is mobilised, demobilised and returns to work.

A summary of the procedures can be found in the End-to-End Process Overview.

Further background detail and supporting information on Reservists is available in the Reservist Guidance and other Related Items.

Updated	Details
08 April 2013	New content.
01 July 2013	Link to Special Leave updated.

## Announcements

There are currently no announcements.

## Policy Statement

### Reservists Policy

#### Policy principles

To support the Government's ambition to be an exemplar employer, this policy encourages and promotes Reserve Service by:

- Providing a minimum of 10 days paid special leave for training;
- Dealing positively with requests for other types of leave to undertake additional Reservist activities;
- Offering support to employees before, during and after mobilisation, in consideration of individual circumstances;
- Recognising the transferable skills and benefits to both the Department and society;
- Keeping an accurate record of employees who are Volunteer reservists.

#### Scope of policy

This policy applies to all civilian staff in the MOD and Military managers of civilian staff in the execution of their management responsibilities, except:

- Locally Engaged Civilians (LECs).

#### Policy Summary

This policy provides a framework to:

- Support employees who are Reservists;
- Manage requests for time off for training;
- Manage pre and post mobilisation;
- Define special leave arrangements.

#### Equality Impact Assessment Statement

In accordance with MOD procedures, this policy has been equality assessed and a MOD Equality Analysis Template has been completed. This policy will be reviewed in April 2015.

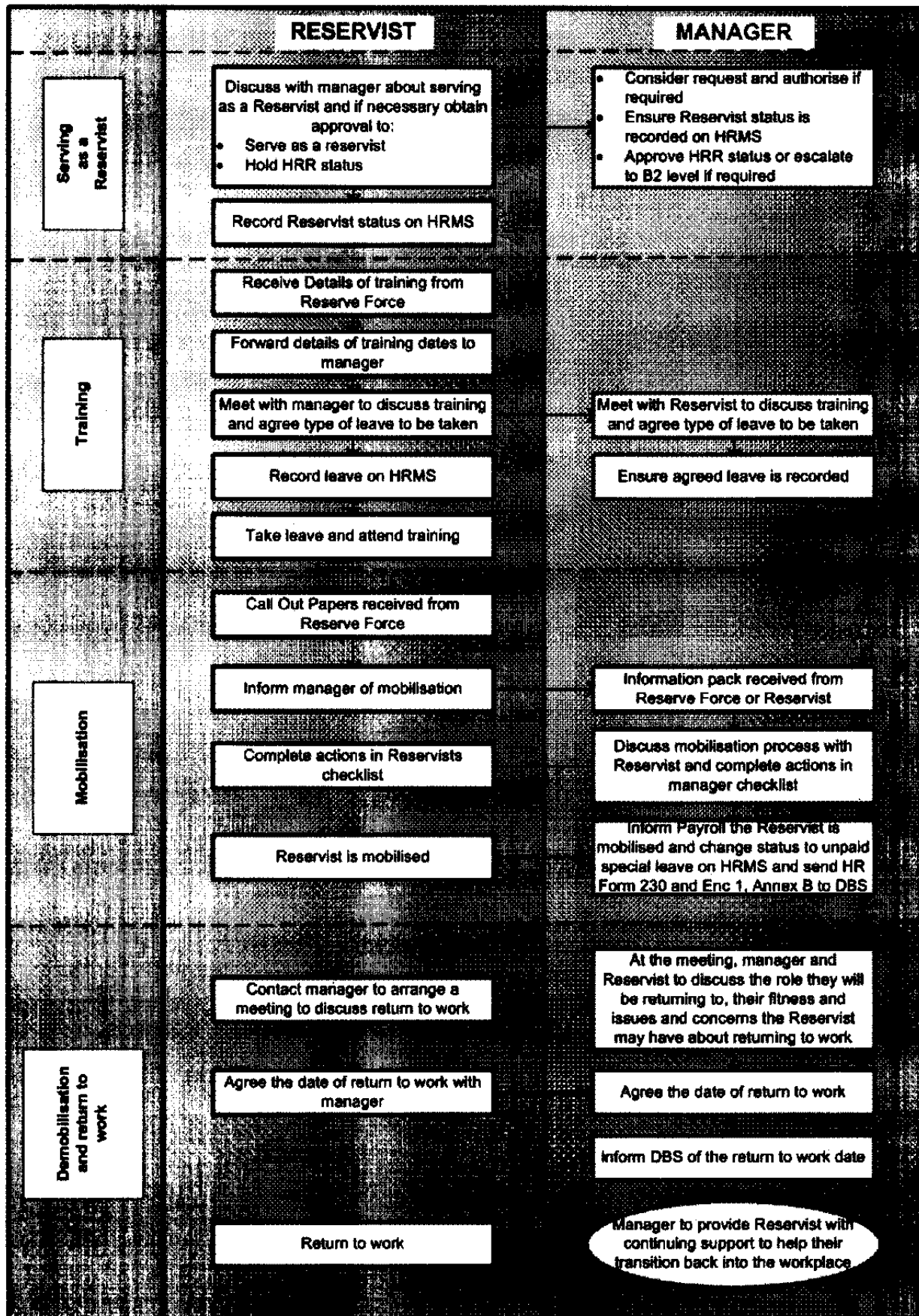
#### Version

Version: 1.0

Effective Date: 8 April 2013

**End-to-End process**

This process should be read in conjunction with the related Policy and both must be followed.



## **Process**

### **Stage 1 - Information for Reservists**

#### **Introduction**

These procedures are for managers and employees. They explain:

- What employees need to do if they are Reservists or if they want to become Reservists;
- How to manage Reservists;
- How to deal with requests for time off for training;
- Responsibilities when a Reservist is mobilised, demobilised and returns to work.

Further background detail and supporting information on Reservists is available in the Reservist Guidance and other related items which can be found under Related Items.

#### **Serving as a Reservist**

If an employee is a Reservist, is considering renewing their commitment, known as re-engaging as a Reservist or is interested in joining the Reserve Forces, they must discuss this with their manager. Both the manager and the employee should familiarise themselves with the Reservist Policy, Procedure and Related Items.

Managers **must** ensure that a record of the Reservist's status is maintained. This is necessary so the Department has an accurate record of all Reservists. To do this the Human Management Resources System (HRMS) must be used and updated - **Volunteering and Personal Development Opportunities**. HRMS must also be updated to reflect training and mobilisation commitments - **Absence Management**.

Reservists must seek approval from their management chain at a minimum B2 level if they intend to volunteer for High Readiness Reservist status making them liable to be deployed with minimal notice.

Reservists should note that in registering their Reservist status on HRMS they are agreeing to that information being shared, for business use only, across the department. In effect, this means that Deputy Chief Defence Staff (DCDS) Reserve Forces Cell may use HRMS records to cross check their own records.

Further details of the procedures to be followed by managers and Reservists are explained in this document and summarised in the End-to-End Process Overview.

Checklists highlighting the key actions and responsibilities for managers and Reservists can be found at Related Items.

#### **Training**

As far as practicably possible, time off for training should be requested as early as possible and should be approved. To support this, Reservists should provide managers with details of their training commitments as soon as possible.

Reservists are allowed a minimum of 10 days paid special leave a year to participate in the continuous mandatory period of training. This usually lasts 15 consecutive days and is often referred to as annual camp. There may be some variation between the Reserve Forces, particularly within specialist units, where this mandatory training element may be split over two or more shorter periods.

For any additional training, Reservists can request annual leave, flexi leave, time off in lieu, special unpaid leave or a combination. This should be applied for using existing arrangements. Reservists should note however, that there is no automatic entitlement to special leave with or without pay and authorisation must be obtained from the manager.

Paid special leave for training will not affect the employee's continuity of service and reckonable service.

If the Reservist is granted unpaid special leave for any period of training, they will not accrue annual leave during this period.

Unpaid periods of special leave for training will not count as reckonable service.

See the End-to-End Process Overview for an overview of the process for requesting and approving time off for training.

## **Mobilisation**

To fulfil part of the UK's defence strategy Reservists are Mobilised or Called Out. Reservists will receive Call Out papers detailing mobilisation dates and must notify their manager of these dates. Managers will receive an Information Pack that contains a copy of the Reservist's Call Out Notice and a letter setting out the date and possible duration of mobilisation.

Although there is a general provision for Reservist employers to make a case for exemption or deferral from Call Out of a Reservist, it is not expected that this will be applied to any Reservist in MOD. Managers are expected to release Reservists in all cases.

It is recognised however that there will be some times or circumstances where a MOD Civil Servant who is also a Reservist occupies a post that is either critical to operations, or that is both highly specialised and safety critical, and cannot be easily replaced. These posts must be recorded on HRMS on the MOD Requirements component of Position Data. Positions must be created for all Crisis Management posts, whether or not the TLB is using position management.

Where a Reservist occupies such a post, during a crisis, TLBs must immediately discuss the issue with the relevant Service Authority (whose contact details will be on the letter that the Reservist passes to their manager when mobilisation is required) so that a decision can be reached on where the balance of benefit to MOD lies. The justification for retention must be exceptionally strong. The fact that release may impact on a directorate / branch / establishment's ability to meet its targets, or would incur additional expense in overtime or hire of agency workers is not sufficient reason to invoke this procedure.

During the period of mobilisation, the Reservist is granted unpaid special leave from the Department.

Unpaid special leave granted for the Reservist's mobilisation does not affect the employee's continuity of service or reckonable service.

A discussion must take place between the manager and Reservist prior to mobilisation. The discussion should cover mobilisation, the impact on terms and conditions, keeping in touch arrangements and the subsequent return to work.

Following this discussion the manager and Reservist should complete and submit HR Form 230: MOD Civilian Reservist Reporting Form - Notice of Mobilisation to Defence Business Services (DBS). Managers must also send Enclosure 1 Annex B from the callout papers to the DBS. Following receipt of HR Form 230: MOD Civilian Reservist Reporting Form - Notice of Mobilisation DBS will issue a letter to the employee confirming arrangements while they are mobilised.

See the End-to-End Process Overview for an overview of the mobilisation process.

## **Keeping in touch**

The manager and Reservist must discuss how to keep in touch during mobilisation and agree the frequency of contact. Responsibility for this discussion rests with both parties. The Reservist must provide contact details including telephone numbers, e-mail and postal addresses of where they can be reached. Next of kin details should also be updated. Refer to Keep in touch for further information.

## **Treatment of terms and conditions during mobilisation**



When mobilised, the Reservist is on unpaid special leave and civilian MOD will stop paying the Reservist's salary. The Reserve Force will assume responsibility for the Reservist's salary for the duration of their mobilisation and pay a basic salary according to their military rank. If this basic element is less than their normal salary, it is the Reservist's responsibility to apply to the Reserve Force for the difference to ensure no loss of earnings. The Reserve Force will also cover the cost of contractual benefits. Details are available in the Call Out papers.

Pension details are requested as part of the Call Out papers and the Reservist should confirm the pension scheme choice before the first day of mobilisation. The manager is also required to provide details of the Reservist's Civil Service pension payee details as per the Information Pack and should send Enclosure 1, Annex B to DBS.

Annual leave is accrued with the Reserve Force during mobilisation and not with the civilian MOD. Before and after mobilisation, civilian annual leave will need to be recalculated. Refer to the Holiday Entitlement Policy and Process for further information.

There is no entitlement to any civilian annual leave, bank holidays or privilege days whilst a Reservist is on unpaid special leave during mobilisation. Reservists will accrue annual leave with the Reserve Force whilst mobilised. This leave and any relevant public holiday entitlement is taken during mobilisation and is not carried forward when they return to the Department.

### **Demobilisation**

When the tour of duty is complete, documentation will be provided detailing the last day the Reservist will be paid by the Reserve Force, also known as the last day of whole time service. This should be made available to the manager on or before return to work; the manager should then notify DBS of the expected return to work date. Managers should note that demobilisation is not confirmation of a Reservist's fitness to return to work.

During the demobilisation process the Reservist must make contact with the manager and attend a return to work meeting. If appropriate this may take place over the telephone. If, due to injury or illness, the Reservist is not able to contact the manager, the Reservist's next of kin must contact the manager on their behalf.

At the meeting, the following should be discussed:

- The Reservist's fitness to return to work and any support they may need on return;
- Any issues the Reservist wishes to raise;
- An update from the manager about key events in the Reservist's absence;
- The work the Reservist will be doing and any upskilling / retraining required;
- Confirmation of the date the Reservist will return to work.

Where the Reservist fails to make contact during demobilisation and does not return to work after the last day of whole time service, the Reservist should be allowed to remain on unpaid special leave for a period of up to three weeks after the anticipated demobilisation date. During this period, the manager must use the agreed keeping in touch arrangements to contact the Reservist. If after three weeks it has not been possible to make contact, the manager must follow Reporting and Managing Sick Policy and Process. Any unpaid leave taken in these circumstances will not count as reckonable service.

See End-to-End Process Overview for an overview of the demobilisation and return to work process.

### **Return to work**

Return to work will normally be the day following the last day of whole time service with the Reserve Force. Unpaid special leave will cease and managers must inform DBS of the planned return to work date.

If the Reservist has any outstanding civilian annual leave accrued prior to mobilisation, they may request to take it before physically returning to work. In this case, the first day of the leave period should be treated as their official date of return to their civilian post.

If after the last day of whole time military service the Reservist is not fit to return to work immediately, attendance management procedures should be applied in the normal way and should take into account individual circumstances. This should include an assessment for ill health retirement, where necessary.

Managers should provide Reservists with support to help their transition back into the workplace. This may include the provision of reasonable adjustments if appropriate.

Soon after the Reservist returns to work, the manager must have a further meeting with the Reservist to discuss:

- Issues arising since the initial return to work meeting;
- Performance objective setting and exploration of how to make best use of the Reservist's transferable skills in the workplace;
- Formal training completed during mobilisation;
- Introduction to any new team members;
- Managers must agree a detailed induction plan, including post mobilisation support, following the return to work meeting.