



Quarterly Civilian Personnel Report



1 April 2015

Ministry of Defence

Statistical Release

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

The primary purpose of this release is to facilitate monitoring of personnel reductions under the Strategic Defence and Security Review (SDSR). The **SDSR baseline** is an agreed measure used to monitor the civilian personnel reductions and comprises of all civilian personnel but excludes all personnel for whom the MOD has no financial liability.

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Civilian personnel headlines

- The Ministry of Defence civilian population has continued to decrease. The population as at 1 April 2015 was 58,160, a fall of 27,690 (32.3 per cent) compared with 1 April 2010. The largest fall in the population occurred when the Voluntary Early Release Scheme (VERS) was in effect between October 2011 and March 2014.
- The rate of reduction in the civilian population has remained constant at around one per cent in each quarter between January 2014 and January 2015. However, the quarterly decrease in April 2015 was 5.6 per cent. This fall was mainly due to the privatisation of the Defence Support Group, which involved the outflow of about 2,000 personnel.
- Since April 2010 the biggest reductions in the civilian workforce have been at Skill Zone 1 and Band E with falls of 60.2 per cent and 39.6 per cent respectively. Comparatively Skill Zone 4 and Band B are now 30.8 and 8.1 per cent larger respectively.
- Annual intake of civilian personnel gradually increased from 2011/12, initially from 2.0 to 3.7 per cent in 2012/13, then at a greater rate to 6.4 per cent by 2013/14, and to 7.4 per cent as at 31 March 2015. This is a return to rates equivalent to rates prior to the recruitment freeze.
- There has been little change in the diversity representation of the civilian personnel for gender, ethnicity, sexual orientation, religion or working patterns since April 2010. The biggest percentage increase within these groups has been for Black, Asian and Minority Ethnic (BAME) groups, which increased from 3.2 per cent in April 2010 to 4.1 per cent in April 2015.

Further Information: Defence Statistics Tel: 020-721-81359
Email: DefStrat-Stat-CivEnquiries@mod.uk

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

The Ministry of Defence total civilian population (Level 0) has continued to decrease, falling from 85,850 as at 1 April 2010 to 58,160 as at 1 April 2015, a reduction of 27,690 (32.3 per cent) since April 2010 against an expected decrease of over 27,000* by 2015. The net change comprised falls of 17,270 in Core TLBs and Royal Fleet Auxiliary (Level 1) civilian total, 5,180 in Locally engaged civilians (LECs) and 5,240 in the Trading Funds. Driven by the transfer of Defence Support Group to Babcock (2,000 personnel) the Level 0 quarterly reduction rate has increased to 5.6 per cent compared against the previous quarters rate of 0.8 per cent.

The Strategic Defence & Security Review (SDSR) baseline number has fallen by 26,160 (31.5 per cent) since 1 April 2010 against an announced decrease of around 25,000** personnel by April 2015 as shown by Graph 1. This represents a reduction against the previous quarters figure of 22,760 (27.4 per cent). NACMO funded LEC posts in Afghanistan have reduced from 160 to 120, in line with expectations regarding the drawdown in Afghanistan this year.

Defence Equipment and Support (DE&S) changed status as at 1 April 2015 and was reclassified as a Bespoke Trading Entity, reported under the title DES Bespoke Trading Entity, and will be reported in the same format as current Trading Funds, outside Level 1 definition, but within Level 0 definition. For the purposes of the April 2015 QCPR report it has been reported as an extant TLB to allow comparable analysis of DE&S across the SDSR period covering 1 April 2010 to 1 April 2015 on a consistent basis.

The number of Locally engaged civilians have continued to decrease, with April 2015 showing a decrease of 51 per cent (5,180 personnel) compared with April 2010. There was a fall of 20 per cent (1,280 personnel) as at 1 April 2015 compared with the previous quarter, which was mainly due to the drawdown from Germany (about 1,000 personnel).

FTE

	2010 1 Apr	2013 1 Apr	2014 1 Apr	2014 1 Jul	2014 1 Oct	2015 1 Jan	2015 1 Apr	Change since 1 Apr 2010
Navy Command	2,430	2,030	2,490	2,510	2,520	2,510	2,520	90
Land Forces	16,480	11,410	10,950	10,890	10,800	10,750	10,690	-5,790
HQ Air Command	8,660	5,550	5,240	5,190	5,180	5,140	5,040	-3,620
Central TLB ¹	16,650	*	*	*	*	*	*	*
Head Office & Corporate Services ¹	*	7,300	7,300	7,300	7,340	7,360	7,840	*
Chief of Joint Operations ¹	290	*	*	*	*	*	*	*
Joint Forces Command ¹	*	3,920	5,570	5,680	5,760	5,840	5,870	*
Defence Equipment & Support ¹	16,150	12,550	10,450	10,540	10,630	10,660	10,610	-5,550
Defence Infrastructure Organisation ¹	2,830	5,290	4,520	4,570	4,560	4,220	4,170	1,330
Unallocated	100	20	60	-	-	-	20	-80
Royal Fleet Auxiliary (RFA)	2,330	1,900	1,820	1,820	1,850	1,840	1,890	-430
Civilian Level 1 Total	65,920	49,980	48,400	48,520	48,640	48,320	48,650	-17,270
Trading Funds Total	9,730	7,170	7,110	7,050	7,050	7,020	4,490	-5,240
Defence Science & Technology Laboratory	3,700	3,720	3,690	3,710	3,690	3,660	3,550	-140
Defence Support Group ¹	3,230	2,420	2,400	2,390	2,420	2,410	*	*
Hydrographic Office	970	1,030	1,020	950	950	950	940	-20
Met Office ¹	1,840	*	*	*	*	*	*	*
Locally engaged civilians (LEC) Total²	10,200	8,250	6,990	6,770	6,430	6,290	5,020	-5,180
Civilian Level 0 Total	85,850	65,400	62,500	62,340	62,130	61,630	58,160	-27,690
NACMO Funded LEC ³ in Afghanistan	890	830	590	390	250	160	120	-770
Conflict Pool Funded LEC ⁴ in Sierra Leone	150	-	-	-	-	-	-	-150
US Visiting Forces Stations (USVF) ⁵	1,810	1,490	1,340	1,290	1,260	1,230	1,200	-610
Strategic Defence & Security Review (SDSR) Baseline⁶	83,000	63,080	60,570	60,660	60,620	60,240	56,840	-26,160

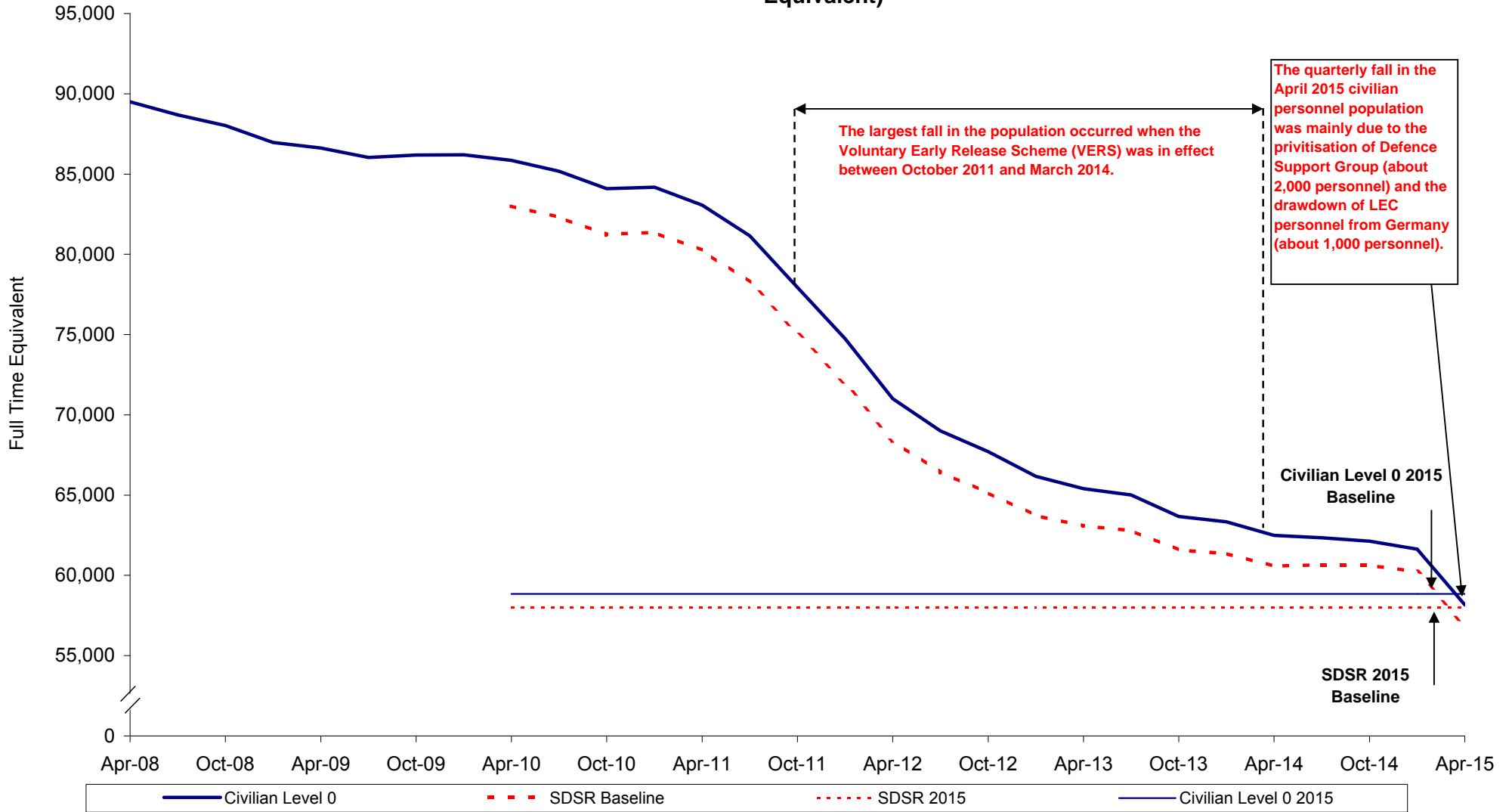
Source: Defence Statistics (Civilian)

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

Notes:

1. There have been a number of changes to the structure of Core TLBs and Trading Funds which affect the direct comparability of data across the time-period. Changes prior to the most recent quarter are detailed in paragraph 3.7 of the Background Notes which accompany this publication. For periods where a TLB does not exist * denotes that data are not applicable.
 2. Since April 2012 actual FTE figures have been available for LECs and used subsequently from this date.
 3. Net additional costs of operations in Afghanistan (Op HERRICK) are claimed from the HM Treasury (HMT) Reserve and are not a direct cost to the department, this includes all Locally engaged civilians employed as part of Op HERRICK. The number and location of personnel financed by NACMO could change in line with operational requirements.
 4. Personnel who work as part of the UK contribution to conflict prevention (including UN peace keeping) are paid from the Conflict Pool Fund and are not a direct cost to the department. This includes all Locally engaged civilians employed in Sierra Leone. The number and location of personnel financed by the Conflict Pool Fund could change in line with operational requirements.
 5. The MOD has no control over the civilian numbers employed on US Visiting Forces stations. For reporting purposes the elements of civilian personnel employed at US Visiting Forces stations are not identified separately for Level 0 and Level 1 totals, but are included in the Air Command and Land Forces TLB Totals above.
 6. Strategic Defence & Security Review (SDSR) Baseline is comprised of all Civilian Level 0 personnel but excludes all NACMO Funded Locally engaged civilians in Afghanistan and personnel on US Visiting Forces stations. The MOD has no financial liability over NACMO LEC's and USVF civilians and therefore they should not be included in the monitoring of the personnel reduction from April 2010, announced during the Strategic Defence & Security Review.
- * The expected decrease in Level 0 personnel announced in the 2013/14 MOD Annual Report and Accounts.
- ** In Civilian Personnel Reports for previous quarters, the decrease stated was 28,000. This has been changed to 25,000 to reflect the original figure stated in the 2010 SDSR.
- "-" zero or rounded to zero. Details of the rounding policy can be found in the Background Notes.

Graph 1 - Civilian Level 0 and Strategic Defence and Security Review Baseline personnel strengths (Full Time Equivalent)



2015 Baseline - As the requirement for civilian support decreases in line with the development of new force structures, restructuring of defence capabilities, rationalisation of the defence estate and realisation of other non-front line savings, by 2015 the MOD Civil Service Level 0 baseline is expected to decrease by over 27,000* personnel. The 2010 SDRS announced that the MOD Civil Service SDRS baseline will decrease by around 25,000** personnel.

* The expected decrease in Level 0 personnel announced in the 2013/14 MOD Annual Report and Accounts. ** In Civilian Personnel Reports for previous quarters, the decrease stated was 28,000. This has been changed to 25,000 to reflect the original figure stated in the 2010 SDRS.

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

In the period to April 2015 the numbers of Non Industrial personnel have decreased to 39,540, an overall reduction of 13,030 (24.8 per cent) since April 2010. However, in both the quarter to 1 July 2014 and the quarter to 1 October 2014 there was an increase in Non industrial personnel, reflecting increased recruitment due to the end of the recruitment freeze. There was an increase of 260 Non industrial personnel in the latest quarter, which was mainly due to the transfer of staff from DECA.

Within the Non Industrial personnel, the Band E population fell by 39.6 per cent (8,890 personnel) from 1 April 2010 to 1 April 2015. The Band D population fell by 22.3 per cent (2,330 personnel), and the Band C population fell by 10.5 per cent (1,750 personnel). There was a small rise of 8.1 per cent (200 personnel) in the Band B population.

The numbers of Industrial personnel have fallen from 11,020 as at 1 April 2010 to 7,220 as at 1 April 2015, a reduction of 3,800 personnel (34.5 per cent). Industrial Skill Zone 1 has seen the largest population decrease of 1,690 (60.2 per cent) since 2010. Similarly, Skill Zones 2 and 3 have fallen by 32.7 and 27.9 per cent respectively since 1 April 2010.

Firefighters decreased by 13.6 per cent (130 personnel) from 1 April 2010 to 1 April 2015. However, there was an increase of 90 personnel in the quarter 1 January 2014 to 1 April 2014 due to the regrading of 90 personnel previously reported as Non Industrial personnel, with minor reductions in the quarters to 1 July 2014 and 1 October 2014.

The number of Apprentices has slightly fallen by 11.8 per cent (30 personnel) in the period 1 April 2010 to 1 April 2015. However, during this period there was a gradual decrease from April 2010 to July 2013 amounting to a loss of 39.6 per cent, then the numbers largely stabilised at around 130 to 140 through to 1 October 2014 with an increase in January 2015.

	FTE						
	2010 1 Apr	2013 1 Apr	2014 1 Apr	2014 1 Jul	2014 1 Oct	2015 1 Jan	2015 1 Apr
Civilian Level 0 Total	85,850	65,400	62,500	62,340	62,130	61,630	58,160
Non Industrial Total	52,570	40,410	39,040	39,220	39,420	39,280	39,540
SCS & Equivalent ²	290	240	230	240	240	240	250
Band B1 & Equivalent	670	620	660	670	670	690	700
Band B2 & Equivalent	1,800	1,580	1,670	1,720	1,850	1,930	1,970
Band C1 & Equivalent	6,160	5,480	5,660	5,720	5,700	5,700	5,750
Band C2 & Equivalent	10,470	9,080	8,930	9,020	9,090	9,130	9,130
Band D & Equivalent	10,440	8,270	8,110	8,060	8,160	8,020	8,110
Band E1 & Equivalent	15,630	10,540	9,970	9,960	9,870	9,770	9,900
Band E2 & Equivalent	6,820	4,570	3,730	3,740	3,750	3,730	3,660
Other ³	290	40	70	90	90	70	60
Industrial⁴ Total	11,020	7,660	7,540	7,470	7,370	7,190	7,220
Firefighter	930	800	840	830	820	820	810
Skill Zone 4	320	360	350	350	350	340	420
Skill Zone 3	2,990	2,280	2,240	2,220	2,200	2,170	2,150
Skill Zone 2	3,760	2,770	2,760	2,740	2,700	2,530	2,530
Skill Zone 1	2,800	1,320	1,210	1,200	1,190	1,140	1,110
Apprentice	210	140	140	130	110	190	190
Royal Fleet Auxiliary Total⁵	2,330	1,900	1,820	1,820	1,850	1,840	1,890
Trading Funds Total⁵	9,730	7,170	7,110	7,050	7,050	7,020	4,490
Locally engaged civilians Total^{5,6}	10,200	8,250	6,990	6,770	6,430	6,290	5,020

Source: Defence Statistics (Civilian)

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

Notes:

1. Grade equivalence is shown in terms of the broader banding structure and is based on paid grade.
2. Includes personnel outside the Senior Civil Service but of equivalent grade, primarily Senior Medical Specialists.
3. 'Other' represents core civilian personnel for whom no grade information is available.
4. Industrial personnel are civilian personnel employed primarily in a trade, craft or other manual labour occupation. This covers a wide range of work such as industrial technicians, air freight handlers, storekeepers, vergers and drivers.
5. Data by grade are not available for Royal Fleet Auxiliary, Trading Funds and Locally engaged civilians.
6. Since April 2012 actual FTE figures for Locally engaged civilians have been available and used subsequently from this date.

Table 3 - Civilian personnel by Top Level Budgetary Area (Headcount)

The Ministry of Defence total civilian headcount (Level 0) has continued to decrease, falling from 89,970 as at 1 April 2010 to 59,900 as at 1 April 2015, a reduction of 30,070 (33.4 per cent). The rate of reduction of Level 0 remained constant at 1.0 per cent in each quarter between 1 October 2013 and 1 April 2014, then at 1 July 2014 the rate of reduction fell to 0.3 per cent, and is 6.4 per cent within the most recent quarter at 1 April 2015. The main reasons for this change is mainly down to the fall in Trading funds (2,570 personnel) and Locally engaged civilians (1,910 personnel).

HQ Air Command has had the largest percentage reduction in headcount personnel, with a decrease of 42.1 per cent (3,780 personnel) since 1 April 2010, while Land Forces numbers have decreased the most (6,110 personnel), equating to a 35.5 per cent decline. At 1 April 2010 the Service Command TLBs accounted for 42.2 per cent of Level 1 personnel, while as at 1 April 2015 they account for 37.8 per cent.

As at 1 April 2015 Defence Equipment and Support have reduced personnel by 34.4 per cent compared with 1 April 2010 (5,700 personnel). The main decrease occurred in the quarterly period to April 2014, when there was a fall of 19.1 per cent (2,530 personnel). This is explained by the transfer of responsibility and personnel for some support functions in DE&S to Navy Command, Head Office & Corporate Services and Joint Forces Command, as part of the Materiel Strategy Programme. The quarterly period to 1 April 2015 showed a decrease of 0.4 per cent (50 personnel).

The downward trend of Defence Infrastructure Organisation's numbers was interrupted at April 2013 when responsibility for management of the MOD Guard Service (MGS) transferred from HO&CS to DIO, increasing the DIO population to 5,360, with a corresponding reduction in HO&CS. In the period between 1 April 2013 and 1 April 2014 the numbers of DIO personnel continued to fall with a drop of 14.3 per cent (770), the largest fall of any TLB not experiencing a block transfer. While the period April 2014 to 1 October 2014 shows an increase of 0.9 per cent (40 personnel), the change in the current quarter to 1 April 2015 shows a reduction of 1.1 per cent (50 personnel).

On 1 April 2015 the sale of the MODs Defence Support Group's land business was completed and about 2,000 personnel transferred to Babcock Land Ltd. The MOD retained the Defence Support Group's air business, which became the Defence Electronics and Components Agency (DECA), a new MOD Executive Agency. The number of Locally engaged civilians has fallen by 57 per cent from April 2010 (6,840 personnel) to April 2015. The latest quarterly change showed a 27.0 per cent decrease (1,910 personnel). This was mainly due to the downturn in Germany.

	Headcount							
	2010 1 Apr	2013 1 Apr	2014 1 Apr	2014 1 Jul	2014 1 Oct	2015 1 Jan	2015 1 Apr	Net change since Apr 10
Navy Command	2,550	2,120	2,600	2,610	2,620	2,620	2,630	80
Land Forces	17,200	11,850	11,350	11,290	11,200	11,140	11,090	-6,110
HQ Air Command	8,960	5,710	5,380	5,350	5,340	5,290	5,190	-3,780
Central TLB ¹	17,130	*	*	*	*	*	*	*
Head Office & Corporate Services ¹	*	7,510	7,510	7,510	7,550	7,570	8,060	*
Chief of Joint Operations ¹	290	*	*	*	*	*	*	*
Joint Forces Command ¹	*	4,070	5,800	5,920	6,000	6,080	6,110	*
Defence Equipment & Support ¹	16,540	12,830	10,670	10,760	10,860	10,890	10,850	-5,700
Defence Infrastructure Organisation ¹	2,910	5,360	4,590	4,650	4,630	4,280	4,240	1,320
Unallocated	100	20	60	-	-	-	20	-80
Royal Fleet Auxiliary (RFA)	2,330	1,900	1,820	1,820	1,850	1,840	1,890	-430
Civilian Level 1 Total	68,010	51,370	49,790	49,920	50,050	49,710	50,080	-17,930
Trading Funds Total	9,980	7,400	7,340	7,270	7,270	7,240	4,670	-5,300
Defence Science & Technology Laboratory	3,800	3,850	3,840	3,850	3,830	3,800	3,690	-110
Defence Support Group ¹	3,270	2,450	2,430	2,430	2,460	2,450	*	*
Hydrographic Office	1,000	1,100	1,080	980	980	990	980	-20
Met Office ¹	1,900	*	*	*	*	*	*	*
Locally engaged civilians Total	11,980	9,240	8,080	7,830	7,210	7,060	5,150	-6,840
Civilian Level 0 Total	89,970	68,010	65,220	65,020	64,530	64,010	59,900	-30,070

Source: Defence Statistics (Civilian)

Notes:

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

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

There has been little change in the diversity representation of the civilian personnel for gender, ethnicity, sexual orientation, religion or working patterns since April 2010. Female representation, which fell 1.6 percentage points between April 2010 and April 2013, during the most prominent period of exits, has been gradually rising since recruitment increased and has now reached 38.1 per cent.

'Black, Asian and Minority Ethnic' (BAME) representation rates increased from April 2010 to April 2013 from 3.2 to 3.8 per cent and then increased at a slower rate to 4.1 per cent by April 2015. The proportion of 'Lesbian, Gay and Bisexual' (LGB) personnel increased 0.4 percentage points from April 2010 to April 2013 and has remained stable since. This consistent representation rate of BAME and LGB personnel since April 2013 is a reflection of consistent numbers, against falling numbers of White and Heterosexual personnel. The numbers of people who chose not to declare or did not respond increased by 25.2 per cent, 5.6 per cent and 3.2 per cent for ethnicity, religion or belief and sexual orientation respectively since April 2013.

Non-Christian representation has remained stable throughout the personnel reductions at 5 per cent. Representation of Christian religions has had the largest percentage decrease between April 2010 and April 2015 with a 27.8 per cent fall, compared to 25.5 per cent for Non-Christian Religions and 12.7 per cent for representation of Secular personnel. In the last quarter Christian and Non Christian numbers fell by 1.0 per cent and 0.6 per cent respectively, while Secular and Choose Not to Declare/No Declaration numbers increased by 0.2 per cent and 3.2 per cent respectively.

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

From 1 April 2010 to 1 April 2015 the number of part-time personnel has fallen at a slightly higher rate than the number of full time personnel, resulting in the percentage of personnel working part-time now 0.2 percentage points lower than at April 2010.

	Headcount						
	2010 1 Apr	2013 1 Apr	2014 1 Apr	2014 1 Jul	2014 1 Oct	2015 1 Jan	2015 1 Apr
Sex							
Total	65,680	49,470	47,970	48,100	48,200	47,870	48,180
Female	25,390	18,370	18,100	18,210	18,250	18,220	18,340
<i>Percentage Female</i>	38.7	37.1	37.7	37.9	37.9	38.1	38.1
Male	40,290	31,100	29,880	29,890	29,940	29,650	29,840
Ethnicity							
Total	65,680	49,470	47,970	48,100	48,200	47,870	48,180
Black, Asian and Minority Ethnic	1,830	1,650	1,620	1,640	1,640	1,650	1,660
<i>Percentage² (BAME)</i>	3.2	3.8	3.9	4.0	4.0	4.1	4.1
White	55,400	41,880	39,780	39,590	39,490	39,030	39,090
Choose Not to Declare	3,230	1,690	1,600	1,600	1,600	1,590	1,580
No Response	5,220	4,250	4,970	5,260	5,460	5,610	5,850
Disability³							
Total	65,680
Disabled	3,820
<i>Percentage² Disabled</i>	7.0
Not Disabled	50,470
Choose Not to Declare	-
No Response	11,400
Sexual Orientation							
Total	65,680	49,470	47,970	48,100	48,200	47,870	48,180
Lesbian, Gay, Bisexual	520	550	540	530	530	530	530
<i>Percentage² Lesbian, Gay, Bisexual</i>	1.3	1.7	1.7	1.7	1.7	1.7	1.7
Heterosexual	39,010	32,460	31,170	31,100	31,110	30,840	30,660
Choose Not to Declare	12,700	8,700	7,930	7,850	7,740	7,590	7,440
No Response	13,450	7,770	8,340	8,620	8,820	8,920	9,560

Source: Defence Statistics (Civilian)

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

	Headcount						
	2010 1 Apr	2013 1 Apr	2014 1 Apr	2014 1 Jul	2014 1 Oct	2015 1 Jan	2015 1 Apr
Religion or Belief							
Total	65,680	49,470	47,970	48,100	48,200	47,870	48,180
Christian	29,510	23,350	22,050	21,920	21,820	21,530	21,310
Non Christian Religion ⁴	2,090	1,710	1,620	1,620	1,600	1,560	1,560
<i>Percentage² Non Christian</i>	<i>5.1</i>	<i>5.1</i>	<i>5.1</i>	<i>5.1</i>	<i>5.1</i>	<i>5.0</i>	<i>5.0</i>
Secular ⁵	9,400	8,210	8,110	8,130	8,200	8,180	8,200
Choose Not to Declare	11,460	8,520	7,860	7,790	7,700	7,580	7,460
No Response	13,220	7,680	8,340	8,640	8,870	9,000	9,650
Working Patterns							
Total	65,680	49,470	47,970	48,100	48,200	47,870	48,180
Part Time	6,740	4,770	4,750	4,790	4,780	4,740	4,850
<i>Percentage² Part Time</i>	<i>10.3</i>	<i>9.6</i>	<i>9.9</i>	<i>10.0</i>	<i>9.9</i>	<i>9.9</i>	<i>10.1</i>
Full Time	58,950	44,700	43,220	43,310	43,420	43,130	43,340
Trading Funds Total	9,980	7,400	7,340	7,270	7,270	7,240	4,670
Royal Fleet Auxiliary Total	2,330	1,900	1,820	1,820	1,850	1,840	1,890
Locally engaged civilians Total	11,980	9,240	8,080	7,830	7,210	7,060	5,150
Civilian Level 0 Total	89,970	68,010	65,220	65,020	64,530	64,010	59,900

Source: Defence Statistics (Civilian)

Notes:

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

2. Percentages are based on known declarations as recorded on HRMS, and exclude data for unknown or undeclared entries. Percentages are calculated from unrounded figures and are shown to 1 decimal place.

3. Due to the HRMS reset of the disability field on 18 April 2011 to accommodate the new disability reporting requirements, insufficient numbers of personnel have made disability declarations to be able to report disability representation with any statistical validity from July 2011. Further information can be found in :

[Diversity Dashboard](#)

4. Non Christian Religion refers to all those declaring religious beliefs other than Christian denominations.

5. Secular refers to all those declaring that they have no religious beliefs.

.. denotes data not available.

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

Annual intake of civilian personnel is showing a measurable reduction in recruitment rates with a 13.7 per cent increase since 31 March 2014, compared to the previous quarter point which recorded a substantial increase in recruitment rates with a 39.3 per cent increase since 31 December 2013. In the 12 months ending 31 March 2015, 4,100 personnel were recruited into the Department, of which 600 (14.8 per cent) were in Trading Funds. DE&S intake represents 28.5 per cent of MOD Main Intake during this period, having represented 43.4 per cent a year ago.

The recent increases in intake together with an increase in outflow from the last wave of VERS exits with the end of the 2012-2014 scheme in the previous quarter, flattened the trend of an increased net flow. Graph 2 shows the trend line for net flow, and intake and exit rates, showing the annual net flow increasing from -1,530 to -260 from 31 March 2014 to 31 March 2015. MOD Total Outflow is currently 24.4 per cent higher than in 2010/11 though this increase is primarily driven by the privatisation and transfer of 2000 personnel from DSG to Babcock.

The most recent quarter points for Trading Fund personnel show negative annual net flow from 31 March 2014 (-20 personnel) through to 31 March 2015 (-2,190 personnel), primarily due to the Voluntary Redundancy exercise run by Hydrographic Office in May 2014 affecting 100 personnel, and the transfer of approx 2,000 DSG personnel to Babcock in April 2015.

	Headcount							
	Financial Year 2010/11	Financial Year 2012/13	12 Months Ending ² :					2015 31 Mar
			2014 31 Mar	2014 30 Jun	2014 30 Sep	2014 31 Dec		
MOD Total Intake²	2,040	2,160	3,610	4,010	4,140	4,280	4,100	
MOD Main TLB Total Intake²	1,610	1,500	3,050	3,400	3,520	3,630	3,490	
Navy Command	60	90	130	140	160	180	180	
Land Forces	470	400	430	460	450	470	420	
HQ Air Command	340	110	190	230	260	280	310	
Central TLB ¹	320	*	*	*	*	*	*	
Head Office & Corporate Services ¹	*	350	400	430	490	570	680	
Chief of Joint Operations ¹	10	*	*	*	*	*	*	
Joint Forces Command ¹	*	200	400	450	500	540	530	
Defence Equipment & Support ¹	360	270	1,330	1,390	1,240	1,180	1,000	
Defence Infrastructure Organisation ¹	50	80	180	300	410	410	360	
Unallocated	-	-	-	-	-	-	-	
Trading Funds Total Intake²	430	660	550	610	620	640	600	
Defence Science & Technology Laboratory	240	480	410	430	410	400	380	
Defence Support Group ¹	30	70	110	120	140	170	160	
Hydrographic Office	60	110	40	60	70	70	70	
Met Office ¹	100	*	*	*	*	*	*	

Source: Defence Statistics (Civilian)

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

Headcount

	Financial Year 2010/11	Financial Year 2012/13	12 Months Ending ² :					2015 31 Mar
			2014 31 Mar	2014 30 Jun	2014 30 Sep	2014 31 Dec	2014 31 Mar	
MOD Total Outflow²	5,270	6,740	5,160	5,200	4,930	5,060	6,560	
MOD Main TLB Total Outflow²	4,470	6,190	4,590	4,490	4,250	4,340	3,760	
Navy Command	110	180	210	190	190	210	190	
Land Forces	1,420	1,720	1,070	1,000	910	880	760	
HQ Air Command	550	860	460	470	460	460	520	
Central TLB ¹	1,000	*	*	*	*	*	*	
Head Office & Corporate Services ¹	*	1,230	840	830	780	710	540	
Chief of Joint Operations ¹	10	*	*	*	*	*	*	
Joint Forces Command ¹	*	360	450	450	470	460	400	
Defence Equipment & Support ¹	1,240	1,620	670	680	710	720	750	
Defence Infrastructure Organisation ¹	120	220	880	870	730	890	600	
Unallocated	10	-	10	10	-	-	-	
Trading Funds Total Outflow²	800	550	570	710	680	720	2,800	
Defence Science & Technology Laboratory	330	370	410	430	410	420	510	
Defence Support Group ¹	280	120	100	120	110	140	2,120	
Hydrographic Office	60	60	60	160	160	170	170	
Met Office ¹	140	*	*	*	*	*	*	
Net Change of Royal Fleet Auxiliary³	30	-90	-90	-70	-20	-10	80	
Net Change of Locally engaged civilians³	290^e	-1,280^e	-1,150	-1,320	-1,210	-1,050	-2,940	
MOD Total Net Change⁴	-2,910^e	-5,950^e	-2,790	-2,590	-2,020	-1,840	-5,320	

Source: Defence Statistics (Civilian)

Notes:

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

2. Intake and outflow are presented as rolling 12-month quarters, such that each quarter shows the number of flows that have occurred in the preceding 12 months.

3. Intake is the number of personnel joining the Department, outflow is the count of personnel leaving the Department, but neither includes internal transfers between posts or TLBs or change of status. Total intake and outflow includes all permanent, casual and Trading Funds civilian personnel but excludes all Royal Fleet Auxiliary and Locally engaged civilians as data are not available. Therefore net changes in strengths of RFAs and Locally engaged civilians are listed at the bottom of this table.

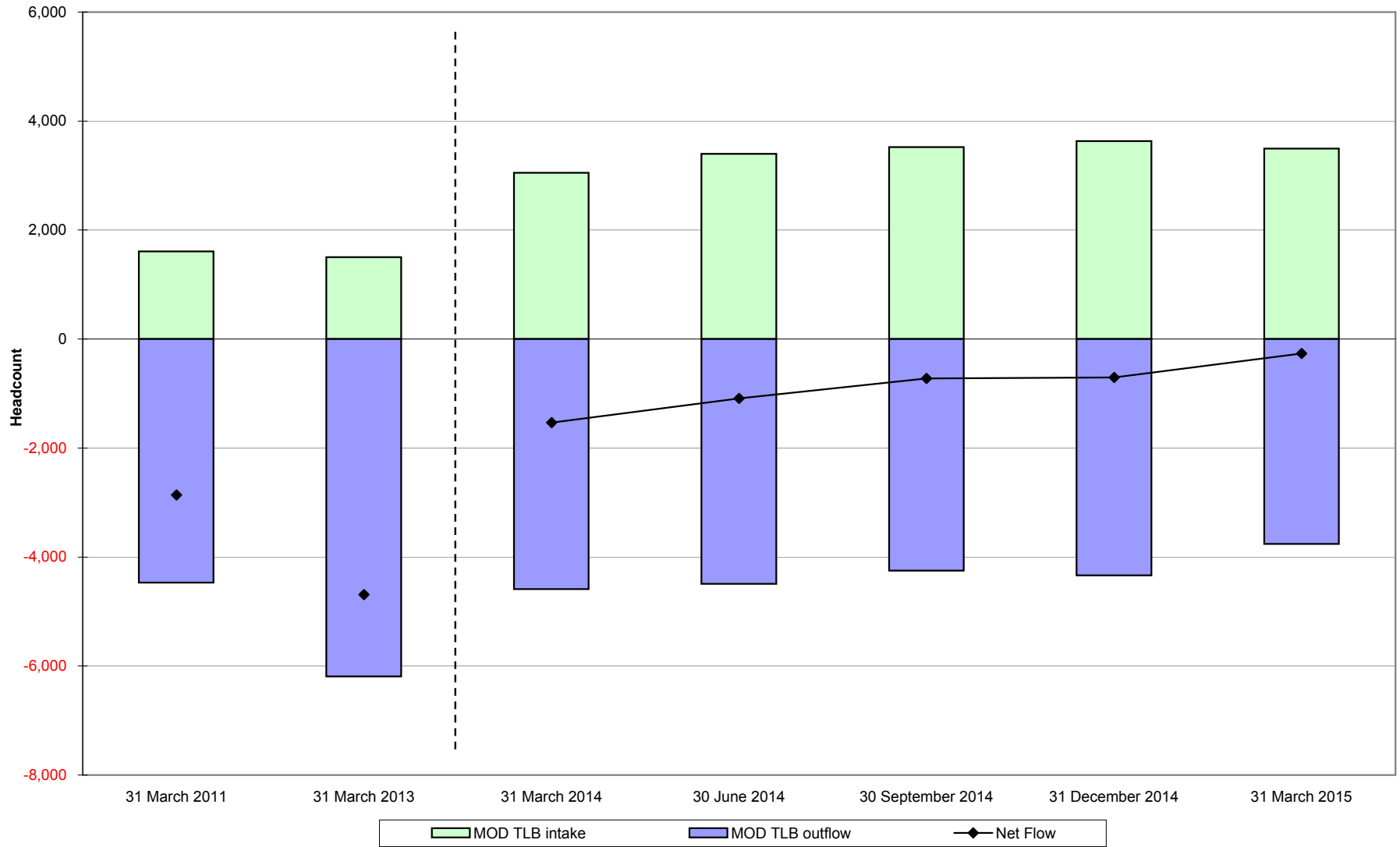
4. Total net change refers to the total net Level 0 headcount change of all permanent and casual civilian personnel, Royal Fleet Auxiliary, Trading Funds and Locally engaged civilians.

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

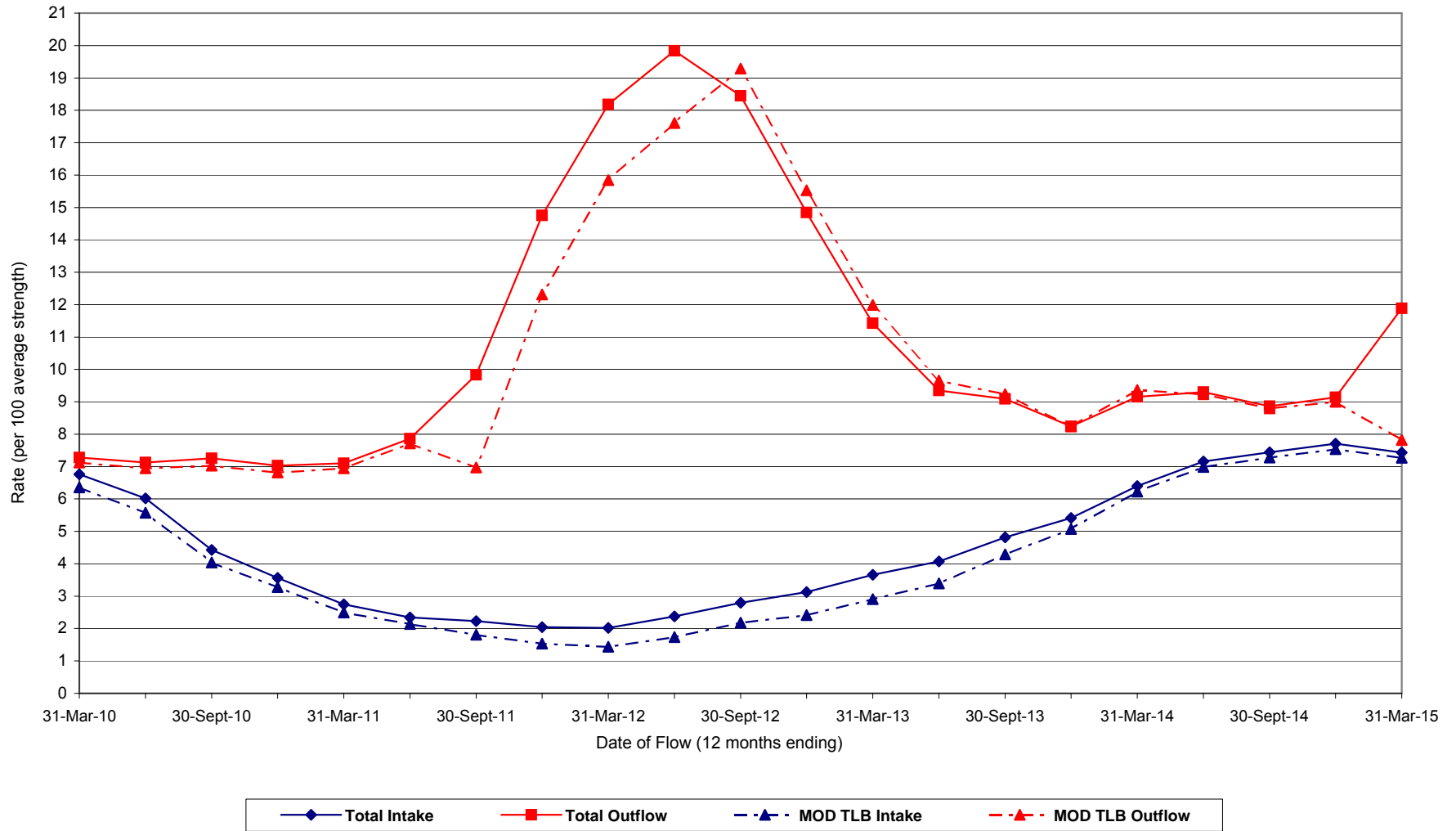
* denotes not applicable.

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

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



Graph 3 - Intake and outflow rates¹ of civilian personnel (Headcount)



1. Rates are the number of people who join or leave the department per 100 of the average headcount strength.

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

The MOD total intake rate has increased from 6.4 at 31 March 2104 to 7.4 at 31 March 2015, representing a 13.7 per cent increase in intake numbers, but represents a reduction against the 39.3 per cent increase in intake numbers recorded at 31 December 2014. Total intake into MOD Main TLBs during this period increased by 14.5 per cent compared to 45.3 per cent for the previous period, and the number directly recruited or re-instated has increased from 2,480 in the twelve months ending 31 March 2014 to 2,990 in the twelve months ending 31 March 2015, a reduction against the 3,100 in the twelve months ending 31 December 2014.

Intake rates for Trading Funds, traditionally higher due to the greater use of short term contracts, have increased through to 31 December 2014, falling slightly by 31 March 2015.

The MOD total outflow rate has increased from 9.2 at 31 March 2014 through to 30 June 2014, before reducing to 8.8 in the quarter to 30 September 2014, and increasing in the most recent quarters to 31 March 2015 at 11.9. While the Trading Fund total outflow rate has increased to 39.2 at 31 March 2015 due to the effect of the transfer of 2000 DSG personnel to Babcock via privatisation.

	Headcount						
	Financial	Financial	12-Months Ending ² :				
	Year 2010/11	Year 2012/13	2014 31 Mar	2014 30 Jun	2014 30 Sep	2014 31 Dec	2015 31 Mar
MOD Total Intake³	2,040	2,160	3,610	4,010	4,140	4,280	4,100
	2.7	3.7	6.4	7.2	7.4	7.7	7.4
MOD Main TLB Total Intake³	1,610	1,500	3,050	3,400	3,520	3,630	3,490
Total Intake Rate	2.5	2.9	6.2	7.0	7.3	7.5	7.3
Recruitment / Re-instatement	1,410	1,140	2,480	2,830	3,000	3,100	2,990
Transfer from other Public Office	190	370	570	570	520	530	500
Trading Funds Total Intake³	430	660	550	610	620	640	600
Total Intake Rate	4.4	8.9	7.5	8.3	8.5	8.8	8.5
Recruitment / Re-instatement	190	180	140	180	210	250	230
Transfer from other Public Office	240	480	410	430	410	400	380
MOD Total Outflow³	5,270	6,740	5,160	5,200	4,930	5,070	6,560
Total Outflow Rate	7.1	11.4	9.2	9.3	8.8	9.1	11.9
MOD Main TLB Total Outflow³	4,470	6,190	4,590	4,490	4,250	4,340	3,760
Total Outflow Rate	6.9	12.0	9.4	9.2	8.8	9.0	7.8
Resignation ⁴	1,220	1,040	1,070	1,090	1,110	1,100	1,140
<i>Resignation outflow rate</i>	<i>1.9</i>	<i>2.0</i>	<i>2.2</i>	<i>2.2</i>	<i>2.3</i>	<i>2.3</i>	<i>2.4</i>
Retirement	1,340	660	900	960	1,010	1,080	1,120
<i>Retirement outflow rate</i>	<i>2.1</i>	<i>1.3</i>	<i>1.8</i>	<i>2.0</i>	<i>2.1</i>	<i>2.2</i>	<i>2.3</i>
End of Appointments	450	220	180	180	200	190	170
Voluntary Release or Redundancy	180	40	130	130	180	310	280
Voluntary Early Release Scheme ⁵	*	3,240	1,680	1,520	1,120	720	-
<i>Voluntary Early Release Scheme outflow rate</i>	<i>*</i>	<i>6.3</i>	<i>3.4</i>	<i>3.1</i>	<i>2.3</i>	<i>1.5</i>	<i>0.0</i>
Compulsory Severance or Retirement	150	40	10	10	-	20	40
Health / Death in Service	290	230	240	230	240	240	270
Dismissed	90	100	90	90	100	120	120
Transfer out of MOD	190	230	200	200	220	210	230
Privatisation of Function	460	380	-	-	10	300	380
Other	90	20	80	70	70	40	20

Source: Defence Statistics (Civilian)

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

	Headcount						
	Financial	Financial	12-Months Ending ² :				
	Year 2010/11	Year 2012/13	2014 31 Mar	2014 30 Jun	2014 30 Sep	2014 31 Dec	2015 31 Mar
Trading Funds Total Outflow³	800	550	570	710	680	720	2,800
Total Outflow Rate	8.1	7.5	7.7	9.7	9.3	10.0	39.2
Resignation	220	180	230	240	230	260	270
Retirement	80	50	60	70	80	70	60
End of Appointments	180	170	180	190	160	150	150
Voluntary Release or Redundancy	150	40	20	130	110	120	120
Compulsory Severance or Retirement	20	-	-	-	-	-	-
Health / Death in Service	20	10	10	10	10	20	20
Dismissed	20	10	10	10	10	10	10
Transfer out of MOD	20	40	50	60	60	60	60
Privatisation of Function	-	-	-	-	-	-	1,980
Other	100	50	10	10	20	30	120
Net Change of Royal Fleet Auxiliary³	30	-90	-90	-70	-20	-10	80
Net Change of Locally engaged civilians³	290^e	-1,280^e	-1,150	-1,320	-1,210	-1,050	-2,940
MOD Total Net Change⁶	-2,910^e	-5,950^e	-2,790	-2,590	-2,020	-1,840	-5,320

Source: Defence Statistics (Civilian)

Notes:

1. Rates are the number of people who join or leave the Department per 100 of the average headcount strength, but all flows exclude the effect of net transfers between MOD Main TLBs and Trading Funds. Therefore flows can only be reconciled to strength at Civilian Level 0.

2. Intake and outflow are presented as rolling 12-month quarters, such that each quarter shows the number of flows that have occurred in the preceding 12 months.

3. Total intake and outflow includes all permanent, casual and Trading Funds civilian personnel but excludes all Royal Fleet Auxiliary and Locally engaged civilians as data are not available. Therefore net changes in strengths of RFAs and Locally engaged civilians are listed at the bottom of this table.

4. From the 12 month period ending 31 Dec 2012, Resignation includes a new Reason for Leaving code covering personnel exiting the Department following an extended period of special unpaid leave (Ex-SUL).

5. Personnel exiting under the Voluntary Early Release Scheme (VERS) from period covering 30 Sep 2011 onwards are listed separately from exits due to alternate voluntary release or redundancy schemes. For periods prior to this * denotes not applicable.

6. Total net change refers to the total net Level 0 headcount change of all permanent and casual civilian personnel, Royal Fleet Auxiliary, Trading Funds and Locally engaged civilians.

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

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

ANNEX A

Civilian personnel numbers by Top Level Budgetary Area¹ (FTE)

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

Source: Defence Statistics (Civilian)

Notes:

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

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

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

ANNEX A

Civilian personnel numbers by Top Level Budgetary Area¹ (Headcount)

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

Source: Defence Statistics (Civilian)

Notes:

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

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

Background Notes

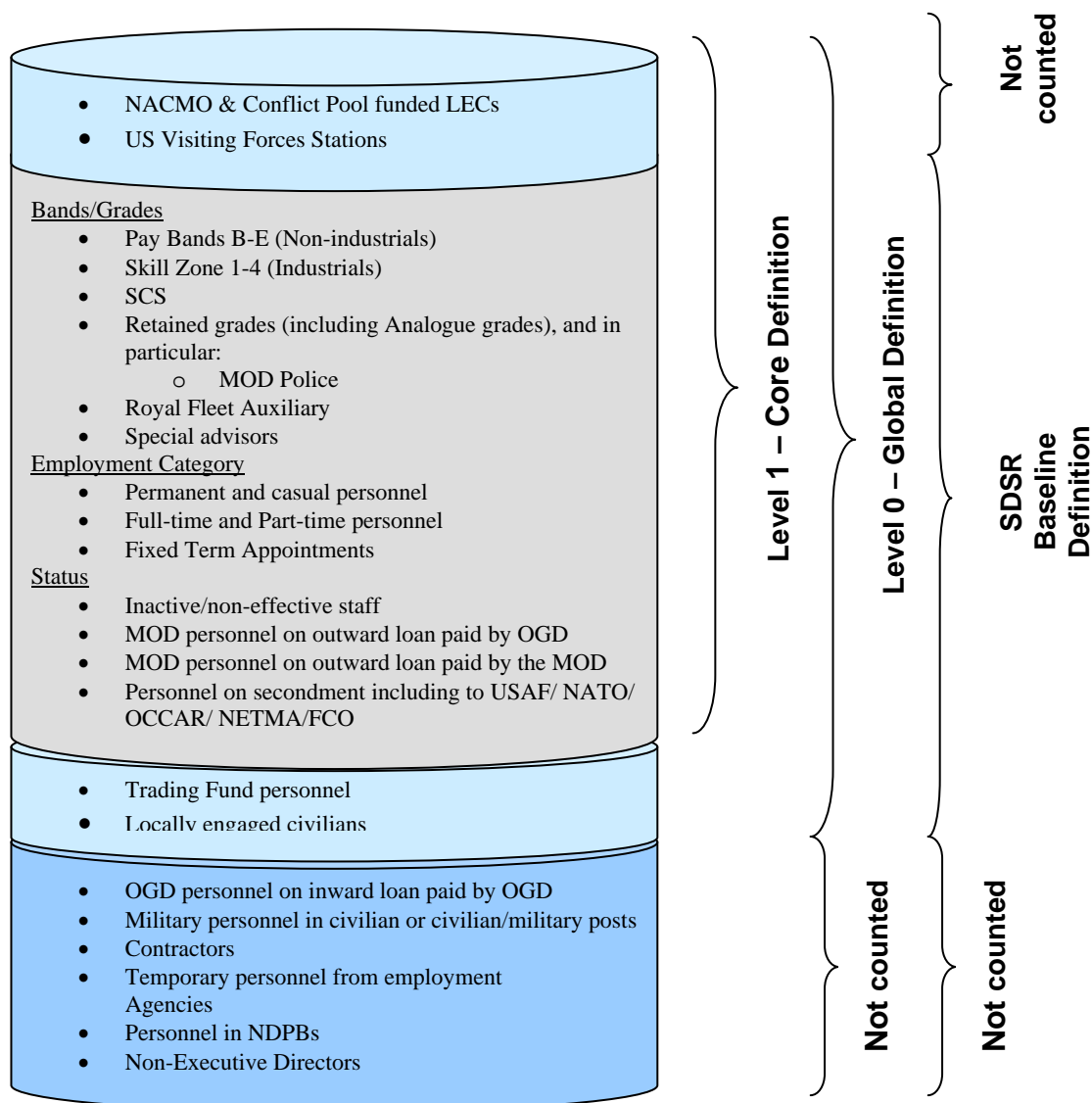
1. Data sources

1. Defence Statistics (DS) Civilian manpower statistics are compiled from several sources:
 - i) **Core MOD Personnel** - Data for core MOD personnel are taken from the personnel system - Human Resources Management System (HRMS) on a monthly basis from April 2004 onwards. DS use budgetary UINs and attribute people according to the budgetary area that pays them, using the Standing Data System hierarchy from Financial Management Information Systems.
 - ii) **Trading Funds** - Trading Funds were introduced by the Government under the Trading Funds Act 1973 as a 'means of financing trading operations of a government department which, hitherto, have been carried out on Vote'. They are self-accounting units that have greater freedom, than other government departments, in managing their own financial and management activities. They are also free to negotiate their own terms and conditions with their staff and for this reason their grading structures do not always match that of the rest of the Ministry.
 - iii) **Locally engaged civilians (LEC)** - LEC employees are recruited overseas exclusively for employment in support of the UK Armed Forces deployed in a particular overseas theatre and on terms and conditions of service applicable only to that overseas theatre or Administration. Previously this has included the dependents of UK military personnel or UK-based civilian staff employed in overseas theatre (who are sometimes separately identified as UK Dependents). However, to reflect the different terms and conditions of these personnel, UK Dependents will not be included in LEC figures from October 2013. LECs are not civil servants. LEC data are provided by Top Level Budgetary areas quarterly to DS requirements.
 - iv) **The Royal Fleet Auxiliary (RFA)** - RFA data are now taken from the Magellan personnel system. Previously these data were taken from the CHIPS payroll system, but moving to the Magellan system allows total personnel numbers to be reported, rather than purely those being paid.

2. Defence Statistics civilian manpower definitions

1. The following definitions are used within this publication formed as part of an Internal Departmental and External Consultation:
 - i) **Level 1:** This includes permanent and casual personnel, Royal Fleet Auxiliary, but excludes Trading Funds and Locally engaged civilians.
 - ii) **Level 0:** This contains all those at Level 1, plus Trading Funds and Locally engaged civilians.
 - iii) **NACMO funded Locally engaged civilians in Afghanistan:** NACMO (Net Additional Cost of Military Operations) are those costs which arise as a direct result of a particular military operation that is over and above routine MOD business and which would not otherwise have been incurred. Net additional costs of operations in Afghanistan (Op HERRICK) are claimed from the HM Treasury (HMT) Reserve and are not a direct cost to the department, this includes all Locally engaged civilians employed as part of Op HERRICK.
 - iv) **Conflict Pool funded Locally engaged civilians in Sierra Leone:** Personnel who work as part of the UK contribution to conflict prevention (including UN peace keeping) are paid from the Conflict Pool Fund and are not a direct cost to the department. This includes all locally engaged civilians employed in Sierra Leone. The number and location of personnel financed by the Conflict Pool Fund could change in line with operational requirements.
 - v) **Strategic Defence and Security Review Baseline:** This contains all Civilian Level 0 personnel but excludes all NACMO Funded Locally engaged civilians in Afghanistan and personnel on US Visiting Forces stations. The MOD has no financial liability over NACMO LEC's and USVF civilians and therefore they should not be included in the monitoring of the personnel reduction announced during the Strategic Defence & Security Review in April 2010.
 - vi) **US Visiting Forces stations (USVF):** DS report on civilian personnel employed at US Visiting Forces stations. These personnel are not directly funded by the MOD but are included in the Level 0 total strength and HQ Air Command numbers. Civilian personnel employed at US Visiting Forces stations are initially paid by Air Command Top Level Budget. The US reimburses Air Command Top Level Budgetary

area so the US Visiting Forces stations are cost neutral. The MOD has no control over the civilian numbers employed on US Visiting Forces stations.



3. Data quality & continuity

1. The United Kingdom Statistics Authority has designated these statistics as National Statistics, in accordance with the Statistics and Registration Service Act 2007 and signifying compliance with the Code of Practice for Official Statistics.

Designation can be broadly interpreted to mean that the statistics:

- meet identified user needs;
- are well explained and readily accessible;
- are produced according to sound methods; and
- are managed impartially and objectively in the public interest.

Once statistics have been designated as National Statistics it is a statutory requirement that the Code of Practice shall continue to be observed.

2. All figures presented in this publication meet the standards of quality and integrity demanded by the Code of Practice for Official Statistics. Where figures do not meet the standard they are deleted and shown in the table by the symbol "...". Details of specific data issues are set out in the following paragraphs.

3. Civilian data on HRMS are a combination of fields mandated by Defence Business Services (DBS) organisation formerly the People Pay and Pensions Agency (PPPA) such as grade, with voluntary fields such as disability status or ethnicity. Civilian personnel complete these fields based on their self-perceptions, but are under no obligation to complete these fields. It is not possible for DS to assess the accuracy or consistency of the declarations made by individuals within these fields. The impact of this to any analysis and interpretation is

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

4. Due to the HRMS reset of the disability field on 18 April 2011 to accommodate the new disability reporting requirements, insufficient numbers of personnel have made disability declarations to be able to report disability representation with any validity from July 2011. Defence Statistics (Civilian) are monitoring declaration rates and working with diversity policy colleagues to encourage new declarations. When the 60 per cent threshold is met we will be confident to report representation rates for disability. Until this time to enable reporting of disability figures to meet the MOD's obligations under the public sector equality duty (PSED) and to provide some indication of the *numbers* of disabled people within the MOD, we have agreed to report numbers of people declared as disabled only when the numbers of people who have not declared their status is also reported.

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

6. FTE is the primary measure of strength, as the focus is on resource capacity and cost to the department (both determined by FTE). Headcount is used as the measure of intake and outflow to demonstrate the actual number of personnel being recruited into and leaving the department. Furthermore, it is not possible to reconcile FTE strength with FTE flows, as the actual FTE of individual personnel fluctuates. Diversity is also considered on a headcount basis, as it is people, not hours, which are of concern.

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

- Science Innovation & Technology (SIT) formally ceased to be a TLB on 1 April 2010, approximately 90% of personnel transferred to the Central TLB with the remainder transferring evenly to DE&S and DSTL.
- Defence Infrastructure Organisation (DIO) was established on 01 April 2011 and replaced the Defence Estates organisation. DIO includes TLB property and facilities management functions previously situated within other TLBs, DIO title structure has been applied retrospectively across data period for consistency of reporting. Responsibility for management of the Meteorological Office personnel (1,800) transferred to Department for Business, Innovation and Skills (BIS) at 1 October 2011.
- Head Office & Corporate Services (HO&CS) and Joint Forces Command (JFC) were established as at 01 April 2012, the Central TLB (CTLB) and Chief of Joint Operations (CJO) were disestablished as at 1 April 2012. HO&CS and JFC were not the CTLB and CJO renamed.
- Joint Forces Command achieved Full Operational Capacity as at 1 April 2013, absorbing additional support roles from lead service TLBs. As of 1 April 2013 responsibility for management of the MOD Guard Service (MGS) transferred from HO&CS to DIO.
- As part of Defence Equipment and Support's (DE&S) implementation of the Materiel Strategy Programme, the transfer of responsibility and resources for key outputs to Navy Command, Head Office & Corporate Services and Joint Forces Command resulted in a transfer of 2,640 personnel from DE&S as at 1 April 2014.
- Defence Equipment and Support (DE&S) changed status as at 1 April 2015 and was reclassified as a Bespoke Trading Entity, reported under the title I00 - DES Bespoke Trading Entity, and will be reported in the same format as current Trading Funds, outside Level 1 definition, but within Level 0 definition, for the purpose of the April 15 QCPR report it has been reported as an extant TLB to allow comparable analysis of DE&S across the SDSR period covering 1 April 2010 to 1 April 2015 on a consistent basis. This change in structure will be fully represented in QCPR publication at a future date.
- As at 1 April 2015 approximately 2,000 posts within the Defence Support Group (DSG) Trading Fund have been privatised and transferred to the private sector via Babcock, approximately 450 posts covering the Defence Electronic Components Agency (DECA) transferred to HO+CS and are reported within the MOD Main TLB total within Level 1 as at 1 April 2015.

8. **SDSR Review Period:**

- The time series considered in this report begins at 1 April 2010, implemented to coincide with the change of government and the announcement of the Strategic Defence and Security Review (SDSR). As such it is aligned to start at the beginning of the financial year 2010/11 and shows the April 2010 baseline, April 2013 and the last five quarter points to date to illustrate recent trends.
- Summary time series data at April points for the last six years, by Top Level Budget, are presented in Annex A for FTE and Headcount personnel numbers. Further detail and time-series on other information presented in this release are published annually in Statistical Series 2 - Personnel Bulletin 2.02 - Civilian Personnel, on the MOD area of the GOV.UK website [Personnel Bulletin 2.02 - Civilian Personnel](#). For users interested in the complete picture of how intake and exits have changed the MOD civilian workforce structure over time Personnel Bulletin 2.02 provides detailed information on the location, gender, ethnic origin, and grade, with figures showing how key trends in structure and flows have developed over a number of years.

4. Grade structures

Since 1 April 1996 all departments and agencies have had delegated responsibility for the pay and grading of their employees, except for those in the Senior Civil Service (SCS). The MOD grades are shown here against levels broadly equivalent (in terms of pay and job weight) to the former service-wide grades.

MOD grades	Former service-wide grades
Senior Management SCS – Senior Civil Service	Senior Management SCS – Senior Civil Service
Other Management Grades B1 & equivalents B2 & equivalents C1 & equivalents C2 & equivalents D & equivalents	Other Management Grades Grade 6 Grade 7 SEO - Senior Executive Officer HEO - Higher Executive Officer EO - Executive Officer
Administrative Grades E1 & equivalents E2 & equivalents	Administrative Grades AO - Administrative Officer AA - Administrative Assistant

5. Symbols and conventions

i) Symbols

- || discontinuity in time series
- * not applicable
- .. not available
- p provisional
- r revised
- e estimate
- zero or rounded to zero

Italics represent percentages and other rates, except where otherwise indicated. Percentages are calculated from unrounded data.

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

ii) Rounding

Where rounding has been used, totals and sub-totals have been rounded separately and so may not equal the sums of their rounded parts.

When rounding to the nearest 10, numbers ending in 5 have been rounded to the nearest multiple of 20 to prevent systematic bias.

6. Feedback

On 1 April 2013 the Directorate formerly known as DASA split into two one-star analytical business areas within the Head Office Strategy Directorate - Defence Economics and Defence Statistics. These two business areas continue to provide National Statistics on Defence and other corporate information, forecasting, planning, consultancy, analytical research and advice to the MOD.

DS welcome feedback on our statistical products. If you have any comments or questions about this publication or about our statistics in general, you can contact us as follows:

Defence Statistics (Civilian) on 020-721-81359

Email - DefStrat-Stat-CivEnquiries@mod.uk

Glossary:

Broader Banded grade definition: Defence Statistics report personnel against their equivalence within the broader banded structure; SCS to E2 for non industrials and Skill Zones 1 to 4, Industrial Firemen and Apprentices for industrial personnel. Broader banded grading applies equivalence for all non harmonised grade codes. This includes personnel in retained grade structures, (such as MOD Guards) and personnel employed in analogue grade bands (such as civilian nurses employed against NHS grade codes), who have their own delegated pay schemes outside of the MOD National and London pay scales.

Central TLB : Central TLB was disestablished at 1 April 2012. Head Office & Corporate Services (HO&CS) was established at 1 April 2012 and whilst incorporating many of the functions and personnel of Central TLB, did not form a direct replacement. Some functions and associated personnel were transferred from Central TLB to various other TLBs.

Chief of Joint Operations (CJO): CJO TLB was disestablished at 1 April 2012. Joint Forces Command was established at 1 April 2012 and whilst incorporating many of the functions and personnel of CJO, did not form a direct replacement. Some functions and associated personnel were transferred to various other TLBs.

Civilian Level 0: This contains all those at Level 1 plus Trading Funds and Locally Engaged Civilians. This is used for external reporting, including National Statistics publications, Strategic Defence and Security Review Baseline, UKDS and Parliamentary Business.

Civilian Level 1: Permanent and casual civilian personnel and Royal Fleet Auxiliary, but excludes Trading Funds and Locally engaged civilians. This is generally used for MOD internal reporting and planning.

Conflict Pool Fund: Personnel who work as part of the UK contribution to conflict prevention (including UN peace keeping) are paid from the Conflict Pool Fund and are not a direct cost to the department. This includes all locally engaged civilians employed in Sierra Leone. The number and location of personnel financed by the Conflict Pool Fund could change in line with operational requirements.

Defence Analytical Services and Advice: DASA established in July 1992 split into 'Defence Economics' and 'Defence Statistics' on 1 April 2013 (see Defence Statistics).

Defence Equipment & Support Bespoke Trading Entity: DE&S became, "a bespoke central government trading entity from April 2014 [with] a separate governance and oversight structure with a board under an independent Chairman, and a Chief Executive who will be an Accounting Officer, accountable to Parliament for the performance of the organisation", and achieved full status for reporting purposes as at 1 April 2015.

Defence Equipment & Support: Defence Equipment & Support (DE&S) equips and supports the UK's Armed Forces for current and future operations. It acquires and supports through-life, including disposal, equipment and services ranging from ships, aircraft, vehicles and weapons, to electronic systems and information services. DE&S satisfies ongoing requirements including food, clothing, medical supplies, maintenance and temporary accommodation, as well as operating HM Naval Bases and the joint supply chain for land, sea and air. As of 1 April 2015 DE&S will be reported as a Trading Entity see note for Defence Equipment & Support Bespoke Trading Entity for details

Defence Estates: Defence Estates formally ceased to be a TLB on 01 April 2011 when it became the Defence Infrastructure Organisation.

Defence Infrastructure Organisation (DIO): established on 01 April 2011 replaced Defence Estates and includes TLB property and facilities management functions previously situated within other TLBs.

Defence Science and Technology Laboratory: The Dstl is a MOD Trading Fund created on 1 July 2001. It supplies impartial scientific and technical research and advice to the MOD and other government departments.

Defence Statistics: On 1 April 2013 the Directorate formerly known as DASA split into two one-star analytical business areas within the Head Office Strategy Directorate - Defence Economics and Defence Statistics. These two business areas continue to provide National Statistics on Defence and other corporate information, forecasting, planning, consultancy, analytical research and advice to the MOD.

Defence Support Group: Defence Support Group (DSG) is a Trading Fund established to support the Armed Forces and deliver wider defence objectives in support of the key Defence Industrial Strategy requirements. DSG's key aim is to provide expert in-house maintenance, repair, overhaul and upgrade services for the through life support of the air, land and maritime systems of the UK Armed Forces.

Its mission is to be the preferred supplier of Fleet Management Services to its Customers. It provides engineering support and fleet management services for land based equipment used by the MOD, ranging from radios to main battle tanks. It covers the whole of the UK from a number of strategically located sites and uses large numbers of mobile support teams to cover customers in the UK and worldwide.

DSG was privatised as at 1 April 2015, with approximately 2,000 posts transferring to Babcock, with approximately 450 personnel remaining with the Department as the Defence Electronic Components Agency (DECA) within HO+CS.

Full Time Equivalence (FTE): is a measure of the size of the workforce that takes account of the fact that some people work part-time. Prior to 1 April 1995 part-time employees were assumed to work 50 per cent of normal hours, but since then actual hours worked has been the preferred methodology. The average hours worked by part-time personnel is about 68 per cent of full-time hours.

Head Office & Corporate Services (HO&CS): was established as at 1 April 2012. Lead areas of activity include Senior Finance Office (SFO) responsibility for ensuring that decisions are taken with due regard to affordability and value for money, acting as Head of Establishment for London HO Buildings and associated support requirements, Production of the Department's Resource Accounts and Governance support for MOD Trading Funds.

HQ Air Command: Air Command incorporates the RAF's Personnel and Training Command and Strike Command with a single fully integrated Headquarters, which equips the RAF to provide a coherent and coordinated single Air focus to the other Services, MOD Head Office, the Permanent Joint Headquarters and the rest of MOD.

Hydrographic Office: The UK Hydrographic Office is responsible for surveying the seas around the UK and other areas to aid navigation.

Industrial: Industrial personnel are civilian personnel employed primarily in a trade, craft or other manual labour occupation. This covers a wide range of work such as industrial technicians, air freight handlers, storekeepers, vergers and drivers.

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

Joint Forces Command was established at 1 April 2012 to ensure that a range of military support functions covering medical services, training and education, intelligence and cyber are organised in an efficient and effective manner to support success on operations, supporting investment in joint capabilities, strengthening the links between operational theatres and top level decision making. Joint Forces Command achieved Full Operational Capacity as at 1 April 2013, absorbing additional support roles from lead service TLBs.

Land Forces: Performs a similar role to Navy Command within the context of trained Army formations and equipment.

Locally engaged civilians: MOD employs a number of civilian personnel overseas, known as Locally engaged civilians (LECs). The definition of a Locally engaged civilian is an employee who has been recruited locally as a "servant of the Crown". In other words, they have not been recruited through fair and open competition in the UK under the Civil Service Order in Council and they are not therefore members of the Home Civil Service or the Diplomatic Service. LECs are also employed on terms and conditions analogous with local employment law and market forces, and not those of the UK. The majority of civilian *personnel* employed overseas by MOD are LECs and not civil *servants*.

Materiel Strategy Programme: This is designed to enable Defence, Equipment & Support (DE&S) to be more effective and efficient in pursuit of three key outcomes: value for money in defence materiel, a balanced equipment and support programme and staff who are engaged and motivated with behaviours, accountabilities, skills and processes required to do the job. As part of this programme the status of DE&S changed at 1 April 2014 from a MOD Main TLB to a Trading Entity (see Defence, Equipment & Support).

Met Office: The Met Office, the UK's National Weather Service, has a long history of weather forecasting and has been working in the area of climate change for more than two decades. Formerly a Trading Fund within the Ministry of Defence, in Autumn 2011 it ceased to be part of MOD and is now a Trading Fund within the Department for Business Innovation and Skills (BIS).

Ministry of Defence (MOD): This United Kingdom Government department is responsible for implementation of government defence policy and is the headquarters of the British Armed Forces. The principal objective of the MOD is to protect the United Kingdom and its values and interests abroad. The MOD manages day to day running of the Armed Forces, contingency planning and defence procurement.

NACMO (Net Additional Cost of Military Operations): Those costs which arise as a direct result of a particular military operation that is over and above routine MOD business and which would not otherwise have been incurred. Net additional costs of operations in Afghanistan (Op HERRICK) are claimed from the HM Treasury (HMT) Reserve and are not a direct cost to the department, this includes all Locally engaged civilians employed as part of Op HERRICK.

Navy Command: Navy command is the TLB for the Naval Service. As at 1 April 2010 Fleet TLB was renamed to Navy Command. Fleet TLB was formed on 1 April 2006 by the merger of the Commander-in-Chief Fleet and the Chief of Naval Personnel/ Commander-in-Chief Naval Home Command.

Non-industrial: Civilian personnel who are not primarily employed in a trade, craft or other manual labour occupation. This covers a wide range of personnel undertaking work such as administration, analysis, policy, procurement, finance, medical, dental, teaching, policing, science and engineering.

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

Royal Fleet Auxiliary: The Royal Fleet Auxiliary is a civilian-manned fleet, owned by the MOD, which supports Royal Navy ships around the world, supplying warships with fuel, ammunition and supplies. The RFA fleet is fully integrated into the RN's command and control system and forms a vital part of maritime operations.

Science Innovation & Technology TLB (SIT): Formally ceased to be a TLB as at 31 March 2010. Approx 90% of the personnel transferred to the Central TLB with the remainder transferring evenly to DE&S and Dstl.

Strategic Defence & Security Review (SDSR) Baseline: Comprised of all Civilian Level 0 personnel but excludes all NACMO Funded Locally engaged civilians in Afghanistan, Conflict Pool Funded Locally engaged civilians in Sierra Leone and personnel on US Visiting Forces stations. The MOD has no financial liability over NACMO or Conflict Pool LECs and USVF civilians and therefore they are not included in the monitoring of the personnel reduction announced during the Strategic Defence & Security Review and reflected in the SDRS baseline numbers from April 2010.

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

Top Level Budgetary Area (TLB): The major organisational groupings of the MOD directly responsible for the planning, management and delivery of departmental capability.

Trading Funds: Trading Funds were introduced by the Government under the Trading Funds Act 1973 as a 'means of financing trading operations of a government department which, hitherto, have been carried out on Vote'. They are self-accounting units that have greater freedom than other government departments in managing their own financial and management activities. They are also free to negotiate their own terms and conditions with their personnel and for this reason their grading structures do not always match that of the rest of the Ministry, and this is reflected in some of the tables. Until October 2011 the MOD had four Trading Funds - the Defence Support Group, Dstl the UK Hydrographic Office and the Met Office. As of 1 October 2011, the Met Office transferred their responsibility from MOD to the Department for Business, Information and Skills (BIS). As of 1 April 2015 Defence Support Group was privatised affecting 2,000 posts transferred to Babcock.