



Ministry
of Defence

Defence Business Services
Secretariat Team
Room 6303
Tomlinson House
Norcross
Blackpool
FY5 3WP

Ref: DBSSEC/ FOI2016/07544 [REDACTED]

E-mail: DBSRES-Secretariat@mod.uk

19 August 2016

Dear [REDACTED]

Thank you for your email of 4 August 2016 requesting the following information:

"Under the terms of the Freedom of Information Act, please furnish me with a copy of Under Section 16 of the Act (Advice and Guidance) you may find it helpful if I explain that we do hold a copy of Chapter 8, Reserved Rights, of Royal Air Force Air Publication 3376 Volume 1, Terms and Conditions of the Service for Airmen of the Royal Air Force, 5th Edition.

I am treating your correspondence as a request for information under the Freedom of Information Act 2000.

A search for the information has now been completed within the Ministry of Defence and I can confirm that all the information in scope of your request is held. Please find attached a copy of Chapter 8 Reserved Rights, of Royal Air Force Publication 3376 Volume, Terms and Conditions of the Service for Airmen of the Royal Air Force, 5th Edition.

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance team, 1st Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.org.uk>

Yours sincerely,

[REDACTED]
A/Head of Secretariat
Defence Business Services



ROYAL AIR FORCE

AP 3376 VOL 1

TERMS AND CONDITIONS OF SERVICE FOR AIRMEN OF THE ROYAL AIR FORCE

Sponsor: RAF Employment Policy

Equality and Diversity Impact Assessment Statement

This policy has been equality and diversity impact assessed in accordance with Departmental policy. This resulted in:

- Part 1 screening only completed (no direct discrimination or adverse impact identified / policy is a reflection of statutory requirements and has been cleared by a Legal Adviser). This policy is due for review in Nov 2016 or as required by changes to TCOS policy.

MINISTRY OF DEFENCE

By Command of the Defence Council

January 2015

CHAPTER 8

SERVING GROUND TRADES PERSONNEL,

RE-ENLISTMENTS AND RE-ENTRANTS

Introduction

1. Serving personnel and ex-serving personnel may apply for NCA. Previous reckonable service may include whole-time service as a commissioned officer, service in a ground trade, service in the Royal Navy, Royal Marines, Army or a Commonwealth force. This Chapter details the TCOS that will normally apply.
2. **Counting of Former Service.** Candidates with former whole-time service (as defined at para 1) may be permitted to count their service for the purposes of assessing rank on re-enlistment or re-entry and subsequent progression. However, there is no provision for the automatic award of previous rank and seniority. Each case will be judged on its merits, in the light of the Service manning needs and with regard to the relevance of civil experience and professional qualifications. Any former service in appropriate ranks may be counted towards qualifying periods for consideration for merit promotion and re-engagement.

Serving Ground Trades Personnel

3. **Entry.** Serving GT personnel must satisfy the entry conditions for Direct Entrants and the conditions for re-engagement given in QR573. Applications requesting consideration of alternate educational qualifications should be made through unit HR staffs and sent in letter format to Recruitment and Selection for the attention of SO3 P2 Processing at OASC.
4. **Age.** The upper age is normally under the age of 34 on entry to training, but candidates may be considered exceptionally up to their 37th birthday. The age limits for appropriately qualified personnel from the other UK Armed Forces, or the Merchant Navy, are considered on an individual basis.
5. **Engagements.** Serving GT personnel who remuster are normally required to take primary re-engagement in accordance with Chapter 5. However, if there is likely to be less than 6 years return of service from completion of OCU training, they may be offered an engagement as deemed appropriate by Manning in view of the manning situation (i.e. Initial, Primary or Secondary). Serving GT personnel will also be required to complete the certificate at Annex A to this Chapter.
6. **Rank.** On entry to training, serving GT personnel are remustered in their existing trade under training as aircrew cadets. Rank and advancement is as detailed in Chapter 4. Serving personnel must relinquish any acting rank held prior to remuster.
7. **Promotion.** Promotion from the end of the NCA/ITC onwards will be under the rules in Chapter 4. Serving GT personnel are not eligible for promotion in their ground trade while under training.
8. **Officer Cadets.** Officer cadets who are transferred to NCA training, are required to extend the engagement on which they were initially recruited to an NCA engagement as specified at

Chapter 5. The former cadet is required to sign Section 3 of RAF Form 6638A indicating understanding of the change in terms of service. Cadets who have already begun NCA training but refuse to sign Form 6638A will be withdrawn from the course. The formal change to NCA terms of service will, in all cases, be deemed to take effect from the date of entry to NCA training.

9. Unit procedures for dealing with applications from serving personnel for NCA training are detailed in AP3392 Vol 2, Lflt 1102.

Re-Entry

10. Entry. Candidates with former whole-time regular service in a ground trade in the RAF are eligible for re-entry as NCA providing they have completed any period of terminal leave that has been granted. Candidates who have former service in another eligible armed force will normally be treated in accordance with these rules for re-entrants. All candidates must satisfy the entry conditions for Direct Entrants and have satisfactory performance assessments during their former service. On the day following re-enlistment, candidates will be remustered to aircrew cadet.

11. Age. The upper age is normally under the age of 34 on entry to training, but candidates may be considered exceptionally up to their 37th birthday. The age limits for appropriately qualified personnel from the other UK Armed Forces, or the Merchant Navy, are considered on an individual basis.

12. Engagement. Re-entrants will normally be re-engaged as per serving GT personnel under current terms of service (i.e. 6 Apr 05 or, from 1 Apr 15 the terms that apply at that time).

13. Rank. Re-entrants enter in the rank of AC for their first day of service. On the day following re-enlistment a re-entrant, those whose previous whole-time service was of more than six months duration, will be promoted to the rank of LAC. See Chapter 4 for details on advancement.

14. Promotion. Promotion from the end of the NCA/TC onwards will be under the rules in Chapter 4. However, re-entrants with former whole-time service in the Armed Forces in the rank of substantive Sgt (or equivalent) or higher, may count such service towards periods of time required to be eligible for consideration for merit promotion to FS.

Re-Enlistment

15. Entry. Candidates with former whole-time regular service in the RAF as NCA are eligible for re-enlistment to their previous aircrew category, providing they have completed any period of terminal leave that has been granted. All candidates must satisfy the conditions for Direct Entrants and have satisfactory assessments during their former service.

16. Age. In accordance with QR487(4), candidates for re-enlistment in their former aircrew category who have obtained the flying badge of that category may apply up to their 50th birthday. Candidates on pre-6 Apr 05 TCOS must be able to complete 22 years reckonable service before reaching the age of 55, inclusive of any previous service, in order to qualify for an immediate pension. Those on 6 Apr 05 TCOS must be able to complete an 18/40 engagement and those on 1 Apr 15 TCOS must be able to complete a 20/40 engagement.

17. Engagement. Candidates who re-enlist will normally be re-engaged to complete their previous engagement, or if less than 6 years return of service remains, they may be offered an engagement as deemed appropriate by Manning in view of the manning situation (i.e. Initial, Primary or Secondary).

18. Rank and Promotion. Regulations for rank on entry and promotion are detailed in Chapter 4 and 6 respectively.

19. Terms of Service under Training. Re-enlisted airmen who have previously qualified as NCA are normally required to complete a course of refresher flying training, followed by operational conversion training, before re-entry to productive service. Those who have previously qualified as aircrew will be remustered as NCA under training. Those who have previously qualified in their aircrew category retain their existing substantive rank during refresher flying training. All candidates will be remustered as NCA on successful completion of flying training or refresher flying training, as applicable.