



Quarterly Civilian Personnel Report



1 July 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.

Direct comparisons with Level 1 data from 1 July 2015 with previous time periods are not always possible due to changes in categorisation. 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. It will be reported in the same format as current Trading Funds, outside Level 1 definition, but within Level 0 definition with effect from 1 July 2015.

Contents Page

Civilian Personnel Commentary:
Headcount & FTE Strengths 2

Civilian Personnel (FTE):
by Top Level Budgetary Area 4
Level 0 & SDSR graph 5
by Grade equivalence 6

Civilian Personnel (Headcount):
by Top Level Budgetary Area 7
by diversity categories 8

Civilian Personnel Commentary:
Headcount Intake & Outflow 10

Intake and Outflow (Headcount):
by Top Level Budgetary Area 11
Net flow graph 13
Intake & outflow graph 14
by method of entry and reason for leaving 15

Annex A - Civilian Personnel by Top Level Budget (FTE & Headcount):
Civilian personnel numbers (FTE) 18
Civilian personnel numbers (Headcount) 19

Background Notes
Civilian manpower definitions 20
Data quality 21
Grade structures 23
Data sources 23
Symbols and conventions 23
Feedback 24

Glossary 25

Civilian personnel headlines

- The Ministry of Defence Civilian population as at 1 July 2015 was 58,180, a fall of 27,670 (32.2 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.
- In comparison with 1 July 2014, the civilian population has fallen by 6.7 per cent (4,160 personnel). Following quarter on quarter decreases in the civilian population since January 2011, it has remained fairly static this quarter with only a small increase of less than 0.1 per cent (20 personnel) since the previous quarter. This increase was partly due to operational matters, which increased the Locally engaged civilian (LEC) population.
- The proportion of the MOD main personnel by grade for non-industrial personnel as at 1 July 2015, was: SCS (0.6 per cent), Band B (5.3 per cent), Band C (31.9 per cent), Band D (20.7 per cent) and Band E (41.3 per cent).
- 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 7.6 per cent in the 12 months ending 30 June 2015. This is a return 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

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Civilian Personnel by Top Level Budgetary Area

Full Time Equivalent (Table 1)

The Ministry of Defence total civilian population (Level 0) as at 1 July 2015 was 58,180, a reduction of 27,670 (32.2 per cent) compared with 1 April 2010. The net change comprised falls of 27,890 in Core TLBs and Royal Fleet Auxiliary (Level 1) civilian total, 5,170 in the Trading Funds and 5,130 in Locally engaged civilians (LECs). The Level 0 quarterly rate showed no change compared to the previous period. The prior quarterly period had shown a 5.6 per cent fall, which was mainly driven by the transfer of the Defence Support Group to Babcock (approximately 2,000 personnel).

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 with effect from 1 July 2015. The number of civilian personnel as at 1 July 2015 was 10,530.

The number of Trading Funds personnel as at 1 July 2015 was 4,560, a decrease of 53.2 per cent (5,170 personnel) compared with 1 April 2010. From 1 January 2013 to 1 January 2015 there were quarter on quarter reductions of less than one per cent. In April 2015 there was a fall of 36.0 per cent (2,530 personnel) compared with the previous quarter. This was mainly due to the sale of the MODs Defence Support Group land business, where 2,000 personnel transferred to Babcock Land Ltd. The latest quarterly comparison showed a small rise of 1.5 per cent (70 personnel).

The number of Locally engaged civilians as at 1 July 2015 was 5,070, a decrease of 50.3 per cent (5,130 personnel) compared with 1 April 2010. Following quarter on quarter falls in LEC personnel from 1 January 2014 to 01 April 2015, there was a small rise of 50 personnel in July 2015 compared with the previous quarter. This rise was due to operational requirements.

Headcount (Table 3)

The Ministry of Defence total civilian headcount (Level 0) as at 1 July 2015 was 59,570, a fall of 30,000 personnel (33.3 per cent) compared with 1 April 2010. The rate of reduction of Level 0 remained constant at 1.0 per cent in each quarter between 1 October 2013 and 1 January 2015. In the quarter ending April 2015 there was a reduction of 6.4 per cent, which was largely due to the privatisation and transfer of about 2,000 personnel from DSG to Babcock. There was a 0.1 per cent increase in personnel in the most recent quarter, which was partly due to operational requirements.

HQ Air Command had the largest percentage reduction in headcount personnel, with a decrease of 42.8 per cent (3,830 personnel) since 1 April 2010, while Land Forces numbers decreased the most (6,160 personnel), equating to a 35.8 per cent decrease.

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 showed an increase of 0.9 per cent (40 personnel), the change in the current quarter to 1 July 2015 showed a reduction of 0.2 per cent (10 personnel).

As at 1 July 2015, the Bespoke Trading Entity (Defence Equipment and Support) have reduced personnel by 34.8 per cent compared with 1 April 2010, from 16,540 to 10,780 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 July 2015 showed a decrease of 0.6 per cent (70 personnel).

The number of Locally engaged civilians has fallen by 56.5 per cent from April 2010 (11,980 personnel) to July 2015 (5,220). The latest quarterly change showed a 1.7 per cent increase (70 personnel). This small increase was due to operational requirements.

Civilian Personnel by Grade Equivalence

Full Time Equivalent (Table 2)

Due to the re-categorisation of Defence Equipment and Support from a MOD Main TLB to a Bespoke Trading Entity, it is not possible to undertake an like for like analyses of any volume change in grade (except firefighters) from 1 July 2015. A comparison of the proportion each grade is of the total, provides indicative evidence of changes across the period.

The proportion of civilian personnel in a Top level Budgetary Area (TLB) who were non-industrial has remained relatively constant since April 2010. The proportion has ranged from 83 to 85 per cent, and as at 1 July 2015 it was 84 per cent.

The proportion of non-industrial staff by grade has remained relatively constant for SCS (range 0.5 per cent to 0.6 per cent), Band B (range 4.7 per cent to 6.8 percent) and Band D (range 19.3 per cent to 20.8 per cent). There has been more variation with Band C (range 31.8 per cent to 37.8 per cent) and Band E (34.3 per cent to 43.0 per cent). The proportions as at 1 July show that SCS account for 0.6 per cent of the total non-industrial civilian personnel, Band B (5.3 per cent), Band C (31.9 per cent), Band D (20.7 per cent) and Band E (41.3 per cent) respectively.

Firefighters decreased by 14.6 per cent (140 personnel) from 1 April 2010 to 1 July 2015. Since 1 April 2010 the number of firefighters has shown gradual reductions over the time period. The latest quarterly change showed a fall of 1.1 per cent (10 personnel).

Headcount (Table 4)

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, from 38.7 per cent to 37.6 per cent, during the most prominent period of exits. Since April 2013, female representation has show small quarterly increases to April 2015, where it stood at 38.1 per cent. As at 1 July 2015, the figure was 40.2 per cent, a rise of 2.2 percentage points. The scale of this increase is mainly due to the transfer of the Defence Equipment and Support from a TLB to a Bespoke Trading Entity, whose headcount breakdown as at 1 July 2015 was 69 per cent male and 31 per cent female. This transfer slightly inflated the female representation in MOD main.

'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 January 2015, and has remained stable to July 2015. The proportion of 'Lesbian, Gay and Bisexual' (LGB) personnel increased 0.4 percentage points from April 2010 to April 2013 (from 1.3 per cent to 1.7 per cent) and has remained stable since. Non-Christian representation has remained relatively stable throughout the personnel reductions at 5.2 per cent.

The proportion of personnel who chose not to declare or did not respond in July 2015 compared with April 2010 increased by 3.1 percentage points, from 12.9 per cent to 16 per cent for ethnicity, decreased 3.5 percentage points from 39.8 per cent to 36.3 per cent for sexual orientation, and decreased by 1.3 percentage points from 37.6 per cent to 36.2 per cent for religion or belief.

From 1 April 2010 to 1 July 2015 the proportion of part-time personnel has ranged between 9.5 per cent and 10.9 per cent. The proportion as at 1 July 2015 (10.9 per cent) is the highest proportion of part time personnel recorded during this time period.

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

FTE

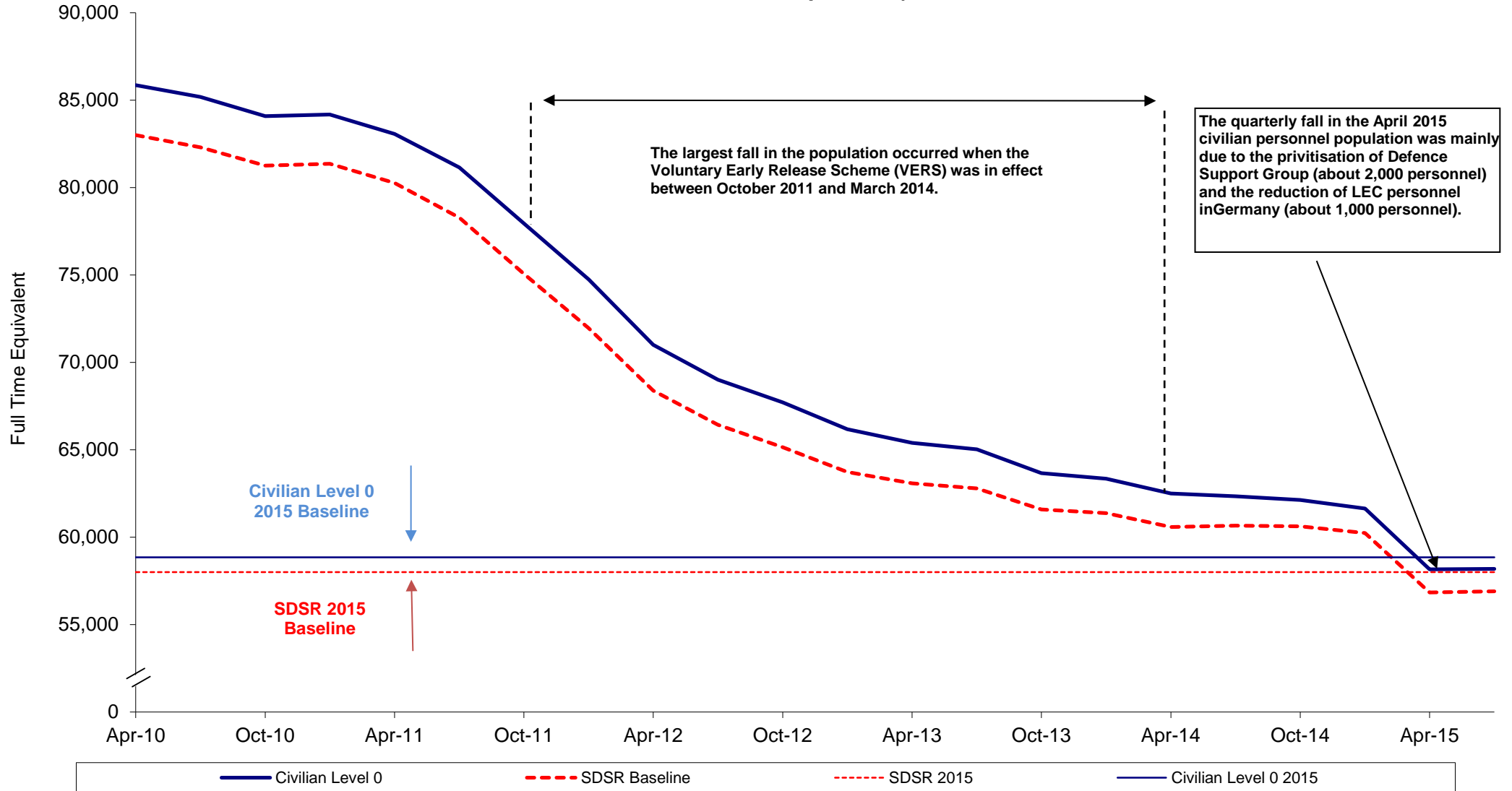
	2010 1 Apr	2014 1 Apr	2014 1 Jul	2014 1 Oct	2015 1 Jan	2015 1 Apr	2015 1 Jul	Change since 1 Apr 2010
Navy Command	2,430	2,490	2,510	2,520	2,510	2,520	2,510	80
Land Forces	16,480	10,950	10,890	10,800	10,750	10,690	10,650	-5,830
HQ Air Command	8,660	5,240	5,190	5,180	5,140	5,040	4,980	-3,680
Central TLB ¹	16,650	*	*	*	*	*	*	*
Head Office & Corporate Services ¹	*	7,300	7,300	7,340	7,360	7,840	7,800	*
Chief of Joint Operations ¹	290	*	*	*	*	*	*	*
Joint Forces Command ¹	*	5,570	5,680	5,760	5,840	5,870	6,020	*
Defence Equipment & Support ¹	16,150	10,450	10,540	10,630	10,660	10,610 II	*	*
Defence Infrastructure Organisation ¹	2,830	4,520	4,570	4,560	4,220	4,170	4,150	1,320
Unallocated	100	60	-	-	-	20	-	-100
Royal Fleet Auxiliary (RFA)	2,330	1,820	1,820	1,850	1,840	1,890	1,910	-410
Civilian Level 1 Total	65,920	48,400	48,520	48,640	48,320	48,650 II	38,030	-27,890
DES Trading Entity²	*	*	*	*	*	* II	10,530	*
Trading Funds Total	9,730	7,110	7,050	7,050	7,020	4,490	4,560	-5,170
Defence Science & Technology Laboratory	3,700	3,690	3,710	3,690	3,660	3,550	3,650	-40
Defence Support Group	3,230	2,400	2,390	2,420	2,410	*	*	-3,230
Hydrographic Office	970	1,020	950	950	950	940	910	-60
Met Office ¹	1,840	*	*	*	*	*	*	-1,840
Locally engaged civilians (LEC) Total³	10,200	6,990	6,770	6,430	6,290	5,020	5,070	-5,130
Civilian Level 0 Total	85,850	62,500	62,340	62,130	61,630	58,160	58,180	-27,670
NACMO Funded LEC ⁴ in Afghanistan	890	590	390	250	160	120	120	-770
Conflict Pool Funded LEC ⁵ in Sierra Leone	150	-	-	-	-	-	-	-150
US Visiting Forces Stations (USVF) ⁶	1,810	1,340	1,290	1,260	1,230	1,200	1,160	-650
Strategic Defence & Security Review (SDSR) Baseline⁷	83,000	60,570	60,660	60,620	60,240	56,840	56,910	-26,100

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.
 2. Defence Equipment and Support will be reported as a bespoke trading entity from 1 July 2015. Prior to this it was reported as an extant TLB. This time-series break is indicated by "II" symbol in the Table. These data are not directly comparable before and after 1 July 2015. See paragraph 3.7 of the Background Notes.
 3. Since April 2012 actual FTE figures have been available for LECs and used subsequently from this date.
 4. 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.
 5. 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.
 6. 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.
 7. Strategic Defence & Security Review (SDSR) Baseline is comprised of all Civilian Level 0 personnel but excludes all NACMO Funded
- * denotes data not applicable.
 "-" 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 SDSR announced that the MOD Civil Service SDSR 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 SDSR.

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

	FTE						
	2010 1 Apr	2014 1 Apr	2014 1 Jul	2014 1 Oct	2015 1 Jan	2015 1 Apr	2015 1 Jul
Civilian Level 0 Total	85,850	62,500	62,340	62,130	62,130	58,160	58,180
Non Industrial Total	52,570	39,040	39,220	39,420	39,280	39,540 II	30,440
SCS & Equivalent ²	290	230	240	240	240	250 II	190
Band B1 & Equivalent	670	660	670	670	690	700 II	410
Band B2 & Equivalent	1,800	1,670	1,720	1,850	1,930	1,970 II	1,210
Band C1 & Equivalent	6,160	5,660	5,720	5,700	5,700	5,750 II	3,270
Band C2 & Equivalent	10,470	8,930	9,020	9,090	9,130	9,130 II	6,440
Band D & Equivalent	10,440	8,110	8,060	8,160	8,020	8,110 II	6,300
Band E1 & Equivalent	15,630	9,970	9,960	9,870	9,770	9,900 II	9,140
Band E2 & Equivalent	6,820	3,730	3,740	3,750	3,730	3,660 II	3,430
Other ³	290	70	90	90	70	60 II	60
Industrial⁴ Total	11,020	7,540	7,470	7,370	7,190	7,220 II	5,670
Firefighter	930	840	830	820	820	810	800
Skill Zone 4	320	350	350	350	340	420 II	410
Skill Zone 3	2,990	2,240	2,220	2,200	2,170	2,150 II	1,630
Skill Zone 2	3,760	2,760	2,740	2,700	2,530	2,530 II	1,750
Skill Zone 1	2,800	1,210	1,200	1,190	1,140	1,110 II	1,080
Apprentice	210	140	130	110	190	190 II	-
Royal Fleet Auxiliary Total⁵	2,330	1,820	1,820	1,850	1,840	1,890	1,910
DES Trading Entity Total⁶	*	*	*	*	*	* II	10,530
Trading Funds Total⁵	9,730	7,110	7,050	7,050	7,020	4,490	4,560
Locally engaged civilians Total^{5,7}	10,200	6,990	6,770	6,430	6,290	5,020	5,070

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. Defence Equipment and Support will be reported as a bespoke trading entity from 1 July 2015. Prior to this it was reported as an extant TLB. This time-series break is indicated by "II" symbol in the Table. These data are not directly comparable before and after 1 July 2015. See paragraph 3.7 of the Background Notes.

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

	Headcount							
	2010 1 Apr	2014 1 Apr	2014 1 Jul	2014 1 Oct	2015 1 Jan	2015 1 Apr	2015 1 Jul	Net change since Apr 10
Navy Command	2,550	2,600	2,610	2,620	2,620	2,630	2,610	70
Land Forces	17,200	11,350	11,290	11,200	11,140	11,090	11,040	-6,160
HQ Air Command	8,960	5,380	5,350	5,340	5,290	5,190	5,130	-3,830
Central TLB ¹	17,130	*	*	*	*	*	*	*
Head Office & Corporate Services ¹	*	7,510	7,510	7,550	7,570	8,060	8,020	*
Chief of Joint Operations ¹	290	*	*	*	*	*	*	*
Joint Forces Command ¹	*	5,800	5,920	6,000	6,080	6,110	6,280	*
Defence Equipment & Support ¹	16,540	10,670	10,760	10,860	10,890	10,850 II	*	*
Defence Infrastructure	2,910	4,590	4,650	4,630	4,280	4,240	4,230	1,320
Unallocated	100	60	-	-	-	20	-	-100
Royal Fleet Auxiliary (RFA)	2,330	1,820	1,820	1,850	1,840	1,890	1,910	-410
Civilian Level 1 Total	68,010	49,790	49,920	50,050	49,710^r	50,080 II	39,230	-28,780
DES Trading Entity²	*	*	*	*	*	* II	10,780	*
Trading Funds Total	9,980	7,340	7,270	7,270	7,240	4,670	4,740	-5,240
Defence Science & Technology Laboratory	3,800	3,840	3,850	3,830	3,800	3,690	3,800	-10
Defence Support Group	3,270	2,430	2,430	2,460	2,450	*	*	*
Hydrographic Office	1,000	1,080	980	980	990	980	940	-60
Met Office	1,900	*	*	*	*	*	*	*
Locally engaged civilians Total	11,980	8,080	7,830	7,210	7,060	5,150	5,220	-6,770
Civilian Level 0 Total	89,970	65,220	65,020	64,530	64,010	59,900	59,970	-30,000

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.

2. Defence Equipment and Support will be reported as a bespoke trading entity from 1 July 2015. Prior to this it was reported as an extant TLB. This time-series break is indicated by "II" symbol in the Table. These data are not directly comparable before and after 1 July 2015. See paragraph 3.7 of the Background Notes.

* denotes data not applicable.

r - revision of January 2015 Level 1 Total necessary to include previously omitted Defence Equipment & Support Total.

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

	Headcount						
	2010 1 Apr	2014 1 Apr	2014 1 Jul	2014 1 Oct	2015 1 Jan	2015 1 Apr	2015 1 Jul
Sex							
Total	65,680	47,970	48,100	48,200	47,870	48,180 II	37,320
Female	25,390	18,100	18,210	18,250	18,220	18,340 II	15,010
<i>Percentage Female</i>	38.7	37.7	37.9	37.9	38.1	38.1 II	40.2
Male	40,290	29,880	29,890	29,940	29,650	29,840 II	22,310
Ethnicity							
Total	65,680	47,970	48,100	48,200	47,870	48,180 II	37,320
Black, Asian and Minority Ethnic	1,830	1,620	1,640	1,640	1,640	1,660 II	1,290
<i>Percentage² (BAME)</i>	3.2	3.9	4.0	4.0	4.1	4.1 II	4.1
White	55,400	39,780	39,590	39,490	39,030	39,090 II	30,060
Choose Not to Declare	3,230	1,600	1,600	1,600	1,590	1,580 II	1,170
No Response	5,220	4,970	5,260	5,460	5,610	5,850 II	4,800
Disability³							
Total	65,680 II	..
Disabled	3,820 II	..
<i>Percentage² Disabled</i>	7.0 II	..
Not Disabled	50,470 II	..
Choose Not to Declare	- II	..
No Response	11,400 II	..
Sexual Orientation							
Total	65,680	47,970	48,100	48,200	47,870	48,180 II	37,320
Lesbian, Gay, Bisexual	520	540	530	530	530	530 II	420
<i>Percentage² Lesbian, Gay, Bisexual</i>	1.3	1.7	1.7	1.7	1.7	1.7 II	1.7
Heterosexual	39,010	31,170	31,100	31,110	30,840	30,660 II	23,370
Choose Not to Declare	12,700	7,930	7,850	7,740	7,590	7,440 II	5,460
No Response	13,450	8,340	8,620	8,820	8,920	9,560 II	8,080
Religion or Belief							
Total	65,680	47,970	48,100	48,200	47,870	48,180 II	37,320
Christian	29,510	22,050	21,920	21,820	21,530	21,310 II	16,740
Non Christian Religion ⁴	2,090	1,620	1,620	1,600	1,560	1,560 II	1,230
<i>Percentage² Non Christian</i>	5.1	5.1	5.1	5.1	5.0	5.0 II	5.2
Secular ⁵	9,400	8,110	8,130	8,200	8,180	8,200 II	5,840
Choose Not to Declare	11,460	7,860	7,790	7,700	7,580	7,460 II	5,410
No Response	13,220	8,340	8,640	8,870	9,000	9,650 II	8,110
Working Patterns							
Total	65,680	47,970	48,100	48,200	47,870	48,180 II	37,320
Part Time	6,740	4,750	4,790	4,780	4,740	4,850 II	4,060
<i>Percentage² Part Time</i>	10.3	9.9	10.0	9.9	9.9	10.1 II	10.9
Full Time	58,950	43,220	43,310	43,420	43,130	43,340 II	33,250
DES Trading Entity⁶	*	*	*	*	*	* II	10,780
Trading Funds Total	9,980	7,340	7,270	7,270	7,240	4,670	4,740
Royal Fleet Auxiliary Total	2,330	1,820	1,820	1,850	1,840	1,890	1,910
Locally engaged civilians Total	11,980	8,080	7,830	7,210	7,060	5,150	5,220
Civilian Level 0 Total	89,970	65,220	65,020	64,530	64,010	59,900	59,970

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.
 6. Defence Equipment and Support will be reported as a bespoke trading entity from 1 July 2015. Prior to this it was reported as TLB. This time-series break is indicated by "II" symbol in the Table. These data are not directly comparable before and after 1 July 2015. See paragraph 3.7 of the Background Notes.
- .. denotes data not available.

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

Annual intake of civilian personnel in the 12 months to 30 June 2015 showed a 3.5 per cent increase compared with the previous 12 months. This was a reduction compared to the previous quarter point which recorded an increase in recruitment rates, with a 13.7 per cent in the 12 months to 31 March 2015. In the 12 months ending 30 June 2015, 4,150 personnel were recruited into the Department, of which; 3,240 (78 per cent) were recruited into MOD Main TLBs, 650 (15.5 per cent) were recruited into a Trading Fund and 270 (6.5 per cent) were recruited by a Bespoke Trading Entity.

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 changing from -1,100 to -570 from 30 June 2014 to 30 June 2015.

The most recent quarter points for Trading Fund personnel show negative annual net flow from 30 June 2014 (-110 personnel) through to 30 June 2015 (-2,060 personnel), primarily due to the transfer of approximately 2,000 DSG personnel to Babcock in April 2015.

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

The MOD total intake rate increased from 7.2 in the 12 months ending 30 June 2014 to 7.6 in the 12 months ending 30 June 2015, representing a 3.5 per cent increase in intake numbers. This is a reduction against the 13.7 per cent increase in intake numbers recorded in the 12 months ending 31 March 2015. Total intake into MOD Main TLBs during this period decreased by 4.9 per cent compared to 14.5 per cent for the previous period. The number of directly recruited or re-instated personnel decreased by 3.1 per cent from 2,830 in the twelve months ending 30 June 2014 to 2,740 in the twelve months ending 30 June 2015.

Intake rates for Trading Funds, traditionally higher due to the greater use of short term contracts, increased to their highest recorded rate of 10.1 in the 12 months to 30 June 2015, having shown a slight fall in the previous period.

The MOD total outflow rate was 12.3 in the 12 months to 30 June 2015, showing quarterly increases from 30 September, when it stood at 8.8. The Trading Fund total outflow rate has increased to 42.2 at 30 June 2015, which is mainly due to the effect of the transfer of 2,000 DSG personnel to Babcock via privatisation.

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

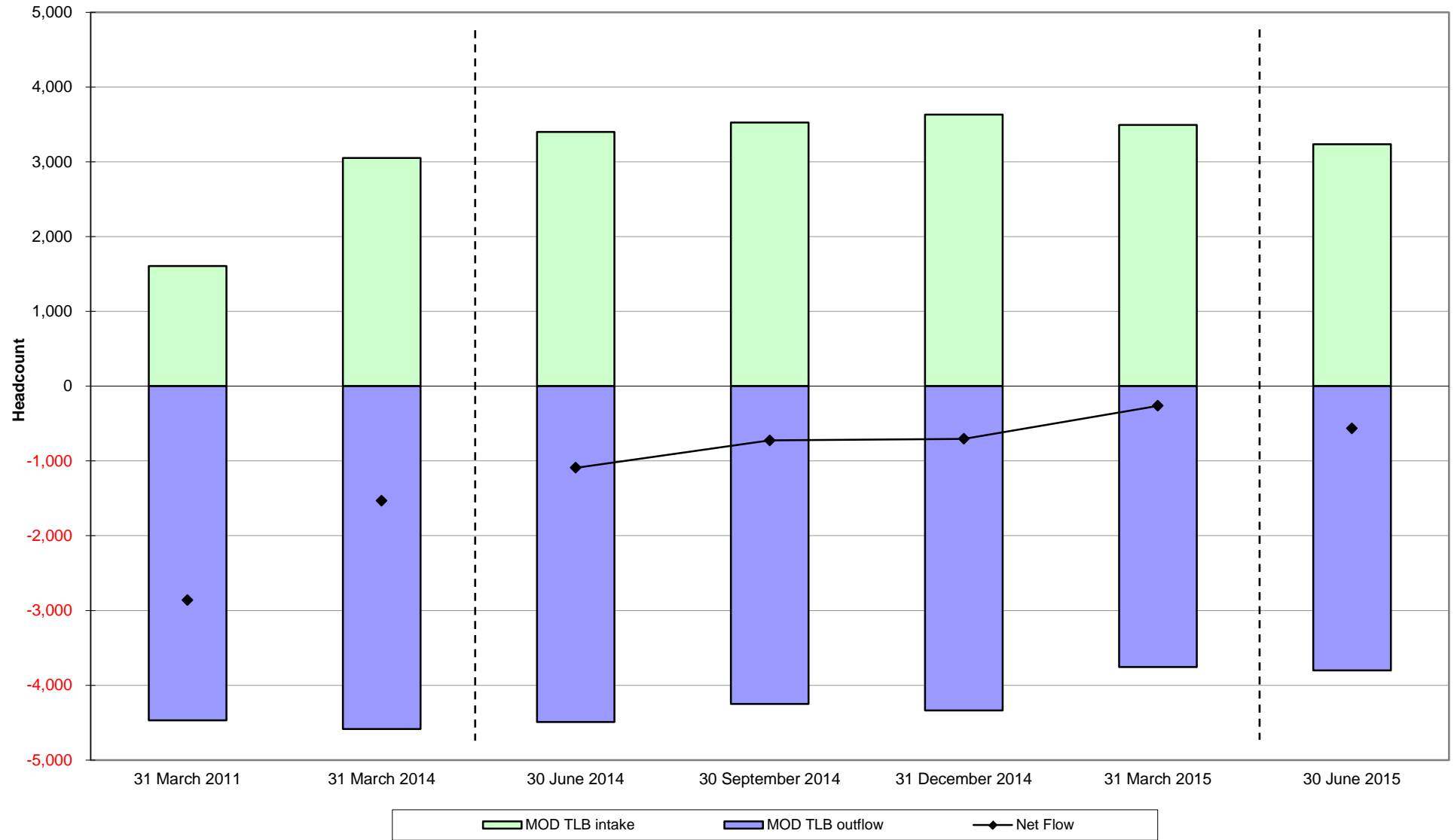
	Headcount						
	Financial	Financial	12 Months Ending ² :				
	Year	Year	2014	2014	2014	2015	2015
	2010/11	2013/14	30 Jun	30 Sep	31 Dec	31 Mar	30 Jun
MOD Total Intake²	2,040	3,610	4,010	4,140	4,280	4,100	4,150
MOD Main TLB Total Intake²	1,610	3,050	3,400	3,520	3,630	3,490 II	3,240
Navy Command	60	130	140	160	180	180	170
Land Forces	470	430	460	450	470	420	450
HQ Air Command	340	190	230	260	280	310	310
Central TLB ¹	320	*	*	*	*	*	*
Head Office & Corporate Services ¹	*	400	430	490	570	680	720
Chief of Joint Operations ¹	10	*	*	*	*	*	*
Joint Forces Command ¹	*	400	450	500	540	530	510
Defence Equipment & Support Organisation ¹	360	1,330	1,390	1,240	1,180	1,000 II	780
Defence Infrastructure Organisation ¹	50	180	300	410	410	360	300
Unallocated	-	-	-	-	-	-	-
DES Trading Entity	*	*	*	*	*	* II	270
Trading Funds Total Intake²	430	550	610	620	640	600	640
Defence Science & Technology Laboratory	240	410	430	410	400	380	450
Defence Support Group	30	110	120	140	170	160	120
Hydrographic Office	60	40	60	70	70	70	70
Met Office ¹	100	*	*	*	*	*	*
MOD Total Outflow²	5,270	5,160	5,200	4,930	5,060	6,560	6,670
MOD Main TLB Total Outflow²	4,470	4,590	4,490	4,250	4,340	3,760 II	3,800
Navy Command	110	210	190	190	210	190	200
Land Forces	1,420	1,070	1,000	910	880	760	810
HQ Air Command	550	460	470	460	460	520	540
Central TLB ¹	1,000	*	*	*	*	*	*
Head Office & Corporate Services ¹	*	840	830	780	710	540	610
Chief of Joint Operations ¹	10	*	*	*	*	*	*
Joint Forces Command ¹	*	450	450	470	460	400	430
Defence Equipment & Support Organisation ¹	1,240	670	680	710	720	750 II	600
Defence Infrastructure Organisation ¹	120	880	870	730	890	600	610
Unallocated	10	10	10	-	-	-	-
DES Trading Entity^{1,3}	*	*	*	*	*	* II	170
Trading Funds Total Outflow²	800	570	710	680	720	2,800	2,700
Defence Science & Technology Laboratory	330	410	430	410	420	510	500
Defence Support Group	280	100	120	110	140	2,120	2,090
Hydrographic Office	60	60	160	160	170	170	110
Met Office ¹	140	*	*	*	*	-	-
Net Change of Royal Fleet Auxiliary⁴	30	-90	-70	-20	-10	80	90
Net Change of Locally engaged civilians⁴	290^e	-1,150	-1,320	-1,210	-1,050	-2,940	-2,610
MOD Total Net Change⁵	-2,910^e	-2,790	-2,590	-2,020	-1,840	-5,320	-5,050

Source: Defence Statistics (Civilian)

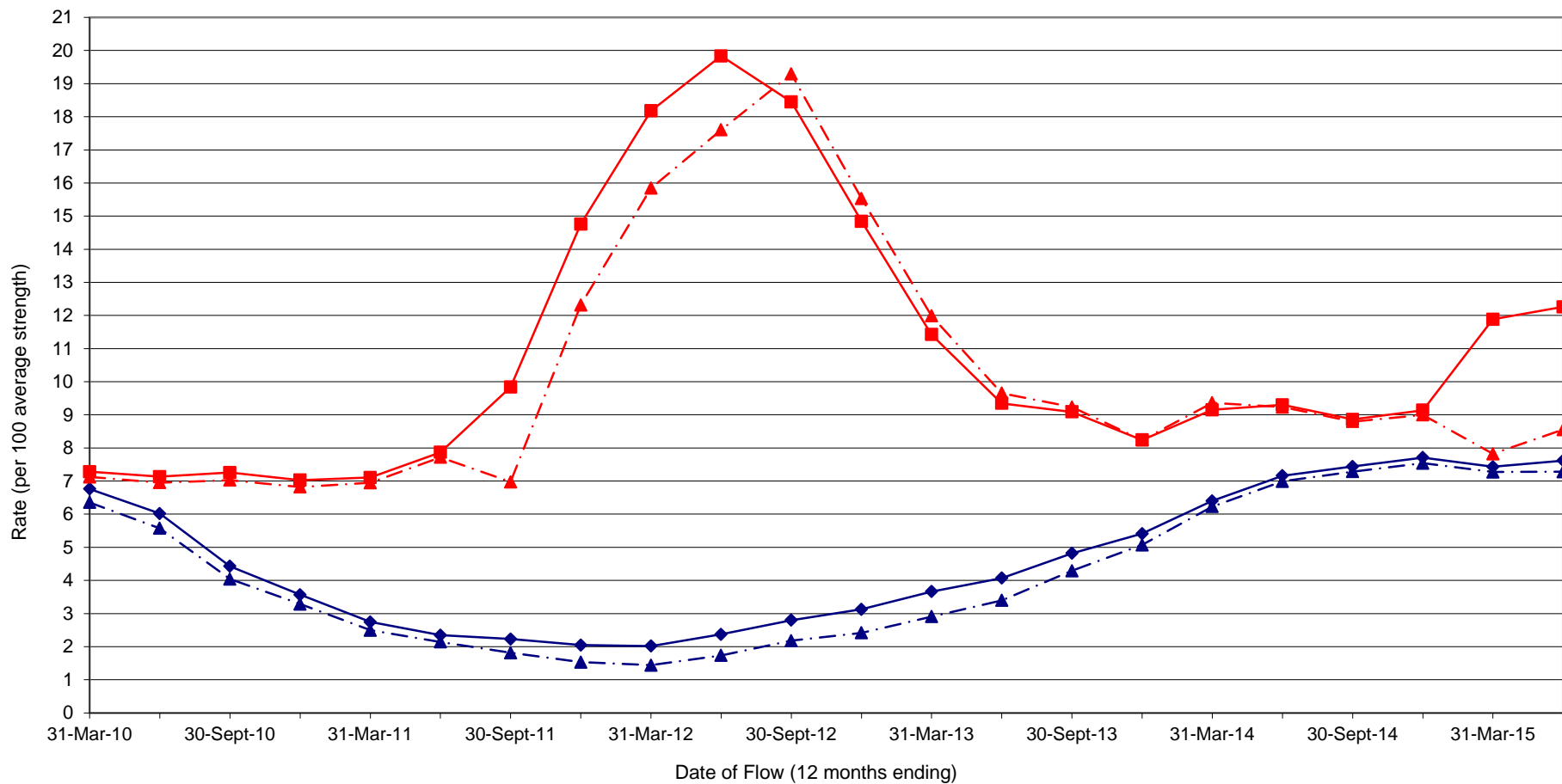
Notes:

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. Defence Equipment and Support will be reported as a bespoke trading entity from 1 July 2015. Prior to this it was reported as an extant TLB. This time-series break is indicated by "II" symbol in the Table. These data are not directly comparable before and after 1 July 2015. See paragraph 3.7 of the Background Notes.
 4. 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.
 5. 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)



Total Intake

 Total Outflow

 MOD TLB Intake

 MOD TLB Outflow

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)

	Headcount						
	Financial Year 2010/11	Financial Year 2013/14	12-Months Ending ² :				
			2014 30 Jun	2014 30 Sep	2014 31 Dec	2015 31 Mar	2015 30 Jun
MOD Total Intake³	2,040	3,610	4,010	4,140	4,280	4,100	4,150
<i>Total Intake Rate</i>	<i>2.7</i>	<i>6.4</i>	<i>7.2</i>	<i>7.4</i>	<i>7.7</i>	<i>7.4</i>	<i>7.6</i>
MOD Main TLB Total Intake³	1,610	3,050	3,400	3,520	3,630	3,490 II	3,240
<i>Total Intake Rate</i>	<i>2.5</i>	<i>6.2</i>	<i>7.0</i>	<i>7.3</i>	<i>7.5</i>	<i>7.3 II</i>	<i>7.3</i>
Recruitment / Re-instatement	1,410	2,480	2,830	3,000	3,100	2,990 II	2,740
Transfer from other Public Office	190	570	570	520	530	500 II	490
DES Trading Entity⁴	*	*	*	*	*	* II	270
<i>Total Intake Rate</i>	<i>*</i>	<i>*</i>	<i>*</i>	<i>*</i>	<i>*</i>	<i>* II</i>	<i>7.4</i>
Recruitment / Re-instatement	*	*	*	*	*	* II	260
Transfer from other Public Office	*	*	*	*	*	* II	10
Trading Funds Total Intake³	430	550	610	620	640	600	640
<i>Total Intake Rate</i>	<i>4.4</i>	<i>7.5</i>	<i>8.3</i>	<i>8.5</i>	<i>8.8</i>	<i>8.5</i>	<i>10.1</i>
Recruitment / Re-instatement	190	140	180	210	250	230	190
Transfer from other Public Office	240	410	430	410	400	380	450
MOD Total Outflow³	5,270	5,160	5,200	4,930	5,070	6,560	6,670
<i>Total Outflow Rate</i>	<i>7.1</i>	<i>9.2</i>	<i>9.3</i>	<i>8.8</i>	<i>9.1</i>	<i>11.9</i>	<i>12.3</i>
MOD Main TLB Total Outflow³	4,470	4,590	4,490	4,250	4,340	3,760 II	3,800
<i>Total Outflow Rate</i>	<i>6.9</i>	<i>9.4</i>	<i>9.2</i>	<i>8.8</i>	<i>9.0</i>	<i>7.8 II</i>	<i>8.6</i>
Resignation ⁵	1,220	1,070	1,090	1,110	1,100	1,140 II	1,100
<i>Resignation outflow rate</i>	<i>1.9</i>	<i>2.2</i>	<i>2.2</i>	<i>2.3</i>	<i>2.3</i>	<i>2.4 II</i>	<i>2.5</i>
Retirement	1,340	900	960	1,010	1,080	1,120 II	1,090
<i>Retirement outflow rate</i>	<i>2.1</i>	<i>1.8</i>	<i>2.0</i>	<i>2.1</i>	<i>2.2</i>	<i>2.3 II</i>	<i>2.5</i>
End of Appointments	450	180	180	200	190	170 II	170
Voluntary Release or Redundancy	180	130	130	180	310	280 II	290
Voluntary Early Release Scheme ⁶	*	1,680	1,520	1,120	720	- II	-
<i>Voluntary Early Release Scheme outflow rate</i>	<i>*</i>	<i>3.4</i>	<i>3.1</i>	<i>2.3</i>	<i>1.5</i>	<i>0.0 II</i>	<i>0.0</i>
Compulsory Severance or Retirement	150	10	10	-	20	40 II	40
Health / Death in Service	290	240	230	240	240	270 II	260
Dismissed	90	90	90	100	120	120 II	140
Transfer out of MOD	190	200	200	220	210	230 II	310
Privatisation of Function	460	-	-	10	300	380 II	380
Other	90	80	70	70	40	20 II	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 Year 2010/11	Financial Year 2013/14	12-Months Ending ² :				
			2014 30 Jun	2014 30 Sep	2014 31 Dec	2015 31 Mar	2015 30 Jun
DES Trading Entity⁴	*	*	*	*	*	* II	170
Total Outflow Rate	*	*	*	*	*	* II	4.8
Resignation ⁵	*	*	*	*	*	* II	70
Retirement	*	*	*	*	*	* II	70
End of Appointments	*	*	*	*	*	* II	-
Voluntary Release or Redundancy	*	*	*	*	*	* II	-
Voluntary Early Release Scheme ⁶	*	*	*	*	*	* II	-
Compulsory Severance or Retirement	*	*	*	*	*	* II	-
Health / Death in Service	*	*	*	*	*	* II	-
Dismissed	*	*	*	*	*	* II	20
Transfer out of MOD	*	*	*	*	*	* II	10
Privatisation of Function	*	*	*	*	*	* II	-
Other	*	*	*	*	*	* II	-
Trading Funds Total Outflow³	800	570	710	680	720	2,800	2,700
Total Outflow Rate	8.1	7.7	9.7	9.3	10.0	39.2	42.2
Resignation	220	230	240	230	260	270	270
Retirement	80	60	70	80	70	60	40
End of Appointments	180	180	190	160	150	150	140
Voluntary Release or Redundancy	150	20	130	110	120	120	10
Compulsory Severance or Retirement	20	-	-	-	-	-	-
Health / Death in Service	20	10	10	10	20	20	20
Dismissed	20	10	10	10	10	10	10
Transfer out of MOD	20	50	60	60	60	60	60
Privatisation of Function	-	-	-	-	-	1,980	1,980
Other	100	10	10	20	30	120	170
Net Change of Royal Fleet Auxiliary³	30	-90	-70	-20	-10	80	90
Net Change of Locally engaged civilians³	290^e	-1,150	-1,320	-1,210	-1,050	-2,940	-2,610
MOD Total Net Change⁷	-2,910^e	-2,790	-2,590	-2,020	-1,840	-5,320	-5,050

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. Defence Equipment and Support will be reported as a bespoke trading entity from 1 July 2015. Prior to this it was reported as an extant TLB. This time-series break is indicated by "II" symbol in the Table. These data are not directly comparable before and after 1 July 2015. See paragraph 3.7 of the Background Notes.

5. 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).

6. 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

7. 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)

	FTE:					
	2008	2009	2010	2011	2012	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)

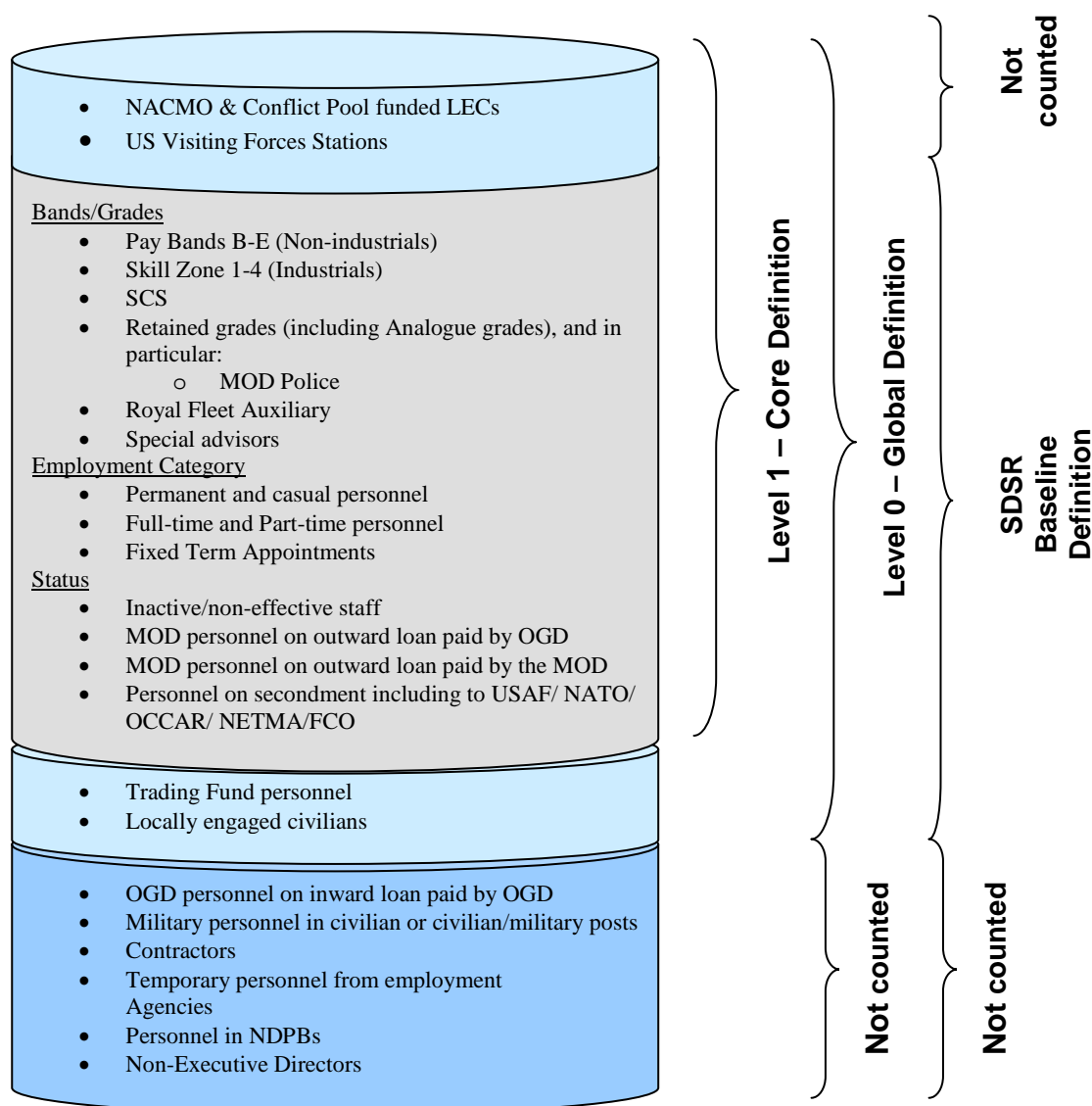
Notes:

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. Defence Statistics civilian manpower definitions (as from 1 July 2015)



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 civilian 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) **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.
- iv) **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.

- v) **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.
- 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.

2. SDSR Review Period

1. 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 2014 and the last five quarter points to date to illustrate recent trends.
2. Summary time series data at April points for the period 2008 to 2013, 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 gender, ethnic origin, and grade, with figures showing how key trends in structure and flows have developed over a number of years.

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:
 - i. 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.
 - ii. 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.
 - iii. 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.
 - iv. 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.
 - v. 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.
 - vi. 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.
 - vii. Defence Equipment and Support (DE&S) changed status as at 1 April 2015 and was reclassified as a Bespoke Trading Entity. It will be reported outside Civilian level 1, but within level 0. Prior to this it was categorised as a Top Level Budgetary Area, which was part of the Civilian Level 1 total. For reporting purposes, DE&S will be reported as an extant TLB as at 1 April 2015 to allow comparable analysis of DE&S across the SDSR period covering 1 April 2010 to 1 April 2015. Civilian personnel strength for DE&S from 01 July 2015 onwards will be reported as a Bespoke Trading Entity.
 - viii. 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. Due to the re-categorisation of Defence Support & Equipment to a Bespoke Trading Entity, the intake and outtake flows will contain only a proportion of these data (dependent in the time period being considered). To effectively compensate for this, these data have been weighted accordingly via average strength.

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. Data sources

Defence Statistics (DS) Civilian manpower statistics are compiled from several sources:

- i) **Core MOD Personnel** - Data for core MOD personnel have been taken from the personnel system - Human Resources Management System (HRMS) on a monthly basis since April 2004. 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) **The Royal Fleet Auxiliary (RFA)** - RFA data are 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.
- iii) **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.
- iv) **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.

6. Symbols and conventions

i) 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.

ii) 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.

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

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

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

Civilian Level 0: 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.

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 and Support (DE&S): is responsible for equipping and supporting the UK's Armed Forces. They manage a vast range of complex projects to buy and support all the equipment and services that the Royal Navy, British Army and Royal Air Force need to operate effectively. They work closely with industry, including through partnering agreements and private finance initiatives. Their main responsibilities are:

- the procurement and support of ships, submarines, aircraft, vehicles, weapons and supporting services
- general requirements including food, clothing, medical supplies and temporary accommodation
- inventory management
- British Forces Post Office
- Submarine dismantling project

DE&S will be reported as a bespoke trading entity on 1 July 2015 (prior to this it was reported as an extant TLB). This means it is an arm's length body of the Ministry of Defence 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. It achieved full status for reporting purposes as at 1 April 2015.

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, it replaced Defence Estates and includes TLB property and facilities management functions previously situated within other TLBs.

Defence Science and Technology Laboratory (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 (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. 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, and 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) are responsible 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: 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: is responsible for surveying the seas around the UK and other areas to aid navigation.

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 within a monthly, quarterly or financial year period, identified by specific Method of Entry codes within the Human Resources Management System (HRMS).

Joint Forces Command (JFC): 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: are employees who have 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: 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.

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: 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 personnel: 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 within a monthly, quarterly or financial year period, identified by specific Reason for Leaving codes within the Human Resources Management System (HRMS).

Royal Fleet Auxiliary (RFA): 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 SDSR 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): are the major organisational groupings of the MOD directly responsible for the planning, management and delivery of departmental capability.

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 at 1 April 2015 the Defence Support Group was privatised, with approximately 2,000 posts transferring to Babcock.