



# Ministry of Defence

## Quarterly Civilian Personnel Report



1 January 2016

### 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 **Civilian 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 DE&S Bespoke Trading Entity. It was reported in the same format as current Trading Funds, outside Level 1 definition, but within Level 0 definition from 1 July 2015.

#### Civilian personnel headlines

- The Ministry of Defence Civilian population as at 1 January 2016 was 56,310, a fall of 29,540 (34.4 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 January 2015, the civilian population has fallen by 8.6 per cent (5,330 personnel). The latest quarterly change shows a fall of 1.0 per cent (560 personnel).
- The proportion of the MOD main personnel by known grade for non-industrial personnel as at 1 January 2016 was: SCS (0.6 per cent), Band B (5.5 per cent), Band C (32.0 per cent), Band D (20.8 per cent) and Band E (41.2 per cent).
- In the 12 months to 31 December 2015 the overall MOD net change was -6,030 personnel, a 228.3 per cent increase (4,200 personnel) compared to the previous 12 months.
  - the annual intake of civilian personnel remained similar to the previous 12 months at 4,140.
  - the annual outflow of civilian personnel was 7,730, a 52.8 per cent increase (2,670 personnel) compared with the previous 12 months.
- In the 12 months to 31 December 2015, 'resignation', 'retirement', and 'voluntary release /redundancy' accounted for 72.7 per cent of outflow from MOD main TLBs.
- 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.

**Further Information:** Defence Statistics Tel: 020-721-81359  
Email: [DefStrat-Stat-CivEnquiries@mod.uk](mailto:DefStrat-Stat-CivEnquiries@mod.uk)

**General Public Enquiries:** [MOD Statistics Homepage](http://MOD-Statistics-Homepage)

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## Definitions

The following definitions are used within this publication and apply to different data tables:

	Civilian Level 0	Civilian Level 1	Core Civilian personnel (strength)	Civilian personnel (Intake/Outflow)
Top Level Budgetary area (TLB)	✓	✓	✓	✓
Royal Fleet Auxiliary (RFA)	✓	✓		
DE&S Trading Entity	✓			✓
Trading funds	✓			✓
Locally engaged civilians (LEC)	✓			

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

**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 Royal Navy's command and control system and forms a vital part of maritime operations.

**DE&S Trading Entity:** Defence Equipment and Support (DE&S) is reported as a bespoke trading entity from 1 July 2015. Prior to this it was reported as an extant TLB.

**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.

**Locally engaged civilians:** MOD employs a number of civilian personnel overseas, known as Locally engaged civilians (LECs). 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.

## Symbols and Conventions

### Symbols

}	categories merged for some years
	discontinuity in time series
~	fewer than five
*	not applicable
..	not available
p	Provisional
r	Revised
rp	revised but still provisional
e	Estimate
—	Zero or rounded to zero

*Italic* figures are used for percentages and other rates, except where otherwise indicated.

### 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. This also applies to Civilian personnel data expressed in terms of Full-Time Equivalents (FTE).

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

## Civilian Personnel by Top Level Budgetary Area

### Full Time Equivalent (Table 1)

The Ministry of Defence total civilian population (Level 0) as at 1 January 2016 was 56,310 a reduction of 29,540 (34.4 per cent) compared with 1 April 2010. The net change comprised of:

Group	FTE as at 1 January 2016	FTE Change compared with 1 April 2010
Top Level Budgetary areas	35,830	-27,760
Royal Fleet Auxiliary	1,930	-400
DE&S Trading Entity	9,650	9,650*
Trading Funds	4,470	-5,260
Locally engaged civilians	4,420	-5,780
<b>Civilian Level 0 Total</b>	<b>56,310</b>	<b>-29,540</b>

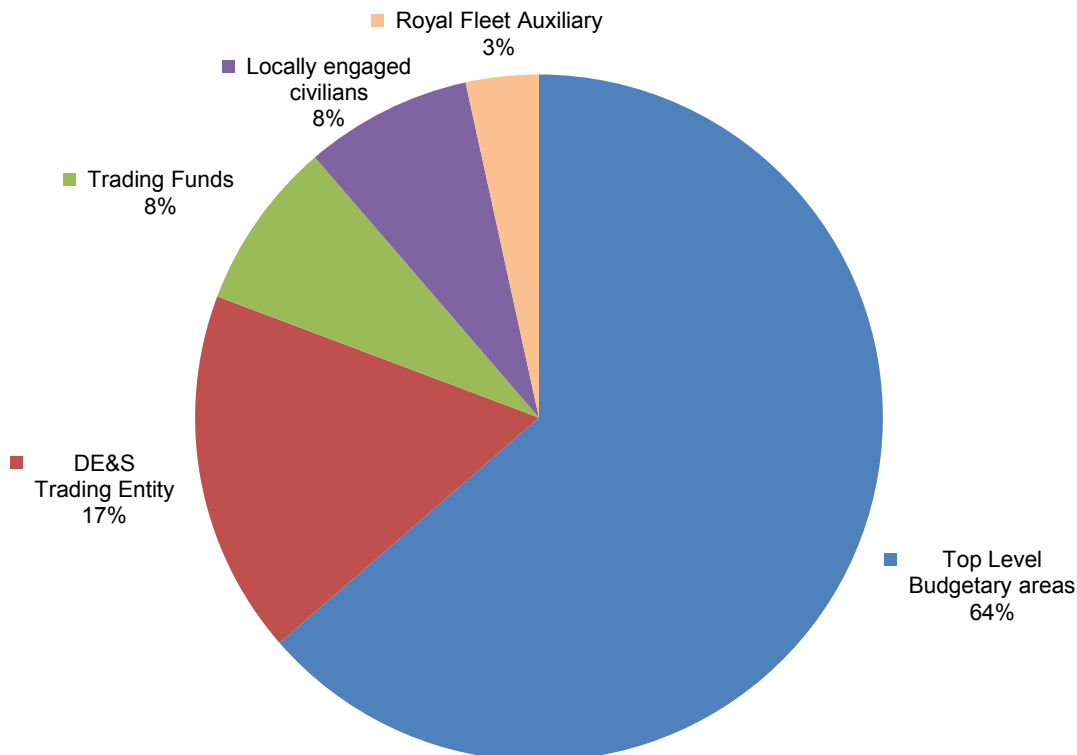
\* DE&S Trading Entity was a TLB until 01 July 2015.

The Level 1 (TLBs and RFA) personnel as at 1 January 2016 was 37,760. The most notable change to this population occurred when the Defence Equipment and Support (DE&S) changed status and was reclassified as a Bespoke Trading Entity. It was identified under the title DE&S Bespoke Trading Entity, and 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 DE&S Trading Entity personnel as at 1 January 2016 was 9,650.

The Trading Funds personnel total as at 1 January 2016 was 4,470, a decrease of 54.1 per cent (5,260 personnel) compared with 1 April 2010. 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 Ltd. The latest quarterly comparison showed a small decrease of 0.9 per cent (40 personnel).

The number of Locally engaged civilians as at 1 January 2016 was 4,420, a decrease of 56.6 per cent (5,780 personnel) compared with 1 April 2010. The LEC personnel total at 1 January 2016 showed a reduction of 520 personnel (a fall of 10.6 per cent) compared with October 2015.

### Breakdown of Civilian personnel (FTE) by main groups, as at 1 January 2016



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

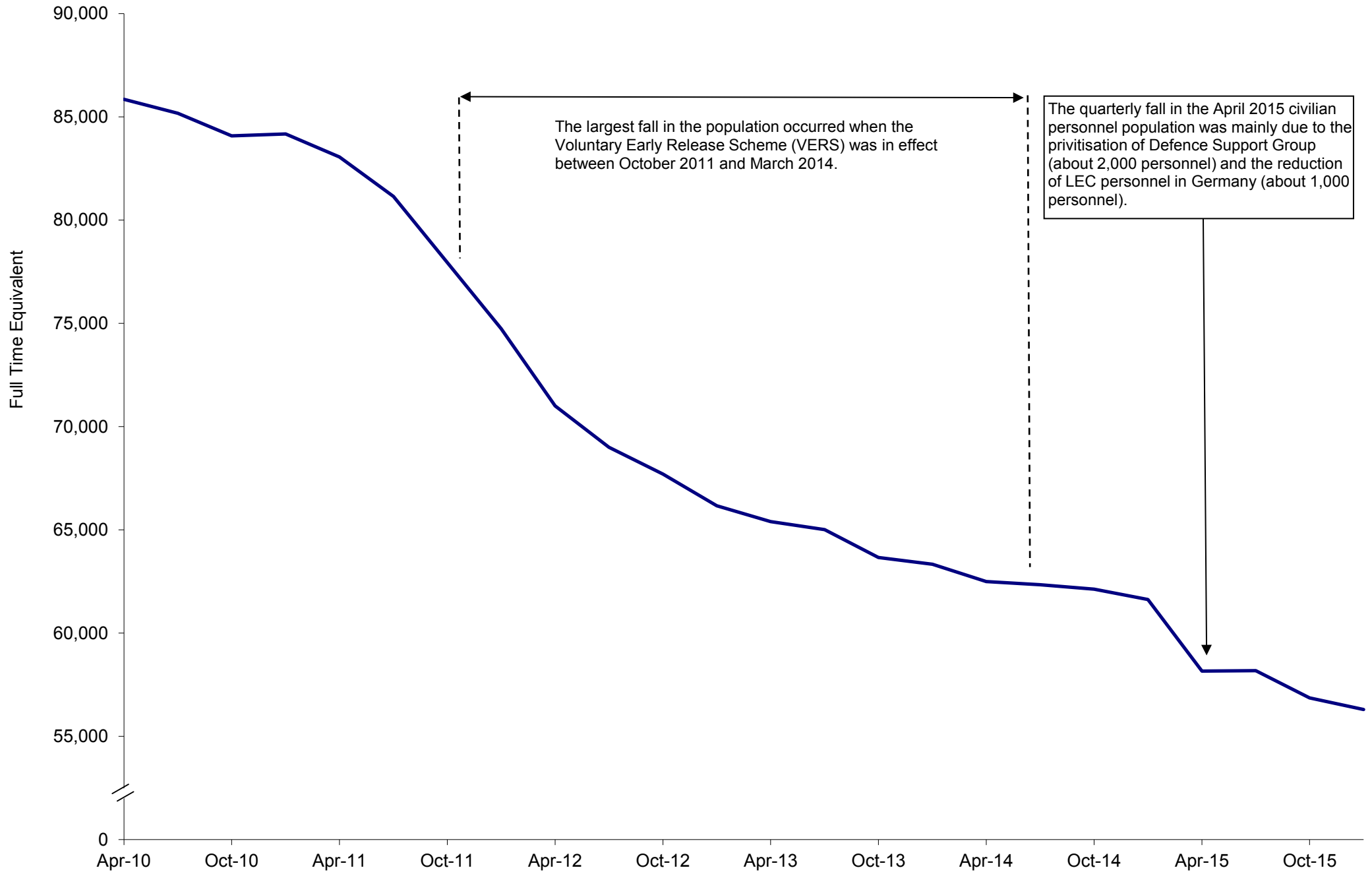
	FTE						
	2010 1 Apr	2014 1 Apr	2015 1 Jan	2015 1 Apr	2015 1 Jul	2015 1 Oct	2016 1 Jan
Navy Command	2,430	2,490	2,510	2,520	2,510	2,530	2,560
Land Forces	16,480	10,950	10,750	10,690	10,650	10,470	10,390
HQ Air Command	8,660	5,240	5,140	5,040	4,980	4,930	4,830
Central TLB <sup>1</sup>	16,650	*	*	*	*	*	*
Head Office & Corporate Services <sup>1</sup>	*	7,300	7,360	7,840	7,800	7,910	7,870
Chief of Joint Operations <sup>1</sup>	290	*	*	*	*	*	*
Joint Forces Command <sup>1</sup>	*	5,570	5,840	5,870	6,020	5,970	6,000
Defence Equipment & Support <sup>1,2</sup>	16,150	10,450	10,660	10,610 II	*	*	*
Defence Infrastructure Organisation <sup>1</sup>	2,830	4,520	4,220	4,170	4,150	4,140	4,160
Unallocated	100	60	-	20	-	-	-
Royal Fleet Auxiliary (RFA)	2,330	1820	1840	1,890	1,910	1,920	1,930
<i>of which:</i>							
<i>Apprentices</i>	..	..	..	..	10	40	50
<i>Cadets</i>	..	70	80	80	90	80	90
<i>Civilians</i>	..	200	190	180	180	180	170
<i>Sponsored Reserves</i>	..	1550	1570	1,640	1,630	1,620	1,620
<b>Civilian Level 1 Total</b>	<b>65,920</b>	<b>48,400</b>	<b>48,320</b>	<b>48,650 II</b>	<b>38,030</b>	<b>37,880</b>	<b>37,760</b>
<b>DE&amp;S Trading Entity<sup>2</sup></b>	<b>*</b>	<b>*</b>	<b>*</b>	<b>* II</b>	<b>10,530</b>	<b>9,530</b>	<b>9,650</b>
<b>Trading Funds Total</b>	<b>9,730</b>	<b>7,110</b>	<b>7,020</b>	<b>4,490</b>	<b>4,560</b>	<b>4,510</b>	<b>4,470</b>
Defence Science & Technology Laboratory	3,700	3,690	3,660	3,550	3,650	3,620	3,580
Defence Support Group	3,230	2,400	2,410	*	*	*	*
Hydrographic Office	970	1,020	950	940	910	890	890
Met Office <sup>1</sup>	1,840	*	*	*	*	*	*
<b>Locally engaged civilians (LEC) Total<sup>3</sup></b>	<b>10,200</b>	<b>6,990</b>	<b>6,290</b>	<b>5,020</b>	<b>5,070</b>	<b>4,950</b>	<b>4,420</b>
<b>Civilian Level 0 Total</b>	<b>85,850</b>	<b>62,500</b>	<b>61,630</b>	<b>58,160</b>	<b>58,180</b>	<b>56,860</b>	<b>56,310</b>

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 was 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.

**Graph 1 - Civilian Level 0 personnel strengths (Full Time Equivalent)**



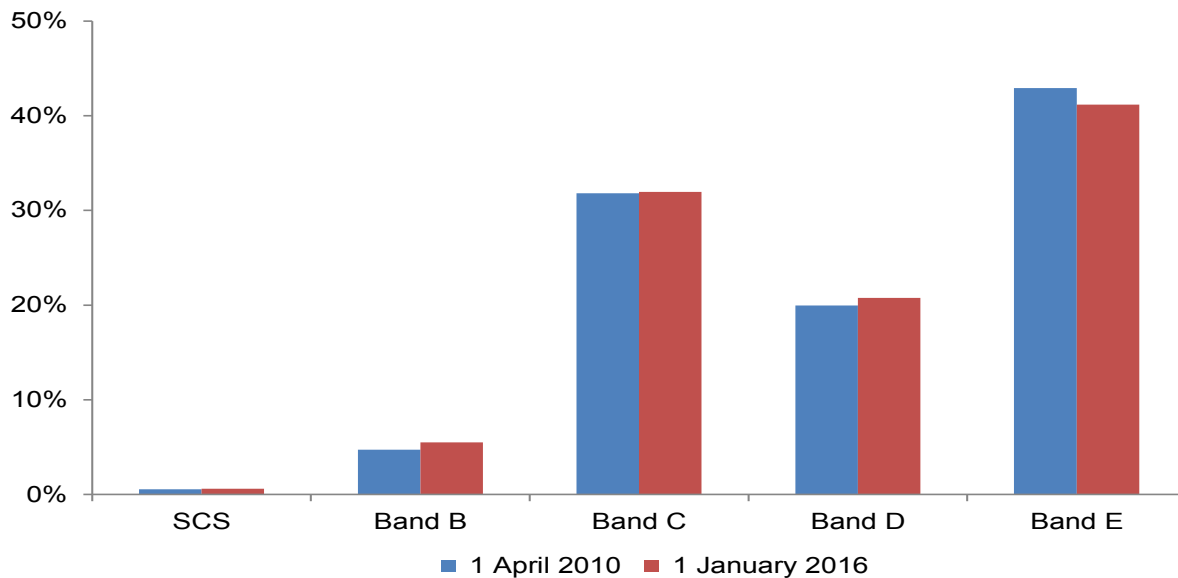
## Civilian Personnel by Grade Equivalence

### Full Time Equivalent (Table 2)

Due to the re-categorization of Defence Equipment and Support from a MOD Main TLB to a Bespoke Trading Entity, it is not possible to undertake a like for like comparison of 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 82.6 to 84.7 per cent, and as at 1 January 2016 it was 84.7 per cent.

#### Proportion of non-industrial civilian personnel, by grade\*



\* Excludes unknown grades.

#### Proportion of industrial civilian personnel, by grade\*



\* Excludes apprentices.

Although the proportion of non-industrial civilian personnel, by grade has remained fairly stable when comparing January 2016 with April 2010, there has been some variation during this period, most notably at Band C (which ranged from 31.6 per cent to 37.7 per cent) and Band E (34.3 per cent to 42.7 per cent). For industrial grades, the greatest variation was for Skill Zone 1 (15.4 per cent to 25.4 per cent).

**Table 2 - Civilian personnel by grade equivalence<sup>1</sup> (Full Time Equivalent)**

	FTE						
	2010 1 Apr	2014 1 Apr	2015 1 Jan	2015 1 Apr	2015 1 Jul	2015 1 Oct	2016 1 Jan
<b>Civilian Level 0 Total</b>	<b>85,850</b>	<b>62,500</b>	<b>62,130</b>	<b>58,160</b>	<b>58,180</b>	<b>56,860</b>	<b>56,310</b>
<b>Non Industrial Total</b>	<b>52,570</b>	<b>39,040</b>	<b>39,280</b>	<b>39,540 II</b>	<b>30,440</b>	<b>30,360</b>	<b>30,360</b>
SCS & Equivalent <sup>2</sup>	290	230	240	250 II	190	180	190
Band B1 & Equivalent	670	660	690	700 II	410	410	410
Band B2 & Equivalent	1,800	1,670	1,930	1,970 II	1,210	1,230	1,250
Band C1 & Equivalent	6,160	5,660	5,700	5,750 II	3,270	3,290	3,330
Band C2 & Equivalent	10,470	8,930	9,130	9,130 II	6,440	6,350	6,350
Band D & Equivalent	10,440	8,110	8,020	8,110 II	6,300	6,300	6,290
Band E1 & Equivalent	15,630	9,970	9,770	9,900 II	9,140	9,210	9,170
Band E2 & Equivalent	6,820	3,730	3,730	3,660 II	3,430	3,330	3,300
Other <sup>3</sup>	290	70	70	60 II	60	60	60
<b>Industrial<sup>4</sup> Total</b>	<b>11,020</b>	<b>7,540</b>	<b>7,190</b>	<b>7,220 II</b>	<b>5,670</b>	<b>5,590</b>	<b>5,480</b>
Firefighter	930	840	820	810	800	780	760
Skill Zone 4	320	350	340	420 II	410	400	390
Skill Zone 3	2,990	2,240	2,170	2,150 II	1,630	1,610	1,550
Skill Zone 2	3,760	2,760	2,530	2,530 II	1,750	1,740	1,730
Skill Zone 1	2,800	1,210	1,140	1,110 II	1,080	1,060	1,040
Apprentice	210	140	190	190 II	~	~	~
<b>Royal Fleet Auxiliary Total<sup>5</sup></b>	<b>2,330</b>	<b>1,820</b>	<b>1,840</b>	<b>1,890</b>	<b>1,910</b>	<b>1,920</b>	<b>1,930</b>
<b>DE&amp;S Trading Entity Total<sup>6</sup></b>	<b>*</b>	<b>*</b>	<b>*</b>	<b>* II</b>	<b>10,530</b>	<b>9,530</b>	<b>9,650</b>
<b>Trading Funds Total<sup>5</sup></b>	<b>9,730</b>	<b>7,110</b>	<b>7,020</b>	<b>4,490</b>	<b>4,560</b>	<b>4,510</b>	<b>4,470</b>
<b>Locally engaged civilians Total<sup>5,7</sup></b>	<b>10,200</b>	<b>6,990</b>	<b>6,290</b>	<b>5,020</b>	<b>5,070</b>	<b>4,950</b>	<b>4,420</b>

Source: Defence Statistics (Civilian)

**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 was 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.
7. Since April 2012 actual FTE figures for Locally engaged civilians have been available and used subsequently from this date.

## Headcount (Table 3)

The Ministry of Defence total civilian headcount (Level 0) as at 1 January 2016 was 57,970, a fall of 32,000 personnel (35.6 per cent) compared with 1 April 2010. The rate of reduction of Level 0 remained relatively stable at around 1 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 1.0 per cent decrease in personnel in the quarter to January 2016.

HQ Air Command had the largest percentage reduction in headcount personnel, with a decrease of 44.5 per cent (3,990 personnel) since 1 April 2010, while Land Forces numbers decreased the most (6,450 personnel), equating to a 37.5 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. The change in the current quarter to 1 January 2016 showed an increase of 0.6 per cent (20 personnel).

As at 1 January 2016, the Bespoke Trading Entity (Defence Equipment and Support) reduced personnel by 40.3 per cent compared with 1 April 2010, from 16,540 to 9,880 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 January 2016 showed an increase of 1.3 per cent (130 personnel).

The number of Locally engaged civilians has fallen by 62.2 per cent from April 2010 (11,980 personnel) to January 2016 (4,530 personnel). The latest quarterly change showed a 10.3 per cent decrease (520 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 fell 1.6 percentage points between April 2010 and April 2013, from 38.7 per cent to 37.1 per cent, during the most prominent period of exits. Since April 2013, female representation has shown small quarterly increases to April 2015, where it stood at 38.1 per cent. In July 2015 there was a rise of 2.2 percentage points compared to the previous quarter. The scale of this increase was 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. Had DE&S remained as a TLB then the female representation rate would have been 38.3 per cent. As at 1 January 2016, the figure was 40.4 per cent, a 0.1 percentage point increase from the previous quarter.

'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 increased slightly to 4.2 per cent at January 2016. 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, with a small increase to 1.9 per cent as at 1 January 2016. 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 January 2016 compared with April 2010 increased by 3.7 percentage points, from 12.9 per cent to 16.6 per cent for ethnicity, decreased 3.3 percentage points from 39.8 per cent to 36.5 per cent for sexual orientation, and decreased by 0.9 percentage points from 37.6 per cent to 36.6 per cent for religion or belief.

From 1 April 2010 to 1 January 2016 the proportion of part-time personnel has ranged between 9.5 per cent (1 January 2013) and 10.9 per cent (1 July 2015). The proportion as at 1 January 2016 (10.5 per cent) has fallen by 0.4 percentage points since 1 July 2015.

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

	Headcount						
	2010 1 Apr	2014 1 Apr	2015 1 Jan	2015 1 Apr	2015 1 Jul	2015 1 Oct	2016 1 Jan
Navy Command	2,550	2,600	2,620	2,630	2,610	2,640	2,660
Land Forces	17,200	11,350	11,140	11,090	11,040	10,830	10,740
HQ Air Command	8,960	5,380	5,290	5,190	5,130	5,080	4,980
Central TLB <sup>1</sup>	17,130	*	*	*	*	*	*
Head Office & Corporate Services <sup>1</sup>	*	7,510	7,570	8,060	8,020	8,130	8,100
Chief of Joint Operations <sup>1</sup>	290	*	*	*	*	*	*
Joint Forces Command <sup>1</sup>	*	5,800	6,080	6,110	6,280	6,220	6,250
Defence Equipment & Support <sup>1,2</sup>	16,540	10,670	10,890	10,850	*	*	*
Defence Infrastructure	2,910	4,590	4,280	4,240	4,230	4,220	4,240
Unallocated	100	60	-	20	-	-	-
Royal Fleet Auxiliary (RFA)	2,330	1,820	1,840	1,890	1,910	1,920	1,930
<i>of which:</i>							
Apprentices	..	..	..	..	10	40	50
Cadets	..	70	80	80	90	80	90
Civilians	..	200	190	180	180	180	170
Sponsored Reserves	..	1550	1570	1,640	1,630	1,620	1,620
<b>Civilian Level 1 Total</b>	<b>68,010</b>	<b>49,790</b>	<b>49,710</b>	<b>50,080 II</b>	<b>39,230</b>	<b>39,040</b>	<b>38,910</b>
<b>DE&amp;S Trading Entity<sup>2</sup></b>	<b>*</b>	<b>*</b>	<b>*</b>	<b>* II</b>	<b>10,780</b>	<b>9,750</b>	<b>9,880</b>
<b>Trading Funds Total</b>	<b>9,980</b>	<b>7,340</b>	<b>7,240</b>	<b>4,670</b>	<b>4,740</b>	<b>4,700</b>	<b>4,650</b>
Defence Science & Technology Laboratory	3,800	3,840	3,800	3,690	3,800	3,770	3,720
Defence Support Group	3,270	2,430	2,450	*	*	*	-
Hydrographic Office	1,000	1,080	990	980	940	930	930
Met Office	1,900	*	*	*	*	*	-
<b>Locally engaged civilians Total</b>	<b>11,980</b>	<b>8,080</b>	<b>7,060</b>	<b>5,150</b>	<b>5,220</b>	<b>5,050</b>	<b>4,530</b>
<b>Civilian Level 0 Total</b>	<b>89,970</b>	<b>65,220</b>	<b>64,010</b>	<b>59,900</b>	<b>59,970</b>	<b>58,540</b>	<b>57,970</b>

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.
2. Defence Equipment and Support was 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.

**Summary table showing change in Civilian personnel (Headcount) by main groups**

	Headcount	
Group	Headcount as at 1 January 2016	Change compared with 1 April 2010
Top Level Budgetary areas	36,990	-28,700
Royal Fleet Auxiliary	1,930	-400
DE&S Trading Entity	9,880	9,880*
Trading Funds	4,650	-5,330
Locally engaged civilians	4,530	-7,450
<b>Civilian Level 0 Total</b>	<b>57,970</b>	<b>-32,000</b>

\* DE&S Trading Entity was a TLB until 01 July 2015.

**Table 4 - Core<sup>1</sup> civilian personnel by sex, ethnicity, disability, sexual orientation, religion or belief and working patterns (Headcount)**

	Headcount						
	2010 1 Apr	2014 1 Apr	2015 1 Jan	2015 1 Apr	2015 1 Jul	2015 1 Oct	2016 1 Jan
<b>Sex</b>							
<b>Total</b>	<b>65,680</b>	<b>47,970</b>	<b>47,870</b>	<b>48,180 II</b>	<b>37,320</b>	<b>37,120</b>	<b>36,990</b>
Female	25,390	18,100	18,220	18,340 II	15,010	14,970	14,950
<i>Percentage Female</i>	38.7	37.7	38.1	38.1 II	40.2	40.3	40.4
Male	40,290	29,880	29,650	29,840 II	22,310	22,140	22,040
<b>Ethnicity</b>							
<b>Total</b>	<b>65,680</b>	<b>47,970</b>	<b>47,870</b>	<b>48,180 II</b>	<b>37,320</b>	<b>37,120</b>	<b>36,990</b>
Black, Asian and Minority Ethnic	1,830	1,620	1,640	1,660 II	1,290	1,280	1,290
<i>Percentage<sup>2</sup> (BAME)</i>	3.2	3.9	4.1	4.1 II	4.1	4.1	4.2
White	55,400	39,780	39,030	39,090 II	30,060	29,790	29,560
Choose Not to Declare	3,230	1,600	1,590	1,580 II	1,170	1,160	1,150
No Response	5,220	4,970	5,610	5,850 II	4,800	4,880	4,990
<b>Disability<sup>3</sup></b>							
<b>Total</b>	<b>65,680</b>	<b>..</b>	<b>..</b>	<b>.. II</b>	<b>..</b>	<b>..</b>	<b>..</b>
Disabled	3,820	..	..	.. II	..	..	..
<i>Percentage<sup>2</sup> Disabled</i>	7.0	..	..	.. II	..	..	..
Not Disabled	50,470	..	..	.. II	..	..	..
Choose Not to Declare	-	..	..	.. II	..	..	..
No Response	11,400	..	..	.. II	..	..	..
<b>Sexual Orientation</b>							
<b>Total</b>	<b>65,680</b>	<b>47,970</b>	<b>47,870</b>	<b>48,180 II</b>	<b>37,320</b>	<b>37,120</b>	<b>36,990</b>
Lesbian, Gay, Bisexual	520	540	530	530 II	420	420	440
<i>Percentage<sup>2</sup> Lesbian, Gay, Bisexual</i>	1.3	1.7	1.7	1.7 II	1.7	1.8	1.9
Heterosexual	39,010	31,170	30,840	30,660 II	23,370	23,200	23,030
Choose Not to Declare	12,700	7,930	7,590	7,440 II	5,460	5,370	5,300
No Response	13,450	8,340	8,920	9,560 II	8,080	8,120	8,220
<b>Religion or Belief</b>							
<b>Total</b>	<b>65,680</b>	<b>47,970</b>	<b>47,870</b>	<b>48,180 II</b>	<b>37,320</b>	<b>37,120</b>	<b>36,990</b>
Christian	29,510	22,050	21,530	21,310 II	16,740	16,540	16,350
Non Christian Religion <sup>4</sup>	2,090	1,620	1,560	1,560 II	1,230	1,220	1,210
<i>Percentage<sup>2</sup> Non Christian</i>	5.1	5.1	5.0	5.0 II	5.2	5.2	5.2
Secular <sup>5</sup>	9,400	8,110	8,180	8,200 II	5,840	5,860	5,880
Choose Not to Declare	11,460	7,860	7,580	7,460 II	5,410	5,330	5,280
No Response	13,220	8,340	9,000	9,650 II	8,110	8,170	8,270
<b>Working Patterns</b>							
<b>Total</b>	<b>65,680</b>	<b>47,970</b>	<b>47,870</b>	<b>48,180 II</b>	<b>37,320</b>	<b>37,120</b>	<b>36,990</b>
Part Time	6,740	4,750	4,740	4,850 II	4,060	3,930	3,900
<i>Percentage<sup>2</sup> Part Time</i>	10.3	9.9	9.9	10.1 II	10.9	10.6	10.5
Full Time	58,950	43,220	43,130	43,340 II	33,250	33,190	33,090
<b>DE&amp;S Trading Entity<sup>6</sup></b>	<b>*</b>	<b>*</b>	<b>*</b>	<b>* II</b>	<b>10,780</b>	<b>9,750</b>	<b>9,880</b>
<b>Trading Funds Total</b>	<b>9,980</b>	<b>7,340</b>	<b>7,240</b>	<b>4,670</b>	<b>4,740</b>	<b>4,700</b>	<b>4,650</b>
<b>Royal Fleet Auxiliary Total</b>	<b>2,330</b>	<b>1,820</b>	<b>1,840</b>	<b>1,890</b>	<b>1,910</b>	<b>1,920</b>	<b>1,930</b>
<b>Locally engaged civilians Total</b>	<b>11,980</b>	<b>8,080</b>	<b>7,060</b>	<b>5,150</b>	<b>5,220</b>	<b>5,050</b>	<b>4,530</b>
<b>Civilian Level 0 Total</b>	<b>89,970</b>	<b>65,220</b>	<b>64,010</b>	<b>59,900</b>	<b>59,970</b>	<b>58,540</b>	<b>57,970</b>

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 was 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.

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

The annual intake of civilian personnel in the 12 months to 31 December 2015 was 4,140, a 3.1 per cent decrease (130 personnel) compared with the previous 12 months. Of this total:

- 67.2 per cent (2,780 personnel) were recruited into MOD Main TLBs
- 20.9 per cent (870 personnel) were recruited by a Bespoke Trading Entity
- 11.9 per cent (490 personnel) were recruited into a Trading Fund

The annual outflow of civilian personnel in the 12 months to 31 December 2015 was 7,730, a 52.8 per cent increase (2,670 personnel) compared with the previous 12 months. The main reason for this increase was due to the DE&S privatisation – Logistics Commodities and Services Transformation Programme (approximately 1,000 personnel). Of the total outflow (7,730 personnel):

- 44.6 per cent (3,450 personnel) were from MOD Main TLBs
- 21.5 per cent (1,660 personnel) were from a Bespoke Trading Entity
- 33.9 per cent (2,620 personnel) were from Trading Funds

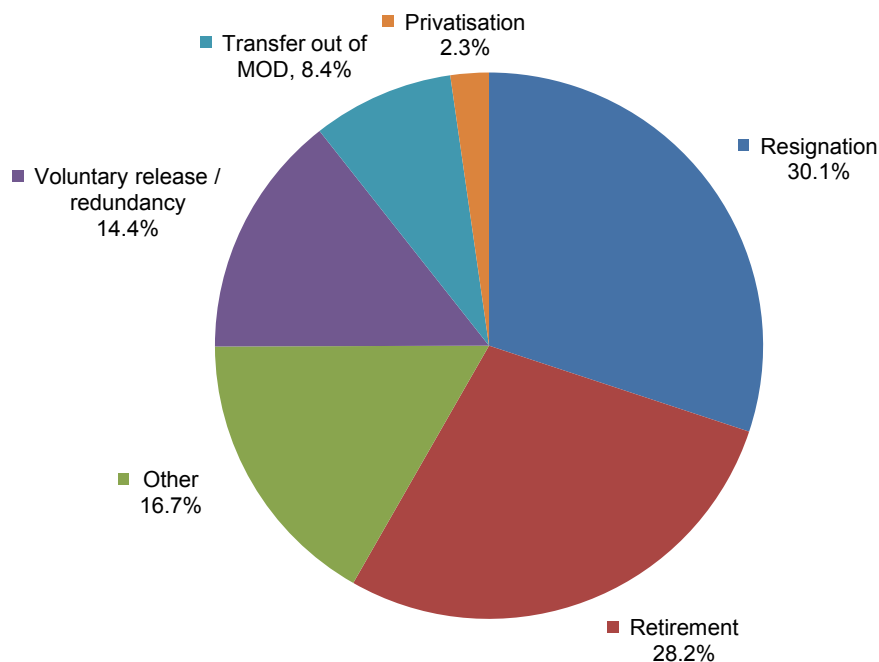
The overall MOD net change in the 12 months to December 2015 was -6,030, a 228.3 per cent increase (4,200 personnel) compared to the previous 12 months. This increase is mainly due to: (1). Privatisation of the Defence Support Group (DSG) in April 2015, with approximately 2,000 posts transferring to Babcock Ltd. (2). DE&S privatisation - Logistics Commodities and Services Transformation Programme (1,120 personnel).

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

The MOD civilian intake rate in the 12 months ending 31 December 2015 was 7.8, an increase of 0.1 per cent compared with the previous 12 month period (7.7). The MOD civilian outflow rate in the 12 months ending 31 December 2015 was 14.6, showing quarterly increases from 31 December 2014 (9.1). This increase is mainly due to the privatisation of function.

In the 12 months to 31 December 2015, 'resignation', 'retirement', and 'voluntary release / redundancy' accounted for 72.7 per cent of outflow from MOD main TLBs.

### MOD Main TLB outflow by reason, 12 months ending 31 December 2015



The outflow proportions for 'retirement' and 'other' outflow methods remained relatively stable compared with the previous 12 month period. The main changes were; 'Voluntary release or redundancy' which rose 7.4 percentage points (7.1 per cent to 14.4 per cent), 'Resignation' which rose 4.7 percentage points (25.4 per cent to 30.1 per cent), and 'Transfer out of MOD' which rose 3.5 percentage points (4.9 per cent to 8.4 per cent).

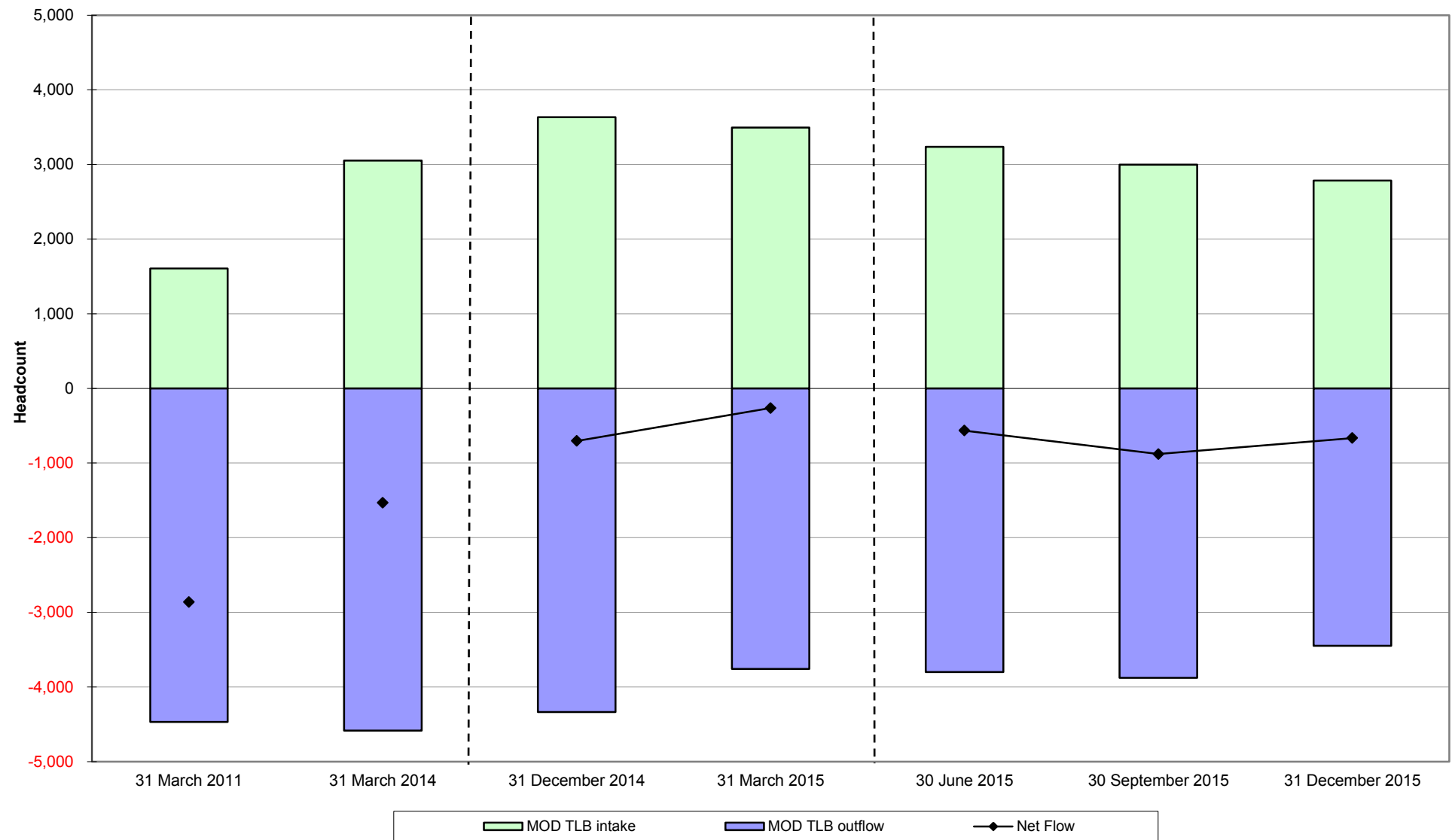
**Table 5 - Intake and outflow of civilian personnel by Top Level Budgetary Area<sup>1</sup> (Headcount)**

	Headcount						
	Financial Year 2010/11	Financial Year 2013/14	12 Months Ending <sup>2</sup> :				
			2014 31 Dec	2015 31 Mar	2015 31 Mar	2015 30 Jun	2015 31 Dec
<b>MOD Total Intake<sup>2</sup></b>	<b>2,040</b>	<b>3,610</b>	<b>4,280</b>	<b>4,100</b>	<b>4,150</b>	<b>4,160</b>	<b>4,140</b>
<b>MOD Main TLB Total Intake<sup>2</sup></b>	<b>1,610</b>	<b>3,050</b>	<b>3,630</b>	<b>3,490 II</b>	<b>3,240</b>	<b>3,000</b>	<b>2,780</b>
Navy Command	60	130	180	180	170	180	180
Land Forces	470	430	470	420	450	470	460
HQ Air Command	340	190	280	310	310	320	320
Central TLB <sup>1</sup>	320	*	*	*	*	*	*
Head Office & Corporate Services <sup>1</sup>	*	400	570	680	720	810	780
Chief of Joint Operations <sup>1</sup>	10	*	*	*	*	*	*
Joint Forces Command <sup>1</sup>	*	400	540	530	510	500	500
Defence Equipment & Support	360	1,330	1,180	1,000 II	780	460	200
Defence Infrastructure Organisation <sup>1</sup>	50	180	410	360	300	260	320
Unallocated	-	-	-	-	-	-	10
<b>DE&amp;S Trading Entity</b>	<b>*</b>	<b>*</b>	<b>*</b>	<b>* II</b>	<b>270</b>	<b>610</b>	<b>870</b>
<b>Trading Funds Total Intake<sup>2</sup></b>	<b>430</b>	<b>550</b>	<b>640</b>	<b>600</b>	<b>640</b>	<b>550</b>	<b>490</b>
Defence Science & Technology Laboratory	240	410	400	380	450	420	410
Defence Support Group	30	110	170	160	120	60	10
Hydrographic Office	60	40	70	70	70	70	70
Met Office <sup>1</sup>	100	*	*	*	*	*	*
<b>MOD Total Outflow<sup>2</sup></b>	<b>5,270</b>	<b>5,160</b>	<b>5,060</b>	<b>6,560</b>	<b>6,670</b>	<b>8,060</b>	<b>7,730</b>
<b>MOD Main TLB Total Outflow<sup>2</sup></b>	<b>4,470</b>	<b>4,590</b>	<b>4,340</b>	<b>3,760 II</b>	<b>3,800</b>	<b>3,880</b>	<b>3,450</b>
Navy Command	110	210	210	190	200	190	160
Land Forces	1,420	1,070	880	760	810	940	950
HQ Air Command	550	460	460	520	540	560	570
Central TLB <sup>1</sup>	1,000	*	*	*	*	*	*
Head Office & Corporate Services <sup>1</sup>	*	840	710	540	610	660	670
Chief of Joint Operations <sup>1</sup>	10	*	*	*	*	*	*
Joint Forces Command <sup>1</sup>	*	450	460	400	430	500	540
Defence Equipment & Support	1,240	670	720	750 II	600	400	210
Defence Infrastructure Organisation <sup>1</sup>	120	880	890	600	610	630	330
Unallocated	10	10	-	-	-	-	-
<b>DE&amp;S Trading Entity<sup>1,3</sup></b>	<b>*</b>	<b>*</b>	<b>*</b>	<b>* II</b>	<b>170</b>	<b>1,520</b>	<b>1,660</b>
<b>Trading Funds Total Outflow<sup>2</sup></b>	<b>800</b>	<b>570</b>	<b>720</b>	<b>2,800</b>	<b>2,700</b>	<b>2,660</b>	<b>2,620</b>
Defence Science & Technology Laboratory	330	410	420	510	500	470	480
Defence Support Group	280	100	140	2,120	2,090	2,050	2,010
Hydrographic Office	60	60	170	170	110	130	130
Met Office <sup>1</sup>	140	*	*	*	*	*	*
<b>Net Change of Royal Fleet Auxiliary<sup>4</sup></b>	<b>30</b>	<b>-90</b>	<b>-10</b>	<b>80</b>	<b>90</b>	<b>70</b>	<b>80</b>
<b>Net Change of Locally engaged civilians<sup>4</sup></b>	<b>290<sup>e</sup></b>	<b>-1,150</b>	<b>-1,050</b>	<b>-2,940</b>	<b>-2,610</b>	<b>-2,160</b>	<b>-2,520</b>
<b>MOD Total Net Change<sup>5</sup></b>	<b>-2,910<sup>e</sup></b>	<b>-2,790</b>	<b>-1,840</b>	<b>-5,320</b>	<b>-5,050</b>	<b>-5,990</b>	<b>-6,030</b>

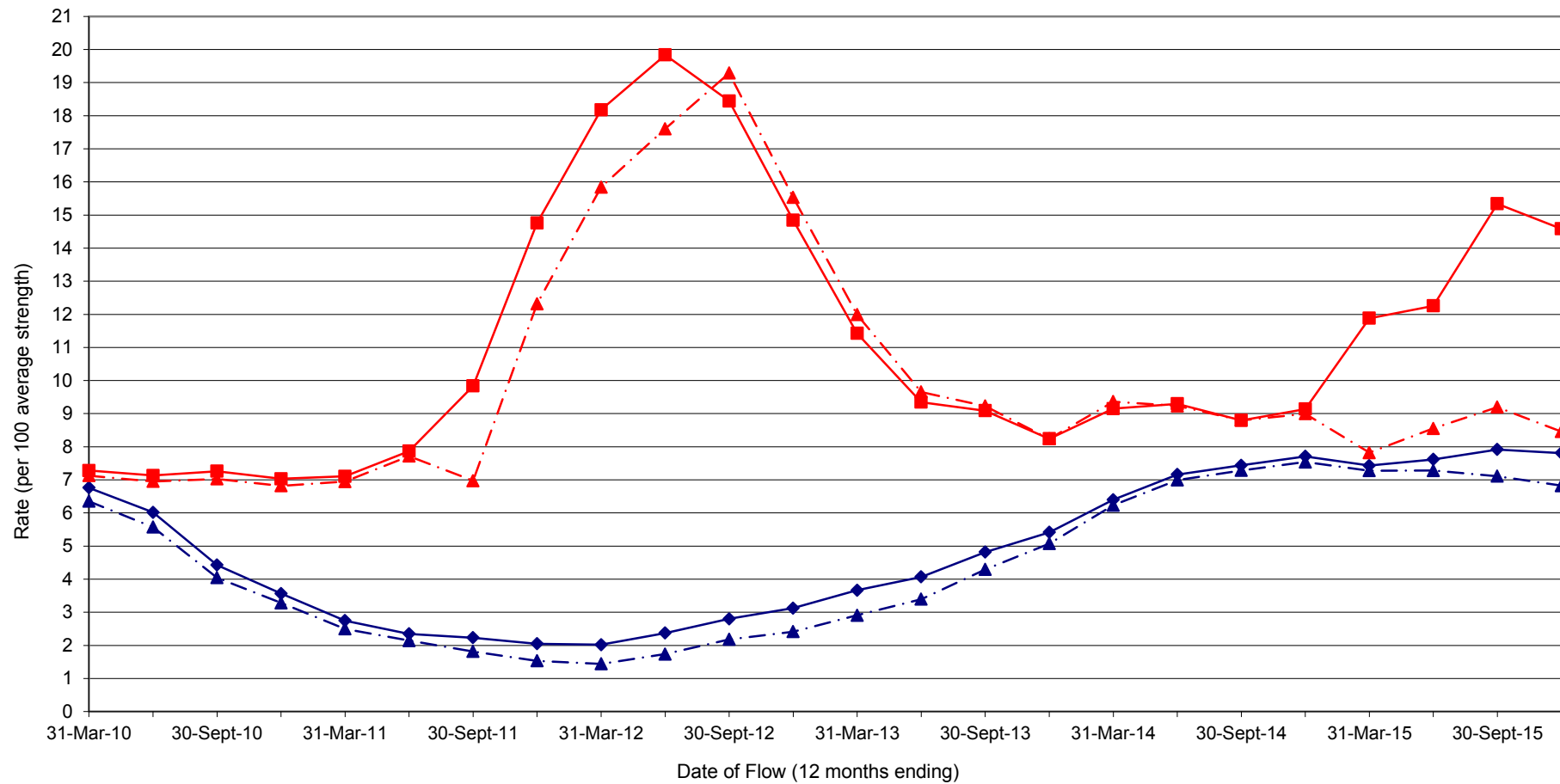
**Notes:**

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 was 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 rates<sup>1</sup> 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 rates<sup>1</sup> of civilian personnel by method of entry and reasons for leaving (Headcount)**

			Headcount				
	Financial Year 2010/11	Financial Year 2013/14	12-Months Ending <sup>2</sup> :				
			2014 31 Dec	2015 31 Mar	2015 30 Jun	2015 30 Sep	2015 31 Dec
MOD Total Intake <sup>3</sup>	2,040	3,610	4,280	4,100	4,150	4,160	4,140
Total Intake Rate	2.7	6.4	7.7	7.4	7.6	7.9	7.8
MOD Main TLB Total Intake <sup>3</sup>	1,610	3,050	3,630	3,490 II	3,240	3,000	2,780
Total Intake Rate	2.5	6.2	7.5	7.3 II	7.3	7.1	6.8
Recruitment / Re-instatement	1,410	2,480	3,100	2,990 II	2,740	2,520	2,310
Transfer from other Public Office	190	570	530	500 II	490	480	470
DE&S Trading Entity Total Intake <sup>4</sup>	*	*	*	* II	270	610	870
Total Intake Rate	*	*	*	* II	7.4	14.4	12.9
Recruitment / Re-instatement	*	*	*	* II	260	590	830
Transfer from other Public Office	*	*	*	* II	10	20	40
Trading Funds Total Intake <sup>3</sup>	430	550	640	600	640	550	490
Total Intake Rate	4.4	7.5	8.8	8.5	10.1	9.0	8.9
Recruitment / Re-instatement	190	140	250	230	190	130	90
Transfer from other Public Office	240	410	400	380	450	410	410
MOD Total Outflow <sup>3</sup>	5,270	5,160	5,070	6,560	6,670	8,060	7,730
Total Outflow Rate	7.1	9.2	9.1	11.9	12.3	15.3	14.6
MOD Main TLB Total Outflow <sup>3</sup>	4,470	4,590	4,340	3,760 II	3,800	3,880	3,450
Total Outflow Rate	6.9	9.4	9.0	7.8 II	8.6	9.2	8.5
Resignation <sup>5</sup>	1,220	1,070	1,100	1,140 II	1,100	1,060	1,040
Resignation outflow rate	1.9	2.2	2.3	2.4 II	2.5	2.5	2.5
Retirement	1,340	900	1,080	1,120 II	1,090	1,040	970
Retirement outflow rate	2.1	1.8	2.2	2.3 II	2.5	2.5	2.4
End of Appointments	450	180	190	170 II	170	140	140
Voluntary Release or Redundancy	180	130	310	280 II	290	510	500
Voluntary Early Release Scheme <sup>6</sup>	*	1,680	720	- II	-	-	-
Voluntary Early Release Scheme outflow rate	*	3.4	1.5	0.0 II	0.0	0.0	0.0
Compulsory Severance or Retirement	150	10	20	40 II	40	40	20
Health / Death in Service	290	240	240	270 II	260	260	260
Dismissed	90	90	120	120 II	140	140	130
Transfer out of MOD	190	200	210	230 II	310	290	290
Privatisation of Function	460	-	300	380 II	380	370	80
Other	90	80	40	20 II	20	20	20

Source: Defence Statistics (Civilian)

**Table 6 - Intake and outflow rates<sup>1</sup> of civilian personnel by method of entry and reasons for leaving (Headcount)**

	Headcount						
	Financial Year 2010/11	Financial Year 2013/14	12-Months Ending <sup>2</sup> :				
			2014 31 Dec	2015 31 Mar	2015 30 Jun	2015 30 Sep	2015 31 Dec
<b>DES Trading Entity Total Outflow<sup>4</sup></b>	<b>*</b>	<b>*</b>	<b>*</b>	<b>* II</b>	<b>170</b>	<b>1,520</b>	<b>1,660</b>
<b>Total Outflow Rate</b>	<b>*</b>	<b>*</b>	<b>*</b>	<b>* II</b>	<b>4.8</b>	<b>35.7</b>	<b>24.7</b>
Resignation <sup>5</sup>	*	*	*	* II	70	150	210
Retirement	*	*	*	* II	70	120	170
End of Appointments	*	*	*	* II	-	40	40
Voluntary Release or Redundancy	*	*	*	* II	-	20	20
Voluntary Early Release Scheme <sup>6</sup>	*	*	*	* II	-	-	-
Compulsory Severance or Retirement	*	*	*	* II	-	-	-
Health / Death in Service	*	*	*	* II	-	20	30
Dismissed	*	*	*	* II	20	20	30
Transfer out of MOD	*	*	*	* II	10	20	20
Privatisation of Function	*	*	*	* II	-	1,130	1,130
Other	*	*	*	* II	-	-	-
<b>Trading Funds Total Outflow<sup>3</sup></b>	<b>800</b>	<b>570</b>	<b>720</b>	<b>2,800</b>	<b>2,700</b>	<b>2,660</b>	<b>2,620</b>
<b>Total Outflow Rate</b>	<b>8.1</b>	<b>7.7</b>	<b>10.0</b>	<b>39.2</b>	<b>42.2</b>	<b>43.6</b>	<b>47.4</b>
Resignation	220	230	260	270	270	270	250
Retirement	80	60	70	60	40	20	10
End of Appointments	180	180	150	150	140	120	120
Voluntary Release or Redundancy	150	20	120	120	10	10	-
Compulsory Severance or Retirement	20	-	-	-	-	-	-
Health / Death in Service	20	10	20	20	20	20	10
Dismissed	20	10	10	10	10	10	10
Transfer out of MOD	20	50	60	60	60	50	50
Privatisation of Function	-	-	-	1,980	1,980	1,980	1,980
Other	100	10	30	120	170	170	200
<b>Net Change of Royal Fleet Auxiliary<sup>3</sup></b>	<b>30</b>	<b>-90</b>	<b>-10</b>	<b>80</b>	<b>90</b>	<b>70</b>	<b>80</b>
<b>Net Change of Locally engaged civilians<sup>3</sup></b>	<b>290<sup>e</sup></b>	<b>-1,150</b>	<b>-1,050</b>	<b>-2,940</b>	<b>-2,610</b>	<b>-2,160</b>	<b>-2,520</b>
<b>MOD Total Net Change<sup>7</sup></b>	<b>-2,910<sup>e</sup></b>	<b>-2,790</b>	<b>-1,840</b>	<b>-5,320</b>	<b>-5,320</b>	<b>-5,050</b>	<b>-6,030</b>

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 was 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 applicable.
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.

**Annex Table 1 - Civilian personnel numbers by Top Level Budgetary Area<sup>1</sup> (FTE)**

	FTE:					
	2008 1 April	2009 1 April	2010 1 April	2011 1 April	2012 1 April	2013 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 <sup>1</sup>	16,930	16,570	16,650	15,870	*	*
Head Office & Corporate Services <sup>1</sup>	*	*	*	*	11,060	7,300
Chief of Joint Operations <sup>1</sup>	300	290	290	270	*	*
Joint Forces Command <sup>1</sup>	*	*	*	*	3,050	3,920
Defence Equipment & Support	18,010	16,740	16,150	15,750	14,090	12,550
Defence Infrastructure Organisation <sup>1</sup>	2,700	2,680	2,830	3,190	2,610	5,290
Science Innovation & Technology <sup>1</sup>	330	350	*	*	*	*
Unallocated	290	130	100	10	10	20
<b>Royal Fleet Auxiliary (RFA)</b>	<b>2,270</b>	<b>2,300</b>	<b>2,330</b>	<b>2,360</b>	<b>2,000</b>	<b>1,900</b>
<b>Civilian Level 1 Total</b>	<b>69,050</b>	<b>66,440</b>	<b>65,920</b>	<b>63,130</b>	<b>54,510</b>	<b>49,980</b>
<b>Trading Funds Total</b>	<b>9,210</b>	<b>9,630</b>	<b>9,730</b>	<b>9,350</b>	<b>7,110</b>	<b>7,170</b>
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 <sup>1</sup>	1,740	1,850	1,840	1,800	*	*
<b>Locally engaged civilians (LEC)<sup>2</sup></b>	<b>11,240</b>	<b>10,550</b>	<b>10,200</b>	<b>10,580<sup>e</sup></b>	<b>9,390<sup>e</sup></b>	<b>8,250</b>
<b>Civilian Level 0 Total</b>	<b>89,500</b>	<b>86,620</b>	<b>85,850</b>	<b>83,060<sup>e</sup></b>	<b>71,010<sup>e</sup></b>	<b>65,400</b>

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 Table 2 - Civilian personnel numbers by Top Level Budgetary Area<sup>1</sup> (Headcount)**

	Headcount:					
	2008 1 April	2009 1 April	2010 1 April	2011 1 April	2012 1 April	2013 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 <sup>1</sup>	17,400	17,040	17,130	16,350	*	*
Head Office & Corporate Services <sup>1</sup>	*	*	*	*	11,330	7,510
Chief of Joint Operations <sup>1</sup>	300	290	290	270	*	*
Joint Forces Command <sup>1</sup>	*	*	*	*	3,140	4,070
Defence Equipment & Support	18,430	17,130	16,540	16,130	14,400	12,830
Defence Infrastructure Organisation <sup>1</sup>	2,760	2,750	2,910	3,270	2,660	5,360
Science Innovation & Technology <sup>1</sup>	340	350	*	*	*	*
Unallocated	290	130	100	10	10	20
<b>Royal Fleet Auxiliary (RFA)</b>	<b>2,270</b>	<b>2,300</b>	<b>2,330</b>	<b>2,360</b>	<b>2,000</b>	<b>1,900</b>
<b>Civilian Level 1 Total</b>	<b>71,170</b>	<b>68,500</b>	<b>68,010</b>	<b>65,160</b>	<b>56,130</b>	<b>51,370</b>
<b>Trading Funds Total</b>	<b>9,420</b>	<b>9,860</b>	<b>9,980</b>	<b>9,620</b>	<b>7,320</b>	<b>7,400</b>
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 <sup>1</sup>	1,780	1,900	1,900	1,860	*	*
<b>Locally engaged civilians (LEC)</b>	<b>13,080</b>	<b>12,270</b>	<b>11,980</b>	<b>12,270<sup>e</sup></b>	<b>10,520<sup>e</sup></b>	<b>9,240</b>
<b>Civilian Level 0 Total</b>	<b>93,670</b>	<b>90,630</b>	<b>89,970</b>	<b>87,060<sup>e</sup></b>	<b>73,960<sup>e</sup></b>	<b>68,010</b>

Source: Defence Statistics (Civilian)

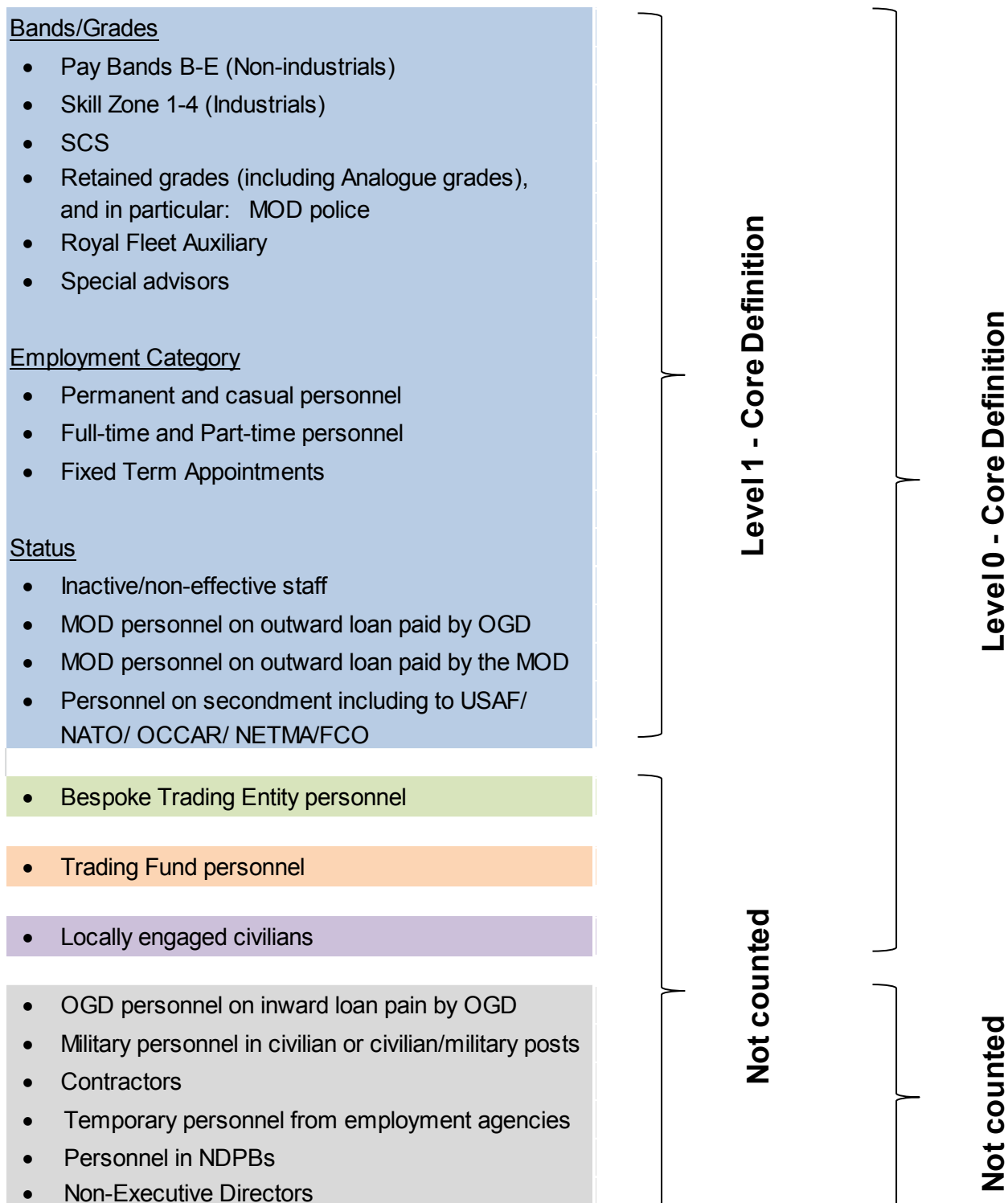
**Notes:**

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)



**To note:** Defence, Equipment and Support (DE&S) was reported an extant TLB from 1 July 2015. Prior to this it was reported as an extant TLB and was included in the level 1 civilian personnel total.

## **2. 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. 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 is 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.
8. Following a consultation period it was agreed that this publication would no longer report on the Strategic Defence and Security Review (SDSR) baseline, which ran from April 2010 to 2015.
  9. 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. 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
<b>Senior Management</b> SCS – Senior Civil Service	<b>Senior Management</b> SCS – Senior Civil Service
<b>Other Management Grades</b> B1 & equivalents B2 & equivalents C1 & equivalents C2 & equivalents D & equivalents	<b>Other Management Grades</b> Grade 6 Grade 7 SEO - Senior Executive Officer HEO - Higher Executive Officer EO - Executive Officer
<b>Administrative Grades</b> E1 & equivalents E2 & equivalents	<b>Administrative Grades</b> AO - Administrative Officer AA - Administrative Assistant

#### 4. 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.

#### 5. 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](mailto: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 was 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.