



Ministry
of Defence

Army Secretariat
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[REDACTED]

4 July 2017

Dear [REDACTED],

Thank you for your email of 6 June in which you requested the following information:

“Could you please provide the following information in relation to the Army Welfare Service (AWS):

- 1. A copy of 2013DIN01-008 ‘Application to train as an Army Welfare Worker’***
- 2. For the last 7 years the number of military personnel who:***
 - a. applied to the AWS***
 - b. were accepted***
 - c. completed the whole Army Welfare Service training package***
- 3. Over the last 7 years, for Sergeants in the AWS, what is the percentage chance of promotion to Staff Sergeant***
- 4. For the last 7 years, what is the average length of service in rank as an Army Welfare Worker Sergeant prior to promotion to Staff Sergeant (in years and months)***
- 5. What percentage of AWS***
 - a. Sergeants***
 - b. Staff Sergeants******were offered a transfer from the 22-year open engagement to the 24-year VEng (Full) in the last 7 years***

Could you please provide the following information in relation to the Royal Electrical and Mechanical Engineers (REME):

- 1. It is understood that during the conflict in Afghanistan certain trades within the Army were described as being “pinch point” trades and this placed limitations upon a soldier’s rights to ask for a transfer from those trades.***
 - a. Please could you supply a copy of the REME “pinch point” policy relevant to Class 1 Armourers during the period 2010 to 2013.***
 - b. What specific restrictions were placed upon an individual’s right to transfer as a REME Class 1 Armourer***

- c. **Were there any time limitations after which this policy was to be reviewed**
2. **In relation to REME "pinch point" trades, was there any specific policy in relation to participation in promotion courses for**
- a. **Medically downgraded soldiers**
- b. **Medically downgraded Class 1 Armourers (if this was different)"**

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

A search for the information has now been completed within the Ministry of Defence, and I can confirm that some of the information in scope of your request is held and is attached.

Army Welfare Service (AWS)

Q1. Please find attached the 2013DIN01-008 'Recruitment of volunteers for training as an Army Welfare Worker' along with Annex A 'Application to train as an Army Welfare Worker: Interview Proforma' and Annex B 'Declaration of Interest to Train as an Army Welfare Worker'. Under section 16 (Advice & Assistance) it may be useful for you to know that the DIN you requested has been replaced by '2017DIN01-031 Recruitment of volunteers for training as an Army Welfare Worker (AWW)'. In relation to the DIN you requested, it would also be helpful to advise you that HQ AWS is no longer based in Upavon, and that it is now based in Aldershot.

Q2 I can confirm that in we only hold data for 2013 – 2015 which is provided in the table below:

Table 1 – Transfer Applications from 2013 - 2015 for military applicants only

	2013 (for cse in 2014)	2014 (for cse in 2015)	2015 (for cse in 2016)
No of applications	34	45	34
Number of successful applicants	13	12	5
No who successfully completed training (Army Only)	10	9	4

Q3. Information is not held covering the last seven years. However under section 16 (Advice & Assistance) I can advise that the percentage of promotions by rank from Sergeant (Sgt) to Staff Sergeant (SSgt) in the AWS for the last ten years is 42%.

Q4. For the last seven years, the average length of service for AWW Sgts prior to promotion to SSgt is four years and four and a half months.

Q5. For the last seven years, 100% of AWW Sgts and SSgts that were eligible for transfer were offered a transfer from 22 year open engagement to the 24 year VEng (Full). Under section 16 (Advice & Assistance) it may be of use to you to understand that this is with the exception of one Sgt who was offered 'S' type engagement as VEng (Full) was not available to this service person.

Royal Electrical and Mechanical Engineers (REME)

Q1. There is no, nor was there, a REME pinch point policy. There is guidance on what constitutes a manning pinch point. Pinch points were calculated as a percentage of manning versus liability, the result of which would determine whether a trade class was a pinch point trade. During the Afghanistan conflict, Class 1 Armourer was a pinch point and this still remains the case.

There would have been no specific restrictions on transfers of REME armourers. However, the Career Managers will have had the opportunity to determine the suitability of a soldier requesting a change of trades within REME. They could also comment on the impact of allowing a transfer to take place and whether the transfer was within the interest of the service.

Q2. No specific policy existed nor does it exist covering the participation in promotion courses for medically downgraded soldiers in pinch point trades or medically downgraded Class 1 Armourers. I can confirm that there are no minimum medical requirements for loading onto upgraders courses, but there are non-Medically Fully Deployable requirements for promotion and details are contained within the CLM handbook. Please see the relevant extract below:

"Those Non Commissioned Officers (NCOs) who are Joint Medical Employment Standard (JMES), Medically Limited Deployable (MLD) or Medically Non-Deployable (MND) may require a Chain of Command-led Risk Assessment (RA) and Stage 2 Fit for Course (FfC) assessment prior to attending the CLM Part 1 courses for Potential Non-Commissioned Officers (PNCO), Junior Command Leadership Management (JCLM) and Senior Command Leadership Management (SCLM) courses".

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

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

Yours sincerely,



Army Secretariat

Defence Instructions and Notices (Not to be communicated to anyone outside HM Service without authority)	
Title:	Recruitment of volunteers for training as an Army Welfare Worker
Audience:	Army
Applies:	Immediately
Expires:	When rescinded or replaced
Replaces:	2010DIN01-029
Reference:	2013DIN01-008
Status:	Current
Released:	February 2013
Channel:	01 Personnel
Content:	How to apply to train as an Army Welfare Worker
Sponsor:	HQ Army Welfare Service, HQ Land Forces
Contact:	██████████ Army Welfare Service, ██████████ ██████████
Keywords:	Army Welfare, Selection, Recruitment
Local Keywords:	Welfare Services – Recruitment
Supplements:	Annex A Annex B
Related Info:	
Classification:	UNCLASSIFIED

Recruitment of volunteers for training as an Army Welfare Worker (AWW)

General

1. AWW is a Military Trade for Pay (MTFP) within the AGC(SPS). AWWs are part of the Army Welfare Service (AWS) and work in small teams providing confidential Personal Support (PS) to Service personnel and their families. The AWW MTFP offers a career structure from Sergeant to Warrant Officer Class 1 with assignments in major garrisons throughout the UK and Germany, and in Brunei. There is the potential for AWWs to deploy on operations.
2. Applicants who are above the rank of Sergeant must be aware that should they be successful in transferring to the AWW MTFP they will revert to the rank of Sergeant.
3. Corporals who successfully transfer to the AWW MTFP will be granted the acting rank of Sergeant on completion of training and will be promoted substantively upon successful completion of SCLM.

Eligibility for transfer

4. Applications for transfer, for training commencing Jan 14, are accepted from any MTFP in the Army providing the applicant meets the following criteria:
 - a. Minimum age of 25 as at 1 Jan 14.

Contact Details

11. The numbers below are for the AWS Brigade/Garrison/District offices. Applicants should contact the relevant office to arrange an interview (in order to complete Annex A) and for details of their local AWS team.

2 Bde	██████████	51 Bde	██████████
15 Bde	██████████	143 Bde	██████████
38 Bde	██████████	145 Bde	██████████
42 Bde	██████████	160 Bde	██████████
43 Bde	██████████	LONDIST	██████████
49 Bde	██████████	BFG	██████████
Others	██████████		

APPLICATION TO TRAIN AS AN ARMY WELFARE WORKER: INTERVIEW PROFORMA**Applicant Details:**

Number:	Rank:	Name:	Initials:
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Interviewing Officer¹:

Interview conducted by:	Appt:	Location:
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Interviewing Officer's Assessment:

Does the candidate understand the AWW role?
Why does the candidate wish to transfer?
Does the candidate have experience of working in a welfare role?
Recommendation by Interviewing Officer:
The applicant's potential for employment as an AWW is assessed as:
Excellent / Above Average / Average / Adequate / Weak

Interviewing Officer Signature:		Date:	
Applicant Signature:		Date:	

¹ BWSO or DWSO LONDIST or PWSO BFG

DECLARATION OF INTEREST TO TRAIN AS AN ARMY WELFARE WORKER (AWW)

Number:		Rank:		Name:	
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I understand that if selected to train as an AWW that, on successful completion of the Initial Training Course (ITC), I will be required to transfer to AGC(SPS)¹ and I will have to revert to the rank of Sergeant if required. Should I not pass the ITC I fully understand that I will be required to return to my parent Unit.

Check List:

The following documentation is to be sent to: ██████████ HQ AWS, Building 183, Trenchard Lines, UPAVON, Wilts, SN9 6BE as soon as possible but no later than 31 May 13:

Annex A (interview proforma)

Annex B (this page)

Essay (Maximum 2 sides of A4, typed and double line spaced)

Last 3 x SJAR (Most recent to be: Cpl as at 31 Jan 13, Sgt as at 30 Nov 12)

Signature of soldier: _____

Date: _____

Signature of OC: _____

Date: _____

Address for correspondence:

¹ Non AGC(SPS) only.

