



Ministry  
of Defence

Ministry of Defence  
Main Building  
Whitehall  
London  
SW1A 2HB  
United Kingdom

Our Reference: FOI2016/09219



Email reply to: [REDACTED]

28 October 2016

Dear [REDACTED],

Thank you for your email to the Ministry of Defence (MOD) dated 5 October 2016 in which you have requested the following information:

*"I request a copy of DIN 2016DIN09-022"*

A search for the information has now been completed within the MOD, and I can advise that this department holds information in scope of your request.

The information you requested is enclosed in PDF format. Please note that names have been redacted in accordance with the Data Protection Act 1998 (DPA98) and our legal obligation to safeguard personal information as outlined in the DPA98.

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, 2nd Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail [CIO-FOI-IR@mod.uk](mailto:CIO-FOI-IR@mod.uk)). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

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

Yours sincerely,

(Original Signed)  
Defence People Secretariat

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<b>Defence Instructions and Notices</b> (Not to be communicated to anyone outside HM Service without authority)	
<b>Title:</b>	The Use of the VR post-nominals by Volunteer Reserves OS
<b>Audience:</b>	All Service and Civilian Personnel
<b>Applies:</b>	Immediately
<b>Expires:</b>	When rescinded or replaced
<b>Replaces:</b>	2015DIN09-018
<b>Reference:</b>	<b>2016DIN09-022</b>
<b>Status:</b>	<b>Current</b>
<b>Released:</b>	September 2016
<b>Channel:</b>	09. Honours, Awards, Royal & Ceremonial Events
<b>Content:</b>	Criteria for the award of post-nominals for Volunteer Reservists
<b>Sponsor:</b>	People-ACDS-PersCap
<b>Contact:</b>	[REDACTED]
<b>Keywords:</b>	Reserves; post-nominals
<b>Local Keywords:</b>	
<b>Supplements:</b> (Please click on the links to access >>>> )	N/A
<b>Related Info:</b>	
<b>Classification:</b>	OFFICIAL

### Introduction

1. On 26<sup>th</sup> March 2015, in response to a written Parliamentary Question, the Secretary of State for Defence announced that Reserve Forces personnel who complete 10 years' continuous service will be recognised for their commitment with the introduction of new post-nominal letters "VR" denoting "Volunteer Reserve": (<http://www.parliament.uk/business/publications/written-questions-answers-statements/written-question/Commons/2015-03-18/228040/>).
2. Members of the Volunteer Reserve Forces, regardless of rank or Service, will be eligible to use these post-nominal letters with the entitlement retrospective to 1 April 1999.
3. Eligibility to use the post-nominal will be dependent upon an individual having served continuously for 10 years in the UK Volunteer Reserve Forces, following completion of their Phase 1 training. Volunteer Reserve Forces means the Royal Navy Reserve (RNR), Royal Marines Reserve (RMR), Army Reserve (formerly the Territorial Army) or the Royal Auxiliary Air Force (RAuxAF). Those serving on Full Time Reserve Service (FTRS) assignments, Additional Duties Commitments (ADC) and Non Regular Permanent Staff (NRPS) are also eligible to use the post-nominal

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provided they have completed ten years of continuous service in the Volunteer Reserve Forces.

4. The following will count as HALF qualifying service:
  - a. Up to 5 years full-time service in the Regular Forces, which has not been counted towards the award of any other long service award.
  - b. Full time service to a maximum of 5 years subsequent to the award of another long service award may be counted.
5. On completion of 10 years' continuous service an individual should confirm eligibility to use the post-nominal with his or her unit administration office.
6. The post-nominal letters can be used on occasions where it is appropriate, for example as part of a titular address, but they are to follow after the post-nominal letters denoting the grant of any state Honour or decoration, or educational or professional qualification – e.g. Corporal M J Smith MBE BSc VR or Major M J Smith MBE TD DL JP VR etc.
7. As the post-nominal letters are formal recognition of a length of service, the entitlement to their use applies equally to serving and retired personnel on and from 1 April 1999 and will not be subject to consideration for forfeiture.

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