



Ministry
of Defence

Air Command Secretariat
Spitfire Block
Headquarters Air Command
Royal Air Force
High Wycombe
Buckinghamshire
HP14 4UE

Ref: FOI2017/08278



12 September 2017

Dear 

Thank you for your email of 29 August requesting the following information:

"I would like clarification on the eligibility criteria for a FTRS post within the RAF, specifically from an officer serving in the Training Branch of the RAFVR. I believe criteria is found within AP 3392 Vol 7, Leaflet 301. I request the full leaflet."

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

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

A copy of the Leaflet 301, Commissioning Procedures is attached. It may help if I explain that Officers of the RAF Volunteer Reserve Training Branch are not eligible to apply for a Full Time Reserve Service post unless they have successfully completed a recognised Commissioning course; in the RAF Regulars or the RAF Reserves – Reserves Initial Officer Training. Details are referenced in footnote 2 of Leaflet 301.

If you have any queries regarding the content of this letter, please contact this office in the first instance

If you wish to complain about the handling of your request, or the content of this response, you can request 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 should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be

contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely,



Air Command

COMMISSIONING PROCEDURES

Introduction

1. Officers in the reserve air forces are commissioned into the Royal Air Force Reserve (RAFR) or the Royal Auxiliary Air Force (RAuxAF). The recruitment and selection procedures for ensuring that all reservists meet the minimum standards for entry into HM Forces and for commissioning are contained in AP 3391 (RAF Manual of Recruiting and Selection) and Reserve Forces Administrative Instructions. Aside from certain differences, e.g. age and medical standards detailed below, the entry requirements and standards to be met for commissioning into the reserves air forces are the same¹ as those for the RAF. The minimum commissioning standard to be met includes the requirement to successfully complete officer training authorised by Officer and Aircrew Cadet Training Unit (OACTU).
2. In addition to recruitment and selection procedures which ensure that entry requirements and standards for commissioning are met, procedures also exist for selecting personnel into each specific form of reserve service; however, such processes are subordinate to the entry criteria detailed in AP 3391 and the requirement for all applicants to achieve the minimum standard required for commissioning.
3. **Pre-Employment Checks and Security Vetting.** All officers must be vetted to Security Check (SC) level. Candidates are therefore required to satisfy Basic Check (BC) vetting criteria before being SC cleared. Where there is a need for clearance at higher level because of proposed branch or employment requirements, this should be initiated and completed prior to attestation. Detailed guidance is given in AP 3391 Vol 3.

Principles of Commissioning into the Reserves

4. To become an officer of any type, other than RAFVR(T), in either the RAFR or the RAuxAF, all applicants who have not previously been selected by OASC to become an officer and passed an authorised form of officer training are to do so. In addition, candidates who have previously held a commission² but are not at the time of application, serving either as a regular or reserves officer, may be required by OASC to attend some or all OASC elements and then to complete an officer training course. Candidates who have previously held or, at the time of application, hold a commission from another of HM Forces are likely to be required by OASC to attend some or all OASC elements. RAF Recruiting is the focus for the commissioning, selection and recruitment process and SO2 Reserves Recruiting is responsible for processing candidates through OASC and, if they are successful, for their subsequent placement on an authorised officer training course.
5. All applicants who are successful at OASC will be eligible to attend all forms of officer training, including, but not limited to, SERE and ROIT.
6. SO2 Reserves Recruiting will liaise with officer training course providers to place the individual on the most applicable officer training course available, taking into account any OASC observations and other Service considerations such as course scheduling,

1. This includes nationality and residency requirements. Candidates must be British, Commonwealth, Irish, British Protected or dual national (British/other) at the time of application. In accordance with JSP 440, candidates should have resided continuously in the UK immediately before their application. The specific length of this residency requirement is determined by the security clearance required for the branch that the candidate has applied for.

2. Officers of the RAFVR(T) seeking a commission in the RAuxAF are to attend OASC and complete an authorised officer training course. Officers of the RAFVR(T) are not eligible to apply for a FTRS/ADC/VerRR post.

desired productive service start time and availability of the recruit. Reservist officer candidates are to be afforded the same priority as their regular peers for places on officer training courses.

7. **Officer Training.** OACTU 'own' officer training courses which, in addition to the Initial Officer Training course attended by most regular officers, include SERE and ROIT. OACTU is responsible for training all officer candidates entering the RAF and the reserve air forces³ and, in so doing, for ensuring that all officers meet the minimum standards required to be commissioned into HM Forces.

8. **Period of Service.** Officers appointed to commissions in the RAuxAF are normally required to serve for an initial period of up to 12 years.

Additional Recruitment and Selection Processes

9. In addition to the requirements specified above, entry into different forms of reserve service will be achieved by different procedures, as follows:

- a. **Ex-Regular RAF Officers with a Reserve Liability.** Ex-regular RAF officers with a reserve liability are transferred to the RAF Reserve of Officers (RAFResO) and no other recruitment procedures relate to this process.
- b. **RAFR(Civilian Component)(RAFR(CC)).** The RAFR(CC) Commission was originally created to enable certain categories of civil servants, for example Aviation Officers, to carry out their duties in specific posts as uniformed members of the Armed Forces when required to for legal, chain of command or other business reasons. These civil servants, once commissioned into the RAFR(CC), continue to serve under their Civil Service TCoS and are administered through the Human Resource Management System (HRMS). In line with UK employment law, new recruitment to RAFR(CC) posts has ceased and current RAFR(CC) posts are being converted either to purely civilian Military Support Function (MSF) posts, Full Time Reserve Service (FTRS) posts, or regular posts, as and when they become vacant. Existing personnel in RAFR(CC) posts will continue under their current TCoS until they retire or leave post; they will exceptionally be entitled to retain their commission up to the age of 65, subject to remaining effective in post.
- c. **Sponsored Reserves.** Sponsored Reserves (SR) are selected by their employing agency but as it cannot be guaranteed that they will subsequently pass selection at OASC and/or successfully complete officer training, the commissioning rationale used in sub-para 'b' above applies equally to SR, and great care should therefore be taken to ensure candidates are aware of their status.
- d. **Ab-initio Direct Entrant and Non-Commissioned Applicants.** In addition to the procedures detailed above, ab-initio (civilian) candidates and all non-commissioned Service personnel will be subject to initial selection procedures carried out by their line manager or CO and are also to undergo the unit P2 screening process before being put forward to OASC. Additional recruitment and selection processes for FTRS and ADC appointments are contained in Chapter 1 of this Air Publication.
- e. **Applicants Who Have Previously Held a Commission.** Applicants who have previously held a commission will be subject to initial selection procedures

3. Other than RAFVR

carried out by their line manager or CO. FTRS and ADC recruitment and selection processes are contained in Chapter 1.

Eligibility Criteria

10. **Age Limits.** The Normal Retirement Age (NRA) for reservists on PTVR and FTRS(FC) TCoS remains 60; the majority of the RAuxAF comprises reservists on PTVR TCoS, though a small number exist within the RAFR.

a. **PTVR and FTRS(FC) Enlistment Age Limits.** At the date of attestation, applicants for PTVR positions should normally be between the ages of 18 and 55 (to be attested before 55th birthday). In special circumstances consideration may be given to the enlistment of a PTVR candidate who is over the age of 55 at the time of his application. Such cases are to be submitted to DACOS Reserves for approval. FTRS(FC) candidates should not be enlisted over the age of 59 without the approval of DACOS Reserves.

11. **Medical Standards.** Candidates for reserve service are normally required to meet the Joint Medical Employment Standard (JMES) of A4L2M1E1 or better. Candidates are to undergo initial medical examinations in accordance with Leaflet 901 to confirm their JMES.

12. **Ineligibility.** The following are normally ineligible for appointment to a commission in the RAFR or RAuxAF:

- a. Personnel already serving as regular members of HM Forces.
- b. Personnel who are unable to obtain a permanent Joint Medical Employment Standard (JMES) of A4L2M1E1 or better.
- c. Ex-regular personnel from other Services who are liable to recall in emergency, or have a call-out liability as a member of any other reserve force, unless arrangements are made for their release from that liability. Requests for release should be referred to the applicant's original Career Manager (RN, RM or Army).
- d. Officers whose previous commission has been terminated, or who were not granted further service, for reasons of misconduct, unsuitability or inefficiency, and individuals who have been discharged from any of the regular or reserve forces of the Crown for misconduct or inefficiency.
- e. Individuals who have been convicted of an offence by the civil power (subject to the 'delinquency waiver' exceptions laid down in AP 3391 Vol 3). The statutory terms concerning spent convictions under the Rehabilitation of Offenders Act 1974 are to be applied.
- f. Candidates who are in receipt of a disability pension or, under the Armed Forces Compensation Scheme, a Guaranteed Income Payment, arising from service in HM Forces.

Should an officer fall into any of the ineligible categories referred to above at any time after his appointment, he is to report the fact immediately to his CO. Unless authority is obtained from DACOS Reserves, the officer will normally be required to resign his commission.

13. **Waivers to Age and Medical Employment Standards.** Requests for extensions of service beyond NRA can, in the interests of the Service, be exceptionally authorised by

DACOS Reserves in line with AP3392 Vol 7 Lflt 208. In exceptional circumstances, candidates who do not meet the eligibility requirements for age or JMES may apply for vacancies, though they should only be considered in the absence of any candidates who meet the eligibility criteria and are suitable for the post. In such circumstances DACOS Reserves can exceptionally waive age and JMES requirements.

Rank on Appointment - All Branches [except Medical, PMRAFNS⁴ and MSO (Physio)⁵]

14. **Ab-initio/Direct Entrant and Candidates Without Previous Commissioned Service.** Direct entrants and candidates without previous commissioned service are appointed as officer cadets during their initial officer training. On completion of officer training they will be promoted to the substantive rank appropriate to their qualifications and antedates of seniority awarded. Antedates of seniority may be granted in accordance with this Leaflet.

Candidates with Previous Service

15. The processing of Part Time Volunteer Reserve (PTVR) officer candidates with previous service in any of HM Armed Forces should be in accordance with the recruiting process laid down in AP 3391 (Manual of Recruiting & Selection), with additional guidance below:

Attestation Event

16. All individuals (ex-regular and ex-reserve of all services) (regardless of how long they have been out of service) who apply for enlistment into the RAuxAF are to have their previous service details forwarded, in an e-mail, to Air-COSPers-Mann RFMC Mlbx (MULTIUSER) prior to an attestation event being requested from HQ Reserves Recruiting at Cranwell, so that the individuals rank on entry and seniority can be determined. Once confirmation of the individuals rank on and entry and seniority has been received from RFMC (via e-mail) it is to be scanned onto the individual's TAFMIS journal. Failure to do this will result in the request for an Attestation Event being denied.

Ex RAF Regular/Reservist Joining or Re-joining in the Same Branch

17. **Out for less than 5 years.** A candidate who left RAF regular/reserve service within the previous 5 years may, subject to the availability of a suitable, vacant JPAN on the RAuxAF unit establishment, apply to join the RAuxAF as a PTVR in the same branch that they previously served in. If accepted, the following policy will apply:

- a. **Phase 1 Training.** There is no requirement for the candidate to undertake Phase 1 Training after attestation. An appropriate entry is to be made in the TAFMIS journal. However, candidates whose IRT currency has lapsed are required to demonstrate competence as soon as practicable after attestation.
- b. **Phase 2 Training.** There may be a requirement for refresher training which will be determined in consultation with the Branch Adviser. Once this has been identified, details should be recorded on the individual's Training Record by sqn staff.
- c. **Rank on Entry.** A candidate may join the reserves in their previous rank having left within 5 years.⁶

⁴ Lflt 302

⁵ Lflt 310

18. **Out for 5 years or more.** A candidate who has been out of RAF regular/reserve service for 5 years or more may, subject to the availability of a suitable, vacant JPAN on the RAuxAF unit establishment, apply to join the RAuxAF as a PTVR in the same branch that they previously served in. If accepted, the following policy will apply:

- a. **Phase 1 Training.** Normally, Phase 1 Training is mandatory. The RAuxAF unit cdr can staff a case to SO2 Reserves Recruiting if he believes the candidate should be exempt the Reserve Officers Initial Training (ROIT) Course. If approved by SO2 Reserves Recruiting, the details should be recorded on the candidate's Training Record. However, candidates whose IRT currency has lapsed are required to demonstrate competence as soon as practicable after attestation.
- b. **Phase 2 Training.** There may be a requirement for refresher training which will be determined in consultation with the Branch Adviser. Once this has been identified, details should be recorded on the candidate's Training Record by sqn staff.
- c. **Rank on Entry.** Candidates are **not** to be automatically attested in their former rank. Subject to the availability of a suitable vacant JPAN on the RAuxAF unit establishment, RAuxAF unit cdrs should submit a case recommending appointment to former rank to SO1 Reserves Support for consideration. The case should, as a minimum, comprise full details of the candidate's previous military service plus any relevant supporting information. The case should also include the relevant Branch Advisers recommendation. If SO1 Reserves Support approves the case, the candidate must complete the relevant PMD(A) Training courses within 3 years.

Ex RAF Regular/Reserves Joining or Re-joining in a Different Branch

19 **Out for less than 5 years.** A candidate who has left RAF regular/reserve service within the previous 5 years may, subject to the availability of a suitable, vacant JPAN on the RAuxAF unit establishment, apply to join the PTVR in a different branch from that which he previously served in. If accepted, the following policy will apply:

- a. **Phase 1 Training.** There is no requirement for the candidate to undertake Phase 1 Training after attestation. However, candidates whose IRT currency has lapsed are required to demonstrate competence as soon as practicable after attestation.
- b. **Phase 2 Training.** Candidates joining in a different branch will be required to undertake Phase 2 Training for their new branch.
- c. **Rank on Entry.** Candidates are **not** to be attested in their former rank if joining in a different branch. A recommendation for antedated seniority on completion of Phase 2 Training can be sought from the relevant Branch Adviser and forwarded to SO1 Reserves Support for consideration.

20. **Out for 5 years or more.** A candidate who has been out of RAF regular/reserve service for 5 years or more may, subject to the existence of a suitable vacant JPAN on the RAuxAF unit establishment, apply to join the RAuxAF as a PTVR in a different branch from that which he previously served in. If accepted, the following policy will apply:

6. Or one rank higher if recruited directly via a Promotion Selection Board.

- a. **Phase 1 Training.** Phase 1 Training is normally mandatory. RAuxAF unit cdrs can staff a case to SO2 Reserves Recruiting if they believe that the candidate should be exempt any element of Phase 1 Trg. If approved by SO2 Reserves Recruiting, the details should be recorded on the candidate's Training Record. However, candidates whose fitness and/or IRT currency have lapsed are required to demonstrate competence as soon as practicable after attestation.
- b. **Phase 2 Training.** Candidates joining a different branch will be required to undertake Phase 2 Training for their new branch.
- c. **Rank on Entry.** Candidates are **not** to be attested in their former rank. A recommendation for antedated seniority on completion of Phase 2 Training can be sought from the relevant Branch Adviser and forwarded to SO1 Reserves Support for consideration.

Ex Regular/Reserves (RN/RM/Army/TA) Joining the RAF Reserves

21. There are very few branches in the other Services, both regular and reserve, which equate directly to RAF branches; although there are exceptions e.g. engineer or pilot. Consequently, in order to ensure parity of treatment across the reserves, all applications from candidates with previous **non-RAF service** are to be referred to HQ RAF Recruiting for consideration; SO2 Reserves Recruiting will determine AST and Phase 1 training requirements on a case by case basis. RAuxAF unit cdrs are to provide full details of the candidate's previous military service plus any relevant supporting information, the relevant Branch Advisers recommendation, and any anticipated Phase 2 training requirements. RAuxAF unit cdrs are not to offer any reserve service to a candidate until their case has been assessed by HQ RAF Recruiting and SO1 Reserves Support.

22. **Rank on Entry.** Where an equivalence in branch can be established, candidates are **not** to be automatically attested in their previous rank. Subject to the existence of a suitable vacant JPAN on the RAuxAF unit establishment, RAuxAF unit cdrs should submit a case recommending a candidate's appointment to former rank to SO1 Reserves Support for consideration. The case should comprise full details of the candidate's previous military service, plus any relevant supporting information (e.g. previous appraisals). The case should also include the relevant Branch Advisers recommendation. If SO1 Reserves Support approves the case, the candidate must complete any relevant PMD(A) courses within 3 years of attestation.

23. **JPA Action.** RAuxAF HQ staff should consult RFMC when considering the recruitment of a serving member of the RN/RM/Army/TA to the RAuxAF, as the individual may be 'transferred' on JPA without the need to terminate his service.

24. **Declaration of Former Service.** If it is discovered that a person has enlisted into the RAFR or RAuxAF while still a member of HM Forces the case is to be passed, with full details, to DACOS Reserves for further action. An individual who has been discharged from the RAF with a service pension may be commissioned into the RAFR or RAuxAF if he is eligible in all respects. Ex-regular personnel wishing to join the reserve forces should take advice from SPVA Pensions in the first instance.

25. **Recall Liability.** Any statutory liability for recall of air force pensioners, under the terms of the RFA 80 (Sections 31 and 32) or any liability for recall under RFA 96 Part VII, will be resumed on completion of RAFR or RAuxAF service.

Reckonable Service and Antedates of Seniority - All Branches [except Medical, PMRAFNS⁷ and MSO (Physio)⁸]

26. **Reckonable Service for Pay.** Antedates of seniority and previous reckonable service allow automatic progression in rank to occur sooner.

27. **Calculation of Antedated Seniority.** Previous service in any of HM regular or reserve Services and/or undergraduate/postgraduate level study and/or relevant civilian experience may⁹ be used to antedate seniority on appointment to a commission in the RAFR or RAuxAF.

a. **Regular, FTRS and ADC Non-commissioned Service.** Serving and ex-serving personnel who have previously served on a full time regular engagement, or an FTRS/ADC reserve commitment, in a non-commissioned rank in any of the other Armed Forces of the Crown, including Commonwealth Countries, and the Merchant Navy, who are appointed to RAuxAF or RAFR commissions may be allowed to count **half of their non-commissioned service** towards seniority and increments of pay in rank on appointment, subject to the following:

- (1) Appointment will not be in rank higher than fg off.
- (2) Promotion to flt It will be dependent on the completion of a minimum total of 2 years' satisfactory commissioned service.

b. **PTVR Non-commissioned Service.** Serving and ex-serving personnel who have previously served on a part time volunteer reserve engagement in a non-commissioned rank in any of the other Armed Forces of the Crown, including Commonwealth Countries, and the Merchant Navy, who are appointed to RAuxAF or RAFR commissions may be allowed to count **all of their mobilised non-commissioned service and 1 month for every 24 months of their non-mobilised non-commissioned service** towards seniority and increments of pay in rank on appointment, subject to the following:

- (1) Appointment will not be in rank higher than fg off.
- (2) Promotion to flt It will be dependent on the completion of a minimum total of 2 years' satisfactory commissioned service.

c. **Civilian Experience.** Individual cases for antedated seniority, **up to a maximum of 2 years**, for previous, relevant civilian experience can be considered by DACOS Reserves in conjunction with branch advisers.

28. Service in the following categories does not qualify for an award of antedated seniority:

- a. RAFVR(T) or the equivalent forces of other Services.
- b. RAFVR(UAS).
- c. RAFVR(DTUS).
- d. RAFR(CC) and members of the MOD Civil Service or Agencies appointed to RAFR commissions as a term of service.

⁷ Lflit 302

⁸ Lflit 310

9. ACOS Reserves, with advice from branch advisers as required, will consider the relevance and currency of previous service/study/experience in relation to reservist appointment before awarding antedated seniority; this will also be linked to starting level of pay.

- e. As a **special member** of any Reserve Force.

29. **Changing Branches.** An officer may, with the approval of his branch adviser, be permitted to move to change branch. This is dependent upon the availability of a suitable, vacant JPAN on the gaining RAuxAF unit establishment, the successful completion of the relevant branch aptitude tests, and the endorsement of the gaining branch adviser. Further details can be found in Leaflet 307.

30. **Service with the RAF.** An officer is not debarred by reason of his commission in the RAFR or RAuxAF from applying, under the terms of AP 3393, for a commission in the RAF. An officer appointed to a commission in the RAF is to relinquish his commission in the reserves.

31. **Gazette.** All stages of commission are gazetted.

32. **Interviews, Selection Testing, and Medical Examination.** The selection procedures for members of the RAFR and RAuxAF are to be as detailed in AP 3391, AP 1269A, Leaflet 901 of this AP and Reserve Forces Administrative Instructions. No other form of selection testing is to be administered without the authorisation of SO2 Reserves Recruiting or DACOS Reserves.

33. **Attestation.** Where a vacancy exists and an applicant (with no previous commissioned service) has been found suitable in all respects for service in the reserve air forces, he is to be attested on RAF Form 1047 (*Reserve Air Forces – Attestation Paper*). In accordance with Section 9 of RFA 96, recruits may be attested by a Lord Lieutenant, or Deputy Lieutenant of any county in the UK, or by a RAF officer or officer of the RAFR/RAuxAF.

34. **Documentation.** The attestation paper is to be forwarded to SO2 RFMC for input onto JPA and will be returned to the unit for inclusion in the candidate's F445A. Form Med 4 is to be retained at the unit for ex-regular officers.

35. **Period of Service.** The initial period of service for officers in the RAuxAF is up to 12 years but lesser periods may be approved dependent on Service requirements; however, the period of service is to be identical to the period of any other TCoS the individual may have under an ADC or FTRS commitment.

36. **Unsuccessful Applicants.** All documentation for unsuccessful applicants is to be retained on the unit for 12 months. The process for informing individuals of unsuitability is not a DACOS Reserves responsibility, it is to be taken by RAuxAF sqn staff as follows:

- a. For P2 applicants, the process is in accordance with AP3391 Vol 3 Leaflet 103b.