



Ministry of Defence



Biannual Civilian Personnel Report (BCPR) 1 October 2018

This statistical release presents figures on the strengths, 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 DE&S Trading Entity, Trading Funds, Executive agencies and Locally engaged civilians.

Key Points and Trends

MOD civilian personnel strength (FTE)

at 1 October 2018

an increase of 220 (0.4%) compared with 1 October 2017

▲ **57,140**

MOD civilian personnel inflow

12 months to 30 September 2018

an increase of 130 (2.6%) compared with previous 12 months

▲ **5,190**

MOD civilian personnel outflow

12 months to 30 September 2018

an increase of 440 (10.2%) compared with previous 12 months

▲ **4,780**

MOD civilian personnel non-industrial grade breakdown

at 1 October 2018

SCS	0.7 per cent
Band B	6.4 per cent
Band C	32.9 per cent
Band D	20.5 per cent
Band E	39.5 per cent

MOD civilian personnel (diversity)

There has been little change in the diversity representation of the civilian personnel for ethnicity, sexual orientation, religion or working patterns since July 2015. Female representation (42.9%) has shown a 2.7 percentage point rise during this period.

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Background quality report: <https://www.gov.uk/government/statistics/mod-civilian-personnel-quarterly-report-background-quality-report>

Would you like to be added to our **contact list**, so that we can inform you about updates to these statistics and consult you if we are thinking of making changes? You can subscribe to updates by emailing DefStrat-Stat-CivEnquiries@mod.gov.uk

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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	MOD main personnel (strength)	Civilian personnel (Intake/Outflow)
Top Level Budgetary area (TLB)	✓	✓	✓	✓
Royal Fleet Auxiliary (RFA)	✓	✓		
DE&S Trading Entity	✓			✓
Trading Funds & Executive Agencies	✓			
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) has been reported as a bespoke trading entity from 1 July 2015. Prior to this it was reported as a TLB.

Trading Funds: are self-accounting units that have greater freedom than other government departments in managing their own financial and management activities. From 1 July 2017 this total includes 'Executive Agency' data.

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.

A National Statistics publication

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 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.

Civilian Personnel (FTE)

Full Time Equivalent (Table 1)

The Ministry of Defence total civilian population (Level 0) as at 1 October 2018 was 57,140 an increase of 220 (0.4 per cent) compared with 1 October 2017. The net change comprised of:

Group	FTE		
	FTE as at 1 October 2018	Change compared with 1 July 2015	Change compared with 1 October 2017
Top Level Budgetary areas	34,370	-1,750	-800
Royal Fleet Auxiliary	1,900	-10	-40
DE&S Trading Entity	10,280	-250	-810
Trading Fund & Executive Agencies	6,360	1,800	1,920
Locally engaged civilians	4,230	-850	-50
Civilian Level 0 Total	57,140	-1,060	220

The Top Level Budgetary areas (TLBs) personnel total as at 1 October 2018 was 34,370, a decrease of 800 personnel (2.3 per cent) compared with 1 October 2017.

The Royal Fleet Auxiliary (RFA) personnel total as at 1 October 2018 was 1,900, a decrease of 40 personnel (1.9 per cent) compared with 1 October 2017.

DE&S Trading Entity personnel total as at 1 October 2018 was 10,280, a decrease of 810 personnel (7.3 per cent) compared with 1 October 2017.

Trading Fund and Executive Agencies personnel total as at 1 October 2018 was 6,360, an increase of 1,920 personnel (43.1 per cent) compared with 1 October 2017. The majority of this change is due to the transfer of 1,180 personnel from DE&S Trading Entity into the Defence Nuclear Organisation (DNO) (Executive Agency) and 400 personnel from the Defence Electronic Components Agency (DECA), which were previously reported within HOCs, now being reported as an Executive Agency.

The number of Locally engaged civilians as at 1 October 2018 was 4,230, a decrease of 50 personnel (1.2 per cent) compared with 1 October 2017.

Breakdown of Civilian personnel (FTE) by main groups, as at 1 October 2018

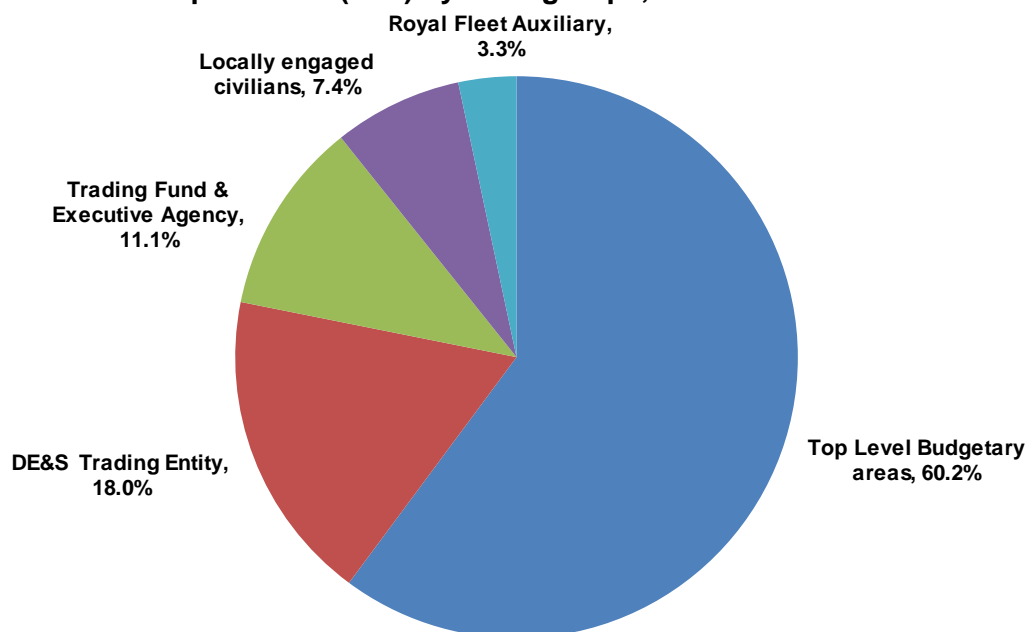


Table 1 - Civilian personnel by Top Level Budgetary Area (Full Time Equivalent)

							FTE
	2015 1 Jul	2017 1 Oct	2018 1 Jan	2018 1 Apr	2018 1 Jul	2018 1 Oct	12 Month change
Top Level Budgetary areas (TLBs)	36,130	35,170	34,940	34,450	34,340	34,370	-800
Navy Command	2,510	2,560	2,560	2,590	2,610	2,600	40
Army TLB	10,650	9,890	9,690	9,600	9,510	9,390	-500
HQ Air Command	4,980	4,460	4,410	4,370	4,330	4,310	-150
Head Office & Corporate Services	7,800	7,750	7,720	7,250	7,220	7,270	-480
Joint Forces Command	6,030	6,080	6,140	6,150	6,210	6,350	280
Defence Infrastructure Organisation	4,150	4,360	4,340	4,480	4,440	4,440	80
DG Nuclear	*	80	80	*	*	*	*
Unallocated	~	~	10	10	10	10	10
Royal Fleet Auxiliary (RFA)	1,910	1,940	1,920	1,920	1,920	1,900	-40
Apprentices	10	130	110	110	120	130	~
Cadets	90	70	70	70	80	70	-
Civilians	180	140	150	160	160	170	30
Sponsored Reserves	1,630	1,600	1,590	1,580	1,570	1,540	-70
Civilian Level 1 Total	38,040	37,110	36,870	36,370	36,260	36,280	-840
DE&S Trading Entity	10,530	11,090	11,210	10,240	10,170	10,280	-810
Trading Funds & Executive Agencies Total	4,560	4,440	4,430	6,030	6,280	6,360	1,920
UK Hydrographic Office	910	850	850	840	820	820	-30
Defence Science & Technology Laboratory	3,650	3,600	3,580	3,560	3,710	3,720	130
Defence Elelectronics Components Agency	*	*	*	400	400	400	*
Defence Nuclear Organisation	*	*	*	1,240	1,350	1,420	*
Locally engaged civilians (LEC)	5,070	4,280	4,220	4,220	4,210	4,230	-50
Civilian Level 0 Total	58,200	56,920	56,730	56,870	56,930	57,140	220

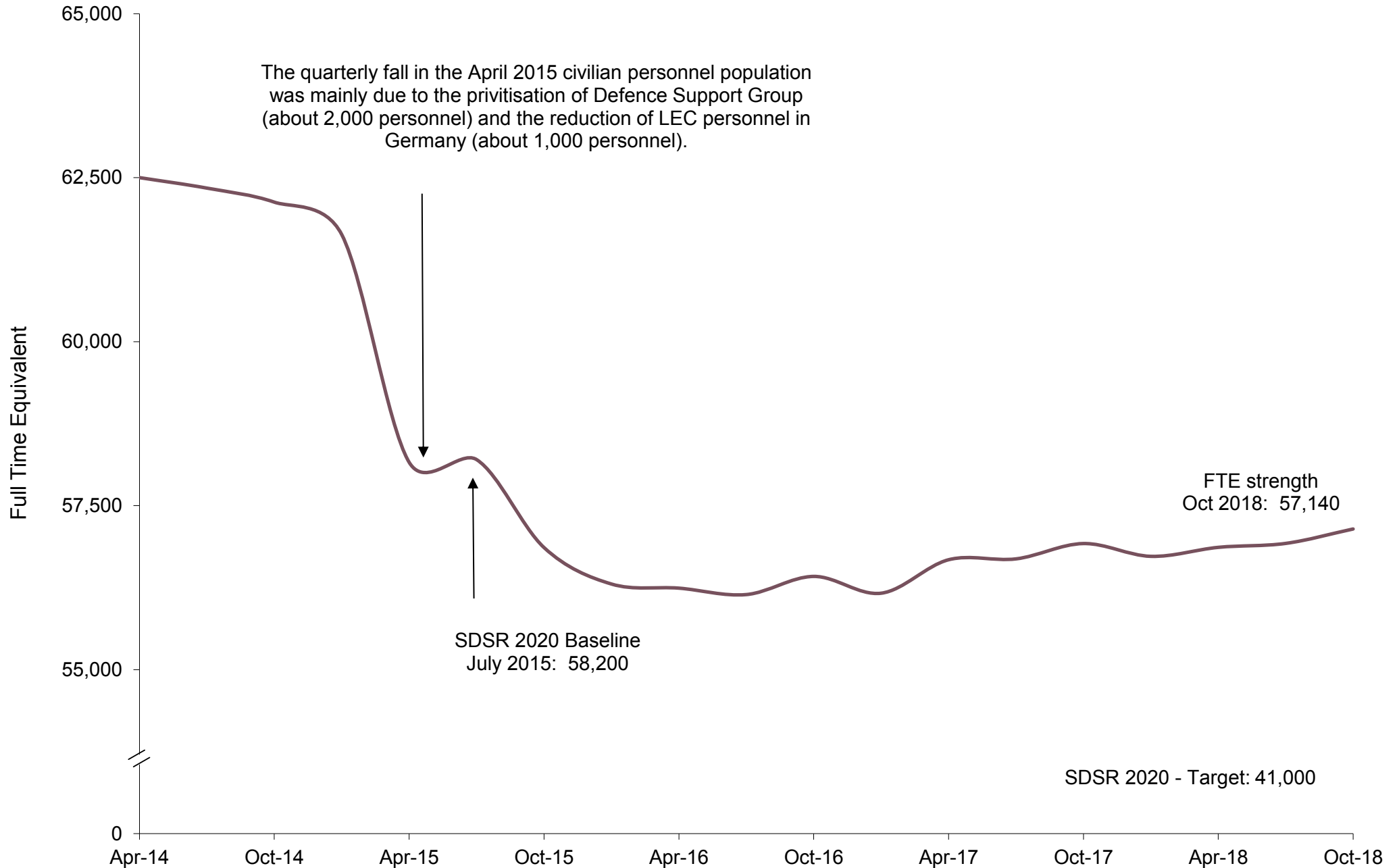
Source: Defence Statistics (Civilian)

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

Group	FTE		
	FTE as at 1 October 2018	Change compared with 1 July 2015	Change compared with 1 October 2017
Top Level Budgetary areas	34,370	-1,750	-800
Royal Fleet Auxiliary	1,900	-10	-40
DE&S Trading Entity	10,280	-250	-810
Trading Fund & Executive Agencies	6,360	1,800	1,920
Locally engaged civilians	4,230	-850	-50
Civilian Level 0 Total	57,140	-1,060	220

For further details on the groups, please see the Glossary.

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

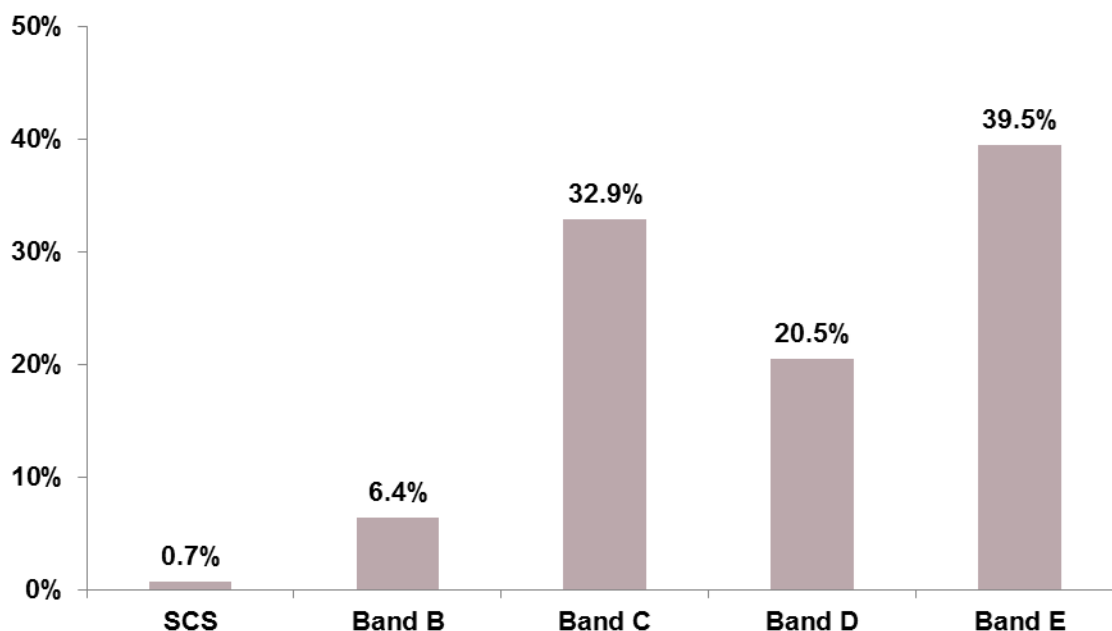


Civilian Personnel by Grade Equivalence

Full Time Equivalent (Table 2)

The proportion of civilian personnel in a Top Level Budgetary Area (TLB) who were classed as non-industrial personnel has slowly increased since the SDSR baseline in July 2015. The proportion has ranged from 84.3 per cent (July 2015) to 87.8 per cent as at 1 October 2018.

Proportion of non-industrial civilian personnel, by grade*, as at 1 October 2018



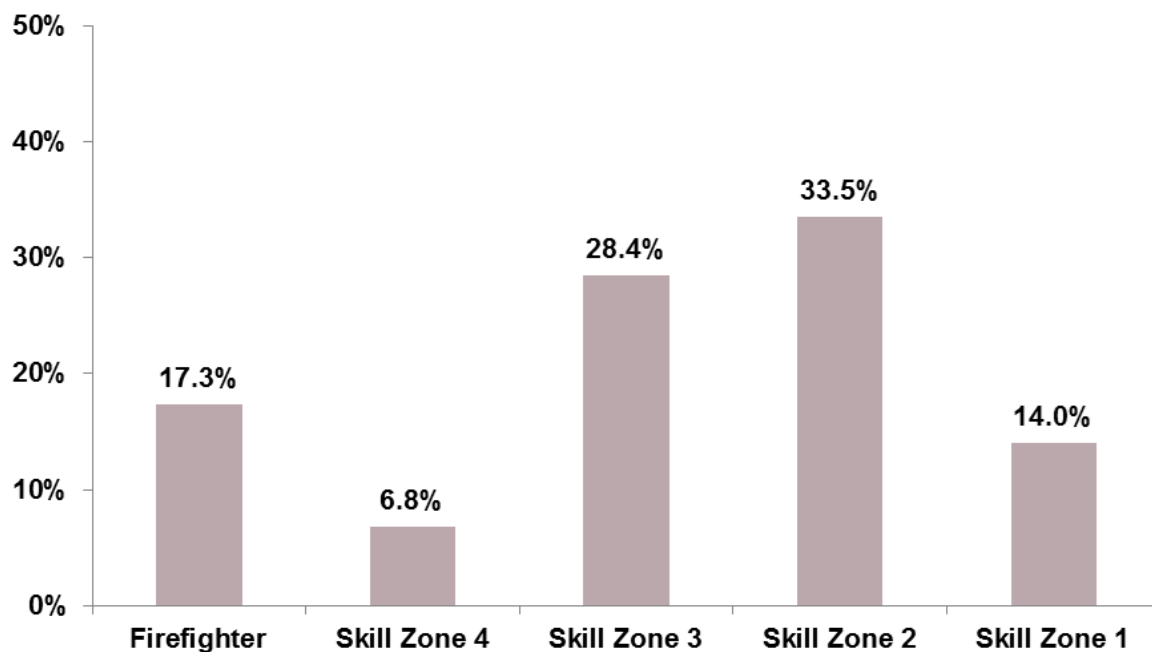
* Excludes unknown grades.

Proportion range of non-industrial civilian personnel, by grade, July 2015 to October 2018

Grade	Proportion (%) range from July 2015 to October 2018		Difference (ppts)
	Minimum	Maximum	
SCS	0.6	0.7	0.1
Band B	5.3	6.4	1.1
Band C	31.8	32.9	1.1
Band D	20.5	20.8	0.3
Band E	39.5	41.4	1.9

Within non-industrial grades there has been little variation since the SDSR baseline of July 2015, with all differences being less than two percentage points.

Proportion of industrial civilian personnel, by grade*, as at 1 October 2018



* Excludes apprentices.

Proportion range of industrial civilian personnel, by grade, July 2015 to April 2018

Grade	Proportion (%) range from July 2015 to October 2018		Difference (ppts)
	Minimum	Maximum	
Firefighters	14.0	17.4	3.4
Skill Zone 4	6.3	7.9	1.6
Skill Zone 3	27.4	28.9	1.5
Skill Zone 2	30.8	33.5	2.6
Skill Zone 1	14.0	19.1	5.1

For industrial grades, the variation is slightly higher compared with Non-Industrial grades, with the maximum difference of 5.1 percentage points (Skill Zone 1). Firefighters (17.3%), Skill Zone 3 (28.4%) and Skill Zone 2 (33.5%) are at or near their highest range of industrial grades, while Skill Zone 4 (6.8%) and Skill Zone 1 (14.0%) are at the lower end of their ranges.

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

	FTE					
	2015	2017	2018	2018	2018	2018
	1 Jul	1 Oct	1 Jan	1 Apr	1 Jul	1 Oct
Civilian Level 0 Total	58,200	56,920	56,730	56,870	56,930	57,140
Non Industrial Total	30,450	30,390	30,370	30,140	30,120	30,180
SCS & Equivalent ²	190	200	210	200	210	210
Band B1 & Equivalent	410	470	470	460	460	460
Band B2 & Equivalent	1,210	1,380	1,390	1,410	1,440	1,470
Band C1 & Equivalent	3,280	3,370	3,430	3,410	3,410	3,470
Band C2 & Equivalent	6,440	6,420	6,400	6,400	6,420	6,430
Band D & Equivalent	6,300	6,250	6,230	6,190	6,170	6,170
Band E1 & Equivalent	9,140	9,130	9,080	8,870	8,790	8,770
Band E2 & Equivalent	3,430	3,110	3,090	3,150	3,150	3,110
Other ³	60	80	60	50	60	90
Industrial Total	5,670	4,780	4,580	4,310	4,230	4,200
Firefighter	800	720	740	750	730	730
Skill Zone 4	410	360	360	280	270	280
Skill Zone 3	1,630	1,310	1,290	1,240	1,220	1,190
Skill Zone 2	1,750	1,540	1,490	1,430	1,410	1,400
Skill Zone 1	1,080	830	700	600	600	590
Apprentice	~	~	~	~	10	10
Royal Fleet Auxiliary⁴	1,910	1,940	1,920	1,920	1,920	1,900
DE&S Trading Entity	10,530	11,090	11,210	10,240	10,170	10,280
Trading Funds & Executive Agencies Total⁴	4,560	4,440	4,430	6,030	6,280	6,360
Locally engaged civilians⁴	5,070	4,280	4,220	4,220	4,210	4,230

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. Data by grade are not available for Royal Fleet Auxiliary, Trading Funds, Executive agencies and Locally engaged civilians.

Civilian Personnel (Headcount)

Headcount (Table 3)

The Ministry of Defence total civilian headcount (Level 0) as at 1 October 2018 was 59,020 a rise of 300 personnel (0.5 per cent) compared with 1 October 2017.

The Top Level Budgetary areas (TLBs) headcount as at 1 October 2018 was 35,640, a decrease of 770 personnel (2.1 per cent) compared with 1 October 2017. Within this group, Army decreased the most (510 personnel) equating to a 5.0 per cent decrease.

As at 1 October 2018, the DE&S Trading Entity headcount was 10,580, a decrease of 7.0 per cent (800 personnel) compared with 1 October 2017. The reason for the annual fall was due to the transfer of 1,180 personnel from DE&S Trading Entity into the Defence Nuclear Organisation (Executive Agency).

The number of Locally engaged civilians as at 1 October 2018 was 4,320, a decrease of 70 personnel (1.6 per cent) compared with 1 October 2017.

Headcount (Table 4)

There has been little change in the diversity representation of civilian personnel for ethnicity, sexual orientation, religion or working patterns since July 2015, while female representation has shown a 2.7 percentage point increase over the same period.

Female representation as at 1 October 2018 was 42.9 per cent, a 0.9 percentage point increase compared with October 2017. This increase was mainly due to 400 Defence and (DECA) personnel no longer being reported within MOD main, whose headcount breakdown as at 1 October 2018 was 85.7 per cent male and 14.3 per cent female.

'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 April 2015, and as at 1 October 2018 it stood at 4.8 per cent. 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), increasing slightly to 2.3 per cent as at 1 October 2018. Non-Christian representation has remained relatively stable throughout, and as at 1 October 2018 was 5.4 per cent.

Since 1 April 2010 the proportion of part-time personnel has ranged between 9.5 per cent (1 January 2013) and 11.8 per cent (1 July 2018). As at 1 October 2018 it was 11.6 per cent.

Each diversity field except gender is based on self-declaration. Each member of personnel can choose from the following options: 'One of the available diversity fields', 'Choose not to declare' and 'No response'.

Proportion of MOD main personnel who chose to declare their diversity status as at 1 October 2018		
Diversity variable	Declaration %	Percentage point change with 1 October 2017
Ethnicity	78.9%	-1.6 ppts
Sexual orientation	63.6%	+0.7 ppts
Religion or belief	62.6%	+0.4 ppts
Disability	59.1%	+2.0 ppts

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

	Headcount						
	2015 1 Jul	2017 1 Oct	2018 1 Jan	2018 1 Apr	2018 1 Jul	2018 1 Oct	12 Month change
Top Level Budgetary areas (TLBs)	37,320	36,410	36,180	35,680	35,600	35,640	-770
Navy Command	2,610	2,670	2,660	2,700	2,720	2,710	40
Army TLB	11,040	10,230	10,020	9,930	9,840	9,720	-510
HQ Air Command	5,130	4,590	4,540	4,500	4,470	4,450	-140
Head Office & Corporate Services	8,020	8,010	7,980	7,500	7,470	7,520	-490
Joint Forces Command	6,280	6,360	6,420	6,440	6,520	6,660	300
Defence Infrastructure Organisation	4,230	4,460	4,450	4,590	4,550	4,560	100
DG Nuclear	*	80	80	*	*	*	*
Unallocated	~	~	10	10	10	10	10
Royal Fleet Auxiliary (RFA)	1,910	1,940	1,920	1,920	1,920	1,900	-40
Apprentices	10	130	110	110	120	130	~
Cadets	90	70	70	70	80	70	-
Civilians	180	140	150	160	160	170	30
Sponsored Reserves	1,630	1,600	1,590	1,580	1,570	1,540	-70
Civilian Level 1 Total	39,230	38,340	38,100	37,590	37,520	37,540	-810
DE&S Trading Entity	10,780	11,380	11,500	10,510	10,450	10,580	-800
Trading Funds & Executive Agencies Total	4,740	4,610	4,600	6,240	6,500	6,590	1,980
UK Hydrographic Office	940	880	880	870	860	850	-30
Defence Science & Technology Laboratory	3,800	3,730	3,720	3,690	3,860	3,870	140
Defence Elelectronics Components Agency	*	*	*	410	410	420	*
Defence Nuclear Organisation	*	*	*	1,270	1,380	1,450	*
Locally engaged civilians (LEC)	5,220	4,390	4,340	4,360	4,330	4,320	-70
Civilian Level 0 Total	59,970	58,720	58,530	58,700	58,800	59,020	300

Source: Defence Statistics (Civilian)

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

Group	Headcount		
	Headcount as at 1 October 2018	Change compared with 1 July 2015	Change compared with 1 October 2017
Top Level Budgetary areas	35,640	-1,680	-770
Royal Fleet Auxiliary	1,900	-10	-40
DE&S Trading Entity	10,580	-200	-800
Trading Funds & Executive Agencies	6,590	1,850	1,980
Locally engaged civilians	4,320	-890	-70
Civilian Level 0 Total	59,020	-940	300

For further details on the groups, please see the Glossary.

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

	Headcount					
	2015 1 Jul	2017 1 Oct	2018 1 Jan	2018 1 Apr	2018 1 Jul	2018 1 Oct
Sex						
Total	37,320	36,410	36,180	35,680	35,600	35,640
Female	15,010	15,300	15,230	15,130	15,180	15,290
<i>Percentage Female</i>	<i>40.2</i>	<i>42.0</i>	<i>42.1</i>	<i>42.4</i>	<i>42.7</i>	<i>42.9</i>
Male	22,310	21,100	20,950	20,540	20,410	20,350
Ethnicity						
Total	37,320	36,410	36,180	35,680	35,600	35,640
Black, Asian and Minority Ethnic (BAME)	1,290	1,340	1,340	1,330	1,340	1,340
<i>Percentage¹ (BAME)</i>	<i>4.1</i>	<i>4.6</i>	<i>4.6</i>	<i>4.7</i>	<i>4.7</i>	<i>4.8</i>
White	30,060	27,990	27,730	27,170	26,960	26,790
Choose Not to Declare	1,170	1,120	1,110	1,100	1,100	1,090
No Response	4,800	5,950	6,000	6,070	6,200	6,410
Sexual Orientation						
Total	37,320	36,410	36,180	35,680	35,600	35,640
Lesbian, Gay, Bisexual	420	490	490	500	500	510
<i>Percentage¹ Lesbian, Gay, Bisexual</i>	<i>1.7</i>	<i>2.1</i>	<i>2.2</i>	<i>2.2</i>	<i>2.2</i>	<i>2.3</i>
Heterosexual	23,370	22,390	22,300	22,280	22,220	22,150
Choose Not to Declare	5,460	4,590	4,490	4,380	4,290	4,230
No Response	8,080	8,940	8,900	8,500	8,590	8,750
Religion or Belief						
Total	37,320	36,410	36,180	35,680	35,600	35,640
Christian	16,740	15,320	15,150	15,040	14,880	14,740
Non Christian Religion ²	1,230	1,200	1,200	1,180	1,200	1,200
<i>Percentage¹ Non Christian</i>	<i>5.2</i>	<i>5.3</i>	<i>5.3</i>	<i>5.3</i>	<i>5.4</i>	<i>5.4</i>
Secular ³	5,840	6,130	6,200	6,260	6,300	6,370
Choose Not to Declare	5,410	4,750	4,670	4,610	4,550	4,510
No Response	8,110	9,010	8,960	8,580	8,670	8,820
Working Patterns						
Total	37,320	36,410	36,180	35,680	35,600	35,640
Part Time	4,060	4,140	4,140	4,110	4,190	4,140
<i>Percentage¹ Part Time</i>	<i>10.9</i>	<i>11.4</i>	<i>11.4</i>	<i>11.5</i>	<i>11.8</i>	<i>11.6</i>
Full Time	33,250	32,270	32,040	31,560	31,410	31,490
Disability⁴						
Total
Disabled
<i>Percentage¹ Disabled</i>
Not Disabled
Choose Not to Declare
No Response
DE&S Trading Entity	10,780	11,380	11,500	10,510	10,450	10,580
Trading Funds & Executive Agencies	4,740	4,610	4,600	6,240	6,500	6,590
Royal Fleet Auxiliary	1,910	1,940	1,920	1,920	1,920	1,900
Locally engaged civilians	5,220	4,390	4,340	4,360	4,330	4,320
Civilian Level 0 Total	59,970	58,720	58,530	58,700	58,800	59,020

Source: Defence Statistics (Civilian)

1. Percentages are based on known declarations as recorded on HRMS, and exclude data for unknown or undeclared entries.
2. Non Christian Religion refers to all those declaring religious beliefs other than Christian denominations.
3. Secular refers to all those declaring that they have no religious beliefs.
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 statistical validity from July 2011. Further information can be found in : [Diversity Dashboard](#)

Intake and Outflow of Civilian Personnel (Headcount)

The annual intake of civilian personnel in the 12 months to 30 September 2018 was 5,190 a 2.6 per cent increase (130 personnel) compared with the previous 12 months. Of this total:

- 56.0 per cent (2,900 personnel) were recruited into MOD Main TLBs
- 32.4 per cent (1,680 personnel) were recruited into DE&S Trading Entity
- 11.7 per cent (600 personnel) were recruited into a Trading Fund/Executive agency

The annual outflow of civilian personnel in the 12 months to 30 September 2018 was 4,780, a 10.2 per cent increase (440 personnel) compared with the previous 12 months. Of this total:

- 69.3 per cent (3,310 personnel) were from MOD Main TLBs
- 19.6 per cent (940 personnel) were from DE&S Trading Entity
- 11.1 per cent (530 personnel) were from a Trading Fund/Executive agency

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 30 September 2018 was 9.9, an *increase* compared with the previous 12 month period (9.7). The MOD civilian outflow rate in the 12 months ending 30 September 2018 was 9.1, an *increase* compared with the previous 12 month period (8.3). In the 12 months to 30 September 2018, 'resignation' and 'retirement' accounted for 65.0 per cent of outflow from MOD main TLBs.

MOD Main TLB outflow by reason, 12 months ending 30 September 2018

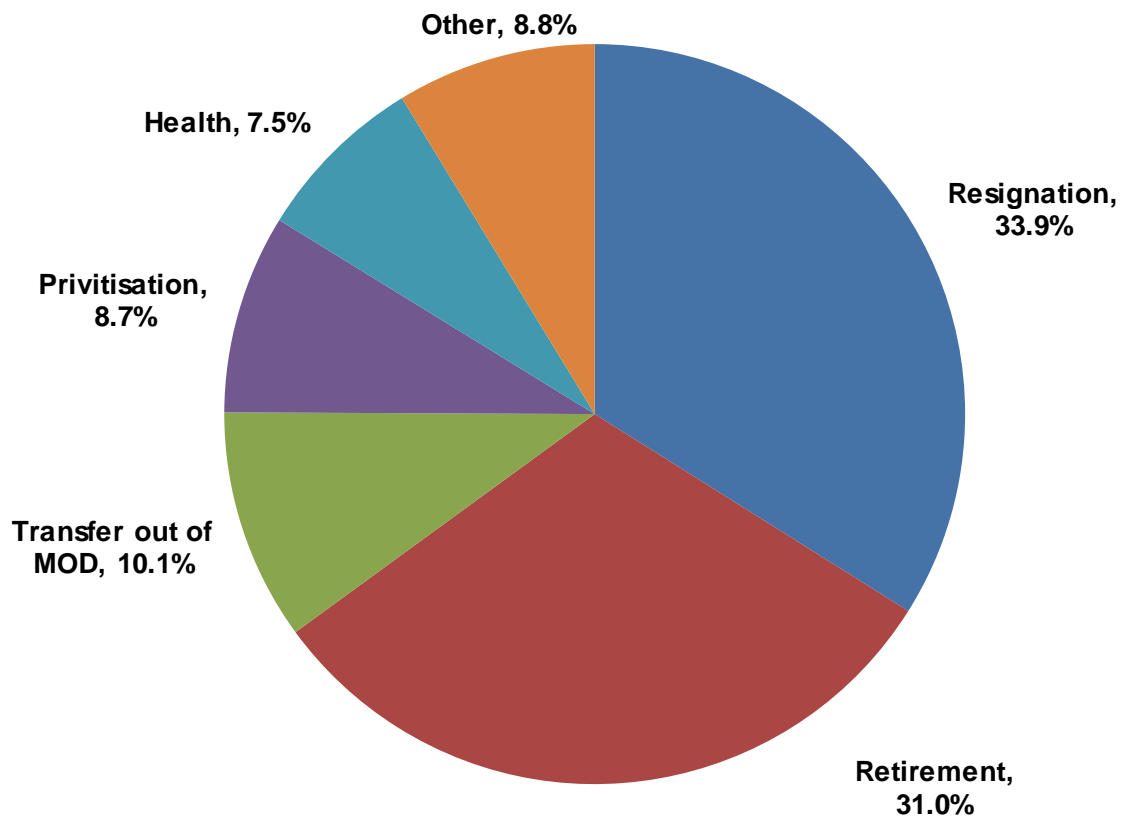


Table 5 - Intake and outflow of civilian personnel by Top Level Budgetary Area (Headcount)

Headcount

	12 months ending ² :					
	2015 30 Jun	2017 30 Sep	2017 31 Dec	2018 31 Mar	2018 30 Jun	2018 30 Sep
MOD Total Intake¹	4,150	5,060	5,080	4,840	5,030	5,190
MOD Main TLB Total Intake	3,240	2,730	2,790	2,720	2,760	2,900
Navy Command	170	140	160	180	190	190
Army TLB	450	480	510	470	450	380
HQ Air Command	310	280	260	250	250	270
Head Office & Corporate Services	720	780	790	640	660	680
Joint Forces Command	510	620	670	680	710	850
Defence Equipment & Support	780	*	*	*	*	*
Defence Infrastructure Organisation	300	420	390	500	490	520
DG Nuclear	*	~	~	~	~	~
Unallocated	~	10	10	~	10	10
DE&S Trading Entity	270	1,850	1,860	1,720	1,700	1,680
Trading Funds & Executive Agencies Total Intake	640	480	430	400	570	600
UK Hydrographic Office	70	90	90	80	80	70
Defence Science & Technology Laboratory	450	390	340	320	480	490
Defence Elelectronics Components Agency	*	*	*	~	-	10
Defence Nuclear Organisation	*	*	*	~	10	30
Defence Support Group	120	*	*	*	*	*
MOD Total Outflow¹	6,670	4,330	4,440	4,550	4,600	4,780
MOD Main TLB Total Outflow	3,800	3,100	3,150	3,210	3,200	3,310
Navy Command	200	170	180	190	200	200
Army TLB	810	840	990	900	870	880
HQ Air Command	540	470	400	430	410	420
Head Office & Corporate Services	610	690	730	740	720	760
Joint Forces Command	430	600	540	620	650	670
Defence Equipment & Support	600	*	*	*	*	*
Defence Infrastructure Organisation	610	310	320	330	350	370
DG Nuclear	*	~	~	-	-	~
Unallocated	-	-	-	-	~	~
DE&S Trading Entity	170	790	850	880	920	940
Trading Funds & Executive Agencies Total Outflow	2,700	450	440	460	470	530
UK Hydrographic Office	110	90	80	90	100	100
Defence Science & Technology Laboratory	500	360	360	360	320	350
Defence Elelectronics Components Agency	*	*	*	~	10	10
Defence Nuclear Organisation	*	*	*	10	50	70
Defence Support Group	2,090	*	*	*	*	*
Net Change of Royal Fleet Auxiliary²	90	-10	-20	-10	-20	-40
Net Change of Locally engaged civilians²	-2,610	-80	40	~	-100	-70
MOD Total Net Change³	-5,050	630	670	280	310	300

Source: Defence Statistics (Civilian)

1. 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.

2. 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.

3. Total net change refers to the total net Level 0 headcount change of all permanent and casual civilian personnel, Royal Fleet Auxiliary, Trading Funds, Executive agencies, Trading Entities and Locally engaged civilians.

Table 6 - Intake and outflow rates¹ of civilian personnel by method of entry and reasons for leaving (Headcount)

	Headcount					
	12-months ending ² :					
	2015 30 Jun	2017 30 Sep	2017 31 Dec	2018 31 Mar	2018 30 Jun	2018 30 Sep
MOD Total Intake³	4,150	5,060	5,080	4,840	5,030	5,190
Total Intake Rate	7.6	9.7	9.7	9.3	9.7	9.9
MOD Main TLB Total Intake³	3,240	2,730	2,790	2,720	2,760	2,900
Total Intake Rate	7.3	7.5	7.7	7.5	7.6	8.1
Recruitment / Re-instatement	2,740	2,170	2,240	2,250	2,290	2,430
Transfer from other Public Office	490	560	560	470	460	480
DE&S Trading Entity Total Intake	270	1,850	1,860	1,720	1,700	1,680
Total Intake Rate	7.4	17.0	16.7	15.3	15.2	15.3
Recruitment / Re-instatement	260	1,780	1,790	1,640	1,620	1,610
Transfer from other Public Office	10	60	60	90	80	70
Trading Funds & Executive Agencies Total Intake³	640	480	430	400	570	600
Total Intake Rate	10.1	10.4	9.4	8.7	12.4	10.7
Recruitment / Re-instatement	190	90	90	80	90	110
Transfer from other Public Office	450	390	340	320	490	500
MOD Total Outflow³	6,670	4,330	4,440	4,550	4,600	4,780
Total Outflow Rate	12.3	8.3	8.5	8.7	8.9	9.1
MOD Main TLB Total Outflow³	3,800	3,100	3,150	3,210	3,200	3,310
Total Outflow Rate	8.6	8.5	8.6	8.8	8.9	9.2
Resignation	1,100	980	1,000	1,030	1,080	1,120
<i>Resignation outflow rate</i>	2.5	2.7	2.7	2.8	3.0	3.1
Retirement	1,090	1,020	1,070	1,060	1,000	1,030
<i>Retirement outflow rate</i>	2.5	2.8	2.9	2.9	2.8	2.9
End of Appointments	170	90	90	100	90	100
Voluntary Release or Redundancy	300	140	40	50	50	60
Compulsory Severance or Retirement	40	~	~	~	~	~
Health / Death in Service	260	240	220	220	220	250
Dismissed	140	80	80	80	90	80
Transfer out of MOD	310	310	330	340	330	330
Privatisation of Function	380	200	290	290	300	290
Other	20	30	40	40	40	40

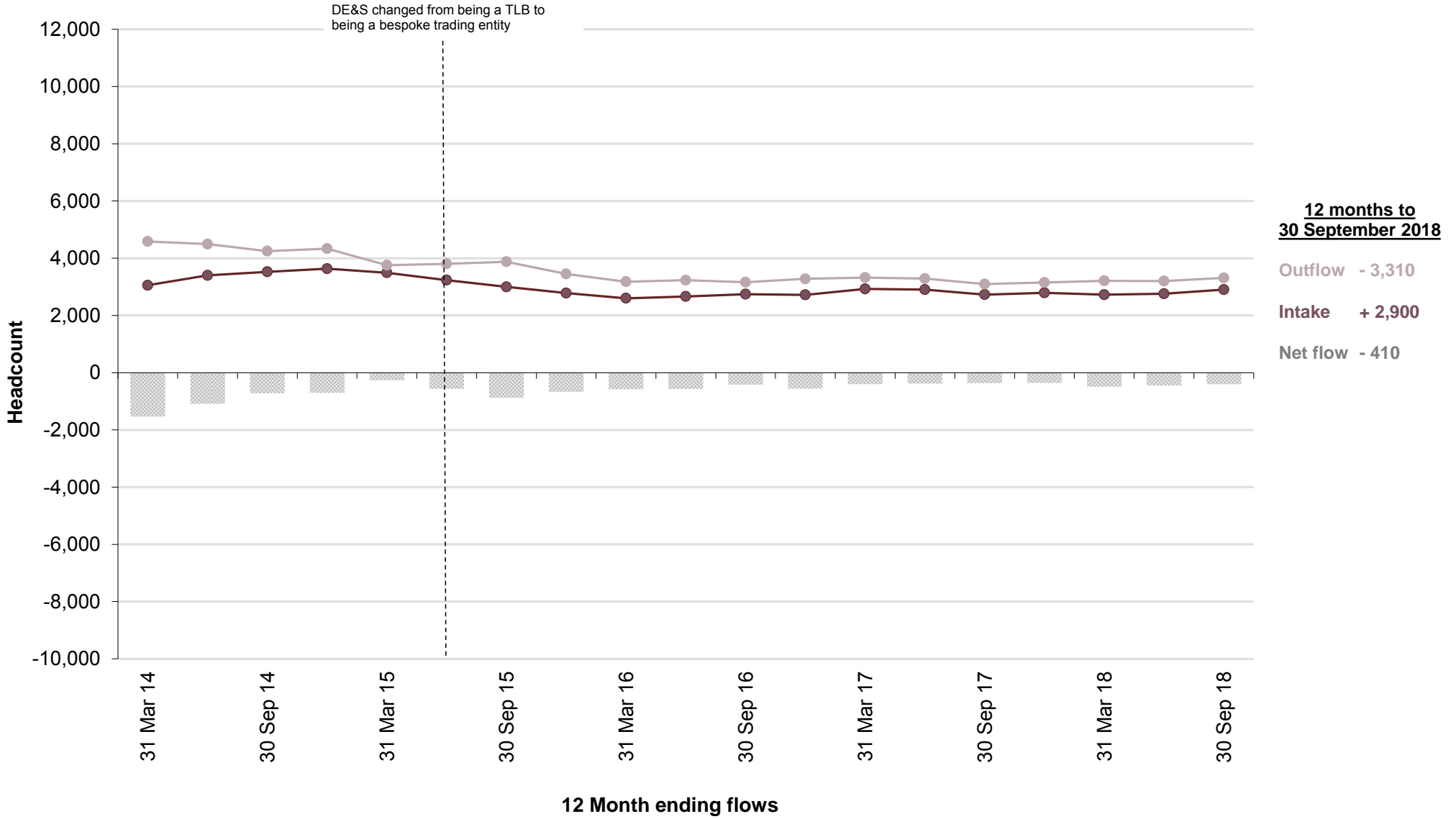
Table 6 - Intake and outflow rates¹ of civilian personnel by method of entry and reasons for leaving (Headcount) - continued

	Headcount					
	12-months ending ² :					
	2015 30 Jun	2017 30 Sep	2017 31 Dec	2018 31 Mar	2018 30 Jun	2018 30 Sep
DES Trading Entity Total Outflow	170	790	850	880	920	940
Total Outflow Rate	4.8	7.3	7.7	7.8	8.2	8.5
Resignation	70	380	430	460	500	500
Retirement	70	220	230	230	230	220
End of Appointments	~	60	70	70	80	100
Voluntary Release or Redundancy	~	10	~	~	~	-
Compulsory Severance or Retirement	-	~	~	~	~	~
Health / Death in Service	~	40	30	30	20	20
Dismissed	20	20	20	20	20	30
Transfer out of MOD	10	40	50	60	60	60
Privatisation of Function	-	10	-	-	-	-
Other	-	~	10	~	~	~
Trading Funds & Executive Agencies Total Outflow³	2,700	450	440	460	470	530
Total Outflow Rate	42.2	9.7	9.5	10.1	10.3	9.4
Resignation	270	200	180	180	190	220
Retirement	40	~	~	10	30	40
End of Appointments	140	110	100	100	100	100
Voluntary Release or Redundancy	10	~	-	~	~	~
Compulsory Severance or Retirement	~	-	-	-	~	-
Health / Death in Service	20	~	10	~	10	10
Dismissed	10	10	10	~	10	~
Transfer out of MOD	60	40	40	40	50	50
Privatisation of Function	1,980	-	-	-	-	-
Other	170	80	90	120	90	100
Net Change of Royal Fleet Auxiliary³	90	-10	-20	-10	-20	-40
Net Change of Locally engaged civilians³	-2,610	-80	40	~	-100	-70
MOD Total Net Change⁵	-5,050	630	670	280	310	300

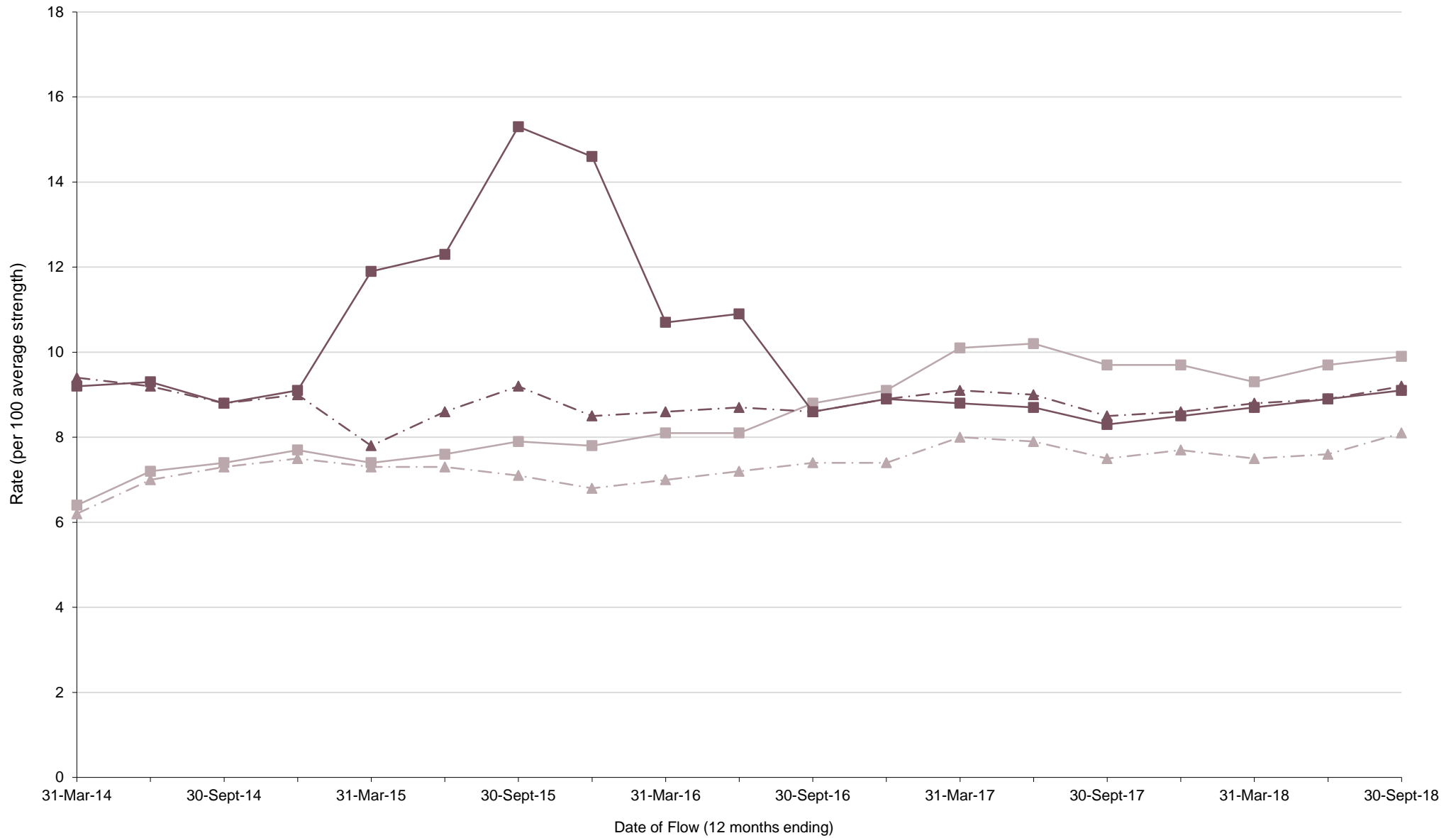
Source: Defence Statistics (Civilian)

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, Trading Funds, Executive agencies and Trading Entities. 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, Trading Funds, Executive agencies and Trading Entities 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. 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.
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, Executive agencies, Trading Entities and Locally engaged civilians.

Graph 2 - Intake and outflow rates¹ of MOD main civilian personnel (Headcount)



Graph 3 - Intake and outflow rates¹ of MOD main civilian personnel (Headcount)



Total Intake
 Total Outflow
 MOD TLB Intake
 MOD TLB Outflow

1. Rates are the number of people who join or leave the department per 100 of the average headcount strength.

Annex Table 1A - Civilian personnel numbers by Top Level Budgetary Area¹ (FTE)

	FTE				
	2014	2015	2016	2017	2018
	1 October	1 October	1 October	1 October	1 October
Top Level Budgetary areas (TLBs)	46,790	35,950	35,550	35,170	34,370
Navy Command	2,520	2,530	2,550	2,560	2,600
Army TLB	10,800	10,470	10,140	9,890	9,390
HQ Air Command	5,180	4,930	4,680	4,460	4,310
Head Office & Corporate Services	7,340	7,910	7,880	7,750	7,270
Joint Forces Command	5,760	5,970	6,030	6,080	6,350
Defence Equipment & Support	10,630	*	*	*	*
Defence Infrastructure Organisation	4,560	4,140	4,260	4,360	4,440
DG Nuclear	*	*	*	80	*
Unallocated	~	~	~	~	10
Royal Fleet Auxiliary (RFA)	1,850	1,920	1,950	1,940	1,900
Civilian Level 1 Total	48,640	37,880	37,500	37,110	36,280
DE&S Trading Entity	*	9,530	10,120	11,090	10,280
Trading Funds & Executive Agencies	7,050	4,510	4,430	4,440	6,360
UK Hydrographic Office	950	890	840	850	820
Defence Science & Technology Laboratory	3,690	3,620	3,580	3,600	3,720
Defence Elelectronics Components Agency	*	*	*	*	400
Defence Nuclear Organisation	*	*	*	*	1,420
Defence Support Group	2,420	*	*	*	*
Locally engaged civilians (LEC)	6,430	4,950	4,380	4,280	4,230
Civilian Level 0 Total	62,130	56,860	56,420	56,920	57,140

Source: Defence Statistics (Civilian)

To note: There have been a number of changes to the structure of MOD main (TLBs) and Trading Funds which affect the direct comparability of data across the time-period. Details are given in the Background Notes which accompany this publication. For periods where a TLB does not exist * denotes that data are not applicable.

Annex Table 1B - Civilian personnel numbers by Top Level Budgetary Area¹ (HC)

	Headcount				
	2014	2015	2016	2017	2018
	1 October	1 October	1 October	1 October	1 October
Top Level Budgetary areas (TLBs)	48,200	37,120	36,710	36,410	35,640
Navy Command	2,620	2,640	2,650	2,670	2,710
Army TLB	11,200	10,830	10,480	10,230	9,720
HQ Air Command	5,340	5,080	4,820	4,590	4,450
Head Office & Corporate Services	7,550	8,130	8,120	8,010	7,520
Joint Forces Command	6,000	6,220	6,290	6,360	6,660
Defence Equipment & Support	10,860	*	*	*	*
Defence Infrastructure Organisation	4,630	4,220	4,350	4,460	4,560
DG Nuclear	*	*	*	80	*
Unallocated	~	~	~	~	10
Royal Fleet Auxiliary (RFA)	1,850	1,920	1,950	1,940	1,900
Civilian Level 1 Total	50,050	39,040	38,660	38,340	37,540
DE&S Trading Entity	*	9,750	10,360	11,380	10,580
Trading Funds & Executive Agencies	7,270	4,700	4,590	4,610	6,590
UK Hydrographic Office	980	930	870	880	850
Defence Science & Technology Laboratory	3,830	3,770	3,720	3,730	3,870
Defence Elelectronics Components Agency	*	*	*	*	420
Defence Nuclear Organisation	*	*	*	*	1,450
Defence Support Group	2,460	*	*	*	*
Locally engaged civilians (LEC)	7,210	5,050	4,470	4,390	4,320
Civilian Level 0 Total	64,530	58,540	58,090	58,720	59,020

Source: Defence Statistics (Civilian)

To note: 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 the Background Notes which accompany this publication. For periods where a TLB does not exist * denotes that data are not applicable.

Annex Table 2A - Inflow of civilian personnel by sex, grade¹ and whether full or part-time

	Headcount				
	12-months ending 30 September:				
	2014	2015	2016	2017	2018
Civilian Personnel	4,140	4,160	4,560	5,060	5,190
Non-Industrial	3,180	2,670	2,520	2,470	2,640
Female: full-time	1,080	1,060	1,020	1,010	1,090
Senior Civil Service and Equivalent ²	-	~	10	10	10
Pay Band B	20	40	30	30	40
Pay Band C	300	190	200	220	230
Pay Band D	240	220	180	190	200
Pay Band E	510	600	580	530	570
Other non-industrial	10	~	10	20	30
Male: full-time	1,800	1,370	1,230	1,180	1,300
Senior Civil Service and Equivalent ²	20	20	20	10	20
Pay Band B	40	70	50	40	60
Pay Band C	660	360	260	280	280
Pay Band D	540	340	260	230	260
Pay Band E	500	590	630	520	640
Other non-industrial	40	10	10	90	30
Female: part-time	230	200	220	210	210
Senior Civil Service and Equivalent ²	-	~	-	~	~
Pay Band B	10	20	10	10	10
Pay Band C	120	80	80	80	80
Pay Band D	20	20	20	30	20
Pay Band E	80	80	100	90	90
Other non-industrial	~	~	-	~	~
Male: part-time	60	40	50	60	40
Senior Civil Service and Equivalent ²	~	~	-	~	~
Pay Band B	10	10	10	10	10
Pay Band C	30	20	30	40	20
Pay Band D	10	~	~	~	~
Pay Band E	10	~	10	10	10
Other non-industrial	~	-	-	~	-
Industrial	340	330	220	260	270
Female: full-time	60	50	60	50	50
Male: full-time	270	260	150	190	200
Female: part-time	10	10	10	10	10
Male: part-time	~	~	~	10	10
Trading Funds & Executive Agencies	620	550	510	480	600
Female: full-time	190	160	140	160	180
Male: full-time	420	370	350	300	380
Female: part-time	20	10	20	10	30
Male: part-time	~	~	~	~	10
DE&S Trading Entity	*	610	1,310	1,850	1,680
Female: full-time	*	180	420	560	500
Male: full-time	*	410	850	1,210	1,090
Female: part-time	*	20	40	60	80
Male: part-time	*	~	~	10	10
Total Female	1,590	1,700	1,910	2,080	2,150
Total Male	2,550	2,460	2,640	2,980	3,030
Total Full-time	3,820	3,860	4,210	4,680	4,790
Total Part-time	320	300	340	380	400

Source: Defence Statistics (Civilian)

1. Grade equivalent 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.

Annex Table 2B - Outflow of civilian personnel by sex, grade¹ and whether full or part-time

	Headcount				
	12-months ending 30 September:				
	2014	2015	2016	2017	2018
Civilian Personnel¹	4,930	8,060	4,450	4,330	4,780
Non-Industrial	3,700	3,170	2,570	2,520	2,640
Female: full-time	990	910	750	710	870
Senior Civil Service and Equivalent ²	~	10	~	10	10
Pay Band B	30	60	30	50	50
Pay Band C	240	210	190	190	220
Pay Band D	200	170	100	130	170
Pay Band E	510	460	430	320	400
Other non-industrial	~	10	10	10	20
Male: full-time	2,210	1,660	1,380	1,390	1,360
Senior Civil Service and Equivalent ²	30	30	20	20	20
Pay Band B	110	110	90	100	100
Pay Band C	730	580	490	480	420
Pay Band D	430	410	310	300	250
Pay Band E	900	510	470	450	570
Other non-industrial	10	30	10	20	10
Female: part-time	320	410	320	270	280
Senior Civil Service and Equivalent ²	-	~	-	~	~
Pay Band B	10	30	20	20	20
Pay Band C	160	200	140	100	100
Pay Band D	30	40	40	30	40
Pay Band E	120	140	120	110	120
Other non-industrial	-	-	~	~	~
Male: part-time	180	180	120	150	130
Senior Civil Service and Equivalent ²	~	~	-	~	~
Pay Band B	20	10	10	20	10
Pay Band C	90	100	70	70	70
Pay Band D	30	30	10	20	20
Pay Band E	40	40	20	40	30
Other non-industrial	-	-	~	~	-
Industrial	550	710	590	580	670
Female: full-time	70	70	70	80	150
Male: full-time	430	610	460	460	430
Female: part-time	20	20	30	20	50
Male: part-time	30	20	30	20	30
Trading Funds & Executive Agencies	680	2,660	600	450	530
Female: full-time	150	430	140	100	110
Male: full-time	420	2,040	360	280	340
Female: part-time	40	100	40	30	40
Male: part-time	60	90	50	40	30
DE&S Trading Entity	*	1,520	700	790	940
Female: full-time	*	390	140	190	230
Male: full-time	*	990	460	500	600
Female: part-time	*	100	40	50	50
Male: part-time	*	50	50	50	50
Total Female	1,590	2,430	1,540	1,440	1,790
Total Male	3,330	5,630	2,920	2,900	3,000
Total Full-time	4,270	7,090	3,760	3,710	4,110
Total Part-time	660	970	690	620	680

Source: Defence Statistics (Civilian)

1. Grade equivalent 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.

Annex 2C - Inflow of civilian personnel by ethnic origin and grade¹

Headcount

	12-months ending 30 September:				
	2014	2015	2016	2017	2018
Civilian Personnel	4,140	4,160	4,560	5,060	5,190
Non-Industrial	3,180	2,670	2,520	2,470	2,640
White	1,120	980	890	830	730
Senior Civil Service and Equivalent ²	~	10	10	~	10
Pay Band B	20	30	30	20	30
Pay Band C	430	230	230	230	170
Pay Band D	290	210	170	160	160
Pay Band E	370	490	450	410	350
Other non-industrial	~	~	~	10	10
Black, Asian and Minority Ethnic	90	80	70	80	90
Senior Civil Service and Equivalent ²	~	-	-	~	-
Pay Band B	~	~	~	~	10
Pay Band C	30	30	10	10	30
Pay Band D	30	20	20	20	20
Pay Band E	30	30	30	30	30
Other non-industrial	-	-	~	~	~
Unknown³	1,970	1,620	1,560	1,570	1,820
Senior Civil Service and Equivalent ²	20	20	20	20	20
Pay Band B	60	110	70	80	90
Pay Band C	660	390	330	380	410
Pay Band D	490	340	280	270	300
Pay Band E	700	750	840	710	930
Other non-industrial	60	10	20	110	50
Industrial	340	330	220	260	270
White	80	70	50	60	40
Black, Asian & Minority Ethnic	~	~	~	~	-
Unknown	250	250	160	200	220
Trading Funds & Executive Agencies	620	550	510	480	600
White	180	210	120	120	200
Black, Asian & Minority Ethnic	10	10	10	10	20
Unknown	420	320	380	350	390
DE&S Trading Entity	*	610	1,310	1,850	1,680
White	*	180	470	580	460
Black, Asian & Minority Ethnic	*	10	50	70	60
Unknown	*	420	780	1,190	1,160
Total White	1,390	1,450	1,530	1,590	1,430
Total Black, Asian & Minority Ethnic	100	100	130	160	160
Total Unknown	2,650	2,610	2,890	3,310	3,590

Source: Defence Statistics (Civilian)

1. Grade equivalent 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.
3. Unknown ethnicity includes both those who have made no declaration and those who have actively chosen not to declare.

Annex 2D - Outflow of civilian personnel by ethnic origin and grade¹

Headcount

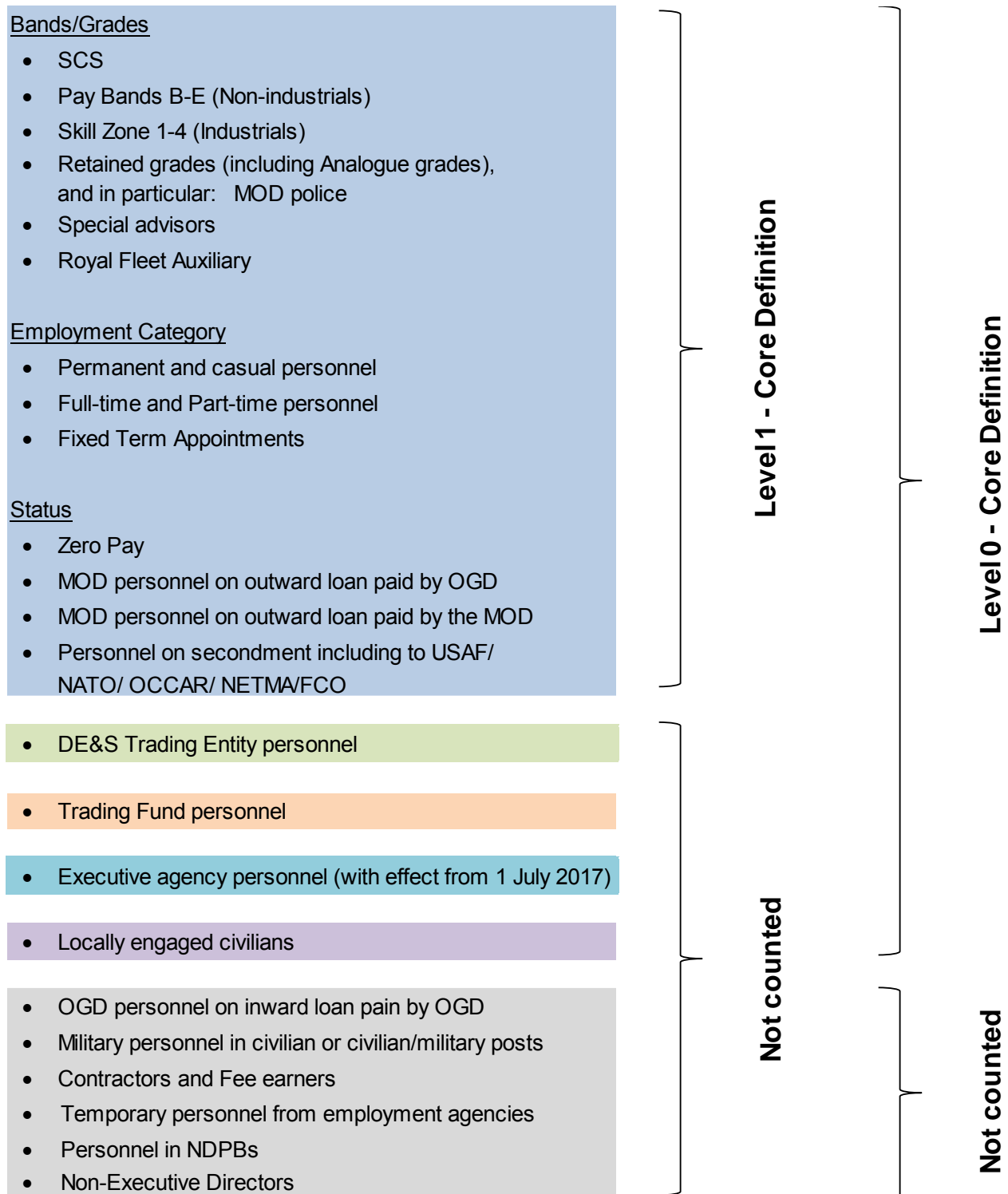
	12 months ending 30 September:				
	2014	2015	2016	2017	2018
Civilian Personnel	4,930	8,060	4,450	4,330	4,780
Non-Industrial	3,700	3,170	2,570	2,520	2,640
White	2,830	2,330	1,880	1,800	1,830
Senior Civil Service and Equivalent ²	30	30	20	20	20
Pay Band B	130	150	100	130	110
Pay Band C	900	740	640	620	560
Pay Band D	520	530	340	350	340
Pay Band E	1,250	870	780	670	790
Other non-industrial	~	10	10	10	~
Black, Asian and Minority Ethnic	110	110	90	60	100
Senior Civil Service and Equivalent ²	~	-	-	~	~
Pay Band B	~	10	10	~	10
Pay Band C	30	40	30	20	40
Pay Band D	20	20	10	10	20
Pay Band E	60	40	40	20	30
Other non-industrial	-	-	-	-	~
Unknown	750	730	600	660	720
Senior Civil Service and Equivalent ²	10	10	10	10	10
Pay Band B	40	50	40	60	60
Pay Band C	300	310	230	210	220
Pay Band D	140	100	100	120	110
Pay Band E	260	240	210	230	300
Other non-industrial	10	30	10	30	20
Industrial	550	710	590	580	670
White	420	540	450	400	480
Black, Asian & Minority Ethnic	~	20	10	10	~
Unknown	130	160	120	160	180
Trading Funds & Executive Agencies	680	2,660	600	450	530
White	430	1,430	420	240	260
Black, Asian & Minority Ethnic	20	40	20	10	20
Unknown	230	1,190	160	200	250
DE&S Trading Entity	*	1,520	700	790	940
White	*	1,250	470	480	520
Black, Asian & Minority Ethnic	*	40	20	30	50
Unknown	*	230	200	280	360
Total White	3,680	5,540	3,230	2,920	3,100
Total Black, Asian & Minority Ethnic	130	210	140	110	170
Total Unknown	1,110	2,310	1,080	1,300	1,520

Source: Defence Statistics (Civilian)

1. Grade equivalent 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.
3. Unknown ethnicity includes both those who have made no declaration and those who have actively chosen not to declare.

Background notes

1. Defence Statistics civilian manpower definitions (as from 1 July 2017)



To note:

Defence Science and Technology Laboratory (Dstl) was reported as an Executive agency from 1 July 2017. Prior to this it was reported as a Trading Fund and was included in the Level 0 civilian personnel total.

The Defence Nuclear Organisation became an Executive Agency on a phased approach after splitting out from DE&S. It was reported as a full Executive agency on April 2018.

The Defence Electronic Agency (DECA), which was previously reported within HOCs, was reported as an Executive Agency in April 2018.

Background notes (cont)

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 Defence Statistics (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. DS (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.

Background notes (cont)

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. 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.
 - ii. 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.
 - iii. 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.
 - iv. 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.
 - v. 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.
 - vi. As at 1 April 2018 approximately 1,160 posts transferred out of DE&S Trading Entity to form Defence Nuclear Organisation (DNO) as an Executive Agency, additionally approximately 80 personnel within DG Nuclear also transferred to DNO, moving from Level 1 to Level 0 reporting.
 - vii. As at 1 April 2018, approximately 400 posts forming the Defence Electronics Components Agency (DECA) previously reported in Head Office & Corporate Services (HO&Cs) within Level 1 were reported separately as an Executive Agency within level 0, for improved consistency and transparency of data reporting.
 - 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, DE&S and Trading Funds. Due to the re-categorisation of Defence Equipment & Support 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. The July 2016 publication onwards includes intake and outflow data tables that were previously in the 'Statistical Series 2- Personnel Bulletin 2.02 – Civilian Personnel', on the MOD area of the GOV.UK website [Personnel Bulletin 2.02 - Civilian Personnel](#). This publication ceased after 2015 following Secretary of State approval and public consultation. These tables provide information on intake and outflow by: Top level budgetary area, gender, grade and ethnicity.

Background notes (cont)

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
Senior Management	Senior Management
SCS – Senior Civil Service	SCS – Senior Civil Service
Other Management Grades	Other Management Grades
B1 & equivalents	Grade 6
B2 & equivalents	Grade 7
C1 & equivalents	SEO - Senior Executive Officer
C2 & equivalents	HEO - Higher Executive Officer
D & equivalents	EO - Executive Officer
Administrative Grades	Administrative Grades
E1 & equivalents	AO - Administrative Officer
E2 & equivalents	AA - Administrative Assistant

4. Data sources

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

- i) **Core MOD Personnel** – since April 2004 data for core MOD personnel are taken from the personnel system - Human Resources Management System (HRMS) on a monthly basis. DS use budgetary UINs and attribute people according to the budgetary area who pay them, using the Standing Data System hierarchy from Financial Management Information Systems.
- ii) **Royal Fleet Auxiliary (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) **Defence Equipment & Support (DE&S) Trading Entity** - was reported as a bespoke trading entity on 1 July 2015 (prior to this it was reported as an extant TLB). Data for DE&S Trading Entity are currently taken from the Human Resources Management System (HRMS) on a monthly basis.
- iv) **Trading Funds (and with effect from 1 July 2017 ‘Executive agencies’)** - have their own bespoke HR system and provide a monthly extract which is formatted onto the HRMS system.
- v) **Locally engaged civilians (LEC)** – individual TLBs are required to provide a quarterly return on the number of LEC employees. LEC data by country location in the main return is required and an internal data validation process is conducted to ensure these data are robust.

Glossary

Army TLB: (previously reported as Land Forces) Performs a similar role to Navy Command within the context of trained Army formations and equipment.

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.

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

Civilian Level 0: contains all those at Level 1 plus DE&S Trading Entity, Trading Funds, Executive agencies and Locally Engaged Civilians. This is used for external reporting, including National Statistics publications, Strategic Defence and Security Review Baseline, UKDS and Parliamentary Business.

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 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 Nuclear Organisation: is the sponsor for the SDA as an Executive Agency. It became an Executive Agency on a phased approach after splitting out from DE&S. It was reported as a full Executive agency on April 2018.

Defence Science and Technology Laboratory (Dstl): supplies impartial scientific and technical research and advice to the MOD and other government departments. From 1 July 2001 to 30 June 2017 it was reported on as a MOD Trading Fund. With effect from 1 July 2017 it is reported on as an 'Executive agency' within MOD civilian personnel data.

Defence Statistics: On 1 April 2013 the Directorate formerly known as DASA (Defence Analytical Services and Advice) 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.

DG Nuclear: from April 2018 it was reported within the Defence Nuclear Organisation. Prior to this it had been reported as a TLB since 1 July 2017, having previously been reported within Head Office & Corporate Services (HO&CS).

Executive agency: An Executive agency is an organisation previously reported independently as a Trading Fund or part of a Trading Fund, which is now included within a core MOD Main TLB (HOCs) personnel structure. But continues to be reported outside their TLB owner due to retaining prior organisational and structural elements such as delegated pay and personnel policies not compatible with their TLB owner. As of 1 July 2017 this classification covers **Defence Science and Technology Laboratory (Dstl)**.

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.

Inflow: 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: (see Army TLB)

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. LECs are also employed on terms and conditions analogous with local employment law and market forces, and not those of the UK.

Previously LEC figures included 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.

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.

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

Strategic Defence & Security Review (SDSR): these statistics have been used to monitor the reduction in personnel numbers as part of the Strategic Defence and Security Review (SDSR). The baseline for civilians comprises of all Civilian Level 0 personnel.

Strength: The total number of personnel employed by the Department at a specific time period.

Submarine Delivery Agency (SDA): Structural reforms to strengthen MOD's ability to deliver its SDSR15 commitments included establishing the Director General Nuclear organisation to provide a single focus for all aspects of nuclear business across Defence; and establishing the Submarine Delivery Agency, which would work alongside Defence Equipment and Support, but focus solely on the procurement and in-service support of the UK's nuclear submarines.

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.

Definitions (Table 4)

Black, Asian and Minority Ethnic (BAME): BAME is now the widely used terminology, as a collective descriptor for non-white citizens, across Whitehall, other public sector bodies and the third sector, as well as among civil service race staff networks and their cross-Whitehall umbrella body, the Civil Service Race Forum. See also Ethnic Origin.

Christian: includes personnel who self-identify their religion as any Christian denomination or following a religion which follows a Christian tradition.

Declaration rates: Ethnic background, disability, religion and sexual orientation are self-declared. Therefore representation rates are calculated from known declarations and exclude unknown and undeclared personnel.

Ethnic origin : is the ethnic grouping to which a person has indicated that they belong. The classifications used were revised for the 2001 Census of Population when a classification of nationality was also collected. These revised definitions were also used to re-survey members of the Armed Forces and the Civil Service in 2001-02, see Black, Asian and Minority Ethnic.

Full-time: civil servants are those working 37 hours a week (36 hours or over in London), excluding meal breaks.

Lesbian, Gay & Bisexual (LGB): Lesbian, Gay & Bisexual (LGB): the term referring to those who self-identify their sexual orientation as being other than Heterosexual, including, Lesbian, Gay, Bisexual and other orientations. Transgender people may or may not identify as one of these orientations.

Non-Christian: includes all personnel who self-identify their religion, belief or faith as any which is not Christian. This includes those who have self-identified as Buddhist, Hindu, Jewish, Kirati, Muslim, Sikh or any other religious belief which is not Christian.

Part-time: civil servants are those working fewer than 37 hours a week (36 hours in London), excluding meal breaks.

Secular: includes personnel who have self-identified as having no religion or any other beliefs.

Symbols and Conventions

Symbols

}	categories merged for some years
	discontinuity in time series
~	greater than zero and less than five
*	not applicable
..	not available
p	Provisional
r	Revised
rp	revised but still provisional
e	Estimate
–	Nil

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

Rounding

Tables and Charts within this document

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 Equivalentents (FTE).

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

Excel tables accompanying this publication

An updated MOD Disclosure Control and Rounding policy has been published on GOV.UK and we have applied this policy to the statistics on Civilian personnel in the accompanying Excel tables. The policy is available on

<https://www.gov.uk/government/publications/defence-statistics-policies>

Disclosure control will still be applied to statistical or numeric information to safeguard the confidentiality of individuals. ‘Disclosure control’ refers to the efforts made to reduce the risk of disclosure, such as applying statistical methods to protect ‘personally identifiable information’ (PII) in aggregate data tables. These safeguards can take many forms (e.g. data suppression, rounding, recoding etc.).

Revisions

Occasionally errors can occur in statistical processes; procedures are constantly reviewed to minimise this risk. Should a significant error be found the publication on the website will be updated and an errata slip published documenting the revision.

Background Quality Report

The background quality report provides more detailed information about the quality of data used to produce this publication and any statistics derived from that data.

<https://www.gov.uk/government/statistics/mod-civilian-personnel-quarterly-report-background-quality-report>

Frequency of publication

Defence Statistics (Civilian) have completed a consultation on reducing publication of Quarterly Civilian Personnel Report (QCPR) from quarterly to twice a year for the following reasons:

- a. The information can still be provided to internal customers, but published less frequently, reducing the time spent on ministerial submissions and report commentary.
- b. To ensure best use of resource in a context of tightening resources and high levels of internal demand for analysis to contribute to improvements in the effectiveness and efficiency of the Armed Forces.
- c. To free up resource to spend on reactive ad hoc analysis to meet our policy customers' requirements.

It is our assessment that this will not have a significant detrimental impact on transparency, accountability or informing public debate. The consultation ran from 21 April 2017 to 2 June 2017. Following the conclusion of the consultation this publication will now be issued twice a year at April and October points.

The consultation process was in line with the UK Statistics Authority Code of Practice for Official Statistics Protocol 1 and the Civil Service Consultation Principles (2016).

Details of the proposed changes and results can be found at:

<https://www.gov.uk/government/consultations/changes-to-ministry-of-defence-mod-personnel-statistics>

Further Information

Contact Us

Defence Statistics 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 Personnel)

Email: DefStrat-Stat-CivEnquiries@mod.gov.uk

If you require information which is not available within this or other available publications, you may wish to submit a Request for Information under the Freedom of Information Act 2000 to the Ministry of Defence. For more information, see:

<https://www.gov.uk/make-a-freedom-of-information-request/the-freedom-of-information-act>

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