



Ministry
of Defence

Ministry of Defence

Defence Business Services Secretariat
Room 6303
Tomlinson House
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Thornton-Cleveleys
FY5 3WP

Ref: FOI2020/08167

Email: DBSRES-Secretariat@mod.gov.uk

Mr [REDACTED]

13 August 2020

Dear Mr

Thank you for your email of 16 July 2020 to the Ministry of Defence (MOD) requesting the following information:

"I understand that when a serviceman or servicewoman submits their notice to terminate their engagement and leave the service early they do so via JPA. I also understand that in completing the JPA early termination process the applicant must indicate their reason(s) for leaving by selecting one or more choices from a drop-down menu in a JPA field. On this basis could you please provide me with the following information:

- 1. The reasons/options for leaving early an applicant can choose from on JPA and the order in which they appear in the JPA field/drop-down menu/window.*
- 2. The number of reasons/options visible to the applicant at any time in the JPA field/drop-down menu/window.*
- 3. The minimum and maximum number of reasons an applicant must choose."*

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 information in scope of your request is held.

Q1 – I can confirm that the reasons/options for leaving early which an applicant can choose from on the Joint Personnel and Administration (JPA) system, and the order which they appear in the JPA field/drop-down menu/window are as follows:

- Bullying
- Children's Education
- Compassionate Grounds
- Dissatisfaction with Overall Career/Promotion Prospects

- Emigrating
- Firm Offer of Civilian Employment
- Lack of Current Job Satisfaction
- Live in Own Home/Settle and Live in One Area
- Medical Reasons
- Operational Commitments, Over Stretch, Workload
- Opportunities/Prospects Outside
- Other
- Pay and Allowances
- Pension Taxation
- Pregnancy
- Prospect of More Staff Jobs and Less Regimental Duty
- Seeking Fresh Challenges
- Spouse's/Partner's Job
- Standard of Service Accommodation
- Taking Advantage of Immediate Pension Point
- Transfer to Public Service
- Transfer to RO/Non Regular Permanent Staff (NRPS)

Q2 – There are 22 reasons/options visible to the applicant at any time in the JPA field/drop-down menu/window. This includes 'other' which opens a free text box.

Q3 – There is a minimum of one and a maximum of four reasons an applicant must choose from.

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.gov.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,

Defence Business Services (Secretariat)