



Ministry
of Defence

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Dear [REDACTED]

Thank you for your email of 17 March in which you requested the following information:

"We should be very grateful if you could provide us with answers to the following questions in respect of the Guide for the Early Termination Process:

- 1. When a soldier enters his/her reasons for applying for early termination of service, is the soldier prompted to complete his/her reasons in a free text box only, or is the soldier required to select his/her reasons from a drop-down list?*
- 2. If a drop-down list of reasons are available, does the soldier have the option to insert any free text in addition to these?*
- 3. Is there a maximum or minimum requirement for the number of reasons to be provided on an application for early termination of service*
- 4. If there is a drop-down list with reasons for early termination on JPA, may we request a copy of the current list being utilised on JPA currently."*

I am treating your correspondence as a request for information under the Freedom of Information Act (FOIA) 2000. A search for the information has now been completed within the Ministry of Defence, and I can confirm that the information is held and is below. I apologise that it has taken slightly longer to reply than it would normally have done, but hope you will understand this is because of the unusual circumstances in which we are currently working.

In response to the first, second and third part of your request please note that the service personnel can select up to 4 factors from the list of values provided below. Factors may be graded from 1 (most important) to 4 (least important). A free text box will only appear if "Other" option is selected.

In response to fourth part of your request, please see below current list of values.

- 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 & 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/NRPS

In addition, Personnel are asked the following question, with the option to select none of the factors, or any or all of them:

Is your decision to leave the Service affected by (Tick all factors that apply):

- Sexual Discrimination
- Racial Discrimination
- Sexual Harassment
- Racial Harassment
- Bullying

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

Manning Portfolio 2
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