

Annex B to Chapter 4 of Soldier Terms of Service - AAC

TRANSFER OF SOLDIERS TO THE ARMY AIR CORPS

General

1. The AAC continues to rely on the transfer of soldiers from other capbadges as pilots, and to accept a limited number for employment as ground crew when required. Those accepted for transfer must have successfully completed an appropriate period of training.
2. The general conditions and procedures for transfer between capbadges are laid down in Chapter 4 to this document. The special rules and conditions of transfer to the AAC are given below.

Medical

3. The normal minimum MES for transfer to the AAC is MFD as specified AGAI 78. Soldiers seeking transfer as pilots are also required to have a satisfactory aircrew medical category and should refer to [AGAI 43 Pt 4](#) for further details.

Residual Service and Return of Service

4. The minimum period of residual service for soldiers is three years and a Return of Service for this period, under the terms of this instruction, becomes effective from the date of transfer. Soldiers seeking to transfer as pilots must have enough residual service in order to complete an initial Training Return of Service of 6 years.

Aircrew

5. **Eligibility.** Army pilots of other arms, who have successfully completed the Army Pilots Course (APC) and their subsequent initial Conversion to Type Course (CTT), must transfer to the AAC. Personnel from the other services who wish to attend the APC must successfully transfer to the AAC prior to being loaded on to the APC.
6. **Applications.** All applications are to be completed as part of the APC application process.
7. **Selection and Date of Transfer.** Selection is to be made by the AAC Transfer Board held annually in June. Board decisions will be notified to all concerned as soon as possible after the appropriate board. Transfers are to be effective on 1 July following the June board.
8. **Board Decisions.** The AAC Soldier Selection Board, having considered an applicant, may make one of the following decisions:
 - a. Accepted for Transfer to the AAC.
 - b. Deferred. Pilots considered unsuitable at a particular board may be given up to 12 months from the date of that board before applying again, providing that the period does not exceed four years from the point the soldier was first taken on the strength of an AAC unit in a flying appointment. If he/she then remains unacceptable for transfer, the soldier is to be returned to his/her parent arm on completion of his/her flying tour.
 - c. Not Acceptable for Transfer. The soldier is to be returned to his/her parent arm on completing a flying appointment with the AAC.

9. Rank and Seniority. Pilots selected for transfer will be accepted only in their substantive rank. They will not be eligible for substantive promotion until they have served for one year in the AAC from the date of transfer. All pilots selected are to transfer in their substantive rank together with their seniority in that rank.

Groundcrew

10. Eligibility. Any soldier may apply for transfer for employment as ground crew in the AAC.

11. Applications. Applications for transfer as AAC groundcrew may be submitted at any time, subject to vacancies being available. However, before formal application is made, the AAC CM desk and E1 Manning Brick should be consulted to ascertain whether any vacancies are available in the applicant's rank and years of service.

12. Selection and Date of Transfer. Selection is made by AAC CM desk and decisions notified to all concerned giving the date of transfer for those selected.

13. Rank and Seniority. Soldiers accepted for transfer will normally be accepted in their substantive rank but may be required to revert voluntarily one rank as a condition of transfer. Seniority in current substantive rank will be retained. Transferees will not be eligible for substantive promotion until they have served one year in the AAC from the date of transfer.

Submissions and Applications

14. Applications are to be submitted through the applicant's current CO to:

a. *Aircrew.* To SO2 AAC JNCO, CM Cbt Sp. The losing CM desk is to provide copies of the applicant's two most recent SJARs.

b. *Groundcrew.* To APC CM Cbt Sp .

Annex C to Chapter 4 of Soldier Terms of Service – RAPTC TRANSFER TO THE ROYAL ARMY PHYSICAL TRAINING CORPS

General

1. The Royal Army Physical Training Corps (RAPTC) is a Corps for above average calibre SNCOs, who are trained in Physical Training, Adventurous Training, Sport and Exercise Rehabilitation Instruction and are able to work unsupervised in any Defence establishment. Promotion prospects are good to Warrant Officer with many being successful Commissioned Officers gaining the title of Master at Arms.
2. On completion of the All Arms Physical Training Instructor (AAPTI) course candidates may apply to attend the one-week RAPTC Selection course at the Army School of Physical Training if they meet the criteria in para 5. Successful candidates (subject to para 6) will commence the 30-week RAPTC Instructor course, and following successful completion, candidates will transfer to the RAPTC. Any candidate that is subject to any AGAI action either post RAPTC Selection or during the RAPTC Instructor course will have their suitability for transfer reviewed, which could result in them being returned to their previous unit. In both instances, cases may be reviewed after a twelve-month period.
3. Following transfer, all RAPTCIs will gain qualifications in Physical Development, which will include national qualifications in coaching and officiating. RAPTCIs with an aptitude for anatomy, physiology, kinesiology and exercise therapy are selected for training as an Exercise Rehabilitation Instructor; those with an aptitude for outdoor education are selected to become Adventurous Training Instructors.

Transfer Policy and Process

4. Transfer to the RAPTC is conducted in accordance with this document. This identifies that those wishing to transfer to the RAPTC must first complete their 30-week RAPTC Instructor course during Stage 2 of the transfer process (i.e. before changing cap-badge); unlike other cap-badge transferees who transfer and then re-trade (Stage 3 of the transfer process). A flow chart of the RAPTC Transfer Process can be found at App 1.

Eligibility to attend RAPTC Selection Course

5. The 5 day RAPTC Selection course is designed to assess a candidate's potential to commence the 30-week RAPTC Instructor course. To be eligible to attend the course applicants must fulfil the following criteria:
 - a. Must be a qualified "in-date³⁹" AAPTI.
 - b. Must be Medically Fully Deployable (MFD).
 - c. Must fulfil the following criteria on their current engagement and rank:

³⁹ 10 years from end of AAPTI course.

ToS	Rank ⁴⁰	Length of Service
Open ⁴¹	LCpl - Sgt	12 years' service remaining ⁴²
VEng (Short) ⁴³	LCpl - Cpl	Any rank 4 - 10 years' service completed ⁴⁴
VEng (Full)	LCpl - Sgt	Any rank 4 - 12 years' service completed ⁴⁵

- d. Must have completed PNCO CLM or LCPL MT ALDP.
- e. Must hold the following AT qualifications:
- (1) Mountain Leader Training (MLT).
 - (2) Rock Climbing Single Pitch Foundation (RSF) ⁴⁶ or Inland Kayak 2* Foundation (K2F) award.
 - (3) The Open Canoe 2* Foundation (O2F) award and Mountain Bike Foundation courses (MBF) are also desirable.
- f. Personnel who have failed the MS Referral Process (DBS⁴⁷) may still apply, however these applicants will be considered on a case-by-case basis in line with the MS Referral Policy.
- g. In exceptional circumstances and after consultation with HQ RAPTC and in exceptional circumstances, individuals may be allowed to attend the RAPTC Selection course without the pre-requisites, except for the Medical Deployment Standard of MFD, which is essential. If successful, individuals must then achieve all the pre-requisites and eligibility criteria before starting RAPTC Instructor training.
- h. Once selected to attend RAPTC Instructor training the individual will be informed of their start date subject to completing all eligibility criteria listed below.

⁴⁰ Minimum Substantive LCpl, maximum rank Substantive Sgt.

⁴¹ Any soldier on Open ToS will be offered to transfer to VEng (Full) on successful completion of the RAPTC Instructor Course.

⁴² LCpl – Sgt serving in their 10th year of service must consult with HQ RAPTC prior to applying.

⁴³ Any soldier who is on VEng (Short) / Open ToS **must be converted to** VEng (Full) on successful completion of the RAPTC Instructor Course provided they remain in the CZ window. In all but exceptional circumstances all SP must have 10 years' service remaining to complete their transfer to the RAPTC.

⁴⁴ LCpl - Cpl serving in their 10th year of service must consult with HQ RAPTC prior to applying.

⁴⁵ LCpl – Sgt serving in their 12th year of service must consult with HQ RAPTC prior to applying.

⁴⁶ Rock Climbing Foundation and Rock Climbing Proficiency are still acceptable.

⁴⁷ Disclosure & Barring Service (DBS).

Eligibility to attend the RAPTC Instructor Course

6. The 30-week RAPTC Instructor course is designed to train, assess and prepare candidates for transfer to the RAPTC. To be eligible to commence the course applicants must fulfil the following criteria:

- a. Must have passed RAPTC Selection.
- b. Must be MFD.
- c. Must hold the following AT qualifications:
 - (1) Mountain Leader Training (MLT).
 - (2) Rock Climbing Single Pitch Foundation (RSF).⁴⁶
 - (3) Inland Kayak 2* Foundation (K2F) award.
 - (4) The Open Canoe 2* Foundation (O2F) award and Mountain Bike Foundation courses (MBF) remain desirable.
- d. Successfully completed Functional Skills Numeracy and Literacy Level 2 or hold a nationally recognised numeracy and literacy qualification at the mandated standard for SNCO rank, as laid down in [ACSO 3234](#) and [ACSO 3225](#).
- e. Must **have completed** JNCO CLM Part 1 Course of the individual's parent Cap Badge (will be exempt from JNCO CLM Part 2 and 3) or Cpl ME ALDP⁴⁸ (Cpl MT will be completed as part of the RAPTC Instructor course).
- f. All soldiers will be vetted through the MS Referral Process, which will be carried out by RAPTC Soldiers Wing. Failure to pass DBS⁴⁷ will result in the individual being de-selected to attend RAPTC Instructor Training.

Appendices:

1. RAPTC Transfer Process Flow Chart

⁴⁸ SP selected to attend a RAPTC Instructor Course are given priority loading onto CPL ME ALDP as detailed in the ALDP Handbook.

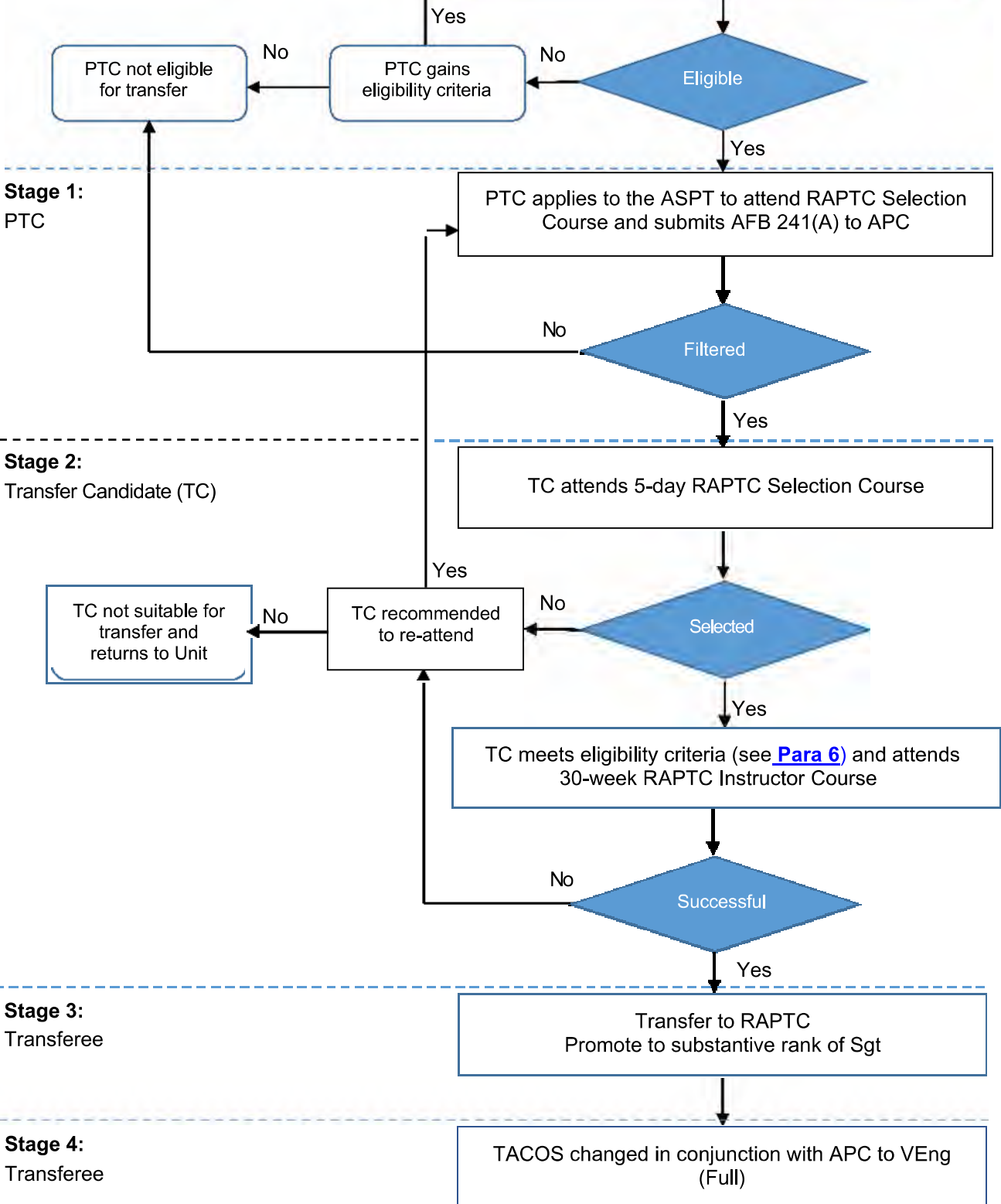
Appendix 1 to Annex C to Chapter 4 of Soldier Terms of Service

RAPTC Transfer Process Flow Chart

Preliminary Action:

Potential Transfer Candidate (PTC)

AAPTII (PTC) discusses RAPTC transfer and suitability with CoC & RAPTCI
 CoC checks that the PTC meets the eligibility criteria to attend RAPTC Selection Course (see [Para 5](#))



Annex D to Chapter 4 of Soldier Terms of Service – SASC

TRANSFER TO THE SMALL ARMS SCHOOL CORPS

General

1. The Small Arms School Corps (SASC) traces its history back to 1853 where it was formed at Hythe in Kent. Headquarters SASC is located in Waterloo Lines, Warminster. It's mission is:

To deliver marksmanship standards, provide instructional expertise and assist the Chain of Command in the management of lethal risk through engagement and assurance, in order to increase operational effectiveness.

Locations

2. The mission is achieved by assigning SASC personnel throughout the Joint Services as Instructors, Training Advisors and Subject Matter Experts (SME), and deploying them to operational theatres. The SASC also supports several Foreign and Commonwealth armies through Loan Service and exchange posts. The SASC offers excellent opportunities, appointments in a variety of training disciplines, accompanied travel and the chance to work alongside armies throughout the world. A selection of assignments are shown below:

Unit	Location
School of Infantry Training Centres	Brecon, Catterick and Warminster
Army Training Regiments and Army Foundation Colleges	Winchester, Pirbright and Harrogate
The Royal Military Academy Sandhurst	Camberley
Divisional Training Advisory Team (DTATs)	York and Bulford
HQ Armoured Fighting Vehicle Schools Regiment	Bovington
Royal Air Force Regiment Depot	Honington
Commando Training Centre Royal Marines (CTCRM)	Lymstone
HQ 16 AA Bde	Colchester
Mission Training and Mobilisation Centre (MTMC)	Chilwell & Bassingbourn
Headquarters British Forces Cyprus	Cyprus
Headquarters Brunei Garrison	Brunei
British Army Training Unit Suffield (BATUS)	Canada
British Army Training Support Unit Belize (BATSUB)	Belize
British Army Training Unit Kenya (BATUK)	Kenya
22 Special Air Service Regiment (22 SAS)	Hereford
Special Reconnaissance Regiment (SRR)	Hereford
Special Forces Support Group (SFSG)	MOD Saint Athan
Brigade SME Advisors	UK wide
Infantry Trials and Development Unit (ITDU)	Warminster
Export Support Team, Defence and Security Organisation	Larkhill
British Military Advisory & Training Team (Central Eastern Europe)	Czech Republic
Loan Service Posts with the Sultan of Oman Armed Forces	Oman
British Forces South Atlantic Islands (BFSAI)	The Falkland Islands

Recruitment

3. The SASC is manned entirely from volunteers who transfer into the SASC from other Arms and Services under the terms of AGAI Volume 2, Chapter 48, Part 8. The principle sources of volunteers are personnel who successfully complete certain courses at the Infantry Battle School (IBS) Brecon, Specialist Weapons School (SWS) Warminster, and the Armoured Fighting Vehicle Schools Regiment (AFVSR), or those who participate in SASC Divisional and Brigade Training Advisory Team (TAT) courses, and are identified as having the potential to become members of the

SASC. Additionally any soldier meeting the eligibility criteria below may apply to transfer. Allocation of vacancies on the SASC Selection and Training Course will be subject to the requirements of the SASC.

Eligibility

4. The following eligibility criteria apply for transfer to the SASC:

- a. **Length of Service.** All applicants must have completed a minimum of 8 years' Regular service. Those who successfully transfer will not normally have completed more than 17 years' service before the date of transfer.
- b. **Rank.** As a minimum applicants must have achieved the substantive rank of Corporal with at least 2 years' seniority in that rank. Applicants are routinely considered when holding up to the substantive rank of Staff Sergeant, and exceptionally substantive Warrant Officers may also be considered. Those who transfer with Substantive SNCO or Warrant Officer will retain their rank, but will remain aligned to the seniority in their peer group.
- c. **Medical.** The minimum acceptable standard for transfer is Medically Fully Deployable (MFD)⁴⁹.
- d. **Educational Standard.** Where not already achieved SNCO ALDP will be completed during the Selection Training. All applicants must also have achieved both Level 2 Numeracy and Level 2 Literacy prior to the SASC selection course.
- e. **Course Qualified.** Without exception, applicants must hold the SA (B) range qualification and have the Skill at Arms instructor qualification as a pre-requisite to attend SASC selection.

Selection

5. SASC Selection Training is conducted in 3 phases. Currently this begins in early January and September each year (contact SASC Adjt, HQ SASC for exact dates).

- a. **Phase 1 – Potential Candidate Course (PCC) (2 days).** Potential candidates will be required to attend a two day pre-course in HQ SASC, Warminster. The course will offer an overview of SASC TACOS, interviews, SAA practical and written assessments and presentations. On completion of the course, individuals that are successful will be invited to attend Phase 2.
- b. **Phase 2 - Pre-Selection (14 weeks).** This is conducted at HQ SASC at Waterloo Lines, Warminster, with the aim of ensuring that applicants have the ability to instruct Skill at Arms (SAA) to the standard required by the SASC.
- c. **Phase 3 - Selection (6/8 weeks).** This is conducted OPCOM HQ SASC but held within the Infantry Weapons Division (IWD) at IBS Brecon. Applicants will instruct, under the guidance and supervision of an SASC Staff Instructor on the Section Commanders Battle Course. This will confirm their ability to instruct at the appropriate level and gauge their suitability and potential for acceptance into the SASC.

Acceptance

⁴⁹ Specific PULHHEEMS standards can be found at AGAI 78 – Army Medical Employment Policy

6. Successful applicants are transferred to the SASC following successful completion of SASC Selection Training, and will be subject to a return of service to the SASC for a period of 3 years from their date of transfer. If necessary individuals will be granted the rank of local Sergeant on that date. Once SNCO ALDP has been successfully completed, substantive promotion to Sgt will be backdated to the date of transfer. Substantive Warrant Officers Class 2 and Staff Sergeants will retain their rank on transfer, however, their seniority within the SASC will be fixed to their date of transfer and they will be promoted in line with the group with whom they transfer. Acting rank must be relinquished. On acceptance all personnel will be offered a Versatile Engagement (Full) if they are not already serving on this engagement prior to attending the course.

Initial Employment

7. Successful applicants to the SASC normally complete their first assignment as instructors within the IWD at IBS Brecon, the SWS at Warminster, or the AFV Gunnery School at Lulworth to gain further knowledge and experience under senior instructors.

Application Procedure

8. The following procedure should be followed by individuals wishing to apply to transfer to the SASC:

a. By applicants. Soldiers wishing to apply should initially contact Adjt SASC, HQ SASC, Warminster for further details. Applicants should then complete Part 1 of AFB 241A (Application to Transfer) as required by AGAI Volume 2, Chapter 48, and submit it to their unit chain of command. If an individual believes they are eligible for transfer, but the unit withdraw the application, then this is to be directed to the CM Desk APC for further guidance.

b. SASC Officer Interview. On completion of Part 2 of AFB 241A by the CM Branch, the applicant will be required to attend an interview (f2f or remotely) by an SASC Officer to determine suitability to attend the SASC Potential Candidate Course (2 days). For applicants serving overseas, who have no local SASC Officer, HQ SASC will arrange an interview for the individual. Post interview notes are to be passed to the Adjutant SASC for consolidation, who in turn will inform the applicant of the next stage in the process.

c. By Units. Units are to arrange for completion of Part 1a and 1b (as required) of the AFB 241A and ensure that the applicant is aware of the contents of the instructions quoted in this document. Once completed this should be submitted to the relevant CM Branch (APC Glasgow) for completion of Part 2.

Annex E to Chapter 4 of Soldier Terms of Service – Reserved

PART 2 – ARMY RESERVE TRANSFER POLICY

Voluntary Transfer

04.031. Conditions. Soldiers in the Army Reserve may be permitted to transfer voluntarily to another capbadge or between the units of the same capbadge to complete the unexpired period of their current engagement. Voluntary transfer is only permitted when it is in the interest of the Service. In all cases transfers are subject to:

- a. Existence of a vacancy.
- b. Consent of the Commanding Officers of both units.

04.032. Procedures. Application is made on [AFE 7547](#), which is completed by both COs. Once the transfer is approved the losing unit is to ensure that all personal documents held by the unit, and an updated record of all training attended, including MATTs attended and the results, are forwarded to the receiving unit without delay. The gaining unit is responsible for the issue of the CO's Certificate of Efficiency at the end of the current training year.

04.033. Pay Classification. Pay arrangements will be managed in accordance with JSP 754. Voluntary transferees will change to new capbadge/trade pay arrangements on date of transfer. Those transferring for medical reasons (outside their control), Service reasons, or to meet Service demand, will be eligible to MTRP pay protection as detailed in JSP 754.

04.034. ARRG. Transfers to the ARRG are covered in [RLFR](#) Ch 8.

04.035. Unit Action. All Army Reserve transfers and assignments are to be carried out at unit level for all soldiers. APC CM Branches will only action transfers and/or assignments when the unit do not have the required JPA access to complete the required action, and the timeframe for assignment occurs before the necessary JPA permissions can be granted.

Serving UOTC OCdts to the Army Reserve As Other Ranks

04.036. Serving UOTC OCdts to the Army Reserve. The following process should be used when managing the transfer of a serving member of a UOTC to an Army Reserve unit see App 1 to Annex G:

- a. Suitability. UOTC COs are to report on the candidate to the receiving Army Reserve unit providing recommendation for service in the Army Reserve based on attendance record and their knowledge of the candidate. The aim is to ease the transfer into the Army Reserve of UOTC OCdts for whom, for personal reasons or educational/employment pressures, being a Reserve Officer is considered unsuitable.
- b. Medical. No further medicals are required as this is a transfer from one Army Reserve Unit to another.

Transfer to Other Services

04.037. Army Reserve soldiers may also apply to enlist into an auxiliary or reserve force of another Service, but will be approved only when supported by strong reasons, and is to be subject to the approval of the Reserve unit CO.

04.038. Soldiers transferring to another service are to be discharged under AGAI 49.

04.039. SP from the RNR and RAFR must be discharged from their service once they have been offered an engagement in the Army Reserve prior to recruitment via the NRC.

Attachments

04.040. Temporary Attachments. A soldier with Knowledge, Skills and Experience (KSE) of interest to Defence may be temporarily attached to the Ministry of Defence (Army), Army HQ, a Div or Command/Functional Bde HQ or a unit (not necessarily of the individual soldier's own parent arm or service). Subject to funding, such attachments may be authorised as ADC or Full Time Reserve Service.

Attachment to Foreign Army Reserve Forces

04.041. General. [ACSO 1226](#) contains the rules and process.

04.042. United States, Canada and Australia. Special arrangements are in place for the attachment of Army Reserves to the US National Guard⁵⁰, Canadian Reserve Forces⁵¹ and Australian Reserve Forces⁵².

04.043. Canada and Australia. Special arrangements are in place for the attachment of Canadian⁵³ and Australian⁵⁴ Reserves to the Army Reserve.

Attachment of Foreign SP to the Army Reserve

04.044. [ACSO 1227](#) contains the rules and process.

Transfer to the Regular Reserve

04.045. Soldiers may transfer to the Regular Reserve on completion of their Army Reserve engagement. Former Army Reserves accepted as members of the Regular Reserve have a liability for call-out for up to 4 years. Army Reserves who apply to join the Regular Reserve will be informed of their liability and responsibilities as well as any other implications. Membership of the Regular Reserve becomes effective from the date of termination from the Army Reserve. Application to transfer is not to delay discharge from the Army Reserve.

04.046. Applications are made on [AFE 7547](#):

- a. Part A is completed as normal.
- b. Part B is to be completed to read as follows:

'I wish to be transferred to Regular Reserve for service in Section D.'

⁵⁰ [2015DIN01-174](#), UK-US Memorandum of Understanding Regarding the Foreign Residence Military Reserve Exchange Programme (FRMREP)

⁵¹ [2015DIN01-176](#), Reserve Forces Foreign Service Arrangement

⁵² [2008DIN01-090](#), Anglo-Australian Memorandum of Understanding Concerning The Reserve Forces Foreign Service Arrangement

⁵³ 2015DIN01-176, Reserve Forces Foreign Service Arrangement

⁵⁴ 2008DIN01-090, Anglo-Australian Memorandum of Understanding Concerning The Reserve Forces Foreign Service Arrangement

'I understand that if my transfer is approved my liability will change.'

- c. Part C is to be completed as normal. The completed form is to be submitted to the relevant APC CM Br.

04.047. On receipt of formal acceptance from CM Ops APC, the unit is to enlist the soldier into Section D of the Regular Reserve using form [AFD 459A](#). The soldier is to be discharged from the Army Reserve under [QR\(Army\)](#) para 9.414. The words 'for enlistment in Section D' are to be added to the cause of discharge.

Compulsory Transfer on Call-Out

04.048. See [RLFR](#) Para [01.01.050](#).

Transfer to SAS(R)

04.049. Introduction. SAS(R) Regiments are located throughout Great Britain. Soldiers wishing to transfer to the SAS(R) are required to undertake and pass a rigorous selection procedure lasting up to 12 months. Employment opportunities also exist for support staff in various capbadges. Volunteers for these positions are not subject to SAS(R) selection.

04.050. Selection Volunteers. Volunteers for SAS(R) must be Phase 1 and Phase 2 trained soldiers. Potential volunteers are to apply through the chain of command. Parent units are to contact the PSAO of the designated SAS(R).

a. Medical. Volunteers for SAS(R) selection must meet the medical standards laid down in [AGAI 78 Army Medical Employment Policy](#) .

b. Military Conduct. Soldiers must normally have a minimum military conduct assessment of Very Good⁵⁵. Soldiers with an assessment of "Satisfactory", may be considered in some cases. The final decision in such cases rests with SAS Regt COs.

c. Administration. During the selection process, the costs of training fall to the SAS unit. Once a soldier is accepted on SAS(R) selection the following action is to be taken:

(1) After a candidate has successfully completed their Student Induction weekend, the losing unit and receiving unit are to agree a date on which the soldier is to be taken on strength by the receiving unit.

(2) The receiving unit is to inform APC CM Ops and request that an assignment order is issued, assigning the SP to the receiving unit on the date agreed.

(3) On receipt of the assignment order, the losing unit is to strike the SP off strength to the receiving unit, retaining their documents, less F Med 4, which is to be sent to the receiving unit without delay.

(4) The losing unit is to complete [AFE 7547](#) to Part C and despatch it to the receiving unit.

⁵⁵ QR(Army) Para 9.457.

d. **Withdrawal from Selection.** Candidates may be Returned to Unit (RTU) or withdraw voluntarily from selection. In such cases the following action will occur:

- (1) The SAS unit will notify the losing unit that the soldier has been withdrawn from SAS(R) selection and agree a date on which the SP is to return to their unit.
- (2) The SAS unit is to inform APC CM Ops and request that an assignment order is issued, returning the soldier to their unit on the date agreed.
- (3) On receipt of the assignment order, both units are to take the appropriate JPA Action.
- (4) The SAS unit is to complete [AFE 7547](#) and despatch it to the donor unit.

e. **Successful Completion of Selection.** Following the successful completion of the SAS(R) selection process the following action will occur:

- (1) The receiving unit is to inform the losing unit and APC CM Ops.
- (2) The receiving unit will complete [AFE 7547](#), Part D submitting it to APC CM Ops to affect the individual's transfer to the SAS(R).

f. **Rank.** On successful completion of the SAS(R) selection procedure, ORs will revert to the rank of Trooper regardless of the SP's substantive or acting rank.

04.051. Support Staff Volunteers. SPs volunteering to join SAS(R) as Support Staff are to apply through the chain of command. Parent units are to contact the Adjutant of the designated SAS(R) unit. Appointments will be limited to 3 years, after which SPs are expected to return to their original units; voluntarily join another unit; or transfer to the ARRG.

a. **Medical - Support Staff Volunteers.** Volunteers for Support Staff roles selection must meet the medical standards laid down in the Job Specification and [AGAI 78](#) Army Medical Employment Policy

b. **Military Conduct.** Soldiers must normally have a minimum military conduct assessment of Very Good⁵⁶. Soldiers with an assessment of Satisfactory may be considered in some cases. The final decision in such cases rests with SAS Regt COs.

c. **Administration.** Applications for transfer of volunteers for employment in Support Staff roles are to follow the normal procedures for voluntary transfer.

d. **Rank.** Support staff will be accepted for service in their current rank subject to establishment vacancies.

04.052 – 04.100. Reserved.

⁵⁶ QR(Army), Para 9.457.

PART 3 – REGULAR TO RESERVE TRANSFER POLICY

Regular to Reserve Transfer

04.101. The Army encourages the transfer of a significant number of ex-Regular personnel into the Army Reserve to accelerate the development of the Army Reserve, ideally on their departure from the Regular Army. This chapter explains the process for joining the Army Reserve for those with previous service, including those from other Services, ex-Army Reserve re-joiners and those Regular trainees Discharging As Of Right (DAOR), including the criteria that apply to serving soldiers who expect to leave Regular service in the near future or to those ex-Regular and ex-Army Reserve soldiers who have recently left. **Transfers will be approved only where there is a Service need.**

04.102. Eligibility:

- a. **Regular** Soldiers who wish to join the Army Reserve. These individuals may join immediately upon leaving Regular Service **if accepted**. This group also includes personnel leaving the Army from Regular Phase 1 and Phase 2 training.
- b. Ex-Regular and ex-Army Reserve fully trained soldiers enlisting into the Army Reserve who have been out of Army service for less than six years. Individuals must have completed Phase 2 Training and should have left the Regular Army or Army Reserve within six years of re-joining.
- c. Ex-Regular and ex-Reserve fully trained Other Ranks of the Other Services enlisting into the Army Reserve with transferable skills. Individuals with previous service in the other Services who join the Army Reserve with readily transferable skills (RM, RAF Regt or PQO/PQS) can be quickly integrated into units with requirements matching those skills. Those without readily transferable skills will require retraining and the level of this retraining will be assessed on a case-by-case basis by Pers Pol (Army) Prof Dev in Army HQ. The six year 'window' from discharge from Regular Service for transferable skills remains. Beyond the six year point then the full recruitment process will normally be followed. 52 years' old remains the maximum age for ex-Regular soldiers to join the Army Reserve.
- d. OCdts of University Officer Training Corps Units.

04.103. This policy does not apply to:

- a. Potential transferees to the Military Provost Guard Service (MPGS).
- b. Individuals who have previously served in other Services without transferable skills or outside the six year window. They should follow the standard on-line application process for joining the Army Reserve.
- c. Individuals who have been out of the Army for more than six years who are outside the scope of this chapter. They should follow the standard on-line application process for joining the Army Reserve.

Ineligibility

04.104. The following cohorts are ineligible to join the Army Reserve:

- a. Soldiers who are to leave or have been discharged from the Army or Army Reserve under the paragraphs of Queen's Regulations or from under Reserve Land Forces Regulations as shown in Annex F are ineligible to join the Army Reserve. Where a unit feels an individual has been rehabilitated since discharge an appeal should be presented to Pers Pol (Army).

04.105. Serving and ex-Regular soldiers can enlist into the Army Reserve up to their 52nd birthday. Waivers for exceptions will be considered on a case by case basis by Pers Pol (Army). The NRA is at 55⁵⁷, although authority can be granted to extend if prior dispensation is gained from Pers Pol (Army). **Extensions will be approved only where it is in the interests of the Service.**

Responsibilities

04.106. Head Personnel Policy Army (Hd Pers Pol (A)). Hd Pers Pol (A) is responsible for policy regarding the enlistment of ex-Regular and ex-Reserve personnel into the Army Reserve.

04.107. Commanding Officers (COs).

a. **Regular Unit COs (including hybrid and UCM units).** COs are to direct unit staff, especially RCMOs; to signpost opportunities in the Army Reserve to their Service leavers (SLs); support those showing interest in joining the Army Reserve and to process applications expeditiously. COs are also to support Regular Service Leavers visits to Army Reserve units.

b. **Army Reserve Unit COs:**

- (1) Are responsible for the strength of their unit(s), including seeking out Regular and ex-Regular personnel and prioritising the active recruitment of ex-Regular personnel.
- (2) Responsible for the process for SLs to join their units.
- (3) Support personnel throughout the process.

c. **UOTC COs.** UOTC COs are to direct unit staff to signpost opportunities in the Army Reserve to their unit members, support those showing interest in joining the Army Reserve and to process applications expeditiously.

Application Process

04.108. Serving Personnel. Serving members of the Regular Army who wish to join the Army Reserve should follow the process as laid down in Annex G. In the first instance, they should research the Army Reserve unit they wish to join. This can be through the intranet, internet, unit RCMO, or local Army Careers Centre (ACC). Applications to join should be submitted using the application form [AFE 7547](#) and handed to the RCMO. Army Reserve units are to actively seek out ex-Regular personnel, supported by the Regular Chain of Command. The Regular Chain of Command is to support personnel through this process and ensure they understand that the financial conditions of Service for the Army Reserve are different from those for Regular personnel.

04.109. Discharging As Of Right (DAOR) from Training Establishments. Where appropriate, Regular Army recruits who DAOR from Basic Training and Initial Trade Training are to be actively encouraged during the discharge process to transfer directly into the Army Reserve or to promptly re-enlist into the Army Reserve upon their discharge from the Regular Army. The process is different to Regular Army trained personnel and other re-enlisters and it is detailed at Annex G.

04.110. Serving UOTC Personnel. Serving members of UOTC units who wish to join the Army Reserve either now, or upon completion of their time of study, should follow the process as laid down in Annex G. In the first instance, they should research the Army Reserve unit they wish to join. This can be through the intranet, internet, unit RCMO, or local Army Careers Centre.

⁵⁷ Musicians 65, PQS 60, SF 60.

Applications to join should be submitted using an AFE 7547. The UOTC Chain of Command is to support personnel through this process.

04.111. Ex-Service Personnel. Ex-Regular, ex-Army Reserve, ex-UOTC personnel and those with transferable skills from other Services wishing to join/re-join the Army Reserve should follow the process as laid down in Annex H. In the first instance, they should research the Army Reserve unit they wish to join. This can be through the intranet, internet, unit RCMO, or local Army Careers Centre. Applications to join should be submitted on-line.

04.112. Respective Regular and Army Reserve Unit HR staff should adhere to the JPA Business Process Guide to support individual SLs' applications.

04.113. Reduced Commitment. This reduced commitment applies to all trained ex-Regular SLs that have completed ITT trg and who enlist into the Army Reserve within six years of their date of discharge from the Regular Service. This incentive lasts for three years from the date that the individual joins the Army Reserve and cannot be carried forward if the SP misses a year. It therefore only applies to the award of 3 x Certificate of Efficiency and receipt of 3 x training bounties. There is no incentivisation scheme for those who have left more than six years prior to their joining the Army Reserve. The incentive comprises three distinct parts:

- a. **Annual Training Requirement.** The minimum qualifying period for the annual Army Reserve Training Bounty will be reduced from 27 to 19 days. The 19 day period does not need to include attendance on annual camp (or any of the other alternatives to camp specified in RLFR).
- b. **MATTS.** Ex-Regular personnel joining the Army Reserve under the terms of the Reduced Commitment incentive are required to complete MATTs 2, 6 and 7 only until the third anniversary of their joining the Army Reserve, at which time they are to complete MATTs in accordance with Unit requirements and issued policy.
- c. **Relaxation of Call-out Liability.** Ex-Regular personnel joining the Army Reserve will not be obliged to fulfil their call-out liability unless they volunteer for mobilised service and for circumstances stipulated under RFA 96, Section 52: National danger, great emergency or imminent attack on the UK. The reduced Commitment can be reinstated after mobilised service ends but will not be extended beyond the previously scheduled reduced Commitment end date. After the three year concession period, an individual remaining in the Army Reserve would continue with the normal Army Reserve liability in lieu of any remaining Reserve liability. On leaving the Army Reserve, an individual will resume the balance of any Regular Reserve/RARO liability that may remain. If an individual chooses not to take up the concession initially, but volunteers for deployed service or takes up a FTRS post, the concession period will not be extended beyond three years.

04.114. Capbadge/Trade. When an applicant does not join the Army Reserve in their original capbadge or trade, the Army Reserve unit CO must agree the feasibility of this additional training requirement. Ex-Regular soldiers seeking to change capbadge should expect to commit additional training time in their early years in order to achieve required 'trade' capability in their new capbadge.

04.115. Rank and Seniority. Soldiers who transfer directly from the Regular Army to the Army Reserve will retain their Regular substantive rank and seniority provided:

- a. They are appointed to a vacant position in that rank in the Army Reserve. And:
- b. There has not been a break in service of more than 6 years.
- c. If a soldier is appointed to an Army Reserve position in the lower rank, they will revert to that rank and be required to re-compete for promotion to the next substantive rank again.

- (1) Soldiers will retain their original Regular lower rank seniority.
 - (2) Time spent in the Regular higher rank is to be included.
 - (3) On re-promotion, all historic seniority will be lost and seniority calculated from the date of substantive promotion only. Historical reports already written in the higher rank may be visible to future promotion boards but are not to count for filtering/grading purposes. There is no requirement for a SP re-promoted to complete ALDP again for that rank unless policy directs otherwise.
- d. Soldiers who do not transfer directly and have a break in service, will have their seniority recalculated to reflect their time out of service by the APC.

04.116. In the event of overbearing, particularly at SNCO/WO level, this should be managed at a local level. Every effort must be made to match experience and qualifications gained from Regular Service against Army Reserve posts within any unit. Where an individual joins an Army Reserve unit which is not their Regular Service capbadge, and where additional trade qualifications are required to retain their rank, then a period of 2 years will be given to allow the necessary training to be undertaken. This 2 year period can be extended by a CO with authority from PP(A). If an individual fails to gain the necessary trade qualifications within this two year period, then Army Reserve Unit COs can reduce the individual's rank and seniority commensurate with their attained qualifications, or the individual would have to revert to a post in their previous trade/capbadge, leave or discharge.

04.117. Medical Grading. SLs are eligible to apply to enlist into the Army Reserve with the minimum medical standard of Medically Limited Deployable (Permanent) (MLD(P)). This is the minimum medical standard and is subject to the needs of the Army Reserve. All prospective candidates that are graded MLD(P) must secure a position with an Army Reserve unit willing to accept them; it is foreseen that it will be the exception that those who are deemed adequately fit for service in the Regular Army will not be deemed fit enough to serve in an equivalent appointment in the Army Reserve. The Army Reserve unit CO is accountable to the Chain of Command for the number of MLD(P) accepted into their unit which must not compromise delivery of the unit's operational capability.

04.118. Regular Reserve Liability. Individuals joining the Army Reserve from the Regular Army will have their Regular Reserve liability suspended during their service in the Army Reserve. Once they leave the Army Reserve, any residual Regular Reserve liability is reactivated to the date of their original Regular Reserve run out date. If their Regular Reserve liability run out date was during their Army Reserve service, then the individual will have no remaining Regular Reserve liability.

04.119. Security Vetting. All Reservists are required to meet the Baseline Personnel Security Standard. Where individuals hold a National Security Vetting (NSV) clearance, this will be carried forward from their Regular service for 12 months following their discharge from the Regular Army. For those joining the Army Reserve outside of this 12 month window and if there is a continuing requirement and enduring validity to maintain such vetting, the unit is to apply to DBS NSV requesting a NSV clearance using the appropriate transfer request application form. Where an individual wishes to be enlisted into a trade which requires a higher security vetting than that which they already hold/require to hold, their transfer should not be delayed pending the outcome of the vetting process. However, should they subsequently fail to achieve the necessary standard they will be treated as if they have failed their re-training. For those out of the Regular Army for longer than 12 months and in order that an outcome can be determined as soon as possible, the vetting process should begin as early in the Regular to Reserve transfer process as is feasible. Details of the different vetting standards can be found in JSP 440.

04.120. Failure to Pass Retraining or Achieve Security Vetting Standard. It is possible that having enlisted the individual subsequently fails the training or security vetting required of their new trade. If this occurs, the following measures may be taken:

- a. The relevant training provider will facilitate a period of re-training and re-testing if appropriate.
- b. If not appropriate or the problem persists, the CM is to facilitate an internal transfer to a more suitable trade providing a vacancy exists. Individuals within this situation will be given higher priority than those yet to be enlisted or who are being transferred through the Regular Army Transfer Policy. Where no alternative option exists, the CM is to attempt to arrange their transfer to elsewhere in the Army. In extremis, where no suitable vacancy can be found or the individual does not wish to transfer, they will be discharged.

04.121. Civilian / Military Convictions and Conduct. Personnel with previous Regular service will not normally be accepted into the Army Reserve if the assessment of their military conduct during that period was below Satisfactory. For those re-joining the Army Reserve and although not directly transferable, similar assessments of conduct during an individual's Reserve service are also to be made by the Reserve CO within the Chain of Command recommendation. The individual's JPA disciplinary record is also to be accessed, when deciding whether to make an offer, the CO is to consider the evidence presented to them in accordance with the Rehabilitation of Offenders Act.

04.122. Regular Service Leavers Visits to Reserve Units. All Regular Service Leavers are to undertake an attachment to a Reserve unit prior to their release date in order to promote the opportunities of Reserve service. All Reserve units will programme nine Reserve Familiarisation Visits (RFVs) per year. Between 4–12 months from release date, SLs are to select an Army Reserve unit at which to attend a RFV and will then be loaded by their RCMO, the respective desk at APC or their UCM CM. Unless subject to a CO's waiver all eligible personnel will undertake a RFV in the geographical area in which they plan to re-settle.

04.123. All Regular to Reserve transfers should only move into a vacant PID. If there are no vacant PIDs available in the unit of choice or local units they should move to the ARRG and reapply for a PID/role and undergo boarding once a PID becomes vacant.

04.124. Financial Conditions of Service. Conditions of Service vary considerably between Regular, Volunteer Reserve and Full Time Reserve Service commitments. It is the individual's responsibility to familiarise themselves with the effect transferring to the Reserve will have on their own pay, allowances, charges and pension.

04.125 – 04.199. Reserved

Annexes:

- F. Eligibility Criteria for those with previous Army Service who wish to join the Army Reserve.
- G. Process Guide for those serving in the Regular Army who wish to join the Army Reserve.
- H. Process Guide for those with previous Army Service who wish to join the Army.

Annex F to Chapter 4 of Soldier Terms of Service

Eligibility Criteria For Those With Previous Army Service Who Wish To Join The Army Reserve

1. Those Regular soldiers who are to be discharged, or who have been discharged, under the following Queen's Regulations for the Army (QR(Army)) discharge paragraphs are acceptable for re-join and applications may be progressed without further consultation.

9.373	9.374	9.375	9.376	9.377
9.389	9.390	9.391	9.393	9.395
9.399	9.400	9.401	9.402	9.407
9.408	9.409	9.413		

a. ARITC/NRC must assess applications with the following discharge reasons before allowing the application to progress.

9.380	9.381 (see para 3)	9.382	9.383*	9.403
9.404	9.405			

* When releasing an individual from Regular Army service under 9.383, Unsuitable For Army Service (UFAS), COs must consider an individual's suitability for Reserve Army service.

b. APC Occupational Health Branch must be consulted where the individual was discharged under the following QR(Army) reasons.

9.388	9.392	9.396	9.397	9.398
9.406	9.409	9.410	9.411	9.412
9.414*				

* Individuals may be discharged under QR(Army) 9.414 either for reasons of Services No Longer Required (SNLR) or for Released From Army Service (RFAS). Where the discharge was for SNLR for reasons of CDT failure / drug admission (9.414d(6)), for being Temperamentally Unsuitable (9.414d(8)) or for significant / excessive periods of AWOL, the individual will not normally be allowed to re-join the Regular Army or the Army Reserve. In the case of RFAS, there will be a re-enlistment cooling period as outlined on the discharge paperwork which should usually be adhered to. An individual who has been discharged from the Regular Army as RFAS can join the Army Reserve within the prescribed cooling off period if the Army Reserve unit CO is content to accept the individual into their unit. See para 4, below.

2. UFAS/RFAS Discharges. PP(A) delegates authority to an Army Reserve unit CO to accept individuals discharged as UFAS or RFAS from Phase 1 training establishments into the Army Reserve on a case by case basis. The Army Reserve unit CO must scrutinise the individual's AFB 130A to take into account the full details of the case and reasons for discharge. Before the Army Reserve unit CO authorises an individual to join the Army Reserve they must be prepared to accept any risk associated with such a decision.

3. Those ex-Army Reserve soldiers who were discharged under the following paragraphs from Territorial Army Regulations 1978 are ineligible to re-join the Army Reserve:

a. 5.187. Having reached the age for discharge.

- b. 5.190. Not likely to become an efficient soldier.
- c. 5.191b(3). Services No Longer Required.
- d. 5.192. Unsuitable for the Army Reserve.
- e. 5.194. Having made a false answer at Attestation.
- f. 5.198. Medically unfit under existing Army Reserve medical standards.
- g. 5.199. Medically unfit for any form of Army service.
- h. 5.200. Having been convicted by a civil court or court martial.
- i. 5.201. Dismissal by court martial or Commanding Officer.
- j. 5.202. Misconduct or Inefficiency.

Annex G to Chapter 4 of Soldier Terms of Service

Process Guide for those serving in the Regular Army who wish to join the Army Reserve

1. The aim of this Process Guide is to assist the individual and the chain of command in rapidly progressing through the process on leaving the Regular Army. The process is initiated by the individual (henceforward called Service Leaver (SL)), and then driven by their RCMO. Once communication has been established with the relevant Army Reserve unit/Fmn HQ, that Army Reserve unit/Fmn HQ will drive the application, supported by the Regular unit's RCMO. Given the requirement to accommodate JPA workflows, it is recommended all applications are made a minimum of 10 weeks before discharge. This process guide should also be applied to Regular personnel leaving the Army from Phase 1 and Phase 2 training.

Action Required by Service Leaver's Own Unit

2. The first port of call for any SL considering joining or who has decided to join the Army Reserve is the RCMO (or unit/sub-unit Career Manager (CM) where no RCMO is available). The following action is required:

- a. The RCMO will assist the SL in confirming their eligibility to join the Army Reserve (specifically the intended discharge paragraph) and to complete the application form, AFE 7547. They are to advise the SL that their ToS will change on transferring to the Army Reserve.
- b. The SL's medical grading must be included on the application form. The minimum acceptable medical grade is MLD(P). There is no requirement for an additional medical examination to be conducted. Confirmation of the soldier's medical status as MFD or MLD(P) is sufficient.
- c. The losing unit must then make a recommendation in the application form on the soldier's suitability to serve in the Army Reserve (OC for Privates and JNCO, CO for WOs and SNCOs). In exceptional circumstances, where the SL is not deemed suitable for future Army Reserve service, the application form should be annotated as such and the process ends.
- d. With a completed application form, the RCMO will support the soldier in selecting the Army Reserve unit where the soldier wishes to serve. The RCMO will liaise with the proposed Army Reserve unit and/or the future capbadge Senior Personnel Selection Officer (SPSO) to confirm an individual's suitability for a role in their chosen Army Reserve unit. A copy of the application form, with any supporting documentation⁵⁸, should be sent to the Army Reserve unit. An interview with the receiving Army Reserve unit may be appropriate, but only if required (e.g. if there is a change of capbadge).

3. De-Kitting. The policy for the de-kitting of Regular soldiers joining Army Reserve units is at Appendix 3 to this Annex.

Army Reserve unit selected by Service Leaver

4. Once informed of a Regular soldier's application to join their unit, the Army Reserve unit will:
- a. Liaise with their Regular unit to review the soldier's eligibility to join, referring to further appropriate authority if required. If the soldier is not found to be suitable, the soldier and Regular unit will be informed, and the process will end.

⁵⁸ Applicants to transfer to and between AMS capbadges in clinical role will be required to submit a Curriculum Vitae (CV).

- b. The Army Reserve unit may wish to arrange an interview with the soldier – this is not mandatory but may be appropriate particularly when the soldier would change capbadge and/or MTfP. The interviewer need not be the CO but can be anyone to whom the CO delegates responsibility. Every effort should be made by the Army Reserve Unit to minimise delays. As appropriate, the interview can be conducted by telephone/VTC/Skype. During the interview, the Army Reserve unit interviewer will take into consideration the information provided in the application form (Appendix 2 to this Annex) and make a judgement on eligibility to serve with that unit. If the soldier is found suitable, but the particular Army Reserve unit does not have a suitable vacancy, then they are to support the SL/Regular unit in identifying an alternative Army Reserve unit. If the SL is not suitable, the process ends.
- c. The Army Reserve unit should use the soldier's application form and any other information gathered at interview.
- d. The Army Reserve unit is to ascertain what (if any) training requirements the soldier will be expected to complete having successfully joined the Army Reserve. The soldier is to be informed of these requirements before moving on to the next stage of the application process.
- e. **AMS units may refer the applicant to a corps or regimental assessment/selection board. Successful selection at these boards is required to continue the transfer process.**
- f. With a positive recommendation from the interview, the soldier must be boarded for their chosen role in line with current CM Boarding Manual. Selection Boards are held as follows:
- (1) For Other Ranks, the Army Reserve Unit CO can accept an individual into their unit at the CO's discretion. If a post is unavailable, in line with policy the SL may be offered a post and placed in a PID already occupied. If the individual has undertaken a Regular Service Leaver's Visit to their desired Reserve Unit and the Army Reserve unit is content to accept the individual, completion of the Application Form is not necessary; an email confirming acceptance of the individuals from the receiving [Army Reserve] RCMO to the losing [Regular Army] RCMO will suffice.
 - (2) For posts of WO and below with only one candidate, the CO/Employing Officer can make the decision without the requirement for a formal board.
 - (0) For posts of WO and below with more than one candidate, the CO/Employing Officer is to conduct a Selection Board.
- f. The results of the Selection Board are passed to the Army Reserve Unit/Employing Officer. There will be two possible outcomes:
- (1) Successful.** The Army Reserve Unit RCMO/Formation Headquarters MS will check the official records (incl MES cat) for the successful individual. If the SL is found to be suitable, upon request by the RCMO/MS, the APC CM will calculate individual seniority and inform the Army Reserve Unit RCMO/Employing Officer by email. Seniority is retained if the SL enters a like for like role. A change of capbadge will need to refer to the relevant SPSO/CD to determine training requirements, seniority only being granted once the required training is completed.
 - (2) Unsuccessful.** Soldiers unsuccessful at Boards should be encouraged to apply for other Army Reserve posts or apply for the ARRG.
- g. Once the Army Reserve unit has approved the soldier's application to join, they are to send the soldier written confirmation of the Army Reserve unit's offer of employment,

specifying the position, rank and pay they intend to employ the soldier in. The following action is then required:

- (1) Before attestation, the Army Reserve unit must confirm that the soldier's circumstances have not changed since the offer letter (change in discharge reason or new medical status following pre-release medical). Once the unit is content that the soldier remains eligible for entry to the Army Reserve, the soldier is to be attested at the Army Reserve Centre. This must occur after the soldier has been discharged from the Regular Army.
- (2) Following attestation, the Army Reserve unit is to inform the losing Regular unit to request all previous medical document, ID disks and MOD F90. The Army Reserve unit should transfer the soldier from the Regular Reserve to the Volunteer Reserve (VR) by following the process in the Transfer to VR from Regular Business Process Guide (BPG) which directs the Army Reserve unit to complete a JPA Form L005. The **submission of JPA Form L005 is time critical**, and must be received by JPAC pay & processing no later than 10 days before the soldier's Final Processing date.

Regular Senior Entry Personnel Leaving the Army from Basic or Initial Trade Training

5. Administration. DAOR soldiers should have their L005 submitted to the Defence Business Services (DBS, formerly SPVA) at the very earliest opportunity. The JPA BPG must be adhered to. If the L005 submitted to DBS56 gets to JPAC after the soldier's discharge date (as determined by the Regular training organisation's discharge admin team), the soldier's JPA account may still be live (because the final pay run will be at end of the month, or the following month) and thus allowing the transfer to be completed by DBS within five working days. The key is timely submission of the L005 and ensuring that vital information required on the L005 is all there; i.e. the "live" PID, Termination Date and Personal Details. A de-kit should not be conducted. Losses and exchanges should be made good and their personal equipment is to be sent to their new Reserve unit.

- a. **Training.** An Army Reserve Basic Training (**Module 1**) training exemption is granted to a Regular Army soldier who exercises their right to DAOR from Regular Phase 1 training as long as they have completed no less than four weeks of training. Such transferees must commence Basic Training (**Module 2**) within six months of their last day of Regular service. Those soldiers who DAOR from Initial Trade Training are to be exempt from Reserve Basic Training and must be loaded onto Reserve Trade Training in line with current policy.
- a. **De-Kit.** An individual who has been accepted into an Army Reserve unit is not to be fully de-kitted during the [Regular Army] discharge process, see Appendix 2.

6. Released from Army Service (RFAS). An individual who has been discharged from the Regular Army as RFAS can join the Army Reserve within the prescribed cooling off period if supported by their proposed Army Reserve unit CO and if authorised by Pers Pol (Army).

7. DAOR Under 18 Years Old. The minimum age for soldier entry into the Army Reserve is 18 years. Those who DAOR under the age of 18 may apply on-line to join the Army Reserve three months prior to their 18th birthday. This will enable an Army Reservist to enlist at 18 years of age or as soon as practicable thereafter.

8. PIDs. Those who DAOR as Regular Trainees and are therefore still required to complete an element of Phase 1 training, will enlist into the Army Reserve into a Basic Training un-trained PID.

Appendix:

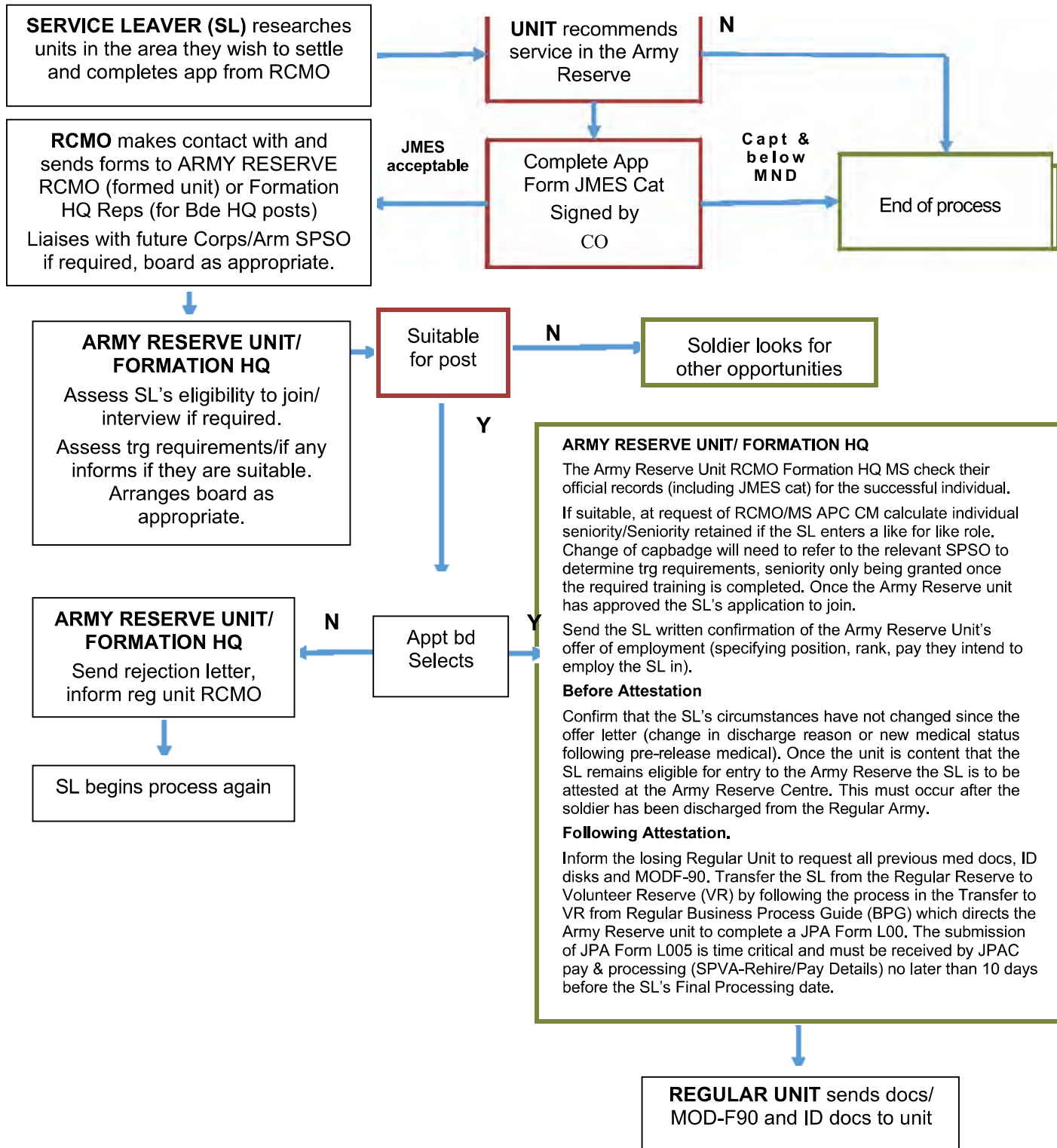
1. Flowchart: Process Guide for Serving Officers and Soldiers who wish to join the Army Reserve.

2. Interim Scaling For Regular Recruits joining the Army Reserve

Appendix 1 to Annex G to Chapter 4 of Soldier Terms of Service

PROCESS GUIDE

Process Guide For Regular Serving Soldiers Who Wish To Join The Army Reserve (Incl Serving UOTC)



Appendix 2 to Annex G to Chapter 4 of Soldier Terms of Service

Interim Scaling For Regular Recruits joining the Army Reserve

1. SLs de-kit prior to leaving the Regular Army less for those items shown in Clothing Scales. All items on individual's Personal Holding Record (PHR) and Temporary Personal Holding Record (TPHR) are returned to the QM Dept prior to discharge.
2. SLs with a confirmed offer and acceptance to join the Army Reserve on leaving the Regular Service are to retain items of clothing that will enable them to carry out their basic duties on taking up their new post. This interim scale (see table below) is to be used by clothing store personnel to allow SLs to retain items of clothing on their PHR whilst de-kitting those items that are not listed. Items held on a TPHR are by their very nature unit specific and are to be returned prior to discharge.
3. It is expected that all SLs have the items listed in this scale and this instruction is not to be used as authority to demand items as an initial issue. Re-issue of items deficient from the interim scale should not be replaced by the losing unit; this remains the responsibility of the gaining Army Reserve unit. All queries regarding this instruction can be directed to:

Interim Scale – Regular Service Leavers Joining the Army Reserve

ITEM	DofQ	SCALE	Remarks
Badge, Cap	EA.	1	
Bag, Kit Universal	EA.	1	
Belt, Working	EA.	1	
Beret / Tribal Headdress	EA.	1	
Boots Combat	PR.	2	As issued
Defender, Ears	EA.	1	
Drawers, Cold Weather	EA.	-	Where issued
Field Shirt, Norwegian	EA.	2	Or Undershirt, Combat, Lightweight Thermal Micro Fleece. Olive. As issued.
Gloves Combat	PR.	1	
Headover	EA.	1	
Insoles	PR.	2	Where issued
Jacket Combat , MTP	EA.	3	
Knife, Fork, Spoon	SET	-	Where issued
Liner Thermal (Fleece)	EA.	1	Or Smock Lightweight Thermal, colour Light Olive. As issued
Smock PCS, Windproof MTP	EA.	1	
Shoes, Fitness Training	EA.	1	Where issued
Shorts PT	EA.	1	
Socks, Combat	PR.	5	
Socks, PT White	PR.	-	Where issued
Towel, Green	EA.	2	Type as issued
Trousers Combat, Temperate MTP	EA.	3	
T Shirt Combat, Anti-static.	EA.	3	Colour black or green as issued
Vest, Cold Weather	EA.	-	Where issued
Jacket, Combat MVP MTP	EA.	1	Or Lightweight MVP MTP as issued
Trousers, Combat MVP MTP	EA.	1	Or Lightweight MVP MTP as issued

Annex H to Chapter 4 of Soldier Terms of Service

Process guide for those with previous Army Service who wish to join the Army

Reserve Aim

1. The aim of this Process Guide is to assist the individual and the Chain of Command in rapidly progressing through the administrative steps necessary for personnel with previous Army service to enlist in the Army Reserve.

Support given to those wishing to join the Army Reserve

2. The process is initiated by the individual with previous Army service (the Candidate) and administered by ARITC through the National Recruiting Centre (NRC), and supported by the receiving Army Reserve Unit's Recruiting Officer, usually the ROSO.

Categories of Personnel wishing to Rejoin the Army Reserve

3. There are three categories of Candidate rejoining the Army Reserve. These categories are dependent on the time since the date the Candidate was discharged to the date of receipt of their application form in the NRC. The time out of the Army dictates the process the Candidate should follow. The categories are:

- a. Discharged for fewer than 12 months.
- b. Discharged for more than 12 months but fewer than six years.
- c. Discharged for more than six years. If a candidate has been discharged for more than six years then they are to follow the normal recruitment process, unless Pers Pol (Army) have granted a Basic Training Waiver. If a training waiver has been granted then the candidates are treated as if they have been discharged for more than 12 months, but fewer than six years.

Age

4. The policy on the maximum age of ex-Regular and ex-Reserve trained soldiers joining/rejoining the Army Reserve is as follows:

- a. **Soldiers.** An ex-Regular or ex-Reserve soldier's application must be in the NRC before their 52nd birthday⁵⁹. These soldiers must have completed Initial Trade Training and have been discharged for no more than six years. If a soldier has been discharged for more than six years, they are treated as a Re-enlistee and the maximum age is the day before their 50th birthday.

5. The outline of the different processes for each category are shown below and in more detail in Appendix 1:

⁵⁹ The maximum age for an ex-Regular/Reserve PQS: their application must be in the NRC before their 57th birthday.

Discharged fewer than 12 months**Discharged more than 12 months, less than 6 years**

PSC – Prior Service Check (Date of Discharge, reason for discharge (QR(Army) Code), conduct and medical grade on discharge)

RRCD – Rejoiner /Re – enlist Candidate Declaration (Self declaration of any change in circumstances since leaving the Army eg. Tattoos, debt, crime, driving licence points/ban etc)

RGMD – Recruiting Group Medical Declaration (GP confirmation of medical status)

PEC – Pre Employment Checks (Vetting etc)

AC – Assessment Centre

Process**Trained Ex-Regular or Ex-Reserve Candidates****Initial actions to be taken by Candidate**

6. The Candidate should first research which Army Reserve unit they want to join, either in the area in which they are settled in or in a nationally recruited Army Reserve unit. Information is available from the Army website, from an Army Careers Centre (ACC), from visits to Army Reserve Centre and for certain vacancies, from the MS website which can be accessed via MODNet, Defence Gateway or the Internet. The Candidate should then, with details of their preferred Army Reserve unit or HQ post:

- g. Complete the on-line Registration
- h. Complete the on-line application form, which is accessed after receiving confirmation of registration, to join the Army Reserve. Candidates should specify the unit which they want to join on the application form, or they can discuss their options with NRC or ACC Staff.

Action by National Recruiting Centre

7. **Prior Service Check.** The NRC staff will review the application and conduct a Prior Service Check (PSC) which will confirm:

- a. Date of Discharge.
- b. QR(Army) Discharge Category.
- c. Medical category on discharge
- d. Conduct on discharge.

8. If the Candidate is found to be ineligible, then the process ends, and the Candidate will be informed by the NRC.

9. The date of discharge and medical condition on discharge will depend on which process the candidate will follow. If a candidate has been discharged for fewer than 12 months and was graded MFD, they can be enlisted very quickly, unless they admit a change in medical or other, circumstances.

10. **Rejoiner/Re-enlist Candidate Declaration (RRCD).** All eligible rejoiner candidates will be sent a RRCD to make a self-declaration. The candidate needs to complete the RRCD and return it to the NRC as quickly as possible. The purpose of the RRCD is to ask the candidate to declare any changes in their circumstances since leaving Army to confirm if they are eligible to join the Army Reserve. Specifically, it asks the following:

- a. Any criminal convictions, including driving license points or bans, since leaving the Army.
- b. Any new tattoos/piercings since leaving the Army.
- c. Any changes in medical condition since leaving the Army.
- d. Gives consent for the NRC to look at the candidate's previous medical records on DMICP.

Medical

11. **Medical Requirement.** If the result of the PSC and RRCD show that the Candidate is eligible to join the Army Reserve, then the following medical requirements will be applied:

a. **Candidates fewer than 12 months since Discharge.** Discharge gradings of Medically Fully Deployable (MFD) or Medically Limited Deployable (Permanent) (MLD(P)) are acceptable. Candidates will not need to undertake a medical unless their RRCD indicates a change in medical condition.

b. **Candidates more than 12 months and fewer than six years since leaving.** Discharge gradings of MFD or MLD(P) and MND(T) (e.g. pregnancy) are acceptable. The Candidate will be sent a RGMD which they will need to complete, sign and take to their GP. The GP then needs to complete the medical part and return it to the NRC. The Chief Medical Officer (CMO) in the NRC will review the RGMD and, if acceptable at retention standard, the candidate will be booked, by the NRC, to attend a physical medical examination at the Assessment Centre (AC). The cost for travel, by public transport, will be met by the NRC. The candidate will need to pass a "retention level" medical, in accordance with PAP 10, to be able to join the Army Reserve.

Action by Army Reserve Unit or Formation HQ

12. **Army Reserve Endorsement.** At the same time as the candidate is completing their RGMD, the selected Reserve Unit, or Formation HQ, will need to endorse the candidate. The Candidate's details will be sent to the Army Reserve Unit to allow the Unit to get in touch with the Candidate. The following action is required:

a. **Endorsement with Army Reserve Unit.** The NRC will contact the Army Reserve unit to arrange for an endorsement to be conducted. This endorsement provides an opportunity for the Candidate to learn more about the unit and for the unit to further assess the Candidate's employability. The interviewer need not be the CO but the interviewer must have the appropriate delegated endorsement authority by the CO. Every effort should be made by the Army Reserve unit to minimise delays. A face to face interview should be viewed as the gold

standard, but, where not possible, the interview can be conducted by telephone, VTC, etc. During the interview, the Reserve unit will take into consideration the information provided in the application process and make a judgement on the Candidate's employability in the unit. If the proposed Army Reserve unit does not have a suitable vacancy, the NRC will continue to assist the Candidate in identifying an alternative Army Reserve Unit. The Reserve Unit will be required to complete the Reserve Rejoiner check list and upload it onto TRHJ/Recruiting ICT. The check list includes:

- (1) Endorsement of candidate.
- (2) Eligibility for selected role.
- (3) 3 Forms of ID (certified true copy sent to the NRC or uploaded to the Recruitment tool.
- (4) Confirmation of Rank on attestation.

b. Training Requirements. The Army Reserve unit will identify the Candidate's training requirements. This will include the training for those candidates who are changing role from their previous service. If appropriate, the Reserve Unit may indicate on the Reserve Rejoiner check list if the candidate needs to retake the BARB/Psychometric test or the Technical Selection Test (TST) at the AC to ensure they are suitable to be trained to join their Unit.

c. Selection Boards. Following a positive recommendation from the interview, the Reserve unit must ensure that the Candidate is boarded for their chosen role in line with current CM Boarding manual, Selection Boards are held as follows:

- (1) For Other Ranks, the Army Reserve Unit can accept an individual into their unit at the CO's discretion. If a post is unavailable, in line with policy the Candidate may be offered a post and double PID'd.

d. The results of the Selection Board are passed to the Army Reserve Unit/Employing Officer and then on to the NRC via the Army Reserve endorsement form. There will be two possible outcomes:

- (1) **Successful.** The RCMO/MS Rep will request that the APC CM calculate individual seniority and informs the Army Reserve Unit RCMO/Employing Officer. Successful candidates will be notified by the NRC.
- (2) **Unsuccessful.** Unsuccessful candidates will be notified by the NRC and will be encouraged to apply for other Army Reserve posts.

Further Actions by the Candidate

13. **Pre-Employment Checks (PECs).** PECs are only required for Candidates who have been discharged for more than 12 months less those who need a Counter Terrorism Check (CTC). This is because their vetting remains valid for a maximum of 12 months from discharge, less CTC. Candidates requiring a PEC check will be sent a PEC pack at the same time they are booked to attend a Medical at the AC. The candidate will need to complete the PEC pack and return it to the NRC and/or submit the online SC clearance application. Once the application for Basic Check or SC has been submitted, the candidate will be PEC Amber.

14. **Counter Terrorism Check (CTC).** Some candidates, dependent on nationality or where they have lived, may need to complete a CTC instead of a Basic Check. These candidates will have to wait for their CTC to be cleared before they can be enlisted.

Further action by National Recruiting Centre

15. The NRC will complete some final checks before the candidate can be enlisted. The checks include:

- a. Medical Green – Pass of RGMD and medical pass at AC.
- b. PEC – Amber or those needing a Basic Check or SC. PEC Green for those requiring a CTC.
- c. Unit Endorsement.

16. If the checks above are complete, the NRC will make the Candidate a Potential Entrant. This will allow the Unit to access the attestation documents and enlist the candidate.

Final action by Army Reserve Unit/Formation HQ

17. **Attestation.** The Army Reserve Unit/Formation HQ can now do the following:

- a. Attest the candidate.
- b. Enlist the candidate using the JPA rehire action in accordance with the JPA Business Process Guide (BPG) and then submit the JPA form L002 for associated pay account action.
- c. Inform the NRC that the candidate has been attested and enlisted.
- d. Once the applicant is enlisted, the Army Reserve unit are to send all enlistment documents to the DBS, Document Handling Centre (DHC), Mail Point 490 in APC.

Candidates Who Have Been Discharged For More Than Six Years

18. There are many ex Regular and Reserve candidates who have been discharged for more than six years. These candidates are classified as Re-enlisters. Units are encouraged to request a Phase 1 (and 2) training waiver, from PP(A), if they believe they can get the candidate to MATT Level 2 within 12 months. This will get the candidate into the trained strength of the Unit more quickly.

19. If a training waiver is granted, these candidates will be processed as a Re-joiner who has been discharged for more than 12 months but fewer than six years. If a training waiver is not granted, these candidates will have to complete the full recruitment process.

Ex-Regular Candidates Who Left From Phase 1 Or Phase 2 Training

20. Those who left the Army from Basic or Initial Trade Training and want to join the Army Reserve are classified as Re-enlisters. However, depending on the time they have left the Army, they are to be processed as a Re-joiner.

- a. **Fewer Than Six Months from Discharge.** An Army Reserve Basic Training (Module 1) training exemption is granted to a Regular Army soldier who exercises their right to DAOR from Regular Phase 1 training as long as they have completed no fewer

than four weeks of training. These candidates must start their Basic Training (**Module 2**) course within six months of their last day of Regular service. The candidates will need to complete an application, PSC, RRCD and Unit endorsement before they can be enlisted.

b. More Than Six Months but Less Than 12 Months from Discharge. If a candidate has been discharged for more than six months, but less than 12 months, they will not get a training waiver, but their medical and PEC will be in date. This means, as long as there have been no changes in circumstances, they can be enlisted quickly. The candidate will need to complete an application, PSC, RRCD and Unit endorsement before they can be enlisted.

c. More Than 12 Months from Discharge. If a candidate has been discharged for more than 12 months, they will follow the full recruitment process, after a PSC. This is because their medical and PEC will be out of date and they will need to complete the full Basic Training course. Therefore, a full assessment, not Med only, is required at the AC.

21. Released from Army Service (RFAS). An individual who was discharged from the Regular Army as RFAS can join the Army Reserve within the proscribed cooling off period if supported by their proposed Army Reserve unit CO and if authorised by PP(A).

22. DAOR Under 18 Years Old. The minimum age for soldier entry into the Army Reserve is 18 years⁷⁹. Those who DAOR under the age of 18 may apply on-line to join the Army Reserve when they are older than 17 years and 9 months. This will enable an Army Reservist to enlist at 18 years of age or as soon as practicable thereafter.

23. PIDs. Those who DAOR as Regular Trainees, and are therefore still required to complete an element of Basic Training, will enlist into the Army Reserve into a Basic Training PID.

Former Members of an OTC Joining The Army Reserve

24. Those who left the OTC and want to join the Army Reserve are classified as Re-enlisters. The process they will follow will depend on the length of time they have been discharged from the OTC:

a. Fewer Than Six Months from Discharge. An Army Reserve Basic Training (A) training exemption is granted to ex-OTC Cadets as long as they have completed their MOD 1/ MOD A. These candidates must start their Basic Training (B) course within six months of their last day of OTC service. The candidate will need to complete an application, PSC, RRCD and Unit endorsement before they can be enlisted.

b. More Than Six Months but Less Than 12 Months from Discharge. If a candidate has been discharged for more than six months, but fewer than 12 months, they will not get a training waiver, but their medical and PEC will still be in date. This means, as long as there have been no changes in circumstances, they can be enlisted quickly. The candidate will need to complete an application, PSC, RRCD and Unit endorsement before they can be enlisted.

c. More Than 12 Months from Discharge. If a candidate has been discharged for more than 12 months, they will follow the full recruitment process, after a PSC. This is because their medical and PEC will be out of date and they will need to complete the full Phase 1 training course. Therefore, a full assessment, not Med only, is required at the AC.

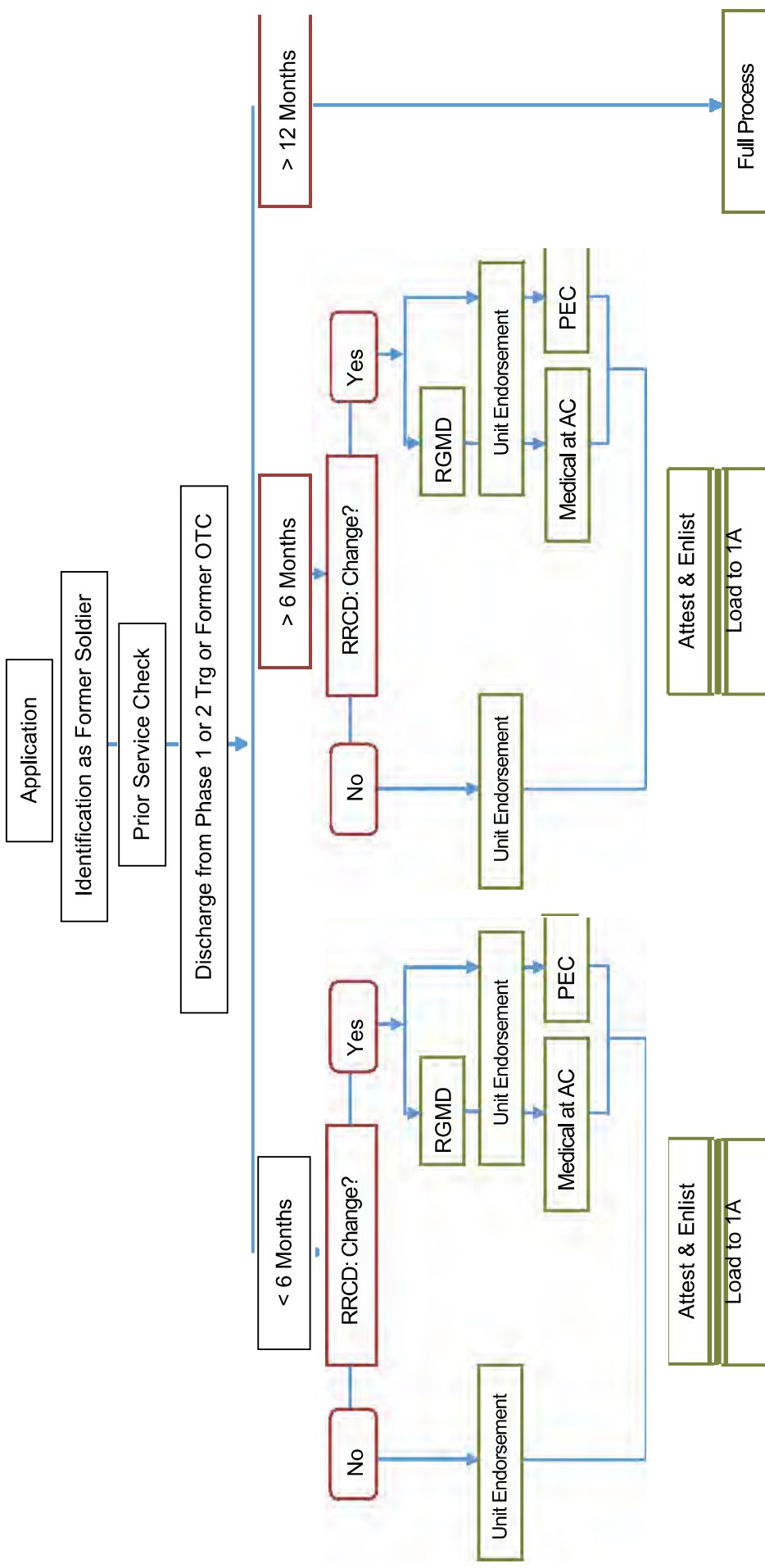
Appendix:

1. Flowchart: Process Guide for those with previous service who wish to join the Army Reserve.

Appendix 1 to Annex H to Chapter 4 of Soldier Terms of Service
Process Guide for those with previous service who wish to join the Army Reserve

PROCESS GUIDE

DAOR & EX OTC REJOINER



PART 4 – RESERVE TO REGULAR TRANSFER

Introduction

04.201. The Army's Reserve to Regular Transfer policy is designed to maximise opportunities and ensure an efficient transfer process is in place between the Reserve and Regular Army. Hd Pers Pol(A) has overall responsibility for setting the transfer policy and exceptionally, may grant authority and direct transfers out-with it.

04.202. Aim. To inform serving Reserve personnel including those with previous Regular service, their Chain of Command and the APC of the updated policy and process. This Part is split into 3 sections.

- a. Soldier. Army Reserve to Regular Transfer Policy.
- b. Soldier. Army Reserve to Regular Transfer Criteria and Terms and Conditions of Service.
- c. Soldier. Army Reserve to Regular Transfer Process.

Excluded Categories

04.203. Untrained Reservists. Reservist soldiers who wish to join the Regular Army, but have yet to complete Initial Trade Training (ITT), are to apply as a new entrant using the [online](#) application process. Their application will be processed entirely by the National Recruiting Centre. Training waivers may still be granted during the recruitment process, dependent upon previous experience. Recruiting Group (RG) are to apply to Prof Dev, Pers Pol (A) for any such waiver.

04.204. Ex-Reservists. Individuals who have left the Reserves but who then wish to join the Regular Army are also excluded from this policy. They too should apply online and will either be treated as a new entrant or as a re-joiner depending upon their previous experience.

Section 1 – Soldier transfer policy

04.205. Overarching Policy. This policy is designed to develop a flexible Continuum of Service between the Reserves and Regulars, maximise opportunities and career choices for Reservists wishing to undertake a full-time career and enable the Regular Army to capitalise on their knowledge, skills and experience, whilst reducing the Basic Training (BT) and ITT training bill.

04.206. Official Army Vacancies List (OAVL). The OAVL is the resource that individuals should refer to if they are considering making an application to transfer to the Regular Army. Individuals may apply to transfer within their current Army Reservist capbadge or chose to take a different career path. The OAVL should guide their choices. If there is not a suitable employment opportunity on the OAVL and the candidate has an expressed desire to join an alternative trade that is not on the OAVL but for which they are qualified, the case will be reviewed by the appropriate Manning Brick prior to the commencement of the application process.

04.207. ITT Opportunities. For those individuals who wish to change capbadge / trade on entry to the Regular Army, additional transfer opportunities can exist. Trades are advertised when it becomes apparent that not all ITT places will be filled as planned, however, spaces are limited, and vacancies will only exist whilst the course loading window is open. If the transfer process cannot be completed within this time, an applicant will have the potential to be loaded onto a future course if a vacancy exists or seek employment in another trade. It is, therefore, imperative that the transfer is completed as quickly as possible to maximise the training opportunities.

04.208. Transfer Process. APC Career Managers (CM) will manage Reserve to Regular Army transfers in accordance with this policy. In addition, the Reservist's Chain of Command has an important part to play in facilitating the process, the details of which are contained in Section 3 and summarised in Annex I. The process should take no more than seven weeks to complete and is based on a system of voluntary application, assessment, offer, acceptance of offer and finally, enlistment:

a. Application. Applications to join the Regular Army are to be submitted on an [AF B241B](#) having consulted the OAVL.

b. Assessment. Normally, individuals will only be offered a place within the Regular Army if they meet the general eligibility criteria listed in Section 2 of this Part, meet the capbadge criteria detailed on the OAVL **or specific UCM cohort criteria** and pass any assessment as required by the capbadge or **UCM cohort** they wish to join. The assessment and if appropriate, testing of transfer candidates are managed by the APC CM in consultation with the relevant capbadge **or UCM cohort**. Where an individual falls short of meeting the requirements either at the time of application or at the point of offer, the CM may still approve the transfer provided the **relevant MB** supports the application. Individuals who are not authorised to progress in the Reserve to Regular process, may still join the Regular Army as if they were an untrained Reservist (paragraph 04.203), provided they meet the relevant eligibility criteria.

c. Offer. If an applicant is successful, they will be offered the opportunity to join the Regular Army on specific TACOS as outlined in the Offer Letter, an example of which is at Annex J. On occasions it may be more appropriate to offer an individual Regular service in a lower rank than that which they hold in their Reserve unit. **Offers to transfer for service in a UCM cohort are formulated by the APC in conjunction with the UCM Career Manager.**

d. Acceptance and Enlistment. Should the individual agree to the ToS offered (App1 to Annex J, a suitable assignment will be arranged, and confirmation sent to the applicant (Annex K). On arrival at their new unit, the individual will be formally enlisted into the Regular Army.

04.209. Reserved.

04.210. Mobilised Reservists / FTRS. Where individuals are mobilised or employed within an FTRS post, they will usually be required to give six months' notice to their current employer prior to transferring to the Regular Army, unless an earlier transfer is supported by their Chain of Command⁶⁰ and APC⁶¹. If there is an overriding operational imperative for the individual to give a longer notice period, then APC will indicate when the transfer may occur, having consulted the relevant part of [Reserve Land Forces Regulations](#). The transfer application process may continue whilst the individual is employed within their current role and if successful, the transfer to the Regular Army should be as seamless as possible.

04.211. Inter-Service Transfer (Army to RN, RM or RAF). Army Reserve personnel may apply to transfer to other Regular Services, but the application process differs for each. In order to initiate the process and register their interest, individuals are to complete an [AF B241B](#) and forward their application to the appropriate Service CM as detailed on the OAVL. However, if the individual is currently serving in an FTRS post, then the application must first be forwarded

⁶⁰ Where mobilised personnel are members of the Army Reserve the Chain of Command must consult with their parent Army Reserve unit.

⁶¹ The appropriate CM or for FTRS personnel, SO2 FTRS, CM Ops. Generic advice for mobilised personnel is available from SO2 Mob, CM Ops.

to SO2 FTRS, CM Ops, APC who will comment on availability, before forwarding the application to the appropriate Service. Comment is also to be made by appropriate CMs where an individual is mobilised.

04.212. Inter-Service Transfer (RN, RM or RAF to Army). Personnel serving in the RN, RM or RAF Reserves can apply to transfer to the Regular Army by submitting an [AF B241B](#) through their Personnel Branch to the relevant CM as listed on the OAVL. **Applicants currently serving in UCM cohorts wishing to continue serving in that same cohort as a member of the Army should submit their applications to their UCM CM who will refer it to APC.**

04.213. Transfer Fairs. All Reserve personnel considering making an application to transfer are encouraged to attend a Transfer Fair to gain a greater understanding of the opportunities available to them. Additionally, visits to Regular units could be arranged through the Reservist's Chain of Command to help an individual gain a balanced view of their options.

04.214. Travel Costs. Attendance at transfer fairs, unit visits, interviews and selection days are classed as a category C-1 activity (normal training authorised as unpaid training) and although personnel will be able to claim travel and normal allowances at public expense, they will not be eligible for a day's pay. Any costs that are raised are to be met by the Reserve unit.

Section 2 – Soldier transfer criteria and terms of service

04.215. Transfer Criteria. The transfer criteria outlined in this policy are the minimum standards that are required to be met and even if satisfied, it is for the APC CM to determine whether it is appropriate to offer Regular service based on subject matter expert advice and higher authority approval as necessary. This offer is to be done in accordance with MS' Binding Principle.

04.216. Terms of Service (ToS). General Regular Army Terms of Service are detailed within [AF B271W](#) which will be provided to all applicants when an offer is made. ToS relating specifically to Reserve personnel transferring to the Regular Army are detailed below and where appropriate, the CM will determine the most suitable ToS to be offered.

04.217. Regular Reserve Liability (RRL). The ToS offered will, in part, be determined by whether an individual has RRL or not. Individuals who have never served in the Regular Armed Forces have no RRL. Those with previous Regular service who left as a result of submitting their Notice to Terminate (NTT) will normally depart with some liability. This begins on the date of discharge and runs for a period of six years or until their engagement would otherwise end if sooner. RRL does not stop if an individual joins the Army Reserve or Military Provost Guard Service (MPGS). Individuals departing for reasons other than NTT will only have RRL if they have applied to their Commanding Officer (CO) and they were accepted for transfer to the Regular Reserve.

Transfer Criteria

04.218. Age. **Personnel may transfer to the Regular Army provided they enlist before their 57th birthday. Those wishing to join the MPGS may do so before their 57th birthday irrespective of whether they have RRL. In any case, the individual's sponsor may apply to SO2 Recruitment Policy, WF Pol to consider an age waiver where it is considered to be in the Service interest to do so⁶².**

⁶² Waivers are granted in accordance with [Statutory Instrument 3382 - The Army Terms of Service Regulations 2007](#) and amendments thereafter. The **Normal** Retirement Age for those SP on a VEng (Short), (Full) and (Long) is 60.

04.219. Residual Service. Where an individual is required to undertake specific trade training on entry to the Regular Army, they must have enough residual service to attend the relevant ITT course and serve the appropriate Training Return of Service (TRoS) or serve a minimum of two years once trained (whichever is greater), before the start of terminal leave.

04.220. Medical Standards. The minimum medical standards for those joining the Regular Army from the Reserves are laid out in Table 5 of [AGAI 78](#). Where an individual falls below the standard but their enlistment is deemed to be in the best interest of the Service, CM's are to seek WF Pol approval before agreeing an offer⁶³.

04.221. Tattoo Policy. The Army's policy on tattoos is described within [2015DIN01-058](#) and QR(Army) Para 5.366e. Where an individual is authorised to remain in the Army Reserve as part of the transitional arrangements, they will not be able to join the Regular Army if they do not comply with the policy and the Reserve unit should advise interested personnel as such.

04.222. Chain of Command Recommendation. Applications to join the Regular Army will not be accepted unless they are supported by a recommendation from the Reservist's CO. Comment is to be made on the individual's reliability, efficiency and conduct⁶⁴.

04.223. Prior Service Check. As prior service checks are completed upon entry to the Army Reserves, there should be no requirement to repeat the process when individuals transfer to the Regular Army. However, if the CM has any concerns over the reason for discharge for someone with previous Regular service then they should seek advice from SO2 Discharges WF Pol.

04.224. Civilian / Military Convictions and Conduct. Those with previous Regular service will not normally be accepted back into the Regular Army if the assessment of their military conduct during that period was below Satisfactory. Although not directly transferable, similar assessments of conduct during an individual's Reserve service are also to be made by the Reserve CO within the Chain of Command recommendation. Individuals wishing to enter the Regular Army must declare all unspent civilian convictions using [MOD F493](#). The individual's JPA disciplinary record is also to be accessed and assessed. When deciding whether to make an offer, the CM is to consider the evidence presented to them in accordance with the Rehabilitation of Offenders Act⁶⁵.

04.225. Security Vetting. All transferees must complete CTC vetting as soon as is reasonably practicable and no longer than 12 months from attestation. Where an individual wishes to be enlisted into a trade which requires a higher security vetting than that which they already hold, their transfer should not be delayed pending the outcome of the vetting process. However, should they subsequently fail to achieve the necessary standard they will be treated as if they have failed their retraining. In order that an outcome can be determined as soon as possible, the vetting process should begin as early in the Reserve to Regular transfer process as is feasible. Details of the different vetting standards can be found in [JSP 440](#).

Terms of Service

04.226. Terms of Service. The Terms of Service an individual transferring from the Reserve to the Regular Army will be granted are in accordance with the [Armed Forces Act 2006](#)⁶⁶ and The Queen's Regulations for the Army 1975 ([QR\(Army\)](#)). Successful applicants will be

⁶³ Para 78.211, AGAI 78 .

⁶⁴ See para 24.

⁶⁵ [QR\(Army\)](#) 9.448 – 9.458 describes the Military Conduct Assessment.

⁶⁶ VEng legislation is contained within (SI 3382 / 2007).

discharged from their Reserve engagement and will be enlisted or will re-join⁶⁷ onto one of the following Regular engagement types:

- a. VEng (Short) – a period of 12 years from date of enlistment or until age 60 if earlier.
- b. VEng (Full) – a period of 24 years from the date of enlistment or until age 60 if earlier.
- c. VEng (Long) – a period of 30 years from the date of enlistment or until age 60 if earlier.
- d. Type ‘S’ Engagement – a period between six months to 12 years from date of enlistment or until age 60 if earlier, SO2 Sldr Pol to be consulted prior to offering a Type ‘S’ appointment.
- e. Military Local Service Engagement (MLSE) – a period of three years from date of enlistment or until age 60 if earlier.

04.227. Engagement Offer. Subject to the provisions laid out in this policy, the following offers may be granted by APC/UCM CMs.

- a. **Personnel with RRL.** Individuals with RRL will normally re-join the Regular Army in their original engagement unless it is more advantageous to the Service and the individual for them to be offered a longer engagement. For those who previously left the Regular Army on an Open or Notice Engagement, they will be required to return to Regular service on a Versatile Engagement as their original engagement types no longer exist.
- b. **Personnel without RRL.** Personnel without RRL are normally to be offered VEng (Short) on entry to the Regular Army. Alternatively, a suitable length Type ‘S’ Engagement may be offered where an individual is being enlisted at risk⁶⁸ or where an individual is entering the Regular Army in order to conduct a specific role / task before returning to the relevant Reserve force⁶⁹.
- c. **MPGS.** Reservists wishing to join the MPGS will be offered MLSE irrespective of whether they have any RRL.

04.228. Enlistment and Oath of Allegiance / Affirmation. Reservist soldiers entering the Regular Army are required to swear an Oath of Allegiance / Affirm to Her Majesty the Queen, even if previously completed as a Reservist. Failure to answer the enlistment questions truthfully is an offence and will lead to immediate discharge.

04.229. Commitment Period. Subject to any Training Return of Service requirement listed within JSP 750, individuals entering Regular service with RRL (classed as a Rejoiner) will not be required to commit to any period other than having to provide 12 months NTT. Those who do not have RRL, however, will be required to complete four years’ service from the date of enlistment. Individuals in this circumstance may submit their NTT after three years’ service but may not be discharged until they have completed their commitment period.

04.230. Rank. Individuals should normally be offered Regular service in their current substantive rank, however, if appropriate, for example, if there are no vacancies in that rank for

⁶⁷ For those with RRL, the date of enlistment is taken as their original Regular Army enlistment date. For all others, enlistment date is the date on which they enter Regular Army service as a result of the Reserve to Regular offer.

⁶⁸ For example, if they fall below the normal eligibility criteria.

⁶⁹ Such as Army Reservists filling Regular Army liability.

the relevant trade or the individual does not have the required skill set, a lower rank may be offered. **TCs offered entry into the Cyber Cadre must be a minimum of substantive Cpl at the point of transfer.**

04.231. Seniority and Pay. Seniority and pay are to be assessed by the CM having consideration for the individual's previous service (Reserve, Regular and FIRS) including whether they have incurred any skill fade and their level of experience within the trade being offered. The level of seniority is also to be assessed mindful of the requirements of promotion. The offer letter is to include details of seniority, pay the individual will receive on entry or re-entry to the Regular Army, however, this is to carry the caveat that rates of pay may subsequently change and will, therefore, be finalised at the point of entry / re-entry⁷⁰. Further assistance can be sought from Army Pers Rem Pol and WF Plans if necessary.

04.232. Financial Incentives (Reserve). Those Army Reservists who are members of a financial incentive scheme will cease to be part of that scheme on transfer to the Regular Army. There will be no requirement to repay any money as all payments are made for time served rather than in advance of service.

04.233. Pension. From 1 Apr 15 all new joiners will automatically become member of Armed Forces Pension Scheme 2015 (AFPS 15). Detailed information is available on the Army Pers Rem Pol and AFPS 15 websites. Individuals who have had previous Regular (or Reserve service) may be affected by the aggregation rules and should read the Re-Employment Guide and DIN 2014 01-210 – Re-joiner policy following the introduction of AFPS 15. In addition, it is advised that personnel contact Veterans UK for details on how their pension will be affected before agreeing to an engagement offer⁷¹

04.234. Training Requirements. SPSOs, in consultation with Prof Dev, Land Warfare Centre, Trg Plans, ARITC Trg Ops, and the appropriate Trade Training Requirements Authority (TRA) will assess the level of training required for all Rejoiners in accordance with the guidelines below. Training requirements (including dates of training courses) must be fully explained to the applicant in their offer letter. Any trade training should not delay an applicant's anticipated transfer date. They should instead be held at their future unit conducting in unit refresher training.

- a. Basic Training.** Unless raised as an issue by the Reservist's Chain of Command, there will be no requirement for individuals to undertake additional Basic Training. Where concerns are raised, the applicant should not be accepted for entry by this route and instead enter Regular service as if they were untrained.
- b. Initial Trade Training.** Where an individual is transferring to a different capbadge they will be required to complete the ITT of the receiving capbadge. Where previous relevant experience exists, capbadges may authorise the 'fast tracking' through related parts of ITT, mitigating risk through the conduct of in-unit refresher training.
- c. Subsequent Trade Training.** In conjunction with the CM, Trg Pol of the relevant Trade TRA is to ensure those requiring subsequent trade training (Phase 3) or additional special to arm training are loaded onto this.
- d. Military Annual Training Tests (MATTs).** Applicants should successfully complete MATTs to Level 2 within the training year and they may transfer their completed competencies within that training year only. Any upgrading of MATTs to a higher level in order to satisfy the Regular unit's readiness states is the responsibility of the receiving unit.

⁷⁰ JPA will calculate the rates to be paid at the point of entry, based on the offer made.

⁷¹ Veterans UK, Pensions Tax Team, Mail Point 480, Kentigern House, 65 Brown Street, GLASGOW, G2 8EX. Tel: Civ 0141 224 3600 or 0800 085 3600, Mil 94560 3600. Veterans UK, veterans-uk@mod.gov.uk

e. The Army Leadership Development Programme (ALDP). Where a Non-Commissioned Officer (NCO) Cpl, Sgt and WO has completed Army Reserve CLM Part 1 or (from Apr 20) ALDP Military Training (MT), there is no requirement to repeat this course on transfer to the Regular Service. Once arrived at the new Unit, the soldier will be required to complete ALDP Military Education (ME) prior to selection for the next higher rank.

f. Any exemption decisions on the ALDP requirement during this transition period are to be made by the relevant capbadge on a case-by-case basis to Prof Dev, Pers Pol Army. Individuals who agree to take a reduction in rank on entry / re-entry to Regular service will be required to attend future ALDP courses including the Regular Military Education (ME) course as if they had not held the higher rank.

04.235. Failure to Pass Retraining or Achieve Security Vetting Standard. It is possible that having enlisted the individual subsequently fails the training or security vetting required of their new trade. If these circumstances materialise, the following measures may be taken:

a. The relevant training provider will facilitate a period of re-training and re-testing if appropriate.

b. If not appropriate or the problem persists, the Capability Directorate is to facilitate an internal transfer to a more suitable trade providing a vacancy exists. Individuals within this situation will be given higher priority than those yet to be enlisted or who are being transferred through the Regular Army Transfer Policy. Where no alternative option exists, the CM is to attempt to arrange their transfer to elsewhere in the Army. In extremis, where no suitable vacancy can be found or the individual does not wish to transfer, they will be discharged under **QR(Army)** para 9.414 – *Released From Army Service*.

04.236. Resettlement. In accordance with JSP 534, personnel who within two years of their previous exit date may count prior service in calculating future resettlement entitlement, regardless of whether they have previously accessed resettlement support. Personnel who reenlist two years or greater from their previous exist date have no access to previous resettlement support entitlement.

04.237. Future RRL. Individuals leaving the Regular Army will incur RRL as appropriate irrespective of whether they have already incurred such liability during previous Regular service.

Section 3 – Soldier transfer process

04.238. General. Like the Regular Army Transfer process, the Reserve to Regular Army Transfer process is split into 3 stages which includes application, assessment, offer, acceptance of offer and finally enlistment. Due to the availability of Reservists, the process has been extended but should take no longer than seven weeks⁷². A summary of the process for Other Ranks is at Annex I. Copies of all applications and correspondence should be retained for future reference.

04.239. Rejected or Withdrawn Applications. Should an individual fail to progress through any stage of the transfer process they, and their Reserve unit, should be informed as such by the CM and provided an explanation as to why. Recommendations to re-apply through

⁷² For those required to complete ITT, the process may take longer whilst a training place is allocated.

the same process at a later date or as if they were an untrained Reservist may be made by the CM as appropriate. At any point, an applicant may withdraw from the transfer process and should they wish to do so, they are to inform the appropriate CM and their unit in writing. Anyone who does not transfer to the Regular Army will continue to serve in their Reserve unit until they wish to leave.

Stage 1 - Application

04.240. Expression of Interest. Interested Reservists are to approach their Chain of Command to discuss the opportunities available to them. The unit is to ensure the individual has consulted the OAVL and wherever possible arrange a Regular unit visit or attendance at a transfer fair, to allow the individual to make an informed choice. A copy of this policy is also to be provided to the individual. Where the individual wishes to transfer to a position not on the OAVL, the Chain of Command is to approach the relevant Manning Brick and receive confirmation that the application may progress. This written confirmation is to be attached to the application form when submitted to the APC.

04.241. Application. Should their interest continue, the Potential Transfer Candidate (PTC) is to complete Part 1 to [AF B241B](#) before passing it to the Chain of Command / Regimental Career Management Officer (RCMO). The application may include up to three capbadge / trade preferences. The Reserve unit may not prevent someone from applying to transfer to the Regular Army and they must ensure the application is appropriately submitted.

04.242. Supporting Information. On receipt, the RCMO is to collate all relevant supporting information that will help the CM make an informed decision. Where possible, this is to include the last three SJARs, service history, medical grading⁷³, JPA discipline record, pay, training and competency records plus any other information that may be of relevance. If this detail is already recorded on JPA then [AF B241B](#) should be annotated as such. Once gathered, the application pack is to be passed to the CO for comment before it is forwarded to the applicant's first choice CM⁷⁴ who is to acknowledge receipt.

04.243. Initial Screening. The first choice CM is to conduct an initial screening of the application and evidence provided and make an assessment as to whether the case should progress to Stage 2. This screening should consider the basic eligibility criteria defined in Section 2 above and that on the OAVL. Where more in-depth analysis is required, this should be done in Stage 2. Should the PTC fail the initial screening by the first choice CM, the application is to be passed to the next choice CMs until all options have been exhausted or the application is progressed to Stage 2. At all times, the PTC and their Chain of Command is to be kept informed as to the progress of the application. Stage 1 should take no longer than three weeks to complete.

Stage 2 – Assessment and Offer

04.244. Checks and Assessment. Having passed initial screening, the PTC becomes a Transfer Candidate (TC) and undergoes any necessary assessment and testing by the SPSO/UCM cohort to establish their suitability. In addition, the CM is to conduct further

⁷³ If the PTC does not have an up to date Joint Medical Employment Standard (JMES) grading, the Reservists unit is to arrange an assessment as soon as possible and the Medical Officer is to comment on suitability for Regular Army employment. It is vital that an accurate assessment is made which considers the prospect of the individual undertaking Regular service, as to not do so may lead to immediate discharge.

⁷⁴ Points of contact are detailed the OAVL. For those working in an FTRS appointment or who are mobilised, the application must first be forwarded to SO2 FTRS, CM Ops, APC (for FTRS) or to the relevant CM (for mobilised personnel, if different from the first choice CM) who is to comment on availability before passing the application pack to the first choice CM.

examination of the application and action appropriate checks against the eligibility criteria as necessary, for example, arranging security vetting⁷⁵ or conducting a more in depth look at prior service. During this process, the applicant must also complete [MOD F493](#). Should the TC fail any checks and assessments for their chosen capbadge, Stage 2 should be repeated with the second and third choice capbadges.

04.245. Offer. Provided the TC successfully passes their assessment and checks they should be notified in writing within three weeks of starting Stage 2⁷⁶. The TC is to be made aware of the ToS that are being offered and the questions that will be asked of them upon enlistment. A suggested offer letter is at Annex J with the mandatory inclusions highlighted in bold. A copy of [AF B271W](#) is to be enclosed with the offer letter. It should be noted that this engagement offer is conditional dependent upon lawful and appropriate completion of the enlistment process and a successful medical assessment. The pay offer may also change as described above.

04.246. Offer Acceptance. The TC must sign the acceptance letter⁷⁷ to say whether they will accept, or not, the ToS on offer. This is to be returned to the relevant CM along with a copy of the completed [AF B271W](#). The information provided should be transferred to the relevant parts of [AF B271A](#).

04.247. Assignment. If the offer has been accepted, the CM is to prepare the individual's assignment in line with their availability date, training and post requirements⁷⁸. A copy of the final letter, similar to Annex K, confirming employment and start date is to be sent to the TC, their Reserve unit and their new Regular unit. On receipt, the losing unit is to arrange for the individual's medical documents to be sent to the new unit. This letter is the authority for enlistment, re-enlistment or re-join and the date should be annotated as such on JPA. In preparation of enlistment, the new unit is also to be sent a copy of the part completed [AF B271A](#). If the TC has difficulty in meeting the requirements of the assignment, or there are any changes in the assignment details, the CM is to engage with the candidate and amend the posting accordingly.

Stage 3 Unit

04.248. Enlistment. It is mandatory for all soldiers entering the Regular Army in accordance with this policy to complete the enlistment procedure described, irrelevant of whether they have had previous Regular service. Enlistment is defined as the point in which the individual legally becomes a member of the Regular Army and thus becomes subject to Service law. The point of enlistment is when the Solemn Declaration is made and signed on the extant [AF B271A](#).

04.249. Attestation. Attestation is the witnessing of the enlistment process by the Recruiting Officer⁷⁹. On the day of arrival at their new Regular unit or training establishment, the TC must be enlisted by an authorised Recruiting Officer. Before the Solemn Declaration is signed, the

⁷⁵ If security vetting to the required standard is likely to take a significant amount of time (i.e. Developed Vetting), the individual may be recruited at risk but if they subsequently fail to meet the standard, paragraph 37 applies.

⁷⁶ If the TC is not to be granted a conditional offer because it is assessed they are not suitable for the particular cap-badge / trade to which they have applied, but they are suitable for Regular service in all other respects, the application pack is to be passed to the other choice CMs, in turn, if they have not already made an assessment.

⁷⁷ Appendix 1 to Annex B.

⁷⁸ In accordance with paragraph 11, normally, there should be no break in service for those serving on FTRS engagements or Reserve personnel who are mobilised.

⁷⁹ Authorised Recruiting Officers are defined within Annex L. Appendix 2 to Annex L is to be used for additional authorisation in accordance with the guidance in Annex M.

Recruiting Officer is to ensure the details entered on the prepared [AF B271A](#) are correct⁸⁰, they have seen a copy of the IC's original birth certificate and the duties described within Appendix 1 to Annex L are carried out. Once the Solemn Declaration has been signed, the Recruiting Officer is to counter-sign to confirm the process has been completed correctly. Once the declaration has been made, the TC is considered a Transferee and will begin their Regular employment.

04.250. Oath of Allegiance / Affirmation. The Oath of Allegiance / Affirmation is also to be undertaken at the time of declaration or, if the unit wishes to delay it to a more suitable time, within a week of signing the enlistment paperwork. The procedures to be followed are at Annex M.

04.251. Unit Administration. Once the individual has arrived in unit and signed the [AF B271A](#), a confirmatory email is to be sent by the Chain of Command / RCMO to the CM to confirm they have been enlisted. If the individual fails to attend as directed, the CM is to establish the facts and if appropriate, direct an alternative parade date⁸¹. Provided the individual has enlisted, the RCMO, supported by the arrivals clerk, is to complete a [JPA \(JS\) Form L007](#) and forward it to DBS, HR, JPAC Process Team in order that the individual may be formally discharged from the Reserve unit and their Regular JPA record be activated. Following the creation of the Regular record on JPA, the unit clerk is to complete any other arrival (on assignment) procedure as necessary including completion of the JPA L002 form to set up the pay record.

04.252. Medical Assessment. Within one week of reporting for duty, the Transferee is to undergo a medical examination to ensure they are fit for Regular service and assess whether any changes to their PULHHEEMS and JMES grades have occurred since their Reserve medical assessment. If the individual is deemed below the standard accepted by the capbadge, the process within AGAI 78 is to be conducted and the individual will be discharged in accordance with **QR(Army)** para 9.381.

04.253. Authorising Officer. Having received confirmation that the transferee is medically fit to serve within the Regular Army, a Recruiting Officer, separate to that which conducted the attestation (usually the CO), is to satisfy themselves that all procedures have been conducted in accordance with the rules and regulations described. Having done so, they are to sign the Authorising Officer declaration on the [AF B271A](#). This is then to be sent, by registered post to:

PPPA Enlistments
EDM, DHC,
Mail Point 490
Kentigern House,
65 Brown Street,
GLASGOW,
G2 8EX.

04.254 – 04.300. Reserved.

Annexes:

I. Reserve to Regular Army Transfer Process for soldiers.

⁸⁰ Where details are incorrect, the Recruiting Officer must arrange for a new copy to be printed which is free from annotation. The TC must provide documentary evidence to support any such change.

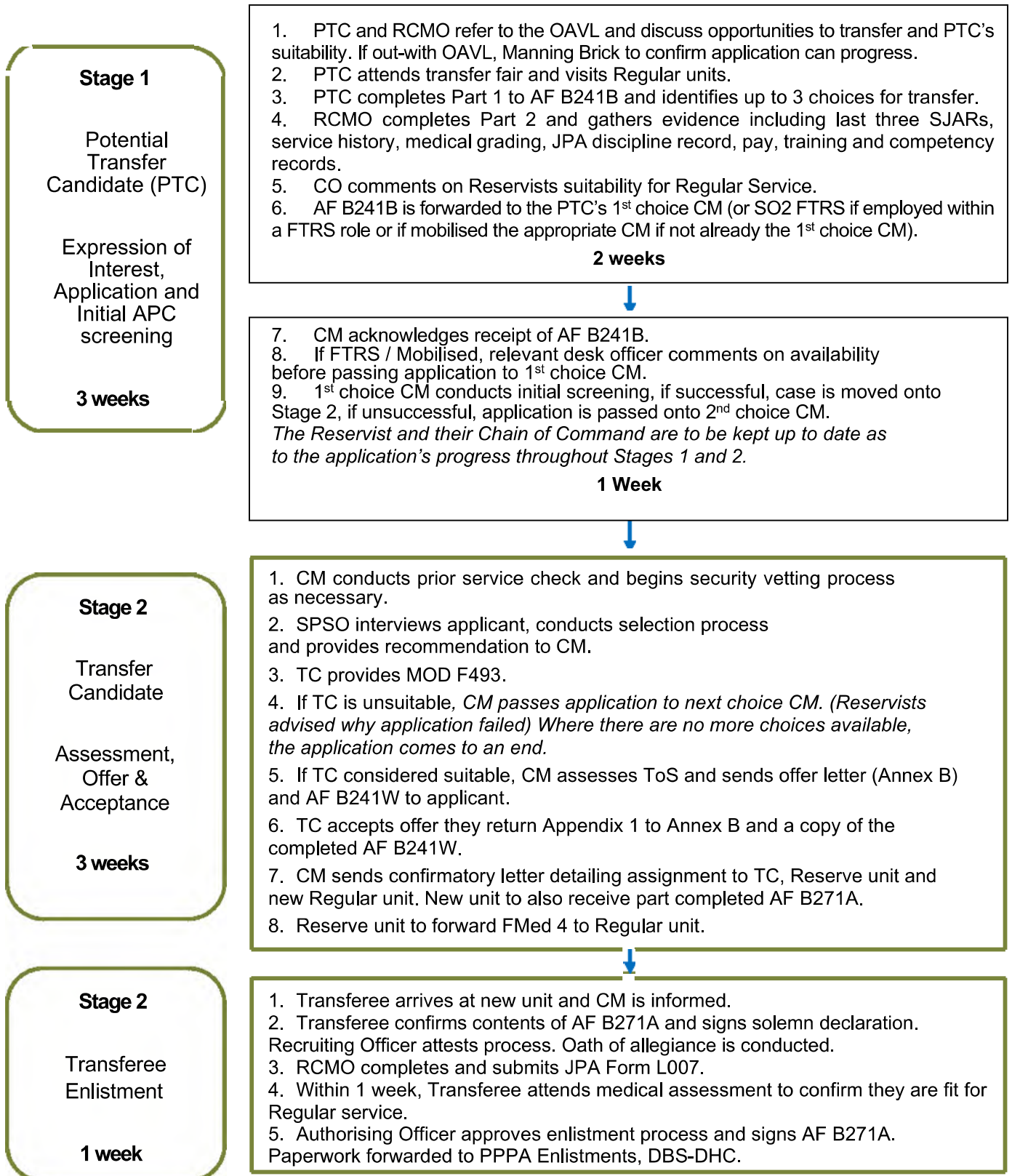
⁸¹ If an individual without RRL enlists at a later date than planned, unit administrators are to ensure that the JPA record has an end of engagement date which is reflective of the actual enlistment date.

- J. Offer to Transfer from Reserve to Regular Army.
- K. Confirmation of Transfer from Reserve to Regular Army.
- L. Recruiting Officer Authority and Duties.
- M. Oath of Allegiance / Solemn Affirmation.

Annex I to Chapter 4 of Soldier Terms of Service

PROCESS GUIDE

RESERVE TO REGULAR TRANSFER OTHER RANKS



Annex J to Chapter 4 of Soldier Terms of Service Offer to Transfer from Reserve to Regular Army



**Army Personnel
Centre**
Mail Point ???
 Kentigern House 65
 Brown Street
 GLASGOW G2 8EX
 Military network: 94561
 ????
 Telephone: 0141 224
 ????
 Facsimile: 94561 ????

Reservist Details

Date

OFFER TO TRANSFER TO REGULAR ARMY – **Number Rank Name**

- Following your application to transfer from the (Army/Navy/RAF) Reserve to Regular Army, I am pleased to be able to grant you an offer to enlist into the **Cap Badge** as a **Trade** in the substantive rank of **Rank**, with **** years'** seniority.
- If you choose to accept this offer, you will be enlisted onto a **Versatile Engagement (Short) (VEng (S))** and your End of Engagement Date (EED) will be calculated as being **12 years** from the date of enlistment or to age 60 if sooner. The exact EED will be calculated if you agree to accept this offer and if you do, you will be required to commit to a minimum of **4 years service** from the point of enlistment. You will be required to submit 12 months' Notice to Terminate if you wish to leave prior to the end of your engagement and the earliest time you can do this is after **3 years service**. *(change this paragraph to suit the engagement type being offered – Type 'S' commit for 3 years if their EED does not come earlier; MLSE have no commitment period but must give a minimum of 6 months' notice).*

Or

- As you are re-entering the Regular Army with Reserve Liability, you will be rejoining the Service on a ***** engagement** and your End of Engagement Date will be ********. *(If the individual previously left on an Open or Notice Engagement and returning on a VEng (Full), state: This is different from that which you left because your old engagement is no longer used. You will, therefore, have an engagement which lasts 24 years from the date of your original enlistment).* You will be required to submit 12 months' Notice to Terminate if you wish to leave prior to the end of your engagement.

2. Although rates may change before you enter Regular service, your starting annual salary is assessed to be:

The corresponding starting annual salary including pay grade.

Whether offered as:

A normal starting rate of pay (from which there will be annual incremental progression); or

A stand still rate or pay; or

A mark time rate of pay (for the greater of either the period of conversion training or two years).

Details of prior Accelerated Incremental Progression awards taken into account.

A reference to the specific JSP 754 paragraph(s) under which the offer is being made.

4. *If you accept this offer, you will be required to complete the following training on arrival at your new unit.*

5. This offer of Regular service is conditional dependent upon you agreeing these terms and the lawful and appropriate completion of the enlistment process including a successful medical assessment on arrival.

6. You should now read the **Soldier Terms of Service** and the information contained within AF B271W to familiarise yourself with the full Terms and Conditions of Service. If you are content to accept this offer, you should sign the enclosed acceptance form and return it to the address above, along with a copy of the completed AF B271W.

7. If you have any questions regarding this letter or your future service, then please contact the undersigned.

Signature Block

Appendix:

1. Certificate Relating to the Acceptance of Conditions of Voluntary Transfer. ***(CM to complete soldier details and date of Offer letter)***

Enclosures:

1. Reserve to Regular Army Transfer Policy DIN.
2. AF B271W – Regular Army Full Time Enlistment Information.

Copy to:

Reserve Unit
Regular Unit
Branch Sldrs Wing
P File copy to DHC

Appendix 1 to Annex J to Chapter 4 of Soldier Terms of Service
CERTIFICATE RELATING TO ACCEPTANCE OF CONDITIONS OF VOLUNTARY
TRANSFER



CERTIFICATE RELATING TO ACCEPTANCE
OF CONDITIONS OF VOLUNTARY TRANSFER



References:

- A. Offer to Transfer from Reserve to Regular Service letter dated **** *** ****.
- B. Soldier Terms of Service Publication
- C. AF B271W – Regular Army Full Time Enlistment Information.

Service Number _____

Current Rank _____

Surname _____

Initials _____

Current Service Navy*/Army*/Air* Reserve/FTRS>(*delete as applicable)

1. I confirm I am the person detailed above and that I have read and understood References A – C.
 - a. I wish to accept this offer and proceed with enlistment.*
 - b. I do not wish to accept this offer but understand I may re-apply at a later stage if I remain eligible for Regular Service.*

(* delete as appropriate. If answered 1a, proceed to paragraph 2)

2. My earliest availability⁸² date for enlistment is: _____

3. I enclose AF B271W which has been completed to the best of my knowledge.

Signature

⁸² Your availability date should take into consideration any notice periods required by your current employer.

Name

Date

**Annex K to Chapter 4 of Soldier Terms of Service
Confirmation of Transfer from Reserve to Regular Army**



Army Personnel Centre

Mail Point ????

Kentigern House

65 Brown Street

GLASGOW G2 8EX

Military network: 94561 ?????

Telephone: 0141 224 ?????

Facsimile: 94561 ?????

Reservist Details

Date

CONFIRMATION OF TRANSFER FROM RESERVE TO REGULAR ARMY – *Number Rank Name*

1. I am pleased to have received your acceptance of the offer to transfer from the Reserve to the Regular Army. Having considered your availability date and the training that you are required to complete, you are to report for duty on **** ** ** *** to name of ***RCMO/Chain of Command*** at the following address:

Unit Address

2. If you are unable to meet this requirement or you have any concerns regarding your Regular Service, you must contact the undersigned immediately, to discuss the matter.

3. When reporting at your new unit, you must arrive with the following documentation:

- a. Birth Certificate (original).
- b. National Insurance Card (with enclosed F Ins 191).
- c. Inland Revenue Certificate – P45.
- d. National Health Card.
- e. Any articles of Scale Clothing being held.

4. On arrival at your new unit, you will undergo the arrivals procedure including attestation by which you will be required to make a Solemn Declaration and undertake the Oath of Allegiance. Within 1 week of reporting for duty, you will also undergo a medical examination to ensure you are fit for Regular service. If deemed below the standard accepted by your capbadge, the AGAI 78 process will be conducted and you will be discharged in accordance with Queen's Regulation 9.381. Your Reserve unit will arrange for your medical documentation to be forwarded to your new unit.

Signature Block

Copy to:

Reserve Unit

Regular Unit

Branch Sldrs Wing

P File copy to DHC

Annex L to Chapter 4 of Soldier Terms of Service

RECRUITING OFFICER AUTHORITY AND DUTIES

1. Authority to serve as a Recruiting Officer is limited in order to provide the individual enlisting with a degree of assurance that the process has been conducted in accordance with Regulations and that the specifics of the enlistment about to be undertaken have been explained. Hence the eligibility for Recruiting Officers is limited by the Armed Forces Act 2006. As such Regulation 3 of the [Armed Forces \(Enlistment\) Regulations 2009, SI 2057](#) authorises Hd Pers Pol(A) or any officer on their staff not below the rank of Colonel to appoint an officer to serve as 'Recruiting Officers' and to attest the enlistment process.
2. In accordance with this authority, Hd Pers Pol(A) has appointed specific officers to act as Recruiting Officers for the purpose of attestation. Those appointed are listed below.

RECRUITING OFFICERS⁸³

- a. A Commander Regional Recruiting.
- b. An Area Recruiting Officer.
- c. The Commanding Officer of a unit or depot of the Regular forces⁸⁴.
- d. The Adjutant of a unit or depot of the Regular forces.
- e. The Commanding Officer of an Army Reserve unit, being an officer of the Regular forces.
- f. The Adjutant of a unit of the Army Reserve specially appointed for the purpose in accordance with [Armed Forces \(Enlistment\) Regulations 2009, SI 2057](#).
- g. All Officers Commanding of recruit training companies in the following training establishments:
 - (1) Royal Military Academy Sandhurst
 - (2) Army Foundation College (Harrogate)
 - (3) Army Training Regiment (Pirbright)
 - (4) Army Training Regiment (Winchester)
 - (5) Infantry Training Centre (Catterick)
- h. The Officer Commanding an Army mobilisation centre
- i. Any officer specially appointed for the purpose by Hd Pers Pol(A).

⁸³ Officers cannot delegate their authority. If a person is enlisted by someone who is not authorised by AFA 06 or SI 2057/2009 such enlistment would not be valid

⁸⁴ Depot refers to all ATR's, ITC and RMAS.

3. Recruiting Officer shall hold and vacate office in accordance with the terms of his appointment. The requirements of attestation are detailed in Appendix 1 to this Annex.
4. Additionally, an officer not below the rank of Colonel delegated by Hd Pers Pol(A) may authorise suitable alternatives if the above-mentioned individuals are not available at the suitable point of attestation. Requests for appointment are to be made through SO2 Soldier Policy, WF Pol and when nominating, the appropriate Colonel is to complete and sign Appendix 2 to this Annex and have it forwarded to the unit in question.

Appendix 1 to Annex L to Chapter 4 of Soldier Terms of Service
ADMINISTRATION OF THE SOLEMN DECLARATION

1. When administering the Solemn Declaration, Recruiting Officers should refer to [Statutory Instrument 2057 - The Armed Forces \(Enlistment\) Regulations 2009](#). The relevant section has been extracted and reproduced below:

PROCEDURE FOR ENLISTMENT

- a. This regulation applies where a person (“the recruit”) appears before a recruiting officer and offers to enlist in the regular forces.
- b. The recruiting officer shall warn the recruit that if they knowingly give a false answer to any question put to them, they will be liable to proceedings for an offence under regulation 12.
- c. The recruiting officer shall then –
 - (1) read, or cause to be read, to the recruit the questions approved by or on behalf of the Defence Council for inclusion in the enlistment paper;
 - (2) satisfy themselves that the recruit understands each such question; and
 - (3) record, or cause to be recorded, in an enlistment paper prepared in relation to the recruit, the recruit’s answer to each such question.
- d. If –
 - (1) the enlistment paper states the terms on which the recruit offers to enlist, and
 - (2) the recruiting officer is satisfied that the recruit –
 - (a) understands those terms and wishes to enlist in accordance with them, and
 - (b) is fit to be so enlisted,

The recruiting officer shall then request the recruit to sign the declaration in the enlistment paper.
- e. If the recruit signs the declaration, the recruiting officer shall sign the form of attestation in the enlistment paper.
- f. The recruiting officer shall then deliver the enlistment paper to an approving officer. Unless the approving officer determines under regulation 8 that the enlistment is invalid, they shall provide the recruit with a certified copy of the enlistment paper on request.

APPENDIX 2 TO ANNEX L TO CHAPTER 4 OF SOLDIER TERMS OF SERVICE



**Head Personnel Policy Army
IDL 27
Headquarters Army
Marlborough Lines
Monxton Road
ANDOVER
Hampshire
SP11 8HJ**

Officer being appointed

Date:

Reference:

1. *Request and date.*

I, hereby authorise the following individual to act as a Recruiting Officer in accordance with the Armed Forces Act 2006⁸⁵.

This authority enables the Recruiting Officer to attest individuals enlisting into the Regular Army.

Recruiting Officers will relinquish their status as a Recruiting Officer on being appointed to another post or on leaving the Service, whichever is earlier.

A N Other

Col

AH *** Hd Pers Pol(A)

⁸⁵ [Statutory Instrument 2009/2057, The Armed Forces \(Enlistment\) Regulations 2009](#)

Annex M to Chapter 4 of Soldier Terms of Service

OATH OF ALLEGIANCE / SOLEMN AFFIRMATION

Oath of Allegiance

1. AF B271A sets out the form of words to be used for the oath, the text of which is provided below.

“I, .., swear by Almighty God that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, her heirs and successors, in person, crown and dignity against all enemies, and will observe and obey all orders of Her Majesty, her heirs and successors, and of the Officers set over me.”*

* The term ‘*Almighty God*’ is the common and accepted term used across the majority of the main minority faiths across the Army, i.e. Jews, Muslims, Sikhs and Hindus. Therefore, the wording of the oath need not be altered to reflect the main minority faiths. Buddhist recruits and those who subscribe to other religions who may express reluctance to use the term ‘*Almighty God*’ should adopt the Solemn Affirmation as given below.

Solemn Affirmation

2. In accordance with JSP 830 – The Manual of Service Law⁸⁶, the solemn affirmation may be used for those who object to taking an oath, or for those for whom it is not reasonably practicable to administer the oath in the manner appropriate to their religion. All recruits from the Non-British Component are required to make an affirmation and are not to swear the oath of allegiance. The text is given below:

I, .., affirm (or ‘swear’ in words of the relevant religious binding oath) that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, her heirs and successors, and that I will, as in duty bound, honestly and faithfully defend Her Majesty, her heirs and successors, in person, crown and dignity against all enemies, and will observe and obey all orders of Her Majesty, her heirs and successors, and of the Officers set over me.

Mandatory Requirements.

3. The Oath of Allegiance ceremony should be a formal and solemn occasion, conducted in a manner that emphasises the gravitas of the enlistment the soldier is about to undertake. Every effort should be made to ensure that a due sense of occasion accompanies the ceremony. Whilst this sense of occasion may be supported by appropriate accoutrements such as Colours, a portrait of The Queen, the playing of The National Anthem etc., the only mandatory requirements are that the recruit should stand whilst taking the oath and where applicable hold in the right hand the appropriate religious text as detailed below.

⁸⁶ Volume 1, Chapter 18

Religious Texts

4. **Christian Oath.** The Oaths Act 1978 stipulates that Christian or Jewish soldiers taking an oath should hold a copy of the New Testament or Old Testament respectively. There is no requirement to raise the left hand whilst taking the oath.

5. **Other Religions.** In the case of a soldier who is neither a Christian nor a Jew, the oath should be administered in a manner consistent with the practices of their religion. The process and form of words described above is acceptable for all the faiths listed below. Some may wish to take the oath on an appropriate text, the details of which are given below. Religions not listed are not represented across the Army in significant quantity to warrant provision of the appropriate texts. If the appropriate text is not available, or it is not reasonably practicable to administer the oath in the manner appropriate to their religion, a solemn affirmation may be made instead⁸⁷. Recommended religious texts⁸⁸ for other faiths are:

- a. **Sikhism.** The Sacred Nitnem.
- b. **Hinduism.** The Bhagavad Gita.
- c. **Islam.** The Holy Qur'an.
- d. **Buddhism.** The Dhamma Pada.

6. Whilst taking an oath on an appropriate text is the norm, some orthodox individuals from non-Christian religions may choose not to use a text as it may be deemed inappropriate. If practicable the above texts should be available for use, but the use of the text should be at the discretion of the individual.

⁸⁷ [JSP 830](#).

⁸⁸ Texts recommended for purpose by the respective minority faith Civilian Chaplains to the Military and approved by the Armed Forces Chaplaincy Board. Further details can be found in [2008DIN01-032 – Guidelines for World Faith Prayer Rooms](#).

PART 5 – REGULAR TRANSFER WITH BASIC AND INITIAL TRADE TRAINING (RESERVED)

04.301 - 04.400. Reserved.

SOLDIER TERMS OF SERVICE



ARMY
BE THE BEST



CAPABILITY DIRECTORATE MILITARY POLICE

PERSONNEL DIRECTIVE 003 - PROMOTION REGULATIONS FOR REGULAR SOLDIERS

(Edition 2 – March 2018)

Owner: Cap MP

Sponsor: SO1 MP

Review Date: 1 Apr 19

General

1. Military Secretary is the responsible authority for the promotion of soldiers. SO2 AGC(Pro) Sldrs is responsible for all AGC(RMP), AGC (MPS) and AGC(MPGS) Soldier Promotions. The Regulations for Promotion, Ranks and Appointments are contained within Queen's Regulations (QRs) for the Army 1975, and are amplified in Army General and Administrative Instructions (AGAls) 47.

Promotion boards

2. Promotion boards are convened by SO1 AGC Sldrs to consider those soldiers eligible for promotion to the next higher substantive rank. The board will usually comprise 5 members, their task being to review appraisals against the relevant assessment criteria to select individuals for a promotion. The preferred composition of the boards is shown below. There will normally be at least one member from HQ PM(A), two from the Functional Chain and one member from within the APC though the composition of the board will depend on availability.

3. Promotion boards will be convened annually as shown in Table 1 below:

MONTH	RANK	PRESIDENT	MEMBER 1	MEMBER 2	MEMBER 3	MEMBER 4
Nov	WO2- WO1	Col Comd Sp	HQ PM(A) OF4	CO RMP Regt	CO SIB or SO1 Inv	SO1 AGC Sldrs
Jan	SSgt- WO2	SO1 AGC Sldrs	HQ PM(A) OF3	1 MP Bde OF3	1 MP Bde OF3	SIB OF3
Mar	Sgt – SSgt	SO1 AGC Sldrs	HQ PM(A) OF3	1 MP Bde OF3 or Pro SM	1 MP Bde OF3	SIB OF3
May	Cpl – Sgt	SO1 AGC Sldrs	HQ PM(A) OF3	1 MP Bde OF3 or Pro SM	1 MP Bde OF3	SIB OF3

Table 1: AGC(RMP) and AGC(MPS) Board Dates and Standard Board Members¹

¹ AGC(MPS) boards will include a minimum of one AGC(MPS) officer as member.

MONTH	RANK	PRESIDENT	MEMBER 1	MEMBER 2	MEMBER 3	MEMBER 4
Nov	WO2- WO1	SO1 AGC Sldrs	HQ PM(A) OF4	CO RMP Regt	OF4 APC	1 MP Bde OF3
Jan	SSgt- WO2	SO1 AGC Sldrs	HQ PM(A) OF3	1 MP Bde OF3	RN OF3	RAF OF3
Mar	Sgt – SSgt	SO1 AGC Sldrs	HQ PM(A) OF3	1 MP Bde OF3 or RSM MPGS	RN OF3	RAF OF3
May	Cpl – Sgt	SO1 AGC Sldrs	HQ PM(A) OF3	1 MP Bde OF3 or RSM MPGS	RN OF3	RAF OF3
Jul	LCpl – Cpl	Comd Sp SO2	HQ PM(A) OF2	RSM MPGS	RN OF2	RAF OF2

Table 2: MPGS Board Dates and Standard Board Members

4. The list of those individuals provisionally selected for promotion to the next higher rank is centrally promulgated by MS Sldrs on the 1st Thu of the month following the Board.

Principles of promotion

5. Promotion is based on the following principles:

- a. Each soldier is to be offered the best possible career consistent with their ability.
- b. Promotion is based on merit, tempered by seniority². Merit is not just based on past and present performance alone but is also assessed on an individual's potential for the next higher rank. In this way only those best qualified and most suitable for more senior rank are promoted. Past performance, leadership qualities including personnel management skills, employability and potential are positive attributes and are measured against any limitations in an individual's capabilities. Seniority is also taken into account to ensure that the soldier structure of the RMP remains in balance, but it is less important relative to merit.
- c. Employability is the ability of a soldier to operate effectively, appropriate to their rank and experience, across the full spectrum of RMP employment; in order to meet the needs of HQ PM(A) and the wider Army, on operations and in barracks, worldwide, at any time.

Promotion quotas

6. The annual quota of substantive rank promotions against overall liability for AGC(MP) is determined by DM(A) with input from the AGC E1 Manning Brick and MS Soldier Wing. Close liaison is required between SO2 AGC(Pro) Sldrs and the Manning brick to ensure that the Army Manpower Planning Liability (AMPL) quotas are not exceeded.

WISMIS/MND Temp

7. Soldiers who are MND Temp or held on the WISMIS who are eligible in all aspects for promotion will continue to be considered by the appropriate promotion board.

Acting rank

² AGAIs Vol 2 Chap 47 provides the ability to promote soldiers graded with an OPG of 'A' and 'Exceptional' for promotion one rank up earlier than they would otherwise be eligible.

8. **General.** Vacancies on a unit establishment will normally be filled by soldiers of the appropriate substantive rank. Where there is a deficiency in substantive ranks, the vacancy may be filled by granting a soldier acting rank. Acting rank cannot be granted against the higher rank of a rank-ranged appointment. Soldiers will only be granted acting rank if they are eligible for substantive rank in accordance with the rules outlined above. Col Comd Sp is the final authority for granting acting rank.

9. Acting rank confers no entitlement to subsequent selection to substantive rank and will be relinquished when:

- a. A soldier of the correct substantive rank is available to fill the vacancy.
- b. The soldier is posted to a unit where there is no vacancy in the higher rank.

Full details are contained within QRs and JSP 754 Pt1 (v23) dated 1 Oct 15.³

Rules for substantive promotion

10. The current promotion rules for each substantive rank are as follows:

a. **LCpl to Cpl⁴:**

- a. 24 months in substantive rank.
- b. Current recommendation for promotion on annual SJAR.
- c. Minimum of 12 months residual service from the beginning of the promotion year.
- d. Literacy and Numeracy Level 1.

b. **Cpl to Sgt:**

- a. 24 months in substantive rank⁵.
- b. Current recommendation for promotion on annual SJAR.
- c. Minimum of 12 months residual service from the beginning of the promotion year.
- d. JNCO CLM⁶ Parts 1, 2 and 3.
- e. Successfully passed VCIC.

c. **Sgt to SSgt:**

- a. 24 months in substantive rank.
- b. Current recommendation for promotion on annual SJAR.
- c. Minimum of 12 months residual service from the beginning of the promotion year.

³ Ch3, Sect 9 – Acting Rank, Ch3, Sect 8 – Substitution Pay.

⁴ MPGS Pte – LCpl promoted in unit Ref AGAI 46.

⁵ All Sgts are awarded a common seniority date of 2 Oct on substantive promotion in the promotion year selected.

⁶ Where, in exceptional circumstances beyond the individual's control, a NCO fails to complete the critical enabling objectives within this time-frame, an extension may be granted in blocks of up to 6 months by SO1 AGC Sldrs.

- d. SNCO CLM⁷ Parts 1, 2 and 3.
- d. **SSgt to WO2:**
 - a. 24 months in substantive rank.
 - b. Current recommendation for promotion on annual SJAR.
 - c. Minimum of 12 months residual service from the beginning of the promotion year.
 - d. WO CLM Parts 1, 2 and 3.
 - e. Literacy and Numeracy Level 2.
- e. **WO2 to WO1:**
 - a. 24 months in substantive rank.
 - b. Current recommendation for promotion on annual SJAR.
 - c. Minimum of 12 months residual service from the beginning of the promotion year.

Exceptional Soldiers

11. AGAls Vol 2 Chap 47 provides the ability to promote soldiers graded with an OPG of 'A' and 'Exceptional' for promotion one rank up earlier than they would otherwise be eligible, provided they meet all the other eligibility criteria. Commanding Officers who are considering such an OPG must consult with 1 MP Bde and inform APC beforehand in order that their grading and boarding can be ratified and sanctioned if not the soldier will be filtered out on seniority.

Filtering

12. For filtering purposes, 24 months in substantive rank will be taken from the first day of the promotion year that the candidate is considered for (1 Oct for Sgt and 1 Apr for all other ranks). Thus the earliest someone will be promoted in a promotion year is 2 Oct and 2 Apr respectively – this ensures that *all* personnel promoted within a promotion year will have the same opportunity to go the board (first opportunity will be third year in rank). For example Cpl BLOGGS is pre-selected on the May 2017 board and promotes to Sgt at the earliest opportunity - 2 Oct 17. He will not be eligible for promotion to SSgt until the Mar 2020 board for promotion between 2 Apr 2020 – 31 Mar 2021.

Voluntary Transfer (VT) soldiers

13. In addition to the promotion criteria above, VT soldiers must receive a SJAR after 6 months service and cannot go to a promotion board without a recommendation in the AGC(RMP) or AGC(MPS). All VT soldiers must have passed the Initial Military Police (IMP) course or the MPS Custodial NCO Course (CNC) respectively.

Medical

14. Those soldiers provisionally selected for promotion and who are medically graded below MFD will be subject to an employment assessment by the APC Occupational Health Adviser before substantive rank is confirmed. Soldiers who have a JMES grading of MND(Perm) must be reviewed in line with the PAP 10 process. The names of those soldiers who are provisionally selected for promotion but are MND(Perm) and have not yet been subject to the PAP10 process

⁷ As per footnote 6.

will not appear on the promotion list promulgated by MS Sldrs. Instead, on the day the board results are released their CO will receive a letter advising them of the situation and the requirement for the soldier to be subject to the PAP10 process before the provisional selection for promotion can be promulgated.

Refusal of promotion

15. Soldiers provisionally selected for promotion and who decline to accept it, remove themselves from consideration on future selection boards. They will be required to confirm their decision in writing and will not be re-considered for subsequent promotion until they rescind that decision in writing. In both cases, the declaration is to be witnessed by their CO.

Temporary suspension and de-selection for promotion

16. In accordance with AGAI 62⁸ a selection for promotion will be temporarily suspended pending completion of any disciplinary or administrative process. COs are responsible for advising SO2 AGC(Pro) Sldrs that administrative or disciplinary action is being undertaken and as soon as the administrative or disciplinary process is complete the CO should contact SO2 AGC(Pro) Sldrs providing details of the offence/failing, the finding and the punishment or sanction and whether the individual still has an unqualified recommendation for promotion. Should the individual not be found at fault, SO2 AGC(Pro) Sldrs will reinstate the promotion with original seniority.

17. To be considered for substantive promotion a soldier must have 12 months residual service, calculated from the beginning of the promotion year; therefore soldiers provisionally selected for promotion who subsequently submit Notice to Terminate before the start of the promotion year will be de-selected.

18. **FCRs.** The Formal Career Review is delivered once in a soldier's career. The FCR will be conducted at the 8 year point by the Regt RCMO or chain of command if no RCMO available. The FCR interview will ensure that the soldier is able to make well informed decisions based on up to date facts and obtain a realistic assessment of their potential within their cohort.

19. **LE Commissioning Process.** The annual timetable of events for commissioning into all AGC branches is as follows:

- a. Dec DIN published with relevant application process and other additional information.
- b. 28 Feb Applications to be with AGC Soldier Wing following formal interviews.
- c. Mid Jun Filter Board.
- d. First Thu in Jul Filter Board results promulgated.
- e. Late Sep Successful Filter Board candidates attend the AGC Late Entry Commissioning Assessment Board (3 day event).
- f. Late Sep Arms Selection Board (ASB) sits to consider the candidates for commissioning from 1 Apr of the following year.
- g. Promulgation of Results.
- h. Reserve List selections.

⁸AGAI 62 Para 62.119 - Reasons to defer a Promotion.