



ARMY

ARMY GENERAL AND ADMINISTRATIVE INSTRUCTIONS

VOLUME 2

CHAPTER 40

RECRUITMENT POLICY

This Chapter is sponsored by Personnel Policy (Army) and aims to set out the governance, provenance and ownership of Army recruiting policy in order to ensure that recruiting activity is conducted in accordance with current policy and that clear direction is given to Recruiting Branch and the National Recruiting Centre Staff responsible for its implementation. This AGAI serves as the single Service policy for Army recruitment. It is to be used in conjunction with JSP 545, QR(Army) and AGAIs, with DINs and ABNs providing secondary policy notes.

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CHAPTER 40
RECRUITMENT POLICY**

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RECORD OF AMENDMENTS

Amendment Number	Amendment Date	Authority	Amendment
AEL 78	Jan 16	Pers Pol(A)	General Update.
AEL 83	Oct 16	ARPSG	Changes to nationality and residency criteria.
AEL 83	Oct 16	ARPSG	Refresh of policy links and general nomenclature.
AEL 83	Oct 16	ARPSG	Greater clarity on the use of AFB 203.
AEL 83	Oct 16	ARPSG	Introduction of waiver for overseas qualifications.
AEL 83	Oct 16	ARPSG	Change to transgender terminology.
AEL 83	Oct 16	ARPSG	Amendment to drug and substance misuse.
AEL 83	Oct 16	ARPSG	Introduction of Offender Rehabilitation Act 2014.
AEL 83	Oct 16	ARPSG	Introduction of new Rejoin Policy.
AEL 83	Oct 16	ARPSG	Introduction of Specialist Reserve Entry.
AEL 83	Dec 17	Pers Pol (A)	Counter Terrorist Check Policy.
AEL 83	Dec 17	Pers Pol (A)	Clarification on AF B203 Policy.
AEL 83	Dec 17	ARPSG	Zimbabwe included at Annex B.
AEL 83	Dec 17	ARPSG	Clarification of British Nationality Categories.
AEL 104	Sep 18	Pers Pol (A)	General review and update.
AEL 105	Oct 18	Pers Pol (A)	Minor amendment.
AEL 106	Nov 18	ARPSG	Gambia included at Annex B. Clarification on AF B203 Policy. Changes to Commonwealth Criteria. BMI Amendment.
AEL 108	Jan 19	Pers Pol (A)	Removal of Zimbabwe from F&C list at Annex B on 7 Jan 19.
AEL 111	Apr 19	Pers Pol (A)	CW Update, CDT Change, PSSR removal and RFT(E) update for PES. General Review and Update.
AEL 116	Sep 19	Pers Pol (A)	BMI, CDT, Soldier Entrant Age, Transgender Pers Update, Reinstatement of Officers.

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VOLUME 2

CHAPTER 40

RECRUITMENT POLICY

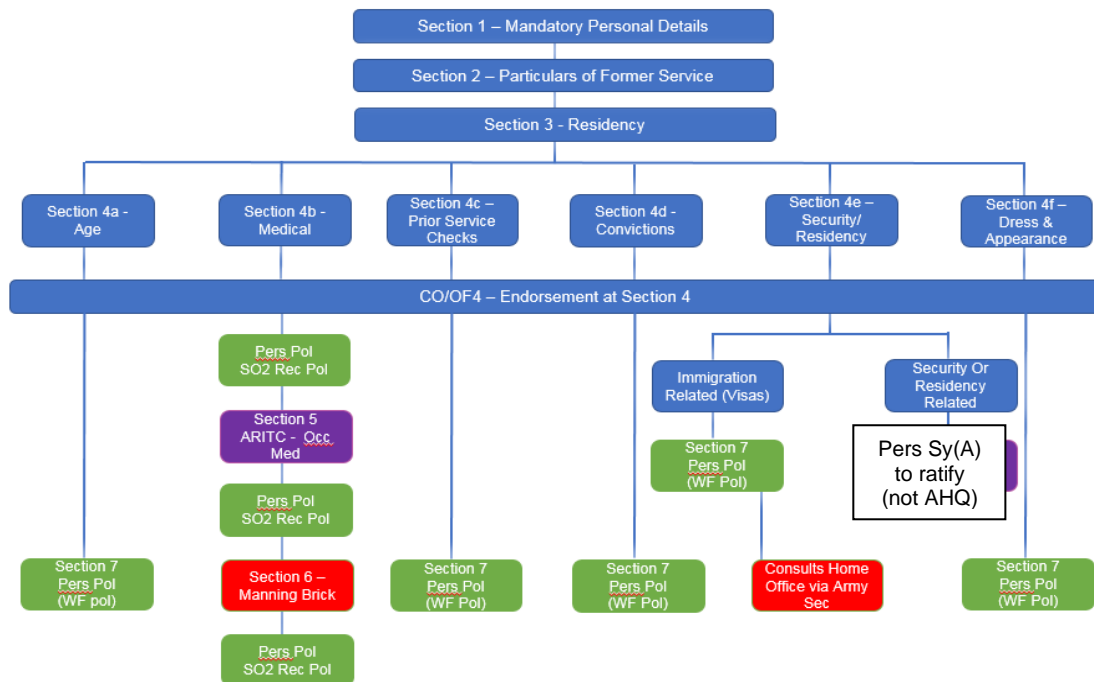
Part 1 – Introduction

40.001. Aim. The aim of this chapter is to set out the governance, provenance and ownership of Army recruiting policy in order to ensure that recruiting activity is conducted in accordance with current policy and that clear direction is given to Recruiting Group and the National Recruiting Centre Staff responsible for its implementation.

40.002. Scope. Recruiting policy exists within a variety of publications such as Joint Service Publications (JSPs), Queen's Regulations for the Army (QR(Army)), Army Commissioning Regulations (ACR), Army General and Administrative Instructions (AGAls), and Defence Instructions and Notices (DINs). [JSP 545](#) provides Tri-Service guidance on recruiting; this AGAI (Volume 2, Chapter 40) will provide the Army level direction that underpins that JSP and therefore will become the authoritative document for all other Army Recruiting Policy direction. As such it will reference the JSP where appropriate, but more importantly will provide an overview to all other policy that directs and influences recruiting activity, and will signpost the documents that underpin that activity. This document does not include E1 recruiting limitations. These are managed separately by Department of Personnel (Army) (Pers Pol (A)) and are available from Employment Branch.

40.003. Special Enlistment Waiver. Pers Pol (A) has the authority to apply a waiver to all the recruitment eligibility criteria contained within AGAI 40¹. This waiver applies to both Regular Army and Army Reserve, and to both rejoins (for soldiers) and re-instatement (for officers). [AF B203](#), which should only be used in exceptional circumstances, is a mechanism to ensure the Army is able to recruit exceptional candidates or those with specialist or highly sought after skills. The following diagram provides an overview of those who are involved in the process and at what level of authority is required at each stage.

¹ With the exception of Nationality and Residency requirements for Security Clearance which must be submitted to Hd Pers Sy (A) as the Army Risk Manager via the Personnel Security (Army) Secretariat, Imphal Barracks, Fulford Road, York, YO10 4HD.



a. **Sections 1 – 4.** Sections 1 – 4 are completed by the sponsor. Section 4 requires the sponsor to choose which element of policy they wish to apply to waive and will open only those remaining sections which are relevant to that policy area. The sponsor (usually not below OF4) must sign Section 4 and pass the AF B203 to the next user.

b. **Section 5.** For medical waivers, only, Col/SO1 Occupational Medicine (OM) at ARITC will offer an occupational medicine (OM) assessment and provide a recommendation on employment. Col/SO1 OM should then pass the form to Work Force Pol Branch, Pers Pol (A) (WF Pol) who will ensure Section 6 is completed.

c. **Section 6.** WF Pol will seek Manning Brick advice and endorsement regarding structural issues.

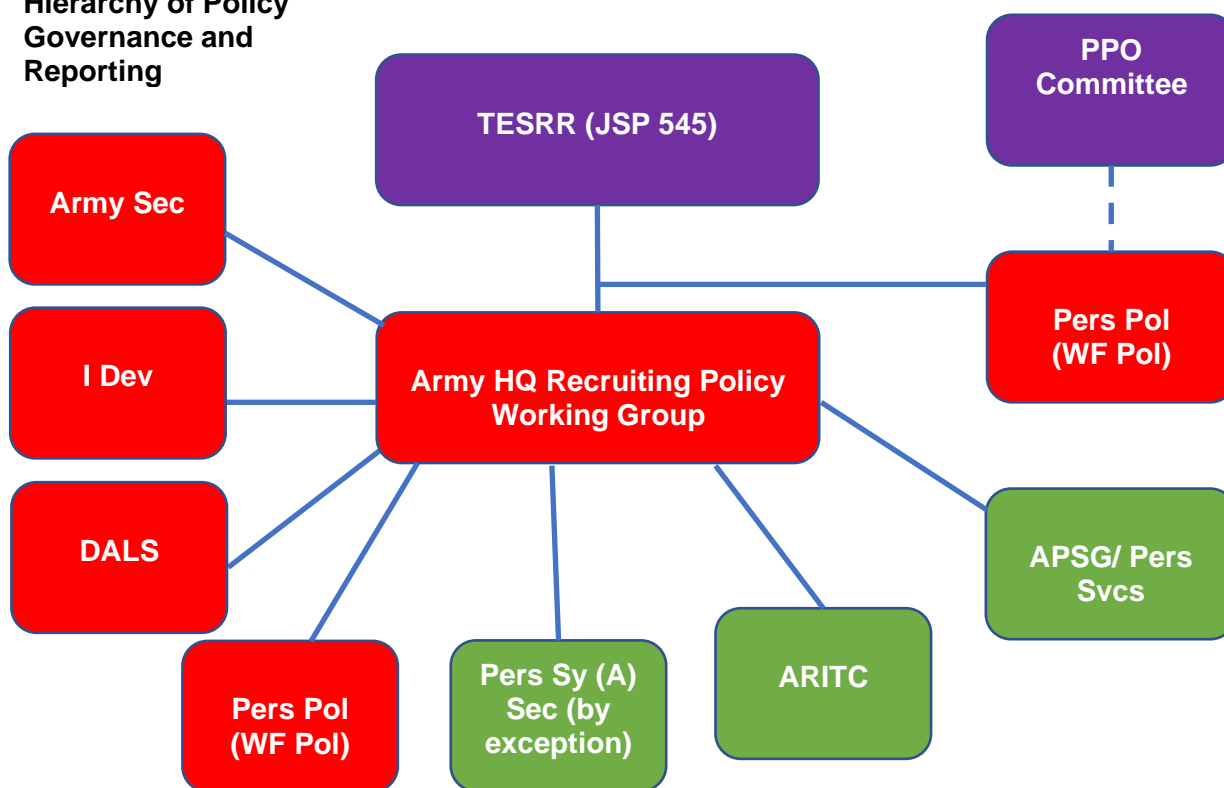
d. **Section 7.** For all waivers, the final section is completed by the Competent Military Authority (CMA). These are shown below and are generally in Pers Pol (A) with the exception of security and residency waivers, which are handled by Hd Pers Sy (A). Pers Sy (A) will only advise and provide guidance on a case-by-case basis, Section 7 to AF B203 waiver will not be completed. Unless stated elsewhere in this policy an authorised AF B203 will remain valid for 12 months.

40.004 – 40.010. Reserved.

Part 2 – Policy Governance and Assurance

40.011. Policy Governance. This AGAI serves as the single Service policy for Army Recruitment. It is to be used in conjunction with JSP 545, QR(Army) and AGAIs, with DINs and ABNs providing secondary policy notes. This AGAI (Volume 2, Chapter 40) forms part of a hierarchy of policy but principally provides the necessary direction to Army Recruiting and Initial Training Command (ARITC) Recruiting Branch (RB) to enable them to conduct recruiting activity. The governance of recruitment policy will be through the Army HQ Recruitment Policy Working Group (ARP WG) whose aim it is to develop, implement and assure Recruitment Policy in order to ensure these activities support D Pers intent to achieve full Manning. The governance hierarchy of recruitment policy is shown in the figure below:

Hierarchy of Policy Governance and Reporting



40.012. Policy Assurance. The development of recruitment policy will be managed through the ARP WG. The ARP WG will report to Hd Pers Pol (A) and will inform the TESRR² Recruiting Working Group. It may be appropriate that the ARP WG refers findings and recommendations to higher level decision making committees within the Army, chiefly the Principal Personnel Officers’ Committee (PPO), however it will also feed into the workings of the Army Careers Development Executive Committee (ACDEC) and Army Reserve Manning Delivery Board (ARMDB), the Executive Committee of the Army Board (ECAB) and the Army Command Group (ACG). The authority for the ARP WG is derived from the PPO and will operate under the oversight of Hd Personnel(A) as the Army lead for all personnel issues.

² Training and Education Standards, Recruiting and Retention (TESRR) is a staff branch within CDP and therefore will consider Joint Service policy.

40.013. ARP WG. The ARP WG will principally look at recruitment policies to ensure they are relevant and appropriate for the manning situation but, as required, it will also look across existing and emerging policies that influence, or have the potential to influence, recruiting activity in order to understand the impact of the changes and ensure they do not constrain recruiting activity unnecessarily. Pers Pol (A) has the authority to develop and, once endorsed, implement changes to personnel policy, including recruitment, employment and discharge and therefore will be the lead for the ARP WG.

40.014. Policy Development and Staffing Process. Should a change to recruitment policy be required, the proposed change is to be raised at the ARP WG for consideration. Each policy issue to be raised to the ARP WG is to have a sponsor responsible for introducing the issue, and subsequently, for ensuring the ARP WG direction is carried out. Sponsors will also be responsible for advising the ARP WG on the decisions that need to be made and the appropriate level at which this is to be done. The Chair of the ARP WG will direct the follow-on work and assign staff leads to ensure cross-branch coherence and to remove overlap and duplication.

40.015 – 40.020. Reserved.

Part 3 – Recruitment Eligibility Criteria

Security

40.021. General. All Army personnel recruited from Jan 18³, as a minimum, will undergo a Counter-Terrorist Check (CTC). In accordance with JSP 440, baseline security checks using the Baseline Personnel Security Standard (BPSS), a collective term for pre-employment enquiries made to ensure that suitability has been properly established and checked prior to Recruitment. The BPSS is the first of a number of levels of personnel security controls currently available to the MOD the others, conducted by the UK Security Vetting (UKSV) are the CTC, Security Check (SC), Developed Vetting (DV). The BPSS is not a security clearance whereas the CTC, SC and DV are all formal security clearances obtained through the UKSV process. Recruiting Group, utilising BPSS, can authorise reasonable risk against this criterion to satisfy Service Personnel requirements, and is the Recruiting Authority for all officers and soldiers, Regular and Reserve.

40.022. Requirement. The minimum security clearance that must be achieved by all Regular Army personnel (less Gurkha and other overseas applicants) prior to the completion of Basic Training is CTC. In exceptional circumstances where UKSV have been unable to progress the CTC before the completion of Basic Training a soldier may be granted a waiver to Initial Trade Training on the authority of HD Pers Sy(A) Sec. Similarly, in exceptional circumstances Regular Army Personnel requiring SC or DV whose clearances were unable to be completed before completion of Initial Trade Training may be granted a waiver into Fd Army on the authority of HD Pers Sy(A) Sec. Advice can be sought direct to Hd Pers Sy (A).

40.023. Reserves. Sponsors must apply for CTC⁴, for all Reserve personnel upon attestation, where possible. CTC vetting must be completed as soon as is reasonably practicable and no longer than 12 months from attestation. Should a Reservist subsequently fail the prerequisite required level of vetting and cannot be employed in any other CEG, or fail to have had their application successfully processed by the 12 month point, they are to be discharged under AGAI 49 or [QR\(Army\)](#), para 9.414.

40.024. Eligibility. In accordance with [JSP 440 Part 2 Leaflet 7](#) the level of security clearance an applicant is eligible to assume is reliant on residency criteria and therefore will impact upon their employability. The baseline eligibility for security cleared employment (nationality and residency issues) is as follows, and is summarised at [Annex A](#)⁵:

- a. **Baseline Personnel Security Standards (BPSS).** No residency requirements.
- b. **Counter Terrorist Check (CTC).** 3 years residency is required for all applicants. Those who have not got 3 years residency immediately prior to application may be considered by Pers Sy (A) Sec on a case by case basis for a reduced residency requirement. It is not possible to conduct a CTC without some period of UK residency.

³ In line with [DInfo/ArmyCIO/ExecOutput/97](#) Implementation Of Counter Terrorism (CT) Checks For Army Recruits, dated 22 Nov 17.

⁴ or where necessary SC/DV.

⁵ This includes British dependant territories, British Overseas citizens, or a British subject under the British Nationality Act 1981, and Irish citizens.

- c. **Security Check (SC).** 3 years residency.
- d. **Developed Vetting (DV).** In cases where individuals require DV immediately, there is a minimum of 5 years UK residency before application for British citizens and 6 years for dual British/ other nationals. Commonwealth nationals (except active 5-eyes transferees) will generally require 7.5 years' residency.
- e. **Dual Nationals.** Applications from individuals with dual nationality will be dealt with on a case by case basis. Certain combinations, for example those involving threat countries may require more than the minimum residency and will require greater consideration. These individuals should be discussed with Pers Sy (A) Sec. Those with Dual British nationality should refer to para **40.028**.
- f. **Enlisting at Risk.** All elements of the recruiting pipeline remain essential to confirming the eligibility and suitability of candidates for Army service. The single change that has been approved by COS Fd Army is to permit Regular and Reserve candidates to be enlisted and to commence training once all information gathering aspects of Pre-Employment Checks have been completed and an application for Disclosure Scotland/SC/DV/CTC has been submitted rather than preventing enlistment until the results of the application have been received. If recruits subsequently fail the prerequisite required level of vetting and cannot be employed in any other CEG they are to be discharged under [QR\(Army\)](#), para 9.414.

40.025. Entry to Royal Military Academy Sandhurst (RMAS). Officer candidates with insufficient residency for SC are permitted to start RMAS on a BPSS if they meet the criteria to apply for SC no later than the 9 month point of the course. They should undertake training with the same caveats as overseas cadets. RMAS should apply for their SC at the earliest appropriate opportunity prior to the 9-month application cut-off point of the course; the candidates should therefore receive SC prior to Initial Trade training. If they are denied SC they are to be discharged as a defect on enlistment or may be offered an opportunity to transfer to the ranks (into a trade that does not require SC).

40.026. Waiver to Security Requirements.

- a. For security requirements, see [Annex A](#).

Nationality and Residency

40.027. General. In order to be eligible for entry into the Army, candidates must either be a British Citizen (including dual nationality), an Irish or Commonwealth citizen or recruited as a Nepalese citizen under the terms of the Brigade of Gurkhas Policy Directive⁶.

40.028. British Nationality. As a rule, most individuals born on or after 1 January 1983 in the UK or a qualifying territory, and to a parent who is a British citizen or legally settled in the UK, will be British citizens. They should not be considered in the same category as

⁶ This is derived from the British-Indian-Nepalese Tri-Partite Agreement (1947).

Foreign and Commonwealth applicants as they are neither foreign nor citizens of a Commonwealth country.

a. There are 6 different types of British nationality. These are:

- (1) British citizenship.
- (2) British overseas territories citizen.
- (3) British overseas citizen.
- (4) British subject.
- (5) British national (overseas).
- (6) British protected person.

b. **Eligibility and immigration status of British Nationals.** In all cases, those with any British nationality are eligible to join the British Army. However, not all British nationalities confer the automatic right to live and work in the UK. Therefore, Regular recruits with these nationalities would have their passports stamped with 'exempt immigration controls' for the duration of their regular service. Those wishing to join the Reserves would first have to demonstrate that they have settled status in the UK (Indefinite Leave to Remain (ILR) or Indefinite Leave to Enter (ILE)) before enlistment in the Army Reserve as a secondary employment, see para **40.030**. In this sense, these types of British nationality are similar to F&C applicants but would not have to be part of any residency waiver scheme due to their British nationality. The numbers involved are likely to be small as the majority of British dependent territories citizens automatically became British citizens in 2002. All are eligible to hold a British passport and so would not face the restrictions on deployment experienced by some Irish and Commonwealth citizens.

c. **Residency and security requirements of British Nationals.** Security requirements exist entirely separately to the type of British nationality an individual holds. Even British citizens must meet the minimum residency requirements laid down in Annex C to [JSP 440 Part 2 Leaflet 7](#), dependent on role. For example, a British citizen who was born in the UK but who has lived abroad for many years (e.g. as expatriates or overseas workers) would still require a waiver if they did not fulfil the residency requirements for their proposed role in full. It is impossible to provide a clear set of eligibility for waived residency but factors will include the age of the applicant, the territory they are resident in, whether they have relatives who are resident in the UK, and their degree of financial independence.

40.029. Foreign⁷ and Commonwealth⁸. The Home Office is allowing, until further notice, applicants that have the aptitude to be employed across the Army, focussing on areas of 'greatest manning need', within the limits of National Security Vetting (NSV) restrictions. The number of places and trades available will be subject to change and

⁷ The term foreign relates to candidates with Irish citizenship.

⁸ A list of Foreign and Commonwealth countries, as determined by the [Council of Commonwealth Heads of Government](#), is at [Annex B](#).

coordinated, in accordance with Home Office direction, by Pers Pol(A). Until further notice, there is no requirement to demonstrate prior UK residency when completing applications to enlist.

40.030. Army Reserve Applicants. A candidate will normally be eligible if:

- a. They are a UK Citizen and hold a full British Passport or are an Irish citizen resident in the UK, **or**:
- b. They hold Commonwealth citizenship and have Settlement (Indefinite Leave to Remain (ILR) or Indefinite Leave to Enter (ILE)⁹) in the UK at the time of application to join¹⁰ and will be resident in the UK on enlistment¹¹. Citizens of the Republic of Cyprus and Malta may join the Reserves without Settlement (ILR/ILE) as EU citizenship confers the right to live and work in the UK. They currently require CTC and therefore 3 years of residency.
- c. They hold a Foreign or Commonwealth nationality provided that they have had at least 4 years' reckonable service in the Regular Army and have Settlement (ILR/ILE), and will be resident in the UK on enlistment¹².
- d. **Reserve Service.** Persons serving in the reserve of the Royal Navy, Royal Marines, Royal Air Force or the Police Service of Northern Ireland (PSNI) may not enlist unless approval has been given by the appropriate department of the Ministry of Defence to the officer in charge of the authority administering the reservist. Approval is to be obtained by the unit by a submission in the form of the memorandum shown in AFE 20034.
- e. **Merchant Navy.** Members of the Merchant Navy may enlist only if the unit is satisfied that the candidate can reasonably be expected to fulfil their training liabilities and be available for mobilisation.

40.031. Citizens of Botswana. Botswana is a Commonwealth country. However, the Botswana Government has ruled that their citizens are not permitted to join the Armed Forces of another country. Those that do will face arrest and subsequent prosecution should they return to Botswana unless they are in possession of a Presidential letter of authority providing them with exemption. As such:

- a. Recruiting Group **must not recruit citizens from Botswana who do not have a Presidential letter of authority.**

40.032. European Union citizens. EU citizens are not eligible to join the UK Armed Forces with the exception of Ireland, which enjoys special status, and Cyprus and Malta, which are Commonwealth countries.

⁹ ILR and ILE are the same immigration status and are known as 'settlement'.

¹⁰ Those resident overseas can begin the application process as long as they fulfil all the other criteria and have Settlement.

¹¹ UK, Isle of Man, Commonwealth and Republic of Ireland citizens resident in Germany (including a BFPO addresses) may enlist into 412 Troop RE Army Reserve. UK, Commonwealth and Republic of Ireland citizens resident in the Channel Islands may enlist into the Jersey Field Squadron RE (M).

¹² UK, Commonwealth and Republic of Ireland citizens resident in Germany (including a BFPO addresses) may enlist into 412 Troop RE Army Reserve. UK, Commonwealth and Republic of Ireland citizens resident in the Channel Islands may enlist into the Jersey Field Squadron RE (M).

40.033. Passport Validity. Overseas applicants must hold a passport valid for 2 years¹³ on application and 18 months on enlistment.

40.034. Waiver to Immigration Status and Residency Requirements. From 16 Nov 18 onwards and until further notice, there is no requirement to demonstrate residency for CW and British Overseas Territory Citizens (BOTC) applicants. Following a change in Defence security policy from 1 Jan 18, all Army entrants (less Gurkhas) require a National Security Vetting (NSV) standard of Counter Terrorism Check (CTC) on enlistment. CTC requires an individual to have been resident in the UK for up to three years to accrue sufficient background information for the check to give the necessary level of assurance. To unlock this barrier, the Army will conduct an alternative assessment, Entry CW Security Standard (Entry CWSS), which is similar to the current Basic Personnel Security Standard (BPSS). Entry CWSS will be used to screen and provide assurance until a full CTC is conducted, no later than the 3rd anniversary of the individuals' enlistment date. All CW and BOTC SP are to be carefully monitored and tracked throughout their service to the point in which they acquire the appropriate level of NSV. In addition, rigorous ID checks will be carried out at multiple points within the Recruiting Pipeline, ensuring the applicant/candidate/recruit is the individual to whom the Letter of Invitation was issued. From arrival at Basic Training CW and BOTC SP will be clearly identified on JPA using the 'Assignment Restrictions'¹⁴ tag, throughout their career until the point in which they have obtained the minimum NSV level of Security Clearance.

Age

40.035. Soldier Entrants. The minimum age a person may begin the formal selection process for the Regular Army is 15 years 7 months. Furthermore, a person may not be enlisted before the age of 16.0 years and before officially leaving school. Other than those enlisting to RCAM and the QARANC, candidates for the Regular Army must not exceed the age of 36.0 on the date of enlistment. RCAM candidates may be 36 yrs 11 months at the date of enlistment.

40.036. Parental Consent. In accordance with [JSP 830 Part 1 Chapter 18](#), for a person under the age of 18 years to enlist in the Army, signed consent¹⁵ of either parents, a guardian or person with parental responsibility must be obtained before the application can proceed. By exception, if a candidate arrives at the Army Careers Centre for the Army Brief/Interview without consent, the Careers Adviser may phone the parent and request email confirmation to continue with the meeting. If no confirmation can be obtained, the meeting must be cancelled and re-scheduled when consent can be provided. In extremis, a recruit over the age of 16 years and under the age of 18 years may be enlisted without anyone's consent if no appropriate person exists.

40.037. Care and Supervision Orders. Candidates who are the subject of care or supervision orders which have been made for reasons other than for the committing of a crime, eg because of parental neglect or in need of care and protection, may be

¹³ Reduced from 4 years on ARPWG direction. [DM\(A\)/15 Policy Recruiting Pol dated 23 Mar 16](#) refers.

¹⁴ JPA Request for Change has been submitted; this option is currently not available; once live on JPA, PERS POL(A) will inform all stakeholders.

¹⁵ Recruiting Branch administer consent forms, which require a parental 'wet' signature, returned to RB who scan and record for audit and assurance.

considered for entry before the court order has run its full course, provided they appear suitable in all other respects, and possesses a Letter of Recommendation from the Local Authority. The Local Authority letter of recommendation is held electronically on recruitment ICT. Signatories to the letter of authority are as follows:

- a. Where the candidate is the subject of a Care Order the only signature required is that of the person authorised by the Local Authority concerned.
- b. Where the candidate is the subject of a Supervision Order, the signature of a person authorised by the supervising authority is necessary in addition to the signatures referred to above. The date of expiry of the order is also to be given.

40.038. Officer Entrant. As a rule, all civilian candidates seeking a commission in the Regular Army should be over 17 years and 9 months and under 30 years on entry to RMAS. Exceptions apply to Officer entry to Welbeck (14yrs) and Army Officer Scholarship Scheme (15yrs). Confirmed cadets will be accepted on a case by case basis up to the age of 16.

40.039. Reserves. Guidance on the age of entry for the reserves is contained in Reserve Land Forces Regulations, the key points to note are as follows:

a. **Minimum Age.**

(1) **Reserve Officers.** The minimum age for appointment to a commission is 18 years (21 years for QARANC). All Reserve officer candidates must be over 18 years old before they attend AOSB Main Board. Exceptions apply to those applying to complete a Gap Year Commission.

(2) **Reserve Other Ranks.** The minimum age for soldier entry into the Army Reserve is 18 years; candidates may now apply online 3 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. Responsibility for nurturing under 18 (U18) Reserve candidates lies with the National Recruiting Centre Candidate Support Managers and the Army Careers Centres. U18 candidate nurturing is to take place under the direct supervision of Disclosure and Barring Service cleared staff at ACCs or Outreach Teams. Only once the candidate has reached the age of 18 years are Reserve units to take on the role of nurturing.

b. **Maximum Age.** For Reserve Group A soldiers and officers, the maximum age for enlistment is as follows:

(1) **Reserve Officers.** The upper age limit for appointment to DE commissions on entry to RMAS on Module C of CC(S) is the day before the candidate's 50th birthday.

(a). Candidates who have previously held a commission in the Regular or Reserve Forces of the Crown or the Commonwealth may be considered on a case-by-case basis by the relevant A&SD and authorised by Head

Personnel (Army) up to the day before their 57th birthday in order for a 3 year assignment to be completed.

(b). The upper age limit for Specialist Commissioning is the day before the candidate's 55th birthday.

(c). The upper age limit for a soldier commissioning through the Senior Soldier Entry (SSE) process is the day before their 50th Birthday.

(2) **Reserve Other Ranks.** The upper age limit for civilian enlistment is the day before the candidate's 43rd birthday. The upper age limit for serving and ex-Regular/Reserve soldiers is the day before the candidate's 52nd birthday. The upper age limit for civilian candidates seeking a specialist entry into the Army Reserve is the day before the candidate's 50th birthday.

Medical and Physical Entry Standards

40.040. Medical. Medical examiners (ME) are to refer to the detailed guidance on recruitment medical standards and grading of candidates contained in [JSP 950 Part 1 Leaflet 6-7-7](#) Section 4. [AGAI 78](#) contains further detail on the entry and retention requirements for Officers (Chapter 3) and Soldiers (Chapter 4). Pre Service Medical Assessment (PSMA) is to be conducted by Recruiting Group medical staff for all streams covered under the RPP Demand Plan. PSMA re to be conducted at Assessment Centre (ACs) or similar ARITC facilities.

a. **Serving Soldiers and Candidates who left Regular Service less than 12 months prior to application into the Army Reserve.** Current or discharge grading of Medically Fully Deployable (MFD) or Medically Limited Deployable (Permanent) (MLD(P)) is acceptable. Candidates will not need to undertake a medical.

b. **Candidates who left Regular Service more than 12 months and less than 6 years prior to application in the Army Reserve.** Discharge grading MFD or MLD(P) is acceptable. The candidate will complete the National Recruiting Centre (NRC) online medical questionnaire¹⁶ which seeks to identify whether the candidate meets the Army medical eligibility criteria¹⁷. The NRC will arrange a physical medical examination for the candidate at one of the Assessment Centres around ¹⁸. Cost for travel by public transport will be met by the NRC.

40.041. RFT(E).

a. **General.** The Role Fitness Test on Entry (RFT(E)) test protocols and standards are owned and set by Prof Dev. They are summarised at Annex C to this AGAI. RFT(E) is to be conducted at Assessment Centre (ACs) or similar ARITC facilities and is to be conducted and supervised in line with current physical testing policy. Soldier (Regular and Reserve) candidates will be required to meet the RFT(E)

¹⁶ OCED – on-line candidate eligibility declaration; OCMD on-line candidate medical declaration.

¹⁷ JSP 950.

¹⁸ Medicals are conducted at Assessment Centres at Belfast, Glencorse, Lichfield, Pirbright and AOSB.

standard for whichever capbadge and trade they are seeking entry into. DE officer candidates (Regular and Reserve) will be required to meet the GCC RFT(E) standard. PQO candidates will be required to meet the appropriate RFT(E) standard for whichever Corps they are seeking entry into. Candidates who cannot attempt RFT(E) due to an unknown SCT status may not progress to training until either their SCT status is known and they are able to conduct the RFT(E) or they have completed the appropriate physical training build up package through the Soldier Development Course (SDC) or a similar pathway.

b. **RFT(E) and rejoiners.** Any rejoiner candidate who is moving from one capbadge or trade to another which has a higher RFT(E) standard, including a Regular capbadge to a different Reserve capbadge, will be required to complete an RFT(E) and will be required to meet the RFT(E) standard for whichever capbadge and trade they are seeking entry into. Candidates who fail to meet the RFT(E) standard are to be offered a re-test in accordance with para 40.043. If they fail to meet the appropriate standard again their application is not to be allowed to proceed and they are to be advised to seek an alternative capbadge or trade.

c. **RFT(E) Re-Testing.** Where an applicant fails to gain the necessary result for their preferred capbadge or trade, and provided that in all other respects they are suitable for that role, Assessment Centre Interviewers may defer the applicant for a RFT(E) re-test. Applicants must repeat all parts of the RFT(E) not just that in which they have failed to gain the correct result. RFT(E) re-tests can be attempted subject to:

- (1) A minimum deferral period of 14 days between tests.
- (2) Agreement from the Physical Training Instructor that there is a reasonable chance of success. This may include a recommendation for a specific period of remediation, which is not to exceed 6 months.

40.042. Body Mass Index (BMI). Agreed Joint Services entry standards for BMI, a measure of the ratio of weight (kg) and height (m) recorded in units of kg/m, are described in detail in [JSP 950 Part 1 Section 3 Annex C](#). Joint Medical Policy allows for single Service adjustments during selection through single Service Medical Entry Staff. With the endorsement of SHA(A) and Col OM, the Army applies a degree of flexibility in BMI standards in order to maximise the number of suitable applicants progressing through the recruitment process. This flexibility is based on a candidate's full Body Composition Measurement (BCM) consisting of Waist Circumference (WC) together with BMI, and their associated risk of long-term ill-health based on NICE guidelines¹⁹.

40.043. BMI, WC and RFT(E) Entry Standards for Basic Training and Commissioning Course (CC)²⁰. All candidates with a BMI of between 18.0 and 29.9 who pass RFT(E) may proceed direct to Basic Training. Candidates with a BMI Between 30.0 and 32 need to have WC measured. Those with a WC of up to 98cm in males or up to 84cm in females may proceed to Basic Training providing they passed all elements of RFT(E). Those with a BMI of 32.1 to 33.5 and a WC of 98.1 to 101.9 cm in males or 84.1

¹⁹ [NICE Guidelines](#).

²⁰ This policy does not remove the ability for SPSOs to waiver candidates, providing their BMI is below 33.6.

to 87.9 cm in females may proceed to attend the Soldier Development Course (SDC) for soldiers eligible for Standard Entry, or the Leadership Development Course (LDC) for Officers, providing they passed all elements of RFT(E). To enable subsequent qualification to attend basic training the BMI is to be reduced below 32.1 (WC for males \leq 98 cm, WC for females \leq 84 cm). Table 1 below gives more clarity on the candidate types and route to Basic Training or Commissioning Course.

Ser	Candidate Type	BMI Range	Waist Circumference	RFT(E)	Destination
(a)	(b)	(c)	(d)	(e)	(f)
1	Male & Female SE	18 - 29.9	Not required	PASS	Direct to Basic Training
2	Male SE	30 - 32	\leq 98 cm	PASS	Direct to Basic Training ²¹
3	Female SE	30 - 32	\leq 84 cm	PASS	
4	Male SE	32.1 - 33.5	98.1 - 101.9 cm	PASS	Load to SDC or LDC
5	Female SE	32.1 - 33.5	84.1 - 87.9 cm	PASS	
6	Male & Female SE	\geq 33.6	N/A	PASS or FAIL	Fail / MPC Recommendation

Table 1: Entry Standards for Basic Training, Soldier Development Course (SDC) and Leadership Development Course (LDC).

40.044. Standard Entry Soldier Selection. Medical Examiners (ME) at the Pre-Service Medical Assessment (PSMA) are authorised to allow candidates of 18 years of age²² and over to proceed to day 2 of the soldier selection to conduct the 2km run (RFT(E)) when they are deemed medically fit and have a BMI no greater than 33.5 and no less than 18.0. This direction does not remove the requirement for the candidates to ultimately meet the Joint Standard prior to entering service and starting Basic Training.

a. **Reservist Medical Boards.** A full medical board, conducted under the terms of AGAI 78 Army Medical Employment Policy Appendix 4, and requested through a Regional Occupational Health Team within Defence Primary Health Care, is to be held on all applicants who are in receipt of a disability pension of 20 per cent or more, from whatever source, or who were discharged from former service on medical grounds.

b. All previous medical documents are to be made available to the board who, after completion, are to record their finding on F Med 23 and complete App 9 to AGAI 78 Army Medical Employment Policy.

c. On completion of the medical board, all medical documents and AFB 203 are to be passed to the Comd Med at Div HQ for a ruling. If an applicant is accepted for

²¹ *Candidates may still be at high risk of injury. Monitoring required for drops in performance that may be attributed to having a high BMI/WM.

²² Candidates who are under 18 must have a BMI of 17 - 29.9. They are not eligible for waist circumference adjustment or SDC loading.

service, the unit is then to submit the documents, with the other enlistment documents, to the relevant recruiter for further action.

Reservist Below Medical Standard.

d. **Medical Procedures.** Candidates who declare medical histories during the recruiting process which require special consideration on medical grounds (eg a need for specialist opinion and/or Service occupational medicine assessment) will be identified in the application process and managed appropriately by the National Recruiting Centre. All ranks can attend Arms Selection Boards without having undertaken a medical examination, but a medical examination is required before undertaking physical selection tests.

e. **Professionally Qualified Applicants (Soldier entry).** Application for Special Enlistment Authority for professionally qualified individuals who are below normal entry criteria must be made using the Army Form (AFB203) procedure. The Chain of Command is to submit documentation via the respective Head of Capability to Pers Policy (A) for consideration. Applicants are not to be attested until Pers Policy (A) has given authority.

40.045. Maternity Policy and Recruitment. The Army's overarching policy for the management of pregnant personnel, including during recruiting and selection, is that *women are not to be treated less favourably because they are pregnant or for any other reason connected with pregnancy*. Medical entry policy for pregnancy is covered in Annex J to Section 4 of [JSP 950 Part 1 Leaflet 6-7-7](#). Candidates who declare pregnancy prior to enlistment are unfit for service and should have their application deferred for the period specified in JSP 950²³. Those who declare they are pregnant after enlistment should be graded L4E6 and managed in accordance with current single-Service policies.

40.046. Waiver to Medical Entry Standards. Exemptions to the medical entry standards may be granted by Pers Pol(A) in exceptional circumstances and as a mechanism to ensure the Army is able to recruit exceptional candidates or those with specialist or highly sought after skills. Applicants for Professionally Qualified Officer (PQO), Specialist Reserve Officer (SRO), Professionally Qualified Soldier (PQS) roles, Bandsmen or technical CEGs on the Regular Army Targeted Loading Group (TLG) are more likely to be applicable to this definition. From 1 Sep 18 candidates who have completed Basic and Initial Trade Training but do not meet the minimum medical standard of MFD by in-Service standards will no longer be considered for waivers into Fd Army on the AF B203 - Application for Special Enlistment Authority. Such applications must be made using the [AF B203A](#)²⁴ - Application for Medical Employment Waiver on Initial Assignment, this is a [AGAI 78](#) directed process. Applications made using the [AF B203 - Application for Special Enlistment Authority](#) should be staffed to WF Pol in the first instance. The process is as follows:

Stage 1. Sponsors input.

²³ This is subject to regular review and therefore the period of deferral is not specified here.

²⁴ By exception, and during periods when ARITC Occ Med SMOs are not available, Initial Trade Training (ITT) officers and soldiers can be assigned to their respective units with prior approval from WF Pol. For this to take place, the unit MO and both CO's must have agreed to the assignment at medical risk.

Applications are to be sponsored by the receiving Commanding Officer who will be responsible for employing the individual in their unit. The sponsor is required to complete Sects 1-3 and pass the application to the Assessment Centre (AC) ME. It is essential that the sponsor incorporates adequate detail on progress to date in terms of the medical screening process and as much justification as possible in order to provide sufficient information for an occupational medical recommendation to be offered. The minimum information required includes:

- a. Proposed duties and responsibilities.
- b. Proposed hours and patterns of work.
- c. The precise proposed role and location.
- d. Any special requirements of the proposed role.
- e. Sponsors must also ensure that all application have been fully medically screened and assessed through the normal NRC application process. This includes exhausting all appeal options and in most cases, will require completion of a face-to-face medical (PSMA). These are essential preliminary information gathering stages that will inform the eventual Army Recruiting and Initial Training Command (ARITC) Occupational Medicine (OM) recommendation. **However, if it is unequivocally fixed from the outset that a Level 2 appeal will not be upheld, ARITC OM would welcome early dialogue with the sponsoring unit.**

Stage 2. The AC (or equivalent) ME completes Sect 4b with non-medical in confidence details.

Stage 3. The sponsor must then sign the application at Sect 4b before forwarding to WF Pol in Pers Pol(A).

Stage 4. WF Pol will conduct review the application to ensure policy compliance, returning it to the sponsor where additional input to stages 1-3 is necessary, before forwarding to Col/SO1 OM at ARITC.

Stage 5. Col/SO1 OM will complete Sect 5 with recommendations and either support or not support the waiver before returning it to WF Pol who will forward to the relevant manning representative.

Stage 6. The manning representative will comment on structural issues within the relevant rank / trade including:

- a. Current manning in the CEG/trade cohort and sponsoring unit.
- b. The likely gainful employment of the candidate in their CEG/Trade role given the maximum permissible JMES indicated.
- c. The likelihood of career advancement in trade, completion of CLM and promotion.

- d. Any other specific information that the Manning Brick feels appropriate to shape and inform the final Empl decision whether or not to permit the sponsor to employ the candidate.

and either support or not support the waiver before returning the waiver to WF Pol in Pers Pol(A).

Stage 7. WF Pol will review the case before endorsing or rejecting the application. The final decision will be sent to the sponsor, ARITC OM and manning representative. Where an application is upheld the ARITC OM recommended JMES is the highest possible medical grade in which the candidate can be employed without MO consultation with Col/SO1 OM ARITC. It is the sponsor's decision whether to then proceed if authorised to do so, if the candidate is recruited, a copy of the [AF B203 - Application for Special Enlistment Authority](#) must be uploaded into the PPMIS documents library. It is the sponsors responsibility to communicate Pers Pol (A)'s employment decision to the applicant.

Unless otherwise stated by Pers Pol (A) on an approved AF B203, the waiver will remain valid for **12 months** from the date of authorisation²⁵. The AF B203 is not the appropriate mechanism for the submission of applications from Serving personnel for Late Entry Commission in the Regular Army²⁶ or Senior Soldier Entry Commission into the Reserves²⁷.

40.047. Height Requirements. Due to anthropometric considerations, the minimum height for entry to the Army is set at 155cm²⁸. Certain Job Codes and Career Employment Groups (CEG) are exceptions to this rule as follows:

Ser (a)	Arm/Service (b)	Height Minimum/Max (c)
1	AAC Aircrew	167 - 193cms.
2	RLC Chef, Mariner, Ammo Tech Postal & Couriers and Mov Con	148cms
3	RCAM	148cms
4	AGC (SPS)	148 cms

40.048. Waiver to Height Requirements. There may be occasions where a candidate is just under the minimum, and they are declared "committed" to a particular employment. Exemptions to the height requirements may be granted by Pers Pol (A) and applications are to be made using the [AF B203 - Application for Special Enlistment Authority](#) in consultation with the relevant SPSO.

²⁵ After which L5 graded individuals will need to further apply for retention in line with the extant medical employment policy.

²⁶ Such application should be made in line with [2018DIN01-022](#).

²⁷ Such application should be made directly to PERS POL(A) Pol in line ACRs, Part 2, SSE pathway.

²⁸ MAN SV acceptance User Requirement was stated as operators need to be within 5th to 95th percentile.

Education Selection Standards

40.049. Officer Entrants' Educational Standards. The Universities and Colleges Admissions Service (UCAS) system for Direct Entry officers (Regular and Reserve) is set at 72 UCAS points. The number of subjects that contribute to UCAS 72 is restricted to the candidate's best three subjects with a minimum of two subjects at National Level 3 or National and International equivalents. A first degree is no longer accepted as an automatic waiver to UCAS attainment. New Level 3 Qualifications, T Levels, will be introduced from Sep 2020 and will attract UCAS tariff points. The lowest grade pass for a T Level will attract 72 UCAS tariff points, meaning a T Level qualified candidate will meet the academic standards.

40.050. Soldier Entrants' Educational Standards. In line with Section 6.2 of [JSP 822](#) the Army adopted Functional Skills (FS) awards in Sep 12 as the measure for demonstrating Literacy and Numeracy (L&N) skills attainment²⁹. The L&N standards for entry are shown in the following table:

Timing	Minimum Standards		
	FS (English)	Speaking & Listening	FS (Maths)
Regular (On enlistment) ³⁰	EL2	L1	EL2
At start of Initial Trade Training	EL3	L1	EL3
Reserves & MPGS ³¹	EL3	L1	EL3

In addition, Mandatory Academic Qualifications (MAQ) for certain employment categories are set by the respective Heads of Capability and the detailed standards are contained within the relevant Arms/Corps job profiles on recruitment ICT for both Regular and the Reserves. MAQs are normally shown as English qualifications on the job profiles, but equivalent qualifications are also accepted. Applicants who have not completed secondary education (due to expulsion or traveller lifestyle) may be processed providing they pass all mandatory entrance tests. The selection and testing process is owned by RB and includes the following:

- a. **Employability Aptitude Test.** A candidate's eligibility to train for a role will be determined by the results achieved in the Employability Aptitude Test. The test score determines the General Trainability Index (GTI) of an individual which in turn links to the CEG entry standards. A test score is valid for 24 months. These entry standards are set by the Heads of Capability and are given directly to ARITC. Current

²⁹ Functional skills are defined as "the core elements of English, mathematics and ICT that provide an individual with essential knowledge, skills and understanding to enable them to operate confidently, effectively and independently in life, education and work." The MOD has adopted FS provision and awards for all Armed Forces personnel, wherever they are stationed – unless local arrangements make this impracticable and appropriate equivalent qualifications are available and acceptable to Service requirements.

³⁰ In accordance with MOD (TESRR) direction, ARITC retains the flexibility to adjust recruit entry standards to meet Army requirements. This flexibility is given on the assurance that the minimum L&N standards for all those joining Phase 2 training will be enforced and delivered, within resources.

³¹ Whilst Regular soldiers have the duration of their Phase 1 training to reach EL3, Reserves and MPGS do not and therefore are required to join at a higher level for both L&N.

requirements are contained in [Annex D](#). Candidates can attempt the Employability Aptitude Test a maximum of three times and there must be a minimum of 28 days between tests.

b. **Functional Skills Assessment (FSA).** Unless exempt (previous attainment of A*-C³² in English and maths), the Army requires all candidates, including those for the Army Reserve, to undertake Functional Skills Initial Assessments to establish their level of literacy and numeracy. Regular candidates must achieve Entry Level 2 or above. Army Reserve candidates must achieve at least Entry Level 3. All those with literacy or numeracy skills assessed at EL1 or below, irrespective of finishing on time or not, are to be deferred entry. Candidates must also pass the English Speaking and Listening Test at Level 1 or above. Testing is carried out at the Assessment Centre (AC) and test results are only valid for 24 months from the date of the pass. Candidates can attempt the FSA a maximum of three times and there must be a minimum of 28 days between tests.

c. **Technical Selection Test (TST).** In addition to the British Army Recruit Battery (BARB) test, those applicants considered eligible for a technical CEG will be required to take the Technical Selection Test (TST). The respective Capability/Arms and Service Directorate will set the TST and the outcome of this will confirm a candidate's suitability for technical training and hence the score required varies depending on the CEG the applicant is entering. Candidates can attempt the TST a maximum of three times and there must be a minimum of 28 days between tests. Any rejoiner candidate who is moving from one capbadge or trade to another which is classed as technical, including a Regular capbadge to a different Reserve technical capbadge, will be required to complete a TST. The outcome is to be recorded on DRS and the candidate is to meet the appropriate standard for the new capbadge, otherwise their application is not to be allowed to proceed and they are to be advised to seek an alternative capbadge or trade.

On failing a third attempt at any of the educational assessments, a candidate's application is to be rejected. A minimum of 12 months must then pass before a candidate can re-start the application process.

40.051. Academic Qualification Waiver. AOSB civilian entrants who fall into the following categories may, if they are otherwise of a very high standard, be considered by the AOSB Senior Educational Advisor³³ for a qualifications waiver on a case by case basis:

- a. Applicants unable to meet the educational entry standard (180 UCAS).
- b. Applicants who are unable to prove their academic credentials. (Noting that 'certified statement of results' will be accepted in lieu of original academic qualification certificates).

³² From 2017, students in England will sit reformed English and Mathematics GCSEs graded from 9 (highest) to 1. The equivalent of A*-C will therefore be grades 9-4.

³³ This does not require PERS POL(A) endorsement.

- c. Applicants who have been educated overseas and are unable to prove their academic credentials³⁴.

Diversity and Inclusion

40.052. General. The Army is committed to the continuing development and use of Service policies, practices and procedures which, within the framework of the law, seek to eradicate discrimination against any group or individual, whether military or civilian, on unlawful grounds. Every possible step is to be taken to provide genuine equality of opportunity to all personnel, and all who seek to undertake a career in the Army.

40.053. Key Tenets. The key tenets of the Army policy on D&I are covered in [AGAI 75](#), and is owned by PERS POL(A) Employment Branch. It covers compliance with the Equality Act 2010 and the Army's obligations under the Public-Sector Equality Duty which require action that seeks to eradicate discrimination and advance and promote equality of opportunity. It also provides the definitions, policy and guidelines on the personal characteristics that are protected in law, and to which the Army must comply. These include:

- a. Race.
- b. Religion, belief or non-belief.
- c. Gender.
- d. Sexual Orientation.
- e. Gender Reassignment.
- f. Marriage and Civil Partnership.
- g. Pregnancy and Maternity.

Customer-facing recruiting and selection staff are uniquely positioned to present the Army as a demonstrably inclusive employer, committed to identifying real talent and potential. This requires them to understand and challenge their own prejudices and unconscious bias³⁵ to ensure they do not discriminate, nor make snap judgements on suitability based on unprotected characteristics such as socio-economic group, appearance or background. ARITC are to ensure that all such staff are appropriately trained.

40.054. Transgender Personnel. The policy for the recruitment and management of Transgender personnel in the Armed Forces is laid down in [JSP 889](#) and must be referred to in all cases during the processing of any transgender applicant. Potential recruits may reveal that they are transgender or be found to be undergoing, or to have completed, treatment at the initial medical examination. Applications to join the Armed Forces from transgender people should be processed in the same way as any other application. It

³⁴ Candidate Support Managers for individuals from overseas can apply to UK National Recognition Information Centre (NARIC) to have their qualifications assessed and a statement of comparability issued. More detail is available from <https://www.naric.org.uk/naric/>

³⁵ Unconscious bias is a bias that happens automatically and is triggered by our brain making quick judgments and assessments of people and situations, influenced by our background, cultural environment and personal experiences.

would be unlawful to reject an applicant because he or she is a transgender person but they must meet the medical entry standards. Advice should be sought from the Army D&I policy lead, SO1 Diversity in Pers Pol(A).

Dress and Appearance

40.055. General. Detailed guidance on Dress and Personal Appearance is contained in [AGAI 59](#).

40.056. Religious Dress. The Armed Forces recognise different religious beliefs and equally the need to observe specific codes of dress in accordance with particular religions. Special religious and cultural considerations for wearing uniform are contained at Annex B of [AGAI 59](#).

40.057. Tattoo and Body Modification. The policy on tattoos and body modification is owned by Army Pers Cap (Pers Svcs) and is contained in [2015DIN01-058](#). It is Army policy that a person with tattoo marks which, because of size, position or nature, are unacceptable and detrimental to the Service may be ineligible for enlistment, re-enlistment or continued service in the Army. Similarly, certain piercing, because of size, position or nature, may render a person ineligible for enlistment, rejoin or continued service in the Army. Unacceptable tattoos may result in an application being made for discharge under [QR\(Army\)](#), Paragraph 9.414 (Services No Longer Required). Further guidance is provided in the ARITC RB (PST) Tattoos and Piercings Booklet.

40.058. Waiver to Dress and Appearance. A case can be made to Pers Pol (A) on an [AF B203 - Application for Special Enlistment Authority](#) to waive dress and appearance requirements where it is in the interests of the Service to do so. This may apply in cases where applicants possess specialist or highly sought after skills.

Financial Considerations

40.059. Security Clearance and Credit Reference Check. Only candidates requiring security clearance will automatically receive a financial background check, which may or may not result in the candidate being given security clearance. It must be remembered that while financial difficulties may not constitute a security risk, they may be an indication of conduct which is incompatible with service life. As part of the security clearance, a credit reference check for all candidates over the age of 19 years is required. The check may reveal serious financial difficulties and the existence of any unpaid County Court Judgements against a candidate.

40.060. County Court Judgements. Existing County Court Judgements (CCJ) (England and Wales) or Decrees (Scotland) are not a bar to enlistment. Applicants are to provide evidence to recruiting staff of compliance with any CCJ payment plan.

Discipline and Conduct

40.061. General. Discipline and conduct is a complex area affecting recruitment and is based on an array of MOD policy, single Service policy and legislation. Recruitment staff are to ensure they fully understand the relevant JSPs, AGAIs and Acts governing eligibility, safeguarding and rehabilitation, which are hyperlinked in this AGAI wherever possible.

This will ensure that the Army complies with legislation but also does not exclude candidates unnecessarily.

40.062. Pre-employment Referencing and Employer Consent. References are no longer required as part of the pre-employment check process, excluding professional references. The Army Reserve does not require Civil Servants and Public Service employees to obtain employer consent when joining the Army Reserve. The Army Reserve only requires Reservists to notify their employers of their enlistment. The requirement for Sponsored Reservists and High Readiness Reservists to gain employer consent remains extant³⁶.

40.063. Drug and Substance Misuse. The policy on Drug and Substance misuse is owned by Pers Svcs, SO1 Discipline Policy and is contained in [AGAI 64](#). A person who has been convicted for an offence under the Misuse of Drugs Act may be considered for enlistment, providing the offence is considered spent.

- a. **Delegated authorities for rejoin prior service checks.** Annex F contains the policy on rejoin policy prior service check delegated authorities, including for QR (Army) Paragraph 9.414 (services No Longer Required) for CDT failure.

40.064. Traffic Offences. Candidates for trades that do not require a driving qualification as part of their principle employment are not to be barred from entry due to driving bans and driving licence endorsements³⁷. Two areas of UK legislation impact on those recruits to be employed as vocational drivers as their principle employment:

- a. **New Drivers Act 1995.** Legislation directs that those drivers, who commit an offence or series of offences under the Road Traffic Act within two years of obtaining their licence, leading to a total of six or more penalty points on their licence will have their licence withdrawn. Thus, they will be required to re-qualify; to that end they must pass both the theory and practical test for Category B³⁸.
- b. **Young Drivers Scheme.** The MOD holds an exemption under the 1988 Road Traffic Act, which allows Service Personnel to obtain licences at category C1/C1+E, C/C+E, D1 and D at the age of 17 instead of 21³⁹. However, the following applies when a licence has been refused, revoked or disqualification has occurred:

- (1) **Drivers Under 21.** The 1988 Road Traffic Act allows for the obligatory revocation of any vocational entitlement where the driver is under 21 and their licence bears more than three penalty points. Where the vocational entitlement is revoked, the individual will be disqualified from holding a vocational licence until the age of 21 or for such a longer period as the appropriate Traffic Commissioner⁴⁰ sees fit. A candidate, who is under 21, must not be enlisted into a vocational driving trade, or a trade that requires a driving qualification (Category C or D) as a key enabler to effective employment if they have more than three penalty points on their driving licence.

³⁶ Reserve Land Forces Regulations Annex E to Chapter 1 (High Readiness Reserve) and Annex J to Chapter 1 (Sponsored Reserves).

³⁷ Full details are contained in [ABN 40/16](#). Annex A to ABN 40/16 contains the list of trades requiring driving qualifications.

³⁸ Details can be found at www.gov.uk/penalty-points-endorsements.

³⁹ Details can be found at www.gov.uk/military-drivers.

⁴⁰ Details can be found in [JSP 800, Volume 5, Part 2](#).

(2) **Drivers Over 21.** All drivers convicted under the New Drivers Act and losing their Category B licence will automatically lose their entitlement to retain any additional vocational licence categories they previously held. A candidate, who is 21 or over, may be enlisted if the disqualification period has ended and if their Initial Trade Training course or CEG requires them to be trained on Category C and/or D vehicle(s), but only if they can produce a valid driving licence with provisional Category C and/or D on that licence.

c. **Waivers for Driving Endorsement.** In exceptional circumstances, and where the manning position supports, waiver applications can still be made to the respective capbadge SPSO.

40.065. The Rehabilitation of Offenders Act 1974 (ROA 74). The ROA 74 applies throughout the UK. Although there are some differences to the way in which ROA 74 operates in Scotland and Northern Ireland, to ensure parity of treatment of applicants throughout the UK, the Armed Forces will apply England and Wales rehabilitation periods in its own internal recruiting processes. ROA 74 sets a date, depending on the punishment awarded and the age of the offender, at which a conviction becomes spent. When a conviction is spent, it means the individual must for all purposes be treated as if they had neither committed nor been charged with, prosecuted, convicted or sentenced for the offence. It also means that it:

“shall not be a proper ground for dismissing or excluding a person from any office, profession, occupation or employment, or for prejudicing him/her in any way in any occupation or employment.”

This means that no employment action (including during enlistment, commissioning or rejoining) may be taken in respect of the conviction or any circumstances ancillary to it once it has become spent⁴¹. The rehabilitation periods for service and civilian sentences from 10 Mar 14 is contained in [AGAI 41](#), and MOD Form 493, which all candidates for commissioning and enlistment must read and understand before any discussions about convictions take place, in order that they are aware of their legal rights.

40.066. Offender Rehabilitation Act (ORA) 2014. The ORA makes changes to the sentencing and releasing framework to extend probation supervision after release to offenders serving short term sentences. It has two key provisions which will impact on recruiting:

a. **Reduction of unconditional release.** Previously, adults (18 or over on date of release) serving a custodial sentence of less than 12 months were released unconditionally after one half of their sentence had been served. Under the ORA, adults serving a custodial sentence of more than 1 day and less than 12 months, for an offence committed after 1 Feb 15, will be released on licence after serving one half of their sentence in prison and will serve the remaining period in the community.

⁴¹ Individuals subject to an order which severely restricts their mobility, including overseas, should not be enlisted until such time as the order is lifted. Examples include Sexual Harm Prevention Orders and Sexual Risk Orders, which may be imposed for periods which extend beyond when a related conviction is spent.

b. **Introduction of a new supervision period.** The ORA introduces a new period of post-sentence supervision for all offenders sentenced to less than 2 yrs in custody. Offenders sentenced to less than 2 yrs and released on licence, as outlined above, will be subject to an additional period of supervision, for the purposes of rehabilitation once their licence period comes to an end. The licence and supervision periods will together make up 12 months.

An example might be an offender who is sentenced to 6 months; he or she serves 3 months in prison, the remaining 3 months under licence and a further 9 months under supervision (a total of 12 months after release). Where before, he or she may have been recruited under certain circumstances⁴² immediately on unconditional release, the ORA now adds to the potential wait for enlistment while licence and supervision requirements are met. All licence and supervision agreements will vary from case to case and may or may not impede the application process. While enlistment can take place during supervision (with the supervisor's agreement), those on licence **cannot** be enlisted but can commence the application process, subject to the terms of their licence. Those sentenced to less than 12 months who are under 18 on the date of their release are not affected by the ORA and will continue to be released unconditionally.

40.067. Safeguarding Vulnerable Groups. MOD policy for safeguarding vulnerable groups is contained in [JSP 893](#) with Annex E specifically concerned with recruitment. For most purposes ROA 74 treats a rehabilitated offender as if he or she had never committed an offence and, as such, they are not required to declare their spent caution(s) or conviction(s) when applying for most jobs. An employer cannot refuse to employ someone (or dismiss someone) because he or she has a spent caution or conviction unless an exception applies under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. This governs those personnel who will undertake 'regulated activity'⁴³ relating to children and vulnerable adults; a list of the most common positions and duties is set out in the Annex to the Disclosure and Barring Service (DBS) [Guide for Eligibility for Criminal Records Checks dated May 2014](#) and at [Annex E](#) to this AGAI. DBS has replaced the Criminal Records Bureau (CRB) as the organisation which carries out criminal record checks for such roles. There are three levels of criminal record check available:

- a. **Standard checks.** To be eligible for a standard level DBS certificate, the position **must** be included in the ROA Exceptions Order.
- b. **Enhanced checks.** To be eligible for an enhanced level DBS certificate, the position **must** be included in both the ROA Exceptions Order **and** in the Police Act 1997 (Criminal Records) regulations⁴⁴.
- c. **Enhanced checks with children's and/or adults' barred list check(s).** To be eligible to request a check of the children's or adults' barred lists, the position **must** be eligible for an enhanced level DBS certificate as above **and** be specifically listed in

⁴² AGAI 41 allows the enlistment of personnel with up to 3 unspent non-custodial sentences. It further allows a single custodial sentence of less than 12 months to count as one of the 3 unspent convictions. While the ORA also applies to those sentenced to 12 to 24 months, such a sentence would be a bar to enlistment until it was spent.

⁴³ A clear definition of regulated activity is in JSP 893.

⁴⁴ Examples of these exceptions that are relevant to the Armed Forces are positions that require a Criminal Records check, eg medical professionals, RMP and personnel working with under 18s. More details are contained in JSP 893.

the Police Act 1997 (Criminal Records) regulations as able to check the appropriate barred list(s).

40.068. Declaration of Convictions. All Officers and Professional Qualified (Trade Specific) candidates requiring Security Clearance may be required to declare unspent convictions. All candidates requiring a Security Check⁴⁵ (SC), Counter Terrorist Check (CTC) or Developed Vetting (DV) may be required to disclose their full record of convictions, whether 'spent' or 'unspent', before they may be commissioned, enlisted or rejoin. All such candidates must be informed at the time they are asked to disclose their convictions that spent convictions are to be disclosed, by virtue of the ROA 74 (Exceptions Order 1975) (as amended 2013), for the purpose of safeguarding national security.

40.069. Criminal Convictions - Failure to Declare. [JSP 440 Part 2 Leaflet 7](#) mandates satisfactory completion of the security checks on all applicants (Regular and Reserve) prior to commissioning/enlistment. For commissioning this consists of completion of a Basic Personnel Security Standard (BPSS) check by Recruiting Group. For enlistment, the BPSS is to be conducted by recruiting staff as part of a candidate's initial eligibility checks. Post attendance at Assessment Centre (AC) and approximately six weeks prior to starting initial training, a Basic Disclosure check is carried out for all Army recruits. This should disclose any unspent convictions. If, at this stage, the candidate is found to have not disclosed a conviction that is a bar to enlistment, they are to be withdrawn or discharged (if they have started training). If they are found to have not disclosed a conviction, which is not a bar to enlistment, a retrospective waiver request is raised. Under section 328(4) of the AFA 06 it is a service offence to provide a false answer on enlistment. If a soldier has already entered training they must be interviewed by the Commanding Officer to determine if the recruit has intentionally failed to disclose a conviction for purposes of deception. If this is the case then the recruit may be discharged under [QR\(Army\)](#), Paragraph 9.382 (Having made a False Answer to a Question on the Attestation Paper).

40.070. Civil Orders under the Sexual Offences Act 2003. There are three civil orders available under Part 2 of the 2003 Act which can be applied to relevant sex offenders and those who pose a risk of harm: Sexual Harm Prevention Orders, Sexual Risk Orders, and Notification Orders. Due to significant restrictions on movement, prospective candidates subject to a civil order are barred from enlistment until the order is lifted. This is irrespective of whether any corresponding custodial conviction has been spent.

40.071. Offences committed overseas. Convictions received overseas will be treated as though they took place in the UK for rehabilitation purposes. This is a matter of Army policy, not law, as the ROA 74 does not apply in respect of overseas convictions. The following guidance is to be followed by recruiting staff:

- a. An applicant who has been convicted of a crime which has no basis as a criminal offence in the UK should not be treated as having offended or been convicted for the purposes of recruiting and selection in the Army. Examples might include homosexuality, adultery or apostasy.

⁴⁵ All vetting is now applied for by RG prior to commencement of basic training, with the exception of Int Corps (Regular) who are cleared to BPSS level to commence basic training and DV is applied for in training.

b. An offence committed overseas which is spent but nevertheless will result in limitations to international travel may, depending on their potential impact on role, deployability and operational effectiveness, be a bar to enlistment. A good example would be an individual, banned from travelling to Canada, who wishes to join the Royal Armoured Corps but will never be able to deploy to BATUS.

40.072. Refusal of Entry. Under no circumstances are candidates to be told why they have been refused entry when this is directly related to any of the following:

- a. Reports from probation officers, Young Offenders Institutes, or other Local Authorities which have indicated more character shortcomings than that which were declared by the candidate.
- b. Security grounds.
- c. Undisclosed medical or other conditions.

Any applicant that falls into the categories listed above are to be told by the Recruiting Authority that:

“After full consideration, it is regretted that you do not meet all of the requirements for entry into the Army.”

If pressed to give reasons in any of the preceding circumstances, staff are to explain that:

“It is the policy of all three Services and other Government departments to maintain the right of any employer to accept or reject any persons for employment without discussing or even disclosing reasons, and this is the only practical way in dealing with the vast number of applications received by the various departments of State.”

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Part 4 – Reinstatement/Rejoins

Mandatory information for all rejoinders during periods of COVID-19 restrictions apply.

1. **Mandatory information for all rejoinders.** All rejoinders must be made aware by the NRC that:
 - a. Rejoinders with specific welfare or additional family support needs that require access to SFA may have to delay their rejoin date until access to SFA becomes available. They should not expect access to SFA or SSFA immediately. **Specific Lines to Take are at Appendix 4 to Annex M to AGAI 40. A copy of these LTT must also be included in the offer letter**
 - b. All rejoinders will be required to undertake a 14 day isolation period on arrival at their new units. **See para 2 below.**
 - c. All rejoinders must complete the COVID-19 self-declaration before being given authority to travel to their units (time bound and only relevant during the AEL 123 update). **See Para 3 and Appendix 2 to Annex M to AGAI 40**
2. **Policy on isolation period.**
 - a. **Self-Isolation period.** All rejoinders must undergo a 14 day self-isolation period. This is to take place before their IMA to protect key workers. Unit welfare and CoC should be made aware of the rejoinder and ensure suitable measures are in place to protect the SPs welfare during their 14 day self-isolation period.
3. **Policy on COVID-19 Self-Declaration.** See Appendix 2 to Annex M to AGAI 40
 - a. Part 1 of Appendix 2 to Annex M is to be completed by the SP and returned to the NRC before final authority to travel to their new unit.
 - b. If the rejoinder answers 'no' to both sections of Pt 1. The rejoinder may travel to their unit.
 - c. If the rejoinder answered yes to Q2 of Pt 1 they should continue to self – isolate in line with Government guidelines and must not travel, until they can confidently answer no to Q2. They should then re-submit the self-declaration to the NRC.
 - d. If the rejoinder answered yes or unsure to Q1 – Pt 1 of Appendix 2 further medical assessment is required using Pt 2 to Appendix 2. The NRC are to refer the candidate to ARITC Occ Med to complete this appendix.
 - e. The completed COVID-19 self-declaration is to be sent to the APC CM for onward distribution to the future unit. This declaration is to be placed on DMICP by the unit medical CoC.

40.073. General. The following paragraphs details the instructions for the re-employment of ex-Regular and ex-Reserve soldiers and officers with previous military experience. These paragraphs apply to all trained ex-Regular and Reserve personnel, including those who left through redundancy, ex-MPGS and ex-Royal Gibraltar Regiment personnel and ex-RM and ex-RAF Regt personnel who fall into the categories defined within para 40.077. They do not cover transfers between the Regular Army and the Army Reserve⁴⁶, or those classed as untrained re-enlisters. Separate sections cover specific aspects of Regular soldier, Regular officer and Reserve rejoiner policy.

40.074. Terminology. The term 'rejoin' in the context of this chapter means the re-enlistment or rejoining of trained ex-Regular⁴⁷ personnel who have left Regular service and wish to return to service in the Regular Army or the Army Reserve. The processes for trained ex-Regular personnel rejoining the Army Reserve, and trained ex-Reserve personnel rejoining the Army Reserve are also now covered in this chapter, which replaces previous publications. The term 'rejoin(s)' replaces previous terminology used; 're-employment' and 'trained re-enlisters'.

40.075. Exclusions. These paragraphs do not cover:

- a. **Untrained Ex-Service Personnel (Regular and Reserve).** Ex-service personnel who have not completed Regular or Reserve Army Basic Training (Ph 1) or the Regular Commissioning Course (Reg CC) or Commissioning Course Short (CCS) up to and including Mod D are considered untrained⁴⁸. Untrained ex-Army personnel may re-enlist into the Army, but are dealt with by the Army's National Recruiting Centre (NRC) as a new recruit.
- b. **Ex-Service personnel from other Services.** Personnel who have left the RN or RAF have not conducted Army Basic Training (Ph1) and are therefore not rejoiners. These personnel may enlist into the Army by following the NRC for new recruits. By exception, lateral entry may be possible for those bringing specific skills, knowledge and experience (KSE) that warrant entry at an appropriate rank higher than that of initial entry (RM and RAF Reg are not excluded – see below).

Ex-Regular soldiers and officers rejoining the Regular Army.

40.076. Regular Reserve Membership. In accordance with QR(Army) para 9.113, soldiers who are a member of Section A of the Regular Reserve may apply to re-enter the Regular Army and have their previous service taken into account. Those personnel who left Regular service without 'Regular Reserve Liability' (not Section A) who wish to rejoin the Regular Army must volunteer to be a voluntary member of Section D of the Regular Reserve in order to subsequently rejoin.

⁴⁶ [Soldier Terms of Service](#) and [Army Commissioning Regulations](#) refer to the process of transferring both ways between the Regular Army and Army Reserve for soldiers and officers, respectively.

⁴⁷ As announced by CGS on 28 Jun 16, all Regular and Reserve Army personnel who have successfully completed Army Basic (Phase 1) training are to be included on the 'trained strength' of the Army ([ACIN 25/16](#)).

⁴⁸ Personnel who have attended the Combat Infantryman Course (CIC) are deemed to be 'trained' once they have completed 22 weeks (CIC Line Infantryman) or 24 weeks (CIC Paratrooper and Guardsman).

- a. When applying to rejoin the Regular Army, it is accepted that those without Regular Reserve liability are volunteering to become a Section D member of the Regular Reserve in order to rejoin.
- b. Unsuccessful rejoin applicants will not remain Section D members unless they separately apply to do so. More information can be found in Part 2, Chapter 3 to [RLFR 2016](#).
- c. Should a rejoin applicant not be willing to volunteer to be a member of Section D, they cannot return to service 'as if they had never left' and will instead need to apply to re-enlist⁴⁹.

40.077. Categories. Personnel at para 40.073 who fall into the following categories are considered eligible to rejoin the Regular Army:

- a. **Category A.** A trained ex-Regular soldier (or ex-RM or RAF Regiment soldier) who left full-time service within the last 6 years who wishes to rejoin the Regular Army.
- b. **Category B.** A trained ex-Regular soldier (or ex-RM or RAF Regiment soldier) who left full-time service within the last 6-10 years AND reached a minimum rank of substantive Cpl, who wishes to rejoin the Regular Army.
- c. **Category C.** May be considered on a case-by-case basis according to the manning requirement at the time. Cat C applicants are trained ex-Regular soldiers (or ex-RM or RAF Regiment) who do not fit into Cat A or Cat B.

Eligibility Criteria and Checks

40.078. Age. Ex-Regular soldiers and officers rejoining the Regular Army must be enlisted before their 57th birthday.

40.079. Prior Service Checks (PSC). The NRC is responsible for conducting PSC before onward movement of an individual's application to the APC. PSC are to include examining the reason for original discharge, the medical category of the individual when they were discharged and will confirm that an applicant is eligible to rejoin. If the NRC is unable to obtain the required information from an individual's previous service through their PSC, they are to confirm with Pers Pol (Army) that no record of the individual being discharged for administrative reasons is held on their database. Once confirmed, the individual is to complete a self-declaration that they were not administratively discharged before being eligible to rejoin.

- a. **Medical Standards.** Personnel with previous service are subject to medical standards as defined in the [AGAI 78 - PULHHEEMS Administrative Pamphlet \(PAP\)](#).

⁴⁹ To re-enlist means to start again as if a new recruit: eligibility, training requirements, rank, engagement type and length etc.

The medical standard for Rejoiners is the same standard as that required for **retention in service**⁵⁰.

(1) **Medical Assessment Requirements.** Different medical assessments are required according to length of time since prior Service and Medical Deployment Standard (MDS) on exiting the Service⁵¹. The requirements are shown in Table 1:

Ser	Rejoin Category	MDS on discharge	Time Since Prior Service	Required Assessments	Remarks
1.	Cat A <u>Fast Track</u>	MFD or MLD	0 - 3 yr	Self-declaration, PHCR ⁵² , IMA ⁵³	
2.	Cat A	MFD	3 – 6 yr	Self-declaration, PHCR, IMA	
3.	Cat A	MLD	3 - 6 yrs	PSMA, PHCR, IMA	
4.	Cat B/C	Any	Any	PSMA, PHCR, IMA	
5.	Any	MND	Any	L1 Med Appeal. If appeal upheld PSMA, PHCR and IMA are required.	Candidate rejected by RG, and must submit L1 med appeal to ARITC Occ Med. If authorised application proceeds.

(2) **Recruiting Group Medical Declaration (RGMD).** For candidates who require a PSMA the NRC Medical Admin Team will request a RGMD from the applicant. There is no requirement for NHS input to a RGMD. This is used as a screen prior to their attendance at the PSMA to ensure any existing medical issues are understood beforehand.

(3) **Initial Medical Assessment.** Fast Track candidates in Medical Assessment Requirements Table, Ser 1 only, who left within 3 years can have an IMA completed without access to PHCR. See AGAI 40 Annex M para 12/13. RG are to ensure PHCR is received by DPHC for all other candidates in time to conduct IMA.

(4) **MND rejoiners.** Candidates who were were graded MND (Permanent or Temporary) at the point of discharge are below entry standard, regardless of the QR code under which they were discharged. Their application is to be rejected by the NRC and they will be instructed to submit a Level 1 medical appeal to ARITC Occ Med. As the competent military medical authority, Occ Med will

⁵⁰ The Joint Medical Employment Standard (JMES) is specified in Table 5 of AGAI 78.

⁵¹ The NRC will, where possible, confirm the medical grade on their Prior Service Check. If any concern is raised during the interview and selection stage of the process, regarding an individual's medical suitability, they will require a medical consultation. ARITC Occ Med to decide on whether this can take place remotely or in person.

⁵² Primary Health Care Record.

⁵³ Initial Medical Assessment.

review their case and form a judgement as to whether their condition is likely to have altered since discharge, and therefore whether they can be permitted to continue with their application. ARITC Occ Med will inform the candidate of the appeal outcome, and inform the NRC. The outcome is to be recorded on DRS. Candidates who have a separate caveat to rejoining (for example, a QR code 9.414 CDT discharge where less than 24 months have elapsed) are to meet the PSC criteria for rejoining before their application is permitted to continue.

b. **Security Checks.** In accordance with [JSP 440](#), all Regular soldier rejoiners are required to meet the [Baseline Personnel Security Standards](#).

- (1) **CTC.** Reinstatement of CTC is to be applied for by Units/ CoC.
- (2) Those rejoiners who require SC and DV vetting who have left the service but do not meet the 'fast track' criteria will be treated on a case by case basis. The following vetting standards apply.
- (3) **BPSS must be completed** by NRC before rejoining.
- (4) Pers Sy (A) to advise on reinstatement or renewal of SC/ DV vetting. This is to be completed within 5 working days by Pers Sy (A).
- (5) If awarded a waiver by Pers Sy (A) the rejoiner can be re-employed in the SC/ DV role.
- (6) If not awarded a waiver, the rejoiner can be re-employed in a non-SC/ DV role. This advice must come from the APC CM.
- (7) If the rejoiner cannot be employed in a non-SC/ DV role and no waiver is awarded by Pers Sy (A), they cannot rejoin the Army until their vetting is complete and must move onto the standard AGAI 40 rejoiner route.
- (8) Reinstatement or renewal of vetting is to be applied for by the NRC to DBS UKSV.

c. **Reason for discharge.** During PSC the NRC are to conduct a check of the reasons and QR code under which an applicant has been discharged. Annex F provides a list of the policy and relevant authorities to consult for the application to proceed.

d. **Family Origins Questionnaire (FOQ) screening and SCT Blood Testing.** The FOQ document is used to screen all rejoiner and MPGS candidates and identify those who are at High Risk of SCT. FOQ is to be administered by the National Recruiting Centre (NRC) as part of the rejoiner application process. Where the rejoiner is to undergo a PSMA the FOQ will be conducted at this point. Those exempt PSMA will conduct the FOQ remotely. This will take place once receipt of a conditional job offer from the Career Manager (Regular candidates) or confirmed acceptance by the Reserve unit (Reserve candidates). No candidate is to complete

RFT(E) or maximal exertional physical activity before the FOQ has been administered (and blood testing if required). If the candidate is identified as being High Risk on completion of the FOQ, the NRC are to arrange for a blood test to be conducted.

e. **Transfer of information.** All Regular and Reserve rejoiner and MPGS candidates will be sent a hard copy of their FOQ, and blood test results if applicable, by the NRC. The NRC will also include a copy of these documents within the medical documents of all candidates which are sent to Regular DPHC Practices and Reserve OH Practices. Medical documents may not arrive until sometime after the candidate has enlisted and therefore cannot be relied upon to ensure the CoC and medical chain are informed of SCT status. Therefore all rejoiner candidates are to adhere to one of the notification processes set out below:

(1) Regular and MPGS rejoiners are mandated to provide a copy of their FOQ document, and blood test if applicable, to their Medical Officer during their IMA. Any Regular rejoiner or MPGS candidate who reports for an IMA at their unit (not a training establishment – a separate SCT process exists for new recruits) without a copy of their FOQ is to be given an E2 marker until a copy of their FOQ can be obtained from the NRC and it can be verified that they are Low Risk. Any Regular rejoiner or MPGS candidate who is SCT Positive is to have an E2 marker applied to their JMES grading and is to be managed by the unit accordingly through the UHC process, as well as following the PT build up process detailed in sub para d below.

(2) Reserve rejoiners are mandated to provide a copy of their FOQ and document, and blood test if applicable, to their Army Reserve unit as soon as they are enlisted. They are also to ensure a copy is sent to their Reserve OH Practice. Any Reserve rejoiner candidate who reports to their unit without a copy of their FOQ is to be given an E2 marker until a copy of their FOQ can be obtained from the NRC and it can be verified that they are Low Risk. Any Reserve rejoiner candidate who is SCT Positive is to have an E2 marker applied to their JMES grading once medical documents are received by their OH Practice and is to be managed by the unit accordingly through the UHC process, as well as following the PT build up process detailed in sub para d below.

40.080. Pre-Employment Checks (PEC). Throughout the application process, NRC will conduct PEC at various points along the rejoin process. During this process, an individual will be required to complete [MOD Form 493](#) declaring any convictions. Only once PEC are complete and satisfactory are APC to produce the terms of engagement for any offer.

40.081. Special Enlistment Authority ('Waivers'). In certain circumstances it may be beneficial to the Service to waive some of the eligibility criteria thereby allowing those who would normally be filtered out to rejoin (e.g. applicants with valuable KSE). Requests for 'waivers' to policy are to be initiated by the NRC on an [AF B203](#) and sent with accompanying evidence to the relevant authority as outlined on the AF B203.

40.082. Physical and education entry standards. All rejoiners who are applying to rejoin a capbadge or trade which is different to the one they originally served with are

required to meet the physical and education entry standards required for the new capbadge and trade. The NRC are responsible for conducting a check of RFT(E), ACT and TST requirements for the capbadge/trade which a rejoiner wishes to rejoin. Where the RFT(E) or ACT standards are higher, or a TST is now required, this is to be arranged by the NRC and completed at an Assessment Centre. The outcome of the RFT(E), ACT or TST is to be recorded on DRS in the normal manner. The NRC is also to ensure the Annex K application form details the requirement for RFT(E), ACT or TST so the APC CM is aware of this. All Direct Entry officers will have passed RFT(E) at GCC standards, but any PQO who wishes to rejoin as a DE officer must complete RFT(E) at the appropriate standard.

40.083. Defect on Enlistment. If on rejoining the Army it is later determined that a rejoiner has lied or withheld information relating to their eligibility to rejoin the Army, their Commanding Officer can apply for their discharge under QR(Army) para 9.381 (Defect on Enlistment).

40.084. Date of Re-enlistment. The date of re-enlistment is to be the first date a Rejoiner reporting to a training establishment or their Unit, whichever is earlier.

The Rejoin Offer

40.085. The Army's offer to the applicant will depend on a variety of factors: previous service; length of time since prior Service; whether the applicant is joining their previous trade; any advantageous KSE gained during civilian employment; and the manning situation at the time will all be taken into account.

- a. **APC.** The APC is responsible for determining the appropriate Terms of Engagement (ToE) against which an individual is to be employed.
- b. **NRC.** The NRC is to use APC's determined ToE to produce a letter of offer to the applicant.

40.086. Terms of Engagement. The APC are responsible for determining the ToE for each applicant and completing the ToE Form (AF B10037), details of which are to be made clear by NRC on the offer letter. An applicant must sign to agree the offer before employment commences. As a minimum the Offer Letter must include the following ToEs:

- a. **Engagement Type.** Individuals will normally be employed in their original engagement⁵⁴ however, it may be more advantageous to the Service and the individual for them to be offered a longer engagement⁵⁵. Those who previously left the Regular Army on an Open or Notice Engagement (or other), will be required to return to Regular service on a Versatile Engagement (VEng) as their original engagement types no longer exist. Once an individual has rejoined the extant engagement conversion policy will apply to them in the same way that it applies to all

⁵⁴ Individuals with previous service in the RM or RAF Regiment cannot have this service counted towards the engagement in the Army, hence will be offered the most appropriate Army engagement

⁵⁵ For example, someone departing in their 11th year of a VEng (Short) would only have a further year to serve. If it is deemed appropriate and the individual would be willing to accept such an offer, they may be granted VEng (Full) or VEng (Long) on re-entry and thus serve for a collective period of 24 or 30 years as appropriate.

other SP. Subject to the provisions laid out in this policy, the following engagement offers may be granted by APC:

- (1) VEng (Short). The offer of the **balance** of a VEng (Short) (12 years) calculated from date of original enlistment, or until normal retirement age (NRA)⁵⁶ if earlier.
- (2) VEng (Full). The offer of the **balance** of a VEng (Full) (24 years) calculated from the date of original enlistment, or until NRA if earlier.
- (3) VEng (Long). The offer of the **balance** of a VEng (Long) (30 years) calculated from the date of original enlistment, or until NRA if earlier.
- (4) Type S Engagement – a period between 6 months to 12 years from date of enlistment, or until NRA if earlier. WF Pol (SO2 Sldr Pol) holds sole authority for the use of this engagement type.
- (5) Military Local Service Engagement (MLSE) – a period of three years from date of enlistment, or until NRA if earlier.

b. **Rank.** Individuals will normally be offered Regular service in their previous substantive rank. If appropriate however, a lower rank may be offered (for example if there are no vacancies in that rank for the relevant trade, if the individual does not have the required skill set or has experienced significant skill fade). In exceptional circumstances where a rejoiner has accrued additional relevant KSE since leaving the Service, a rank appropriate to the KSE may be offered, even if this is higher than rank on exit. In these cases, acting rank is to be granted until the rejoiner completes all requisite training and educational requirements to substantiate in rank. Subsequent promotions will be granted in accordance with extant rules.

c. **Seniority and Pay.** Seniority and pay will be assessed by the APC, taking into consideration an individual's previous service (Reserve, Regular and FTRS) including whether they have incurred any skill fade, their level of experience within the trade being offered, and any KSE gained since their previous period of service. This will carry the caveat that rates of pay may subsequently change and will, therefore, be finalised at the point of re-entry⁵⁷.

- (1) **Seniority.** Seniority is to be assessed mindful of the requirements of promotion and any additional skills acquired whilst in the civilian sector.
- (2) **Pay**⁵⁸. The Incremental Base Date for Yearly Incremental Progression and Incremental Level are to be set at an appropriate level that reflects service to date⁵⁹.

⁵⁶ Current NRA for Regular soldiers is age 60.

⁵⁷ Based on the offer made HR software calculates the rates to be paid at the point of entry: DBS subsequently implements the IBD and Pay Grade.

⁵⁸ Pay is calculated in accordance with JSP 754, specifically paragraph 03.1303.

⁵⁹ Individuals should be warned that if they are to be in receipt of Recruitment and Retention Pay (RRP), they will be required to relinquish this if they NTT as opposed to depart the service at their End of Engagement date. Further details can be found in JSP 754.

40.087. Initial Training Requirements. SPSOs⁶⁰, in consultation with Prof Dev, LWC 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.

40.088. Any trade training should not delay a rejoiner's anticipated rejoin date.

- a. **Cat A.** Cat A individuals will not normally be required to undertake Basic Training (BT) or Initial Trade Training (ITT). Where it is deemed it may be required, SPSOs are to consult LWC-TrgPlans-Mailbox@mod.gov.uk for ITT and Prof Dev (Army) for BT.
- b. **Cat B.** SPSOs are to refer all Cat B rejoin applications to LWC Trg Plans (LWC-TrgPlans-Mailbox@mod.gov.uk) who, in consultation with the relevant Trade TRA and associated LWC Op Gp, will conduct a training estimate to determine the most appropriate training pathway.
- c. **Cat C.** SPSOs are to consult Prof Dev (Army) regarding all Cat C applicants: a case conference will be held with Prof Dev (Army), the relevant E1 MB WF Plans, ARITC Trg Ops and/or the relevant trade TRA. The case conference will determine the appropriate level of training (Reserve or Regular Basic (Phase 1) training) to ensure the best outcome for the individual and the Army.

Process once level of training has been determined

40.089. Basic training. If an individual requires basic training, they are to report for duty directly to their BT unit.

40.090. On arrival in Unit. If an individual does not require basic training, they are to report directly to their parent unit. A full assessment of the currency and competency must be conducted for any legacy qualifications, mitigating risk through in-unit refresher training. A full MATTs package must also be delivered in unit. A rejoiner should serve in their unit (within the limitations of their training) until called forward for any required Initial Trade Training (ITT). There is no requirement to delay their rejoining to align with an ITT course; they can rejoin as soon as they are available to do so.

40.091. Subsequent Trade (Phase 3) 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.

40.092. Failure to complete training. In the event that a rejoiner fails to complete, or make sufficient progress, the parent capbadge, in consultation with Prof Dev (Army) will make a revised assessment as to the training requirements and suitability for future employment.

⁶⁰ Staff and Personnel Selection Officers

40.093. Commitment Period. Subject to any Return of Service requirement⁶¹, rejoiners will not normally be required to commit to any period other than having to provide 12 months' Notice to Terminate (NTT)⁶². Any minimum commitment period the individual must serve is to be stated within the Offer Letter.

40.094. Future Regular Reserve Liability (RRL). Individuals leaving the Regular Army will incur RRL as appropriate irrespective of whether they have already incurred such liability during previous Regular service⁶³.

40.095. Financial Incentives (FI). Individuals will normally⁶⁴ be entitled to claim any active financial incentives that are applicable to their trade, rank and seniority once they have entered service, including the Forces Help to Buy Scheme⁶⁵. Should they submit NTT they will normally be required to repay any FI which attracts a Return of Service and which they have not yet met.

40.096. Financial Repayments. Individuals who have previously left the Armed Forces through a redundancy scheme are to be informed by the NRC that they may be required to re-pay some or all of their redundancy settlement on re-entry to the Regular Army⁶⁶. Details are contained within JSP 764 Part 5.

40.097. Pension. From 1 Apr 15 all entrants automatically become members of the Armed Forces Pension Scheme 2015 (AFPS 15). Individuals who have had previous Regular (or Reserve) service may be affected by the aggregation rules and individuals should read ABN 118-13. In addition, it is advised that personnel contact Veterans UK for details on how their pension will be affected before agreeing to an offer of employment⁶⁷.

40.098. Failure to Pass Retraining or Achieve Security Vetting Standard. It is possible that having rejoined the Army, an individual may subsequently fail the training or security vetting required of their 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. Failure to successfully complete the MATTs training package prohibits progression onto any pertinent trade training required.
- b. If not appropriate, or the problem persists, the trade can facilitate an internal transfer to a more suitable trade providing a vacancy exists. Individuals in this

⁶¹ As a result of an agreement by the individual to undertake a specific course outlined in the Training Return of Service (RoS) Chapter to JSP 750, receive a financial incentive or for any other benefit which incurs such a RoS.

⁶² For example, a commitment period may be required in cases where an applicant did not previously complete the requisite commitment period. In these instances, the outstanding balance of their previous commitment period may be added.

⁶³ For more information see Part 7 to QR(Army), particularly para 9.478.

⁶⁴ Unless they have previously claimed or part-claimed the incentive.

⁶⁵ See JSP 464 Part 1 Chapter 12 for more details. As per JSP 754 Pt 2, Service personnel joining (or re-joining) on or after 1 April 2016 are no longer eligible for any Regular Army Commitment Bonus payments.

⁶⁶ If a Reservist takes up a Regular appointment within 27 months of being made redundant, they may be required to re-pay a relevant fraction of their Special Capital Payment and / or Compensation Lump Sum depending upon the length of the employment break. Those re-entering Regular Service after 27 months will not be required to re-pay any of their settlement.

⁶⁷ Veterans UK, Pensions Tax Team, Mail Point 480, Kentigern House, 65 Brown Street, GLASGOW, G2 8EX.
DBSJPACEquiryCentre@afpaa.r.mil.uk; Tel: Civ 0141 224 3600 or 0800 085 3600, Mil 94560 3600.

situation are to be given higher priority than those yet to be enlisted or who are being transferred through the Regular Army Transfer Policy.

c. 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*.

40.099. Resettlement. In accordance with JSP 534 paragraph 0309, personnel who rejoin are not permitted to count prior service in calculating future resettlement entitlement, regardless of whether they accessed any resettlement support at the end of their previous engagement.

The Rejoin Process

40.100. General. The rejoin process is split into four general stages: Stage 1 – Application; Stage 2 – Employability Assessment; Stage 3 – The Offer; Stage 4 – The Unit. The timeframes and content of each step are articulated below. NRC will track applicants through the process and report numbers monthly to Army HQ via Home Command.

40.101. Time of Flight (ToF). For the majority of applicants, the ToF from point of application to completion of Stage 3 will be 2 months. The target timelines are: Stage 1: within 1 week; Stage 2: within 4 weeks; Stage 3: within 2 weeks. This will vary depending on an applicant's eligibility (number and complexity of waivers required), engagement/availability of the applicant to support the process, SCT blood testing and periods of block leave. Applicants are to be kept informed by the NRC throughout the process and forewarned if any delays against the target timelines are anticipated. Stage 4 is the responsibility of the gaining unit and is to be completed within one week.

40.102. Stage 1 – Application. In all cases, potential rejoiners are to apply online to initiate the application process. Units are not to administer rejoiners without receiving formal notification from the NRC that all actions have been successfully completed. Annexes G-J contain flowcharts that show how applicants are to be processed.

a. **Official Army Vacancies List (OAVL).** The NRC Rehire Team will consult the OAVL when discussing a (new) career with the applicant. The OAVL can be accessed through the [Pers Pol website](#). The OAVL is a **guide** as to where the greatest 'Service need' is and therefore may not show all possible vacancies. Applicants are to be advised of this by the NRC Rehire Team and applications should be processed regardless of whether or not an applicant wishes to enter a trade on the OAVL.

b. **NRC Eligibility Checks.** The NRC Rehire Team is responsible for checking the eligibility of an applicant and will conduct PSC and PEC.

c. **Special Enlistment Authority ('Waivers').** Should special enlistment authority be required, the application is not to be moved onto the APC until approval is granted from the appropriate military authority. Once granted, a copy of the approved AF B203 must accompany the applicant's onward application. In cases where doubt

remains over the suitability of an applicant, the application should progress to Stage 2 of the process with a note to the employability assessor (usually the SPSO) to take a view.

40.103. Stage 2 – Employability Assessment. This stage is to take place concurrently to Stage 1 once the NRC has received the application. The NRC Rehire Team will arrange for applicants to be interviewed and assessed, as required, before sending an application to APC.

- a. **Initial Employability Check.** The NRC Rehire Team is to conduct initial employability checks for all applicants, which is to include checking eligibility for their choice of trade (residency requirements, ability to obtain vetting, academic qualifications, height and age restrictions). Results of the checks are to be collated and passed on to the next assessor.
- b. **Physical and education entry standards.** The NRC are to check the requirement for RFT(E), ACT and TST for all rejoiners applying to rejoin a different capbadge or trade, to annotate the requirement on the Annex K, and to arrange for the necessary testing to be carried out at an Assessment Centre. Any individual requiring RFT(E) is to have a SCT blood test prior to attending an AC. Once the test results are known, and if the result is negative, the candidate may proceed to the AC to undertake RFT(E). Any candidate who is SCT Positive and requires an RFT(E) will be required to complete the Soldier Development Course (SDC) before they can complete the test and continue with the rejoiner application process. If any candidate fails to meet the RFT(E), ACT or TST criteria for their chosen capbadge or trade, the CM and SPSO is to be notified by the NRC. Candidates may be deferred for retesting in line with the processes set out in AGAI Vol 2 Ch 40 paras 40.041 (RFT(E) retesting) and 40.050 sub paras a and c (ACT and TST).
- c. **SPSO Assessment.** If necessary⁶⁸, following the initial employability check, the NRC Rehire Team is to arrange for the applicant to attend an SPSO Assessment. The SPSO is responsible for interviewing applicants and conducting all relevant assessments, in order to gauge an applicant's suitability for entry into their particular capbadge of responsibility. Should a further specialist interview be required, the SPSO is to confirm this with the NRC Rehire Team who will arrange any travel requirements⁶⁹. For Inf, the applicants details are to be sent to the appropriate career manager, who will liaise with the unit RCMO.
- d. If the applicant has more than one choice of capbadge on their application, the NRC Rehire Team is to arrange an SPSO assessment for each choice in priority order⁷⁰. While all SPSOs are to be informed of the applicant's interest, travel arrangements are only to be made for the applicant's first choice at this stage.

(1) SPSOs are not to discount an applicant purely on grounds which have already been checked and passed or where the relevant authority has already agreed a 'waiver' (for example, age). At this stage the applicant has already

⁶⁸ As per Annexes B-E

⁶⁹ Travel will be by train only. The NRC will not reimburse fuel costs

⁷⁰ If the applicant only has one choice on their application form the NRC Rehire Team will encourage them to fill all three options.

passed the necessary criteria for re-joining the Army, therefore, only if an applicant fails to meet measurable criteria⁷¹ can the SPSO not recommend them for Stage 3.

(2) SPSOs are to inform the NRC Rehire Team of the assessment outcome within **10 working days**:

(a) **Recommended.** Suitable to proceed to Stage 3.

(b) **Not Recommended.** Not recommended for the relevant capbadge. The NRC Rehire Team will then engage with the applicant regarding their other capbadge options and travel arrangements for subsequent choice assessments are made.

e. Applicants can submit one application to rejoin every 12 months, with three choices per application. If an applicant does not receive a positive recommendation from any of their three choices, they cannot reapply for a further twelve months but may submit an appeal to ask that their application is reviewed by APC CM Ops. If the appeal is not upheld the 12 month caveat on further applications remains in force. This is to ensure realistic choices are made by applicants that provide the greatest likelihood of success. The full appeals process is detailed at para 40.108.

f. **NRC.** Once all the checks have been passed successfully the NRC Rehire Team is to send all the necessary information to APC⁷² where the Terms of Engagement (ToE) Form (AF B10037) for relevant details, including training requirements, is updated. There should be no delay in sending the information to the first choice CM. This should be aimed to be completed within **5 working days** of receiving the SPSO report, assuming a positive recommendation.

g. **APC.** The applicant's information is to be sent to the first choice CM initially. The CM is not to discount an applicant purely on grounds which have already been checked and passed or where the relevant authority has already agreed a 'waiver' (for example, age). At this stage the applicant has already passed the necessary criteria for re-joining the Army, therefore, the CM is to accept an applicant if there are vacancies available, unless there are significant reasons not to. All CM action is to be complete within **15 working days** of receiving the applicant information. The CM is to assess the applicant based on the information provided and inform the NRC accordingly:

(1) **Unsuccessful Applicant.** The CM is to notify the NRC Rehire Team that an applicant has been unsuccessful, and why, using the form at Annex K. The CM then passes the applicant's information to the next choice CM for their assessment of the applicant. The NRC are to arrange an SPSO interview for the next choice capbadge and provide the requisite information to next choice CM for assessment

⁷¹ Trade Selection Tests for example

⁷² This is to include the results of the PSC, PEC, Sy check, any necessary waivers, the latest medical grading, the employability check results, and the SPSO recommendation.

(2) **Successful Applicant.** The CM is to inform the NRC Rehire Team and the necessary ToE Form (AF B10037) is returned to the NRC Rehire Team.

(3) **Insufficient Information.** Should the CM have insufficient information in order to make an assessment as to the employability of an applicant, they are to inform the NRC Rehire Team who will arrange for the collation of the additional information. The applicant is reassessed once the information has been received.

h. **SCT Blood Testing.** Upon receipt of a conditional job offer from the CM, the NRC Rehire Team is to arrange for a blood test to be conducted.

40.104. Stage 3 – The Offer. The NRC Rehire Team is responsible for informing the applicant of the assessment result. The NRC Rehire Team is to then, in consultation with the APC CM and the applicant, confirm a proposed start date for arrival at the chosen Unit or at BT70⁷³. The NRC Rehire Team are to compile and send the Offer Letter (based on the ToE) to the successful applicant⁷¹. This must also include a copy of the SFA guidance at App 4 to Annex M for the candidate to sign. Any adjustment of start date will require an APC review of the ToE. The applicant **MUST** sign to accept an offer before any JPA action takes place. The applicant should aim to accept, sign the letter and return it to the NRC Rehire Team within **5 working days**⁷⁴. The NRC Rehire Team is to forward copies of the accepted ToE form to Pers Admin for completion of JPA record rebuild action. The signed Offer Letter acts as an initial assignment order for housing purposes..

40.105. Stage 4 – The Unit. As rejoiners can be considered as if they never left, on arrival in unit they are eligible for normal allowances. In line with JSP 752 relocation may not be granted on joining or re-joining the services. On arrival the unit must take the following actions in order to legally enlist the individual. This must be completed within one week of arrival and in the order set out below:

a. **Action 1: Enlistment.** Rejoiners are required to enlist back into the Regular Army: attestation and swearing the oath of allegiance are therefore to be conducted in unit within the first week. Until this is done, a rejoiner is not subject to Service Law. Details of the enlistment procedure (attestation and oath of allegiance) can be found at Annex L. Rejoiner candidates must be attested as soon as they arrive in unit – this should be the very first process which the unit follow. Until a rejoiner is attested they are not subject to military law, not insured, and not members of the AFPS or covered under the AFCS.

b. **Action 2: Medical.** A rejoiner must have an Initial Medical Assessment (IMA) in order to confirm that their medical status hasn't changed. **This is to take place in the first week and prior to commencing any form of training or military activity.** Following confirmation of a rejoiner's medical grade, unit medical staff are to update the rejoiner's military medical record, including any pertinent information from

⁷³ The start date is required for CM to complete the ToE and impacts on pay and seniority calculations.

⁷⁴ A copy of the Offer Letter should be sent to the receiving unit and training provider as appropriate

their PHCR. If the rejoiner is found to be below the required standard they may be discharged in accordance with AGAI 78, or defect on enlistment.

c. **Action 3: SCT Blood Test Results.** All Regular rejoiner candidates (officer and soldier) will be required to provide the outcome of their blood test to their MO during the IMA process. No military or physical training can be conducted by the candidate until an IMA has been conducted. Any candidate who has an SCT Positive blood test is to have an E2 marker applied to their DMICP record at IMA and be managed by the unit accordingly. Candidates may rejoin their unit following an SCT blood test but before the result of the test is known. Candidates who attend an IMA where blood test results are not yet available are to be placed on an Appendix 9 by DPHC and managed by the unit until the results are available – this will normally be one week after the blood test.

d. **Action 4: JPA Action.** JPA action is to be carried out in accordance with JPA Business Process Guide PR904015. In addition, if a rejoiner previously left the Service via submitting Notice To Terminate (NTT), JPA still holds this information: as a result, the Service Person must be advised to log onto JPA and withdraw their NTT. If unit administration staff believe that a rejoiner's JPA record is incorrect they are to first consult APC who will be aware of the rejoiner's agreed terms of engagement, before any attempt at adjusting a JPA record is made or an I-Support is raised with the JPAC

e. **Action 5: Pay Action.** Unit administrators are to complete JPA Form L002 and submit to DBS.

f. **Action 6: Vetting Action / Disclosure action.** Units are to apply for the appropriate level of vetting commensurate with the type of employment being undertaken by the Rejoiner, if this has not been completed already.

g. **Action 7: SCT Positive Progressive 4-week Physical Training (PT) Programme.** Regular and Reserve rejoiners and MPGS who have received an SCT Positive blood test are to follow a progressive 4-week structured build up PT programme. For Regular rejoiners and MPGS this PT programme can only begin once IMA is complete. If deemed appropriate by the unit, SCT Positive rejoiners may be placed on Level 2 PT as per AGAI Vol 1 Ch 7. Unit PT staff are responsible for designing the PT programme and assisting in its delivery (whether directly or indirectly supervised). Attendance of PT sessions must be recorded by individuals and overseen by the CoC. The CoC is to ensure no other form of maximal effort training takes place until the 4-week programme is complete (such as leadership courses involving a physical training element, military competitions, dismounted exercises).

h. **Unknown SCT status.** Where FOQ screening documentation, and blood test results for High Risk candidates, has yet to be received by a unit or MO, the unit CoC

are responsible for ensuring that no maximal heart rate activity or military activity takes place until the SCT status of a candidate is known⁷⁵

40.106. In-Unit Probation Period. It is inevitable that rejoiners will have an element of skill fade in terms of MATTs, physical fitness and trade skills. Units are to provide a 12-month probation period⁷⁶ for the rejoiner to be brought back up to in-service standards. A full assessment of the currency and competency must be conducted for any legacy qualifications, mitigating risk through in-unit refresher training. Full details are in para 14f. Rejoiners should be made aware that should they fail to meet the required standards they may be discharged.

40.107. No-shows'. A rejoiner that does not report to their assigned unit as instructed is classed as a 'no-show'. Since such personnel have not yet enlisted they cannot be considered Regular soldiers, and are not subject to Service Law. Therefore they cannot be treated as if they are Absent Without Leave (AWOL). In the event of a 'no-show' the unit is to contact the NRC and APC CM with details at the earliest opportunity. Contact with the individual remains an NRC responsibility. If the NRC deems there is reasonable justification for the 'no-show', one further arrival date may be offered in consultation with APC CM as the IBD may need to be reassessed. A candidate who has been offered two start dates and 'no showed' for both will normally have their application terminated and will not be permitted to reapply for 12 months. Rejoiners are not to be treated as a 'no show' if there is an issue with their medical, vetting disciplinary other records after arrival in unit. They are to be discharged following the correct process for a defect on enlistment. Where advice on disciplinary processes is required it should be sought from the relevant formation discipline chain or referred to WF Pol.

40.108. Reserved

Ex-Regular Officers rejoining the Regular Army

40.109. Reinstatement of Regular Officers. Officers' reinstatement policy is determined by Pers Pol (A) and decided by the Army Employment Board (AEB). Specific enquiries should be addressed to the relevant Career Manager (CM) at the Army Personnel Centre (APC). Basic eligibility criteria include:

- a. They are applying for an Arm or Service where vacancies exist in their age group and for which they are qualified. Early structural advice must be obtained from Pers Pol (A).
- b. Have obtained 2 annual reports (ARs) at regimental duty covering a period of not less than 2 years. Exceptions to this requirement may be approved by the AEB.
- c. Meeting the medical eligibility criteria and undergoing the required assessments for reinstatement as set out in the table below:

⁷⁵ Sedentary activities of an administrative or educational nature are permitted. This may include: kit issue, classroom-based lessons, weapon handling instruction on SA80/pistol.

⁷⁶ From the point of Enlistment and includes time spent on BT, if required.

Ser	Rejoin Category	MDS on discharge	Time Since Prior Service	Required Assessments	Remarks
1.	Cat A <u>Fast Track</u>	MFD or MLD	0 - 3 yr	Self-declaration, PHCR ⁷⁷ , IMA ⁷⁸	
2.	Cat A	MFD	3 – 6 yr	Self-declaration, PHCR, IMA	
3.	Cat A	MLD	3 - 6 yrs	PSMA, PHCR, IMA	
5.	Cat B/C	Any	Any	PSMA, PHCR, IMA	
5.	Any	MND	Any	L1 Med Appeal. If appeal upheld PSMA, PHCR and IMA are required.	Candidate rejected by RG, and must submit L1 med appeal to ARITC Occ Med. If authorised application proceeds.

40.110. Applications will not be accepted from ex-officers who resigned their commission when called upon to do so or who have been dismissed from the Service for disciplinary reasons. Only those who continue to hold a commission can apply for a reinstatement.

40.111. In the first instance the candidate is to seek advice from the Career Manager of the specific capbadge or branch they are seeking reinstatement in as to whether there are available vacancies. Once confirmation of a vacancy has been obtained, applications for reinstatement are to be made online to the NRC through the Army Jobs website. The timelines set out for Regular soldier rejoiner candidates, especially Fast Track, do not apply to Regular officer rejoiners as consultation of an AOSB Transfer Board may be required, along with submission to the AEB for ratification.

40.112. Candidates may be required to undergo a probationary period of 12 months (or such longer period if required by the Arm or Service) before their commission is confirmed. There will be no eligibility for substantive promotion during the period of probation, however individuals can be boarded for promotion and if successful substantively promote at the end of their probationary period para 6.1.008 refers. At the conclusion of the probationary period the CO and formation commander (not below the rank of Brig), under whom such candidates are serving are to inform APC. The email outlining that they are content with the officer and that the commission should be confirmed should be initiated by the CO, to the CM for onward correspondence to Offrs Secretariat. Subject to confirmation, officers are entitled to have any substantive promotion backdated to the original due date (if applicable). Seniority will be granted in accordance with the PAW 20.

40.113. Rank and type of commission. Applicants are to be considered for reinstatement in their former substantive rank, with their former seniority date advanced by the period they were away from the Active List. When reinstatement is approved, they will

⁷⁷ Primary Health Care Record.

⁷⁸ Initial Medical Assessment.

normally be granted the type of commission held when they were release, final decision on the type of commission and length of service presented by CM rests with the AEB. Conversion to a Regular Commission (Reg C) will not normally be considered by the AEB until such applicants have served their probationary period from the date of reinstatement.

40.114. The act of reinstating normally attracts a 3-year return of service: officers will not normally be allowed to request Premature Voluntary Retirement (PVR) or to transfer capbadge for a period of 3 years from the date of transfer or reinstatement.

40.115. CM Branches, with advice from the DBS (Vets) are to acquaint applicants with the options available, regarding the repayment of any grants or gratuities, and the position concerning rights for retired pay. Applicants are also to declare, where applicable, their intention regarding pension aggregation. The agreement of applicants on any option is to be recorded in writing before an ASB decision is made. Where there is doubt DBS, Pensions Division, will provide clarification. Attention is drawn to Article 109.a of PAW 20.

Army Reserve

40.116. Ex-Regulars rejoining the Army Reserve. The Army aspires to transfer a significant number of those who are nearing completion of their Regular service into the Army Reserve⁷⁹. This section 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.

40.117. Eligibility:

- a. Serving Soldiers who wish to join the Army Reserve. These individuals may join immediately upon leaving Regular Service. 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.

⁷⁹ For many, service in the Army Reserve will be over and above an individual's pre-existing Regular Reserve liability. For clarification of an individual's personal circumstance, advice should be sought from the individual's RCMO.

- d. OCdts of University Officer Training Corps Units.
- e. 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 55⁸⁰, although authority can be granted to extend if prior dispensation is gained from Pers Pol (Army).

40.118. 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.
- d. 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 a request for a waiver should be submitted to Pers Pol (Army). For those in the Recruiting Group process such waivers are to be staffed by the NRC.

Responsibilities

40.119. 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.

40.120. Commanding Officers (COs).

- a. **Regular Unit COs (including hybrid 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.

⁸⁰ Musicians 65, PQS 60, SF 60.

- (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.

40.121. Recruiting Group. Where service personnel have left the Regular Army without an application to transfer to an Army Reserve unit they are to be treated as service leavers and will follow the Recruiting Group rejoin process. Applications to rejoin the Army Reserve should be made via the Army jobs site <https://apply.army.mod.uk/what-we-offer/rejoiners> and candidates will then follow the standard rejoin process.

Application Process

40.122. 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.

40.123. Discharging As Of Right (DAOR) from Training Establishments. Where appropriate, Regular Army Senior Entry 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 to Soldier Terms of Service.

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

40.125. 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 to Soldier ToS](#). 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 using the Army Jobs site <https://apply.army.mod.uk/what-we-offer/rejoiners>.

40.126. Medical Grading. Candidates must meet the minimum medical standard of Medically Limited Deployable (Permanent) (MLD(P)) to enlist in the Army Reserve. This is the minimum medical standard and is subject to the needs of the Army Reserve. Those candidates who are no longer serving and are following the Recruiting Group route must undergo the following medical assessment:

Ser	MDS on discharge	Time Since Prior Service	Required Assessments	Remarks
1.	MFD or MLD	0 – 12 months	Self-declaration, PHCR	
2.	MFD or MLD	12 months – 6 years	RGMD, PSMA, PHCR	Any candidate discharged for more than 6 years follows ab initio route.
3.	MND	Any	L1 Med Appeal. If appeal upheld RGMD, PSMA, and PHCR are required.	Candidate rejected by RG, and must submit L1 med appeal to ARITC Occ Med. If authorised application proceeds.

40.127. 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.

40.128. 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.

40.129. Physical and education entry standards. The NRC are to check the requirement for RFT(E), ACT and TST for all rejoiners applying through the Army Jobs route to rejoin a different capbadge or trade and to arrange for the necessary testing to be carried out at an Assessment Centre. If any candidate fails to meet the RFT(E), ACT or TST criteria for their chosen capbadge or trade, the Chain of Command of the Army Reserve until they wish to join are to be notified by the NRC. Candidates may be deferred for retesting in line with the processes set out in AGAI Vol 2 Ch 40 paras 40.041 (RFT(E) retesting) and 40.050 sub paras a and c (ACT and TST).

40.130. 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.

40.131. 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.

40.132. Security Vetting. All Reservists are required to meet the Baseline Personnel Security Standard. National Security Vetting (NSV) clearance will be carried forward from their Regular service for 12 months following discharge from the Regular Army. For those joining the Army Reserve outside of this 12 month window and if there is a continuing requirement to maintain vetting, the unit is to apply to DBS NSV requesting a NSV clearance using the 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.

40.133. 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.

40.134. 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 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.

40.135. 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. 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 or the respective desk at APC. 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.

40.136. 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.

40.137. 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.

40.138. Transfers between the Regular Army and Army Reserve. The Regular Army requires a steady inflow of personnel in order to maintain Army structures, whilst there may be service personnel who are currently serving in the Regular Army and would like to change their terms of service. Both of these situations are outside the Army

recruitment process and should instead be dealt with through the processes already in place to allow transfers and conversions of terms of service. The policy for transferring from the Army Reserve to the Regular Army, and vice versa, can be found in Soldier Terms of Service.

40.139 – 40.145. Reserved

Part 5 – Specialist Reserve Entry

40.146. Entry Process of a Gp A Specialist Reserve. The following specialist areas and associated sponsor branches within DCap are covered below.

- a. **Comd and Comd Sp Cap.** Cultural, Language, Finance, Emerging Technologies, Science & Technical experts, Intelligence Analysts⁸¹, Cyber⁸², specialists in thematic environments and ICS Network Design Consultancy.
- b. Cbt Sp.
 - (1) Information Activity and Outreach Capability⁸³, Specialists in Thematic Environments.
 - (2) Geospatial Information Systems (GIS), Data Management, Web Services, Surveyors and Geographers.
- c. **HQ PM(A).** Specialist criminal investigation⁸⁴ and custodial/detention activity.
- e. Other specialist areas will be considered on a case-by-case basis by Pers Pol (A) as requested.

40.147. Education Standard. SRO must normally hold the minimum of a recognised degree or equivalent in their specialisation. Due to the nature of the required skill sets, individuals without a degree may be considered by the appropriate Arms Selection Board (ASB) on a case-by-case basis.

40.148. Eligibility:

- a. **Age.** Civilian candidates seeking specialist entry to the Army Reserve should normally be over 18 and under 55 years of age. Exceptional authority for applications outside this age bracket can be requested from PERS POL(A) in accordance with [Paragraph 40.085](#) above.
- b. **SROR.** Applications from untrained candidates to join will be accepted up to the day before an individual's 50th birthday, Trained ex-Regular and trained ex-Reserve Other Ranks may join the Army Reserve up to their 52nd birthday.
- c. Exceptional authority for applications outside this age brackets can be requested from Pers Pol(A) in accordance with 40.127 below.
- d. **Medical Procedures.** Candidates will follow the same medical administrative and clinical screening process as other Army Reserve candidates. Candidates who declare medical histories during the recruiting process that require special

⁸¹ Specific strategic knowledge/experience outside generic INT CORPS capabilities could include Investment Banking, Demographics, Economics, Police, Government Agency Analysts and Academics.

⁸² Includes the full range of Cyber and Information Assurance activities.

⁸³ Outreach includes Capacity Building, support to Stabilisation Operations and other aspects of Defence Engagement.

⁸⁴ For example, cyber-crime, fraud, homicide, disaster victim identification, sexual offences, crime intelligence, domestic violence, forensics.

consideration (eg a specialist opinion and/or service occupational medicine assessment) will be identified in the application process and managed appropriately by NRC.

- e. **Other requirements.** Applicants must adhere to all other residency and appearance requirements in accordance with this AGAI.

40.149. Security Clearance. If required, security clearance should be requested after candidates have passed their respective ASBs but before commencing initial training. Where Developed Vetting (DV) is a requirement for the candidate's role⁸⁵, the recruitment and training process and subsequent probationary employment should continue in tandem with the DV assessment (which usually takes several months). If DV is not granted, the probationary commission/Colour Service may be terminated⁸⁶. Candidates must be briefed on this prior to commencing the selection process.

40.150. Waivers. No person who falls outside the normal criteria for entry can be enlisted without authority from PERS POL(A). Waivers can be requested using [AF B203 - Application for Special Enlistment Authority](#) and should state why the individual does not meet the normal policy criteria, why the skill set held by the applicant is required by the Army and why it cannot be provided by other means. The form should be submitted through the Chain of Command via the respective D Cap Sponsor to Pers Pol (A) for a final decision before attestation.

40.151. Selection. After completing the normal recruiting pipeline process, SROR candidates are to attend and pass at an Assessment Centre and pass the appropriate D Cap Sponsor ASB to ascertain their specialist expertise. Once the candidate has passed their ASB and their pre-employment checks have cleared, they may be enlisted and, where applicable, loaded for Phase 1 training or, depending on specialisation, commence employment. Should a candidate not meet normal entry criteria, waivers are to be staffed to Pers Pol(A).

40.152 - 40.170. Reserved.

⁸⁵ This applies to most cyber and intelligence roles and some cultural advisor roles.

⁸⁶ Where individuals were already a member of the Reserves then they may return to their generalist post and will not lose their commission/Colour Service.

ANNEX A TO CHAPTER 40
MINIMUM PERIODS OF UK RESIDENCY REQUIRED BY POTENTIAL RECRUITS PRIOR TO NRC STAFF FORWARDING NSV APPLICATIONS

Ser	BPSS/ NSV	Overseas Country-Originated/Resided	Minimum UK Residency Required	Remarks
1.	BPSS	All sole British/dual British/Commonwealth nationals.	Nil	Army HQ accept risk.
2.	SC/CTC	Sole British nationals – previously resident in Australia, New Zealand, Canada, USA.	1 yr	Army HQ accepts risk during Basic Training ⁸⁷ .
3.		Sole British nationals – previously resident elsewhere other than Australia, New Zealand, Canada, USA.	18 mths	
4.		Military transferee from Australia, New Zealand, Canada Armed Forces.	Nil	No more than 18 mths out of military service.
5.		Commonwealth nationals.	3 yrs (CTC)	3 years for SC
UK dual nationals				
6.		Dual nationals British since birth.	18 mths	
7.		Dual nationals British element gained in last 10 yrs.	2 yrs	
8.		Dual nationals British element gained under 5 yrs.	30 mths	
RMAS				
9.	SC	Sole British/dual British or Commonwealth candidate.	As above	BPSS acceptable for initial RMAS entry provided sufficient residency for CTC/SC waiver achieved no later than 9 mth point of course when SC application must have been submitted.
10.	DV	Sole British.	5 years	In last 10 years.
11.		Dual British.	6 years	In last 10 years.
12.		Commonwealth national.	7yrs 6 mths	In last 10 years.

⁸⁷ Assuming the requirement for all Commonwealth candidates to have 5 years' residency before making application to join the Army is no longer applicable

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ANNEX B TO CHAPTER 40

A complete and upto date list of CW countries can be found using this [link](#).

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ANNEX C TO CHAPTER 40**ROLE FITNESS TEST INPUT STANDARDS BY CEG
AT ARMY SELECTION CENTRE AND BASIC TRG**

The Army entry test (RFT(E)) will be used at Army Selection Centres and the start of BT to ensure recruits and officer cadets are at the appropriate level of fitness to commence BT. **RFT(E) consists of a Seated Medicine Ball Throw, a Mid-Thigh Pull and 2 km run.**

GCC (all critical)

Ser	Audience	Test	BT Entrance Test RFT(E) Standards	Critical	Remarks
1	Reg & Res	Med Throw	All 3.1 metres	Yes	
2	Reg & Res	MTP	76	Yes	As per MTP reading
3	Reg & Res	2KM Run	RAC/Inf: 10.15 mins* (MSFT 8.06) Para: 08.15 mins* (MSFT 11.06)	Yes	

NON-GCC (all critical)

Ser	Arm/Service	TAFMIS Job Code	TAFMIS Job Description	BT ENTRANCE TEST RFT(E)			
				Mid Thigh Pull	Medicine Ball Throw (m)	2 km Run (mm:ss)	MSFT (L/S)
1	RA	All RA	All RA	50	2.7	11:30	6.6
2	RE	All RE	All RE	50	3	11:00	7.5
3	R Signals	SIG 100/60	Comm Sys Engr	46	2.9	11:30	6.6
		SIG 360 SIG 410 SIG 380/580/740 SIG 390/590 SIG 350/550	EW Sys Op Inst Tech Comm Sys Op Elec Dvr Lnm	50	2.7	11:30	6.6
4	AAC	All AAC	All AAC	50	2.7	12:00	5.8
5	RLC	RLC 380/89 RLC 260/69	Marine Engineer Seaman/woman	50	2.7	11:30	6.6

		RLC 230/39	Port Operator	50	2.7	11:30	6.6				
		RLC 201/09	Driver								
		RLC 210/19	Driver Radio Operator								
		RLC 270/79	Postal & Courier	50	2.7	11:30	6.6				
		RLC 390/99	Log Sp Spec								
		RLC 220/29	Air Despatcher								
		RLC 350/59	Ammunition Technician	50	2.7	11:30	6.6				
		RLC 310/19	Petroleum Operator								
		RLC 250/59	Mov Controller								
		RLC 360/69	Chef	50	2.7	11:30	6.6				
		EME 101E/09E	Recovery Mechanic					50	3	11:30	6.6
		EME 300A/09A	Technical Support Spec								
6	REME	EME 100A/09A	Vehicle Mechanic	50	3	11:30	6.6				
		EME 200A/09A	Aircraft Technician								
		EME 100B/09B	Armourer								
		EME 100D/09D	Metalsmith								
		EME 200B/09B7:3	Electronics/ Avionics/ Technician	50	3	11:30	6.6				
		EME 200B/09B7:3	Technician								
7	AGC	All AGC	All AGC	50	2.7	12:00	5.8				
8	AMS	AMS 1	CMT/Paramedic/ RMO/DH	50	2.7	11:30	6.6				
		AMS 2	All other	50	2.7	12:00	5.8				
9	RAVC	All RAVC	All RAVC	50	2.7	12:00	5.8				
10	Int Corps	All Int Corps	All Int Corps	50	2.7	11:30	6.6				
11	RCAM	All RCAM	All RCAM	50	2.7	13:00	4.2				
12	RACHD	All RACHD	All RACHD	50	2.7	13:00	4.2				
12	All JE	All JE	All JE	50	2.7	11:00	7.5				

*Waiver and Risk Assessment required if applicants do not make this standard. PARA, RAC and Inf candidates with run times of over 8.15 (PARA) and 10.15 (RAC/Inf) may be authorised to proceed with the proviso that they arrive at Phase 1 and meet the required standard.

ANNEX D TO CHAPTER 40
CURRENT GTI CUT OFF SCORES

Corps	Job Profile Description	GTI Minimum
AGC	AGC (RMP) - Military Police -Standard Entry/Reserves	60
RLC	RLC - Ammunition Tech Standard Entry	58
RAMC	RAMC - Biomedical Scientist - Standard Entry	58
RAMC	RAMC - Radiographer - Standard Entry	58
RAMC	RAMC - Radiographer – DE	58
RE	RE - Construction Materials Technician - Standard Entry	55
RLC	RLC - Marine Engineer	55
RE	RE - Design Draughtsman	55
RE	RE - Draughtsman (E and M)	55
Int Corps	Int Corps - Op Military Intelligence Standard Entry	55
Int Corps	Int Corps - SE Op Military Intelligence (Linguist)	55
QARANC	QARANC - Student Nurse Standard Entry	55
RE	RE - Surveyor Engineer - Standard Entry	55
RE	RE - Surveyor Engineer	55
RE	RE Geographic Technician	55
RE	RE Infrastructure Engineer	55
RE	RE - Fitter AC & R	53
RE	RE - Heating and Plumbing	53
RE	RE Plant Operator	53
RE	RE – ME Fitter General	53
RE	RE – ME (POM) Standard Entry	53
RE	RE - Electrician	53
RAMC	RAMC - Clinical Physiologist - Standard Entry	52
RAMC	RAMC - Environmental Health Tech Standard Entry	52
RAMC	RAMC - Operating Department Practitioner - Standard Entry	52
RAMC	RAMC - Pharmacy Tech Standard Entry	52
RAMC	RAMC - Combat Medical Technician	52
AGC	AGC(SPS) - HR Specialist	50
RADC	RADC - Dental Technician Standard Entry	50
RADC	RADC - Dental Nurse	50
	Reserves- Recruit Int Corps	50
QARANC	QARANC - Healthcare Assistant Standard Entry	50
RAVC	RAVC - Dog Handler/Trainer - Standard Entry	50
RAVC	RAVC - Veterinary Technician- Standard Entry	50
AAC	AAC - Groundcrew	48
REME	REME - Shipwright - Standard Entry	48

REME	REME - Tech Support Specialist	48
REME	REME Armourer	48
REME	REME - Metalsmith	48
REME	REME Recovery Mechanic	48
RLC	RLC - Movement Controller	48
RLC	RLC - Ammunition Technician - Junior Entry	48
RLC	Movement Operator (V)	48
R Signals	R SIGS - Electronic Warfare Systems Op - Standard Entry	48
R Signals	R SIGS - Communication Logistic Specialist	48
R Signals	R SIGS - Comm Systems Op	48
R Signals	R SIGS - Electrician	48
AGC	AGC Recruit Clerk - Reserves	48
	AGC (MPS) Reserve Soldier	48
REME	REME - Vehicle Mech	48
REME	REME - Aircraft Technician	48
REME	REME - Electronics/Avionics Technician	48
REME	REME Vehicle Electrician - Reserves	48
REME	REME Electronics Technician	48
R Signals	R SIGS - Comm Systems Engineer	48
REME	REME - Technical Storeman - Reserves	48
REME	REME Regimental Specialist - Reserves	48
R Signals	R SIGS - Installation Technician Standard Entry	48
R Signals	Royal R Signals Installation Technician 81 Sig Sqn Reserves Only	48
RE	RE - Bricklayer and Concreter	47
RE	RE - Building and Structural Finisher	47
RE	RE - Carpenter and Joiner	47
RE	RE - Comd Control and Comms Sys	47
RE	RE Logistic Specialist	47
RLC	RLC - Mariner	47
RLC	Petroleum Operator	47
RE	RE - Armoured Engineer - Standard Entry	47
RE	RE - Fabricator	47
RLC	RLC - Driver/Communications Specialist - Junior Entry	46
RLC	RLC - Driver Communications Operator (Reserves)	46
HCAV	HCav - Crewman/Mounted Duty	44
RA	RAC - Crewman	44
RLC	RLC - Driver - Air Dispatcher	44
RLC	RLC - Postal and Courier Op	44
RLC	RLC - Port Op	44
	Reserves - Recruit Yeomanry	44
RLC	RLC - Driver	42
RLC	RLC - Logistic Specialist (Supply) Standard Entry and Reserves	41
RE	RE Combat Engineer (Reserves)	40

RE	RE Driver (Reserves)	40
RE	RE - Amphibious Engineer (Reserves)	40
QARANC	QARANC - DE Adult Nurse	40
QARANC	QARANC - DE Mental Health Nurse	40
Inf	TA - Recruit HAC	38
RA	RA - Gunner Crewman	38
RA	Reserves - Recruit RA/RHA	38
RA	Reserves - Recruit (F) RA/SNHY	38
RLC	RLC - Chef	38
INF	Infantry - Guardsman Junior Entry	34
INF	Infantry - Paratrooper Junior Entry	34
INF	Infantryman Junior Entry	34
RCAM	RCAM - Musician Standard Entry & Reserves	33
RLC	RLC Pioneer	29
INF	Infantry - Guardsman Standard Entry & Reserves	26
INF	Infantryman Standard Entry & Reserves	26
INF	Infantry - Paratrooper Standard Entry & Reserves	26

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ANNEX E TO CHAPTER 40**SAFEGUARDING VULNERABLE GROUPS – ARMY ROLES COVERED UNDER THE
REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975****Disclosure and Barring Service (DBS)****Require Enhanced DBS or Enhanced Access NI**

Dental Nurse

Dental Technician

Combat Medical Technician

Clinical Physiologist

Operating Department Practitioner

Pharmacy Technician

Radiographer

Paramedic (*Reserves only*)

Registered Nurse

Student Nurse

Registered Nurse (Mental)

Student Registered Nurse (*Reserves only*)

Health Care Assistant

Chaplains

Medical Officers

Basic Disclosure only

Biomedical Scientist

Environmental Health Technician

RMP undertake vetting via SPCB (Service Police Crimes Bureau)

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ANNEX F TO CHAPTER 40**REJOIN POLICY PRIOR SERVICE CHECKS - DELEGATED AUTHORITIES**

1. **Rehabilitation of Offenders Act.** The Rehabilitation of Offenders Act 1974 (ROA) was changed on 10 March 2014, specifying that following a specified period of time which varies according to how the original offence was dealt with, cautions and convictions may become 'spent' - as a result of which the offender is regarded as rehabilitated; the time it takes for an offence to become 'spent' depends on the sentence given not the offence committed. The 2014DIN01-216 contains more details, notably Annex A which gives a guide to rehabilitation periods. Annex A to the ROA DIN must be consulted to confirm if a civilian or military conviction has been spent.
2. **Future Employment.** For most purposes the ROA treats a rehabilitated offender as if he or she had never committed an offence and, as such, they are not required to declare their spent caution(s) or conviction(s) when applying for most jobs or insurance. As a result, an employer cannot refuse to employ someone (or dismiss someone) because he or she has a spent caution or conviction unless an exception applies. As a result, under the ROA, the Army cannot refuse to consider employment purely based on a 'spent conviction'.
3. **Prior Service Checks (PSC).** If during PSC an applicant has been found to have been discharged in accordance with QR(Army), it must first be confirmed that any conviction is spent otherwise the individual will not be permitted to rejoin. For those with no convictions, or whose convictions are considered spent, the relevant authorities to allow an application to proceed are as follows:
 - a. **Hd Pers Pol (A).** Hd Pers Pol (A) via SO2 Discharges, is the relevant authority to adjudicate on any exceptional or complex cases irrelevant of discharge code. In addition, Hd Pers Pol (A), via SO2 Discharges is the exclusive authority for the following QR(Army) paragraphs:

Ser	QR(Army)	Reason
1.	9.396	Having been sentenced by a court-martial to dismissal from Her Majesty's Service
2.	9.397	Having been sentenced by a court-martial to dismissal with disgrace from Her Majesty's Service.
3.	9.404	Gross Misconduct – authority for discharge is the Brigade or Station Commander.
4.	9.405	Retention undesirable in the interests of the Service - authority for discharge is the Brigade or Station Commander.

b. **Employment Branch.** SO2 Empl Plans, through SO1 Occ Med ARITC, is the final authority where an individual was discharged under the following QR(Army) paragraphs:

Ser	QR(Army)	Reason
1.	9.381	Defect in enlistment procedure – if medically related aspects
2.	9.385	Ceasing to fulfil Army medical requirements, that is medically unfit under existing standards
3.	9.386	Ceasing to fulfil Army medical requirements, that is temporarily unfit for any form of Army service
4.	9.387	Ceasing to fulfil Army medical requirements, that is permanently unfit for any form of Army service

c. **Recruiting Group.** The following QR discharge paragraphs are acceptable and applications may be processed by ARITC-RG without further consultation:

Ser	QR(Army)	Reason
1.	9.373	By right, having given the appropriate notice
2.	9.374	At the soldier's request on payment (Reserved)
3.	9.375	At the soldier's request, free on compassionate grounds
4.	9.376	At the soldier's request
5.	9.377	At the soldier's request
6.	9.380	Not finally approved for service
7.	9.381	Defect in enlistment procedure (unless Medical related).
8.	9.382	Having made a false answer to a question in his attestation paper
9.	9.383	Unsuitable for Army service – 12 month caveat for rejoining
10.	9.388	Having reached the age limit for service in the Regular Army
11.	9.389	By right having given the appropriate notice (NTT)
12.	9.390	Having claimed discharge under Regs 15(6) of Army Terms of Service Regulations (ATSR) 1992 (Reserved)
13.	9.391	Having applied to determine service of claim discharge (Discharge as a Right)
14.	9.392	Having Claimed Termination under Section 15 of the AA 1955 (reduced in Rank from WO)
15.	9.393	On completion of engagement
16.	9.395	Free on family grounds
17.	9.398	On termination of engagement
18.	9.399	At the soldier's request on payment (Reserved)
19.	9.400	At the soldier's request – after the completion of 16 or more years' service on a current engagement (QR(Army) para 9.400g subject to Pers Pol authorisation)
20.	9.401	At the soldier's request – before the completion of a normal regular engagement but with 22 or more years' reckonable service for

		pension
21.	9.402	At the soldier's request free on compassionate grounds
22.	9.407	On appointment to a commission
23.	9.408	Re-enlistment on another engagement
24.	9.409	On Reduction in the Establishment of his Corps. (Redundant by this Reduction)
25.	9.410	Change in Corps requirements – surplus other than Redundancy
26.	9.411	Not required for further Army service
27.	9.412	Not required for Army service; below physical entry standard for adult service
28.	9.413	Not required for a full Army career

d. **Recruiting Group – QR(Army) para 9.414.** Applications involving QR(Army) para 9.414 'Services no Longer Required / Released from Army Service' may be authorised to proceed (with caveats) by ARITC-RG in the following circumstances:

(1) **Service No Longer Required (SNLR) – CDT positive test or sub cut off.** May apply to rejoin after a period of 2 years since date of discharge, provided ARITC-RG has obtained the full facts of the case. If accepted to return to duty, applicants are to be informed that they will be placed on the individual retest (IRT) programme and subjected to no-notice CDT for up to two years after rejoining. In these cases, the Applicant must be seen at a face to face interview with an SPSO.

(2) **Service No Longer Required (SNLR) – Admission of having taken a Banned Substance – Drugs Admit.** May apply to rejoin after a period of 2 years since date of discharge, provided ARITC-RG has obtained the full facts of the case. If approved to return to duty, applicants will be placed on the IRT programme and subjected to no-notice CDT for up to two years after rejoining. In these cases, the Applicant must be seen at a face to face interview with an SPSO.

(3) **Service No Longer Required – Temperamentally Unsuitable for Army Service.** May apply to rejoin after a period of over 2 years since date of discharge, subject to their conduct and efficiency prior to discharge but above all the needs of the service. Where an applicant's conduct on discharge was less than 'Exemplary' RG must consult SO2 Discharges for advice. In less straight forward cases both Pers Pol (Army) and OH final approval may be required, in particular if parallel medical concerns were raised on discharge/PTSD etc. In these cases, the Applicant must be seen at a face to face interview with an SPSO.

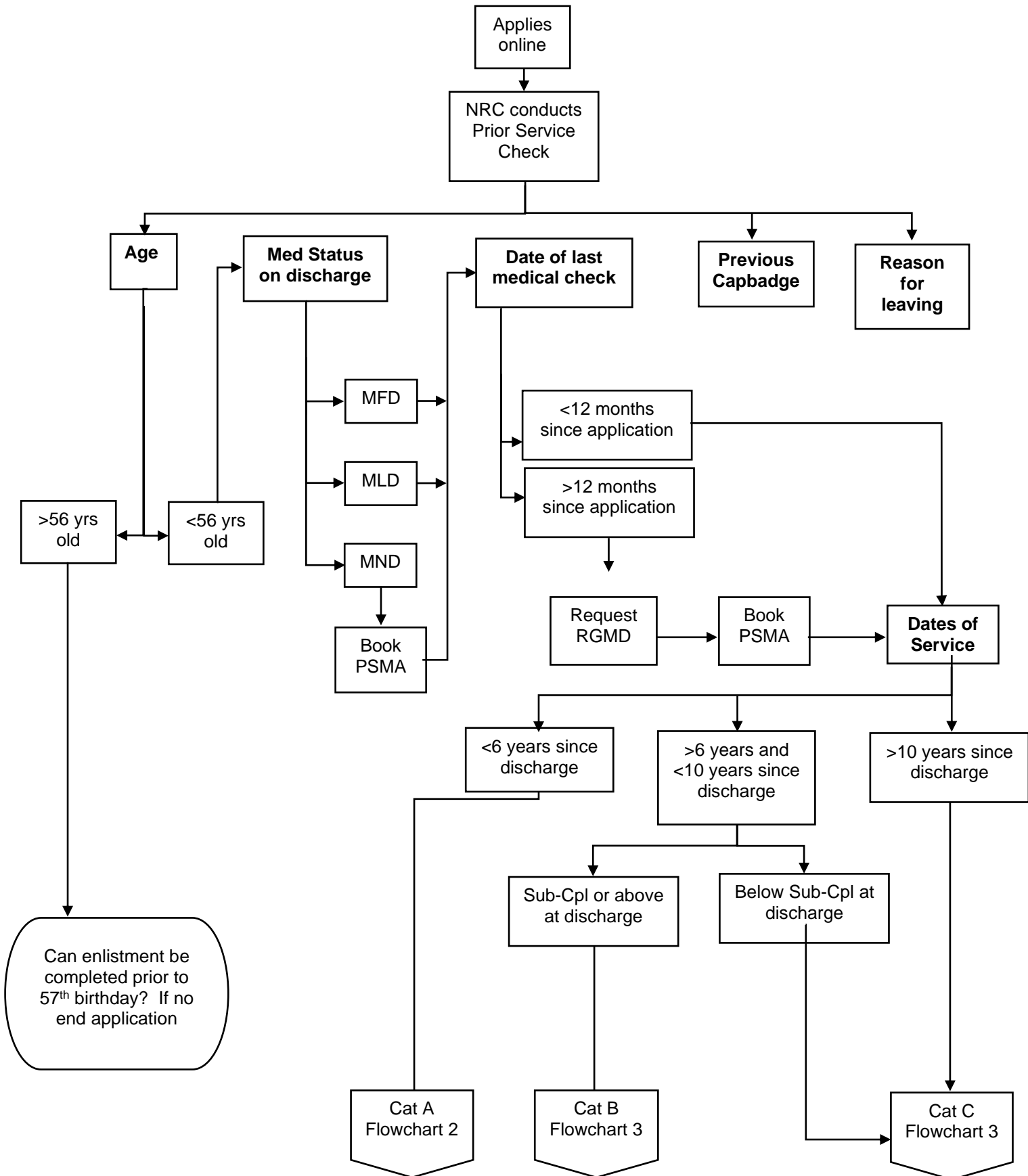
(4) **Service No Longer Required – AWOL.** In most cases may apply to rejoin after a period of over 2 years since date of discharge. In the case of relatively young or previously inexperienced applicants the period of 2 years may be reduced to one year. In all AWOL cases, the Applicant must be seen at a face to face interview with an SPSO.

(5) **Release from Army Service (RFAS).** ARITC-RG may assess each application on its own merits provided there has been a minimum of 1 yr since date of discharge. In these cases, the Applicant must be seen at a face to face interview with an SPSO: in cases where the individual previously left for compassionate or welfare grounds a welfare assessment by ARITC-RG may be appropriate before proceeding.

(6) **Released from Army Service (Unhappy under 18 years of Age (U18)) or RFAS or SNLR if still at Phase 1, 2 or Phase 3 Special to Army Training before Discharge.** Whilst there is no time limit on applying to rejoin in these cases, the Applicant must be seen at a face to face interview with an SPSO: Important in these cases is the assessment of the original discharge AFB 130A (D) and final reports from the ARITC Training Agencies, which led to the individual leaving the Army. If recently discharged it may be in the interests of all parties if the applicant does not return to his previous training unit for re-assessment.

ANNEX G TO CHAPTER 40

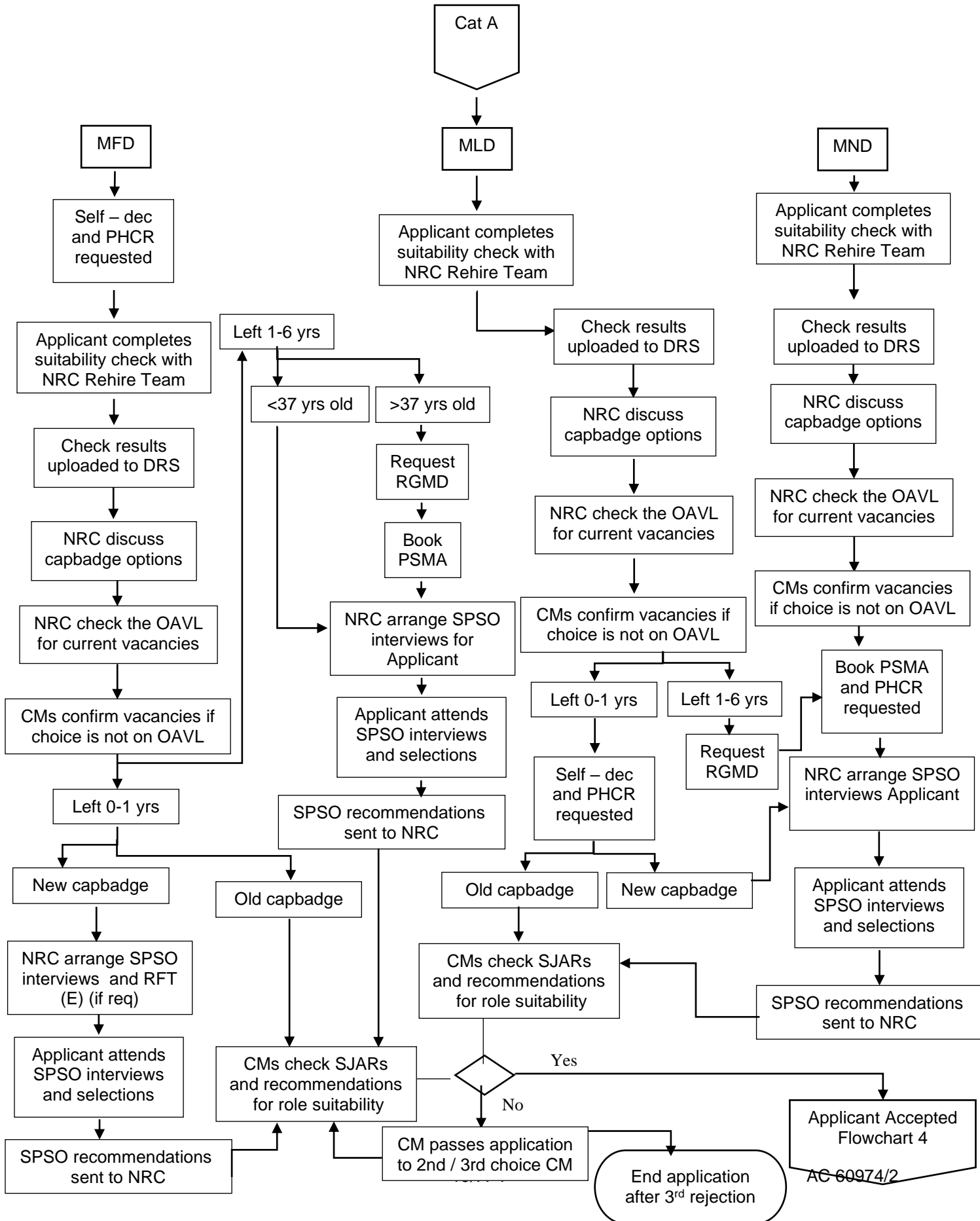
REJOIN PROCESS FLOWCHART 1 – INITIAL STAGES COMMON TO ALL APPLICANTS



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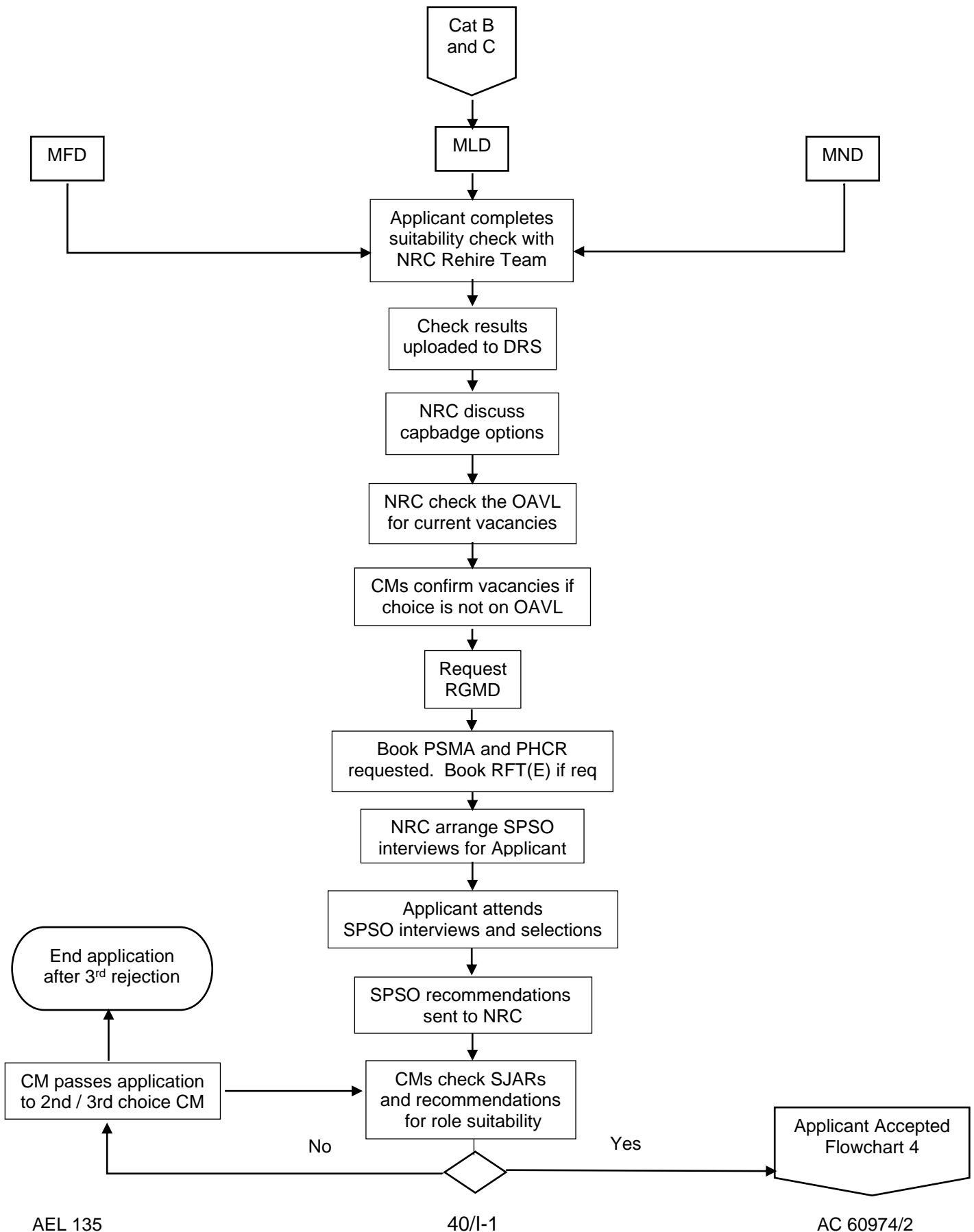
ANNEX H TO CHAPTER 40

REJOIN PROCESS FLOWCHART 2 – CATEGORY A APPLICANTS



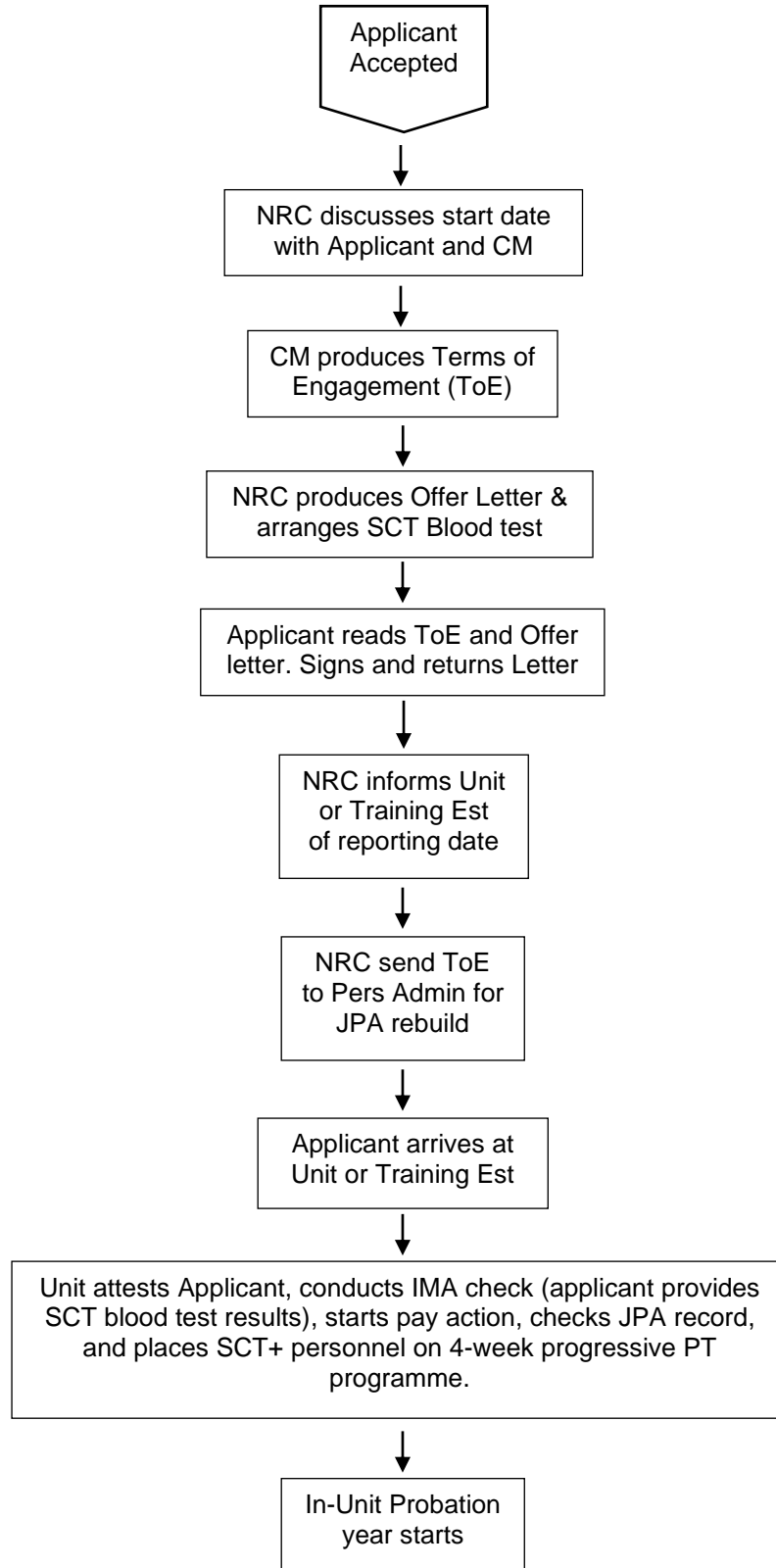
ANNEX I TO CHAPTER 40

REJOIN PROCESS FLOWCHART 3 – CATEGORY B AND C APPLICANTS



ANNEX J TO CHAPTER 40

REJOINER PROCESS FLOWCHART 4 - FINAL STAGES COMMON TO ALL APPLICANTS



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ANNEX K TO CHAPTER 40

National Recruiting Centre (NRC) Official Use – OS-Personal (when complete)

**REJOINER****NRC CANDIDATE APPLICATION to APC (Part1)**

When complete email to: (Insert APC email address)

1. Personal Details (section 1- 6 to be completed by candidate)

Forename(s)		Surname	
Date of Birth		Nationality	
Marital status		Number of Children	
NRC Candidate Unique Reference Number			
Candidate Address			
Telephone Number		E-Mail Address	
Driving licence held?		Driving Ban (Y/N)	Points on licence

2. Rejoin into (Arms/Corps)

	Capbadge	Main Trade
Choice 1		
Choice 2		
Choice 3		
Preferred Start Date		

3. Location preferences

Preferred location 1	South England, North England, Wales, Scotland, NI, Other*
Preferred location 2	South England, North England, Wales, Scotland, NI, Other*
Preferred location 3	South England, North England, Wales, Scotland, NI, Other*
Non-preferred location	South England, North England, Wales, Scotland, NI, Other*

* delete as appropriate

4. Employment

Current Occupation/Employment	
Date Started	
Notice Period Required	

5. Previous Service Details (to be completed from JPA by the NRC)

Service Number		Regt/Corps		Rank on discharge	
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Date of Enlistment		Main Trade	
Unit on discharge			
Date of Discharge		Period Served	Years <input type="text"/> Days <input type="text"/>
Discharge Queens Regulation (e.g QR 9.414)		Special Enlistment Authority	Hd Pers Pol/SO2 Empl WF Pol/ Occ Med/Hd Pers Sy (A)/Other (please specify)
JMES on discharge MFD/MLD/MND (T)/(P)		In receipt of Army pension (Yes/No)	
Verified from certificate of service (Yes/No)		Date Prior Service Check Completed	
Other relevant information			
Must include a comment if the candidate requires a PSMA. PSMA outcome and medical grade (specifically using the terms MFD/MLD/MND) must be confirmed by email to CM.			

6. CSM details:

Name		Direct Telephone Number	
Date Completed			

7. APC employment review recommendations:

Date application sent to SPSO/RCMO for Interview (Section 9 to be completed with SPSO comments once interview has taken place)	
RIC/PRAC Required (Yes/No)	
Attendance at a Specialist Selection Board/Audition required (Yes/No)	
Application to rejoin supported (Yes/No)	
Justification for rejection – this section must be completed if APC does not support the application	

8. APC Career Manager details:

Name		Rank/Grade		Appointment	
E-mail					
Telephone Number		Date Completed			

Details on this form must be entered onto the Rejoin dBase and the form returned to the NRC CSM within 7 days of receipt.

9. SPSO/RCMO employment review recommendations (if applicable):

Date of SPSO/RCMO interview	
Recommend application to rejoin supported (Yes/No)	
Justification for rejection – this section must be completed if SPSO does not support the application	

10. SPSO/RCMO details:

Name		Rank/Grade		Appointment	
E-mail					
Telephone Number		Date Completed			

ANNEX L TO CHAPTER 40

UNIT INFORMATION – ENLISTMENT

1. **Enlistment Procedure.** On successful completion of the [rejoin] recruitment process, a candidate undergoes the enlistment⁸⁸ procedure. The point of enlistment alters the legal status of the candidate, making the person subject to Service law and is therefore a significant step in a person's life. An appropriate officer will conduct this procedure and attest⁸⁹ to its validity. The enlistment procedure set out in Chapter 18 to JSP 830 must be followed: for ease, some pertinent extracts with additional information are below:

2. **Enlistment Notice and Paper (AF B271 W).** The candidate is issued with the enlistment notice and paper during the recruiting process and asked to provide written answers to the questions in the enlistment paper, having been warned by the recruiting officer that it is an offence to provide false answers. The enlistment notice sets down the general terms and conditions of enlistment and service and the enlistment paper contains the questions to be answered, the declaration by the person offering to enlist, and the attestation by the recruiting officer.

Oath of Allegiance / Solemn Declaration

3. **Oath of Allegiance.** Whilst the signed declaration made at enlistment is a legal matter, the Oath of Allegiance⁹⁰ has an educational, symbolic and solemn purpose. The swearing may be conducted during the first day of training or if considered more appropriate, at another suitable point, at the convenience of the single-Service. Swearing the oath of allegiance is a requirement of the Services for service in Her Majesty's forces. Swearing the Oath of Allegiance is viewed as a mark of the individual's loyalty to the Crown and therefore, their willingness faithfully to serve as a member of the Armed Forces.

4. The Oath of Allegiance ceremony should be a formal and solemn occasion, conducted in a manner that emphasises the gravitas of the enlistment the service person 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 [rejoin] should stand whilst taking the Oath and where applicable hold in the right hand the appropriate religious text as detailed below.**

5. QR(Army) contains 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 II, her heirs and successors and that I will as in duty bound

⁸⁸ "Enlistment" denotes the point at which a recruit becomes a member of the armed forces; that is, when the declaration is made and signed on the enlistment paper.

⁸⁹ "Attestation" is the evidencing of the validity of the process leading to the recruit's enlistment by the recruiting officer, and in particular, the genuineness of the recruit's answers on the form.

⁹⁰ Those who, for whatever reason, are unable to swear an oath of allegiance may make a solemn affirmation to the same effect.

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 generals and 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, ie. Jews, Muslims, Sikhs, 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.

6. **Solemn Affirmation.** In accordance with JSP 830, 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,, solemnly, sincerely and truly declare and affirm that (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 generals and officers set over me.”

Religious Texts

7. **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.

8. **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 main minority 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 instead. Recommended religious texts⁹¹ for other faiths are:

- a. **Sikhism.** The Sacred Nitnem.
- b. **Hinduism.** The Bhagavad Gita.
- c. **Islam.** The Holy Qur’an.

⁹¹ 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.

- d. **Buddhism.** The Dhamma Pada.

ANNEX M TO CHAPTER 40 - COVID-19 FAST TRACK REJOIN POLICY

Issue

1. Aims.

- a. To provide clear guidance on the extraordinary fast track rejoin process.
- b. Provide guidance on changes to routine rejoiner policy to mitigate medical and security workforce restrictions in response to COVID-19.
- c. Provide guidance that the Army should seek to re-employ potential rejoiners. If unable to be reemployed at their previous rank for structural or other reasons, an alternative offer should be made. Capbadges have the right to say no, but this should be in exceptional circumstances.

2. Terminology.

- a. **Rejoin.** The term 'rejoin'⁹² means the re-enlistment of trained ex-Reg (completion of Basic Training), with the exception of Inf ORs who must have completed the full Combat Infantry Course personnel.
- b. 'Fast Track' rejoiners must have completed ITT to be considered in the timelines.
- c. **Reinstatement of Officers to the Active List.** Officers who retired may request to be instated directly to the Active List, those who have resigned may seek to be commissioned onto the Active List. Whilst it is acknowledged that officers are reinstated, rather than re-enlisted, the soldier terminology will be used throughout for brevity of policy.
- d. **Fast Track.** A 'Fast Track' candidate is a veteran who:
 - (1) Left the Army within the last 36 months.
 - (2) Returning to the same Main Trade for Pay and capbadge.

⁹² As announced by CGS on 28 Jun 16, personnel who have successfully completed Regular Army Basic (Phase 1) training are to be considered 'trained strength' (ACIN 25/16).

- (3) Had no less than 24 months remaining on previous engagement or commission.
- (4) On leaving had a JMES grade of Medically Fully Deployable or Limited Deployable and can self-declare they have had no significant injury or illness as a veteran that would impact their JMES grading on rejoining the Army.
- (5) Can declare they have no unspent convictions on a MOD 493.

3. **Exclusions.** This policy does not cover:

- a. **Transfers.** Intra Army, Intra capbadge and Reserve to Regular.
- b. **Untrained Ex-Service Personnel.** These must be dealt with as a potential new recruit by the NRC.
- c. **Ex-Service personnel from other Services.** See [AGAI 40](#).
- d. **All other rejoiners who do not meet the fast track criteria.** See [AGAI 40](#).
- e. **Reserves or FTRS mobilised in response to COVID-19.**

4. **Regular Reserve Membership.**

- a. **Officers.** Officers who have retired retain their Land Forces Commission and as such are members of the regular Reserve. Officers who have resigned have left the Active List, Army Reserve or Regular Reserve and have terminated their Land Forces Commission, as a result they have no call out or recall liability or rank. The AEB may reinstate the former to the Active List or grant a Land Forces commission to the latter.
- b. **Soldiers.** In accordance with QR(Army) para 9.113, soldiers who are a member of Section A of the Regular Reserve may apply to re-enter the Regular Army and have their previous service considered. Those personnel who left Regular service without 'Regular Reserve Liability' (not Section A) who wish to rejoin the Regular Army must volunteer to be a voluntary member of Section D of the Regular Reserve in order to subsequently rejoin.
- c. To simplify the process, when applying to rejoin the Reg Army, it is accepted that those without Reg Res liability are volunteering to become a Section D member of the Reg Res in order to rejoin.

- d. Unsuccessful Rejoin applications will not remain Section D members unless they separately apply to do so.
- e. Should a Rejoin applicant not be willing to volunteer to be a member of Section D they cannot return to the Service 'as if they never left' and will instead need to re-enlist.

Eligibility Criteria and Checks

5. **Age.** Fast Track candidates must enlist before their 57th birthday.
6. **Prior Service Checks.** The NRC is responsible for conducting PSC before onward movement of an individual's application to the APC. PSC, including examining the reason for original discharge, will take place to assess an applicant's eligibility for application. If the NRC is unable to obtain the required information from an individual's previous service through their PSC the candidate will move to the typical rejoiner pathway in AGAI 40.
7. **Brigade of Gurkhas.** Those wishing to rejoin the Bde of Gurkhas into a GURTAM PID must be Nepalese and only hold a Nepali passport. If a Gurkha has subsequently left and taken Indefinite Leave to Remain and received their British passport, they must rejoin as UKTAP, through the AGAI 40 pathway.
8. **Reason for leaving the Service.** The following paras detail those rejoiners who are eligible for the fast track timelines. All other rejoiners are welcome to apply to rejoin under the standard AGAI 40 pathway:
 - a. **The Rehabilitation of Offenders Act 1974.** Provides that sentences of dismissal at Court Martial carry a rehabilitation period of 12 months, after the which the conviction will be spent. For those under 18 years of age, the conviction is spent after 6 months. Once a conviction has become spent under the Rehabilitation of Offenders Act 1974, a person does not have to reveal it or admit its existence, unless an exception applies. An employer cannot refuse to employ someone, or dismiss them, because they have a spent conviction unless an exception applies. Consequently, while someone dismissed at Court Martial would not have left the Army voluntarily, a spent sentence of dismissal at Court Martial is not, in itself, reason to deny someone access to the fast track scheme.
 - b. **Officers.** Officers who requested PVR under article 198 of the Pensions and Appointments Warrant may utilise the Fast Track Scheme. Officer applications are to be approved by APC Branch Cols, consulting with Corps Cols as required, in lieu of Arms Selection Boards, prior to submission to Officers Secretariat for consideration

by the Army Employment Board. The Rehabilitation of Offenders Act 1974 (para 8a) applies for any officer awarded a sentence of dismissal by CM or were required to retire or resign their commission as a consequence of a custodial sentence awarded by a civilian court. Those Officers called upon by the Defence Council to retire or resign their commission may not use the scheme, unless the sentence which caused their retirement or resignation is spent. If NRC has any doubt over eligibility for Fast Track scheme, this should be sent to Pers Pol, Officer Pol.

c. **Soldiers.** The Rehabilitation of Offenders Act 1974 (para 8a) applies for any soldier awarded a sentence of dismissal by CM or were discharged as a consequence of a custodial sentence awarded by a civilian court. Any soldier discharged as a result of administrative action pursuant to AGAI 67 will not be considered under the Fast Track scheme, unless the sentence which caused their discharge in line with the Rehabilitation of Offenders Act 1974 is spent (see guidance at para 8e). Those rejoiners ineligible for the Fast Track scheme, may be considered under the standard AGAI 40 pathway⁹³.

d. The following QR(Army) paragraphs are acceptable for Fast Track and may be processed without further consultation.

Ser	QR(Army)	Reason
1.	9.373	By right, having given the appropriate notice
2.	9.374	At the soldier's request on payment (Reserved)
3.	9.375	At the soldier's request, free on compassionate grounds
4.	9.376	At the soldier's request
5.	9.377	At the soldier's request
6.	9.389	By right having given the appropriate notice (NTT)
7.	9.390	Having claimed discharge under Regs 15(6) of Army Terms of Service Regulations (ATSR) 1992 (Reserved)
8.	9.395	Free on family grounds
9.	9.399	At the soldier's request on payment (Reserved)
10.	9.400	At the soldier's request – after the completion of 16 or more years' service on a current engagement (QR(Army) para 9.400g subject to Pers Pol authorisation)
11.	9.402	At the soldier's request free on compassionate grounds

⁹³ The AGAI 40 pathway typically takes 8 weeks. Candidates should have their expectations managed accordingly by the NRC candidate support managers as timeframes may be extended due to COVID-19 restrictions.

e. **Hd Pers Pol (A).** Soldiers who were discharged as a consequence of a custodial sentence awarded by a civilian court or awarded a sentence of dismissal by CM should not be prevented from using the scheme if the sentence which caused their discharge is spent. In line with Annex F to AGAI 40, Hd Pers Pol (A), via SO2 Discharges is the exclusive authority for the following QR(Army) paragraphs. In all cases the RoA applies:

Ser	QR(Army)	Reason
1.	9.396	Having been sentenced by a court-martial to dismissal from Her Majesty's Service
2.	9.397	Having been sentenced by a court-martial to dismissal with disgrace from Her Majesty's Service.
3.	9.404	Gross Misconduct – authority for discharge is the Brigade or Station Commander.
4.	9.405	Retention undesirable in the interests of the Service - authority for discharge is the Brigade or Station Commander.

9. **Medical Standards.** Fast Track candidates must have a JMES grade on discharge of:

- a. **Medically Fully Deployable.**
- b. **Medically Limited Deployable.**

10. If the rejoiner is found to be below the required standard at their IMA they may be discharged in accordance with AGAI 78, or defect on enlistment. There is no time limitation on this defect on enlistment.

11. **Medical Assessment Requirements.** The following medical assessments apply for fast track candidates.

Ser	Rejoin Category	MDS on discharge	Time Since Prior	Required Assessments	Remarks
1.	Fast Track	MFD or MLD	0-36 months	Self-declaration, Primary Health Care Record (PHCR) requested, Initial Medical Assessment (IMA)	IMA can be completed without PHCR and JMES grading will be reviewed once PHCR arrive with the rejoiners' unit.

12. **RMO action on completion of the IMA.** Following confirmation of a rejoiner's medical grade, unit medical staff are to record on the rejoiner's military medical record that they were a 'COVID-19 Rejoiner'. A copy of the rejoiners COVID-19 self – declaration is also to be uploaded to DMICP.
13. **Employment restrictions.** If the IMA took place without the SP's PHCR the SP may be employed in full duties, but the CoC should be made aware that IMA is not complete and that they should maintain a low threshold for seeking medical help in case of doubt. The RMO is to issue the LD proforma at App3 to communicate this to the CoC.
14. **Pre-Employment Checks (PEC).** NRC will conduct PEC at various points along the rejoin process. During this process, an individual will be required to complete [MOD Form 493](#) declaring any convictions. Only once PEC are complete the APC are to produce the terms of engagement for any offer.
15. **Security checks.** In accordance with JSP 440, all rejoiners are required to meet the Counter Terrorism Check, SC or DV for their intended trade/ post. Due to the workforce restrictions at the Cabinet Office (UKSV) the following Sy Vetting standards must be achieved.
- a. **CTC.**
 - (1) The [Basic Personnel Security Standard \(BPSS\)](#) must be **completed** by NRC before rejoining. This is in line with the Defence direction on the suspension of Army recruits to have CTC on entry.
 - (2) Reinstatement of CTC is to be applied for by Units/ CoC.
 - (3) SP are to be risk managed by their unit on arrival until completion of CTC.
 - b. **SC and DV.** Will be treated on a case by case basis.
 - (1) **BPSS must be completed** by NRC before rejoining.
 - (2) Pers Sy (A) to advise on reinstatement or renewal of SC/ DV vetting. This is to be completed within 5 working days by Pers Sy (A).
 - (3) If awarded a waiver by Pers Sy (A) the rejoiner can be re-employed in the SC/ DV role.

- (4) If not awarded a waiver, the rejoiner can be re-employed in a non-SC/ DV role. This advice must come from the APC CM.
- (5) If the rejoiner cannot be employed in a non-SC/ DV role and no waiver is awarded by Pers Sy (A), they cannot rejoin the Army until their vetting is complete and must move onto the standard AGAI 40 rejoiner route.
- (6) Reinstatement or renewal of vetting is to be applied for by the NRC in line with AGAI 40.

16. Failure to meet Sy Vetting standards. Where a rejoiner does not meet the sy vetting standard for their trade, the capbadge can facilitate an internal transfer to a more suitable trade providing a vacancy exists. Individuals in this situation are to be given higher priority than those yet to be enlisted or who are being transferred through the Regular Army Transfer Policy. For Officers the AEB is responsible for considering applications to reinstate or re-join where officers are not fully cleared by DBS.

17. 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*.

18. Special Enlistment Authority Waivers. If a special enlistment authority waiver is required the candidate should be moved onto the standard AGAI 40⁹⁴ rejoiner pathway.

19. Defect on enlistment. If on rejoining the Army it is later determined that a rejoin has knowingly or unknowingly falsified or withheld information or withheld information relating to their eligibility to rejoin the Army, their CO can apply for discharge under QR(Army) para 9.381 – defect on enlistment for soldiers and for officers the matter should be brought to the attention of the AEB who may call the officer to resign under PAW Article 192.

20. Date of rejoining. The date of re-enlistment is to be the date a rejoin first reports to their unit. For officers this date is to be published in the London Gazette.

The 'Fast Track' Rejoin Offer

21. Providing a fast track rejoiner meets the fast track definition and supported by the recipient capbadge, they should be offered an engagement. This will normally be at their previous MTfP and rank, but an alternate offer could be made for structural reasons or

⁹⁴ The AGAI 40 pathway typically takes 8 weeks. Candidates should have their expectations managed accordingly by the NRC candidate support managers as timeframes may be extended due to COVID-19 restrictions.

other reasons (see para 22). Where a fast track rejoiner does not meet the fast track definition or the original capbadge are not able to offer the rejoiner an engagement:

- a. **Soldiers.** They are allowed to continue their application to rejoin under the standard AGAI 40 pathway.
- b. **Officers.** If there is no availability in the rejoiners previous capbadge, candidates should apply through the relevant CM.

22. The APC are responsible for determining the ToE for each applicant and completing the ToE Form ([AF B10037](#)), details of which are to be made clear by NRC on the offer letter, for soldiers or issuing TACOS letter for officers. An applicant must sign to agree the offer before employment commences. As a minimum the Offer Letter must include the following ToEs

- a. **Engagement type.** Soldiers will normally be employed in their original engagement. The following engagement offers may be granted by APC:
 - (1) **VEng.** The balance of a VEng Short/ Full/ Long calculated from date of original enlistment, or until age 60 if earlier.
 - (2) **Type S.** A period of 6 months – 12 years from date of enlistment, or until 60 if earlier. Only to be granted with SO2 Sldr Pol, WF Pol authority.
 - (3) **MLSE.** A period of 3 years from date of enlistment, or until 60.
- b. **Commission.** Officers will normally be employed in their original commission. Should the capbadge wish to offer an alternate commission this must be confirmed by the AEB. Any offer must be included in the ToE and Offer letter.
- c. **Probation period.** The Offer Letter must inform all COVID-19 fast track rejoiners that they are being employed on a 12 month probation period. This is for performance, not structural reasons.
- d. **Rank.** A Fast Track rejoiner will normally be offered Reg service in their previous substantive rank. If appropriate however, a lower rank may be offered (for example if there are no vacancies in that rank for the relevant trade, if the individual does not have the required skill set or has experienced significant skill fade).
- e. Officers being reinstated in their previous rank can be approved by APC Branch AHs. Should any capbadge wish to offer an Officer an alternate rank for structural or other reasons this must be confirmed by the AEB.

f. In exceptional circumstances where a Rejoiner has accrued additional relevant KSE since leaving the Service, a rank appropriate to the KSE may be offered, even if this is higher than rank on exit. In these cases, acting rank is to be granted until the Rejoiner completes all requisite training and educational requirements to substantiate in rank. Subsequent promotions will be granted in accordance with extant rules.

g. **Seniority and Pay.** Seniority is to be assessed by APC in accordance with JPS 754 and is to consider the requirements of promotion and any additional skills acquired whilst in the civilian sector. The incremental level of pay is to be set at an appropriate level that reflects service to date.

h. **Commitment period.**

(1) **Soldiers.** Subject to any training return of service, rejoiners will not normally be required to commit to any period other than having to provide 12 months' Notice to Terminate. Any minimum commitment period the individual must serve is to be stated within the offer letter.

(2) **Officers.** Officers are committed to serve for a minimum of 3 years. Any minimum commitment period the individual must serve is to be stated within the offer letter.

i. **Main Trade for Pay.** Fast Track candidates may only join their previous Main Trade for Pay. If they wish to rejoin a different trade the normal AGAI 40 rejoiner pathway should be followed.

j. **Financial repayments.** Individuals who have previously left the Armed Forces through a redundancy scheme are to be informed by the NRC that they may be required to re-pay some or all of their redundancy settlement on re-entry to the Regular Army⁹⁵. Details are contained within [JSP 764](#).

k. **Pension.** From 1 Apr 15 all entrants automatically become members of the Armed Forces Pension Scheme 2015. It is advised that personnel contact Veterans UK for details on how their pension will be affected before agreeing to an offer of employment.

⁹⁵ If a Reservist takes up a Regular appointment within 27 months of being made redundant, they may be required to re-pay a relevant fraction of their Special Capital Payment and / or Compensation Lump Sum depending upon the length of the employment break. Those re-entering Regular Service after 27 months will not be required to re-pay any of their settlement.

I. **Probation period.** All fast track rejoiners are subject to a 12 month probation period. The procedure for formal warnings and administrative action should be followed in AGAI 67 if a rejoiner is not performing to the standard required.

23. **Training Requirements.** Fast Track rejoiners are CAT A (see AGAI 40 para 40.88) and will not be required to undertake basic training or initial trade training. On arrival in unit a full assessment of the currency and competency must be conducted for any legacy qualifications, mitigating risk through in-Unit refresher training. A full MATTs package must also be delivered in unit within the first 12 months. Capbadges are to load any fast track rejoiners on any subsequent Ph3 trade refresher training as appropriate once enlisted back into the Army.

24. **Resettlement.** In accordance with JSP 534, fast track rejoiners who rejoin are not permitted to count prior service in calculating resettlement entitlement, regardless of whether they accessed any resettlement support at the end of their previous engagement.

The 'Fast Track' rejoiner process

25. **General.** The 'Fast Track' rejoin process is split into four stages:

- a. **Stage 1.** Application. No longer than 5 working days.
- b. **Stage 2.** Assessment. No longer than 5 working days.
- c. **Stage 3.** The offer. No longer than 5 working days.
- d. **Stage 4.** The unit. All actions should be completed within 5 working days of arrival with the exception of IMA, which must be completed within 5 workings following the end of self – isolation.

26. The Time of Flight for a 'Fast Track' rejoiner should be normally no longer than 4 weeks from application to arrival in unit. It is recognised that all rejoiners may not be able to rejoin with 4 weeks, however the offer stage should be normally complete within 15 working days.

27. A flow chart with the 'Fast Track' rejoin process is at Appendix 1.

28. **Stage 1 – Application.** Potential rejoiners are to apply online to initiate the application process.

a. **Mandatory information for all 'fast track' rejoiners.** All fast track rejoiners must be made aware by the NRC that:

(1) Rejoiners with specific welfare or additional family support needs that require access to SFA immediately should look to rejoin under the normal process outlined in AGAI 40. They should not expect access to SFA or SSFA until after 1 Jul 20 with a further review on 30 Apr 20 to decide whether this period should be extended. **Specific Lines to Take are at Appendix 4.**

(2) All fast track rejoiners will be required to undertake a 14 day isolation period on arrival at their new units.

(3) All fast track rejoiners must complete the COVID-19 self-declaration before being given authority to travel to their units.

b. **NRC Eligibility Checks.** The NRC Rehire Team is responsible for checking the eligibility of an applicant and will conduct PSC and PEC.

c. **Sy vetting.** The standards described in para 15 must be met. Direction from Pers Sy (A) on reinstatement/ renewal of vetting should be requested as early in the process as possible. Following this direction, the normal process for renewal/ reinstatement should be followed by the NRC.

29. **Stage 2 – Employability Assessment.** Providing a fast track rejoiner meets the fast track definition and their application is supported by the recipient capbadge, they should be offered an engagement. This will normally be at their previous MTfP and rank, but an alternate offer could be made for structural reasons (see para 21/22). Where a fast track rejoiner does not meet the fast track definition they are allowed to continue their application to rejoin under the standard AGAI 40 pathway (soldiers), for officers, they should apply to a new capbadge through the relevant CM.

30. **NRC.** Once all the checks have been passed successfully the NRC Rehire Team is to send all the necessary information to APC⁹⁶ where the Terms of Engagement (ToE) Form (AF B10037) for relevant details is updated. There should be no delay in sending the information to the application CM. This should be aimed to be completed within **5 working days** application.

31. **APC.** The applicant's information is to be sent to their CM. See para 22 for policy regarding engagement and rank. All CM action is to be complete within **5 working days** of receiving the applicant information including with Corps HQs and E1MB as

⁹⁶ This is to include the results of the PSC, PEC, Sy check, the latest medical grading and the employability check results

required. The CM is to assess the applicant based on the information provided and inform the NRC accordingly:

- a. **Successful Applicant.** The CM is to inform the NRC Rehire Team and the necessary ToE Form (AF B10037) is returned to the NRC Rehire Team.
- b. **Unsuccessful Applicant.**
 - (1) **Soldiers.** They are allowed to continue their application to rejoin under the standard AGAI 40 pathway, selecting a second or third choice capbadge.
 - (2) **Officers.** If there is no availability in the rejoiners previous capbadge, candidates should apply through an alternate CM using the existing Officer rejoiner pathway.
- c. **Insufficient Information.** Should the CM have insufficient information in order to make an assessment as to the employability of an applicant, they are to inform the NRC Rehire Team who will arrange for the collation of the additional information. The applicant is reassessed once the information has been received.

32. Where a candidate requires the renewal of sy vetting and to do so would delay the re-entry of the candidate, the CM should inform the NRC whether the candidate can be employed in a non-SC/ DV position until completion of vetting. If due to MTfP or vacancies the SP cannot be re-employed until completion of vetting the candidate is to be managed on the standard AGAI 40 rejoiner pathway.

33. No fast track rejoiner is to be assigned overseas whilst the current workforce restrictions are in place.

34. **Stage 3 – The Offer.** The NRC Rehire Team is responsible for informing the applicant of the assessment result. The NRC Rehire Team is to then, in consultation with the APC CM and the applicant, confirm a proposed start date for arrival at the chosen Unit. The NRC Rehire Team are to compile and email the Offer Letter (based on the ToE) to the successful applicant. This must also include a copy of the SFA guidance at App 4 to Annex M for the candidate to sign. Any adjustment of start date will require an APC review of the ToE. The applicant MUST sign to accept an offer before any JPA action takes place. The applicant should aim to accept, sign the letter and return it to the NRC Rehire Team within 5 working days. The NRC Rehire Team is to forward copies of the accepted ToE form to Pers Admin for completion of JPA record rebuild action and the APC for their records. The signed Offer Letter acts as an initial assignment order for housing purposes (noting the current restrictions on SFA).

35. **COVID-19 – Self Declaration.** Part 1 of Appendix 2 to Annex M is to be completed by the SP and returned to the NRC before final authority to travel to their new unit.

- a. If the rejoiner answers 'no' to both sections of Pt 1. The rejoiner may travel to their unit.
- b. If the rejoiner answered yes to Q2 of Pt 1 they should continue to self – isolate in line with Government guidelines and must not travel, until they can confidently answer no to Q2. They should then re-submit the form to the NRC.
- c. If the rejoiner answered yes or unsure to Q1 – Pt 1 of Appendix 2 further medical assessment is required using Pt 2 to Appendix 2. The NRC are to refer the candidate to ARITC Occ Med to complete this form.
- d. The completed COVID-19 self-declaration is to be sent to the APC CM for onward distribution to the future unit. This declaration is to be placed on DMICP by the unit medical CoC.

36. **Stage 4 – The Unit.** As rejoiners can be considered as if they never left, they are eligible for normal allowances. On arrival, the Unit must take the following actions to legally enlist the individual. With the exception of the IMA, these must be completed within one week of arrival and in the order set out below:

- a. **Action 1: Enlistment/ reinstatement.** Rejoiners are required to enlist back into the Regular Army: attestation and swearing the oath of allegiance are therefore to be conducted in Unit within the first week. Until this is done, a rejoiner is not subject to Service law. Details of the enlistment procedure (attestation and Oath of Allegiance) can be found at AGAI 40 Annex L.
- b. **Action 2: JPA Action.** JPA action is to be carried out in accordance with JPA Business Process Guide PR904015. In addition, if a rejoiner previously left the Service via submitting Notice To Terminate (NTT)/ Premature Voluntary Retirement (PVR), JPA still holds this information, as a result, the Service Person must be advised to log onto JPA and withdraw their NTT. If a Unit Administrator believes a rejoiner's JPA record to be incorrect they are not to adjust a rejoiner's record without first consulting APC who will be aware of the rejoiner's agreed terms of engagement.
- c. **Action 3: Pay Action.** Unit administrators are to complete JPA Form L002 and submit to DBS.
- d. **Action 4: Vetting Action / Disclosure action.** Units are to apply for the appropriate level of vetting commensurate with the type of employment being

undertaken by the rejoiner, if this has not been completed already. For officers this should already have been considered by the AEB.

e. **Action 5: Self – Isolation period.** All rejoiners must undergo a 14 day self-isolation period. This is to take place before their IMA to protect key workers. Unit welfare and CoC should be made aware of the rejoiner and ensure suitable measures are in place to protect the SPs welfare during their 14 day self-isolation period.

f. **Action 6: Medical.** A rejoiner must have an Initial Medical Assessment (IMA) in order to confirm that their medical status hasn't changed within 5 working days of the end of their self-isolation period. This IMA can be completed without the rejoiner's PHCR.

(1) Following confirmation of a rejoiner's medical grade, unit medical staff are to record on the rejoiner's military medical record that they were a 'COVID-19 Rejoiner'. A copy of the rejoiners COVID-19 self – declaration is also to be uploaded to DMICP.

(2) If the IMA took place without the SP's PHCR the SP may be employed in full duties, but the CoC should be made aware that IMA is not complete and that they should maintain a low threshold for seeking medical help in case of doubt. The RMO is to issue the LD proforma at App3 to communicate this to the CoC.

(3) Once the PHCR arrives at the unit, medical staff are to review the SPs JMES grade. If the rejoiner is found to be below the required standard they may be discharged in accordance with AGAI 74, or defect on enlistment. There is no time limitation on this defect on enlistment.

37. **In – unit probation period.** It is inevitable that rejoiners will have an element of skill fade in terms of MATTs, physical fitness and trade skills. Units are to provide a 12-month probation period for the rejoiner to be brought back up to in-service standards. A full assessment of the currency and competency must be conducted for any legacy qualifications, mitigating risk through in-Unit refresher training. Rejoiners should be made aware that should they fail to meet the required standards they may be discharged.

38. **No-shows.** A rejoiner that does not report to their assigned Unit as instructed, a 'no-show', or those who have not yet enlisted, are not subject to Service law and therefore cannot be considered a Regular soldier and cannot be pursued as absent. In the event of a 'no-show' the Unit is to contact the NRC and APC CM with details at the earliest opportunity. Contact with the individual remains an NRC responsibility. If the NRC deems there is reasonable justification for the 'no-show', one further arrival date may be offered in consultation with APC CM as the IBD may need to be reassessed. Any subsequent offers will require approval from the relevant E1 Manning Brick (MB).

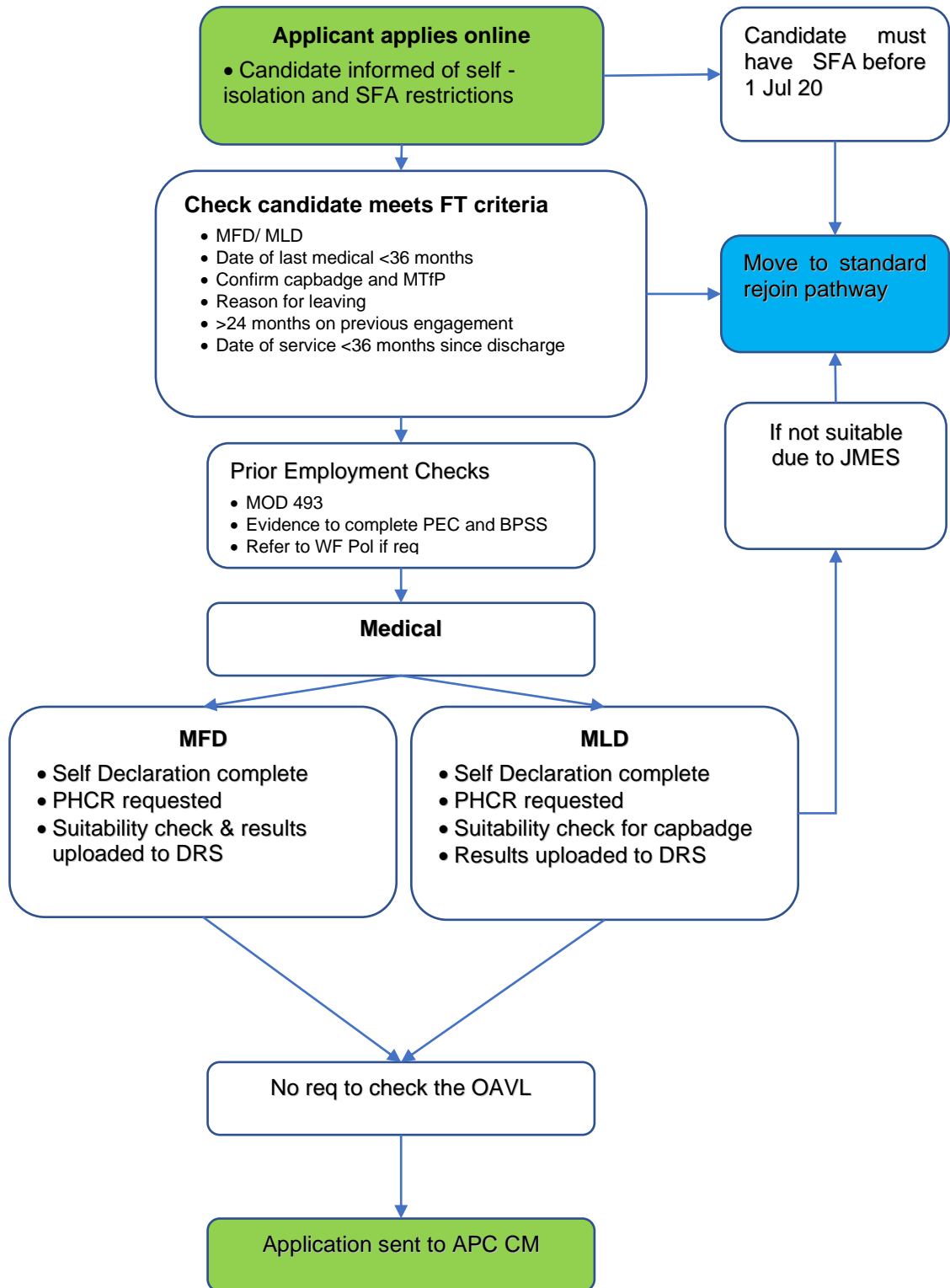
Appendices:

1. COVID-19 Fast Track flowchart.
2. COVID-19 Self-declaration.
3. COVID-19 Example light duties proforma.
4. COVID-19 Lines to take on Service Families Accommodation.

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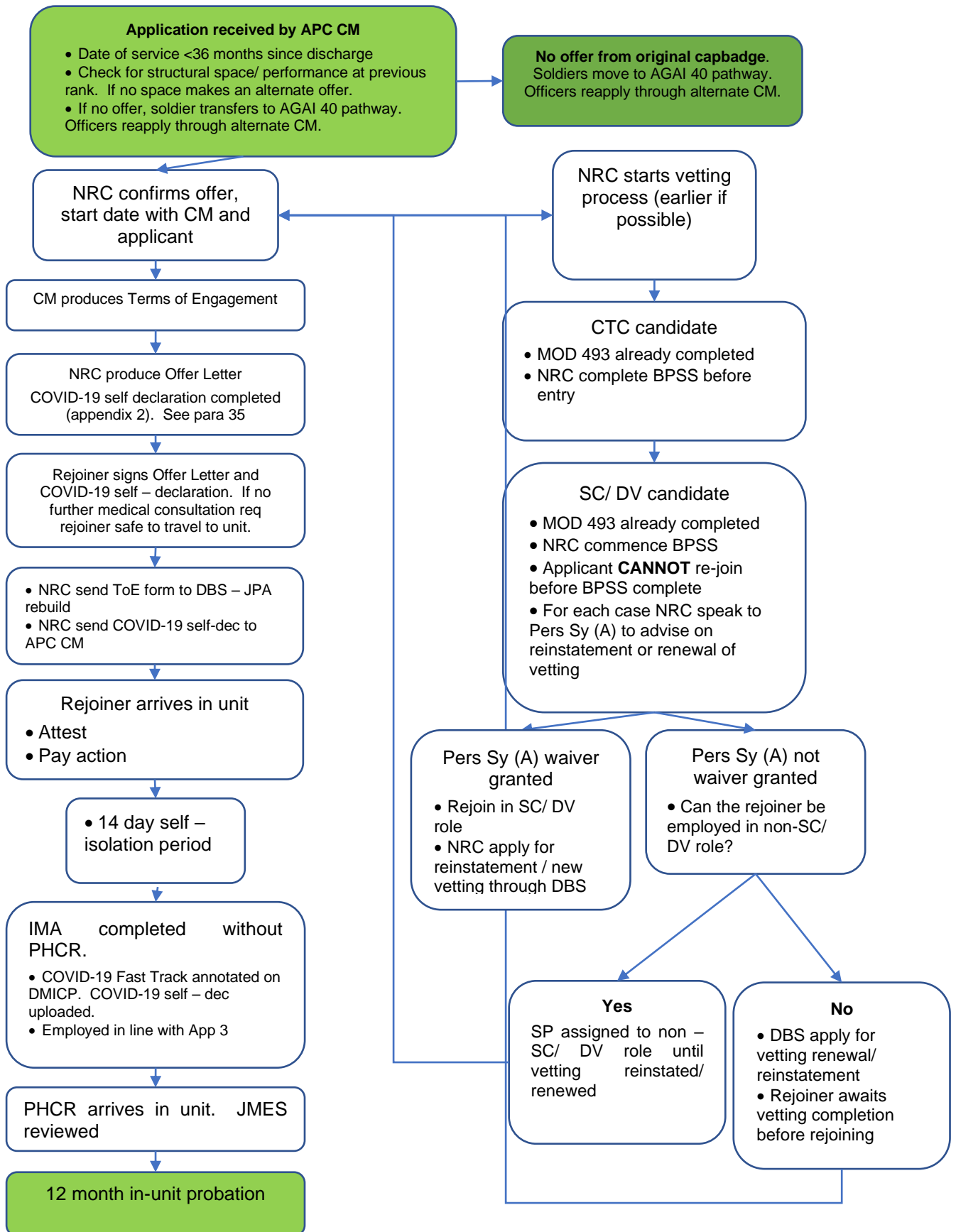
Appendix 1 to Annex M to Chapter 40

COVID-19 Fast Track Flowchart



Appendix 1 to Annex M to Chapter 40

COVID-19 Fast Track Flowchart



Appendix 2 to Annex M to Chapter 40

COVID-19 Rejoiner Self-declaration

For guidance on how to complete see para 35 of Annex M.

COVID-19 Pre-screening questionnaire for Army Rejoiners For self-declaration by Service Person

QUESTION 1

Do you have any of the following health conditions? YES / UNSURE / NO
(you do not need to specify which condition(s))

Chronic (long-term) lung diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis

Chronic heart disease, such as heart failure

Chronic kidney disease

Chronic liver disease, such as hepatitis

Chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy

Diabetes

Problems with your spleen – for example, sickle cell disease or if you have had your spleen removed (including partially)

A weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or immunosuppressants

Seriously overweight (a body mass index (BMI) of 40 or above)

Pregnant

Cancer of the blood or bone marrow such as leukaemia, at any stage of treatment

Cancer and undergoing active chemotherapy or radiotherapy

QUESTION 2

Do any of the following apply to you? YES / NO

In the past **seven days** have **you** had a new persistent cough or high temperature (equal to or greater than 38°C)?

In the past **fourteen days** has **any member of your household** had a new persistent cough or high temperature (equal to or greater than 38°C)?

In the past **fourteen days** have you been in contact with anyone who has been confirmed with having COVID-19?

If you answered 'yes' or 'unsure' to Question 1 you will need **further medical assessment**.

If you answered 'yes' to Question 2 you should not travel at present and should **continue to self-isolate**.

If you have confidently answered 'no' to both questions you are not at increased risk to return to training.

These answers are accurate to the best of my knowledge.	
Signed:	
Name and Rank:	
Date:	

Appendix 2 to Annex M to Chapter 40

COVID-19 Rejoiner Self-declaration

For guidance on how to complete see para 35 of Annex M.

For Army Rejoiners

Part 2 - Further medical assessment

1. Part Two is a template for medical personnel to complete - this is for those who are identified at COVID risk on Part One, but for whom a more refined decision about whether or when to travel to a unit can be made by a suitably qualified clinician, based on current Occ Med/Public Health guidance. Can be completed by an ARITC clinician, referring to an MO where doubt remains or the future unit medical staff via telephone consultation.

Do you have any of the following health conditions?

Medical Assessment Notes	YES	UNSURE
Chronic (long-term) lung diseases , such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis		
Chronic heart disease , such as heart failure		
Chronic kidney disease		
Chronic liver disease , such as hepatitis		
Chronic neurological conditions , such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy		
Diabetes		
Problems with your spleen – for example, sickle cell disease or if you have had your spleen removed (including partially)		
A weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or immunosuppressants		
Seriously overweight (a body mass index (BMI) of 40 or above)		
Pregnant		
Cancer of the blood or bone marrow such as leukaemia, at any stage of treatment		
Cancer and undergoing active chemotherapy or radiotherapy		
Advised by a healthcare professional to get a flu vaccination every year on medical grounds (and not simply for work-related reasons such as being a healthcare worker)		
Other concerns about your health and COVID-19 that you would like to discuss with a medical professional?		

Appendix 2 to Annex M to Chapter 40

COVID-19 Rejoinder Self-declaration

Medical Assessment Notes

Outcome

(tick one)

UNFIT TO RETURN – Vulnerable to COVID-19	<input type="checkbox"/>	CURRENTLY UNFIT TO TRAVEL – Risk of transmitting COVID-19	<input type="checkbox"/>	FIT TO RETURN	<input type="checkbox"/>
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Name of Assessor	
Signature	
Date	

Appendix 3 to Annex M to Chapter 40
COVID-19 Rejoiner Light Duties Proforma

LIGHT DUTIES PROFORMA (IMA INCOMPLETE)

Surname	Initials	Rank
Unit	Sub-unit	Number

Current Disposal:
 Fit for Full duties with caveat below:

<p>Limitations: Fit for unrestricted employment but Chain of Command should be aware that medical assessment is not fully complete. There should be a low threshold for seeking medical advice.</p>	<p>Remarks: Initial Medical Assessment incomplete; Awaiting receipt of primary health care record</p>
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Planned Review: Upon medical recall to complete IMA or in days

Doctor Nurse Other:

Planned Referral: Date or estimated in weeks

Local referral Transport required Outpatients

Name	Rank	Unit stamp
Signature		
Post	Tel no.	Date

Appendix 4 to Chapter M to Chapter 40

COVID-19 Lines to take on Service Families Accommodation

1. Information to be provided to the candidate on initial application.
 - Rejoiners are classed as a key worker and therefore are allowed to travel between their home and new place of employment.
 - SFA and Substitute Service Family Accommodation (SSFA) in the UK and Overseas is provided for entitled and eligible Service personnel and their families in accordance with the policy set out in the **Tri-Service Accommodation Regulations (TSARs - JSP 464 Volume 1 Parts 1 and 2)**.
 - Based on the sS guidance on non-essential moves and DCGS direction that movement of families should be avoided, you should not expect access to SFA or SSFA until after 1 Jul 20 with a further review on 30 Apr 20 to decide whether this period should be extended.
 - Once re-enlisted you will be able to submit an application for SFA, noting that this will not be processed until COVID-19 movement restrictions are lifted.
 - During this period you will be accommodated in Single Living Accommodation at your new place of employment.
 - Rejoiners with specific welfare or additional family support should look to rejoin under the normal process outlined in AGAI 40.