THE RESERVE LAND FORCES REGULATIONS

ARMY

Amendment No 13

ADR013541

UK Ministry of Defence © Crown copyright 2026.

This publication is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. To view this licence, visit nationalarchives.gov.uk/doc/open-government-licence/version/3 or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: mpsi@nationalarchives.gsi.gov.uk.

Where we have identified any third-party copyright information you will need to obtain permission from the copyright holders concerned.

This publication is available on GOV.UK at:
The Reseve Land Forces Regulations 2016 (www)

THE RESERVE LAND FORCES REGULATIONS

AMENDMENT NO 13

In accordance with the provision of section 11 of the Auxiliary Forces Act the Territorial and Army Volunteer Reserve (No 3) Order 1978 brought into being the Regulations for the Territorial and Army Volunteer Reserve 1978. The provisions of the Reserve Forces Act 1982 formally amended the title of the Territorial and Army Volunteer Reserve (TAVR) to the Territorial Army (TA) and the regulations were re-titled the Territorial Army Regulations 1978. The provision of the Defence Reform Act 2014 formally amended the title of the Territorial Army (TA) to the Army Reserve and the former Army Reserve to the Regular Reserve. These provisions therefore brought into being the Army Reserve Regulations 1978.

The Army Board of the Defence Council, in exercise of the powers conferred upon them by section 4 of the Reserve Forces Act 1996 and all other powers enabling them on that behalf, brought into force The Regular Reserve Regulations 1997 and The Reserve Forces (Army) Regulations 1997.

In accordance with the Army Reserve and Regular Reserve Order 2016, with effect from 1 December 2016, the above-named regulations were revoked and broadly replaced by The Reserve Land Forces Regulations and the schedule thereto. Henceforth all reference to the Territorial and Army Volunteer Reserve (TAVR) and the Territorial Army (TA) are to be construed as reference to the Army Reserve. All reference to the old Army Reserve are to be construed as reference to the Regular Reserve.

Army Reserve and the Regular Reserve are not to be abbreviated and should always be written in full.

Intentionally blank

The Reserve Land Forces Regulations 2016
Amendment No 13

Made - - - -	*12th March 2026*
Laid before Parliament -	*16th March 2026*
Coming into force - -	*18th March 2026*

The Army Board of the Defence Council(**a**) makes the following Regulations in exercise of the powers conferred by section 4(2) of the Reserve Forces Act 1996(**b**).

Citation and commencement

1. These Regulations may be cited as The Reserve Land Forces Regulations 2016, Amendment No 13, and come into force on 18th March 2026.

Amendment of The Reserve Land Forces Regulations 2016

2. The Reserve Land Forces Regulations 2016 are amended as set out in the synopsis Schedule to these Regulations.

On behalf of the Defence Council

12th March 2026 DCGS

12th March 2026 D Pers

Members of the Army Board

(**a**) Under section 1(5) of the Defence (Transfer of Functions) Act 1964 (1964 c. 15), the functions of the Defence Council under any enactment may, subject to any directions of the Defence Council, be discharged by the Admiralty Board, the Army Board or the Air Force Board. Accordingly, functions of the Defence Council under section 4(4) of the Reserve Forces Act 1996 may be discharged by the Army Board. The exercise of any function by the Army Board under section 1(5) of the 1964 Act has the same legal effect as if it had been made by the Defence Council.

(**b**) 1996 c. 14.

EXPLANATORY NOTE

(This note is not part of the Regulations)

This is the Thirteenth Amendment (Amdt 13) to these regulations that make provision with respect to the command and administration of the Army Reserve and the Regular Reserve. The Army Reserve is the Army's volunteer reserve force. The Regular Reserve is the Army's ex-regular reserve force.

This amendment is undertaken in accordance with section 4(4) of The Reserve Forces Act 1996. The effect of section 4(4) is that these Regulations may be amended by His Majesty, by order signified under the hand of the Secretary of State (under section 4(1) and (4) of the 1996 Act), or by the Defence Council, by regulations (under section 4(2) and (4) of that Act).

THE RESERVE LAND FORCES REGULATIONS
(Amendment No 13)

Preface

1. The Reserve Land Forces Regulations provide for the command and administration of Army Reserve units, details of the administration and call out and recall provisions for the Regular Reserve and instructions on the training of both the Army Reserve and Regular Reserve. Officers are expected to be acquainted with them and to observe them strictly in their spirit and intention, while interpreting them reasonably and intelligently, with due regard to the interests of the Service.

2. On matters of command, administration, and mobilisation these regulations should be read in conjunction with relevant instructions contained in The King's Regulations for the Army or other Army and Joint Service publications laying down policy for the matter under consideration, to which reference is made necessary.

3. **Prerogative Powers.** The King's Regulations for the Army and their subset Army General and Administrative Instructions are made under prerogative powers. On the death of Queen Elizabeth II, King Charles III was able to exercise prerogative rights immediately. Therefore, existing prerogative instruments previously issued under the late Queen continue in force unless and until amended or suspended. The Interpretation Act 1889 Section 30 and the Interpretation Act 1979 Section 10 do not extend to legislation made under prerogative powers and therefore, references to The Queen and The Queen's Regulations in these Reserve Land Forces Regulations are to be interpreted reasonably and intelligently until updated. The Queen's Regulations for the Army will transition to become The King's Regulations for the Army in 2026.

4. Throughout, the term Army Reserve and Regular Reserve is used to mean both officers and soldiers.

5. These regulations supersede the Army Reserve Regulations 1978 and the regulations and information contained within the Compendium of Reservist Regulations and Administration Instruction for the Army 1997.

6. **Digital by default.** In line with departmental policy, these regulations are only available in digital format with no expensive print run or time-consuming replacement of loose-leaf pages. The authoritative version is always available on Defence Connect, MODNet, and GOV.UK.

7. **Diversity and Inclusion.** The Army is committed to the continuing development and use of service policies, practices, and procedures which, within the framework of the law, do not discriminate on grounds of gender, marital status, race, ethnic origin, social background, sexual orientation or religious belief and, where practicable, age. Every possible step has been taken to provide genuine equality of opportunity within these regulations. The contents of The Reserve Land Forces Regulations refer equally to all genders unless specifically stated.

8. **Public Sector Equality Duty.** The individual competent Army authorities who own each policy or service within these regulations will have considered their policy or service against the Public Sector Equality Duty. In general, whilst these regulations do impact on people they do not impact adversely on any protected characteristic group. The initial

assessments will be archived and available from the individual competent Army authorities / owners of each policy area.

9. **Public Sector Accessibility Regulations 2018.** The Army has a legal requirement to comply with the Public Sector Accessibility Regulations 2018. The regulations state our digital content must be accessible to all, including documents (PDF, Word, PowerPoint, Excel). This publication complies with the requirements of the Public Sector Accessibility Regulations 2018.

10. **Inclusive Language.** These regulations comply with the MOD's inclusive language guidelines.

THE RESERVE LAND FORCES REGULATIONS AMENDMENT 13

CONTENTS

THE RESERVE LAND FORCES REGULATIONS AMENDMENT 13 VII

CONTENTS VII
RECORD OF AMENDMENTS XVII
PART 1 – THE ARMY RESERVE 1
CHAPTER 1 ORGANISATION, COMMAND AND CONTROL AND LIABILITY FOR CALL OUT 1
SECTION 1 – ORGANISATION 1
Designation 1
Composition of the Army Reserve 1
Reserve Forces' and Cadets' Associations 3
Raising of New Units in Location of Existing Units 3
Workforce Controls 4
Normal Retirement Age (NRA) 4
Reserve Continuance (RC) 4
Nationality 6
SECTION 2 - COMMAND OF THE ARMY RESERVE 1
General 1
Command Responsibilities 1
Special to Arm Advisers 1
Command, Rank and Precedence 1
Seniority, Officers, Special Cases 2
SECTION 3 - LIABILITIES AND PROCEDURE FOR CALL OUT 1
Army Reserve Group A 1
Army Reserve Group B (less Transitional Members) 1
Groups A and B Transitional Members 2
Special Cases 2
Administration of Reservists Called Out for Operations 2
Transfer and Assignment on Call Out 2
Demobilisation 3
Retention in Permanent Service - Groups A and B (less Transitional Members) 3
Retention in Permanent Service - Transitional Members of Groups A and B 4
Mobilisation Terms and Conditions of Service and Safeguards 4
Mobilisation – General Definitions 4
Sponsored Reserves – Special Mobilisation Conditions 5
Sponsored Reserves – Employment after Call Out 6
Sponsored Reserves – Extension of Permanent Service 6
Sponsored Reserves – Demobilisation 6
Sponsored Reserves – Subsequent Periods of Permanent Service 7
Sponsored Reserves – Non-eligibility for Voluntary Discharge/Transfer 7
ANNEX A TO CHAPTER 1 MOBILISATION - CLASSIFICATION AND ADMINISTRATION OF ARMY RESERVE PERSONNEL 1
Aim 1
Trained Soldier 1
Fit For Role 1
Augmentation and Contingent Component 2
Summary 2
ANNEX B TO CHAPTER 1 HIGH READINESS RESERVE (HRR) 1
General 1
Procedures for Joining the HRR 4
Making the HRR Agreement 4
Action to be Taken on Entering New Qualifying Employment 5
Renewal of HRR Agreements 5
Termination of Special Agreements 5
HRR Call Out 6
Safeguards under Part VIII RFA 96 7
Other Safeguards 7
Acceptance into Permanent Service 7
Release from Permanent Service 7

Proceedings for Offences Committed before Discharge 8
Date of Acceptance into Permanent Service 8
ANNEX C TO CHAPTER 1 LIABILITIES OF THE TRANSITIONAL CLASSES OF THE ARMY RESERVE 1
General 1
Call Out Liability of All Members of the Transitional Class 1
Retention in Permanent Service (Section 52(1)(a) and (b)) 2
Additional Call Out Liability of Transitional Members of Group A 2
Retention in Permanent Service (Section 54(1)) 2
Training Liability 2
Application of Reserve Forces Act 1996 to Transitional Members 3
Group B - NRPS Transitional Members 3
Group C 3
ANNEX D TO CHAPTER 1 SPONSORED RESERVES – DEFINITIONS, RESTRICTIONS, AGREEMENTS AND CONSENT FORMS 1
Definitions 1
Restrictions 1
Employer's Consent Form 2
Employee's Agreement 2
Transfers to, Enlistment and Commissioning into Group C - General 2
Pay for Training, Duties and Permanent Service 4
Pensions and Disability Allowance 5
Mobilisation and Demobilisation 5
Action on Cessation of Group C Liabilities 5
Voluntary Retirement, Resignation or Discharge – Notices 6
Compulsory Termination of Sponsored Reserve Liabilities – Notices 6
Transfers 7
Reckonable Service 8
Transitional Members 8
Army / Employer Liaison 9
Personnel in receipt of Pay from MOD 10
Personnel in receipt of Category E Pay 10
Forfeiture 11
Attachment of Earnings Orders 11
CHAPTER 2 TRAINING 1
SECTION 1 – GENERAL 1
Introduction 1
The Training Year 1
Annual Training 1
Liability 1
Authorisation 1
Extensions for and Exemptions from Training 2
Officer Training 2
Initial Training 3
Effect of Former Service 3
Training Attachments 4
Ceremonial Functions not Counting as Training 5
Unpaid Training 5
Individual Training Requirements (ITRs) 6
Parachute Training 6
Re-engagement, Training Eligibility 6
End of Service 6
Security Education and Training 6
Battlefield Study 7
Allocation of Reserve Service Days 7
Training Records 7
SECTION 2 – ANNUAL TRAINING 1
Definition of Training 1
Assured Training 1
Scope of Assured Training 2
Qualifying Criteria for Bounty 2
Forecast of Assured Training 2
Extent of Annual Continuous Training 2
Additional Continuous Training 3
The Lower Training Commitment 4
Voluntary Additional Training in Group A Units 4
Army Reserve Colonels and Army Reserve Staff Officers (Group A) 5

Specialist Individual Reinforcement Pool 5
Officers on the Army Reserve Reinforcement Group (ARRG) or Assigned in Excess of Establishment 6
Engineer and Logistic Staff Corps RE 6
Officers and Soldiers of the Army Medical Services 6
Chaplains (Group A) 6
QARANC 7
15 (UK) PSYCHOLOGICAL OPERATIONS GROUP (15 POG) 7
Cyber Reserves 7
AAC Units 7
Army Reserve Bands (Group A) 7
Attendance at ACF or CCF Camps 8
Certificate of Efficiency 8
Attendance Record Keeping 9
SECTION 3 – ANNUAL CONTINUOUS TRAINING 1
General 1
Advance and Rear Parties 1
Notices of Annual Continuous Training 2
Attendance by Recruits and Trainees 2
Attachments for ACT 3
Medical Assessments 3
Attachments to Regular Army Units 3
Extended Attachments - Officers 4
Extended Attachments - Soldiers 4
SECTION 4 – NON-CONTINUOUS TRAINING AND CEREMONIAL DUTIES 1
Training Days 1
Authorised Participation in Sport Trials and Competitions 1
Training in Specialist Duties and Trades 1
Attendance at Further Education College, Institute or Adult Community Learning Centre 1
Works Services as Part of Training 2
Ceremonial Parades and Functions 2
Ceremonial 3
Military Funerals 3
SECTION 5 – VOLUNTARY TRAINING OR OTHER DUTIES 1
General 1
Terms and Conditions of Service 1
Duration and Recording 2
SECTION 6 – DEFENCE ACTIVITY OTHER THAN OPERATIONS 1
General 1
Use of Call Out Orders for DAOTO 2
ANNEX A TO CHAPTER 2 CATEGORIES OF TRAINING 1
ANNEX B TO CHAPTER 2 1
ANNEX C TO CHAPTER 2 POOL OF TECHNICAL STAFF OFFICERS / SPECIALIST GROUP MILITARY INTELLIGENCE TRAINING REQUIREMENTS 1
Annual Continuous Training (ACT) 1
Non-Continuous Training (NCT) 1
Annual Weapon Training 1
Bounties 2
ANNEX D TO CHAPTER 2 CERTIFICATE OF EFFICIENCY AND ATTENDANCE REGISTERS 1
APPENDIX 1 TO ANNEX D TO CHAPTER 2 MOBILISATION - PROPORTIONAL REDUCTIONS OF NON-CONTINUOUS TRAINING (NCT) 1
APPENDIX 2 TO ANNEX D TO CHAPTER 2 MOBILISATION AND BOUNTY - LAYOUT OF INFORMATION FOR COORDINATED LISTINGS 2
ANNEX E TO CHAPTER 2 SELECTION OF COMMITMENT TYPE FOR DAOTO 1
ANNEX F TO CHAPTER 2 DAOTO AUTHORISATION PROCESS 1
CHAPTER 3 ARMY RESERVE UNIT, COMMAND, CONTROL AND ADMINISTRATION 1
SECTION 1 – GENERAL 1
Uniform 3
Change in Personal Circumstances 4
Insurance 7
Compliments, Subscriptions and Testimonials 8
Gambling 9
Sports and Kit Insurance 9
Administration on Discharge 10
Enlistment Procedure 11
Cause of Discharge 11

Special Enlistments 12
SECTION 2 – FIREARMS AND AMMUNITION 1
Possession of Firearms 1
Management of Ammunition 1
SECTION 3 – DISCIPLINE 1
Introduction 1
SECTION 4 – MEDICAL SERVICES 1
Introduction 1
Responsibilities of COs 1
Provision of Medical Support 1
Casualty Documentation (to be read in conjunction with JSP 751) 3
Injuries or Sickness when not on Duty 5
Reporting of Accidents 5
Action to be Taken 7
Action by the Service MO 7
Failure to Co-operate 8
Disability Allowances and awards 8
Claims 11
Eligibility to Receive Pay 11
Assessment of Disability Allowance 12
Total Incapacity 12
Payment 14
Medical Reports and Boards 15
Partial Incapacity 18
Belated Claims 20
Payment of Allowance to Spouses 20
Disablement of Candidates and Applicants 21
Payment of Allowances and Awards after Leaving the Service 21
Pensions and Other Grants to Widows and Immediate Family (In Service) 21
Death Arising from Military Duty 21
Notification of Emergency Contact 22
Funeral Arrangements and Costs 22
SECTION 5 – DECORATIONS AND MEDALS 1
Post Nominals 1
SECTION 6 – APPRAISAL REPORTS 1
Appraisal Reports 1
SECTION 7 – POLITICAL ACTIVITIES AND ELECTORAL REGISTRATION 1
General 1
Political Activities 1
Electoral Registration 2
SECTION 8 – PUBLIC AND SERVICE (NON PUBLIC) FUNDS 1
General 1
SECTION 9 – STORES AND EQUIPMENT 1
General Responsibilities (see also KR(Army), Chapter 5, Part 16) 1
Accounting 1
Sales of Surplus Materiel 1
SECTION 10 – TRANSPORT AND MOVEMENT INSTRUCTIONS 1
Introduction 1
Transport 1
Movement 1
SECTION 11 – MESSES, INSTITUTES AND MESSING 1
General 1
SECTION 12 – THIRD PARTY CLAIMS 1
Claims 1
ANNEX A TO CHAPTER 3 RELATIONSHIP BETWEEN UNITS OF THE ARMY RESERVE AND ACF AND CCF (ARMY SECTIONS) 1
Training Sponsorship 1
Affiliation 1
ANNEX B TO CHAPTER 3 REGULATIONS AND ADMINISTRATIVE INSTRUCTIONS FOR THE VOLUNTEER RESERVES SERVICE MEDAL (VRSM) 1
Section 1 - VRSM Regulations 1
Section 2 – Administrative Instructions 4
APPENDIX 1 TO ANNEX B TO CHAPTER 3 VRSM QUALIFYING PERIODS READY RECKONER 1
Section 1 - For Army Reservists 1
Section 2 – VRSM Qualifying Periods Ready Reckoner for Army Reserve NRPS 3
ANNEX C TO CHAPTER 3 INVESTIGATION AND REPORTING OF INJURIES TO ARMY RESERVE PERSONNEL 1

General 1
ANNEX D TO CHAPTER 3 CLAIMS FOR COMPENSATION AGAINST THE MINISTRY OF DEFENCE 1
General 1
Assistance from The Royal British Legion 1
ANNEX E TO CHAPTER 3 PROCEDURES TO BE FOLLOWED IN THE EVENT OF INJURIES, SICKNESS OR CHANGE OF MEDICAL CONDITION INCURRED WHILE NOT ON DUTY 1
General 1
Procedures 2
ANNEX F TO CHAPTER 3 A GUIDE TO BENEFITS 1
Purpose 1
Limitation 1
Temporary and Permanent Disablement 1
APPENDIX 1 TO ANNEX F TO CHAPTER 3 A GUIDE TO ARMY RESERVE DISABLEMENT BENEFITS 1
Step 1 (Pre 26 Weeks) Total Incapacity (Pay Rates) 1
Step 2 (Post 26 Weeks) Partial Incapacity (Pension Rates) 2
Step 3 (Post 26 Weeks) Partial Incapacity (Treatment Allowance) 2
Step 4 (Post 26 Weeks) Total Incapacity 3
Step 5 Medical Discharge 4
APPENDIX 2 TO ANNEX F TO CHAPTER 3 ATTRIBUTABLE BENEFITS – TRAVEL TO AND FROM TRAINING 1
CHAPTER 4 TERMS OF SERVICE OF OFFICERS 1
CHAPTER 5 TERMS OF SERVICE OF SOLDIERS 1
CHAPTER 6 THE PERMANENT AND NON-REGULAR PERMANENT STAFF OF ARMY RESERVE FORMATIONS AND UNITS SPECIAL CONDITIONS AND TERMS OF SERVICE 1
SECTION 1 – APPOINTMENTS TO THE PERMANENT STAFF 1
General 1
Adjutants 2
Instructors and Administrative Staff 2
Assignments and Appointments of Soldiers to the Permanent Staff 3
Changes in Establishment of the Permanent Staff 3
Recruitment and Selection of NRPS Personnel 3
Accommodation 3
Medical and Dental Treatment 3
Training 3
Resettlement 4
SECTION 2 – DUTIES OF THE PERMANENT STAFF 1
General 1
Adjutants 1
Instructors 1
Seniority of the Permanent Staff 1
Wearing of Uniform 1
Recruiting Responsibility 1
SECTION 3 – TERMS OF SERVICE OF NON REGULAR PERMANENT STAFF (NRPS) OFFICERS 1
Medical Standards 1
Age Limits 1
Transfers 1
Tenure of Appointment 2
Hours of Work 2
Prohibition on other Gainful Employment 2
Substitution Pay 4
Call Out Liability 4
Compulsory Termination of Service for Reasons other than Inefficiency 4
Redundancy 5
Voluntary Relinquishment of Appointment 5
SECTION 4 – TERMS OF SERVICE OF NON REGULAR PERMANENT STAFF (NRPS) SOLDIERS 1
Appointments to the Non Regular Permanent Staff 1
Hours of Work 1
Military Law 2
Medical Standards 2
Age Limits and Tenure of Appointment 2
Re-engagement 3
Call Out Liability 3
Pay 4
Substitution Pay 4
Allowances 4

Terminal Benefits 4
Leave 4
Part time Employment 4
Absence on Account of Sickness 5
Absence Without Leave 5
Termination of Employment 5
Service Families Accommodation 6
Documentation 6
SECTION 5 – PAY PAY, GRATUITIES, PENSIONS, ALLOWANCES AND CHARGES 1
SECTION 6 – RECRUITING AND RETENTION ALLOWANCE (LONDON) 1
SECTION 7 – TERMINAL BENEFITS 1
SECTION 8 – ALLOWANCES AND CHARGES 1
SECTION 9 – REDUNDANCY SCHEME 1
ANNEX A TO CHAPTER 6 TEXT OF LETTER WARNING NRPS OF REDUNDANCY SELECTION 1
ANNEX B TO CHAPTER 6 NRPS – NOTIFICATION OF COMPULSORY REDUNDANCY 1
CHAPTER 7 FINANCIAL CONDITIONS OF SERVICE 1
GENERAL RULES 1
Introduction 1
Eligibility 1
Time Bar Limitation of Eligibility 1
Abatement of Emoluments to meet Public and Service Claims 1
Income Tax and Earnings Related National Insurance Contributions 1
Acting Rank and Substitution Pay 2
Pay 2
Bounty Qualification 2
Mobilisation and Bounty 2
Call Out Gratuity 3
Travelling allowance 3
Pension arrangements 3
CHAPTER 8 THE ARMY RESERVE REINFORCEMENT GROUP (ARRG) 1
Introduction 1
Administration 1
ARRG 1 - Short Term Projects 4
ARRG 2 - Regular to Army Reserve Transfers 6
ARRG 3 - Unassigned 7
ARRG 4 – Temporarily Unavailable 8
ARRG 5 - FTRS 9
ANNEX A TO CHAPTER 8 TO PART 1 APPLICATION PROCESS FOR 12 MONTHS EXTENSION IN ARRG 1 1
ANNEX B TO CHAPTER 8 TO PART 1 ARMY RESERVE APPLICATION TO EXTEND IN ARRG 1 1
ANNEX C TO CHAPTER 8 TO PART 1 SHORT TERM ARRG 1 PROJECT PID APPLICATION PROCESS 1
ANNEX D TO CHAPTER 8 TO PART 1 TEMPLATE OPBC FOR ARRG 1/VeRR PROJECTS 1
CHAPTER 9 SPECIAL TERMS OF SERVICE 1
SECTION 1 – GROUP B OFFICERS TRAINING CORPS 1
SECTION 2 – GROUP C SPONSORED RESERVES 1
General 1
Enlistment 1
Training 2
Transfer 2
Mobilisation 3
Re-Engagement 3
Discharge 3
SECTION 3 – GROUP D SPECIALIST RESERVE OTHER RANKS 1
Liability 1
Enlistment 1
Capbadge 2
Assignment 2
Training 2
Pay & Allowances 3
Honours and Awards 3
Promotion and Seniority 3
MS 4
Mobilisation 4
Transfer 4
Discharge 4
SECTION 4 - GROUP E TERMS OF SERVICE ARMY RESERVE MUSICIANS 1

Introduction....1
Liability....1
Enlistment....1
Training....2
Mobilisation....2
Transfers....2
Promotion....3
SECTION 5 – GROUP L TERMS OF SERVICE LATERAL ENTRANTS....1
Introduction....1
Liability....1
Enlistment....1
SECTION 6 - TERMS OF SERVICE GROUP S RESERVES....1
Introduction....1
Scope....1
General....1
Eligibility....3
Officer Entry....4
Soldier Entry....6
ANNEX A TO SECTION 6 TO CHAPTER 9 ARMY RESERVE SPECIALIST RESERVE OFFICERS AND SPECIALIST RESERVE OTHER RANKS ROLES, SELECTION BOARDS AND ADDITIONAL CRITERIA....1
ANNEX B TO SECTION 6 TO CHAPTER 9 CAREER PATHWAYS FOR SPECIALIST RESERVE OFFICERS AND SPECIALIST RESERVE OTHER RANK ENTRANTS INTO THE ARMY RESERVE....1
SECTION 7 - TERMS OF EMPLOYMENT WITH THE NAVY, ARMY AND AIR FORCE INSTITUTE....1
SECTION 8 – SPECIAL TO ARM INSTRUCTIONS....1
Royal Armoured Corps....1
Royal Artillery....1
Royal Engineers....1
Royal Corps of Signals....1
Infantry....1
Special Forces....2
Army Air Corps....2
Royal Logistic Corps....2
Army Medical Services....2
Royal Electrical and Mechanical Engineers....2
Adjutant General's Corps (Staff and Personnel Support)....2
Adjutant General's Corps (Royal Military Police)....3
Adjutant General's Corps (Military Provost Staff)....3
Small Arms School Corps....4
Intelligence Corps....4
Royal Army Physical Training Corps....4
SECTION 9 - TERMS AND CONDITIONS OF SERVICE FOR NON-REMUNERATED COMMISSIONED GROUP Y OFFICERS....1
Introduction....1
Commissioning as a Group Y officer....1
Selection and Appointment as a Group Y Officer....2
The Commissioning Process....2
Training & Development....4
Medical Policy....5
Career Management....6
Conditions of Service....6
Honours & Awards....7
Education & Training....7
Retirements and Transfers....7
Transfers to Other Parts of the Army....7
PART 2 – THE REGULAR RESERVE....1
CHAPTER 1....1
THE REGULAR RESERVE....1
Reference....1
Introduction....1
Transitional Members....2
Briefings on Transfer....2
Medical Standards....3
Residence outside the UK....3
Clothing and Equipment....3
Reporting....3
Command and Control....4

Voluntary Service....4
Pay and Allowances....6
Mobilisation....6
CHAPTER 2....1
THE REGULAR ARMY RESERVE OF OFFICERS (RARO)....1
General....1
Exceptional Cases....2
Age on Appointment....2
Rank on Appointment....2
Promotion....3
Call Out....3
Transfer....3
End of Liability....3
CHAPTER 3....1
SECTION A AND D OF THE REGULAR RESERVE (SOLDIERS)....1
General....1
Section A (Compulsory Liability)....1
Section D (Voluntary Liability)....2
Rank and Promotion....3
Communications....4
Mobilisation....4
Discharge....4
CHAPTER 4....1
VOLUNTARY EX REGULAR RESERVE SERVICE (VeRR)....1
Terms of Service....2
The Process – Approval, Selection and Appointment....4
Conditions of Service....5
Points of Contact....6
ANNEX A TO CHAPTER 4 TO PART 2 VeRR PROCESS....2
SUPPLEMENT A TO CHAPTER 4 VOLUNTARY EX REGULAR, RESERVE SERVICE (VeRR)....1
PART 3 – COMMITTED SERVICE....1
CHAPTER 1....1
COMMITTED SERVICE....1
CHAPTER 2....1
CREATION OF POSTS....1
General....1
FTRS(FC)....1
FTRS(LC)....2
FTRS(HC) and FTRS(LC/HC)(RSG)....2
ADC....3
VeRR....4
CHAPTER 3 FULL TIME RESERVE SERVICE (FTRS)....1
SECTION 1 – INTRODUCTION....1
Reference....1
General....1
SECTION 2 – RECRUITING AND APPOINTMENT....1
Recruiting....1
Advertising....1
Eligibility....2
Limited Eligibility....3
Ineligibility....4
Application....5
Selection and boarding....6
SECTION 3 – EMPLOYMENT....1
General....1
Appointment....2
Termination of FTRS commitment - failure PET/miscast....2
Training....3
Duties....4
Variation of Duties....4
Concurrent Duties....4
Pay....5
Pensions....7
Allowances....8

Accommodation 8
Leave 8
Flexible Working Policy....9
Medical and Dental Care 11
Welfare Support. 11
Clothing and Equipment 11
Miscellaneous Provisions....12
Extensions 13
SECTION 4 – CAREER MANAGEMENT 1
General 1
Promotion and Commissioning 1
Transfer 4
Appraisal Reports 4
JPA Action....4
Service Beyond NRA 5
SECTION 5 – END OF COMMITMENT 1
Termination 1
Dismount Procedures 2
Resettlement 2
Terminal Leave (TL) 3
Contacts....3
ANNEX A TO CHAPTER 3 TO PART 3....1
Scope 1
Selection and Notification Procedures 1
Eligibility 2
Notification of the Boards Findings 3
Preferred Candidate Status (PCS) 3
CHAPTER 4....1
ADDITIONAL DUTIES COMMITMENT (ADC) 1
General 1
Duration 1
Eligibility 2
Selection 3
Training....4
Employment 4
Logistics 5
Pay and Pensions....5
Leave 6
Medical and Dental 7
Changes to an ADC 7
Career Management 8
Mobilisation....8
Ending a commitment 9
Miscellaneous Provisions....10
Contacts....10
PART 4 – RECALL....1
CHAPTER 1....1
RECALL FOR SERVICE....1
Reference 1
Recall 1
Mobilisation....1
Reporting....2
Training....2
Rank....3
Pay and Allowances....3
Clothing and Equipment....3
Discharge from Permanent Service 3
Deferment of Discharge 4
Release from Liability 4
CHAPTER 2....1
OFFICERS....1
Liability for Recall 1
Exemption from Liability 1
CHAPTER 3....1
FORMER SOLDIERS....1

Liability for Recall 1
Exemption from Liability 2
Reporting 3

RECORD OF AMENDMENTS

Amendment Number	Authority	Amendment Date	Amendment
First Edition	Army Board	01 Dec 2016	First Edition
Amendment 1	Army Board	21 Feb 2018	See Preface to Amendment 1 for full details
Amendment 2	Army Board	06 Nov 2018	See Preface to Amendment 2 for full details
Amendment 3	Army Board	17 May 2019	See Preface to Amendment 3 for full details
Amendment 4	Army Board	20 Jan 2020	See Preface to Amendment 4 for full details
Amendment 5	Army Board	22 Sep 2020	See Preface to Amendment 5 for full details
Amendment 6	Army Board	25 Jun 2021	General housekeeping throughout and amendments to the following paragraphs: 01.02.011 01.02.084 a 01.03.059 b 01.03.059 e 01.03.070 01.03.331 01.08.018 03.02.010 03.03.150 03.03.310 03.03.372 i 03.03.413 03.03.415

Amendment Number	Authority	Amendment Date	Amendment
Amendment 7	Army Board	17 Dec 2021	General housekeeping throughout and Amendments to the following paragraphs: 01.01.012 01.02.011 01.08.018 01.08.208 01.08.607 01.09.081 02.04.001 03.03.330 03.03.372(i) 03.03.415
Amendment 8	Army Board	14 Oct 2022	General housekeeping throughout and Amendments to the following paragraphs: 01.01.045.a 01.02.017 01.02.026 01.02.045.c - Removed 01.02.060 Annex D to Chapter 2 Para 4 01.03.302.b 01.08.602 01.09.083 02.04.014 02.04.042

Amendment Number	Authority	Amendment Date	Amendment
			03.03.011.b 03.03.130 03.03.230 03.03.231 - Removed 03.03.440 03.03.450 03.04.040 03.04.042 03.04.122 03.04.123 03.04.124
Amendment 9	Army Board	24 May 2023	General housekeeping throughout and amendments to the following paragraphs: 01.01.012 01.02.217 01.02.031 01.02.009 01.02.014d 01.02.042 01.06.041 01.06.074 01.06.075 01.07.001a – Remove para 01.07.011 01.07.401 01.08.105

Amendment Number	Authority	Amendment Date	Amendment
			01.08.108 01.08.204 01.08.207 01.08.304d 01.08.308 01.08.404d 01.08.408 01.08.504d 01.08.508 Chapter 5 - Links 01.08.601 01.09.041 02.04.004 02.04.006 02.04.012 02.04.029 02.04.032 02.04A.S004 02.04A.S005 03.02.031 03.03.001 – 03.03.530 03.04.030 03.03.413 03.03.414 03.03.362 03.03.372

Amendment Number	Authority	Amendment Date	Amendment
			Addition of; 01.01.015 01.02.300 01.07.402 01.09.116 Annex A to Chapter 9 01.09.251
N/A	Army Pubs	1 Feb 2024	RLFR re-formatted in February 2024 to comply with the Public Sector Accessibility Regulations 2018. Re-formatted only, no changes to policy in Amdt 9.
Amendment 10	Army Board	22 May 2024	Amendments to paragraphs 02.03.002, 04.02.001 & 04.03.011, to deliver the recommendations of Lord Etherton's independent review into LGBT veterans who served in HM Armed Forces between 1967 and 2000.
Amendment 11	Army Board	1 Nov 2024	Amended as per the Synopsis Schedule
Amendment 12	Army Board	1 Jul 2025	Amended the following paragraphs to reflect the change of NRA to age 60 for all Army Reservists: 01.01.013 (NRA) 01.01.015 (Continuance), and re-numbering remaining paras. 01.09.217c Annex D to Chapter 1 Paragraph 15a 02.04.007
Amendment 13	Army Board	18 Mar 2026	Amended as per the Synopsis Schedule

Intentionally blank

PART 1 – THE ARMY RESERVE

CHAPTER 1
ORGANISATION, COMMAND AND CONTROL AND LIABILITY FOR CALL OUT

SECTION 1 – ORGANISATION

Designation

01.01.001. This part of the Reserve Land Forces Regulations supersedes the Territorial Army Reserve Regulations 1978.

a. The title of the Army's volunteer reserve force is the Army Reserve which should not be confused with the Army's Regular Reserve. Army Reserve should always be written in full.

b. Career Management at the APC is delivered in a fully integrated environment from Senior Captain and above across the Capability Directorate MS Branches. Junior Captain and below is managed at unit level with APC oversight. Readers are directed to the relevant MS Branch according to capbadge and in the first instance to the MS Web on the Defence Intranet where they will find the CM Manual, Part 3 (Reserves). This document is to be used as the principal Reserve Career Management information source providing unambiguous direction from MS for Reserve officers and soldiers, their Career Manages in APC and the Chain of Command in a format consistent with the Regular element of the CM Manual.

Composition of the Army Reserve

01.01.002. The force is raised under the Reserve Forces Act 1996 (RFA 96). It consists of corps, regiments, battalions and other military bodies. Corps will mean anybody of the reserve forces that may from time to time be declared by Royal Warrant to be a Corps. Where a Royal Warrant directs a change to a Corps, officers and soldiers will automatically be placed in the succeeding Corps that is formed. The reservists of regiments, battalions and other military bodies will be placed in one of the following groupings depending on their knowledge, skills and experience and may be transferred within these groupings as allowed for elsewhere in these regulations:

a. **Group A.** Regional and National headquarters, units and pools required to provide a national reserve. This Group is available for employment on specific tasks at home and overseas.

b. **Group B.** Officers Training Corps (OTC), provides students with an introduction to the Army with no mobilised service commitment. A small number of NPRS remain in this group.

c. **Group C.** The Sponsored Reserve consisting of personnel who have voluntarily joined the Army Reserve, or transferred from Groups A and B, because of their employers' obligations to MOD for the maintenance of agreed services in an operational theatre as laid down in Part V of the 1996 Act.

d. **Group D.** Specialist Officers and ORs who are brought into the Army Reserve for their technical knowledge, who do not meet Gp S eligibility or standards. This Group is available for employment on specific tasks at home and overseas[3]. This Group is employed in the specific role into which they have been recruited and may only assume leadership appointments within the specialty for which they were recruited.

e. **Group E.** Army Reserve Musicians are employed in the specific role into which they have been recruited.

f. **Group L.** Group L ToS are designed to recruit civilian personnel with specialist civilian qualifications into the Army Reserve above base rank with the intent that they should become Group A soldiers on completion of defined training.

g. **Group S.** Specialist Officers and ORs who are brought into the Army Reserve for their technical knowledge. This Group is available for employment on the full range of military tasks at home and overseas. This Group is employed in the specific role into which they have been recruited and may only assume leadership appointments within the specialty for which they were recruited.

h. **Group Y.** Non-remunerated specialist advisors predominantly within 77 Bde, the Fd Army UNDERSTAND Gp, The Staff Corps (ELSC), the Specialist Group Information Services (SGIS) and the Joint Force Cyber Advisory Group (JFCyG) Cyber Advisory Team (CAT) but may be created elsewhere. In the absence of a suitable unit capbadge officers will be appointed to the General Service Corps (GSC). This Group is employed in the specific role into which they have been recruited and may only assume leadership appointments within the specialty for which they were recruited.

i. **The General List Army Reserve.** Unless appointed to a Group B unit, the NRPS officers will normally have Group A liabilities.

j. **Army Reserve Reinforcement Group (ARRG).** Officers transferred to the ARRG remain in the Army Reserve Group in which they were previously serving.

k. References in any enactment to service on the Active List of the Army Reserve are to be construed as meaning service in any elements of the Army Reserve mentioned in **paras 01.01.002a** to **01.01.002g**.

01.01.003. Units within the groups are recruited and administered in two ways:

a. **Regional units.** Organized on a local basis with its Regular permanent staff and Army Reserve Centre(s).

b. **National units.** Recruited on a wide geographic basis with no local focus and trained and administered by an Army Reserve or Central Reserve Headquarters (Army Reserve/CRHQ) of their own arm or service.

---

[3] Subject to the OPCOM Commander's employ

01.01.004. Peacetime Service. In peacetime, Reservists are required to carry out such annual training as is laid down in Part 1, Section 2 to Chapter 2 of these regulations. As members of a Reserve Force all Reservists are liable to be called out for permanent service. The mobilisation obligation of Groups A, B and C in the Army Reserve are covered at Part 1, Section 3 and Annex C/1 to this Chapter. In addition, individuals may volunteer to undertake other forms of service, additional duties or training as outlined below.

01.01.005. The original transitional class:

a. Any person (including NRPS) who, on 31 March 1997, was a member of the TA and remains, on or after 1 April 1997, a member of that force is a member of a class of persons in relation to whom certain provisions in **RFA 96** do not apply and in relation to whom provisions in RFA 80 continue to apply, unless:

(1) They elect to cease to be a member of that class using the forms prescribed in the Reserve Forces Regulations (Army) 1997 or on Army Form E 20015.

(2) They leave the reserve forces and subsequently re-join, or

(3) They are granted an extension of service beyond the normal maximum age for their rank and employment as defined in Annexes C/4 and C/5, or

(4) They re-engage or become officers.

b. In relation to the period from 1 April 1997 to 30 September 2014, this class of persons is called “the transitional class”. From 1 October 2014, this class is renamed “the original transitional class”.

c. Members of this class may be granted permission to make certain transfers between Groups or units on condition that they elect to cease to be members of this class as described in **para 01.01.005a(1)**.

d. Members of this class are liable to be called out under the provisions of RFA 80. The provisions of **RFA 96** listed in Part 2 of Schedule 9 to **RFA 96** (which include all of Part 6 [call out for permanent service] of **RFA 96**) do not apply to them. Full details are at Annex C/1.

Reserve Forces’ and Cadets’ Associations

01.01.006. The constitution, composition and appointments of the Associations are given in **RFCA Regulations 2009**, paras 1.4 to 1.10. A list of the Associations is given in Annex A to the **RFCA Regulations 2009**.

Raising of New Units in Location of Existing Units

01.01.007. Proposals for establishing new units, building new Army Reserve centres, and changing locations of existing units are to be forwarded, after discussions between units and Associations, to SO1 WF Plans, Army HQ.

Workforce Controls

01.01.008. Army Reserve Group A[4] units will continue to be authorised to overbear to 125% of unit establishment for each rank up to and including Major. However, this will be subject to control by Head Strat Cen (Army) and APC[5] via HQ Fd Army. RPOCs are to understand and exploit significant unit interest to reapportion applicants into less successfully recruited units. The increase in overbearing does not change the requirement to manage RSD expenditure within agreed control totals.

Normal Retirement Age (NRA)

01.01.009. Normal Retirement Age for officers and soldiers. The NRA for Army Reserve officers and soldiers is age 60 years. Continuance of service beyond NRA is normally only granted by exception where there is a defined service need and to allow a unit to conduct succession planning and no other person is available (see **para 01.01.011**).

01.01.010. Minimum Age. Potential recruits must be at least 17 years and 9 months to initiate the recruiting process. Enlistment may not take place before the candidate's 18th birthday without the appropriate consent in writing[6].

Reserve Continuance (RC)

01.01.011. A time bounded period of service beyond the NRA to meet a defined military requirement where no other SP is available or suitable is referred to as Reserve Continuance (RC). It enables the maintenance of operational outputs while managing natural gaps that might occur despite succession planning, providing greater workforce agility where it is essential to retain specific KSE-B. The granting of RC is to be considered an exceptional act and not the norm.

01.01.012. Duty of Care. The Army recognises that service beyond NRA presents a range of ongoing employment risks, including in respect of health and safety. A CO must take this into account before seeking RC and ensure that appropriate risk assessments are conducted and adhered to. RC will only be granted where the subject has a JMES grade at or above the retention standard assessed within the 12 months before the RC decision, otherwise the request will be denied.

01.01.013. Authority. RC is an exceptional employment waiver; therefore, Army HQ Terms of Service (ToS) Policy (Pol) is the only authority to make these exceptional employment decisions. Where RC is granted, ToS Pol will set the SP's revised engagement expiry date (EED), which the APC will enter on JPA. Units must not adjust an EED beyond an individual's NRA and reservists must not attend training or be remunerated after their EED until RC is granted and updated on JPA.

---

[4] This does not include HQ's, staff organisations, E2 areas, or training organisations.

[5] Overbear levels will be directed within the E1 WF Planners, WF Plans and updated as required, they must not breach the 125%.

[6] Section 2 to Schedule 1 of RFA96.

01.01.014. Factors Considered When Granting RC. Continuation of service for one SP can adversely impact the opportunity for others to gain promotion, apply for roles, re-engage for Service and can lead to higher workforce costs. For these reasons RC will only be granted if it is in the Service interest to do so, with personal interests or aspirations of the affected SP having no bearing on the case. Agreement will be by exception, for the shortest time possible and will usually only be granted to maintain operational outputs during succession planning. The following criteria will be used when considering a request from the chain of command for RC:

a. The SP is serving in an appointment that cannot be gapped, and:

(1) Cannot be filled by a SP in a lower rank or by using acting higher rank; or

(2) Requires qualifications or experience that are not otherwise available; or

(3) If filled by another SP would create an unmanageable gap elsewhere.

b. The SP will remain in their present PID for which they hold the substantive rank.

c. The SP is recommended by their employing officer for continuance of service and has received a minimum grade of B in their most recent report.

d. The SP must maintain the requisite standards for continued employment in role, including completion of mandated ITRs for the role for which the continuance is sought.

01.01.015. Duration. Up to 3 years RC (or to the date on which it is forecast that a relief will become available, whichever is sooner) may be granted in the first instance. Should a replacement become available sooner than anticipated Service may be terminated giving 6 months' notice. The expectation is that 3 years RC should be sufficient. If additional periods of RC are sought, any application must be explicitly supported by the formation commander/1-star authority and will be determined by Hd Pers Pol (A). A full explanation as to why an alternative candidate has not been identified during the preceding period of RC must be provided and the applicant should expect their application will be fully scrutinised. Service beyond the State Pension Age will normally only be granted to Specialist Group B officers, and only then in exceptional cases.

01.01.016. Application. ToS Pol must receive applications for RC using an AFE 20038B at least 3 months before the SP's EED. They are to be staffed as follows:

a. Units are to initiate and staff the AFE 20038B through their chain of command not more than 12 months before the SP's EED. The focus should be on the Service need.

b. Formations are to monitor the volume of applications for RC. Applications for further periods of RC must have the robust personal support of the formation / 1-star Comd.

c. The APC is to scrutinise and verify the application passing it to WF Plans.

d. WF Plans will confirm there is sufficient structural liability to sustain the extension without affecting others and staff to ToS PoI.

e. ToS PoI will determine the request within 10 working days of receipt, consulting APC and WF Plans as required.

f. The chain of command, APC or WF Plans may decline a request, returning it to the submitting organisation at any stage but must provide the reason for denial.

01.01.017. Promotion. Those serving on RC will not be eligible for substantive promotion (except where promotion is time based) and will not normally be eligible to be granted Acting High Rank.

01.01.018. Assignment. RC is granted against the SP's current assignment. An individual may only be assigned to a different role with the prior agreement of ToS PoI.

01.01.019. Mobilisation. Those serving on RC will not normally be liable for call out under intelligent mobilisation. By exception, the LOC may approach ToS PoI for authority to call out a SP on RC into permanent service. Those approaching their EED may only be called out if they can complete the full commitment at least 3 months before their EED, unless specific authority has been sought from ToS PoI for RC prior to the individual being nominated for the mobilisation.

01.01.020. ARRG. RC is granted to meet a defined and immediate Service need. Where there is no longer a Service need the continuance is to be reviewed and may be cancelled. Those on continuance must not be held in the ARRG and will not be accepted for ARRG1 project posts.

Nationality

01.01.021. A candidate will normally be eligible to attest into the Army Reserve if they are either 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 Directive derived from the British-Indian-Nepalese Tri-Partite Agreement (1947). The authority for who is and is not a CW country is the Council of the Commonwealth Heads of government which can be accessed at The Commonwealth.org Member Countries. Their passport must permit residence within the UK (which can be Indefinite Leave to Enter or Remain (ILE/ILR)) to remain a member of the reserve forces. For further details on nationality rules refer to **AGAI 40**.

Assignment

01.01.022. Members of the Army Reserve may only be transferred or assigned with their consent. Army Reserve officers and soldiers may submit assignment preferences to the APC who will seek to accommodate these preferences in the boarding process. The exception will where a member of the Army Reserve reaches their future availability date and has not secured an additional role, officers will be transferred and Soldiers, with consent will be transferred to the Army Reserve Reinforcement Group.

01.01.023. Reserve Project Assignments Board (RPAB). Where a reservist applies to undertake a role for which they are not eligible due to their status as a member of the

Army Reserve or the Regular Reserve, the RPAB is authorised to offer an alternate term of service or commitment type to enable them to be purposefully utilised.

01.01.024 – 01.01.100. Reserved.

Intentionally blank

SECTION 2 - COMMAND OF THE ARMY RESERVE

General

01.01.101. The general principles of command and the responsibilities of commanders in the United Kingdom are laid down in **King's Regulations for the Army (KR(Army))**, Chapters 2 and 3. OPCOM of Army Reserve units is vested in:

a. Deputy Chief of the General Staff.

b. Commander Field Army.

c. Commander Home Command.

d. Commander Operations (FLEET).

e. Air Officer Commanding No 1 Group.

f. Commander Joint Force Command.

Command Responsibilities

01.01.102. All Army Reserve units have an OPCOM and OPCON Chain of Command (CoC). They are OPCOM to the formation to which the unit is assigned and OPCON for Firm Base and UK Resilience to the Bde with Regional Point of Command (RPOC) responsibility in whose AOR the unit or sub-unit resides. Army Reserve units in other TLBs are ADCON to the Bde with RPOC responsibility in whose AOR the unit/sub-unit resides. RPOCs are supported by local Reserve Forces' and Cadets' Associations (RFCAs) which provide functional support to Army Reserve units, for example, property management and civil engagement.

01.01.103. Any changes to the principles outlined in **para 01.01.102** to vary the command responsibilities for the Army Reserve are promulgated in CLF Directive.

01.01.104. The Commanding Officer (CO) of each Army Reserve unit has OPCOM responsibilities for all subordinate sub-units even if based in an area of another Bde with RPOC responsibility.

Special to Arm Advisers

01.01.105. Army Reserve units take their Special to Arm training direction from the respective Head of Capability. Functional command rests with their nominated Chain of Command.

Command, Rank and Precedence

01.01.106.

a. The rules for command within the Army Reserve are the same as for the Regular Army and are laid down in **KR(Army)**, Chapter 2, Part 2.

b. The rules for relative precedence of the officers of the Regular Army and the Army Reserve are contained in **KR(Army)**, para 2.035.

c. Army Reserve officers, with the exception of seconds in command, are to take rank and precedence among themselves in accordance with the date of their substantive or acting rank.

Seniority, Officers, Special Cases

01.01.107.

a. An officer of the Army Reserve who transfers to another unit or from the General List to a regiment or corps retains their existing seniority.

b. An officer of the RARO who has previously served in the TA or TAVR and who transfers to the Army Reserve may be given an antedate for seniority purposes. This is normally to be assessed in accordance with the seniority they held in their rank when last serving in the TA or TAVR.

c. A Captain of the Regular forces appointed as Adjutant of an Army Reserve unit is, for regimental purposes, to rank as senior Captain in the unit to which they are appointed. A Regular Adjutant of an Army Reserve unit is not to assume command of an Army Reserve unit except as a temporary measure when no Reservist field officer is available.

01.01.108 – **01.01.200.** Reserved.

SECTION 3 - LIABILITIES AND PROCEDURE FOR CALL OUT

Army Reserve Group A

01.01.201. All members of Group A other than transitional members may be called out for permanent service:

a. If it appears to His Majesty that national danger is imminent, or a great emergency has arisen, or in the event of actual or apprehended attack of the United Kingdom. (Section 52, **Reserve Forces Act 1996**).

b. If it appears to the Secretary of State for Defence that warlike operations are in preparation or progress. (Section 54, **Reserve Forces Act 1996**).

c. If it appears necessary or desirable to the Secretary of State for Defence to use Armed Forces on operations outside the United Kingdom for the protection of life and property, or on operations anywhere in the world for the alleviation of distress or the preservation of life or property in time of disaster or anticipated disaster. (Section 56, **Reserve Forces Act 1996**). The Secretary of State may make an order in accordance with instructions issued by the Defence Council under the **Defence (Armed Forces) Regulations 1939** authorizing the calling out of members of a reserve force for the purposes of carrying out work of urgent national importance. In addition, s56 (1b) enables Reservists to be mobilised for the full range of tasks which the Armed Forces may be asked to undertake.

d. **Additional Periods of Mobilised Service.** The **Armed Forces Act 2006 (AFA 2006)** amends Part VI of the **RFA 96** by adding three more sections, namely Sections 53A, 55A and 57A. These sections facilitate the call out of a Reservist who has already completed a full period of permanent service as defined under Sections 52, 54 and 56. The Reservist gives a written undertaking to complete a further period of permanent service for up to 12 months. This is facilitated through an application (see Annexes F/1 and G/1) which is completed and submitted to APC Res Br Mob APC at the time the Reservist is nominated for call out. This additional period of mobilisation should not be confused with the consent given by a Reservist to an extension of up to 12 or 6 months when in permanent service.

Army Reserve Group B (less Transitional Members)

01.01.202. Individual members may be called out for full time service as in **para 01.01.201a**, providing that they can meet the mobilisation criteria of a trained soldier and are over the age limit of 18 years.

01.01.203.

a. Members of the Non-Regular Permanent Staff (NRPS) may be called out for service as in **para 01.01.201a** except that they may only be deployed within the United Kingdom and Channel Islands (see **paras 01.06.061** and **01.06.111**) unless they elect to be liable for call out under other Sections of the Act and to be liable for worldwide deployment.

b. NRPS soldiers employed as R SIGNALS instructors may also be called out for service as in **para 01.01.201b**.

Groups A and B Transitional Members

01.01.204. Call out liabilities of Groups A and B Transitional Members are explained at Annex C/1.

Special Cases

01.01.205.

a. **Officer Cadets and Potential Officers.** Trained soldiers on the Officer Cadet pathway on the held strength of Group A units are eligible to be mobilised at the discretion of their CO, but only in their substantive soldier rank and they must meet the mobilisation criteria of a Phase 2 trained soldier. COs must bear in mind all the facts relevant to the individual case before recommending an Officer Cadet for selection for call out. UOTC cadets in Gp B units are not eligible for mobilisation.

b. **Age Limits for Mobilisation.** Army Reserve officers and soldiers (and Regular Reserve) may be deployed up to NRA. Exceptions to this may be granted on the recommendation of the LOC and approval of SO1 WF Pol, Army HQ. Any restrictions will normally be listed in the Force Generation Order.

Administration of Reservists Called Out for Operations

01.01.206. A Reservist cannot be mobilised nor issued with a Call Out Notice to report to a Mobilisation Centre without an in-date call out order being agreed and signed by the Minister AF for the relevant Section of **RFA 96**, which must include the operation name and country. **Joint Service Publication (JSP) 753** provides the necessary guidance and understanding of how the Army's mobilisation procedures and its regulations are to be measured and applied.

01.01.207. Administration. On reporting to the designated Mobilisation Centre, the Reservist will go through a formal J1/J4 process which includes a medical assessment before being accepted into permanent service and commencement of mobilisation training. On successful completion of the training the Reservist will be assigned to an operational unit to complete mission specific and any pre-deployment training before deploying into an operational theatre. In general, a 9- or 12-month period of mobilised service will include a deployment of up to 6 months, followed by recovery; decompression, demobilisation and release for post tour and annual leave. It is crucial that their time is managed carefully to include each of these events within the mobilised service period.

Transfer and Assignment on Call Out

01.01.208. Officers. Under the Reserve Forces Acts 1980 and 1996 when in permanent service, officers and soldiers of the Army Reserve and Regular Reserve may, without their consent, be assigned, appointed, or transferred to any military unit or Corps by order of an authorised officer:

a. When officers or soldiers of the Army Reserve and Regular Reserve are no longer required, they are to be released from permanent service with all convenient speed. Officers and soldiers of the Army Reserve will revert to their Army Reserve assignment whilst members of the Regular Reserve will re-enter the reserve for the balance of their liability.

b. The compulsory transfer, appointment, or assignment of a member of the Sponsored Reserve to a new unit or Corps would not normally apply unless there is a provision for such action in the agreement made between the civilian contractor and the MOD.

Demobilisation

01.01.209. Members of the Army Reserve and Regular Reserve are to be recovered from operations through a formal demobilisation process at the Mobilisation Centre. Once demobilisation has been completed Reservists will be released on leave until they reach their last day of permanent service after which time, they will revert back to their Army Reserve assignment or member of the Regular Reserve.

Retention in Permanent Service - Groups A and B (less Transitional Members)

01.01.210.

a. A member of the Army Reserve or Regular Reserve in permanent service under Section 52 **RFA 96** may be required to serve until their current period of permanent service aggregated with any other such service in the previous 6 years amounts to a total of 3 years. This total of 3 years' permanent service may be extended to 5 years by order of His Majesty.

b. A soldier is entitled to be released from permanent service sooner if their current engagement expires and they have not re-engaged. However, this entitlement may be postponed for up to 12 months.

01.01.211.

a. A member of the Army Reserve or Regular Reserve in permanent service under Section 54 **RFA 96**, (when warlike operations are in preparation or progress) may be required to serve until their current period of permanent service aggregated with any other such service in the previous 3 years amounts to 12 months. This total of 12 months may be extended to 2 years by order of His Majesty.

b. A soldier will be entitled to be released from permanent service sooner if their current engagement expires and they have not re-engaged. However, this entitlement may be postponed for up to 12 months.

01.01.212.

a. A member of the Army Reserve or Regular Reserve in permanent service under Section 56 **RFA 96** may be required to serve until their current period of permanent service aggregated with any other such service in the previous 27 months amounts to 9 months. This total of 9 months may not be extended.

b. A soldier will be entitled to be released from permanent service sooner if their current engagement expires and they have not re-engaged. However, this entitlement may be postponed for up to 9 months.

01.01.213. Additional Periods of Mobilised Service. The **Armed Forces Act 2006 (AFA 2006)** amends Part VI of the **RFA 96** by inserting three more sections, namely

Sections 53A, 55A and 57A. Each of these sections allows reservists to enter into written agreements to undertake a further period of permanent service of up to 12 months if they are not in permanent service and cannot be accepted into service under a call out order made under Section 52, 54 or 56 because their aggregated period(s) of previous permanent service give an entitlement to immediate release from such service. It should be noted that back-to-back operational tours will not be permitted and that normal Army harmony guidelines will be applied.

01.01.214. Voluntary Extension to Period of Permanent Service. A Reservist when in permanent service (mobilised) may give their written agreement to consenting to an extension to the period of service for an additional period of up to 6 months. Any extension would be subject to the needs of the service and can only be requested at the appropriate time:

a. On being accepted into service at a Mobilisation Centre.

b. On the completion of a relevant period of permanent service; defined in **RFA 96**, Sections 53 (7) (8), 55 (7) (8) and 57 (7) (8).

Retention in Permanent Service - Transitional Members of Groups A and B

01.01.215. The periods for which Transitional Members of Groups A and B called out under the provisions of **RFA 96** (as amended) can be required to remain in permanent service are described at Annex C/1.

Mobilisation Terms and Conditions of Service and Safeguards

01.01.216. Terms and Conditions of Service. Guidelines to the terms and conditions of service for personnel on permanent service are contained in:

a. **JSP 753** Tri Service Regulations for the Mobilisation of Reserves.

b. The Reserve Forces (Call Out and Recall) (Financial Assistance) Regulations 2005 – **Statutory Instrument No 859 of 2005**.

c. Call Out Recall Exemption and Deferral Regulations - **Statutory Instrument No 307/97.**

d. Reserve Forces (Safeguard of Employment) Act 1985.

Detailed instructions showing variations applicable to specific operations will be shown in the Operation Mounting Orders and Force Generation Orders issued by Army HQ and in the mobilisation call out notice and instructions.

Mobilisation – General Definitions

01.01.217. Ordinary Member. An ordinary member of the Army Reserve is a Reservist in a Gp A unit.

01.01.218. Acceptance into Service. A reservist will be accepted into permanent service at the designated mobilisation centre by an authorised officer who will assess suitability for permanent service, for example, medical checks, pay and documentation.

Reservists will be formally issued with a certificate of acceptance into service, confirming their requirements under Service Law. On successful entry into permanent service a reservist will be entitled to a call out Gratuity Payment in accordance with **JSP 754** Chapter 4, Section 6.

01.01.219. Permanent Service:

a. The provisions of Section 26(4) of RFA 80 (Transitional Members call out under all sections) state that the start of a period of permanent service is deemed to be the time specified for reporting as laid down in the Call Out Notice.

b. The provisions of Sections 28(3)(a) (HRR Call Out), 45(3)(a) (Sponsored Reserves Call Out), and 60(2) (Call Out of ordinary members under Sections 52, 54 and 56 of **RFA 96**) stated that the start of a period of permanent service is deemed to start from the day and time an individual is accepted into service. However, Sections 34(4), 45(4) and 60(3) of **RFA 96** authorise regulations made under Section 4 of the Act to provide for an individual to be treated as having been accepted into service on the day that the reservist reports to the mobilisation centre which may be a day earlier.

c. In order to avoid confusion, and for the purpose of calculating the length of permanent service, the day of acceptance is to be treated as being the same day as the day on which an individual report for service in response to a Call Out Notice. Individuals are to be informed of this when being accepted into permanent service, as required by Sections 34(4), 45(4) and 60(3) of the 1996 Act. The last day of permanent service is the day on which an individual is released from that service which is calculated forward from the demobilisation date and includes any entitlement to leave, and so forth.

Sponsored Reserves – Special Mobilisation Conditions

01.01.220. Under the authority of Section 43 of the **RFA 96**, a Sponsored Reservist may be called out at any time that the Secretary of State for Defence considers it appropriate, in the light of operational requirements and the terms of the arrangement between MOD and their employer, for that reservist to continue to undertake work of a direct or indirect benefit to the Armed Forces (Section 43, Reserve Forces Act 1996).

01.01.221. A Sponsored Reservist may not be called out for permanent service before the date specified in the Employer-Employee Agreement or prior to their enlistment into the Volunteer Reserve and only on the successful completion of Phase 1 training: trained soldier.

01.01.222. Employers are to be given as much notice as practically possible of the Secretary of State’s intention to call out Sponsored Reservists for permanent service. If time permits, agreement should be reached with the employer over call out requirements and the rotation of personnel. In all cases, prior notice of intentions is to be given to the principal employer who entered into the agreement with the Secretary of State. The principal employer is responsible for informing any employers or employees under contract to them to provide Sponsored Reservists.

01.01.223. In accepting a Sponsored Reservist into permanent service, reference is to be made to the arrangement between the Secretary of State and their employer which

contemplated their call out. In the case of an individual who is self-employed, the arrangement to be referred to is that between the Secretary of State and the person to whom the individual is under contract to provide services as a Sponsored Reservist.

Sponsored Reserves – Employment after Call Out

01.01.224.

a. While called out for permanent service, Sponsored Reserves will normally be employed on duties in continuation of their work in support of the Armed Forces, and if any, such additional duties listed in each individual's Employee Agreement. However, in addition to these duties they may also be required to perform other tasks which form part of the normal routine duties associated with service life. On such occasions and where reservists can be released from their normal duties, they may take part in other military duties for which they are current and competent and are in keeping with their rank and status.

b. A Sponsored Reservist will not normally be assigned to another unit or Corps under the provisions of Section 12(6) of **RFA 96** unless the provisions of their employer's arrangement with MOD requires them to undertake work with another headquarters or unit.

01.01.225. In an emergency, Sponsored Reservists may be required to undertake any duty which will assist in protecting life, or in safeguarding the success of the operation they were called out to support.

Sponsored Reserves – Extension of Permanent Service

01.01.226. **Retention in Service.** A Sponsored Reservist called into permanent service for the reasons described in Section 43 of the 1996 Act (to continue to provide support to the Armed Forces under operational conditions) may only be compulsorily required to serve for a maximum period of 12 months or for as long as they are needed, whichever is the shorter period.

01.01.227. Before a Sponsored Reservist is approached to determine whether or not they are willing to voluntarily extend their period of permanent service, their employer is to be consulted and (if applicable) any other of their employees. Where the employer is under contract to the principal employer to provide Sponsored Reservists, consultation is to be made through the principal employer.

01.01.228. The employee's consent to extend their permanent service in accordance with Section 45(6) of the Reserve Forces Act 1996.

Sponsored Reserves – Demobilisation

01.01.229. When continuation of the task for which they were called out is either no longer required or no longer possible, and no alternative arrangements have been made and agreed in writing with the employer, Sponsored Reservists are to be recovered and released from permanent service as soon as reasonably practicable (**see para 01.01.209**). Where the employer is under contract to the principal employer to provide Sponsored Reservists, any alternative arrangements are to be made through the principal employer.

01.01.230. A minimum period of 14 days' notice or longer period as may be agreed in writing is to be given to the employer of the date on which it is intended to release a Sponsored Reservist from permanent service. All or part of this period of notice may be taken up by post tour leave.

Sponsored Reserves – Subsequent Periods of Permanent Service

01.01.231.

a. The minimum period between a Sponsored Reservist's release from permanent service and any subsequent call out reporting date should normally not be less than the period of permanent service just completed or 90 days, whichever is the shorter, unless the employer and the Sponsored Reservist both agree to a lesser period.

b. Post tour leave on completion of a period of permanent service is to be included in that period of permanent service, the demobilisation date being the last day of any such leave. Subject to the written permission of their CO, a Sponsored Reservist's civilian work may be resumed during post tour leave pending release from permanent service.

Sponsored Reserves – Non-eligibility for Voluntary Discharge/Transfer

01.01.232. If a Sponsored Reserve is served with a Call Out Notice and accepted into service before the period of notice given in their application for voluntary resignation, retirement, discharge or transfer has expired, then under the authority of Section 41(4) of **RFA 96**, that notice shall cease to have effect and their application becomes null and void. Under the authority of this Section of the Act, notice may not be given by a Sponsored Reservist while in permanent service.

01.01.233 – **01.01.999.** Reserved.

Intentionally blank

ANNEX A TO CHAPTER 1
MOBILISATION - CLASSIFICATION AND ADMINISTRATION OF ARMY RESERVE PERSONNEL

Aim

1. This Annex lays down the procedures for assessing the classification of Army Reservists for mobilisation and defines the terms ‘Fit for Appointment’, ‘Fit for Mobilisation (Basic and Advanced)’ and 'Fit for Deployment’.

Trained Soldier

2. An Army Reservist is classed as a trained soldier when they have completed formal initial training and they have attained their employment qualification at Class 3. In certain circumstances, due to the length of time it may take to attain technical qualifications, a volunteer may be classed as a trained soldier prior to attaining Class 3 qualifications. These exceptions are to be in accordance with guidelines laid down by Head WF Pol (Army) in consultation with Army HQ and the relevant Head of Capability.

Fit For Role

3. **Fit for Appointment (FFA).** Army Reserve Potential training or for soldiers, completion of Phase 1 training (CMSR(TA)), and Phase 2 Special To Arm (STA) training (Class 3 employment qualification) make an individual eligible for FFA.

4. **Fit for Mobilisation (FFM).** To be FFM, individuals must attain a higher level of competency to suit both Individual Reservist (IR) and Contingent Component (CC) needs. This is the standard at which individuals should report on mobilisation. Providing readiness allows elements of FFM competence may be left until a unit has been warned of impending mobilisation. There are two levels of ability:

   a. **FFM (Basic).** An officer or soldier who is at the lower level of competence can be mobilised as an IR for basic or static tasks. This will generally consist of FFA competence, increased by completion of the annual Individual Training Requirement (ITR), and participation in low level training CTC1.

   b. **FFM (Advanced).** An officer or soldier who has completed all required elements of Phase 2 training, and has achieved a relevant employment qualification, and can be mobilised to fulfil a specific function as a CC or an IR. In addition to meeting the requirements of FFM (Basic), the soldier will have participated in training to CT2 or higher if their role demands it.

5. Exceptionally, in some circumstances[7] reservists may require additional training to bring them to the required FFA and FFM standards. This may need to be conducted post-call out.

[7] Such as an RFA96 section 52 or 54 call out order.

6. **Fit for Deployment (FFD).** Mobilised individuals will complete the Pre-Deployment Training package appropriate to their operational role. This will include ITR assessment and may contain collective training tasks. They are then FFD.

Augmentation and Contingent Component

7. The CC in Regular units will be filled by Army Reserve personnel, the Regular unit C8005 will reflect where the CC will come from. Equally the Army Reserve C8005 will reflect where the CC is going to. Army HQ uses Army Reserve personnel records of service to match individual reservists to Army Reserve positions likely to be vacant on mobilisation. Units are to record the attainment of the classifications ‘Trained Soldier’ and ‘Fit For’ designation. This definition allows COs a degree of flexibility but should not affect the assessment of pay bands or bounty.

Summary

8. Both in the case of classifying a soldier Fit for (A or M or D) and on judging their suitability for employment on mobilisation the final decision lies with their CO who is to make an assessment based on their personal knowledge of each soldier to realize the minimum figure required.

ANNEX B TO CHAPTER 1
HIGH READINESS RESERVE (HRR)

General

1. **The HRR Concept.** The High Readiness Reserve (HRR) is a category of Reserve created under Part IV of the Reserve Forces Act 1996. In the Army it consists of a volunteer pool of trained Regular Reservists and Army Reserve personnel with unique skills which are in short supply in the Regular Army. The purpose of the Army HRR is to provide reinforcements to the Regular Army at short notice when it is necessary to respond to unforeseen operational contingencies. Volunteers joining the HRR are required to sign an HRR Agreement committing themselves to the HRR for a period of 1 year from the date on which the HRR Agreement is signed.

2. **Availability.** HRR members will normally be at 7 days' notice to move, that is to say, they could receive a Call Out Notice at any time, and would be required to report to a Temporary Mobilisation Centre 7 days later, 9 days after the Call Out Notice was despatched by first class mail. However, in order to meet operational commitments, personnel may be required to enter an HRR agreement specifying that they are at a shorter period of notice to move. It is therefore essential that all members of the HRR are aware of the contents of Mobilisation Terms and Conditions of Service and Safeguards (see **para 01.01.214**) to these regulations and make appropriate arrangements, particularly in respect of the Reservist Award (RA) and the Allowable Expense Claim (AEC) if they will be making a claim if Called Out.

3. **Training Liability.** The training liability for HRR members from the Regular Reserve is laid down in Part 1, Section 2 of these regulations. Army Reserve HRR members will be expected to carry out their normal annual training liability. However, the actual training objectives may be modified to meet specific requirements related to their HRR employment, as laid down by their Head of Capability. Any additional training over and above their annual bounty earning requirement is to be funded from within the normal unit allocation.

4. **Call Out Liability.** Under the provisions of Section 28 of the 1996 Act, a member of a Reserve Force who has entered into an HRR agreement is liable, while the agreement is in force:

   a. To be Called Out for permanent service anywhere in the world whenever the Secretary of State requires, and

   b. To fulfil any training obligations in the agreement.

Group B personnel will be ineligible to become members of the HRR unless they elect to be liable to world-wide service when called out under Section 32(1) **RFA 96**. If a member of the HRR is Called Out under this Section they are liable to serve on permanent service for a period not exceeding 12 months from the date they are confirmed as being mobilised (Section 28(3) **RFA 96**). (It should be noted that this liability does not end until the HRR agreement ends. A member who is called out in the last day of their period in the HRR is still liable to serve for up to 12 months' permanent service).

5. **Employer's Consent.** Before a volunteer can be accepted into the HRR they must first obtain their employer's consent if in qualifying employment (see para 7). Subsequent commitments for HRR service may be undertaken provided their employer agrees and they are accepted by the APC.

6. **Change of Employment.** If at any time during their period of HRR liability a member should change qualifying employment(s) they are to inform their CO within 7 days as laid down in Section 30 of the Act. The member's liabilities under Section 28 cease until:

a. their new qualifying employer has completed a Consent Form agreeing to continuance of the previous HRR Agreement,

b. their CO has certified that they have seen the new Employer's Consent Form,

Unless the HRR member was served with a Call Out Notice before they submit their declaration of change of employment, or they are already in permanent service by virtue of their liabilities under Section 28, then their liabilities under Section 28 of the Act do not cease in the fashion described above.

7. **Application of Regulations.** The obligations of a HRR outlined in this Annex are additional to their other obligations as a member of the Army Reserve (Section 28(5) **RFA 96**). They remain subject to these other obligations subject to any special provisions in this Annex.

8. **Eligibility.**

a. All volunteers must be suitably qualified by rank, Main Trade for Pay (MTfP), and Classification to fill the vacancies which are published from time to time and should not be committed to other liabilities.

b. Volunteers whose engagements are due to end within 12 months of their application to become a member of the HRR, will not be accepted unless they apply and receive approval for re-engagement. Volunteers whose service to age 60, is to be terminated within 12 months of their application will not be permitted to undertake an HRR agreement.

c. All volunteers must be medically and dentally fit, minimum MES MLD and subject to **Army General and Administrative Instruction (AGAI) 78 (Army Medical Employment Policy)**, Appendices 9 and 22.

d. Volunteers who are responsible for the care of immediate family must demonstrate that their domestic obligations will not affect the HRR commitment.

e. A volunteer's civilian income should not normally exceed the RA ceiling for their rank, as defined in The Reserve Forces (Call Out and Recall) (Financial Assistance) Regulations 2005 – Statutory Instrument No 859 of 2005 and **JSP 753** or as may be published from time to time. Applications by personnel whose civilian income exceeds the appropriate RA ceiling will only be considered in exceptional circumstances.

f. All volunteers must have their employer's consent to their joining the HRR before signing an HRR Agreement. If self-employed or a working member of a small

family business, their absence on mobilised service for a period of up to 9 months should not create problems which would necessitate their premature demobilisation. (The Employer's Consent Form is not required to accompany the initial HRR Application Form because volunteers could be rejected for other reasons).

In order to ensure that these parameters are met before an HRR Agreement is signed, all Army Reserve applicants for HRR service must first be screened and their application approved by the APC Res Br. This screening is to be achieved through the completion of Army Form E 20004.

9. **Absence from Home.** Due to the short notice to move period, HRR members are to keep their unit informed of their movements and warn the CO if they are going to be absent from home for any period in excess of 3 days. They are to contact their unit again on return to their normal address. HRR members who travel abroad are to leave contact addresses and telephone numbers covering the whole period of absence from the UK with their unit and are to ensure that they have sufficient funds and that their travel arrangements are such as to allow their immediate return to the United Kingdom if necessary.

10. **High Readiness Reservist Bounty.** The HRR bounty is payable in addition to normal training bounty and any call out gratuity, providing all qualifying criteria are met. It is paid in full on the anniversary of an individual joining the HRR or if the individual is called-out under the provisions of Section 38 of **RFA 96** and accepted into permanent service on the following basis:

a. If the special agreement is terminated due to acceptance into permanent service in response to call out under Part VI of **RFA 96** then the bounty will be paid on a proportionate basis as described below.

b. Individuals in the HRR are members of the Reserve Forces who have accepted an increased liability for call out under Part IV of **RFA 96**. Such individuals are normally ex-Regular personnel or experienced Volunteer Reservists who have and maintain the requisite skills for specific roles.

c. If the special agreement has been in force for more than 1 month but less than 12 months, except as provided in **JSP 754**, Chapter 3, para 03.0536d, HRR bounty will be payable at a rate of one twelfth of the current rate for each complete month. Any period of 7 days or less for which liability is suspended because the individual has entered into a new qualifying employment will not cause a reduction in bounty under this provision; but any period in excess of 7 days will count for this purpose as if the special agreement was not in force.

d. Service Personnel who elect to terminate their HRR agreement because of pregnancy, and those who continue HRR service until no longer able to do so, are to be paid their full HRR Bounty whether or not they elect to terminate their agreement.

e. If the special agreement has been terminated because the individual has failed to comply with their training or other obligations, or the individual has been called-out under any power but they have not been accepted into service because they or their employer have applied for exemption from or deferral of call out under Section 78 of **RFA 96**, no HRR bounty shall be payable.

11. **Medical and Dental Treatment.** HRR Reservists are at 7 days' Notice to Move (NTM) which places them on a shorter notice than R5 (30 days NTM). Members of the HRR are to take all reasonable steps to remain medically and dentally fit throughout the period of their HRR Agreement. Failure to meet the required level of fitness will normally lead to termination of the HRR Agreement. However, in maintaining dental health, HRR personnel are eligible to undergo dental assessment through the Defence Dental Services (DDS). See also **JSP 950**.

Procedures for Joining the HRR

12. Applicants will be required to complete Army Form E 20004, and if in qualifying employment and approved for HRR service, to produce an Employer's Consent Form for each employer, as laid down in Section 29(1)(b) of the 1996 Act on Army Form E 20005.

13. **Action to be taken once approval is received.**

a. On receipt of approval in principle from the APC, the applicant should be instructed to seek the agreement of their qualifying employer(s) on Army Form E 20005.

b. On receipt of the Army Form E 20005 for each of their qualifying employments, the applicant is to return them to the unit with a declaration confirming details of their employment on Army Form E 20006. The authorizing officer is then to carry out the procedures for making an HRR Agreement shown below.

Making the HRR Agreement

14. It is important that all the steps shown below are completed on one occasion, and, in order to achieve this, the applicant and the authorised person are both required to be present.

15. In accordance with Sections 29(2) and 29(3) **RFA 96**, the authorised person is to review the Declaration required by para 16b and any Employer's Consent Forms accompanying the declaration. If the authorizing officer concludes that:

a. The individual is not in qualifying employment, or

b. The consent of each employer with whom the applicant is in qualifying employment has been signified,

They are to sign a certificate to that effect, on Army Form E 20007. Where appropriate, the applicant is then to be invited to sign an election to cease to be a Transitional Member, or if a member of Group B, to sign an election to be liable to deployment worldwide if called out under Section 32(1) **RFA 96**.

16. If the authorizing officer is unable to reach the conclusions at paras 18a or 18b above, they are to seek further information and the HRR Agreement is not to be signed.

17. When the authorizing officer has signed the Certificate on Army Form E 20007, the applicant is to sign the HRR Agreement on Army Form E 20008 in the authorizing officer's presence. The authorizing officer is then to sign the HRR Agreement as a witness. The

HRR Agreement comes into effect as soon as it has been signed and the signature witnessed.

18. After completion and signature, the HRR agreement is to be despatched to the APC for retention in the applicant's personal documents. One copy is to be retained by the applicant's parent unit; a copy is to be given to the HRR member. In addition, the HRR member is to be given a copy/copies (as appropriate) of Army Form E 20009 Change of Qualifying Employment Notification.

Action to be Taken on Entering New Qualifying Employment

19 If a person subject to an HRR Agreement enters into new qualifying employment, they are to declare the fact to their unit CO, in writing, within 7 days (Section 30(1) **RFA 96**). The declaration is to be made on Army Form E 20009. Once this declaration has been made the person concerned cannot be called out or required to undertake any HRR training, unless and until their new employer has given their written consent to that person's continued HRR commitment on Army Form E 20005. If the new employer's consent is not forthcoming within 28 days of commencement of the new qualifying employment, the HRR Agreement will normally be terminated.

20. On receipt of the Change of Qualifying Employment Notification Form, the CO is to immediately inform the APC and ensure that the HRR member's unit personal documents are annotated accordingly. On receipt of the new Employer's Consent Form, the CO is to immediately inform the APC that the HRR liability has been resumed, and ensure that the HRR member's unit personal documents are annotated accordingly.

21. If an HRR member has either been served with a Call Out Notice, or is already called out on permanent service, then the provisions of paras 22 and 23 do not apply (Section 30(2) **RFA 96**).

Renewal of HRR Agreements

22. An individual may, with the agreement of APC Res Br, make a fresh HRR Agreement at any time. A fresh HRR Agreement would supersede any other HRR Agreement then in force (see para 26 and Section 31(1)(e) **RFA 96**). The procedures outlined at paras 14 – 21 of this Annex are to be followed in full.

Termination of Special Agreements

23.

a. An HRR Agreement will terminate:

(1) 12 months after it was made, or on expiry of a period of HRR liability of less than 12 months as specified in the HRR agreement.

(2) On the expiry of 3 months' notice to terminate the agreement given by the individual as laid down in Section 31(1)(b) **RFA 96**. An application is to be on Army Form E 20010. If the individual wishes to withdraw their notice to terminate the HRR Agreement they are to make their application to do so on Army Form E 20011.

(3) If the Secretary of State directs that the HRR Agreement is to be terminated, with or without an application from the HRR member or their employer (Sections 31(1)(c) and 32 **RFA 96**).

(4) If the HRR member enters into permanent service under Part VI of **RFA 96** (see Section 31(1)(d) **RFA 96**) or under the provisions of RFA 80, or equivalent obligations for an officer (see para 13, Schedule 9 to **RFA 96**).

(5) If a new HRR Agreement is made (see Section 31(1)(e) **RFA 96**).

(6) On the release of an individual from permanent service under Part IV **RFA 96** (see Section 31(3) **RFA 96**).

(7) On discharge or dismissal from the Army Reserve for administrative or disciplinary reasons.

b. If any of the following events prescribed under the terms of Section 31(f) **RFA 96** and specified in the HRR Agreement should occur:

(1) Failure to receive a new employer's consent within 28 days of commencing new qualifying employment.

(2) Notification of change in personal circumstances of such nature that the HRR member is released from their liabilities for compassionate reasons.

(3) Injury or illness giving rise to long term medical downgrading below the minimum standard required for an HRR member.

(4) Notification of a change in personal business circumstances of such a nature that the HRR member is released so that they can take corrective action.

24. Once an HRR Agreement is terminated, the individual's obligations under it cease and they cannot be accepted into permanent service under Part IV of **RFA 96** (see Section 31(4) **RFA 96**).

25. The power to terminate an HRR Agreement (see para 26) will be invoked if an HRR member is accepted for service as a member of the Regular Forces. It will also be invoked if the individual is accepted to undertake a period of Full Time Reserve Service unless the FTRS agreement specifically states that the individual will be released from FTRS in the event of call out under Part IV of **RFA 96**.

HRR Call Out

26. Section 32(1) **RFA 96** gives the Secretary of State the power to call out any person who has entered into an HRR Agreement by serving a Call Out Notice on them. This power of the Secretary of State for Defence may be delegated to the Defence Council, any individual officer or any officers with a description in the authorization, and the Defence Council may similarly delegate (see Section 35 **RFA 96**).

27. A Call Out Notice for an HRR member is similar to that used for call out under Part VI of **RFA 96** expect that it should specify that it is for call out under Part IV of **RFA 96**, and mention the HRR Agreement (see Reserve Forces (Army) Regulations 1997). The period

of notice given for call out will normally be not less than 7 days but in order to meet operational commitments, personnel may be required to enter an HRR agreement specifying that they are at a shorter period of notice to move.

Safeguards under Part VIII RFA 96

28. The schemes for payments to the individual and their employer after call out, and for either to seek exemption from or deferral of call out, made under Part VIII of **RFA 96** apply to the HRR. The RA scheme is, subject to such procedural amendments as may be approved by MOD from time to time. Details of compensation to employers, and provisions for seeking exemption from or deferral of call out are in Reserve Forces (Call Out and Recall) (Exemptions, and so forth) Regulations 1997.

29. However, because an individual has volunteered to become an HRR and their employer has agreed to the member's enhanced call out liability, applications for exemption or deferral should be minimal, and should only arise from circumstances which have arisen after an HRR Agreement was made. The individual or employer is expected to report any circumstances which would cause them to seek exemption from or deferral of call out to the unit CO as soon as they occur.

Other Safeguards

30. The provisions of the Reserve Forces (Safeguard of Employment) Act 1985 and the Reserve and Auxiliary Forces (Protection of Civil Interests) Act 1951 apply to HRR members on call out.

Acceptance into Permanent Service

31. The procedure for acceptance into permanent service as laid down in Reserve Forces (Army) Regulations 1997 applies to HRR, with the following amendments:

a. An individual served with a Call Out Notice must be informed they are accepted into service under Section 33(1) **RFA 96**.

b. An individual who presents themselves for permanent service but who has not been served with a Call Out Notice is to be informed that they are accepted into service by virtue of Section 33(5) **RFA 96**.

Release from Permanent Service

32. By virtue of Section 34(2) **RFA 96**, a person in permanent service under Part IV **RFA 96** is to be released from permanent service with all convenient speed, and in the manner prescribed, when:

a. Their services are no longer required, or

b. They have completed the period of service specified in their HRR Agreement as the maximum period of permanent service they may be required to undertake, or

c. It has been determined that the individual is entitled to be released from permanent service following an application for exemption or release under Section 78 **RFA 96**.

33. The prescribed manner of release from permanent service is laid down in Reserve Forces (Army) Regulations 1997.

Proceedings for Offences Committed before Discharge

34. Under the provisions of Section 107 **RFA 96**, proceedings for trial by summary jurisdiction, Court-Martial or a Civil Court in respect of offences against Part X of the 1996 Act, alleged to have been committed while serving in a Reserve Force may be instituted, whether or not the individual has been discharged, at any time within 2 months after:

a. The time at which the offence becomes known to their CO, or

b. The time at which the individual is apprehended.

See also **Armed Forces Act 2011 (AFA 2011)** Section 62 and for other offences Sections 55 - 61.

Date of Acceptance into Permanent Service

35. By virtue of Sections 34(4), 63(3) and 63(4) **RFA 96**, provisions are made in Reserve Forces (Army) Regulations 1997 to allow a person whose acceptance into service was delayed to be treated as if they had been accepted into service at an earlier date than that on which they were actually accepted. These provisions also apply to the HRR.

ANNEX C TO CHAPTER 1
LIABILITIES OF THE TRANSITIONAL CLASSES OF THE ARMY RESERVE

General

1. The Transitional Class of the Army Reserve exists under Schedule 9 to the Reserve Forces Act 1996. Its composition, and the circumstances under which an individual will cease to be a member of the Transitional Class, are described in **para 01.01.006**.

2. This Annex describes the call out and training liabilities of the Transitional Classes. They are defined in the Reserve Forces Act 1980, which was amended with effect from 1 April 1997 by regulations made under the authority of Section 130 of the Reserve Forces Act 1996 and the Defence Reform Act 2014.

3. By virtue of the regulations made under the authority of Section 130 of the 1996 Act, (The Reserve Forces Act (Transitional, Consequential and Savings Provisions) Regulations 1997) the Reserve Forces Act 1980 has been amended so that:

a. Personnel liable to call out under Section 10(1) of the 1980 Act shall be liable to be called out when an Order of His Majesty under Section 52(1)(a) of the 1996 Act is in force. This replaces the former requirement for a King's Order under Section 10 of the 1980 Act.

b. Personnel liable to call out under Section 22 of the 1980 Act shall be liable to be called out when an Order of His Majesty under Section 52(1)(b) of the 1996 Act is in force. Call out under Section 22 of the 1980 Act had not previously required any sort of Order.

c. Personnel liable to call out under Section 11(1) of the 1980 Act shall be liable to be called out when an Order of the Secretary of State under Section 54(1) of the 1996 Act is in force. This replaces the former requirement for a King's Order under Section 12 of the 1980 Act. Such an Order was in force continuously from 1992 to 31 March 1997.

These provisions in no way change the liabilities of Transitional Members but were made to simplify call out procedures by removing the need to initiate Call Out Notices and to make reports to Parliament.

Call Out Liability of All Members of the Transitional Class

4. A Transitional Member of Groups A or B (including NRPS) may be called out:

a. For permanent service in any part of the world whenever an Order of His Majesty made under Section 51(1)(a) of the Reserve Forces Act 1996 is in force, that is when it appears to His Majesty that national danger is imminent or that a great emergency has arisen (see Section 10(1) of the Reserve Forces Act 1980).

b. For service in the United Kingdom whenever an Order under Section 52(1)(b) of the Reserve Forces Act 1996 is in force, that is in the event of an actual or apprehended attack on the United Kingdom, notwithstanding that the Territorial Army, or that part of it to which they belong, has not been called out for permanent service

by virtue of Section 10 (1) or Section 11 (1) of the Reserve Forces Act 1980 (see Section 22 of the Reserve Forces Act 1980).

5. The United Kingdom for these purposes includes the Channel Islands and the Isle of Man.

6. All members of Groups A and B are liable to be called out under these provisions, but the OTC cannot be called out as units.

Retention in Permanent Service (Section 52(1)(a) and (b))

7. **Officers.** An officer called out under these powers may be obliged to serve until they are no longer required, that is to say, there is no time bar on the length of permanent service expected of them.

8. **Soldiers.** A soldier called out under these powers may be required to serve until they are either no longer required or until they reach the end of their current engagement, whichever is the earlier (see Section 13(2) Reserve Forces Act 1980). However, by virtue of Sections 100 and 101(2) of the 1980 Act, they may be required to prolong their service for up to 12 months after they would otherwise have been entitled to be discharged.

Additional Call Out Liability of Transitional Members of Group A

9. Transitional Members of Group A, and Transitional Members of the NRPS employed as R SIGNALS Instructors, are also liable to be called out for permanent service in any part of the world whenever there is in force an Order under Section 54(1) of the Reserve Forces Act 1996, that is when it appears to the Secretary of State that warlike operations are in preparation or progress (see Section 11(1) Reserve Forces Act 1980). Transitional Members of the Army Reserve will not be called out under this power without their consent until full use has been made of Section A of the Army Reserve, that is to say, until all suitable members in the numbers and categories required have been called out.

Retention in Permanent Service (Section 54(1))

10. Officers. An officer called out under this power may be obliged to serve until they are no longer required, that is to say, there is no time bar on the length of permanent service expected of them.

11. Soldiers. A soldier called out under these powers may be required to serve until they are either no longer required or until they reach the end of their current engagement, whichever is the earlier (see Section 13(2) Reserve Forces Act 1980). However, a soldier may not be required to be in permanent service under this power for more than 12 months in aggregate in their current engagement (see Section 13(3) Reserve Forces Act 1980), but they may be required to continue in permanent service beyond the end of their current engagement in order to complete that period of 12 months in aggregate (see Section 13(4) Reserve Forces Act 1980).

Training Liability

12. Transitional Members may be required to train in the United Kingdom or elsewhere in any 1 year for 1 period not exceeding 16 days, and such other periods as are prescribed in

these regulations for their Group, Arm, Corps, unit or employment category, none of which shall exceed 36 hours without their consent (see Section 38 Reserve Forces Act 1980).

Application of Reserve Forces Act 1996 to Transitional Members

13. The provisions of the Reserve Forces Act 1996 apply to Transitional Members with the substitution of references to permanent service or training under the Reserve Forces Act 1980 where appropriate, with the following exceptions:

a. Sections 17(2), (3) and (4) (postponement of discharge while in permanent service or while a call out is in force under Sections 52 or 54 of the Reserve Forces Act 1996) because Sections 13, 100 and 101 of the Reserve Forces Act 1980 continue to apply.

b. Sections 22 (training obligations) because Section 38 of the Reserve Force Act 1980 continues to apply.

c. Part VI (Call Out for permanent service) because the provisions of the Reserve Forces Act 1980 described above continue to apply. This also means that Transitional Members cannot be called out under the provisions of Section 56 of the Reserve Force Act 1996 (on operations is for the protection of life and property outside the United Kingdom; or on operations anywhere in the world for the alleviation of distress or preservation of life and property in time of disaster or apprehended disaster). If a Transitional Member wishes to be liable for call out under Section 56, they must elect to cease to be a Transitional Member (see **para 01.01.005**).

14. However, as explained in para 3, the 1980 Act now incorporates references to various elements of the 1996 Act to simplify call out procedures, for example, Call Out Orders and Call Out Notices. The prescribed format of these notices, acceptance into permanent service and so on are laid down in Reserve Forces (Army) Regulations 1997.

Group B - NRPS Transitional Members

15. NRPS Transitional Members in permanent service, except for Royal Signals Instructors (see para 9), may not be deployed outside the United Kingdom, Isle of Man or the Channel Islands without their consent. However, they may elect to be liable to serve worldwide whenever called out for permanent service under Section 52 and may elect to be liable for call out and worldwide service whenever an Order under Section 54 or Section 56 is in force, or when a specific order is in force. Election for worldwide service is made on Army Form E 20014.

Group C

16. Transitional members who become Special Members, that is to say, Sponsored Reservists in Group C, do not lose their status as Transitional Members due to this transfer. Furthermore, when they cease to be members of the Sponsored Reserve and return to Group A or B, they shall retain their Transitional Member status until the end of their current engagement, or until other prescribed circumstances occur (see **para 01.01.005**).

Call out and conditions governing permanent service for Group C differ from those of Ordinary and Transitional Members and are laid down in paras 01.01.061 to 01.01.073. Special terms and conditions of service for officers and soldiers are covered in Annex D/4 and Annex D/5 (soldiers).

ANNEX D TO CHAPTER 1
SPONSORED RESERVES – DEFINITIONS, RESTRICTIONS, AGREEMENTS AND CONSENT FORMS

General Terms and Conditions of Service

Definitions

1. **Sponsored Reservist.** A Sponsored Reservist is a person who has made an employee agreement as defined in Section 38(2) of the Reserve Forces Act 1996, and who is subject to the provisions of Part V of the 1996 Act by virtue of Sections 39(7) or 39(8) of that Act.

2. **An Employer.** An employer is the employer whose consent was required under Section 39(2) of the Reserve Forces Act 1996, to a person's entry in an employee agreement.

3. **An Authorised Person.** In accordance with the direction of the Defence Council under the authority of Section 39(4) **RFA 96**, as shown in Schedule 8 to Reserve Forces (Army) Regulations 1997, the following may be authorised persons:

a. Officers of the Army Reserve units nominated to command and administer Sponsored Reservists by Army HQ.

b. Persons or appointments nominated by Army HQ, when required.

Notes. These notes are for guidance and are not part of the regulations:

1. The employer who has entered into an arrangement with the Secretary of State for Defence, or an MOD Department on the Secretary of State for Defence' behalf, is referred to in these regulations as the principal employer (see Annexes A/4 and C/5). This is to distinguish between them and any sub-contractor with employees, or self-employed person who is sub-contracted to the principal employer to fulfil obligations laid down in the principal employer's arrangement with the Secretary of State. When a Sponsored Reservist is employed by such a sub-contractor, or is self-employed and sub-contracted, any reference to the employer in other paragraphs to these regulations or Annexes A/4 or C/5 is to the subcontractor or self-employed person, as appropriate. If the Sponsored Reservist is directly employed by the principal employer then the principal employer is their employer.

2. The arrangement between the principal employer and the Secretary of State is referred to in these regulations as the MOD arrangement, and the MOD department representing the Secretary of State is referred to as the MOD sponsor.

Restrictions

4. **Choice of Unit.** Under the authority of Section 38(3)(b) of the 1996 Act, Section 12(2)(a) of the Act is not applicable to the Sponsored Reserves. The parent unit for each Sponsored Reserve will be the unit most appropriate to the nature of the task detailed in the arrangement.

5. **FTRS and Additional Duties Commitments.** Under the authority of Section 38(3)(b) of the 1996 Act the provisions of Sections 24 and 25 of the Act which cover Full Time Reserve Service and Additional Duties Commitments shall only apply where specific arrangements have been agreed with a Sponsored Reservist's employer.

6. **High Readiness Reserve (HRR).** Under the authority of Section 40(5) **RFA 96** the provision of Part IV of that Act (HRR) shall not apply to members of the Sponsored Reserve.

7. **Special Enlistments – Mobilisation and Training.**

a. Under the authority of Section 38(3) of the Reserve Forces Act 1996, a person may become an officer in, enlist into or transfer to Group C of the Army Reserve solely for the purpose of becoming a Sponsored Reservist. Having done so and prior to becoming a Sponsored Reservist, that is to say, having signed an Employee Agreement, an individual may not be called out for permanent service under any Section of the Act and may not be required to undertake any training.

b. However, with their consent they may undertake training provided it is relevant to their future liabilities as a member of the Sponsored Reserve, and their employer's consent has been obtained in writing if such training would require their absence from their normal place of civilian work at a time when they would normally be required to be there.

c. Detailed procedures for provisional commissions (SR) and special enlistment are shown in para 8 of Annex C/5.

Employer's Consent Form

8. Section 39(2) of the Reserve Forces Act 1996 requires that before an employee enters into an Employee Agreement, their employer's consent shall have been signified. The Employer's Consent Form is to be completed and signed by a personnel or line management representative of the employer as set out in Army Form E 20016.

Employee's Agreement

9. Under the terms of Section 39 of the Reserve Forces Act 1996 a potential Sponsored Reservist must, before becoming a Sponsored Reservist, sign an Employee Agreement as set out in Army Form E 20017. The contents of this agreement form part of the employee's terms and conditions of service. The employee's signature is to be witnessed by an authorised person, who is to certify as laid down in PART B of the agreement that the individual is fully aware of their terms and conditions of service, and that their employer's consent has been given to their becoming a Sponsored Reservist. Before witnessing the agreement, the authorised person is to satisfy themselves that adequate proof of identity has been produced by the potential Sponsored Reservist as is required by Basic Check procedures.

10. The agreement is to be made in quadruplicate. One copy is to be retained by the employee, one copy retained with their personal records held by APC Res Br, and a copy is to be sent to their employer, or if self-employed to the person to whom they are under contract to provide services which require them to become a Sponsored Reservist. The fourth copy should be retained by the parent Army Reserve unit.

Transfers to, Enlistment and Commissioning into Group C - General

11. **Liaison with Employers.** Employers or for the self-employed, the person to whom they are under contract to perform Sponsored Reserve duties, are to be informed without

delay by APC Res Br of the date on which an applicant is granted a commission, enlisted or transferred to Group C. If for any reason commissioning or enlistment is delayed or is likely to be delayed until after the date specified in the Employee Agreement, the applicant's employer is to be informed by APC Res Br.

12. Detailed procedures for officers and soldiers are defined Annex C/5.

13. **Transfers.** Under the authority of Section 19(2)(b) of the Reserve Forces Act 1996, a soldier transferring to Group C to become a Sponsored Reservist is to have their current engagement amended to a 4 year engagement effective from the date of transfer.

14. Reserved.

15. **Age Limits.**

a. **Minimum Age.** As laid down in 01.05.101.

b. **Maximum Age.** 60 years for all ranks although this may be varied according to the nature of the MOD arrangement and the expected nature of operational deployments. Any variations are to be included in the Employee Agreement.

16. **Medical Standards.** The minimum medical standard is to be specified in the MOD Arrangement and may be varied according to the nature of the MOD Arrangement and the expected nature of operational deployments. The minimum medical standard is to be shown in the Employee Agreement.

17. **Residence and Absence Abroad.**

a. **Residence Abroad.** Exceptionally, authority may be granted for a Sponsored Reservist to live overseas when this is dependent on their employment with, or under sub-contract to the principal employer appointed under Part V of the Reserve Forces Act 1996. If the requirement for overseas residence is known before the applicant becomes a member of the Sponsored Reserve it is to be included in the Employee Agreement.

b. **Absence Abroad.** Limitations on absence abroad at **para 01.03.031**, when in pursuance of arrangements between their employer and MOD under Part V of the Reserve Forces Act 1996 are not applicable to members of the Sponsored Reserves. However, under such circumstances individuals are obliged to inform their COs of any absences abroad before they occur, and they are to inform their COs of the address at which they may be contacted.

18. **Rank on Appointment.**

a. When an employee becomes a Sponsored Reservist, the rank granted on appointment is to take account of their position of authority in their civilian employment. However, this rank need not be made substantive until they have successfully completed the necessary military training.

b. This applies equally to individuals with former service or who transfer to Group C for the purpose of becoming a Sponsored Reservist. It may mean that individuals will be required to voluntarily revert in rank, although their former service is

reckonable for seniority, pay banding; classification, bounty and eligibility for the TD, TEM or VRSM (as appropriate) in accordance with normal regulations.

19. **Promotion.** Members of the Sponsored Reserve will not normally be eligible for promotion except when appointed to take up a more senior Sponsored Reserve position due to changes in the workforce organization by their employer. The employer, or if the individual is self-employed the person to whom they are under contract to provide service as a Sponsored Reservist, is to be informed of any change in rank.

Pay for Training, Duties and Permanent Service

20. **Training – General.**

a. The training obligations of a Sponsored Reservist will vary according to the nature of the task outlined in the MOD Agreement. Individual obligations are to be specified in the individual's Employee Agreement (see para 01.02.034c).

b. A Sponsored Reservist whilst training is eligible to receive pay and allowances appropriate to an individual's rank, pay banding and classification in the same way as an ordinary member of the Army Reserve.

c. Training will normally fall into Categories A or B except when an individual has volunteered to undertake Category C-1 or C-2 training or arrangements exist for Category E training.

21. **Category E Training or Permanent Service.** Exceptionally, under arrangements made between MOD and the employer, training, other duties, and/or permanent service, may be classified as Category E. Pay and allowances for Category E training, duties or permanent service are paid for by the employer, at a rate decided by the employer, or, if the Sponsored Reservist is self-employed, by the person to whom they are under contract to provide services which require them to be a Sponsored Reservist. Where training, duties or permanent service are to fall into Category E, the circumstances are to be described in the Employee Agreement as laid out in the MOD agreement.

22. **Employer Consent.** The consent of employers is to be obtained in writing before a Sponsored Reservist who is not in permanent service is required to participate in any training which would require them to be absent from their civilian place of work at a time when they would otherwise be required to be there.

23. **Bounty.** All Sponsored Reservist training, including Category E training but not Category C-2 training is eligible to count as bounty earning training (see also **JSP 754**, Chapter 4, Section 5).

24. **Additional Duties Commitments and Voluntary Additional Training.** All regulations in respect of additional duties commitments and voluntary additional duties, including those governing eligibility for pay, bounty, the TD, TEM or VRSM (as appropriate) are to apply equally to the Sponsored Reserve (see para 5 of this Annex).

Pensions and Disability Allowance

25. Sponsored Reservists and their immediate family are eligible to receive the same entitlements arising from death or disability attributable to Army Reserve duty as ordinary members.

26. Similarly, Sponsored Reservists except for those in receipt of Category E pay mobilised for permanent service are eligible to participate in the pensions options, as defined in the Army Pensions Warrant.

Mobilisation and Demobilisation

27. Regulations governing the special provisions for the mobilisation of the Sponsored Reserve are laid down at paras 01.01.220 to 01.01.232.

28. Notices and Forms covering call out, acceptance and non-acceptance into permanent service, and confirmation of demobilisation which are of the same common layout for all reservists are laid down in Reserve Force Regulations (Army) 1997.

Action on Cessation of Group C Liabilities

29. **Officers.** An officer is to relinquish their commission when their liabilities as a Sponsored Reservist for training and call out cease unless:

a. They apply for and are accepted for service as an ordinary member in Group A or B, or

b. They have outstanding liabilities in Groups A or B or the Army Regular Reserve (RARO). On return to Groups A or B, or RARO, they are to be reinstated in the rank formerly held if service in Group C required voluntary reversion in rank and the terms and conditions of service applicable shall be those which would have applied had they not become a Sponsored Reservist (see para 40d for voluntary reversion in rank and para 44 for retention of Transitional Member status).

c. Potential Sponsored Reserve officers who have been attested as soldiers prior to commissioning, but are found unsuitable for a commission, are to be discharged under **AGAI 49 (Termination of Service and Discharge of Soldiers)** endorsed “Sponsored Reserve Contract ended”.

30. **Soldiers.**

a. A soldier is to be discharged when their liability as a Sponsored Reservist for training and call out cease unless they apply for and are accepted as an ordinary member of Group A or B or has outstanding liabilities in Groups A or B. On return to Group A or B they are to be reinstated in the rank formerly held if service in Group C required voluntary reversion in rank. When it is necessary for an individual to re-qualify either due to the length of time spent in Group C in employment other than their former primary military employment, or because their former primary employment has been abolished or the qualifying requirements have been changed.

b. If they have outstanding liabilities in the Army Reserve they are to be discharged under **AGAI 49 (Termination of Service and Discharge of Soldiers)**

and reinstated in their former rank if service in Group C required voluntary reversion in rank. Otherwise they are to be discharged under **AGAI 49 (Termination of Service and Discharge of Soldiers)** endorsed "Sponsored Reserve Contract ended" unless the discharge is at their own request or for other reasons for which a specified discharge paragraph would be more appropriate.

c. The terms and conditions of service applicable on return to Groups A or B, or the Army Reserve, shall be those which would have applied had they not become a Sponsored Reservist (see also para 40d for voluntary reversion in rank and para 44 for retention of Transitional Member status).

31. In the event that an individual's Sponsored Reserve liabilities cease for any reason, their duties and liabilities, unless they have transferred to Group A or B, are only to be those essential to effect their resignation, retirement or discharge, unless they are entering a new Sponsored Reservist employment and provided the provisions of para 01.01.062 are complied with, or if self-employed the person to whom they are under contract, is to be informed if the performance of these duties will in any way affect their civilian work.

32. When an officer's resignation, retirement, termination of commission, or a soldier's discharge is affected, their employer or if self-employed the person to whom the officer or soldier is under contract as a Sponsored Reservist is to be informed in writing by APC Res Br.

33. Detailed procedures for officers and soldiers are Annex C/5 respectively.

Voluntary Retirement, Resignation or Discharge – Notices

34. Notice given by a Sponsored Reservist in accordance with Section 41(1)(c) of the Reserve Forces Act 1996 to end their liabilities to be called out and to fulfil their training obligations as a Sponsored Reservist is to be made in writing to their unit CO. Their notice is to state that they have informed their employer of their intention, or if self-employed, has informed the person to whom they are under contract to provide services as a Sponsored Reservist. Their employer is to be informed without delay.

35. A Sponsored Reservist may not give such notice if they have been called out for permanent service (see para 01.01.073).

36. The period of notice to be given is to be included in the MOD Arrangement and shown in the Employee Agreement. It is not to exceed 3 months.

Compulsory Termination of Sponsored Reserve Liabilities – Notices

37. Notice of the Secretary of State's intention to terminate a Sponsored Reservist's call out and training liabilities in accordance with Section 41(1)(d) of the Reserve Forces Act 1996 may be given up to 3 months, and not normally less than 1 month, before the date of termination. Such notices may be given in the name of the Secretary of State by DMCM.

38. A copy of the notice is to be given to the Sponsored Reservist's employer, or if self-employed to the person to whom they are under contract as a Sponsored Reservist, and to the unit CO (see paras 29 to 33).

Transfers

39. **Transfers within Group C.** Members of the Sponsored Reserves will only be eligible to transfer to another appointment within Group C on change from one employment authorised by an MOD Arrangement under Part V of the 1996 Act to another such employment. This could occur on change of civilian employment from one principal employer, or sub-contractor to that employer, to another, or on change of employment with the same employer, for example, promotion. In any instance other than promotion in the same Sponsored Reserve work team, the transfer application must be accompanied by the documentation listed at para 9 of Annex C/5, plus a written request for a transfer as laid down in Chapters 4 and 5.

40. **Transfers to Group A or B.**

a. Personnel will normally only be eligible for consideration of transfer from Group C to Groups A or B as laid down in **Army Commissioning Regulations 2019 (ACR 19)**, Part 2 if they have the relevant qualifications for the Corps concerned. In cases where an individual has no suitable previous military experience, they may be required to revert in rank on transfer and attend such training applicable to their new appointment as is deemed necessary. On transfer they will be covered by the terms and conditions of service applicable to their new unit.

b. Personnel considering voluntary transfer from Group C before their liabilities in the Sponsored Reserves are due to cease are to inform their employer before submitting a transfer application. The application for transfer is to be submitted not more than 3 calendar months before the proposed date of transfer. It is to confirm that they have made their intentions known to their employer and is to contain formal notice seeking to end Sponsored Reserve liabilities prior to transfer. (If notice of cessation of liabilities has been issued by DMCM, this provision is not applicable unless the individual wishes the transfer to occur before their liabilities are due to cease).

c. Soldiers considering transfer to Groups A or B before their liabilities in the Sponsored Reserve are due to cease are to be warned that such a transfer may have adverse implications on their civilian employment. They are to be advised to consider this carefully and discuss the effects of leaving Group C with their civilian employer. The Transfer application is to be accompanied by a formal notice seeking to end Sponsored Reserve liabilities prior to the transfer. Action is only to be initiated by the unit after the soldier has confirmed in writing that they have discussed their transfer from Group C with their employer and they are fully aware of the consequences in respect of their civilian employment. (If notice of cessation of liabilities has been issued by DMCM, this provision is not applicable unless the soldier wishes the transfer to occur before their liabilities are due to cease).

d. **Reversion in Rank.** When a transfer requires a soldier to revert in rank, they are to sign a certificate which is to be countersigned by the CO, stating that the reversion is voluntary as laid down in **KR(Army)**, para 9.176. Officers are to submit a letter to their CO certifying that the reversion in rank is voluntary, this does not alter their held Substantive rank. In all instances the original letter or certificate is to be forwarded to APC Res Br for retention with the man's personal file, and a copy is to be retained by the unit with the man's personal documents.

41. **Transfers to Group C.**

a. Individuals wishing to transfer from Groups A or B to Group C must support their applications with the documents listed at para 9 of Annex C/5 as appropriate.

b. They are to be warned that transfers may require them to voluntarily revert in rank to that specified in the Employee's Agreement and that the transfer will be effective on the day the Employee Agreement is signed. Procedures at para 40d are to be completed before the Employee Agreement is signed and the letter or certificate forwarded to APC Res Br with the other documents.

c. On completion of their Sponsored Reserve liabilities, such personnel are to be transferred to their former Army Reserve Group unless:

(1) They are over age.

(2) They have applied for voluntary resignation, retirement, transfer to RARO or, if soldiers, applied for discharge for enlistment into Section D of the Army Regular Reserve, voluntary discharge, or have completed their former engagement. (If they have completed the period of Group A or other service outstanding at the time of their transfer to Group C by virtue of their service in Group C, soldiers may be discharged as at "on completion of engagement" (see para 43).

d. They will normally be able to return to their former rank and employment subject to there being a vacancy or overbearing authority being granted (see para 40). If no vacancy in their former rank or employment is available in their unit and overbearing or a voluntary assignment or attachment to another unit or pool cannot be offered, they are to be given the option to voluntarily revert in rank, or seek voluntary discharge.

Reckonable Service

42. **Service prior to joining Group C.** All service prior to joining Group C is reckonable for pay and bounty earning purposes under the same rules as for ordinary members (see also para 18b).

43. **Service in Group C.** Time spent as a Sponsored Reservist is to be reckonable for pay, promotion, seniority and bounty earning years, for example, a Sponsored Reservist who has earned a fourth-year bounty in Group C, will on transfer to Group A or B, start on their fifth bounty earning year. Where Sponsored Reserve service does not qualify as service for the VRSM, it does not count as a break in service. Time spent as a Sponsored Reservist is also to count against any unexpired former engagement as an ordinary member or Regular Reservist (see also para 41c(2)).

Transitional Members

44. A Reservist who was a member of the Transitional Class as defined in Section 129 and Schedule 9 to **RFA 96** immediately before becoming a Sponsored Reservist, and who resumes their former service in accordance with Section 42(3) **RFA 96** because their former term of service has not expired, shall, by request, as permitted by Section 62 **RFA 96**, be exempt from call out under Section 56 **RFA 96**, and if they were not liable to

call out under Section 11 RFA 80 as a transitional member, they shall be exempt from call out under Section 54 **RFA 96**, until that term of service has expired.

Army / Employer Liaison

45. The Sponsored Reserve concept will only succeed if there is close liaison between the Sponsored Reservist's unit, the employer or if self-employed the person to whom the reservist is under contract as a Sponsored Reservist, and the Army Personnel Centre. The employer cannot fulfil their obligations under the MOD Arrangement if they are not aware of any changes to their employee's military circumstances, and the Army will be unable to train and administer individual Sponsored Reservists without the assistance and co-operation of their employers.

46. A summary of the occasions on which the Army should inform the employer of actual or planned events affecting their Sponsored Reservist employees is shown below. Notifications are to be made without delay.

a. Failure of an employee to sign an Employment Agreement by the date specified in the MOD Agreement, failure to enlist, transfer or be commissioned by the date specified in the Employee Agreement or foreseen likelihood of such a situation, for example, Delay in SC or CTC clearance.

b. The granting of a commission, enlistment, or transfer of an employee into Group C, including the rank granted.

c. Completion of Sponsored Reserve military training to the standard required to be judged fit for deployment on permanent service, that is to say, FFR as a Sponsored Reservist.

d. Promotion.

e. Any proposed training which conflicts with times at which a Sponsored Reservist would be expected to be at their civilian place of work.

f. Any application for Full Time Reserve Service, Additional Duties Commitments or Voluntary Additional Duties which conflict or might conflict with times at which a Sponsored Reservist would otherwise be expected to be at their civilian place of work.

g. Any change in a Sponsored Reservist's personal circumstances which is unlikely to result in cessation of their liabilities as a Sponsored Reservist, for example, Applications for voluntary transfer to Groups A or B, RARO or Section D of the Army Regular Reserve, compulsory resignation/retirement or discharge on disciplinary, medical or administrative grounds, applications for voluntary resignation/retirement or discharge.

h. Prior warning of the intention to call out a Sponsored Reserve work force (see para 01.01.059) in accordance with the timelines set out in the Contract. Responsibility for warning employers must rest with DE&S who in turn must be given adequate warning by PJHQ or Army HQ, as appropriate. It is essential that the headquarters responsible for operational planning and roulement informs DE&S so that employers can make contingency plans.

i. Prior warning of any proposals to invite Sponsored Reservists called out for permanent service to extend their period of permanent service (see **paras 01.01.220** and **01.01.221**).

j. Prior warning of a Sponsored Reservist's proposed demobilisation date.

k. Cessation of an individual's Sponsored Reserve liabilities for whatever reason.

Personnel in receipt of Pay from MOD

47. Procedures are as laid down for ordinary members (see also Section 211 AA55 as amended by Schedule 10 **RFA 96** and **KR(Army)**, para 6.156).

Personnel in receipt of Category E Pay

48. **Category E Pay.** Category E pay is deemed for the purpose of the recovery of fines, stoppages and forfeitures as being pay at the same rate as would have been issued to a Sponsored Reservist if they were an ordinary member of the Army Reserve (see Sections 71(5A)(b) and 76c(9) AA55).

49. **Recovery of Fines and Stoppages – General.**

a. Recovery of fines and stoppages may be effected through payment by cash or cheque or through deductions from Category E pay made by the civilian employer.

b. It is essential that arrangements between employers and the Secretary of State to provide Sponsored Reserve services, contain a clause requiring the employer to recover fines, stoppages or forfeitures from an individual's pay. Sponsors of any Sponsored Reserve project are to include Pers Svcs Discipline in the staffing of the project from the outset.

c. All Sponsored Reservists will have a record of service and a pay frame on the AFPAA(WD) computer. In consequence, everyone will have a Service pay account even though it will show a nil balance. The award of a fine or stoppages will therefore create a debit balance.

d. Notification of the award of a fine or stoppage is to be made to the APC in the normal fashion as laid down for fines in **KR(Army)**, para 6.156, including notification of the agreed method of recovery. In addition, all instances are to be notified to both PPPA and APC Res Br by signal, including the detailed method of recovery.

e. Colonel PPPA is to review the award of fines as laid down in **KR(Army)**, para 6.157.

50. **Payment by Cash or Cheque.**

a. An individual will normally be expected to pay the fine or stoppages in full by cash or cheque within 14 days of the award being given.

b. If they are unable to pay the award in a single payment, PPPA is to calculate the rate of recovery as laid down in **KR(Army)**, para 6.156b(1) and (2) and notify the unit. The individual is to pay the first instalment of the full amount due within 14 days

of the unit receiving notification from PPPA and thereafter at monthly intervals until the full amount has been recovered.

c. Repayments are to be paid through the imprest account and credited to the unit's General Suspense Account. Receipts are to be notified to the PPPA in writing for the adjustment of the individual's debit balance. (Exceptionally, it may be more appropriate for recoveries to be made direct from pay in which case the procedures outlined below are to apply).

51. **Deductions from Category E Pay.**

a. On receipt of notification of a fine or stoppages and the creation of a debit balance in an individual's Service pay account, AFPAA(WD) will automatically raise a notification form for the APC. The APC is then to ascertain the elected method of recovery and if necessary raise a Defence Accounts Billing Form (DAB) showing the name of the employer to be charged, the name of the individual from whose pay the money is to be deducted, the sum to be recovered and the rate of recovery.

b. The DAB is to be forwarded to the Defence Accounts Agency which is to invoice the employer concerned with the details shown above. Repayments by the employer, which are to be accompanied by certification that the money has been recovered from the individual's pay, are to be credited to the APC General Suspense Account and the unit notified accordingly.

52. **Non-Payment of Fines and Stoppages.**

a. In the event that repayment of fines and stoppages is not effected, the unit or Defence Accounts Agency, as appropriate, is to notify the APC without delay.

b. When payment is to be made through the unit imprest by cash or cheque, the CO is to warn the offender that if full payment or incremental payments (as appropriate) is not made or resumed within 7 days, proceedings may be initiated for recovery through their employer. If payment is not made within 7 days, the CO is to notify the APC.

c. The APC is to initiate action for recovery through the employer.

Forfeiture

53. Procedures for the recovery of forfeitures from pay are to follow the procedures laid down at para 51.

Attachment of Earnings Orders

54. Personnel in receipt of Category E pay are not exempted from Attachment of Earnings Orders being made against such pay. Responsibility for making appropriate deductions rests with the civilian employer.

55. However, to ensure that PPPA is able to calculate the correct recovery rate for any subsequent fines or stoppages, individuals in receipt of Category E pay are to notify the unit RAO if such an order comes into effect. Similarly, potential officers or recruits who will be paid Category E pay after commissioning or attestation, are to inform their unit if they

are subject to an Attachment of Earnings Order. The unit is to include details of this Order with the normal potential officer or recruit documentation forwarded to the APC.

CHAPTER 2
TRAINING

SECTION 1 – GENERAL

Introduction

01.02.001. The role of the Army Reserve is to provide formed units, sub-units and individuals as an essential part of the Army's order of battle for operations across all military tasks in order to ensure that the Army is capable of mounting and sustaining operations at nominated states of readiness. It is also to provide the basis for regeneration, while at the same time maintaining links with the local community and society at large.

The Training Year

01.02.002.

a. The training year begins on 1 April and ends on 31 March of the following year with the exception of UOTCs, where the training is run from 1 October to 30 September.

b. Each officer and soldier is to complete their training obligations within the training year, although in exceptional circumstances an extension may be authorised in accordance with para 01.02.008 (see **JSP 754**, Chapter 3, Section 2 for definition of whole and part days training).

Annual Training

01.02.003. Annual training of the Army Reserve consists of the following:

a. Additional Training (AT), or training courses that directly contribute to the role of the unit or to the individual's continued professional development as directed by the appropriate Head of Capability (see paras 01.02.031 and 01.02.081a).

b. Non-Continuous Training (NCT) days or, in the case of OTC personnel, $^{1}/_{4}$ training days.

Liability

01.02.004. There is a legal obligation under the Reserve Forces Acts 1980 and 1996, and regulations there under, to attend for certain training; failure to attend for such training when ordered to do so (see para 01.02.084) may be treated as an offence under Section 97(2) of the 1996 Act.

Authorisation

01.02.005. Details of AT and NCT are in Section 2 of this Chapter. Entitlement to pay and allowances during training depends on the category of training as shown in Annex A/2. The CO of an Army Reserve Regional unit or commander CRHQ may authorise all training within the limits specified, except as laid down in paras 01.02.006, 01.02.007, 01.02.014 and 01.02.092 to 01.02.094.

01.02.006. The authority of HQ Fd Army, Land Operations Command, Generate Cts Res Plans Cell, is required by units under their command for all training outside the United Kingdom.

01.02.007. The CO of a Regional unit and commander CRHQ may authorise continuous training up to 28 days. The authority of the Div Commander is required for periods greater than 28 days and applications must reach them a minimum of 30 days before the training is due to commence. Periods of continuous training in excess of 16 days may only be carried out voluntarily. Continuous training by attachment to a Regular Army unit is dealt with under Para 01.02.091.

Extensions for and Exemptions from Training

01.02.008.

a. **Extension.** When it has not been possible for an officer or soldier to complete their ACT or NCT training by 31 March because of illness or for valid business reasons or, in the case of a recruit, because there has been insufficient time allocated for training since their enlistment, the CO or commander CRHQ may grant an extension up to 30 April for the training bounty. A further extension up to 30 June may be authorised by the Bde Commander. Orders granting these extensions are to be promulgated by 21 April and 21 May respectively. Exceptional extensions beyond these limits may only be granted to those who have been mobilised on the authority of the relevant 3 star Commander. Extension is not to be authorised for members of units who are required to complete less than 16 days. For UOTC members who are undergraduates (or the equivalent) an extension is automatically granted to 31 August.

b. **Extension for 2 Successive Years.** This is only to be granted on the authority of the 2-star / 3-star Commander.

c. **Exemption.** A 2-star / 3-star Commander may in exceptional circumstances authorise exemption from completion of the statutory training requirement for 1 year when extension has not been authorised or is inappropriate. Exemption from completion of the requirement does not imply qualification for training bounty. It does however excuse an individual from meeting the lawful training liabilities as defined in **RFA 96**.

d. **Attendance at Courses.** Attendance at courses may count in lieu of AT or ACT (providing the course length matches ACT) in a current year, or in a subsequent year (see para 01.02.098).

e. An extended training year is to end on the day on which an individual completes their bounty earning training obligations, or on the last day of the authorised extended period, whichever is the earlier. All subsequent training attended is to count towards the next training year.

Officer Training

01.02.009. Officer Training. An officer with no previous military service or qualification as in para 01.02.013, who is commissioned direct into the Army Reserve, is required to

complete recruit training as laid down in ACSO 3224 Officer Training and Education. Exemptions to be addressed to Personnel Policy (Army).

01.02.009A. Potential Officers. Confirmed Applicants who are not enlisted into the Army Reserve may participate in Nurturing Activity training. COs are to ensure that the provisions of Defence Logistic Framework are fulfilled and ARITC Nurturing Activity Guidance is met.

01.02.010. CO's Responsibility. COs are to ensure that officers under their command receive encouragement and instruction in preparation for career courses which may include e-learning and blended training solutions.

Initial Training

01.02.011. Initial Training.

a. Initial Soldier Training consists of Basic Training (BT) and Initial Trade Training (ITT). Any training delivered to an individual prior to commencing BT is referred to as Nurturing Activity and is a unit responsibility.

b. BT requirements are listed in **ACSO 3223 (Soldier Training and Education)**.

c. Recruits are to complete their initial training as soon as possible after enlistment. Ideally all BT Modules should be completed in the first year of training. Any breaks longer than 6 months will require the recruit to undertake a mandated refresher training weekend. Recruits must have completed a mandated monitored Physical Development pathway of 8 weeks before attending Battle Camp.

d. A Reservist is to be classed as a Basic Trained soldier after successful completion of Common Military Syllabus (Reserve). A Reservist becomes trade qualified/Fit For Role when formal initial training has been completed and a first career employment qualification has been attained.

01.02.012. COs are to ensure that trainees complete Initial Trade Training as soon as possible after enlistment and preferably within 12 months from completing Basic Training.

Effect of Former Service

01.02.013. Training Requirements for Direct Entry Into The Army Reserve. This section sets out the training requirements for personnel who are re-enlisting from former British Army service or transferring from the Royal Navy, Royal Marines or Royal Air Force, including the RAF Regt (Regular or Reserve), and other nations Armed Forces hereby collectively referred to as Re-joiners. Interservice re-joiners will be assessed on case-by-case basis:

a. **Policy Requirement.** Re-joiners or inter-service transfers will not normally be required to undertake Basic Training or may be given a specific training pipeline to ensure the best outcome for the individual and the Army. Training requirements and decision bodies are listed in **AGAI 40 (Recruiting Policy)**.

b. **Process.** The process for rejoining is detailed in **AGAI 40 (Recruiting Policy)**, Part 4 – Reinstatement/Rejoins.

c. The conditions for applying are detailed in **AGAI 40 (Recruiting Policy)**.

Training Attachments

01.02.014.

a. An officer or soldier of the Army Reserve may carry out, with the agreement of both COs, the whole or part of their annual training with a Regular Army unit or another Army Reserve unit of the same arm or service.

b. Personnel of Group A units may be attached to Group B units or personnel of Group B units may be attached to Group A units with the agreement of the 2-star or 1-star Commander. Similarly Group A officers may be attached to the OTR/OTCs for instructional purposes. The unit to which the attachment is made need not be of the same arm or service.

c. The unit to which any volunteer is attached is to send to the parent unit a record of all training completed.

d. An officer or soldier of the Army Reserve who is resident abroad for a period of not more than 1 year may be attached for training to any British Regular Army unit stationed in that country, or, with their consent, to a Commonwealth force or the force of a NATO ally. The period of training is not to exceed the extent of their annual training requirement. Attachments (except for Army Reserve attachments to Regular Army exercises for which see sub-Para f) must be authorised by Army HQ Army International Branch through Land Operations Command, Generate Cts who will issue the necessary instructions; applications must be made 42 days in advance. Where an officer or soldier intends to be abroad for more than 1 year action is to be taken in accordance with **para 01.03.031e** and ACR 19 Part 2. Applications for attachment to a NATO or Commonwealth Army are to comply with the provisions of ACSO 5008. Regulations governing pay are at JSP 754, Chapter 4, Section 2.

e. An officer or soldier of the Army Reserve may, on the authority of Army HQ, be attached to a unit of the Regular Army for the purpose of taking part in exercises provided that:

(1) If the attachment is in lieu of ACT the tasks to be performed should be similar to those carried out in the individual's own unit.

(2) Movement must be within the air staff table authorised for the exercise and travel must be on exercise aircraft. No personnel should move by commercial means as a result of Army Reserve personnel taking up seats on exercise airlift.

(3) Reserve Service Days must come from unit or Bde Resources pools.

(4) The exercise estimate for local overseas allowance is not exceeded.

Any proposal which does not conform to these requirements must be referred to Fd Army HQ, Res Plans Cell.

f. A member of the army of a Commonwealth or NATO country may be attached to a Group A unit or OTC contingent subject to the approval of Army International Branch, SO1 Reserves. No expense to the public is to be incurred. Applications for attachments by members of a NATO or Commonwealth Army are to comply with the provisions of LFSO 1227.

g. A member of RARO may voluntarily attend Army Reserve training for periods of 8 hours or more provided there is a vacancy for an officer of their rank and there is no Army Reserve officer available to fill it, or cadet camps under para 01.02.057. Where necessary these officers may be of lower rank than the established post they are to fill. Restrictions on rank and vacancy are not applicable to reservist obligatory training such as annual reporting or authorised collective training exercises.

h. Army Reserve Colonels who have transferred to RARO may also volunteer to carry out duties with Army Reserve commissioning and selection boards and similar functions where there is a vacancy, and no Army Reserve or regular officer is available to fill it. APC may delegate authority for such detachments to 2-star Commanders.

Ceremonial Functions not Counting as Training

01.02.015. Attendance at church parades, funerals, guards of honour, or on street duty (route lining) is not to count as training without Ministry of Defence approval, except as allowed under para 01.02.211 (see also para 01.07.103). Army Reserve Chaplains may be eligible for pay for such ceremonial functions that fall outside of the regular pattern if authority is first sought through their Bde HQ.

Unpaid Training

01.02.016.

a. Unpaid training is to be categorized as follows:

(1) Category C-1 training is defined as normal training for which personnel are on duty, eligible to travel at public expense and receive normal allowances, as appropriate, but voluntarily forego to receive pay.

(2) Category C-2 training is defined as training of limited value for which personnel are on duty but for which there is no entitlement to pay, allowances or travel costs except where specifically stated elsewhere in these regulations.

b. Details of all unpaid training or parades by units/sub-units are to be published in unit / sub-unit orders, as appropriate. Publications are to be made well in advance of the proposed dates and are to show the nature of the activities proposed.

c. Individuals with responsibilities for the administration of Army Reserve units or subunits, or for the reconnaissance and planning of unit/sub-unit activities may voluntarily elect for any of these functions to be categorized as C-1 training. COs are

to ensure that individual C-1 training activities comply with the instructions laid down by Army HQ.

d. Units are to maintain attendance records for all unpaid training, category C-1 training will be counted towards qualification for bounty.

Individual Training Requirements (ITRs)

01.02.017. ITRs are to be carried out in accordance with **ACSO 3262 (The Individual Training Requirement)**. Reserve soldiers and officers are to complete ITRs to the standard required for the unit to which they are assigned and / or the Group within which they serve.

01.02.018. Reserved.

Parachute Training

01.02.019.

a. Officers and soldiers who have volunteered for parachute duties and have signed the appropriate certificate can be ordered to undertake parachute descents at any time.

b. Extra RSDs are allocated to parachute role personnel to allow them to carry out initial training and thereafter stay in role (see Notes 1 and 3 to Para 01.02.034). However, the training requirement to qualify for training bounty is the same as that for members who are not in parachute units or filling a parachute role appointment.

01.02.020. Reserved.

Re-engagement, Training Eligibility

01.02.021. A soldier who has applied for re-engagement, but whose current period of service has expired before their re-engagement is finally approved are not permitted to continue training. They are not to be allowed to continue training after APC Res Br has informed the CO of the unit that their application has not been accepted.

End of Service

01.02.022. A soldier whose term of service will expire during ACT and who does not wish to reengage may, at the discretion of the CO, be excused from attending such training if they so wish.

Security Education and Training

01.02.023. All Army Reserve personnel are to receive education and training in all aspects relating to security in accordance with instructions issued by Army HQ (G2 Sy) (see also **paras 01.02.017** and **01.03.003**).

Battlefield Study

01.02.024. Properly organised battlefield study cleared at 1-star / 2-star level or above may be classed as Category A training.

Allocation of Reserve Service Days

01.02.025. The allocation of RSD is governed by **ACSO 1111 (Funding the Army Reserve)**.

Training Records

01.02.026. All Army Reserve training or duties under Sections 22 or 27 of **RFA 96** is to be recorded electronically using the Reserve Attendance & Pay Service (RAPS) or Army Reserve Attendance Registers (ARs). All Army units with reserve personnel are to use RAPS to record attendance. RAPS electronically records all individual attendance detail, together with those authorising events and confirming attendance. The use of RAPS will ensure procedural and regulatory compliance. All other training is to be recorded on the appropriate management information system such as FISS, ODR, MODUS, EXONAUT, and so forth. Where there is not a recognised recording solution, the unit or sub-unit is to record results against a nominal role maintained by the unit. The nominal role is including the name of the activity, the date and the place; it is to be certified by the conducting officer, WO or NCO on completion of training. All training records are part of the audit trail and are to be retained for review as part of the Unit G1 Audit.

01.02.027 – 01.02.030. Reserved.

Intentionally blank

SECTION 2 – ANNUAL TRAINING

Definition of Training

01.02.031. Training consists of:

a. A period of annual continuous training (ACT) that consists of up to 16 days training:

(1) In the field in UK or Overseas Training Exercise (OTX) or in a Training Camp.

(2) On an attachment or a course under the authority of (Section 22(1)) **RFA 96**.

Sixteen days will continue to be the maximum period of ACT required by the Army Reserve; however, COs may split ACT into 2 periods, with one period of not less than 8 days and the total overall not exceeding 16 days.

b. Alternatively, individuals may attend aggregated periods of ACT which may consist of:

(1) A reduced Annual Training Deployment (see paras 01.02.081b and c).

(2) A split ACT Period (see para 01.02.081d).

(3) A short course or courses, attachment(s) or modular training in lieu.

(4) Attend a military activity which provides military output of which 4 days must be the minimum period (see para 01.02.041).

The aggregated periods of alternative forms of continuous training must total 8 or more days as laid down in **JSP 754**, Chapter 4 if they are to count towards bounty. The outstanding balance to make good 16 days training must be achieved by attending extra Non-Continuous Training (NCT).

c. ACT for Army Reserve recruits is full attendance on the residential element of the Army Reserve Common Military Syllabus course. Where the formal Course Folder requires this to be delivered in less than a 16 day period, the outstanding balance to make good 16 days must be achieved by attending extra NCT.

d. NCT, normally consisting of weekends and training nights. No training period other than Annual Training Deployment may exceed 36 hours without an individual's consent (**RFA 96**, Section 22(1)(b)).

Assured Training

01.02.031A. In generating collective capability, developing Reservist capability and delivering activities which enhance the output of the Army Reserve, certain activities in the training year are to be identified as Assured Training events. Assured Training will be an event designated by the CO that could be a training evening, a day's training, a weekend or annual training exercise, or course in lieu. It is not applicable for applicants, recruits or

trainees whose focus must be in achieving a Phase 2 qualification. Personnel listed in paras 01.02.032 and 01.02.040.b.(1) to (9) are also exempt.

Scope of Assured Training

01.02.031B. COs must specify 6 military training events for the Regional Reserve units and 4 military training events for the National Reserve units per year, as Assured Training. Undertaking these activities will count towards the annual training bounty requirement.

Qualifying Criteria for Bounty

01.02.031C. To qualify for Bounty in the Training Year, Reservists must attend:

a. **Regional unit:** 4 out of 6 Assured Training events.

b. **National unit:** 3 out of 4 Assured Training events.

COs may authorise qualification for training bounty where an individual attends less than 4 events (Regional) or 3 (National) in exceptional circumstances, but not more often than 1 year in 5. Waivers can be sought from 3-Star Commanders.

Forecast of Assured Training

01.02.031D. It is desirable that the unit annual training programme, including specified Assured Training events is published 3 months prior to the beginning of the training year. Where this is not possible, it is essential that an assured training event is published 6 months in advance of the event occurring. An Assured Training event can include ACT and NCT (including a training weekend or an individual RSD or part thereof). The annual Assured Training requirement must not take the Reservist in excess the 27 or 19 day obligatory training requirement. Successful completion of the Annual Training requirement as set out in these regulations will qualify an individual for an annual training bounty.

Extent of Annual Continuous Training

01.02.032. Annual Continuous Training (ACT). All Army Reserve personnel are to complete up to 16 days continuous training or training in lieu as defined above, annually except for:

a. Engineer and Logistic Staff Corps (Group B).

b. Army Reserve Group C personnel.

c. Officer Cadets of the Held Strength (Unpaid) Category.

d. Those excused under the provisions of paras 01.02.040 to 01.02.042, 01.02.044 to 01.02.045 and 01.02.052 to 01.02.054.

e. Personnel authorised to carry out the lower training commitment (see para 01.02.036). Recruits are to complete continuous recruit training as laid down by Army HQ, Pers Pol (see para 01.02.011a).

f. Those in Joint Cyber units who require to complete 24 RSDs in order to qualify for their certificate of efficiency and bounty.

01.02.033. Individual Training Requirement (ITRs). The ITR is to be completed by all members of the Army Reserve in accordance with **ACSO 3262 (The Individual Training Requirement)**.

01.02.034. Non-Continuous Training. All Army Reserve personnel are to complete the following training:

a. Regional units 11 days. See Notes (1) and (2).

b. National units 3 days. See Note (3).

c. However, it is essential that all Sponsored Reserve personnel are sufficiently well trained in military skills to function in an operational environment without endangering or being a liability to other military personnel. Minimum training standards and training requirements applicable to each MOD Arrangement will be laid down by Army Trg Cap and will be published separately. If the MOD Arrangement provides for any peacetime military training or duties to be paid for by the employer, rather than the Army, such training is to be recorded as Category E training. Such training is covered for disability allowances and pensions.

Notes:

1. 11 days for Soldiers under Training (not parachute role) during first year of service.

2. 18 days for all members with a parachute role (see also para 01.02.019b).

3. 10 days for all members with a parachute role (see also para 01.02.019b).

4. Variations to these normal requirements are shown at para- 01.02.056.

Additional Continuous Training

01.02.035.

a. In certain individual cases COs may permit a second period of training to be carried out in lieu of Non-Continuous Training days as laid down in para 01.02.034.

b. This additional continuous training may only consist of recognized courses in an ARITC/ LWC School or at a Defence Training Establishment (including Army Training Units (ATUs), an attachment authorised under para 01.02.014, voluntary extra duties as defined in Section 5 of this chapter, a course authorised under para 01.02.098d, or circumstances under which a camp or course lasts longer than the standard 16 training days training, for example, recovery from an exercise is not feasible within 16 days from its commencement.

The Lower Training Commitment

01.02.036.

a. In certain individual cases involving special business or domestic reasons, COs may permit trade qualified personnel of Regional and National units to undertake the lower training liability (which attracts a lower training bounty) which consists of:

(1) 16 days training which 8 may be additional training (AT) with the balance made up of Non-Continuous Training (NCT).

(2) All personnel are to complete ITRs as laid down in Annex D/2 and be certified as efficient by the CO (less attendance at specified training days unless an 8 day Annual Training Deployment, or courses in lieu of an 8 day camp, are completed).

b. Trade qualified personnel are defined as those who have obtained at least the first year bounty and are classed as trained soldiers as defined in Annex A/1.

c. Authority to serve on a lower commitment is to be granted for only 1 year at a time. It is to be recorded on JPA which is to be published by 1 October in that training year.

d. No Army Reserve member may be given authority to serve on the lower training commitment for more than 2 years in any 1 period of 5 years without the authority of the 2-star Commander.

e. COs are not to allow more than 15 per cent of the strength of the unit to serve on the lower training commitment at any one time.

01.02.037. Reserved.

Voluntary Additional Training in Group A Units

01.02.038. Voluntary Additional Training. All personnel may carry out additional voluntary training and/or extra voluntary duties to that at paras 01.02.032 and 01.02.034 at the discretion of the CO. Such duties are as mobilisation by the Reserve Forces Act 1996, Section 27 which is known as Voluntary Training Other Duties (VTOD) and are not to be confused with Full Time Reserve Service or Additional Duties Commitments authorised under Sections 24 and 25 respectively of the 1996 Act (see paras 01.01.004b and 01.01.004c).

01.02.039. First (Recruit) Year Training. Officers and recruits who are required to complete a period of 16 days continuous officer or recruit training in their first year (see paras 01.02.011 and 01.02.032) may also attend Annual Continuous Training (ACT) as additional training for not more than 16 days (see para 01.02.085).

Army Reserve Colonels and Army Reserve Staff Officers (Group A)

01.02.040.

a. All Army Reserve Colonels, JSLOs and Staff Officers (including BRT Staff Officers and BRT Staff Support personnel) are to complete the training requirements applicable to soldiers of Regional units (see paras 01.02.032 and 01.02.034), except for D Comd 170 (Infra Sp) Engr Gp who is to complete the National unit requirement. The President AOSB or 1-star Commanders and above may direct that Army Reserve Colonels and Army Reserve Staff Officers they employ should conduct military activity commensurate with their role in lieu of training, but all are required to conduct ITRs at the level described in para 01.02.017. LWC Trg Plans is the authority to authorise exemptions from ITRs.

b. In order that they may use their full training obligations in a manner commensurate with their duties throughout the year, as required by the appropriate headquarters, the obligation to complete Annual Training Deployment or training in lieu, as shown in para 01.02.031a, is waived for the following:

(1) Army Reserve Colonels, other than those in command of units.

(2) Staff Officers and Headquarters support staff.

(3) Army Training Unit (ATU) personnel.

(4) Army Reserve/CRHQ Recruit Specialist Training Teams.

(5) UESOs.

(6) CO 65 CRE (Works Gp).

(7) Corps Army Reserve Regimental WOs responsible for Corps policy.

(8) RMAS Gp.

(9) ETS (Reserve) Officers.

Specialist Individual Reinforcement Pool

01.02.041.

a. RA Specialist Pool, AGC (ETS) Reserves, All Arms Watchkeepers and Liaison Officers Pool and its constituent units provide major headquarters and units with officer and soldier specialist reinforcements on mobilisation. Members of these pools are to complete the annual training requirements for National unit personnel. Additional Training of 16 days may be completed in more than one continuous period in order to support headquarters and units during different activities throughout the year. The minimum exercise period must not be less than 4 days.

b. These regulations may also apply to members of other specialist officers and soldiers pools (Army Reserve), including chaplains, specialist RLC units who are nominated for exercise support duties to headquarters and units, Reservist ALS

officers for Courts-Martial duties and to all other chaplains (see also para 01.02.049).

Officers on the Army Reserve Reinforcement Group (ARRG) or Assigned in Excess of Establishment

01.02.042.

a. Personnel on the ARRG 1 are to fulfil the training liability applicable to that unit. Personnel on ARRG 2, 3 and 4 have no training liability.

b. Officers assigned or attached in excess of establishment under Ministry of Defence authority in accordance with **ACR 19**, Part 2 have the training requirement of the unit to which they are assigned or, if employed in a staff appointment, as defined in para 01.02.040.

Engineer and Logistic Staff Corps RE

01.02.043. As per **ACSO 3223 (Soldier Training and Education)** and **ACSO 3224 (Officer Training and Education)**:[8] To meet legislative, policy and procedural requirements Engineer and Logistics Staff Corps RE are required to undertake certain ITRs and Workplace Induction Training in lieu of Basic Training. Mandatory training must conduct appropriate mandatory training as and when directed by the CoC. ITRs must be completed as directed by the CoC, having considered what military knowledge, skills, experience, and behaviours are required to be refreshed given the time elapsed since completion.

01.02.044. Reserved.

Officers and Soldiers of the Army Medical Services

01.02.045.

a. Certain Army Medical Services officers and soldiers of Regional units are to complete a reduced training requirement of 16 days Additional Training (AT) and 3 days Non-Continuous Training. The appointments to which this reduced obligation may apply are to be shown in the establishment of the units concerned.

b. Where two medical officers are allowed in accordance with para 01.03.303 each will be required to complete the requirement in full to qualify for bounty (see also para 01.07.024 and **JSP 754**, Chapter 4, Section 2).

01.02.046 – 01.02.048. Reserved.

Chaplains (Group A)

01.02.049. Members of the Chaplains' Pool are normally required to complete 16 days continuous Additional Training (AT) (but see also para 01.02.041b) and 3 days Non-

[8] Where any updates result in deviation between this document and the ACSO, the ACSO is to be referred as the primary document.

Continuous Training (NCT). They are not to take the annual personal weapon test. Attendance at Annual Training Deployment will be in accordance with the instructions of the Ministry of Defence Chaplains (Army). Fifty chaplains, who are to be nominated annually by the Ministry of Defence Chaplains (Army), may voluntarily complete an additional 8 days. These training days may be converted to training periods.

01.02.050. Reserved.

QARANC

01.02.051. There are no QARANC Regional units in the Army Reserve. QARANC members are fully integrated within unit establishments and fill certain annotated positions.

15 (UK) PSYCHOLOGICAL OPERATIONS GROUP (15 POG)

01.02.052. 15 POG have specialist training obligations. Additional Training (AT) may be carried out in aggregated periods of 4 or more days of continuous training to allow maximum flexibility in exercise support. This is additional to other alternative forms of training in lieu of Annual Training Deployment authorised by these regulations.

Cyber Reserves

01.02.052A. Joint Cyber Unit (Reserves) is a National unit with specialist training obligations. Additional Training (AT) may be carried out in aggregated periods of 4 or more days of continuous training to allow maximum flexibility in operational or exercise support. This is additional to other alternative forms of training in lieu of Annual Training Deployment authorised by these regulations.

AAC Units

01.02.053. 6 Regt AAC is a Regional unit but recruits nationally, and has specialist training and commitments in order to provide aviation ground support direct to JHC. Additional Training (AT) may be carried out in aggregated periods of 4 or more days of continuous training or exercise support.

Army Reserve Bands (Group A)

01.02.054. Recruits and trained soldiers of Army Reserve bands (Group A) are to complete the following training annually:

a. Up to 16 days continuous training annually which may be completed in more than one continuous period in order to allow for attendance on exercise, course or event. The minimum exercise, course or event period covered by the continuous training may be modularized into smaller segments must be not less than 4 days in total. All individual modules of that continuous training are to be completed to qualify as continuous training.

b. Eleven days Non-Continuous Training each year except for recruits who are to comply with para 01.02.034a, Note 1.

Officers' Training Corps (OTC)

01.02.055. The following training is to be carried out annually by members of the OTC:

a. Up to 16 days Annual Continuous Training (ACT).

b. Non-Continuous Training (NCT) 11 days for a minimum of 2 hours actual training per day.

c. Training directed by Comdt RMAS Gp.

The OTC training year commences at the start of the Academic Year. Additional training may be carried out voluntarily. Regulations governing the payment of bounty for those who transfer from the OTC Group B to Group A units on completion of the OTC training year are at **JSP 754**, Chapter 4, Section 5. This paragraph does not apply to OTC officer cadets of the Held Strength (Unpaid) Category.

01.02.056. Reserved.

Attendance at ACF or CCF Camps

01.02.057. Officers and soldiers of Groups A and B, or members of RARO, may attend ACF or CCF camps for either training or administrative or medical duties. Such attendance must be subject to agreement by the CO and requires the approval of the 1-star Commander which must be satisfied that it is necessary and can be carried out without detriment to the training or administration of the Army Reserve unit. Those officers and soldiers intending to join ACF and CCF training must conform to current cadet training regulations and G1 Pers requirements including Disclosure and Barring Service (DBS).

Certificate of Efficiency

01.02.058. At the end of each training year every member of the Army Reserve who fulfils a bounty earning obligation is to be granted a Certificate of Efficiency by the CO. In all instances, other than a HRR bounty, a bounty will only be paid on receipt of a Certificate of Efficiency which will confirm that the appropriate attendance, training requirements and training performance standards have been met. Where necessary, the certificate is to specify alternative training/service authorised to count in lieu Annual Continuous Training. Every member of the Army Reserve must meet the following conditions in order to qualify for a Certificate of Efficiency:

a. Unless excused for medical reasons, complete the ITR in accordance with **ACSO 3262 (The Individual Training Requirement)**. SP are not subject to ITR until the completion of Basic Training. The completion of Basic Training will replace the requirement to complete ITR in order to qualify for a CofE in that Training Year only.

b. Attend Annual Continuous Training (ACT). Where training in lieu of ACT amounts to less than 16 days, an individual is to make good the difference by attending Additional Training or Non-continuous Training days.

c. Attend the specified number of Non-Continuous Training days laid down at para 01.02.034.

d. Bounty earning requirements for the lower training commitment are laid down in para 01.02.036.

e. Attend assured training (see para 01.02.031A).

01.02.059. CO's Certificate of Efficiency. The details regarding the presentation of the CO's Certificate of Efficiency appear in Annex D/2. Individuals who are granted an extended training year, or are authorised to allow FTRS, mobilised service or a course, courses or modular training to count in lieu of camp, or who have been granted authority to attend a reduced unit ACT, or any other variation authorised by these regulations, are to be given individual Certificates of Efficiency.

01.02.060. ITR – Mobilisation. All personnel mobilised undergo pre-deployment training. Personnel mobilised will be required to attain the required ITR appropriate to the task for which they have been mobilised. As part of any task, the Operational / Theatre Commander must identify the required training start-state (based on the task demand and operational/environmental risk) to the LOC before FPrep and FGen will commence.

Attendance Record Keeping

01.02.061. All Army Reserve training or duties under Sections 22 or 27 of **RFA 96** is to be recorded electronically using the Reserve Attendance & Pay Service (RAPS) or Army Reserve Attendance Registers (ARs).

01.02.061A. All Army Reserve training or duties under Sections 22 or 27 of **RFA 96** is to be recorded electronically using the Reserve Attendance & Pay Service (RAPS) or Army Reserve Attendance Registers (ARs).

a. **Roles & Responsibilities.** Key unit personnel have specific roles and those fulfilling the roles, must be published on Unit Routine Orders (UROs) for audit purposes. The roles and associated responsibilities are:

b. Training Manager (Event Manager):

(1) Define event outcome.

(2) Define resources required.

(3) Delegated responsibility to plan events.

(4) Authorise resource expenditure.

(5) Maintain, monitor and amend the departmental Forecast of Events.

(6) Co-ordinate departmental plan with higher formation.

(7) Report departmental resource consumption against plan to higher formation.

c. **Training Deliverer (Activity Manager):**

(1) Create activities to deliver event outcome.

(2) Invite and manage attendees (create nominal roll).

(3) Deliver activity.

(4) Record and report outcomes.

d. **Mustering Person:**

(1) Record attendance.

e. **Assurer:**

(1) Ensure process has been followed.

(2) Confirm authorised persons are entitled (on unit orders).

(3) Approve payment.

(4) The Assurer may not hold any other roles.

01.02.062. RAPS. All Army units with reserve personnel are to use RAPS to record attendance.[9] RAPS provides accountable and auditable electronic attendance record keeping service for the Army reserves, linked to the authorised Forecast of Events (FoE), on Churchill. All attendance is assigned a Unique Event Identifier (UEI), which is the Army authority to consume RSDs. RAPS electronically records all individual attendance detail, together with those authorising events and confirming attendance. The use of RAPS will ensure procedural and regulatory compliance.

01.02.063. Attendance Registers (AR). ARs are accountable documents which form part of the Joint Personnel Administration (JPA) audit trail for the JS JPA E019/JS JPA E019A (Unit Night Register and Continuation Sheet), and individual's pay records. They are to be controlled and accounted for by a nominated member of the permanent staff of each Army Reserve sub-unit. Each AR is to be given a sequential serial number when it is issued, and the issue recorded in the sub-unit main register:

a. ARs are to be issued to the mustering person before the start of every training night, training weekend or other period of training or duties. Any person (Regular, Reserve or Civilian) can be a mustering person, providing that they have been properly authorised by the CO and their names have been published on Unit Routine Orders.

b. Where individuals are required to carry out training or duties outside normal scheduled training, they may be issued with an individual AR. This is to be given a serial number, sequential to the last AR issued.

[9] The only exceptions being where personnel are not yet available on JPA (new recruits) or where an individual's details cannot be found on RAPS.

01.02.064. Separate ARs are required for each day or part day of training or duties attended with the following exceptions:

a. Periods of continuous training that cover more than 1 day including weekend training and camp.

b. Individual ARs which may cover one or more periods of training within a week. Individual ARs are to be returned to the person nominated to account for ARs within 7 days of being issued.

01.02.065. On completion of a training period covered by an AR, the person responsible for the issue of ARs and the maintenance of the sub-unit main register is to check that:

a. Details at the top of the first page of the AR and of continuation sheets have been properly completed;

b. The certificate has been signed by the mustering person and a responsible officer and that their personal details are included and are legible;

c. The certificate carries the correct serial number and that it shows the correct number of pages for the AR.

Details from the AR are then to be transferred for pay, allowances and ration purposes as appropriate, and the certificate counter-signed accordingly.

01.02.066. ARs are to be retained and checked in the same manner as supporting vouchers to the imprest account in accordance with instructions laid down in the Unit Administration Manual Part 3 Chapter 1.

01.02.067. On completion of an individual AR the person responsible for the issue of AR and the maintenance of the sub-unit main register is to check to ensure that:

a. Details at the top of the register have been completed and are legible;

b. The claimant’s certificate has been signed and dated.

Details from the AR are not to be transferred for pay, allowances and ration purposes until the certificate has been endorsed by the claimant’s employing officer.

01.02.068 – **01.02.080.** Reserved.

Intentionally blank

SECTION 3 – ANNUAL CONTINUOUS TRAINING

General

01.02.081.

a. Subject to the exceptions shown in Section 2, all Army Reserve personnel are required either to attend Annual Continuous Training (ACT) (formerly known as annual camp) for a period of up to 16 continuous days, or alternative training or service as specified at paras 01.02.031, 01.02.085 and 01.02.098 unless authority has been granted for a lower training commitment as defined at para 01.02.036 (see para 01.02.004 for legal liabilities).

b. Exceptionally for business or domestic reasons Army Reservists may be granted authority to attend unit Annual Training Deployment for a reduced period of not less than 8 days. The balance to complete 16 days being made up by attending extra Non-Continuous Training (NCT). This is not to be confused with the lower training commitment shown in para 01.02.036 which is a deliberate or planned period of lower commitment which attracts a lower Bounty.

c. Authority to attend a reduced ACT, training or service in lieu of ACT is to be shown on the CO's Certificate of Efficiency and issued by the CO by 30 April following a normal training year or 30 July following an extended training year (see para 01.02.058).

d. **Split ACT.** Where it is advantageous for the development of operational capability, units may hold split ACT. Such periods of ACT may be held for the professional development of specific employment groups or for the whole unit. If it is to count in lieu of ACT in its own right (see para 01.02.031), it must be for a period of not less than 8 days, including the days of arrival and departure. If a split ACT lasts for less than 8 days, it must be aggregated with other Non-Continuous Training in lieu of ACT as defined at para 01.02.031a in order to qualify for bounty.

01.02.082.

a. An average of at least 8 hours work a day, including Saturdays and Sundays, is to be carried out during ACT training, or during an attachment to a Regular Army unit or to another Army Reserve unit or to the headquarters of an individual's own unit (see paras 01.02.091 to 01.02.093).

b. Days of arrival at and departure from ACT are to count as days of in Annual Training Deployment training (see also **JSP 754**, Chapter 4, Section 5 in respect of pay).

Advance and Rear Parties

01.02.083. COs may arrange for attendance of advance and rear parties for ACT where this is necessary. The size of advance and rear parties and the length of time they are required before and after the ACT period is to be left to the discretion of commanders.

Notices of Annual Continuous Training

01.02.084.

a. COs are responsible for issuing a notice to attend ACT to all personnel required to attend using the most appropriate means to maximise promulgation.

b. Any Reservist who does not appear at the time and place for which notification has been made will be liable to be dealt with as an absentee.

c. If a Reservist finds that, for business reasons or on account of illness, they are unable to attend annual training for the period for which instructions have been promulgated the CO is to be informed immediately. If in these circumstances the Reservist is excused attendance, arrangements should be made for other training in lieu of ACT.

01.02.084A. Notification of Employers. The CO is to ensure that advance warnings of ACT is sent to the employers of all personnel in the unit in the annual Employer Notification letter written no later than 28 February.

Attendance by Recruits and Trainees

01.02.085.

a. **Attendance by Recruits and Trainees.** Recruits and Trainees may not attend unit Annual Continuous Training (ACT). Their priority is to complete Basic Training (Phase 1) and Initial Trade Training (Phase 2). However, in exceptional circumstances trainees may attend ACT (for example, if unable to attend a Phase 2 course) but only with 1-star approval. There needs to be recognition by the Duty Holder that there are additional measures required to cover the training status of the individuals who are potentially untrained. If a Trainee attends ACT with 1-star approval, COs must comply with **JSP 822**.

b. **Attendance by Recruits and Trainees on Overseas Training, Competitions and Exercises (OTX).** Recruits and Trainees may not attend overseas training, competitions and exercises unless the activity is sponsored by:

(1) RMAS for officers.

(2) ITG for soldiers.

(3) Defence Academy for DTUS.

(4) Other Exceptions.

(a) **UOTC cadets.** They may only attend non-RMAS training, competitions and exercises with 1-star approval and medical clearance (2018DIN01-063). If a Trainee attends with 1-star approval and financial endorsement, COs must comply with their Duty Holding responsibilities and **JSP 822** and thereby the Safe Systems Approach to Training. The risks and benefits as well as any potential reputational damage to MOD need to be taken into consideration. Adventurous Training activities are

classified as exercises; approval is via the JSATFA process with final Delivery Duty Holder approval by the CO. The primary Adventurous Training policies **JSP 419 (Adventurous Training in the UK Armed Forces)** and **AGAI 11 (Adventurous Training)**.

(b) **DTUS.** To attend non-DTUS training, competitions and exercises; Being the responsibility of Strategic Command, who operate a different DH construct to Army (adopting elements from each of the FLCs), DTUS students fall under the Strategic Command Duty of Care provisions. Hereby DTUS students involved in training activities, including overseas, require the endorsement of the CO / Officer Commanding of the units, such as Hd DTOEES, who will undertake the Duty of Care and authorisation responsibilities on behalf of the Army.

Attachments for ACT

01.02.086. Attachments of Officers to Understrength Units. When the number of officers in a unit attending ACT is so much below the authorised establishment that the training of the unit will suffer, the CoC may authorise the voluntary attendance of officers of other Army Reserve units, or officers of the appropriate categories of the Regular Army Reserve of Officers, or officers of the same arm or service, to fill the vacancies. Where necessary these officers may be of a lower rank than that of the established positions they are to fill (see para 01.02.014h).

01.02.087. Attachment of Regular Army Personnel. COs of paired Regular and Reserve Units may, at their discretion, attach Regular or Reservist personnel as may be available and necessary for the training of the Army Reserve. This applies to both ACT and to NCT. COs of non-paired units may apply to the CoC for such attachments to and from Regular and Reserve units.

Medical Assessments

01.02.088. Members who, on arrival for ACT, are found to be medically unfit for training are to be returned to their home. Arrangements are to be made for the training to be completed subsequently in accordance with para 01.02.008.

01.02.089. Reserved.

Exemption from Annual Continuous Training (ACT)

01.02.090. Under exceptional circumstances a 2-star or 1-star Commander may exempt a unit from carrying out all or part of ACT. A full report of the circumstances is to be sent to Army Trg Cap without delay.

Attachments to Regular Army Units

01.02.091. In lieu of Annual Training. The voluntary attachment of officers and soldiers of the Army Reserve to Regular Army units in lieu of annual training may be authorised as follows:

a. To Regular Army units or training centres of the same arm or service on authority of the CO. The CO of the Regular Army unit concerned is to confirm

acceptance for suitable training in writing. The duration of the attachment is not normally to exceed the 16 days in Annual Training Deployment training requirement unless the Reservist is content to serve beyond 16 days.

b. Training by attachment to a unit for the purpose of taking part in exercises requires the authority of HQ Fd Army, Land Operations Command, Generate Cts as at Para 01.02.014f.

c. Training of an officer or soldier resident abroad with a Regular Army unit stationed in that country requires the authority of Army HQ, Army International Branch, as at para 01.02.014e.

Extended Attachments - Officers

01.02.092. Longer attachments for officers, beyond the provisions of Para 01.02.091, may be authorised for periods between 1 and 6 months. Unit applications for such attachments are to be made on Army Form E 20021 and forwarded through the chain of command to HQ Fd Army, Pers Branch, at least 30 days before the proposed attachment commences. Reserve Service Days must come from unit or Bde Resources pools.

01.02.093. Attachments made under the authority of para 01.02.092 are to cover officer attachments for training purposes only. These regulations are not to be used as an authority for exceeding the maximum periods of duty permitted for Voluntary Training and Other Duties. If the number of RSD already attended, when aggregated with foreseen attendance during the attachment and subsequent unit training or duties, exceeds the limits laid down in para 01.02.259, the attachment is to be carried out in an Additional Duties Commitment or FTRS, as appropriate.

Extended Attachments - Soldiers

01.02.094. Longer attachments for soldiers beyond the provisions of para 01.02.091, may be authorised by 1-star Commanders/ Bde Deputy Commanders for periods of between 28 and 56 days continuous duty. Unit applications for such attachments are to be made on Army Form E 20021 to this Chapter.

01.02.095. Attachments made under the authority of para 01.02.094 are to cover attachments for training purposes or assistance on exercises only. Under exceptional circumstances authority may be granted for a soldier to attend a course in excess of 56 days duration. These regulations are not to be used as an authority for exceeding the maximum periods of duty permitted for Voluntary Training and Other Duties. If the number of RSD already attended, when aggregated with foreseen attendance during the attachment and subsequent unit training or duties, exceeds the limits laid down in para 01.02.259, the attachment is to be carried out in an Additional Duties Commitment or FTRS, as appropriate.

Other Substitutions for Annual Continuous Training (ACT)

01.02.096. Training outside the United Kingdom. Where training in lieu of ACT is carried out outside the United Kingdom, a period of less than 16 days continuous training may count towards the completion of the ACT training period in the following circumstances:

a. Where the shorter period is due solely to movement schedules outside the control of the unit or individual a period of 12 days continuous training is acceptable. The balance of days to complete 16 is to be made up by the equivalent number of Non-Continuous Training days.

01.02.097. Full Time Duties on Attachment to Army Reserve Units. An officer or soldier of the Army Reserve may, with the authority of the CO, be attached to a headquarters, unit or sub-unit for full time duties (for example to replace permanent staff who are absent on leave or duty) either in lieu of, or voluntarily in addition to, ACT.

01.02.098. Attendance at Courses or Exercises / Attachments

a. Attendance by officers and soldiers at approved courses may count in lieu of attendance at ACT or NCT for the training year in which the course is completed.

b. Attendance by officers and soldiers at approved courses or exercises/attachments in the period 1 January to 31 March may, if authorised by the Bde Comd, count as attendance in lieu of the ACT or NCT commitment for the following training year.

c. COs of an Army Reserve unit may authorise attendance at whole time courses or modular courses at Div or Bde HQs Army schools/training regiments or Army Reserve/CRHQs, of not less than 4 weekends which are run for the purpose of gaining a recognized military qualification, providing they are satisfied that attendance on such courses is in the interests of the Service. The balance of NCT training days is to be made up through additional NCT.

d. When a course has been completed, ACT may be carried out voluntarily in the same training year. The unit is to provide the necessary voluntary training time from its own allocation.

e. At the end of a course the necessary JPA entries are to be made and the results are to be annotated in the individual’s personal documents.

f. During ACT, Army Reserve unit Regular Army Training Officers and PSIs are not normally to attend courses or carry out an attachment. In special circumstances a CO may authorise such attendance or attachment, however attendance at such courses should only be admissible if it can be demonstrated that by being absent from the course, the officer or PSI will be disadvantaged in career progression. Army Reserve personnel who would normally be engaged in the delivery of training during ACT also fit into this category, however, COs may authorise such an attachment or course if the unit thus gains trained personnel to the benefit of the unit.

01.02.099 – 01.02.200. Reserved.

Intentionally blank

SECTION 4 – NON-CONTINUOUS TRAINING AND CEREMONIAL DUTIES

Training Days

01.02.201. Attendance for not less than 8 hours in any 1 day, of which not less than 4 hours will be training, is to count as 1 training day. Attendance for a period of 2 but less than 4 hours, or 4 but less than 6 hours, or 6 but less than 8 hours are to count as quarter, half and three quarter days training respectively (see also **JSP 754**, Chapter 4, Section 2).

01.02.202 – 01.02.203. Reserved.

Authorised Participation in Sport Trials and Competitions

01.02.204. Participation by Army Reservists in approved sporting trials and competitions organized or sponsored by the Army is to qualify as training for the issue of pay and allowances. This training does not count towards the completion of the annual requirements as set out in Section 2 of this chapter.

a. **JSP 660** refers to the Status of Synopsis and Recognised sports that are eligible for public funding. Further details on Sport are available in **AGAI 5 (Sport)**.

b. Official representation and participation on UK Reserve Forces Association (UKRFA) competitions both in the UK and overseas does qualify as training for the issue of pay and allowances.

c. The conduct of physical development, sport and adventure training is not permitted unless they have completed (and maintained) the appropriate training. **ACSO 3223 (Soldiers Training and Education)**, and **ACSO 3224 (Officer Training and Education)**, refers.

Training in Specialist Duties and Trades

01.02.205. It is essential that units are kept up to their authorised establishment of tradespersons and specialists. These individuals should be trained in their particular skills throughout the year in order to enable them to carry out their specialist trades during annual in Annual Training Deployment training. Reservists are not to be trained in trades or specialisms until they have completed the period of recruit training specified in Section 2 of this Chapter.

Attendance at Further Education College, Institute or Adult Community Learning Centre

01.02.206.

a. Within the limits of the funds allotted for the purpose, personnel of Group A units will be permitted to attend evening classes at a further education college or institute, or Adult Community Learning Centre, to undertake literacy, numeracy or trade training and to count such attendance as training for bounty purposes (for travel expenses see **JSP 752**, Chapter 4, Section 1).

b. The above arrangements are subject to the following conditions and it is the responsibility of the Command / Functional Bde Commander to ensure that these conditions are satisfied:

(1) The literary, numeracy or trade training to be provided by evening classes must not be available more economically within the resources of the Command/Functional Bde.

(2) The syllabus of the course of evening classes must meet the requirements of the Army education or trade policy concerned.

(3) The officer commanding the Army Reserve unit or commander CRHQ must approve the attendance at evening classes of all personnel under their command who wish to count such attendance as training periods. In no case is attendance at an evening class to be counted as more than a quarter day training.

(4) The officer commanding the Army Reserve unit or commander CRHQ concerned is to obtain from the authorities of the further education college or institute a certificate showing the dates and duration of the attendance of each trainee tradesman. At the end of each course of evening classes, tradesmen who attend them are to take the appropriate literacy/numeracy qualification or Army trade test, the results of which will determine whether upgrading, reclassification or reassessment is necessary.

c. Command/Functional Bde HQs are to keep Army Reserve units informed of the further education colleges, institutes and Adult Community Learning Centres which are able to provide suitable training facilities.

Works Services as Part of Training

01.02.207. All authorised Works Services Military Construction carried out by Army Reserve units as part of their field training are to be:

a. Identified by Defence Infrastructure Organisation (DIO).

b. At temporary or permanent training camps, under DIO arrangements.

c. Designed by Military Design Authority.

d. Resourced and conducted by the Military Construction Force under which the Reserve unit would be tasked.

Ceremonial Parades and Functions

01.02.208. Detailed instructions concerning ceremonial parades and functions are set out in **KR(Army)**, Chapter 8. Applications by Army Reserve units to participate in ceremonial occasions overseas are to be submitted to MOD (PS 12(A)). It should be noted that proposed ceremonial participation overseas at public expense is unlikely to be approved unless there are cogent reasons for units' participation. Such reason should include a firm invitation from the country, town or public authority who are arranging the

event together with the strong support of the Foreign and Commonwealth Office. Applications should be submitted through Army HQ International Branch.

Ceremonial

01.02.209. Army Reserve units and Personnel are subject to the same policy for ceremonial duties which may be found in **KR(Army)**, Chapter 8 and in the publication **Ceremonial for the Army (AC 64332)**. This applies to Army Reserve units planning Guards of Honour, Salutes and ceremonial events overseas.

01.02.210. In all cases the officers and soldiers must be volunteers for the duty.

01.02.211. Attendance at one such ceremony each year, with the necessary preliminary rehearsals, may count as training of a maximum of 2 days for Army Reserve Group A, or up to 6 training periods for Army Reserve Group B. Any additional attendance that is to count as training requires authority from SO2 Reserves Pers Svcs, Army HQ.

01.02.212. Attendance at more than one such ceremony in any 1 training year requires the authority of SO2 Reserves Pers Svcs, Army HQ who may permit up to 2 days for Army Reserve Group B to count as training for each such ceremony.

01.02.213. Officers and soldiers employed are not to receive any emoluments, nor will any expenditure or public money be incurred in connection with the provision of any guard of honour or other ceremony, except as provided in para 01.02.209.

01.02.214. Civil authorities applying for the use of Army Reserve troops for guards of honour, escorts, lining the streets or any similar purposes must be clearly informed that all expenses incurred, except where the charges are admissible under para 01.02.209 are to be recovered from them.

01.02.215. Immediately it has been decided that an Army Reserve unit shall provide a guard of honour a report is to be made by the officer commanding the unit to the Command/Functional Bde HQ. In cases where regular troops are stationed in the town in which the guard of honour or escort is being provided, the officer commanding the Army Reserve unit is also to report the fact to the officer commanding the regular troops.

01.02.216. Reserved.

Military Funerals

01.02.217. Military funerals are covered in **KR(Army)**, Chapter 8 and apply equally to the Army Reserves and Regular Army. Military funerals may be accorded to deceased serving members of the Army Reserve who are to be buried within the district in which the headquarters of the unit or sub-unit is situated. Attendance of troops should normally be limited to the deceased's Army Reserve unit. All necessary arrangements are to be made regimentally and no expense is to be borne by the public, except as provided in and **JSP 752**.

01.02.218 – 01.02.250. Reserved.

Intentionally blank

SECTION 5 – VOLUNTARY TRAINING OR OTHER DUTIES

General

01.02.251. Under the authority of Section 27 **RFA 96** Army Reserve personnel may with the agreement of their CO, or officers designated by them, voluntarily undertake voluntary training or other duties that are additional to mandatory training required by Section 22 **RFA 96**. Such training or duties may be at an individual's own request or in response to a request made by or on behalf of the CO. Such duties may be carried out in the UK or elsewhere. Employment under Section 27 **RFA 96** does not change an individual's mobilisation liabilities.

01.02.252. COs may delegate authority to authorise voluntary training or other duties to officers of the rank of Captain or above. Such delegations are to be included in either unit standing orders by appointment or periodically published on Part One orders.

01.02.253. Requests for or offers of voluntary training or other duties are normally to be made verbally and are not binding on either party both of whom may withdraw the request without penalty. However, once an individual is carrying out voluntary training or other duties they are on duty and is subject to Service law.

Terms and Conditions of Service

01.02.254. **Pay and Allowances.** Personnel carrying out voluntary training or other duties under Section 27 **RFA 96** are entitled to receive exactly the same pay and allowance as if the duties were carried out under Section 22 **RFA 96**.

01.02.255. **Injury or Illness.** In the event of illness or the injury of an individual carrying out voluntary training or other duties, procedures to be adopted are identical to those when an individual is engaged in normal training. If an individual suffers an attributable illness or injury that leads to partial or total disability they are entitled to claim disability allowance and the procedures laid down in Chapter 8 are to be followed.

01.02.256. **Pension.** From 1 April 2015, members of the Part Time Volunteer Reserves became members of the Armed Forces Pension Scheme 2015 (AFPS 15). Paid service, including RSD, will count as pensionable pay and will contribute to the individual's Career Average Revalued Earnings (CARE) pension pot with the exception of those elements of pay which are not pensionable for Regulars, such as Recruitment and Retention Payments (RRP). Reserve Service Personnel (SP) will retain the right, on mobilisation, to opt out of AFPS 15 and instead have MOD pay the required employer contributions into their own, current, occupational pension scheme.

01.02.257. **Leave.** Reserve personnel serving on RSDs will be entitled to attendance based paid leave proportionate to their service (see **JSP 760**). Leave is only accrued for paid training: there is no leave entitlement for unpaid training. Leave days do not count towards annual training requirements, medals, bounty or other qualifications. Leave is not deducted from the allocation of RSD's.

Duration and Recording

01.02.258.

a. The wide range of training and duties carried out by Army Reserve personnel under Sections 22 and 27 **RFA 96** are entered on the Unit Night Training Register (JS Form JPA E109) and on the Training Attendance Register Spreadsheet. For VTOD Code H is to be used.

b. However, if an individual offers, or is requested to carry out voluntary training or other duties which have no relevance to their military training or role and are not beneficial to their military professional development, they are to be informed that such activities will not count towards their bounty earning obligations. Such activities are to be recorded on an individual Attendance Register annotated at the top of the first page 'Not Bounty Earning Training'. It is the responsibility of the permanent staff of their sub-unit to ensure that these training or other duties are recorded on the individual's training record and offset against the total number of training days attended. This is to ensure that there is no confusion over the total number of days attended during a training year and the total number of qualifying days accrued for bounty earning purposes.

01.02.259. Voluntary Training Other Duties (VTOD). Individual Reservists may undertake up to 180 days VTOD at the discretion of the CO. This total does not include Obligatory Training (see 01.02.260). However, all RSDs consumed must be recorded on CHURCHILL and may not exceed this limit.

01.02.260. Obligatory Training. The 180 day limit for VTOD does not include the 19 to 27 days required to acquire Bounty under **RFA 96** Sect 22. CHURCHILL must also be used to record RSD consumed for activity conducted under **RFA 96** Sect 22.

01.02.261 – 01.02.300. Reserved.

SECTION 6 – DEFENCE ACTIVITY OTHER THAN OPERATIONS

General

01.02.301. Direction on the use of Reservists on Defence Activity Other Than Operations[10] (DAOTO) is at 2019DIN03-017. It describes a range of activities to deliver a defined output or specified military task where Reservists could be employed recognising that mobilisation will not be appropriate for all DAOTO activities. Single Services are no longer required to report to RFC their use of Reservists on DAOTO tasks.

01.02.302. DAOTO tasks should be retention positive, must have a training value, must retain the overall support of employers and must provide value for money to Defence. As these tasks must provide training value to the Army Reserve the activity is contained in this chapter on training.

01.02.303. DAOTO enables the utilisation of members of the Army Reserve or Regular Reserve on endorsed short-term tasks. If the task is to endure for more than 12 months establishment action must be taken to create a position using the appropriate commitment.

01.02.304. In delivering DAOTO tasks the most appropriate type of commitment for the task must be used recognising the spectrum of Reserve service that is available:

a. Reserve Forces Act 1996 (**RFA 96**) Section 27 – Voluntary Training and Other Duties (VTOD)[11].

b. **RFA 96** Section 25 – Additional Duties Commitment (ADC)[12].

c. **RFA 96** Section 24 – Full Time Reserve Service which may be full time service, a period of part time service or a combination of the two (and so is now described as service under a section 24 commitment). It may be on HC through LC to FC[13,14] ToS for routine or enduring tasks. These commitments have the same out of hours obligations as Regular service although location may be restricted.

d. **RFA 96** Section 56 – Called out / mobilised service for periods of up to 12 months[15].

A schematic taken from **JSP 750** on selecting the most appropriate type of commitment is at Annex E.

---

[10] Persistent Engagement or Operate Activity could be undertaken under the DAOTO umbrella.

[11] See RLFR Pt 1 Ch2.

[12] See RLFR Pt 3, Ch 4.

[13] See RLFR Pt 3, Ch 3.

[14] On this basis that use of a Full Section 24 Commitment should not be considered as Regular workforce substitution requiring Strat Cen endorsement.

[15] Mobilisation under RFA 96 section 56 is for 12 months. For this reason the expected duration must be less than 12 months otherwise mobilisation is not appropriate and the task should be undertaken using a different commitment. By exception this may be extended, with the agreement of the Reservist and their employer, by up to 6 months. Legislation requires the Reservist to be released from permanent Service on or before the 18 month point.

01.02.305. It is unlikely that **RFA 96** Section 22, Obligatory Training, will be appropriate for a DAOTO task as this activity is to develop and maintain requisite skills. RSDs as an ARRG1 project or a Part Time S24 Commitment must be utilised for DAOTO tasks that are part time roles or tasks; ARRG1 projects should be considered in the first instance. A Volunteer Ex Regular Reserve commitment under **RFA 96**, Section 27 may be appropriate for discretionary DAOTO tasks.

01.02.306. Governance of Commitment Type. The Reserve Project Assignments Board (RPAB)[16] will consider cases where full time employment is required, and can make out of committee decisions to accommodate short notice requirements. Its role is to confirm that the commitment type proposed is appropriate[17], provide governance and that tasks are clearly articulated providing assurance that the Army is meeting PSED obligations before a commitment or call out is issued. Detail of the process is at Annex F.

01.02.307. Selection and on boarding. Once the most appropriate commitment type is decided, detail will be passed to the APC to advertise on SERVE to appoint a SP identified by the employing organisation. Advertising waivers will usually be granted if there is a need to match an individual to an urgent task based on KSE and availability. The commitment will be funded[18] by the Organisation who has sponsored the requirement.

01.02.308. Terms and Conditions of Service (TACOS). TACOS for those with a Reserve liability who undertake a DAOTO task will be driven by the engagement undertaken.

01.02.309. Membership of the Reserve. SP tasked for DAOTO must have a Reserve liability. SPs who have ceased or will have ceased to be a compulsory member of the Regular Reserve, must become a voluntary member before taking up a role and must remain a member whilst in service. Exceptionally APC Res Br may authorise a former member of the Army Reserve to become a voluntary member of the Regular Reserve to undertake a DAOTO task.

Use of Call Out Orders for DAOTO

01.02.310. A member of the reserve force may be called out for certain purposes under the authority of S56 **RFA 96**, but as call outs under this section are limited to 12 months it is not appropriate for longer term[19] commitments. Section 24 Commitments are best suited for enduring or long term tasks and should be offered to Reservists if the role is expected to last for more than 12 months.

---

[16] The process follows that used for ARRG 1 projects and will include WF Pol and WF plans, see 01.08.208 noting timelines may require to be compressed.

[17] As many DAOTO tasks such as defence education, battlefield studies, sports tours, band deployments, and adventurous training with an international engagement objective are discretionary, the intent is to ensure that the appropriate type of commitment is requested.

[18] Where mobilisation is undertaken to deliver a DAOTO task funding will normally be agreed by the LOC although there will be exceptions to this.

[19] The Army defines a commitment that will endure in excess of 12 months as long term.

01.02.311. Where a full time task will not endure beyond 12 months[20] calling out a Reservist into permanent service under **RFA 96**, S56 for a DAOTO task may be considered as an appropriate use of the powers given by the Reserves Forces Act 1996. It should be noted that a Call Out will ensure legal protection of the Reservists' civilian job and potentially enable Reservist or Employer Awards to obviate any financial impact to either party. The decision of whether to mobilise is to be determined by the RPAB judging the DAOTO task against factors such as, but not limited to, aim, duration, location, risk and value for money for the Army. The LOC remain the authority to direct the APC to make Call Outs. Therefore these tasks:

a. are likely to be high tempo and focussed with defined deliverables;

b. will exclude the SP from other forms of employment;

c. will have an identifiable end point to the commitment and so will be time bounded;

d. could include major exercises especially where other Services are using mobilisation as a FGen tool and LOC provide authority for the use of Reservists;

e. will preclude personnel serving on RSDs/ADC or a full or part time Section 24 Commitment being mobilised into a role that is similar to that which they already hold[21].

It should be noted that where a task is completed earlier than anticipated the SP should be released from permanent service.

01.02.312. Duration. Mobilisation under S56 **RFA 96** is limited by statute to a maximum period of 12 months. In exceptional circumstances WF PoI may allow a Reservist in permanent service to agree an extension of 6 months to their period of permanent service. If it is judged that the activity will endure for more than 12 months the most appropriate course of action is to use an alternate commitment type from the outset. The release of a Reservist followed by re-mobilisation for the same task constitutes continuous employment and is contrary to the spirit of **RFA 96**. Full or part time Section 24 Commitments are intended to provide an employment arrangement for medium to long term commitments for routine generic tasks that can be undertaken within the limitations of Working Time Directives[22]. It provides the appropriate suite of checks and balances for longer term employment to enable suitable personnel management and workforce planning and flexibility.

01.02.313. Impact of Voluntary Agreements on Subsequent Call Outs. On release from permanent service Reservists are protected from Section 54 or Section 56 Call Out if they have 12 months service within the previous 3 years unless they choose to enter into a voluntary agreement to formally waive this right. To retain the ability to mobilise reservists

[20] As the maximum duration of a Call Out is normally 12 months the presumption is that mobilisation is only appropriate for tasks that can be completed in this timeframe.

[21] All SP on FTRS, like those in the Regular Army, work non-conditioned hours so those serving on a S24 commitment have a liability to irregular hours / weekend work noting there may be restrictions on overnight absences from the duty station.

[22] Noting that in certain cases the Armed Forces are exempt these provisions.

for priority tasks the use of Call Outs should be limited to tasks of significant importance to the Army.

01.02.314. Age. The upper age limit for mobilisation is measured against the Normal Retirement Age under section 56 **RFA 96**, subject to the SP remaining a member of the Regular Reserve, but mobilisation or service beyond the Army Reserve Normal Retirement Age through the grant of an overage extension should be the exception.

ANNEX A TO CHAPTER 2
CATEGORIES OF TRAINING

Serial	Category	Description	Implications
(a)	(b)	(c)	(d)
1	A	Normal training	Full costs. Personnel are on duty, travel at public expense and receive normal pay and allowances. Bounty earning.
2	C-l	Normal training authorised as unpaid training	Personnel are on duty, eligible to travel at public expense and receive normal allowances but have voluntarily foregone receipt of pay.
3	C-2	Training of restricted value authorised as unpaid training	Personnel are on duty but there is no entitlement to pay, allowances or travel costs.
4	E	Training paid for by employer	Sponsored Reserve military training or duties for which pay and allowances are paid for by the employer rather than the Army. Such training is bounty earning if it would otherwise be classed as Category A or C-1 training.
5	F	Additional Duties Commitment	Full costs. Personnel are on duty, travel at public expense and receive normal pay. Eligibility for allowances is laid down in Part 3, Chapter 4. This does not include Home to Duty Travel (HDT).
6	H	Voluntary Training or Other Duties Voluntary Ex Regular Reserve (VeRR)	Full costs. Personnel are on duty, travel at public expense and receive normal pay and allowances. Non-bounty earning.
7	CT	Annual Continuous Training (ACT)	Full costs. Personnel are on duty, travel at public expense and receive normal pay and allowances.

Notes.

1. The categories of training are to comply with JPA.
2. See also JSP 754, Chapter 4, Section 1.

Intentionally blank

ANNEX B TO CHAPTER 2

Reserved

Intentionally blank

ANNEX C TO CHAPTER 2
POOL OF TECHNICAL STAFF OFFICERS / SPECIALIST GROUP MILITARY INTELLIGENCE
TRAINING REQUIREMENTS

1. Members of the Pool of Technical Staff Officers/Specialist Group Military Intelligence (SGMI) are considered sufficiently expert in their own fields not to need to complete as much training as the remainder of the Army Reserve. The aim of this Annex is to detail the special instructions applicable to these pools.

Annual Continuous Training (ACT)

2. Members will be required to complete either:

   a. Up to 16 days ACT each year, or

   b. Up to 32 days ACT in alternate years, which may be taken in 2 periods, each of up to 16 days' training.

3. The option to complete up to 32 days ACT in 1 year under para 2 will be entirely voluntary and the liability under the Reserve Forces Act 1980, Section 38 or Reserve Forces Act 1996, Section 22 of members who choose this alternative is in no way changed or amended.

4. The form and type of training which is carried out will depend on the needs of the Service. It will be decided by Ministry of Defence (DIS(Plans)) for TSO and Commander Field Army Understand Group for SGMI.

5. If it is considered that better use can be made of an officer's services by their employment for shorter periods during the training year, the requirement for training to be continuous may be waived at the discretion of Ministry of Defence (DIS(Plans)) for TSO and Commander Field Army Understand Group for SGMI. There is, however, to be no reduction in the total number of days training set out in para 2.

Non-Continuous Training (NCT)

6. The Non-Continuous Training (NCT) requirement for members of both pools is 3 days. This will be considered as waived unless specifically invoked on the authority of Ministry of Defence sponsor branches)) for TSO and Comd 1 ISR Bde for SGMI.

7. Members of both pools may however carry out 3 days out of Annual Training Deployment training voluntarily in any year in which out of Annual Training Deployment training is waived if there should be a Service requirement (see para 6).

Annual Weapon Training

8. Members of both pools are required to fire the ACMT in accordance with para 01.02.033. Officers will only fire in the year in which they complete continuous training (see para 2 of this Annex).

Bounties

9. When ACT and the marksmanship are completed, payment of the training bounty will follow the rules laid down **JSP 754**, Chapter 4, Sect 5.

10. When 30 days training is carried out in accordance with para 2b of this Annex arrangements for the payment of bounties will be as follows:

a. If the training is carried out in the first of the 2 years, training bounty for 2 years will be payable on completion of first training year; no training bounty will then be paid at the end of the second training year.

b. If the training is carried out in the second year, 1 year's training bounty will be payable on completion of 16 days training (or 19 days, if the 3 days Non-Continuous Training (NCT) requirement is invoked) and 1 year's bounty at the end of that second year.

ANNEX D TO CHAPTER 2
CERTIFICATE OF EFFICIENCY AND ATTENDANCE REGISTERS

1. The layouts for the CO's Certificates of Efficiency and Attendance Registers (ARs) for group and individual activities have been replaced by a series of Army Electronic Forms as explained in paras 2 and 3 below:

2. The layouts for the CO's Certificates of Efficiency are on Army Form E 20022 and Army Form E 20023 and are issued under the authority of Army HQ. The instructions shown on the certificates may be amended by Army HQ to take account of changes in training policy or MIS.

3. The layouts and certification for the Attendance Registers (AR), are issued under the authority of Army HQ at the request of MOD (Defence Internal Audit (DIA)). The ARS on JPA E019/JS JPA E109A (Unit Night Register and Continuation Sheet), are to be completed and accounted for as laid down at paras 01.02.061 to 01.02.065.

4. Details of ITR requirements can be found in **ACSO 3262 (The Individual Training Requirement)**. ITR policy is published and reviewed annually by LWC, Trg Plans and incorporates Reserves ITR requirements. It is the reference document to determine the standards required and the frequency of testing.

5. **Waivers.** COs may apply to the appropriate 1-star commander for the granting of a waiver in specific cases for those individuals who have attempted but not completed all ITRs provided they have qualified for bounty in all other respects. Such waivers can only be granted once the expectation is that the Reservist will pass in the next Training Year. Such waivers are not required for individuals who have been excused specific ITR for medical reasons or pregnancy.

APPENDIX 1 TO ANNEX D TO CHAPTER 2
MOBILISATION - PROPORTIONAL REDUCTIONS OF NON-CONTINUOUS TRAINING (NCT)

The purpose of this annex is to illustrate the proportional reduction in NCT RSDs arising from specific periods of mobilised service.

a. The number of NCT RSDs that may be counted towards an individual's bounty earning obligations for periods of mobilised service is shown at Table 1.

b. The number of NCT RSDs required to qualify for bounty after demobilisation, if an individual had attended no NCT during the training year before being mobilised, is shown at Table 2.

Table 1 - Proportional Reductions in NCT

Days Mobilised Service	**0-30**	**31-60**	**61-90**	**91-120**	**121-150**	**151-180**
Regional - NCT RSDs Reduction after Demobilisation	Nil	1	2	3	4	5
National – NCT RSDs Reduction after Demobilisation	Nil	Nil	Nil	1	1	1
Days Mobilised Service	**181-210**	**211-240**	**241-270**	**271-300**	**301-330**	**331-365**
Regional – NCT RSDs Reduction after Demobilisation	6	7	8	9	10	11
National – NCT RSDs Reduction after Demobilisation	2	2	2	3	3	3

Table 2 – NCT Obligations after Demobilisation

(Applicable for personnel who had attended no NCT before mobilisation)

Days Mobilised Service	**0-30**	**31-60**	**61-90**	**91-120**	**121-150**	**151-180**
Regional – NCT Obligation after Demobilisation	12	11	10	9	8	7
National – NCT Obligation after Demobilisation	4	4	4	3	3	3
Days Mobilised Service	**181-210**	**211-240**	**241-270**	**271-300**	**301-330**	**331-365**
Regional – NCT Obligation after Demobilisation	6	5	4	3	2	1
National – NCT Obligation after Demobilisation	2	2	2	1	1	1

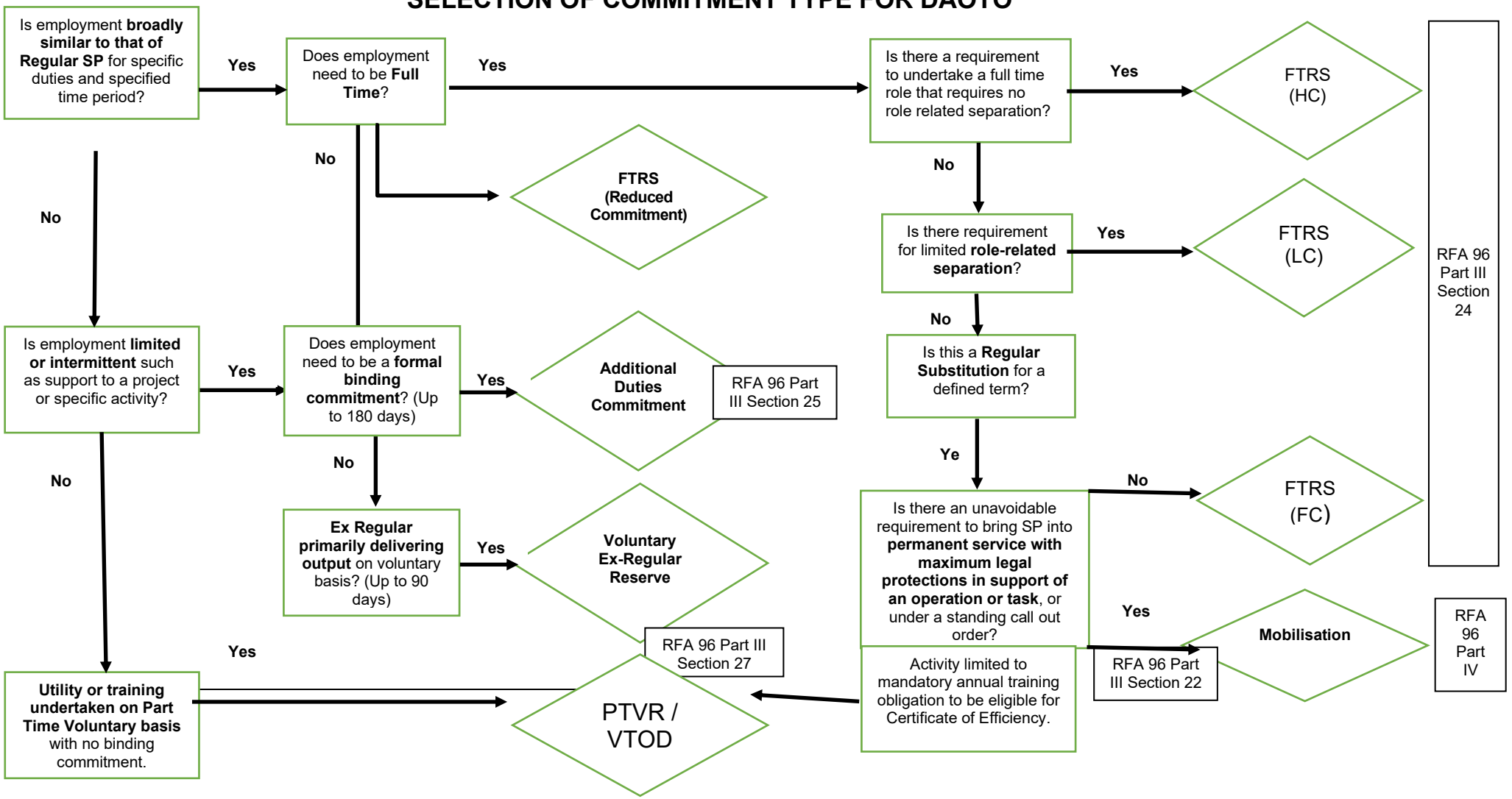
APPENDIX 2 TO ANNEX D TO CHAPTER 2
MOBILISATION AND BOUNTY - LAYOUT OF INFORMATION FOR COORDINATED LISTINGS

(Insert Unit Title and Training Year[23])

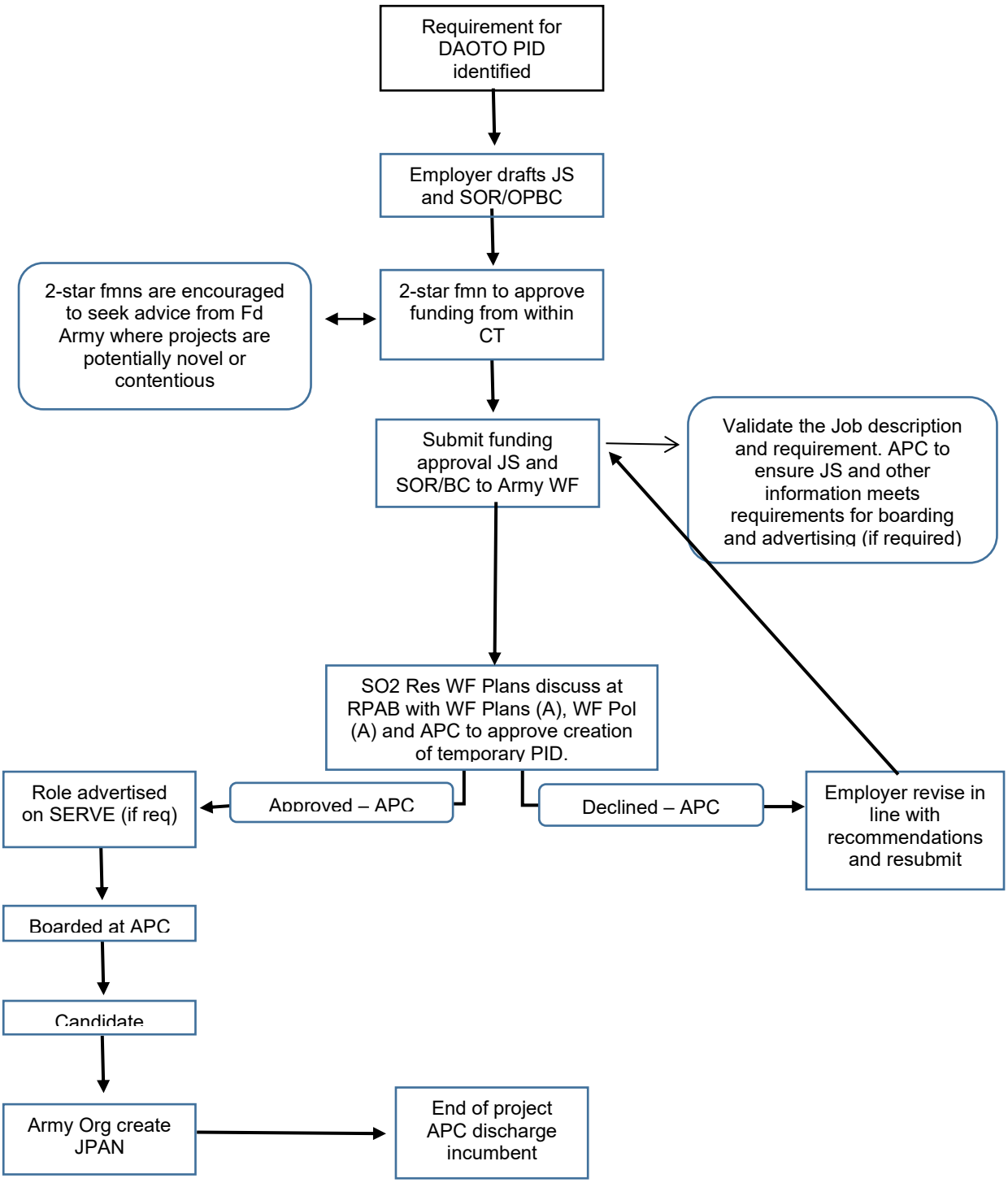
Number	**Rank**	**Name**	**Mobilised Service Date:** (d) From (e) To		**Days of Mobilised Service**	**Non-Continuous Training:** (g) Days Claimed in lieu (h) Normal Trg[24] (i) Total of (g)+(h) (j) Authority				**Claim in lieu of Annual Training Deployment Yes or No**	**Authority**
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)

[23] This form must only cover a single training year. When a period of mobilized service counts in lieu of camp for the present and the next training year, the individuals concerned must be shown on a separate form
for each training year.
[24] Non-Continuous Training recorded on JS JPA E019/JS JPA E019A (Unit Night Register & Continuation Sheet) for normal training before and/or after mobilisation.

ANNEX E TO CHAPTER 2
SELECTION OF COMMITMENT TYPE FOR DAOTO



ANNEX F TO CHAPTER 2
DAOTO AUTHORISATION PROCESS



Intentionally blank

CHAPTER 3
ARMY RESERVE UNIT, COMMAND, CONTROL AND ADMINISTRATION

SECTION 1 – GENERAL

01.03.001. Introduction. This chapter is concerned with the functions of a unit commander. Its contents should be studied by all officers. Appropriate extracts from these regulations should be included in Unit Standing Orders.

01.03.002. Command. Regulations governing the exercise of command by an appointed CO, second in command or senior officer are laid down in **KR(Army)**, paras 2.016 to 2.018. Powers of command of Warrant Officers, NCOs and soldiers are to be exercised according to rank and in special circumstances as detailed in **KR(Army)**, para 2.018.

01.03.003. Security. A CO is responsible for the security of their command and for issuing their security instructions in accordance with the provisions of **JSP 440 (Defence Manual of Security)** and the advice of security staffs.

01.03.004. Disclosure of Official Information and Public Relations. COs are to observe the instructions contained in **KR(Army)**, Chapter 12, and **JSP 440**, and are to ensure that these instructions are brought to the attention of all personnel joining the unit and periodically thereafter through publication in unit orders.

01.03.005. Service Inquiries. Reservist officers should, if practicable, be detailed to serve on service inquiries held in connection with the Army Reserve. If no qualified Reservist officer is willing to serve, an adjutant of an Army Reserve unit is to be detailed for duty (see **JSP 832**).

01.03.006. Leave - Reserve Personnel. Leave entitlements for Army Reserve and Regular Reserve personnel are laid down in **JSP 760**.

01.03.007. Compassionate Leave - Army Reserve Personnel. A CO may only grant leave with pay on urgent compassionate grounds, and in no other circumstances, to an officer or soldier who is present in Annual Training Deployment during annual training, at the scales as follows:

a. For Group A attending for a period of not less than 16 days - 48 hours.

b. For Group B attending for a period of not less than 8 days - 24 hours.

Where leave for 24 hours is granted, absence is not to be permitted for more than the training and exercises on 1 complete day. Where leave is granted for 48 hours, absences from training or exercises for not more than 2 days will be allowed. Only in exceptional circumstances is leave for a period in excess of 48 hours to be granted by the unit commander to Army Reserve officers or soldiers who are present in Annual Training Deployment for annual training. In such cases pay is not admissible for any part of the leave so granted but, in exceptional circumstances where financial hardship can be shown to exist, application for special treatment may be submitted to the PACCC for consideration for the grant of an ex gratia payment.

01.03.008. Long Term Absence. When a Reservist has been granted long term absence over 3 months by the CO, it is to be entered on JPA as Special Unpaid Absence, giving the start date, the estimated future end date and the reason for the absence, using one of the following:

a. Work Commitments (see also **para 01.03.031** if the work commitments require the Reservist to travel abroad).

b. Family Commitments.

c. Maternity.

d. Other Medical.

If during the period of absence the individual attends a training event, this should be recorded and the individual paid as normal. On completion of the period of absence, the end date should be amended to actual if there is a larger than 1 month discrepancy. COs may not grant long term absence for more than 12 months, however, the absence may be extended for up to a further 12 months on the authority of the Functional Bde Comd. No more than 15% of the strength of the unit is to be on Long Term Absence at any one time. Army Reserve personnel who are engaged on ADC, FTRS, or are mobilised may apply for Special Unpaid Absence in accordance with **JSP 760**.

01.03.009. Administrative Procedure for Long Term Absence. Units should follow the JPA Business Process Guide Creating an Unpaid Absence Record.

01.03.010. Losses. COs are to apply the powers and procedures in relation to losses as set out in Defence Logistic Framework. Instructions pertaining to the treatment of other losses, such as fixed assets and cash can be found in **JSP 472**, Chapter 12: Losses and Special Payments.

01.03.011. Orders. All orders of a unit are to be duly signed and assigned on recognized unit and sub-unit notice boards. These orders are to include orders and instructions received by COs and which are for observance by officers and soldiers under their command. Guidance on unit standing orders is given in **KR(Army)**, para 5.122. It is the duty of all officers and soldiers to make themselves acquainted with orders so published.

01.03.012. Language Qualifications. Army Reserves personnel may take Service language examinations under the same conditions as Regular Army personnel and may qualify for language awards. There are opportunities for Army Reserves personnel who are proficient linguists to volunteer for FTRS commitments, which may involve language training and could lead to operational deployments as linguists. Army Reserve personnel, who hold an Honours degree and are proficient linguists may also apply to transfer to the ETS Pool of Linguists.

01.03.013. Sponsorship and Affiliation with Cadet Detachments. Sponsorship and Affiliation with Cadet Detachments. Units or sub-units of the ACF and CCF (Army Sections) will be sponsored by or affiliated to Army Reserve or Regular Army units as agreed between the Army and its Cadet Forces. Arrangements for sponsorship and affiliation are set out in the respective cadet force regulations. The aims and scope for

fostering closer relationships between the Army Reserve and the cadet units, are given in Annex A/3.

01.03.014. Relationships with Business Organizations.

a. Army Reservists must at all times guard against being placed in such a position as may leave them open to the suspicion of being influenced in the discharge of their duty by other than purely public considerations. They must be scrupulously careful in their relationships and in any private dealing with Government contractors and their agents and employees.

b. If, in the course of their duty, a Reservist comes into contact with any matter concerning a business organization in which they have any interest, they are to disclose that interest to their superior officer and ask that some other person may deal with the case.

01.03.015. Observance of Religion. COs are to provide opportunities for the attendance of officers and soldiers at public worship, including celebrations of Holy Communion, if possible in camp, otherwise in civilian churches (see **KR(Army)**, Chapter 5, Part 7).

01.03.016. Liability for and Exemption from Jury Service. Detailed information regarding the liability of officers and soldiers of the Regular Army and Army Reserve for jury service is set out in **JSP 760**, Chapter 14. In general, full-time and Regular personnel will be excused or deferred if their CO certifies that the Jury Service is prejudicial to the efficiency of the unit. COs may also write in support of an application by part-time Reservists for deferral or excusal, where the service conflicts with Annual Continuous Training or a period of continuous training.

Uniform

01.03.017 – 01.03.020. Reserved.

01.03.021. Wearing of Uniform.

a. Army Reservists are to wear uniform during training. The wearing of uniform while travelling to and from such training is to be at the discretion of the CO.

b. Uniform may also be worn at Service functions, for example, as a spectator at a Service parade or when attending Service special functions, or when ordered by the CO.

c. Uniform is not to be worn at other times (see **KR(Army)**, para 7.025 (Court Appearances) and **AGAI 65 (Civil Offences and Attendance at Courts)**, paras 65.101 to 65.102 and **AGAI 59 (Dress and Personal Appearance)**, Annex A (Wearing Uniform in Public)).

01.03.022. Uniform Scales and Allowances. Full details of entitlements, including scales for recruits, officers, soldiers, NRPS and Band personnel, are contained in **ACSO 6102 (Army Reserve Clothing and Equipment Management)**. Army Reservists are not entitled to Uniform Allowance, as given in **JSP 752**, Chapter 4, Section 15, but are entitled to Uniform Upkeep Grant.

01.03.023. Investitures. The dress to be worn at investitures when attending as recipients of awards will be:

a. Officers, No 1 or No 2 dress non-ceremonial with Sam Browne (or regimental equivalent).

b. Soldiers, No 2 dress non-ceremonial with khaki belt and shoes.

c. The insignia of orders, decorations, and medals are not to be worn unless specially ordered. However, ribbons, including that of the decoration being received, are to be worn.

d. Swords are not to be worn.

Those attending as spectators may wear uniform as above or civilian clothes (morning dress or lounge suits).

01.03.024. The Aiguillette. The aiguillette is to be worn by those entitled, under the same rules as pertain to regular officers.

Change in Personal Circumstances

01.03.025. Reporting. In order to fulfil its primary role as a general reserve to the Regular Army, and in particular to be a source of individual reinforcements, it is essential that all Army Reserve personal records are up to date. This requirement is also in the best interests of individuals on mobilisation as inaccurate records can cause them to receive incorrect rates of pay or be ineligible for some allowances. Army Reserve personnel are therefore to report any change of circumstances to their sub-unit headquarters without delay. This entry is to be included in Unit Standing Orders and is to be repeated every 2 months in Unit and Sub-Unit Routine Orders.

01.03.026. Officers Addresses. In addition to the requirements above:

a. CRHQ and units are to insert changes of officers' addresses on JPA. This is quite separate from the reporting of addresses of next of kin and nominees for casualty notification which, for officers, must be done on JPA N002 (see para 01.03.327a).

b. When an officer is transferred to RARO they are to report their permanent address and any subsequent changes while they remain in RARO to APC Res Br RAR by letter.

01.03.027 - 01.03.030. Reserved.

01.03.031. Short Absences Abroad. Army Reserve SP travelling overseas for periods of less than 3 months are not required to obtain permission to leave Great Britain or Northern Ireland, but they must notify their CO of an address[25] to which communications can be sent while they are abroad and of the likely duration of their absence. SP travelling overseas in a civilian capacity must also comply with the following conditions:

[25] A physical address or an e-mail address.

a. SP must travel as private individuals and are forbidden to disclose their Army Reserve connection in planning the journey or whilst travelling abroad. This non-disclosure policy is to include:

(1) No wearing of uniform or mixed dress, nor the use or carriage of any equipment or item which could be described as military.

(2) No carriage of any identification documents or correspondence which could identify personnel as members of the Army Reserve.

(3) No use of service rank particularly in an attempt to gain prestige or pecuniary advantage other than in respect of concessions offered in the Forces Discount Brochure.

b. SP must report to their CO if they plan to visit or pass through any country on the Countries to which Special Security Restrictions Apply (CSSRA) list[26].

c. SP must report to their CO if they plan to visit or pass through any country and/or region where conflict is on-going[27] and there is a significant physical and/or reputational risk to UK Defence personnel whilst in country. Service personnel are not permitted to travel to or through these countries/regions unless explicitly authorised by their CO and only in the following circumstances:

(1) For the purposes of official MOD duty, or

(2) Compassionate travel (dependent on verification of immediate familial connection and compassionate circumstances), or

(3) Non-MoD related verified work or educational study reasons, and

(4) The personal security risks of the proposed visit are clearly explained to the SP and the briefing is recorded.

d. SP must not belong to or become involved in the conduct of operations of any Armed Force other than the United Kingdom Armed Forces without permission of the Army Board.

e. SP travelling abroad should seek advice from the Foreign & Commonwealth Office (FCO) concerning the security of the location to be visited. The FCO publishes unclassified travel advice on the internet[28]. Having obtained FCO advice, any SP who remains unsure concerning their personal security should contact their unit Security Officer.

01.03.032. Residence Abroad. Army Reserve SP who chose to live, travel and/or work overseas for 3 months or more, and who wish to continue to serve in the Army Reserve in the UK, may do so subject to obtaining permission from their CO. If the SP is

---

[26] JSP 440, Part 2, Leaflet 14.

[27] ACSO 3363 (Service Personnel intending to travel to conflict zones and operational theatres without authorisation), Annex B.

[28] www.gov.uk/foreign-travel-advice

planning to be abroad for over 2 years, the CO is to consult the capbadge Workforce Brick in Army HQ. This regulation does not apply to SP attached to UK or other forces overseas[29].

a. **Authority.** In order to give permission the CO must be satisfied that:

(1) The country is not on the CSSRA list[30], and:

(2) The country is not an area of military operation and/or conflict[31], and:

(3) The SP's employment will not bring the Army into disrepute[32], and:

(4) The SP will continue to provide valuable service to the Unit, or will provide valuable service in the future.

b. **SP available for training.** SP who remain available for training in the current training year may be assigned as follows:

(1) Retained in their unit PID if they can continue to perform their full duties within the unit, subject to any existing tenure or FAD[33].

(2) Assigned to ARRG 1 if they are available for some training, but their attendance may be intermittent and/or limited.

c. **SP not available for training.** SP who are not available for training in the current training year may be assigned as follows:

(1) Assigned to ARRG 1 if the CO sees merit in retaining close ties.

(2) Assigned to ARRG 4 if the SP is likely to be out of routine contact, but intends to return to the Army Reserve, including to another unit.

d. **Conditions.** SP resident and/or working overseas must comply with the following conditions unless written authority has been obtained from Pers Policy (A). SP who fail to fill these conditions may have their engagement or commission terminated without notice.

(1) No wearing of uniform or mixed dress, nor the use or carriage of any equipment or item which could be described as military.

(2) Identification documents or correspondence which could identify personnel as members of the Army Reserve are not to be carried to or through countries where they would cause a risk to personal or national security.

---

[29] LFSO 1226.

[30] JSP 440, Part 2, Leaflet 14.

[31] ACSO 3363 (Service Personnel intending to travel to conflict zones and operational theatres without authorisation), Annex B.

[32] KR(Army), para 5.077.

[33] Future Availability Date.

(3) No use of service rank particularly in an attempt to gain prestige or pecuniary advantage other than in respect of concessions offered in the Forces Discount Brochure.

(4) The SP is not to undertake any duties or tasks that represent the British Army in any capacity whilst overseas unless operating within DIN Overseas Based Reservists.

(5) The SP is not to undertake direct employment for any foreign power, including in foreign Armed Forces.

(6) If required by MI, briefings are to be attended before and after the period spent overseas.

(7) Any other conditions that may be required as a result of the other country's relationship with the UK, the prevailing security situation or for any other reason.

e. **Communications.** The SP must supply a contact address[34] to permit the unit to stay in touch whilst the SP is overseas. The SP is responsible for ensuring that the address remains suitable. If the unit is unable to get in touch with the SP, the unit may begin 'Out of Contact' procedures[35].

f. **Unit Notification.** Once the CO has given permission for a SP to reside overseas, the unit must notify Army HQ, Pers Svcs Group Mailbox for the attention of SO2 C, Pers Svcs. The information required is:

(1) Number, Rank and Name of the SP who is to be resident abroad.

(2) Location(s) at which the SP will be residing abroad, with planned dates.

(3) Unit contact details.

(4) Any changes to the information listed are to be passed to Army HQ as soon as the unit is aware.

01.03.033. Reserved.

01.03.034. **Travel to and from UK.** Journeys back to the UK for training or other duties are not to be paid for at public expense. Duty journeys within UK, including HDT, are subject to the regulations in **JSP 752**.

01.03.035 - 01.03.037. Reserved.

Insurance

01.03.038. **General.** All personnel on joining the Army Reserve are to be informed that there are a number of insurance products specifically tailored to service life that are available for them to purchase. Should they wish to investigate further they should approach an Independent Financial Advisor (IFA) who will be able to give them advice on

[34] A physical address or an e-mail address.

[35] RLFR 01.05.541 (Soldiers) or ACR 19 (Officers).

what products best suit their needs. Reminders on this subject should be posted in unit and sub-unit orders every 3 months.

01.03.039. Army Dependants' Trust (ADT). Membership is open to all ranks of the Regular Army and Brigade of Gurkhas; Army Reserves, Reservists and Full-Time Reserve Service (FTRS); Non- Regular Permanent Staff (NRPS), and Military Provost Guard Service (MPGS).

01.03.040. Service Arrangements for the Administration of Wills and Non Mobilised Reservists – Off Duty Deaths. All reservists, whether mobilised or not, may make use of the MOD Will Storage facility at the Document Handling Centre (DHC) (DIN Tri-Service Arrangements for the Administration of Service Wills refers) and DHC staff can only release the Wills of deceased personnel to the JCCC. Therefore, JCCC Deceased Estates staffs need to be informed of the death of non-mobilised reservists as soon as possible after the event. To facilitate this; when unit/HQ staff learn that a non-mobilised reservist has died, or been killed, whilst off duty, the individuals name and service number are to be passed to JCCC Deceased Estates (Tel: 95471 6323, 6301, 8174 or 01452 712612 + 4 Digit Ext at prompt) during office hours. The following information is then to be confirmed by Fax (to 01452 510867) or email to: dbs-jcccgroupmailbox@mod.uk under the heading: Death of a Non Mobilised Reservist – Off Duty and marked for the attention of JCCC Deceased Estates staff.

- Service number.
- Rank.
- Full name.
- Unit.
- Date and location of Death.
- Name and Address of NOK (or other person) who informed MOD of death.
- Confirmation that the deceased was a Reservist who died off duty.
- POC on unit.

Units are not to use JPA to report the death off duty of a non-mobilised reserve.

01.03.041 - 01.03.043. Reserved.

Compliments, Subscriptions and Testimonials

01.03.044. Members of the permanent staff are not to allow themselves to be complimented, either directly or indirectly, by presents or collective expressions of opinion from persons who are serving or who have served in the unit to which they are or have been assigned or attached. They are not to collect public subscriptions for presents, prize meetings or other objects connected with their unit. The presentation of testimonials to members of the permanent staff, either directly or indirectly, is strictly prohibited.

01.03.045 – 01.03.047. Reserved.

Gambling

01.03.048. Any proposal to hold a lottery or sweepstake or to permit any other form of gambling is to be referred to the CO. If they agree to the proposal, they are to issue such instructions as they consider necessary and are to ensure that the provisions of the Gaming Acts are followed.

01.03.049 – 01.03.056. Reserved.

Sports and Kit Insurance

01.03.057. Sport, Adventurous Training and Challenge Pursuits Insurance. Units are to ensure that all personnel playing sport or participating in adventurous training or challenge pursuits are reminded of the need to take out personal accident insurance cover.

01.03.058. Reserved.

01.03.059. With effect from 1 April 2004, personnel who have not previously done so are required to inform their civilian employer that they are members of the Army Reserve within 4 weeks of engagement. The unit is then to contact the employer to explain the commitment the soldier has taken on, as well as the employers' obligations and rights in law. The following actions are to be taken:

a. **Requirement.** Units to send out an annual letter, (no later than 28th Feb), to the Reservist's employer informing them that they:

(1) Employ a Reservist, ensuring that they understand their rights and obligations (and where to find out more).

(2) Provide the annual training plan for the coming 12 months.

(3) Provide an update on qualifications gained by the Reservist during training over the preceding year.

b. **Assurance.** Prior to EN occurring, employer data must be assured, and any waiver applications submitted to and approved by the unit CO under unit arrangements. Unit HR admin staff and those tasked with conducting EN by the CO are to update data periodically throughout the year to keep individual Reservist details current and reduce the administrative burden as the EN deadline approaches each year. The Unit Employer Support Officer (UESO) is to assure this process on behalf of the CO.

c. **EN Waivers.** In exceptional circumstances individuals may request an Employer Notification (EN) waiver for up to 12 months which must be applied for by the Reservist annually. However, the authority for granting a waiver is at the discretion of the unit CO. Waivers may be granted for the following reasons:

(1) To maintain a Reservist's security.

(2) When EN could exacerbate a short-term employment issue.

d. **Special Forces and Northern Ireland Residents.** Members of the Special Forces and Army Reserve personnel resident, serving or employed in Northern Ireland are excused compulsory Employer Notification; however, they are able to opt into Employer Notification and are strongly encouraged to do so where appropriate. EN in Northern Ireland is administered by the RFCA rather than the unit CO and CE RFCA Northern Ireland is responsible for the coordination of relationships between employers and Defence. COs of units with Reservists based in Northern Ireland should liaise directly with the RFCA to ensure that the correct employer information is used, that the security of Reservists is maintained, and that there is no duplication of effort. Further guidance can be sought from the chain of command and **JSP 766**. These provisions do not apply to those personnel who are unemployed, self-employed or who are students in full time studies.

e. Reservists applying for a waiver are to be made aware that their employer will still be contacted directly if they are mobilised. Once a call out order is in force the EN waiver is no longer valid in that the call out process will override any waiver. A Reservist may be selected for call out by a unit 'intelligent selection' process and nominated reservists will be called out. On the issue of a call out notice both the Reservist and employer will receive a copy and have the right to make an application for revocation or deferral providing they have the grounds.

Administration on Discharge

01.03.060. Efficiency Medal. Before a soldier of the Army Reserve is finally discharged their CO is to check if they are eligible for the Volunteer Reserves Service Medal[36]. If so, and the CO is prepared to recommend the soldier for the award, they are to inform the soldier and submit an application on F Hons 1009. If the soldier is otherwise eligible but is not recommended by their CO for the award, a certificate to that effect is to be placed on the SP's P-file for retention with the original attestation. The CO must inform the SP if they are not recommended for such an award.

01.03.061. Reserved.

01.03.062. Return of Public Property. Before discharge, SPs are to hand over in good order, fair wear and tear excepted, at such time and place as may be ordered by their CO all arms, clothing and equipment issued to them, being public property. Where this is not done they are to pay the full value of any item which is not handed over[37]. In addition, their CO is to ascertain from the RAO whether there is a requirement to recover any payments and arrange recovery if required. (see also LFSO 6102).

01.03.063. Discharge Certificate. Each soldier on discharge is to be furnished with a discharge certificate by the Army Reserve unit. In the case of a soldier who has not handed over their arms, clothing and equipment, the unit may retain the certificate pending their return, for a period not exceeding 14 days, but this procedure is not to affect the date of discharge. No discharge certificate is issued when an Army Reserve soldier is

[36] RLFR 01.03.401.

[37] RLFR 01.03.241 and ACSO 6102.

commissioned in the Army Reserve. For soldiers in permanent service see **AGAI 49 (Termination of Service and Discharge of Soldiers)**.

01.03.064. Complaints. The soldier's right to submit a representation against discharge in no way subsequently diminishes their right to make a Service Complaint or an appeal[38] if the decision is taken to discharge them or not recommend their re-engagement. SP are not to be retained in service beyond EED pending a Service Complaint or appeal.

01.03.065. Retention of Rank and Wearing of Uniform. Warrant Officers and SNCOs with 10 years' service or more may be permitted to retain their rank and wear the uniform of their corps on the written authority of the officer who authorises their discharge. They are to provide the uniform at their own expense and wear the letter 'R' in white metal or bronze over the badges of rank.

Enlistment Procedure

01.03.066. **Recruits with prior Service.** Attestation is provisional until an **AFE 7547A** has been authorised by WF Pol and WF Plans. If no **AFE 7547A** is completed, service may be terminated. Prior to attestation the documents of recruits with prior service in either the Regular or Volunteer Reserve Forces are to be checked to ensure suitability for service. However, recruits with prior service in the Regular Army or Army Reserve who were discharged or transferred to the Reserve with a military conduct assessment of exemplary or very good may be attested prior to their documents being made available and checked, unless such discharge or transfer was affected under:

Cause of Discharge

Serial	Cause of Discharge	KR(Army) Paragraph	Reserve Regs Para
a.	Not finally approved for service.	9.380	01.05.610
b.	Defect in enlistment procedure.	9.381	01.05.633
c.	Having made a false answer to a question on the attestation paper.	9.382	01.05.619
d.	Unsuitable for Army service.	9.383	N/A
e.	Not likely to become an efficient soldier.	N/A	01.05.615
f.	Ceasing to fulfil Army medical requirements	9.385	N/A
g.	Ceasing to fulfil Army medical requirements, that is temporarily unfit for any form of Army service.	9.386	01.05.624
h.	Having been sentenced by a court-martial (or, for Army Reserve, the CO) to dismissal (including with disgrace).	9.396, 9.397	01.05.626

[38] RFA 96 Sect 15(2).

Serial	Cause of Discharge	KR(Army) Paragraph	Reserve Regs Para
i.	Having been convicted during their service by a civil court of an offence committed before enlistment.	9.403	N/A
j.	Disobedience, neglect, misconduct or similar grounds.	9.404	01.05.627
k.	Retention undesirable in the interests of the Service.	9.405	N/A
l.	Unsuitable for further Army service.	9.406	N/A
m.	Failing to fulfil training obligation.	N/A	01.05.614
n.	Services no longer required.	9.414	01.05.616
o.	Unsuitable for the Army Reserve.	N/A	01.05.617
p.	Medically unfit under existing Army Reserve medical standards.	N/A	01.05.623
q.	Having been convicted by a civil court or court-martial.	N/A	01.05.627

Special Enlistments

01.03.067. In the cases detailed below enlistment requires special authority. The authorities concerned are listed in this table. The recruit is not to be attested until after the date of approval. Applications for such approval are to be submitted via the National Recruiting Centre on-line process.

Type of recruit	Higher authority approval required	Comment
a. Ex-officers	APC (CM branch of the corps in which they were commissioned)	See para 01.05.121
b. Ex-Service Personnel discharged from the armed forces with a character assessment of 'Good' or better.	HQ RG	
c. Ex-Service Personnel discharged from the armed forces with a character assessment less than 'Good' except where assessment was lower solely on account of insufficient service.	HQ RG	See para 01.05.122.
d. Personnel dismissed from the Armed Forces or PSNI for	HQ RG	

Type of recruit	Higher authority approval required	Comment
misconduct, or discharged from the Army under KR(Army), para 9.404.		
e. Ex-Service Personnel discharged from the Regular Army under KR(Army), para 9.414.	Hd Pers Pol (Army)	Excluding CDT
f. Persons with alien connections.	Hd Pers Pol (Army)	See para 01.05.101. Complete personal summary required.
g. Applicants who do not conform to medical standards as set out in **AGAI 78 (Army Medical Employment Policy)** (Army Code No 13371) because they are:	Hd Pers Pol(Army)	See para 01.05.130.
(1) Discharged from the armed forces on medical grounds, or, (2) In receipt of disability pension, or, (3) below:	Before the re-enlistment of a candidate is considered, those who have previously been medically discharged but still meet with the rejoin/re-enlistment criteria laid down in the relevant DINs will be reviewed by the Chief Medical Officer (CMO) in the NRC following review of Discharge Medical Data on DMiCP.	Obtain F Med 4 from Directorate Personnel Administration Instruction Issue 4/14.
(3) Discharged with a medical category lower than that laid down for that of the arm in which they wish to serve, or,		
(4) 25 per cent above or 10 per cent below desirable weight for height.		Enlistment of recruits in this category will not be finally approved until they have been reviewed by the Chief Medical Officer (CMO) within the NRC, following a review of the Discharge Medical data on DMiCP.

Type of recruit	Higher authority approval required	Comment
h. Exceptional applicants falling under para 01.05.120.	Head Pers Pol (Army)	
i. Applicants for the SASC	HQ SASC	
j. Applicants over 50 years or the age limits laid down by their Head of Capability	Head Pers Pol (Army)	Such applicants will not normally be approved unless there is an overriding Service requirement

01.03.068. Regular Transferees. Prior to enlistment, Regular transferred must be interviewed by the receiving unit RCMO. The RCMO must ensure the SP understands the prospects for training and/or progression in the Army Reserve particularly when these differ from Regular service.

01.03.069. Attestation of Recruits. Applications for enlistment, other than cases falling under Annex E are to be approved by the CO of the unit concerned who is to make the necessary arrangements for attestation as follows:

a. **Regional units.** The CO is to arrange for the attestation to be carried out by an officer authorised to do so.

b. **National units.** The CRHQ is to arrange for a suitable unit to act on their behalf.

c. **Special Enlistments.** Any applicant whose application falls under the provisions of **para 01.03.067** must not be attested without prior approval of the appropriate higher authority.

01.03.070. Attestation Officers. Potential recruits are to be attested by one of the following officers:

a. An officer of the Regular / Reserve Army.

b. A Lord Lieutenant or Deputy Lord Lieutenant of any county of the United Kingdom.

01.03.071. Attestation paper. Attestation is to be carried out on Army Form E 7545 (Attestation paper) of which only one copy will be prepared. Before attestation, all applicants are to be given a copy of the Statutory Notice paper, Army Form E 7545A they are to retain this paper.

01.03.072. Age on Attestation. The age of applicants is to be assessed and their dates of birth recorded as follows:

a. For those with previous service in the armed forces their age is to be that recorded on their original attestation paper.

b. Those without previous service are to produce their birth certificate or passport. If neither of these documents is obtainable, a statutory declaration is to be made by a responsible person, paid for at public expense.

01.03.073. Security Questionnaire.

a. **Application.** All applicants requiring CTC or SC are required to complete the security questionnaire.

b. **Special Procedures – Northern Ireland units.** Applicants for Army Reserve units in Northern Ireland may be attested once local checks have been completed and provisional security clearance has been issued by HQ 38 (Irish) Brigade. Local clearance procedures and the training to be conducted prior to the issue of full CTC clearance are to be carried out in accordance with instructions issued by HQ 38 (Irish) Brigade. If CTC full clearance is not granted, the recruit is to be discharged under **AGAI 49 (Termination of Service and Discharge of Soldiers)**.

01.03.074. Documentation. This is to be carried out in accordance with the Joint Process Administration (JPA) Business Process Guides (BPGs) and mailed to the Document Handling Centre (DHC)30.

01.03.075. Employer Notification. All SPs are to inform their civilian employer that they are members of the Army Reserve within 4 weeks of enlistment.

01.03.076 – 01.03.100. Reserved.

Intentionally blank

SECTION 2 – FIREARMS AND AMMUNITION

Possession of Firearms

01.03.101.

a. Members of the Army Reserve while on duty are exempt from the requirements of the Firearms Acts in respect of firearms and ammunition held by them in their capacity as members of the forces. The attention of personnel is to be drawn to the provisions of this act in regard to any privately owned firearms and ammunition (see also **KR(Army)**, para J5.151).

b. An officer or soldier is forbidden to carry, hold or use a Service firearm except in connection with their duty as an officer or soldier.

Management of Ammunition

01.03.102 – 01.03.105. Reserved.

01.03.106. Ammunition is to be stored, managed and used in accordance with **JSP 482**, Volume 2 – MOD Explosives Regulations, Unit Storage Instructions. There are no exemptions for the Army Reserve.

01.03.107 – 01.03.200. Reserved.

Intentionally blank

SECTION 3 – DISCIPLINE

Introduction

01.03.201. Discipline and Service Law. Discipline is a fundamental requirement of effective Armed Forces. Service Law is an additional body of law that applies to the Armed Services which is contained in the 2006 Act. Every member of the Army Reserve must be aware when they are subject to Service Law which is as set out in Section 367 of the 2006 Act. All those within the Army Reserve are subject to the Army's values and standards at all times and may be subject to AA pursuant to **AGAI 67** for any failures to adhere to them. For discipline or administrative action advice CoC should refer to **AGAI 62**, **AGAI 65** and **AGAI 67** accordingly.

01.03.202. Jurisdiction outside the United Kingdom. In respect of offences committed outside the United Kingdom jurisdiction is to be exercised in accordance with **KR(Army)**, paras J7.015 to J7.016.

01.03.203. Absence From Annual Continuous Training. On reporting for Annual Continuous Training soldiers become subject to Service Law and remain so for the period of the Annual Training Deployment. Any member of the Army Reserve leaving without permission of the CO before the termination of the annual training renders themselves liable to a charge under Section 9 of the 2006 Act for the offence of absence without leave. Leave can be granted by the CO (see paras 01.03.008 to 01.03.009).

01.03.204. Failure to Report on Call Out. A member of the Army Reserve who, without authorised leave or other reasonable excuse, fails to appear at the time and place specified by a call out notice served on them in pursuance of Sections 32, 43 or 58 of the 1996 Act, commits the offence of Desertion or Absence Without Leave, according to the circumstances, and is punishable as for an offence under Sections 8 or 9 of the 2006 Act. Detailed instructions as to absentee procedure for the Army Reserve are contained in **ACSO 3200 (Absence Without Leave)**. The provisions of **KR(Army)**, paras 6.025 to 6.031 and 6.177 regarding desertion and absence without leave are also to apply (see also **JSP 751** (Joint Casualty and Compassionate Procedures Policy and Personnel Administration Manual/Unit Administration Manual)) as far as Army Reserve conditions of service make these applicable.

01.03.205. Participation by Army Reserve Officers at the Court Martial. At least one qualified Army Reserve officer should, if practicable, be detailed to serve on the Court Martial of a member of the Army Reserve (see **KR(Army)**, para 6.107). See also **JSP 754**, Chapter 4 in respect of authority to receive pay.

01.03.206. Values and Standards. The booklet “Values and Standards” (AC 63812) is to be issued to all members of the Army Reserve on enlistment. It is to be retained as a personal reference and a reminder of the message it carries. In addition, all officers and Warrant Officers are to be issued with the Commanders’ Edition (AC 63813). All units are to hold stocks of both these publications.

01.03.207. Suspension from Training.

a. A Reservist may be suspended from training if the CO deems that it is necessary when an investigation into Disciplinary or Administrative action warrants it.

For the Reservist, this applies to all forms of training, paid or unpaid. Guidance on the matter of suspension appears in **KR(Army)**, para 6.105 and in **AGAI 67**, Part 5.

b. In such cases, the CO must be satisfied that suspension is the only option. This will, of course, be dependent on the severity of the case of indiscipline, but consideration must be given to the possibility of allowing Reservist to train under **RFA 96** Sect 22(1) with either a sub-unit in a different locality or with another Reserve unit closer to the Reservist's home address (provided that both COs are in agreement).

c. **Bounty.** Where it is subsequently found that there was no breach of Service Law and, therefore, no sanction given, a Reservist who has been formerly suspended from training may receive the annual training bounty. However, in such cases, COs must take into consideration that there are reasonable grounds to conclude, on the balance of probabilities, that the Reservist would have received such a payment had suspension from training not been applied and had received training bounty on a regular basis in the past.

d. **Pay.** Membership of the Army Reserves is not considered to be a Reservist's primary employment[39]. Loss of pay due to suspension from training should not be considered, however, exceptional issue of pay is covered in **JSP 754**.

01.03.208 – 01.03.300. Reserved.

[39] Unless employed on FTRS.

SECTION 4 – MEDICAL SERVICES

Introduction

01.03.301. The Army has a legal obligation to ensure its personnel are occupationally fit for the role in which they are employed, irrespective of their TACOS. Thus all personnel are entitled to an Occupational Health Assessment. These are to be utilised in order to ensure the correct grading and thus the correct employment of personnel. This does not, however, constitute a change in the provision of primary healthcare (PH) to Reservists[40], which remains extant. With the exception of mobilised Reservists, those on FTRS(FC) and the conditions set out at **para 01.03.308**, Reservists have no entitlement to Defence Primary Healthcare.

Responsibilities of COs

01.03.302. COs are to ensure that:

a. The officers and soldiers under their command are occupationally fit for their employment and that they are registered onto the Reserve Forces (Army) Practice on the Defence Medical Information Capability Programme (DMICP). This may require an Occupational Health Assessment to be conducted by Service approved doctors and the outcome recorded onto DMICP or its successor programmes (see also **para 01.03.025** which covers Change in Personal Circumstances including changes to medical condition).

b. All unit personnel are trained to the appropriate standard in Battlefield Casualty Drills in accordance with the Protection element of the Core Combat Skills ITR and that there are properly trained Team Medic personnel in the unit.

c. All Cbt Med Techs on their unit establishment receive training in BARTS/CMT techniques in line with the Graduated Readiness Mechanism.

d. Unit Health Committees (UHCs) are conducted in accordance with **AGAI 57 (Army Health & Wellbeing Committees)**.

e. The correct number of course trained personnel are trained to assist in unit environmental health promotion and protection within the Army Reserve Centre and in the field.

Provision of Medical Support

01.03.303. All Reserve units are to use **ACSO 3215 (The Planning of Health Service Support)**, when considering training. Advice on the provision of medical cover can be sought from the Competent Medical Authority (CMA) appropriate to the Command in which the Reserve unit resides.

---

[40] Primary Healthcare – the provision of integrated, accessible health care services by clinical personnel trained for comprehensive first contact and the continuing care of individuals experiencing signs and symptoms of ill health or having health concerns. It includes health promotion, disease prevention, patient education and counselling, the diagnosis and treatment of acute and chronic illness, as well as dental and veterinary functions. (JDP 4-03 2nd Edition)

01.03.304. Reserved.

01.03.305. Dental Officers.

a. When at Annual Training Deployment or other duty, Army Reservists may be given emergency dental treatment at public expense where there are Defence Dental Agency (DDA) facilities, or where a civilian dental surgeon is engaged at an inclusive rate of pay for attendance on the troops.

b. Where no DDA facilities or appointed civilian dental surgeon is available, an officer or soldier of the Army Reservists requiring dental treatment of an urgent nature for the relief of pain or acute infection when at Annual Training Deployment or other duty should obtain it as emergency treatment under National Health Service arrangements.

01.03.306. Wounds, Injuries and Sickness. Wounds injuries and sickness occurring as follows are normally regarded as attributable to service, unless due to negligence or misconduct:

a. Arising out of training.

b. On Army Reserve premises during attendance for the purpose of training, whether or not arising directly from training, but not during attendance for amenity purposes.

c. While going to and from training.

01.03.307. Treatment. (See also **KR(Army)**, paras 5.325 to 5.326):

a. At Annual Training Deployment or other duty all cases of injury or sickness are to be reported at once to the Medical Officer (or Medical Person on duty) who will decide how the case is to be disposed of (for example, taken to hospital, sent home or treated in quarters). Should no Medical Officer be present (for example, in the case of an injury received at weapon training), the senior officer or SNCO present may summon medical aid, if they are satisfied that the matter is sufficiently urgent, from a civilian medical practitioner who is in the National Health Service, under the arrangements approved for treatment of patients who are temporary residents. At the same time, the Medical Officer or senior officer is, in all cases, to complete F MED 566, and where applicable Army Form 510, for despatch immediately to the CO of the officer or soldier so dealt with. A diary is to be kept with details of all cases reported or treated. In case of serious injury assistance should be sought from the NHS emergency services by dialling 999.

b. No charge is to fall on a patient when present at Annual Training Deployment or training for treatment by regular RAMC Medical Officers, or by Medical Officers of the Army Reserve, or by appointed civilian medical practitioners, who have been contracted by HQ RC.

c. In all cases, there must be an intent to provide the Reservist with parity of health care that Regular personnel receive, whilst employed on military duty. For members of the reserve component of the Armed Forces, undertaking officially sanctioned military activity be it sporting, adventurous training or military training,

medical support is provided through service facilities at public expense up to the point where the individual is fit to be discharged home to the care of their own GP in the home base. However, long term health care is not provided by MOD to manage the long term consequences of injury or illness sustained by members of the Reserve component unless sustained whilst mobilised for operations; that responsibility lies with the NHS.

d. AAC(V) aircrew are to be considered as being on duty for medical and dental purposes whenever they attend for flying duties.

01.03.308. When not on Duty. If medical, hospital or dental treatment is required for an Army Reservist when not at Annual Training Deployment or duty for a disability which is attributable or is considered to be attributable to military service, treatment will normally be obtained under National Health Service arrangements, that is to say, from a civilian medical or dental practitioner who is in the National Health Service or hospital treatment at a civil hospital under that service. National Health Service statutory charges in respect of this treatment, but not of appliances, will be refunded. Only in cases of emergency where treatment is urgently required and it is not practicable to secure it from National Health Service sources are expenses for treatment under other arrangements to be accepted as a charge against Army funds.

01.03.309. Social Security Act 1975. Officers and soldiers of the Army Reserve while undergoing training or instruction are regarded as employed in the military service of the Crown and during such employment are excepted from the scope of the relevant sections of the above act concerned with industrial injuries, even though the duties performed are not specifically authorised or provided for by regulations, and irrespective of whether or not the officer or soldier is compelled to perform them or, receives payment in respect of them.

01.03.310. Disability.

a. In cases of disability, whether of injury or sickness, officers and soldiers of the Army Reserve may be granted hospital treatment, and medical and dental treatment, under the conditions laid down in **paras 01.03.307 to 01.03.308**.

b. Personnel required to attend for treatment from or an assessment or examination by Service sources or to attend a medical board are on duty and are eligible to travel at public expense and receive pay.

Casualty Documentation (to be read in conjunction with JSP 751)

01.03.311 – 01.03.315. Reserved.

01.03.316. General.

a. Whenever any Army Reservist sustains a wound or injury while on duty, the matter is to be reported to the member's CO, whether or not the member has been incapacitated as a result. Failure to report such an incident may lead to difficulties in the event of a subsequent claim to disablement allowance, pension or other award. In addition all accidents are to be reported to the Army Incident Notification Cell (AINC) in accordance with **ACSO 1200 (The Army's Safety and Environmental Management System)** and Annex H. AINC acts as the clearing house for the

reporting of all incidents. Any injury or illness resulting in absence from civilian occupation requiring medical certification, or a reduction in functional capacity of the Army Reservist must be referred an Occupational Health assessment arranged through HQ Regional Command Medical Branch. This will inform the Joint Medical Employment Standard (JMES):

b.

(1) The circumstances under which wounds or injuries are regarded as due to service are set out in **para 01.03.306**.

(2) The CO is to arrange for the completion of Army Form 510, which should state clearly the exact circumstances in which the injury was sustained. Army Form 510, together with the proceedings of the board of inquiry, if held, are to be filed with the member's documents (F Med 4/digital health record on DMICP) unless a claim for disablement allowance has been received, when they are to be sent with the claim to the SO2/C2 Health in the Command/Functional Bde HQ for onward transmission to DBS Exception Team Mail Point 305, Kentigern House, 65 Brown Street, GLASGOW G2 8EX. In addition, the accident reporting processes are to be followed in paras 01.03.330 to 01.03.335.

(3) Where an Army Reservist is injured in any way by or through the fault of a civilian and claims and receives compensation from such civilian, the fact is to be recorded in the proceedings of the board of inquiry (if held) or unless these documents have already been forwarded with a claim to disablement allowance or pension, when the fact is to be reported direct to DBS, Exception Team Mail Point 305, Kentigern House, 65 Brown Street, GLASGOW G2 8EX, (Telephone 0141-224-3201 or Mil 94561 3201).

01.03.317. Reserved.

01.03.318. Admission Reports. When an officer or soldier of the Army Reserve who is a member of the Non Regular Permanent Staff or FTRS is admitted to a military medical unit or civil hospital while on duty, the officer commanding is to adhere to the rules of **AGAI 99 (Command and Care of Serving Personnel on Recovery Duty)**.

01.03.319. Notifiable Casualties On Duty:

a. Army Reserve casualties are notifiable and are to be raised for on duty Reservists (and members of the permanent staff at all times) as listed in **JSP 751** Joint Casualty and Compassionate Policy and Procedures, Part 1, Vol 1 Management of the Casualty.

b. When Reservists are admitted to hospital, the unit CO is to adhere to the procedures set out in **AGAI 99 (Command and Care of Serving Personnel on Recovery Duty)**.

01.03.320 – 01.03.326. Reserved.

01.03.327. Emergency Contact Addresses.

a. **Officers.** Details of Emergency Contact (EC) and nominees of regular and Army Reserve officers for casualty notification purposes, and changes thereto, are to be recorded on JPA.

b. **Soldiers.** Any changes in EC and Additional Emergency Contact (ADDEC) are to be recorded on JPA. It should be noted that there should only be exceptional reasons for not including the next of kin as one of the two nominees.

01.03.328. Reserved.

Injuries or Sickness when not on Duty

01.03.329. Procedures to be followed by an individual and their unit are laid down at Annex E/3.

Reporting of Accidents

01.03.330. All accidents and incidents are to be notified to Army Incident Notification Cell (AINC). The information should be as detailed as possible and include a summary of the activity being undertaken. It should be specific enough to determine which part of the body is affected, that is to say, Third finger of Left Hand, Right ankle, and so forth. It is important that all accidents on and off duty are reported, AINC will decide the threshold for entry on the database and determine any subsequent action such as RIDDOR. A summary of reportable incidents include but are not exclusive are shown below:

a. **Injuries to Military Personnel.** Injuries including climatic and sporting injuries and injuries as a result of both on and off duty road traffic accidents (RTAs).

b. **Injuries to Civilian Personnel.** Injuries including injuries as a result of on and off duty RTAs.

c. **Injuries to Contractors and Non-MOD Civilians.** Injuries occurring on MOD property or as the result of Army activities.

d. Serious damage to equipment and incidents of serious equipment failure.

e. Illnesses, diseases and dangerous occurrences in accordance with RIDDOR reporting requirements. RIDDOR reporting will be undertaken by AINC staff.

f. Environmental pollution incidents.

g. **Unusual Radiation Events.** Radiation overexposure (RF or otherwise), the malfunction of medical, dental or industrial radiography equipment, and the loss, theft or spillage of any items containing Radioactive Material.

01.03.331. The details of Army Reporting Cell (ARC) are contained in **ACSO 1200 (The Army's Safety and Environmental Management System)**, Chapter 7.

01.03.332. Army Reporting Cell (ARC). The ARC is the Army’s system administrator for DURALS responsible for:

a. Analytics – providing management information for ARMY HQ and Commands at ASL level.

b. Audit – conducting quality control and audit of Army inputs into DURALS.

c. Administration – undertaking administrative responsibilities for the Army's use of DURALS including permissions, feedback, and development oversight.

01.03.333. All occurrences across the Army must be reported on DURALS and, where appropriate, exercise instructions and supporting documents should be attached. This reporting requirement applies to all Army Personnel. See **ACSO 1200**, Chapter 7 for applicability and Unit responsibilities.

01.03.334. The means of communication in **para 01.03.327** is particularly relevant to Army Reserve units and Cadet organisations engaged in adventurous training expeditions overseas.

01.03.335. Reserved.

01.03.336. Treatment of Reservists who are unfit for work. The purpose of this section of the regulations is to give guidance to Reservist units, Chain of Command and Service Medical Officers (SMOs) or Service Civilian Medical Practitioner (CMP) in dealing with reservists who are unfit for their duties. It applies especially to those who are long-term sick, where there is doubt whether they will become fit for work, or where administrative action in a manner consistent with **AGAI 99 (Command and Care of Serving Personnel on Recovery Duty)** / **AGAI 78 (Army Medical Employment Policy)** might be appropriate.

01.03.337. The separate policy for the support of reservists injured during call out for permanent service is covered in **JSP 753**. Reservists are not entitled to receive Primary Health Care from Service sources. Entitled personnel, for example, FTRS(FC) are to register with a Defence Primary Health Care (DPHC) Medical Treatment Facility (MTF). Non-entitled Reservists should register for routine health care with a GP under normal NHS arrangements. Note, however, that all Reservists will be required to attend a DPHC Occupational Health provider[41] for Service PULHHEEMS and Medical Boarding in accordance with single Service arrangements, as described within **AGAI 99 (Command and Care of Serving Personnel on Recovery Duty)** / **AGAI 78 (Army Medical Employment Policy)** and The Reserve Land Forces Regulations. Reservists are also to inform their Chain of Command of any change to medical condition which might have an effect on training and mobilisation in order to ensure that known medical conditions are not exacerbated by personnel undertaking work or duties inappropriate to their condition, Personnel, temporarily unfit for military duty, and who are seeking a return to Military duty must receive a Service PULHHEEMS review. It is the responsibility of the Chain of Command to ensure that a Service PULHHEEMS review has been conducted before a return to Military training. The DPHC OH provider will provide the Chain of Command with a JMES award and, through the Appendix 9, highlight relevant functional limitations which are to be considered for the safe employment of the Reservist. The Chain of Command

[41] DPHC MTF or Independent Service Provider contracted by DPHC to provide OH to Reservists.

may wish to conduct a further risk assessment in accordance with **JSP 375**, Volume 2 to consider and determine fitness to undertake particular aspects of Military Training.

01.03.338. It may be necessary for the DPHC OH provider to seek information from a Reservist's NHS GP to inform OH decisions. Consent will be required using Appendix 14 and 15 to **AGAI 78 (Army Medical Employment Policy)**. Remuneration of NHS GP reports is via Surgeon General's Finance Department. If consent is withheld, the Chain of Command will be informed by the DPHC OH provider; the JMES award may be overly protective inhibiting effective Military Employment.

01.03.339. There is a clear duty on the reservist to allow the free exchange of medically sensitive information between their GP and a Service MO or CMP where the reservist's work sickness record is a cause for concern through Occupational Health (OH) Referral.

01.03.340 – 01.03.345. Reserved.

Action to be Taken

01.03.346. General Principles. In dealing with cases of reservists unfit for work and the Service interest, the following general principles are to be applied:

a. The case is to be dealt with in a manner consistent with submissions involving regular personnel or other areas of the public service.

The reservist is to be advised to consult their own GP and offered the support of other welfare agencies, in the interests of restoring them to health. Remuneration of NHS GP reports is via HR Form 328A: Claim for Fees in Respect of Medical Reports or the Reservist may claim the fees via JPA.

Action by Units

01.03.347. Where it is clear that action to maintain the Service duty of care/interest is necessary, and if an assessment by a Service MO or CMP cannot be obtained, the reservist's unit in consultation with the service OH is to ask the reservist to consent in writing to their GP being approached, and inform the reservist that they will have the right to see any report provided by their GP or a specialist. The unit should then send the written consent to the Service MO or CMP, indicating that discharge on medical grounds is being considered or alternatively that formal administrative action is being considered.

Action by the Service MO

01.03.348. On request from the Chain of Command, the DPHC OH provider is to undertake a Service PULHHEEMS to determine fitness to return to Military Training. The DPHC OH provider is to seek information from a Reservist's NHS GP to inform OH decisions. Consent will be required using Appendix 14 and 15 to **AGAI 78 (Army Medical Employment Policy)**. Remuneration of NHS GP reports is via HR Form 328A: Claim for Fees In Respect of Medical Reports.

Failure to Co-operate

01.03.349. Should the reservist not consent to an approach to their GP, or if there are reasonable grounds for doubting the authenticity of a medical certificate, the case is to be dealt with as an administrative or disciplinary matter in accordance with existing procedures for such cases.

01.03.350. Refusal to Release Functional Restrictions Related to JMES. If a SP does not consent to the CoC having access to their medical grading information (JMES and Appendix 9) then the MO will enter a JMES of A6L6M6E1. This grading cannot occur in any other circumstances and will notify the CoC that the SP has not consented for their information relating to the medical record to be released. In the first instance it should be made clear to the SP whom their medical information will be shared with and why access to it is required. Should the SP continue to withhold consent the CoC will have difficulty in meeting its obligations under the Health and Safety at Work Act 1974. In the absence of this information the executive are required to manage the risk(s) relating to a condition and/or medical restriction for which they have no knowledge. In such circumstances it may be necessary to terminate the SP's Service on administrative grounds. Should termination of Service be the determined course of action then **AGAI 49 (Termination of Service and Discharge of Soldiers)** should be followed. Noting that Pers Pol (A) is the competent military authority to approve such a termination.

Disability Allowances and awards

01.03.351. Causes of Injury Attributable to Service.

a. Wounds, illnesses and injuries (including mental health) sustained in the following circumstances, unless due to the negligence or misconduct of the member, are normally to be regarded as attributable to service:

(1) Arising out of training or while on duty, including permanent service, that is to say, at a time when a soldier is subject to military law including activities defined in (2) below.

(2) Occurring on Army Reserve premises during attendance for the purpose of training, whether or not arising directly from training, but not during attendance for amenity purposes unless formally recorded as being on Category A, B, C-1 or C-2 type training as defined in Annex A/2.

(3) Occurring while proceeding directly to and from training, or duties (see Appx 2 to Annex F/3).

b. Injuries incurred during rest and recuperation (R&R) activities carried out during Annual Training Deployment or other periods of training, will only be regarded as attributable if the activities were formally organized and supervised in accordance with the relevant Army or Joint Service regulations and instructions, for example, challenge pursuits, adventurous training activities and sport must be organized and supervised in accordance with **AGAI 11 (Adventurous Training)** and **ACSO 1203 Part 4 (Army Maritime Instructions: Water Safety)** and **AGAI 5 (Sport)** as appropriate. (Claims are to be accompanied by the R&R programme and details of the authority under which the activity was authorised/supervised).

01.03.352. Procedures.

a. **General.** The procedure to be followed in the event of an injury occurring to a member of the Army Reserve, or a Regular Reserve (including RARO) training with the Army Reserve, is laid down in Chapter 3, paras 01.03.318 to 01.03.321 and **JSP 751**. These instructions are amplified at Annex C/3 to give guidelines to Army Reserve personnel on the conduct of investigations into the circumstances which gave rise to the injuries (see also **para 01.03.357** for instructions on the disposal of documents). Regulations governing the provision of treatment are at paras 01.03.307 and 01.03.358.

b. **Third Party Claims.** Additional procedures to be followed when an incident may give rise to a claim against a member of the Army Reserve or Ministry of Defence, or a claim on behalf of the Ministry of Defence against a third party are outlined at Section 13 to Chapter 3 of these regulations. It should be noted that the provisions of this chapter do not preclude the right of Service Personnel to make a claim in Common Law for compensation for personal accident or injury due to negligence against the Ministry of Defence (see also Annex D/3). However, it is probable that in an out of court settlement, the compensation would be abated by any disability allowance payments and/or gratuity received by the plaintiff.

c. **Benefits Guide.** A simplified Guide to Benefits, which may be copied and issued to members of the Army Reserve, is at Annex A/3, and an algorithm outlining Disability Allowance procedures, for the assistance of unit staff, is at Appx 1 to Annex F/3.

d. **Units Standing Orders.** It is essential that all officers and instructors are aware of the provisions of Annexes C/3, D/3 and F/3. Failure to initiate procedures without delay may financially penalize the injured Reservist and could ultimately deprive them of the right to a Pension or Gratuity from the Defence Business Services (DBS) (formerly SPVA), Ministry of Defence, if medically discharged (see also **JSP 751** for instructions on notification procedures to the chain of command in the event of injury or death).

01.03.353. Applicability of these Regulations. In the case of disablement or death attributable to or aggravated by service, the provisions of this chapter are to apply to all officers and soldiers of the Army Reserve, excluding officers and soldiers of the permanent staff who are members of the Regular Forces and Non Regular Permanent Staff (NRPS).

01.03.354. Maximum Period of Allowance.

a. A member who is totally disabled as a result of service may be granted a disablement allowance, during periods of total incapacity, subject to the conditions set out in paras 01.03.361 and 01.03.366. The allowance is normally only admissible for the period of up to 26 weeks from the date on which the wound or injury was sustained, or on which a member was first incapacitated by the disease. Exceptionally, where there is a recurrence arising from the same injury or illness, this period may be extended.

b. **Resignation, Retirement or Discharge.** The allowance is to cease on retirement, discharge or call out, and is not to be issued during periods when full pay

is admissible (see also **JSP 754**, Chapter 4, Sect 4). The CO is to give the Exceptions Team Defence Business Services (formerly SPVA) prior notification if a member in receipt of Disability Allowance is due to retire, resign or be discharged, or if it is intended that they should be so (see also paras 01.3368e and 01.03.369f).

c. **Partial Incapacity.** Where a member suffers a wound or injury which results in partial incapacity, the provisions of **para 01.03.369** apply.

01.03.355. Restriction on Training.

a. **Total Incapacity.** In no circumstances is an officer or soldier in receipt of Disablement Allowance for total incapacity to be permitted to attend camp or any other training period. In the case of a belated claim, the CO is to attach a statement to the claim, giving details of any training attended by the claimant since the injury was incurred, and explaining why such training was carried out.

b. **Partial Disability.** Personnel in receipt of Disablement Allowance at pension rates in respect of partial disability may participate in training activities, within the limits laid down by the Medical Board responsible for their case (see also **para 01.03.369d**).

c. **Treatment Allowance.** Under no circumstances is an officer or soldier in receipt of Treatment Allowance to participate in any training or duties (see also **para 01.03.369g(3)**).

01.03.356. Medical Treatment.

a. **Normal Procedures.** Where suitable Service medical facilities are not available at the site at which the injury or wound is incurred by a member when on duty, they should be referred to the nearest suitable Service medical facility for treatment. Where this is impracticable, they are to be referred to the nearest NHS hospital, or be treated under normal NHS arrangements (see also **para 01.03.308**).

b. **Private Medical Treatment.**

(1) **General.** Only in the most exceptional circumstances is the use of private medical facilities to be considered. In such instances, prior approval is to be sought from the Defence Medical Services Department (DMSD) before treatment commences and before costs are incurred. Where practicable, requests are to be submitted in writing, giving full background details of the case, including reasons why the use of alternative Service or NHS facilities was not possible, together with the likely cost of treatment.

(2) **Emergency Procedures.** Outside normal working hours or in cases of extreme medical emergency, contact should be made with MOD(DMSD) as soon as possible after the incident, notifying the contact point by telephone of the action taken and the justification for this, with confirmation in writing.

Claims

01.03.357. Disposal of Documents.

a. **Claims for Injury.** If a claim for Disability Allowance or Pension is made by an officer or soldier, a copy of Army Form 510, Attendance Record, Training Programme and the Non Statutory Inquiry proceedings (if held) are to be forwarded with the claim form (Army Form O 1699) to the Command/Functional Bde HQ in whose area the sub-unit of the injured person is located. The Command/Functional Bde HQ is to examine the claim and if in doubt over its validity, is to initiate urgent enquiries to establish the facts of the case. The claim is then to be forwarded to the Exceptions Team DBS under cover of a letter expressing the headquarters' military opinion. Particular care is to be taken if a case falls into the categories defined in **para 01.03.366**.

b. **Claims for Disease or Illness.** The Army Form O 1699, accompanied by a statement of the alleged cause (see also **para 01.03.3614b**) is to be forwarded as outlined above.

c. **Action where No Claim is Submitted.** Documents listed at **para 01.03.357a** are to be forwarded to APC Res Br for retention in the member's personal file so that they are available in the event of a belated claim for Disability Allowance or a disability pension.

01.03.358. Prompt Action.

a. The importance of prompt attention to claims to disablement awards cannot be over-emphasized. CO are to ensure that adequate arrangements are made for the initiation of claims and for the provision of assistance to members in preferring them. Where it is known that a member has been disabled as a result of service, they or a member of their family must be informed of their entitlement to claim. Where necessary the CO is to take steps to initiate a claim on the member's behalf, and in all cases they are to ensure that the member or their family is given every assistance in correspondence relating to any disability awards.

b. To prevent delays in correspondence, CO are to make appropriate arrangements to allow direct correspondence between detached sub-units and the Command/Functional Bde HQ concerned, or the Exceptions Team DBS, Kentigern House, Brown Street, GLASGOW G2 8EX, on matters affecting Disablement Allowances in individual cases.

c. A claim may be disallowed if it is not made within 1 month from the start of total incapacity.

Eligibility to Receive Pay

01.03.359. Non-Attributable Disabilities. Where a disability not due to military service (see also **para 01.03.351**) occurs during a period of training for which pay is admissible, the officer or soldier concerned is eligible to receive pay up to the end of that period of training. In no circumstances is pay to be issued for more than 30 days from the date a non-attributable disability occurs, even though the training may be for a longer period.

01.03.360. Attributable Disabilities.

a. Where an attributable disability occurs (see also **para 01.03.351**) which results in total incapacity, the CO is to continue to issue full Army Reserve pay and allowances to the member until the end of the period of training (see also **para 01.07.020**).

b. If it is apparent that total incapacity is likely to continue beyond the end of the training period, the CO is to take steps to enable the member to submit a claim for Disability Allowance as laid down in paras 01.03.363 to 01.03.364.

Assessment of Disability Allowance

01.03.361.

a. **Misconduct or Negligence.** When a wound or injury is due to a member's misconduct or negligence, the award will be subject to reduction or possible rejection, according to the circumstances of the particular case. The judgement of the Command/Functional Bde HQ and/or any Board of Inquiry proceedings (if held) will be crucial factors in assisting the Exceptions Team DBS to come to a decision.

b. **Rank.** Rank for the purpose of Disability Allowance, is to be the substantive rank[42] held by the member.

c. **Withholding or Reduction of Payment.** In other circumstances payment may be withheld or issued at a reduced rate if full, normal payment is not considered to be justified.

d. **Rates of Disability Allowance.** Disability Allowance for total incapacity is paid at the same rate as the claimant's rate of Army Reserve Pay (see also **para 01.03.366**). Disability Allowance for partial incapacity is paid at the appropriate pension rate dependant on the degree of disability (see also **para 01.03.369c**).

Notes:

1. Individuals on Category C-1 or C-2 duties at the time are entitled to be assessed as though they had been in receipt of pay.

Total Incapacity

01.03.362. Definition. A precise definition of total incapacity for work is difficult to ascertain, however, a supporting statement is required from the relevant medical authority at **para 01.03.356**. The statement, which is to be personally endorsed by the CO, must confirm that the claimant is totally incapable of performing any type of military duty.

01.03.363. Claims for an Attributable Wound or Injury.

a. **The Application.** A member who wishes to claim Disability Allowance for total incapacity attributable to a wound or injury is to submit an application, in duplicate,

[42] ACR

through their CO on Army Form O 1699, accompanied by a medical certificate showing:

(1) The nature of their disability.

(2) Whether they are totally incapacitated.

(3) The date the incapacity began.

(4) The expected duration of the incapacity, if possible.

(5) Whether they have been, or probably will be admitted to hospital as a patient.

If the member is unable themselves to submit an application, it may be made by some other responsible person on their behalf. If necessary, this may be an officer of the man's unit.

b. **Despatch.** The claim, in duplicate, together with the documents referred to in paras 01.03.318 and 01.03.357, is then to be forwarded to the appropriate Command/Functional Bde HQ, or in the case of National units to their parent Army Reserve/CRHQ. The Army Reserve/CRHQ concerned is to pass the claim and other documents, with any appropriate comments, to the Command/Functional Bde HQ for onward transmission to the Exceptions Team DBS as required in **para 01.03.357a.**

c. **Authorisation.** If the member is totally incapacitated and the disablement is clearly attributable to a wound or injury sustained in any of the circumstances described in **para 01.03.351**, the Exceptions Team SPVA will authorise the issue of Disability Allowance.

d. **Assessment.** DBS is to assess and issue Disability Allowance as provided in **paras 01.03.354, 01.03.361** and **01.03.367** for the period of total incapacity.

01.03.364. Claims for an Attributable Disease or Illness.

a. **The Claim.** A member who wishes to claim Disability Allowance for total incapacity due to illness or disease allegedly due to, or aggravated by, service, for example, exposure to, or stress of training being the direct or contributory cause, is to submit an application, in duplicate, through their CO on Army Form O 1699, accompanied by a medical certificate showing:

(1) The nature of their disability and a full statement of the circumstances in which the disease or illness is alleged to be attributable to, or aggravated by service. Particular reference should be made to the nature of the training or duties, and where appropriate, the weather conditions prevailing at the relevant time.

(2) Whether they are totally incapacitated.

(3) The date the incapacity began.

(4) The expected duration of the incapacity, if possible.

(5) Whether they have been, or probably will be admitted to hospital as a patient.

b. **Despatch.** The claim, in duplicate, together with the medical certificate and a confirmatory statement by the Medical Officer as defined in **para 01.03.362**, is then to be forwarded to the appropriate Command/Functional Bde HQ. The Command/Functional Bde HQ concerned is to pass the claim and other documents to the Exceptions Team DBS.

c. **Verification by the CO.** The CO is required to express an opinion on the claim, which should be accompanied by any other statements or evidence which are relevant to the case. The Command/Functional Bde HQ is to comment as appropriate in the covering letter forwarding the claim to the Exceptions Team DBS.

01.03.365. Cases Requiring Detailed Investigation. If any of the following circumstances apply, the Command/Functional Bde HQ is to satisfy itself that a detailed investigation of the circumstances has taken place. If this has not occurred, the Bde HQ is to initiate such an investigation:

a. **Doubt as to Cause.** If there is any doubt that the wound or injury was in fact due to service, or that the illness or disease was due to or aggravated by service.

b. **Negligence or Misconduct.** If negligence or misconduct are considered to have contributed to the injury. Particular care needs to be taken to confirm whether an injury is attributable to a proper, recognized Army Reserve activity, or was due to avoidable circumstances which in reasonable judgement were, or should have been, within the injured person’s own control. (See also Annex F/3).

c. **Delayed Disablement.** If the disablement did not begin within 1 month of the wound or injury being incurred, or if the claim is not submitted within a month of the start of the total incapacity. Claims in these cases are to be accompanied by a statement by the CO explaining the reasons for late submission.

d. **Doubt over Admissibility.** If for any other reason there is doubt regarding the admissibility of the claim, or the rate of allowance, a clear statement of the circumstances pertinent to the case, together with any supporting documents or evidence, for example, Board of Inquiry Proceedings, is to be submitted.

Payment

01.03.366.

a. **Rate of Pay.** Disability Allowance for total incapacity consists of a basic payment equivalent to the full Army Reserve pay applicable to the rank held by the member on the date on which the wound or injury was sustained, or on which they were first totally incapacitated (see also **para 01.03.361b**).

b. **Additional Pay.** Where full Army Reserve pay includes a major form of additional pay, for example, Flying Pay or Divers Pay, a deduction equal to the amount of additional pay is to be made from the basic payment from the 92nd day after the date on which the member was first incapacitated.

c. **Abatements.** With effect from 1 July 1991, all payments from public bodies and corporations (including DWP Disability Allowance or War Disability Pension received in respect of the same injury or illness) will be deducted from Reserve Forces Disability Allowance, but not payments funded by private employers. If the total amount of sick pay received by an employee of a public body or corporation is equal to, or exceeds the appropriate rate of Disablement Allowance, the allowance will not be payable and any overpayment will be recovered.

d. **Cessation of Total Disablement.**

(1) Where a member ceases to be totally incapacitated before the end of the period for which pay is admissible (see **para 01.03.360**), but claims they are still suffering partial incapacity due to the wound or injury, the case is to be dealt with as laid down in **para 01.03.369h**.

(2) Where no claim is preferred, the fact is to be reported on completion of training, with full particulars of the case to the Command/Functional Bde HQ. The headquarters is to examine the case in the same way as if a claim had been preferred, initiate further investigations if necessary, and comment accordingly in line with the instructions at **paras 01.03.357a**, **01.03.361a** and **01.03.365**. The Command/Functional Bde HQ is then to forward its comments and the case papers to APC Res Br for record purposes (see also **para 01.03.357c**).

e. **Start of Payment.** If an attributable disability extends beyond the period of training, Disability Allowance will become issuable as laid down **in paras 01.03.354, 01.03.361, 01.03.367** and **01.03.369**.

f. **Medical Board – Effect of Delays.** If the medical board findings are not received by the Exceptions Team DBS the end of the 26th week, Disability Allowance payments will be revised to the equivalent of 50% Pension Rates (see also **para 01.03.368c**).

Medical Reports and Boards

01.03.367. Medical Reports Showing Total Incapacity.

a. **Necessity for Payment Authorization.** No payment is to be made for any period not covered by a medical certificate showing that the claimant is totally incapacitated from a cause clearly attributable to the wound, injury, illness or disease in question. Medical certificates, showing the probable period of incapacity (other than the initial certificate and Army Form 501 or initial certificate and Medical Officer's verification in cases of disease or illness), are to be obtained by the Exceptions Team DBS direct from the claimant on expiry of the previous medical certificate, or every 2 weeks, whichever is the shorter period.

b. **Self-Certification.** Self-certification is admissible for the first 7 days.

c. **Additional Requirements.** The Exceptions Team DBS is to obtain from the claimant any additional documents considered necessary to substantiate their claim. If verification of all or any of the necessary particulars is not immediately available,

Disability Allowance is to be paid at the highest rate proved admissible, and adjustment to any higher rate made retrospectively.

d. **Change of Condition.** The claimant is to be warned of the necessity to report any change affecting their entitlement to the issue of Disability Allowance, for example, the cessation of total incapacity.

e. **Action after 6 Weeks Total Disablement.**

(1) Where total incapacity continues or is expected to continue for 6 weeks or more, and the claimant is not a patient in hospital, the situation is to be reported by the Exceptions Team SPVA to the unit CO and copied to the Command/Functional Bde HQ concerned and the Exceptions Team DBS.

(2) If, in the light of the medical report, the CO has any doubt as to the claimant's continued entitlement to Disability Allowance for total incapacity, they are to refer the case (with a copy of the medical report) to the Exceptions Team DBS.

01.03.368. Continuous Total Incapacity: Examination by a Medical Board after 4 Months' Total Disablement.

a. **Convening a Board.** If after 4 months from the date of the wound or injury or first incapacity by the disease or illness:

(1) The claimant is still totally incapacitated.

(2) It appears that the claimant will remain totally incapacitated for more than a further 2 months, the CO is to arrange with RC/OHSAS for the claimant to be examined by a medical board. The purpose of the medical board will be to ascertain the claimant's fitness for further service.

b. **Notification of Date of Board.** RC will notify the Exceptions Team DBS, of the date, time and location of the medical board, and supply the results to the DBS Medical Assessor.

c. Transfer from Pay to Pension Rates after 26 Weeks. If the medical board findings are not available, or the board is not held, within the initial 26 weeks from the date the wound or injury was incurred, or the claimant became totally incapacitated due to illness or disease, an interim award equivalent to 50% Pension Rates may be payable. Payment at this rate will continue until the medical board results are known provided medical certificates continue to be provided in support of the claim. On receipt of the Board Report and recommendations, the award will be re-assessed.

d. **Report and Recommendations.** The medical board's Report on F Med 23, and the board's recommendations are to be forwarded to the Exceptions Team DBS, Kentigern House, Brown Street, Glasgow G2 8EX in order to assess the degree of residual disability.

e. **Medical Retirement / Discharge.** If it is decided that the Reservist should be retired or discharged on medical grounds, the Exceptions Team DBS is to inform APC Res Br of the intended date of retirement/discharge, and is to forward the

claimant's application form and medical certificates, together with a statement giving particulars of the Disability Allowance issued, or to be issued up to the date of retirement or discharge. APC Res Br will confirm the retirement/discharge date to the Exceptions Team DBS.

f. **Disability Award / War Disability Pension.** (Revised arrangements for Reservists' attributable gratuities and pensions for injuries incurred on or after 6 April 2005 have been published separately (see MMP/123).

(1) Veterans UK will liaise with Pension wing for consideration of a Disability Award or Pension following retirement/discharge.

(2) In considering an award of an Additional Attributable Pension, the Ministry of Defence will take due regard of the SPVA assessment of the condition(s) for which the member was discharged and was found to be attributable to service.

(3) It is essential that the actions covered in paras 01.03.368a and b are taken without delay on completion of a period of 4 months' incapacity, so that the Ministry of Defence can consider the question of retirement or discharge before the 6 months' period has expired. Payment of Disability Allowance may be continued until the date of retirement or discharge.

g. Except as provided for in paras 01.03.368h and 01.03.374, procedures for the retirement of an officer or discharge of a soldier for medical unfitness are to be initiated as soon as they are found to be permanently unfit for general service; or in the case of a soldier enlisted for special duties, permanently unfit for the duties for which they were enlisted.

h. An officer or soldier who is graded MLD, but is considered to be fit for the duties of their unit, may be retained provided such duties are not likely to cause any worsening of the disability from which they are suffering. Each case is to be submitted through the chain of command to Army HQ Head Pers Pol (Army) Employment Branch for a decision.

i. **Submission of a Second Claim for Total Incapacity.** If a member, who has ceased to be in receipt of Disability Allowance for total incapacity, submits a further claim for total disablement in respect of the original disability, their case is to be referred to the Exceptions Team DBS. Normal claim documentation as required by **para 01.03.357** is to be submitted, and, in addition, proof of connection between the original injury and the second claim. Provision of such proof rests on the claimant who is to obtain conclusive medical evidence in support of their claim.

j. **Other Claims.** If a member submits a claim for Disability Allowance for total incapacity under any circumstances not covered above, their claim with full particulars of their case, is to be forwarded by the CO to the Exceptions Team DBS, through the Command/Functional Bde HQ in accordance with **para 01.03.357a** or **01.03.357b**.

Partial Incapacity

01.03.369.

a. **Action on Cessation of Payment for Total Incapacity.**

(1) On despatch of the final payment of Disablement Allowance for total incapacity, the Exceptions Team DBS is to enclose a notice requesting the member to state whether they wish to claim in respect of any residual disability arising from the disablement for which Disability Allowance for total incapacity has already been paid.

(2) **Action if No Claim is Made.** If no claim for residual disability is made the Exceptions Team DBS is to endorse the member's original application to that effect.

(3) **Action if a Claim is Made.** Any claim for residual disability is to be forwarded through the Command/Functional Bde HQ to the Exceptions Team DBS.

b. **Action by the APC.** On receipt of a residual partial disability claim, the Exceptions Team DBS will inform the unit to arrange for the claimant to be examined by a medical board. The findings will be used to assess the degree of residual disability.

c. **Allowance or Gratuity.** The medical board's report (F Med 23) and recommendations are to be forwarded to the Exceptions Team DBS.

(1) **Payment at Pension Rates.** If the disability is assessed as 20% or more, the APC will authorise and initiate payments of Disability Allowance for partial disability at pension rates and will also lay down the period of payment or the date for a further medical review.

(2) **Payment of Gratuity.** If disablement is assessed as less than 20%, a Disablement Gratuity may be authorised.

d. **Training.**

(1) Payment of Disablement Allowance for partial incapacity recognizes that the claimant is unable to undertake the full range of military duties. Medical boards are to provide details of these limitations in their report.

(2) Unless the medical board makes specific recommendations to the contrary, the claimant is to attend and participate in training and duties within the limits prescribed by the board.

e. **Continuation of Payment.**

(1) **Reviews.** The claimant's case will be reviewed at intervals by the medical board, and the allowance will continue to be paid until they are either discharged from the Service or regains full fitness, that is to say, nil % disability. Medical board review findings will be used to authorise continuation of

payments and there is therefore no requirement to submit medical certificates unless a claim is made for Treatment Allowance.

(2) **Recommendation for Discharge.** When a member is adjudged to be unfit for further military service, medical discharge may be recommended. Discharge procedures are not to be delayed. The case and supporting information are to be forwarded to the Exceptions Team DBS as laid down in **para 01.03.368d**. Action will then be taken as laid down in paras 01.03.368e, 01.03.368f and 01.03.368g.

f. **Review of Run Out Date.**

(1) **General.** The CO is to review the run out date (ROD) of any claimant in receipt of Disability Allowance. They are to advise the Command / Functional Bde HQ and the Exceptions Team DBS, of the ROD, or of any proposal to extend the man's service. The Exceptions Team DBS will ensure that Disability Allowance is paid up to the man's actual ROD.

(2) **Action 6 Months prior to ROD.** The CO is to review the case of any member in receipt of Disability Allowance at pension rates, 6 months prior to ROD. A decision on retention or discharge at the ROD is to be taken in consultation with APC Res Br and after completion of a medical examination of the case. The fact that Disability Allowance is in payment is no bar to administrative discharge and any decision to re-engagement or retention is only to be made on the grounds that retention is necessary to meet the needs of the Service, or a medical prognosis that the claimant will be fit to return to full duties without entitlement to Disability Allowance before their ROD. In the event that the medical prognosis is not fulfilled, and retention is not justified to meet the needs of the Service, the member is to be medically discharged.

(3) **Notification of Review Recommendations.** The CO is to ensure that the member is informed of the decision made on completion of their review. If possible the member should be informed by the CO during an interview. Exceptionally, they may be informed by their sub-unit commander. In either event, the finding is to be confirmed to the member by letter, which is to be copied to the Command/Functional Bde HQ, the Exceptions Team DBS, APC Res Br and if the medical board review recommends discharge, the Pensions Wing APC.

g. **Treatment Allowance.**

(1) If a member in receipt of Disability Allowance at pension rates or a Disability Gratuity, requires further medical treatment for the attributable injury, and attendance involves loss of earnings, the Exceptions Team DBS will authorise the payment of Treatment Allowance, subject to the conditions outlined below. The purpose of this allowance is to increase the residual award to equate to 100% Disability Allowance at pension rates.

(2) Treatment Allowance is only payable under the following conditions, and may not be paid for more than 8 weeks:

(a) The member must either be hospitalized undergoing treatment as an in-patient, or attending hospital as an out-patient at least 3 times a week.

(b) Evidence of attendance is to be supported by validated medical certificates giving evidence of attendance, and an employer's statement confirming loss of earnings.

(3) **Training.** A member in receipt of Treatment Allowance is not permitted to train under any circumstances.

h. **Other Claims.** If a member submits a claim for Disability Allowance for partial incapacity under any circumstances not covered above, their claim with full particulars of their case, is to be forwarded by the CO to the Exceptions Team DBS, through the Command/Functional Bde HQ in accordance with paras 01.03.357a or 01.03.357b.

Belated Claims

01.03.370.

a. **Reporting.** If an officer or soldier should become incapacitated, or require treatment which they consider attributable to former training or duties, they are to report the matters at once to their superior officer. They are to take this action regardless of whether:

(1) the cause has not previously been reported, or

(2) if reported, it was not considered likely to incapacitate them, or necessitate treatment.

b. **Action by Superior Officer.** The superior officer is to arrange for the completion of Army Form O 1699 by the claimant and refer the claim, together with all supporting documents (see also **para 01.03.357**) through the Command / Functional Bde HQ for consideration by the Exceptions Team DBS, Kentigern House, Brown Street, GLASGOW G2 8EX. The Command/Functional Bde HQ is to staff the case in the same fashion as a normal claim (see also **para 01.03.357a**).

c. In the case of demobilised Army Reserve and Regular Reserve personnel, payment is to commence from the day after demobilisation or the date on which they report their incapacity to their superior officer, whichever is the later. Facilities are to be provided at the Demobilisation Centre to allow personnel who are incapacitated due to an attributable injury or illness, and who are being demobilised, to complete Army Form O 1699 and for the claim to be forwarded as required in **para 01.03.350b**.

Payment of Allowance to Spouses

01.03.371. Army Reservists who are married, eligible for Disability Allowance and in hospital, may give instructions for all or part of the allowance to be paid to a spouse or civil partner.

Disablement of Candidates and Applicants

01.03.372. Civilians who are injured while attending Army Reserve commissioning boards or Army Reserve recruit selection weekends are not eligible for Disability Allowance. They may be eligible to make third party claims against the Ministry of Defence in accordance with the provisions of Chapter 3, Section 12 in respect of negligence.

01.03.373. Reserved.

Payment of Allowances and Awards after Leaving the Service

01.03.374. Allowances. Disability Allowance is not to be paid to a member after they have retired, resigned or been discharged. Members in receipt of, or eligible to receive Disability Allowance for total incapacity, are not to retire, resign or be discharged if possible, until the normal 26 week period has ended (see also paras 01.03.354a and 01.03.3618e). After notification of a medical board's recommendation for medical discharge, the Exceptions Team DBS will, on discharge, take the action detailed in **para 01.03.368f(1)**.

01.03.375. Awards.

a. **General.** Disability awards after retirement or discharge, and awards to widows, widowers, children and immediate family of Army Reserve personnel are administered by the Ministry of Defence (see also paras 01.03.368f and 01.03.376).

b. **Belated Awards.** If on or after retirement or discharge, a member (other than those discharged under the provisions of paras 01.03.368e and 01.03.368f) wishes to claim a disability award for incapacity they attribute to an injury or illness/disease incurred during their service, they should submit their application to DBS, Norcross, BLACKPOOL, FY5 3WF.

c. **Revised Awards.** All those in receipt of a disability pension or award after retirement or discharge, should receive instructions from DBS on the action to take if their disability becomes more severe. If they have lost those instructions, they should write to DBS, quoting their personal reference number issued by DBS, and seek advice.

Pensions and Other Grants to Widows and Immediate Family (In Service)

01.03.376. The regulations governing Survivor Benefits are contained in **JSP 765** The Armed Forces Compensation Scheme for death or injury occurring on or after 6 April 2005. For death or injury up to and including 5 April 2005 the regulations are contained in the Pensions Warrant 1977, Part 6.

Death Arising from Military Duty

01.03.377. When an officer or soldier of the Army Reserve dies while on military duty or as a result of illness developed or injury received during such duty, units should refer to **JSP 751**, Volume 2 - (Management of The Deceased) Joint Casualty & Compassionate Policy & Procedures.

Notification of Emergency Contact

01.03.378.

a. **Casualty Handling and Recording.** Reserve forces personnel undergoing training or other duties, or called out for permanent service, who are injured, fall sick or are in any way considered to be a casualty, are to be administered in accordance with **JSP 751**. In the event of accident, illness or other compassionate circumstances, it is essential that the MOD is able to identify and contact quickly, the nominated representative of personnel involved. Additionally, the MOD is obliged under law to notify the legal next-of-kin in the event of death. To some degree the efficiency of the MOD's casualty handling relies on the co-operation of all personnel and, in particular, requires prompt and accurate notification of details of legal next-of-kin or any other individual to be notified. In an emergency, it is vital that administrative staff have access to accurate information, incorrect or out-of-date information can cause unnecessary and, perhaps, distressing delay.

b. **Hospital Visits.** When personnel on duty are conveyed to hospital on account of illness attributable to service in the Reserve forces and they are categorised as Very Seriously Ill (VSI) or Seriously Ill (SI) the provisions of **JSP 751**, Chapter 20 and **JSP 752**, Chapter 6, Section 3 apply for visits by relatives and friends.

Funeral Arrangements and Costs

01.03.379. When a Reservist dies while attending for training, or as a result of illness developed or injury received during Army Reserve duty, funeral expenses will be borne by public funds under the regulations which apply to the Army published in **JSP 751**.

01.03.380 – 01.03.400. Reserved.

SECTION 5 – DECORATIONS AND MEDALS

01.03.401. Decorations and medals including the King's Volunteer Reserves Medal (KVRM) and the Volunteer Reserves Service Medal (VRSM) are the subject of **KR(Army)**, Ch 5, Pt 10 and in **JSP 761**. Administrative instructions for the award of the VRSM can be found at Annex B/3.

01.03.402 – 01.03.408. Reserved.

Post Nominals

01.03.409. Reserve Forces personnel who complete 10 years' continuous service are recognised by the use of post-nominal letters "VR" denoting "Volunteer Reserve". Members of the Volunteer Reserve Forces, regardless of rank or Service, will be eligible to use the post-nominal letters with the entitlement retrospective to 1 April 1999. Service in the TA prior to this date may be used towards eligibility of the post-nominal provided that service was not used to qualify for any other post-nominals.

01.03.410. Eligibility to use the post-nominal will be dependent upon an individual having served continuously for 10 years in the UK Volunteer Reserve Forces, following completion of their Phase 1 training. Volunteer Reserve Forces means the Royal Navy Reserve (RNR), Royal Marines Reserve (RMR), Army Reserve (formerly the Territorial Army) or the Royal Auxiliary Air Force (RAuxAF). Those serving on Full Time Reserve Service (FTRS) assignments, Additional Duties Commitments (ADC) and Non Regular Permanent Staff (NRPS) are also eligible to use the post-nominal provided they have completed 10 years of continuous service in the Volunteer Reserve Forces.

01.03.411. On completion of 10 years' continuous service an individual is to confirm eligibility to use the post-nominal with their unit administration office. The post-nominal letters can be used on occasions where it is appropriate, for example as part of a titular address, but they are to follow after the post-nominal letters denoting the grant of any state Honour or decoration, or educational or professional qualification, for example, Corporal M J Smith MBE BSc VR or Major M J Smith MBE TD DL JP VR, and so forth.

01.03.412. As the post-nominal letters are formal recognition of a length of service, the entitlement to their use applies equally to serving and retired personnel on and from 1 April 1999 and will not be subject to consideration for forfeiture. It should be noted that the post nominal "VR" is not engraved on an individual's medals.

01.03.413 – 01.03.500. Reserved.

Intentionally blank

SECTION 6 – APPRAISAL REPORTS

Appraisal Reports

01.03.501. The principle information source for Reserve Career Management is The Career Management Manual, Part 3, Chapter 3 (Reserves). Readers of this section are directed to this document. It provides clear and easy to understand information and unambiguous direction from MS for Reserve officers and soldiers, their Career Managers in APC and the Chain of Command in a format consistent with the Regular element of the CM Manual and should be the first document consulted on all Matters Reserve Career Management policy. For purely appraisal issues, please consult **JSP 757** with Army Reserve differences covered in Annex O.

01.03.502 – 01.03.600. Reserved.

Intentionally blank

SECTION 7 – POLITICAL ACTIVITIES AND ELECTORAL REGISTRATION

General

01.03.601.

a. Regular Army personnel serving with the Army Reserve are governed in their political activities by **KR(Army)**, Ch 5, paras J5.581 to J5.586. They are not to take any active part in the affairs of any political organization, party or movement. They are not to take part in political marches or demonstrations (see also paras 01.03.606 to 01.03.607).

b. NRPS, FTRS(HC), FTRS(LC) and ADC personnel may stand for elections for local councils in the same manner as part-time Reservists. Their military duties take precedence over local political responsibilities.

c. Officers and soldiers of the Army Reserve may stand for election at local or national level. They may not stand at a national level if in any form of full time service such as FTRS or when engaged on an ADC. They have the normal rights and responsibilities of citizens of the United Kingdom. They may also release the fact that they are members of the Army Reserve in their campaign literature and on their web sites, however, the information released should be factual, for example, time served in the Army Reserve, places served. Reservists are not to include photographs of themselves in uniform in their campaign literature.

Political Activities

01.03.602. During the period between the issue of the writ for an election in any electoral district and polling day, no parade is to be held which could be made to appear on any grounds as liable to subvert party interests, for example, by preventing members of the Army Reserve from being present at an important political meeting. Annual Training Deployment and annual training (including weekend training) and, subject to the above considerations, normal out of camp training may take place as usual, but a parade or assembly of members of the Army Reserve for any other purpose will require the permission of the GOC RC. No out of Annual Training Deployment training is to take place on polling day.

01.03.603. Prohibitions.

a. Members of the Army Reserve are forbidden to institute meetings or take part in demonstrations for political party purposes in barracks, Annual Training Deployment or in their vicinity.

b. Members of the Army Reserve are not to refer to political questions in speeches at military functions of a social, sporting or cultural nature which are attended by the public.

c. Army Reserve bands are not permitted to play at meetings, demonstrations, parades or entertainment of a political nature; nor will they play for organizations having controversial aims.

d. Without prejudice to arrangements incidental to lettings in accordance with RFCA Regulations, paras 4.10 to 4.19 no publicity is to be given in Service establishments or on Service vehicles to political party propaganda, or to advertisements for party meetings, fetes or similar activities by political parties or organizations.

e. No service facilities including transport are to be used at or in connection with any function the purpose of which is to further the interests of a political party or an organization having controversial aims. See RFCA Regulations, paras 4.10 to 4.19 with regard to lettings.

f. Information about political parties, programmes or policies is not to be made available through Service journals or information rooms.

Electoral Registration

01.03.604. Voting Arrangements. Army Reservists are not eligible for registration as Service voters. A Reservist qualified to vote as a civilian may do so at an election during the period of Annual Continuous Training or other full time training.

01.03.605. Reserved.

01.03.606. Electoral Candidature – FTRS/ADC. No member of the Reserve Forces in FTRS or ADC may be an elected member of a national assembly, the House of Commons, the European Parliament or any other legislative assembly. They may, however, stand for election to local authorities (see **KR(Army)**, para J5.586).

01.03.607. Procedures. A member of the Reserves in FTRS or ADC who wishes to stand as a candidate for election to one of the bodies other than a local authority (see **KR(Army)**, para J5.586) must apply to Army HQ, Head WF Pol (Army) through their CO to terminate their FTRS or ADC commitment. Applications should be made as early as possible, preferably giving at least 3 months' notice to terminate an FTRS commitment and at least 1 months' notice to terminate ADC. Approval of an application will depend on the exigencies of the service. An unsuccessful candidate will have no right to reinstatement in FTRS or ADC duties.

01.03.608 – 01.03.700. Reserved.

SECTION 8 – PUBLIC AND SERVICE (NON PUBLIC) FUNDS

General

01.03.701. CO are responsible for the control of public and non-public funds entrusted to their unit. CO are to comply with the general procedures for control and accounting in accordance with **JSP 891**, Ch 2 and **KR(Army)**, Ch 5, Part 15. Further advice and guidance for Army units is available in the Unit Administration Manual Part 3, Ch 1.

a. CO are to appoint an imprest holder in accordance with the Personnel Administration Manual, Part 12, para 12.01022. This officer is normally to be selected from the Regular or NRPS officers.

b. An officer of the AGC(SPS)(V) may be imprest holder during periods of annual training at camp, under the authority of the Bde SO2 SPS.

c. In exceptional circumstances the Bde SO2 SPS or Commander SPS at Div may give authority for a Reservist officer to be appointed imprest holder.

01.03.702 – 01.03.740. Reserved.

Intentionally blank

SECTION 9 – STORES AND EQUIPMENT

General Responsibilities (see also KR(Army), Chapter 5, Part 16)

01.03.741. A CO is responsible for the condition and security of all public stores and equipment on charge to their unit and for ensuring that they are only used for purposes for which they are issued.

Accounting

01.03.742. Accounting for stores and equipment is to be in accordance with the Defence Supply Chain Manual (Defence Logistic Framework).

Sales of Surplus Materiel

01.03.743. Government surplus materiel may be purchased by members of the Army Reserve at auctions or by competitive tender under the conditions laid down in **KR(Army)**, para J5.627.

01.03.744 – 01.03.760. Reserved.

Intentionally blank

SECTION 10 – TRANSPORT AND MOVEMENT INSTRUCTIONS

Introduction

01.03.761. Given the Army Reserve have a number of different working practices to the Regular Army as well as different terms and conditions of service. Matters of particular importance for road transport are highlighted in Section 1 (Transport) as they affect the Army Reserve. Section 2 (Movement) outlines the purpose and content of Joint Service Manual of Movements (**JSP 800**) with additional advice on Army HQ aide memoires for movement.

Transport

01.03.762. The CO of an Army Reserve unit is responsible for the operation, control and use of Service transport as directed in Road Transport Regulations **JSP 800**, Vol 5. **JSP 800**, Vol 5 has the force of Regulation. The CO is personally responsible for:

a. Ensuring that all those within the unit, involved in the control, operation and use of Service transport, comply with the provisions of **JSP 800**, Vol 5.

b. Appointing an individual within their unit to act as the Transport Manager and, where appropriate, a Transport Operator as described in **JSP 800**, Vol 5. Those appointed are to attend an appropriate MT Managers course at DST in accordance with **JSP 800**, Vol 5.

c. Applying the regulations with regard to accident prevention and the control of drivers' hours contained in **JSP 800**, Vol 5. These regulations, which are to be rigorously enforced, apply equally to both the Regular and the Reserve Forces of the Crown.

Movement

01.03.763. **JSP 800** has the following volumes:

a. Vol 1. Movement & Transport Governance & Safety Assurance.

b. Vol 2. Passenger Travel Instructions.

c. Vol 3. Movement of Materiel.

d. Vol 4a. Replaced by dangerous goods manual.

e. Vol 4b. Replaced by dangerous goods manual.

f. Vol 5. Road Transport regulations.

g. Vol 6. Policy for the Management & Use of ISO Containers in the MOD

h. Vol 7. Load Safety Regulations & Tie Down Schemes.

01.03.764. Instructions for the movement of Army Reserve personnel, equipment and stores are also contained in the: Army HQ Overseas Training Exercise and Operations Movement Directive.

01.03.765 – 01.03.800. Reserved.

SECTION 11 – MESSES, INSTITUTES AND MESSING

General

01.03.801. Messes and institutes in the Army Reserve are to be conducted in accordance with the instructions contained in **KR(Army)**, Chapter 5, Part 18 and Annexes J5 and L5.

01.03.802 - 01.03.830. Reserved.

Intentionally blank

SECTION 12 – THIRD PARTY CLAIMS

Claims

01.03.831. All incidents other than traffic accidents which may give rise to a claim, either against the Ministry of Defence or a member of the Army Reserve, or on behalf of the Ministry of Defence against a third party, are to be reported by the unit commander within 24 hours.

01.03.832. Army Reserve units are forbidden to enter into correspondence which is likely to give rise to a third party claim or to do anything which might be interpreted as an admission of liability.

01.03.833. All such correspondence is not to be formally acknowledged, but forwarded without delay in accordance with 2016DIN06-011. Further information may be found at Annex D/3.

01.03.834 – 01.03.850. Reserved.

Intentionally blank

ANNEX A TO CHAPTER 3
RELATIONSHIP BETWEEN UNITS OF THE ARMY RESERVE AND ACF AND CCF
(ARMY SECTIONS)

1. The relationship between units of the Army Reserve and cadet units may take two forms, training sponsorship or affiliation. Every cadet unit or sub-unit is normally to be 'sponsored' by an Army Reserve unit for training and other assistance. To be fully effective the same Reserve unit should provide both sponsorship and affiliation, but this may not be practical in most cases.

Training Sponsorship

2. The aims of training sponsorship are to provide means of assistance to the cadet unit as regards:

   a. The provision of instructors and equipment for 3 Star, 4 Star and post 4 Star stages of the Army Proficiency Certificate (ACF) Syllabus and Army Proficiency (Advanced) CCF Syllabus.

   b. The use of accommodation including miniature and 25 meter ranges.

   c. Inviting cadets to attend films and demonstrations of Service interest, regimental functions and parades.

3. **Assistance.** The assistance rendered to the cadet unit is not to interfere with the efficiency of either unit and is to be limited by the following considerations:

   a. Special to arm or corps training is not to be introduced until the cadet has passed 3 Star Army Proficiency Certificate (ACF) or Army Proficiency Certificate (CCF).

   b. Military training is not to be over emphasized at the expense of Cadet Community training.

4. **Appointments.** Army Reserve units are to appoint cadet liaison officers who are to be responsible for conducting activities connected with the cadet unit.

5. **Responsibility.** The final responsibility for training cadets is that of the cadet force officer. Club activities of the Army Reserve and the cadets should be kept separate except on special occasions.

Affiliation

6. An affiliation is a permanent association between an Army Reserve unit and a County ACF Detachment or CCF (Army Section) contingent which each should endeavour to strengthen by all available means.

7. The aim of such an affiliation is to allow the cadet unit to build up an esprit de corps based on the traditions of the regiment or corps to which it is affiliated. An affiliation must be agreed by the regiment or corps concerned, in writing, before approval is sought. Any change to a current affiliation must be agreed by the currently affiliated regiment or corps

as well as the regiment or corps with which a new affiliation is proposed. The affiliation is to be endorsed by the RFCA and approved by the Command/Functional Bde Commander who is to inform Army HQ.

8. ACF Detachments may adopt the cap badge, headdress and stable belt, and in No 2 dress, the collar badges and buttons of the regiment or corps to which they are affiliated. The adoption of any other forms of regimental or corps items of uniform, or insignia or accoutrements to be worn on uniform, are subject to the approval of the Army Dress Committee. ACF members are not permitted to wear any formation flashes of any operational formation, or the shoulder titles or tactical recognition flashes of their affiliated or sponsor unit.

ANNEX B TO CHAPTER 3
REGULATIONS AND ADMINISTRATIVE INSTRUCTIONS FOR THE VOLUNTEER RESERVES SERVICE MEDAL (VRSM)

Section 1 - VRSM Regulations

Introduction

1. The Volunteer Reserves Service Medal (VRSM) and Clasps are awarded to personnel of all ranks in recognition of long and efficient service of proved capacity in the Volunteer Reserve Forces. The award of the VRSM and its Clasps is governed generally by the Royal Warrant dated 29 March 1999. It carries no rights to the use of post-nominal letters.

2. The medal is oval in form, in silver, and bears on the obverse the Crowned Effigy of the Sovereign and on the reverse the words “For service in the Volunteer Reserves” above a bunch of oak leaves. The name of the recipient is inscribed on the rim of the Medal. The Medal is to be worn on the left breast suspended on a ribbon 1¼ inches in width of dark green with narrow central stripes of dark blue, scarlet and light blue, the central stripes being separated from the green by narrow gold stripes. In the order in which Orders, Decorations and Medals should be worn, it is worn immediately after the Air Efficiency Award.

3. Clasps may be awarded and are in silver and engraved on the reverse with the date of the award of the Clasp and attached to the ribbon by which the Medal is suspended. Rose emblems denoting the award of each Clasp are attached to the ribbon when the ribbon only is worn. A maximum of three roses may be worn. To denote service beyond the award of three Clasps (three silver roses), the following shall be worn:

a. Four Clasps One gold rose

b. Five Clasps One gold rose and one silver rose

c. Six Clasps One gold rose and two silver roses

d. Seven Clasps Two gold roses

4. The award of the Volunteer Reserves Service Medal and its Clasps is announced in the **London Gazette**.

Eligibility

5. To be eligible for the award of the VRSM an individual must fulfil the following conditions:

a. The individual must be serving as a volunteer in one of the following Reserve Forces:

(1) Royal Naval Reserve (RNR);

(2) Royal Marines Reserve (RMR);

(3) Army Reserve;

(4) Royal Air Force Reserve (RAFR);

(5) Royal Auxiliary Air Force (RAuxAF);

and they must still be serving at the time that the qualifying service is completed.

b. Army Reservists must have completed 10 years' continuous qualifying service reckoned in accordance with paras 7, 8 and 9, but subject to the provisions of para 10.

c. Army Reservists must have earned training bounty as required by their obligatory training commitment as defined in individual service regulations in 9 out of the 10 qualifying years and their service is thus deemed efficient.

d. Alternatively, when serving as a Reservist as defined at paras 7d and 8a, an individual will be deemed to be efficient unless an annual report, or a special report, shows otherwise.

6. To be eligible for the award of a Clasp to the Medal, in addition to meeting the criteria detailed in paras 5a and 5d, an individual must fulfil the following conditions:

a. Completion of a further 5 years' continuous qualifying service (as reckoned in paras 7 - 10) since the award of the VRSM or previous Clasp to that Medal.

b. Earned training bounty as required by their obligatory training commitment as defined in individual service regulations for a further 5 years and their service is thus deemed efficient.

Qualifying Service

7. The following will reckon as single qualifying service:

a. Service after the age of 18 in the Reserve Forces listed at para 5a, subject to the provisions of paras 8 and 9, and except where such service is solely for duty with the Cadet Forces, in which case such service will reckon towards the Cadet Forces Medal.

b. Service in any of the authorised auxiliary forces of the Commonwealth that has not been counted towards the award of any other long service award.

c. Service on permanent service following call out, Full Time Reserve Service (FTRS), Additional Duties Commitment or any combination of these forms of service up to a maximum of 5 years' aggregated service.

d. Service as a Reservist under the provisions of Sections 25 or 27 of the Reserve Forces Act 1996 (**RFA 96**) covering additional duties commitments and other voluntary training and duties.

8. The following will count as two-thirds qualifying service: Service in the Non Regular Permanent Staff (NRPS) of the Reserve Forces listed at para 5a.

9. The following will count as half qualifying service:

a. Service below the age of 18 years in the Reserve Forces listed at para 5a, or authorised auxiliary forces of the Commonwealth that has not been counted towards the award of any other long service award.

b. Service after the age of 17 years on RNR List 7 at a University Royal Naval Unit (URNU), or as a cadet or commissioned officer serving solely in Group B of the Officers' Training Corps (OTC), or the Subalterns' Special Pool or the University Air Squadron (UAS).

c. Service in an SSVC, STRC, SSE, STRE, FTRS or any combination of these forms of service for any period in excess of 5 years' aggregated service.

d. Up to 5 years' full-time service in the Regular Forces, other than that covered by para 9c, which has not been counted towards the award of any other long service award. Full-time service to a maximum of 5 years subsequent to the award of another long service award may be counted.

Continuity of Service

10. The following, though not counted as qualifying service for the VRSM or Clasps, will not be considered a break in the continuity of service required by paras 5b and 6a:

a. Periods not exceeding 3 years between service in one of the forces listed at para 5a and another such Service.

b. Periods not exceeding 3 years between service in authorised auxiliary forces of the Commonwealth and the forces listed in para 5a. The period may be extended when the initial non-existence of an auxiliary force prevents the individual joining such a force. However, an extension shall in no cases be for more than 6 months after facilities for joining such a force become available.

c. Service in the Regular Reserves of the Royal Navy, Royal Marines, Army or Royal Air Force immediately following discharge or transfer from one of the forces listed at para 5a if such service is by virtue of a previous liability for reserve service.

d. Service in the Regular Reserves of an Armed Service of the Commonwealth if it immediately follows discharge or transfer from one of the forces listed at para 5a or an authorised auxiliary force of the Commonwealth, and is by virtue of a previous liability for reserve service.

e. Any year to a maximum of 3 consecutive years in which an individual fails to complete their full obligatory training commitment as laid down in paras 5c and 6b.

f. A period not exceeding 3 years between leaving the Regular Forces and enlisting to join the Reserve Forces listed at para 5a.

g. Any service which has been counted towards another award for long service in either the Regular Forces, the Reserve Forces or the Cadet Forces.

h. Any service which is given solely to the Cadet Forces. Such service may reckon instead towards the award of the Cadet Forces Medal.

i. Any formally authorised break in service or leave of absence of up to 3 years taken for personal or business reasons.

Recommendation for Award

11. Claims for the award of the VRSM or Clasp are to be submitted on the form JPA S005. Claims must be personally endorsed with a recommendation for the award by the CO of units and not a subordinate commander. Individual claims by unit CO, officers in command of Regional units, or unattached senior officers are to be personally endorsed with a recommendation for the award by their immediate superior officer.

Approval of Award

12. The award of the Volunteer Reserves Service Medal and its Clasps shall be approved after verification by MOD Medal Office, Imjin Barracks, Innsworth, Gloucester, GL3 1HW.

Non-Eligibility and Forfeiture of Medal

13. Any individual claiming the award of the VRSM must be above reproach in respect of their conduct and performance throughout their service. Behaviour that brings the Services into disrepute, or that results in a conviction for serious criminal or civil offences, or military offences leading to an entry on a Certificate of Service JPA Disciplinary Record, may result in a period of qualifying service prior to the latest offence being deemed to be non-qualifying. The Certificate of Service JPA Disciplinary Record, along with a detailed statement of the offences committed, should accompany all recommendations for the award, when an offence has been committed and recorded on the document during the qualifying period. All such cases are to be examined by the Service Medal Board or other appropriate authority for a ruling.

14. Similarly, when the conduct of a holder of the VRSM is as described above, or they are subsequently convicted by a Civil Court or Court-Martial leading to imprisonment for 6 months or more or administrative or disciplinary discharge from the Services, the case is to be reported to the Service Medal Board via the MOD Medal Office or other appropriate authority for a decision as to whether or not they should be ordered to forfeit the Medal and any Clasps awarded in accordance with **KR(Army)**, para 5.400.

Restoration of Medals

15. Procedures for the restoration of forfeited awards are laid down in **KR(Army)**, para 5.401 and **JSP 761**, Chapter 9.

Section 2 – Administrative Instructions

Transitional Arrangements

16. VRSM Regulations precede regulations for the TD & TEM because they were superseded with effect from 1 April 1999.

17. A qualifying ready reckoner for VRSM is shown at Appendix 1 to this Annex.

18. All reckonable service prior to 1 April 1999 that met the qualifying conditions for the TD or TEM is to count as qualifying service for the VRSM. (The qualifying rules for these efficiency awards required claimants to have served for 12 reckonable years of service and to have attended Annual Training Deployment in 10 of the 12 years and out of camp training in each of these years. Regional unit personnel were required to attend 6 out of Annual Training Deployment training days each year while National unit personnel were required to attend 4 out of Annual Training Deployment training days). Claims for such service to count as qualifying service for the VRSM may therefore contain up to 2 years in which Annual Training Deployment was not attended provided that the claimant attended the requisite out of Annual Training Deployment training.

19. Under the transitional arrangements, service given after 1 April 1999 is to count as qualifying service towards the VRSM.

VRSM – Qualifications

20. **Bounty.**

a. Claims for service as a Volunteer Reservist which do not fall within the provisions outlined at paras 1 to 3 of these instructions, require the claimant to have earned bounty in each of the qualifying years. (This requirement does not apply to service given as a member of the NRPS).

b. The definition of bounty means the full training bounty for Groups A, B and C (Sponsored Reserves) as applicable.

c. Receipt of the lower training commitment bounty authorised by 01.02.036 or the medical lower training commitment bounty means that the year for which that bounty was awarded does not count as a qualifying year for the VRSM.

d. Obligatory training requirements for Group C personnel will be defined in their Employee Agreements. The obligatory training requirements for each member of the Sponsored Reserve may vary. Furthermore, the requirements for an individual member may be higher in their first year or 2 years of service than for later service. Particular care must be taken when checking whether or not they have fulfilled their obligations and confirmation must be sought from their employer.

e. Former Regular Service up to a maximum of 5 years counts towards the VRSM as half the qualifying service, provided it has not been counted towards any other form of efficiency or long service award (see also Serial 8 of Appendix 1 to Annex B/3).

21. **Breaks in Service.** Individual breaks in service of up to 3 years at a time will not be aggregated. This means that an individual may serve in the Army Reserve or other Volunteer Reserve Force, leave for up to 3 years and then return for a second period of service. They may subsequently take a further service break, return to the Army Reserve or another Volunteer Reserve Force and so on. As long as none of the breaks in service exceeds 3 years, their periods of service may be aggregated for the purpose of qualifying for the VRSM. This regulation does not apply to qualifying service for the TD, TEM or Clasps described in paras 1 to 3 of these instructions.

22. **Belated Claims.** Claimants who are non-serving members of the Army Reserve may initiate belated claims for the VRSM by submitting a Medal Application Form to the MOD Medal Office. This form can be found on the Veterans UK website. The MOD Medal Office is the sole authority for approving or rejecting claims and will inform the claimant whether or not they are eligible to receive the award.

APPENDIX 1 TO ANNEX B TO CHAPTER 3
VRSM QUALIFYING PERIODS READY RECKONER

Section 1 - For Army Reservists

Ser	Types of Service	Value of 1 Calendar Years' Service	Remarks
(a)	(b)	(d)	(e)
1	Service over age 18 in Army Reserve or RNR, RMR, RAFR, RAuxAF incl Voluntary Training or Other Duties and Additional Duties Commitments	12 months	a. Service in Commonwealth Auxiliary Forces has equal value. b. Service claimed must not have been counted towards the award of any other long service award.
2	Service in UDR or R IRISH (HS)(PT)	12 months	Such service must not have counted towards the award of the UDR Medal or NI HS Medal
3	Mobilised service, SSVC, SSE, FTRS or any combination of these forms of service	12 months	Only the first 5 years of such aggregated service may count at this value. For service over 5 years go to Serial 7.
4	Service in the NRPS	8 months	See also **Part 2** to this Appendix
5	Service as at Serial 1 Columns (b) & (e) under age 18	6 months	
6	Service as OCdt in OTC, URNU or UAS	6 months	Applies to Medical & Dental students granted OCdt status - See **ACR 19**.
7	SSVC, SSE, mobilised service & FTRS or any combination	6 months	Applies to service defined at Serial 3 beyond the 5 years, aggregated, service point.
8	Former regular service in RN, Army, RAF	6 months	a. Only 5 years' such service may count. b. Such service must not have counted towards the award of another long service award.
9	Service as an officer in the ACF or CCF	0 months	May only count towards the Cadet Force Medal.

Section 1 - Notes

1. The "Ready Reckoner" must be read in conjunction with the regulations at Section 1 of Annex B/3.

2. To qualify, an applicant must earn bounty in 9 out of the 10 years for the Medal, or in each of the 5 years for the Clasp, except for service at Serials 3, 4 and 7 which will be reckonable, unless an individual receives a report to show that service to have been unsatisfactory.

3 Serial 9. The service of officers who are members of both an Army Reserve unit and a Cadet Force must be accounted for separately. Service in an Army Reserve unit and associated bounty counts towards the VRSM. Service in the Cadet Force only counts towards the Cadet Force Medal.

Section 2 – VRSM Qualifying Periods Ready Reckoner for Army Reserve NRPS

NRPS, TA and Regular Service Calendar Values	Equivalent VRSM Qualifying Periods	NRPS Calendar Years of Service Given	Equivalent VRSM Qualifying Service Accrued
3 months' NRPS Service (1)	= 2 months' service	1	8 months
6 months' NRPS Service	= 4 months' service	2	16 months
1 year's NRPS service	= 8 months' service	3	24 months (2 years)
1 year's normal Army Reserve Service	= 1 years' service	4	32 months
5 years' regular service(2)	= 2½ years' service	5	40 months
		6	48 months (4 years)
		7	56 months
		8	64 months
		9	72 months (6 years)
		10	80 months
		11	88 months
		11 years 3 months	90 months (7½ years)(2)
		12	96 months (8 years)
		13	104 months
		14	112 months
		15	120 months (10 years)

Section 2 Notes:

1. NRPS services counts as two thirds qualifying service (see para 8 of Part 1 to Annex B/3)

2. To be eligible for the VRSM, NRPS must complete 10 years' qualifying service (see paras 5b, 7, 8 and 9 of Annex B/3). This means that former service (Regular or Reserves), that has not been counted towards another long service award, is eligible to be aggregated with NRPS service when calculating qualifying time.

Intentionally blank

ANNEX C TO CHAPTER 3
INVESTIGATION AND REPORTING OF INJURIES TO ARMY RESERVE PERSONNEL

(To be read in conjunction with **JSP 751** and **ACSO 1200**)

General

1. All injuries, whether fatal or not, received by Reservists who are taking part in an Army Reserve organized or sponsored activity, are to be reported to the DUALS in accordance with the instructions set out in **ACSO 1200 (The Army's Safety and Environmental Management System)**.

2. **Disposal.** Units are to comply with the provisions of **JSP 751** except that in all cases, the unit is to retain a copy of the report to support any claim for Disability Allowance until the injured person(s) have either submitted a claim for forwarding to the Army Pensions Office, or have clearly indicated that they have no intention of submitting a claim.

3. **Claims.** Claims are to be submitted on Army Form O 1699 within 1 month of the incident. In the event that witness statements for the Army Form 510 were not taken by an officer, the Army Form O 1699 is to be accompanied by a short letter advising that no officer was present at the time of the accident but that the claim form is being submitted to avoid delays. The letter should indicate whether or not any further enquiry is in hand, or whether the unit considers that the evidence collected is sufficient to establish the facts.

4. **Service Inquiry.** Units are to comply with the provisions of **JSP 751** (see **para 01.03.357** of these regulations - Non Statutory Inquiry proceedings also have to be forwarded with claims for Disability Allowance).

Intentionally blank

ANNEX D TO CHAPTER 3
CLAIMS FOR COMPENSATION AGAINST THE MINISTRY OF DEFENCE

General

1. Since the enactment of the Crown Proceedings (Armed Forces) Act 1987, serving and ex-Service Personnel have been able to make a claim in Common Law for compensation for personal injury or accident through negligence, against the Ministry of Defence. This Act was not retrospective and such claims can only be made for incidents occurring after 15 May 1987.

2. Claims may be taken to Court if individuals are not satisfied with the award made by the Ministry of Defence or if the claim has been rejected.

3. **Time Limits.** The time limit for submitting a personal injury claim to a third party (the Ministry of Defence in this case) is 3 years from the date of the incident, or from the date on which the person making the claim reasonably became aware of the injury. In practice however, it is necessary to issue a claim before the 3 year period expires if a claim has not been accepted in writing by the Ministry of Defence within this timeframe.

Assistance from The Royal British Legion

4. Service Personnel can obtain free advice in respect of claims against the MOD from the Claims Department of the Royal British Legion:

Claims Department
The Royal British Legion
Haig House
199 Borough High Street
London Email: claims@britishlegion.org.uk
SE1 1AA Telephone number: 020 3207 2163/2166

5 –10. Reserved.

Intentionally blank

ANNEX E TO CHAPTER 3
PROCEDURES TO BE FOLLOWED IN THE EVENT OF INJURIES, SICKNESS OR CHANGE OF MEDICAL CONDITION INCURRED WHILE NOT ON DUTY

General

1. Members of the Army Reserve regardless of commitment type are to notify their units of any change in their medical condition which might affect their ability to carry out military training or duties, or fulfil their lawful Service liabilities. Failure to do so may have the following consequences:

a. The unit, in ignorance of the member's medical condition, may require the member to carry out training or duties which could have an adverse effect on their medical condition. This in turn could lead to temporary or permanent disability.

b. Further damage arising from training or duties could be judged to be non-attributable. This is because the member, by failing to comply with the provisions of **para 01.369** and unit Standing Orders, could be regarded as having been either disobedient, negligent or both. This could result in an application for Disability Allowance being rejected under the provisions of **para 01.03.351**.

c. Exacerbation of a medical condition under these circumstances could ultimately result in a medical discharge either as unfit for Army Reserve service under existing medical standards, or as unfit for any form of Army service.

d. In the worst case, the member could be ineligible to receive an attributable disability pension under the AFPS for the reasons given above.

2. In addition to the consequences outlined above, a volunteer responding to a mobilisation trawl could be rejected at the Mobilisation Centre as being medically unfit for duty.

3. It is equally important for the unit to be aware of the health of individual members and to ensure that when notified of any form of incapacity, the individual's medical status is monitored and the cause of the incapacity established. Personnel should have an Occupational Health (OH) Assessment following significant injury or a change in health status (whether service related or not), and also at the specific request of the CoC. OH is the term applied to the process of obtaining an evidence based assessment of a Reservist's physical and mental capacity. In addition, assessments are conducted routinely for pre-course, pre-mobilisation and demobilisation through Defence Medical Facilities or approved Service providers thus providing an appropriate standard of healthcare governance and assurance. Failure to do so could mean that an individual with an attributable injury or illness becoming apparent when they are not on duty, is improperly discharged and in consequence, is ineligible for a DSS War Disability Pension or a Disability Pension under the Armed Forces Pension Scheme or the Armed Forces Compensation Scheme for injuries incurred on or after 6 April 2005.

Procedures

4. **Individual Responsibilities.**

a. Army Reservists who are admitted to hospital, or who suffer from injuries or illness while not on duty which will prevent them from being able to carry out their liabilities as members of the Army Reserve, are to inform their unit (see also **para 01.03.369**). This applies equally to personnel who become pregnant, or personnel whose medical condition is believed to be attributable to a former injury or illness incurred while on duty.

b. If the injury or illness requires admission to hospital for treatment or an operation, or is likely to be of a prolonged nature, that is to say, lasting for more than 28 days, individuals are to notify their unit as laid down at **para 01.03.369**.

5. **Unit Responsibilities.**

a. If the individual has been admitted to hospital, is suffering from a prolonged illness or injuries, whenever possible, the unit is to consult the unit Medical Officer (MO) and seek advice. If the MO considers that further medical information is required, the unit is to seek the individual's consent to the disclosure of relevant medical information to Service medical authorities using the forms in **AGAI 78 (Army Medical Employment Policy)**; specifically Appendix 17.

b. **Action by the Unit MO.** On receipt of the individual's consent, the unit MO is to seek further information from the doctor treating the individual:

(1) If the individual does not wish to see their doctor's report before it is forwarded to the unit, the form at Appx 2 to this Annex is to be used.

(2) If the individual wishes to see the doctor's report before it is forwarded to the unit, the form at Appx 13 of **AGAI 78 (Army Medical Employment Policy)** is to be completed along with an explanation at Appx 14.

(3) On receipt of a report from the GP, the MO is to advise the unit CO as to what further action should be taken. In the event that the injuries or illness are likely to affect the individual's PES, action is to be taken for them to have an OH Assessment organized through HQ RC. This will produce an Appendix 9 which will inform the CO how the Reservist can be employed.

c. On receipt of the individual's consent, (Appendix 14 and Appendix 17A), a letter (format at Appendix 16) is to be sent to the GP or Consultant providing care or treatment to the Reservist. The CO may wish to provide as much information to the doctor by accompanying the letter with an Appendix 18; thus informing the clinician how the Reservist is employed so that the Doctor can make an informed decision on the soldier's grade. This will also inform the CO in their subsequent Medical Risk Assessment.

6. Failure to comply with these procedures may result in administrative problems in addition to those outlined at para 1:

a. Management of the case becoming divorced from any degree of military supervision.

b. Failure to implement the necessary Medical Board and review procedures.

c. No record being made in Service documents of information which could later be relevant in cases involving claims for disability allowance, disability pensions or invaliding from the Service.

7. Units are to ensure that the provisions of this Annex are included in unit Standing Orders and that they are brought to the notice of all personnel on joining a unit and periodically thereafter.

8 – 10. Reserved.

Intentionally blank

ANNEX F TO CHAPTER 3
A GUIDE TO BENEFITS

Purpose

1. This guide is designed to inform members of the Reserve Forces of the financial awards which may be associated with death or disablement. It does not constitute a formal authority for payment and cannot override the various Departmental regulations and instructions which furnish full details of the awards.

2. The arrangements described apply to the following, and the term ‘reservist’ used throughout the leaflet is to be taken as meaning an officer or soldier:

Army Reserve

Regular Reserve of Officers

Regular Reserve

3. These provisions apply to:

a. Personnel injured on normal training or duties.

b. Mobilised personnel who have been injured while on permanent service or recalled to the Colours, who are still incapacitated on demobilisation, or who, while still serving in the Army Reserve and Regular Reserve after demobilisation, become incapacitated as the result of such an attributable injury or illness.

Limitation

4. These financial benefits are payable only when death, injury or disease is attributable to service.

5. It is highly desirable for reservists to satisfy themselves that they are covered by life and accident insurance against the eventuality of non-attributable death or injury.

Temporary and Permanent Disablement

6. Units should refer to **JSP 754**, Chapter 3, Section 4.

7 – 10. Reserved.

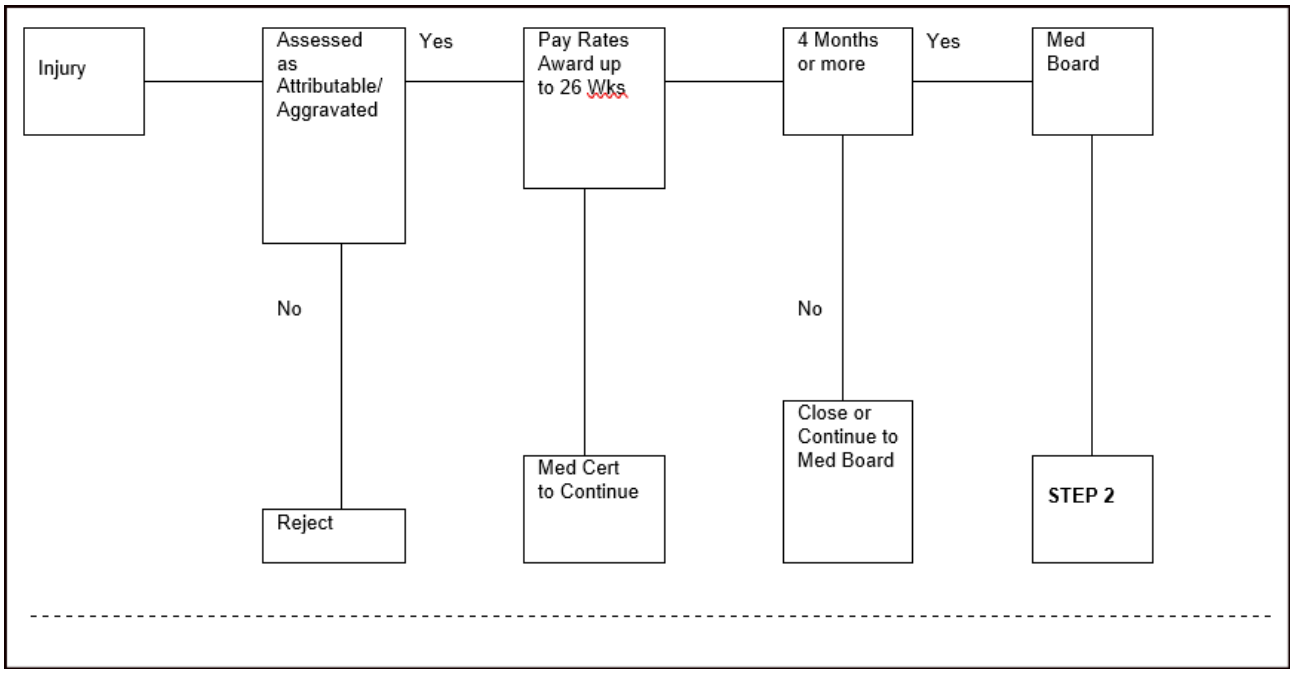
Intentionally blank

APPENDIX 1 TO ANNEX F TO CHAPTER 3
A GUIDE TO ARMY RESERVE DISABLEMENT BENEFITS

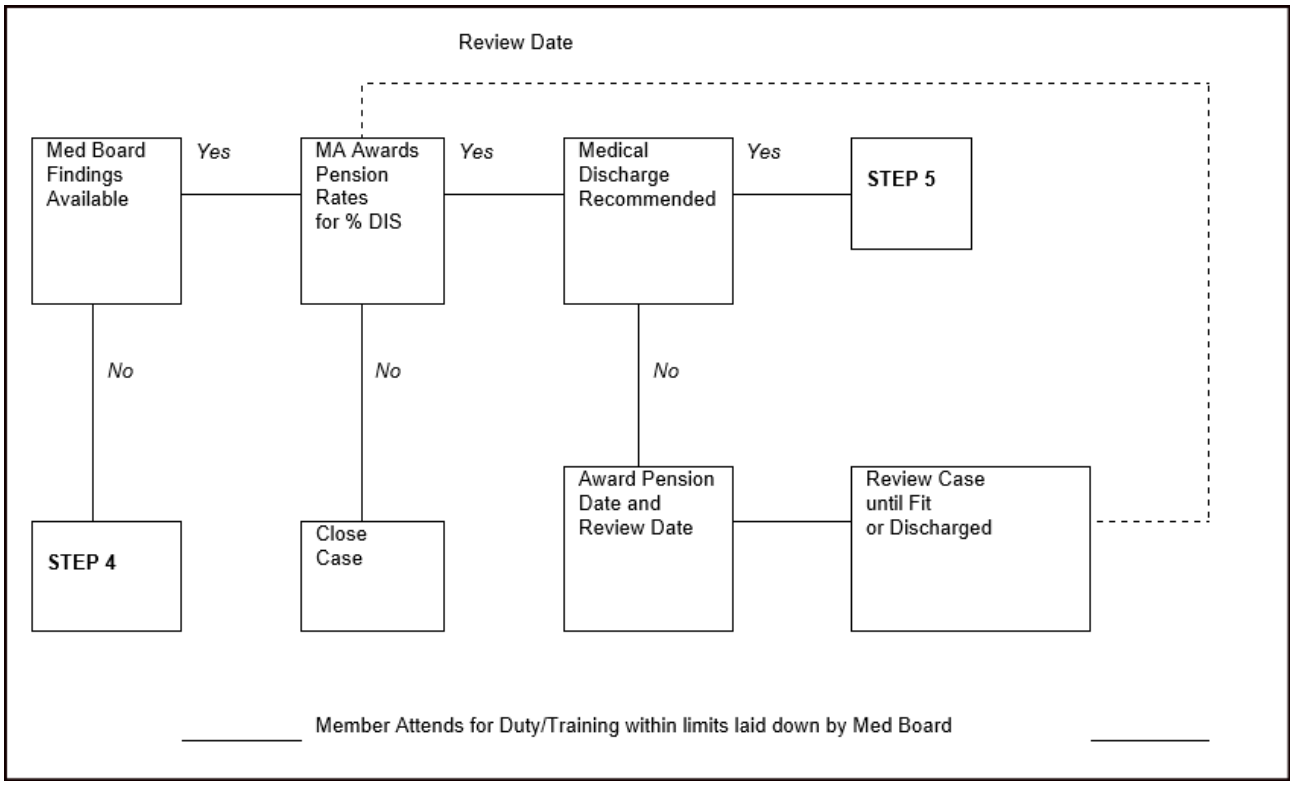
Abbreviation	Description
LOE	= Loss of Earnings
PTTA	= Part Time Treatment Allowance
TA	= Treatment Allowance
MA	= Medical Adviser
DIS	= Disability
MED BOARD	= Medical Board
MED CERT	= Medical Certificate
DBS	= Service Personnel and Veterans Agency

Grade	APO Contact
EO	Glasgow Mil 2567
AO	Glasgow Mil 2325
	Civil 0141 224 - Ext

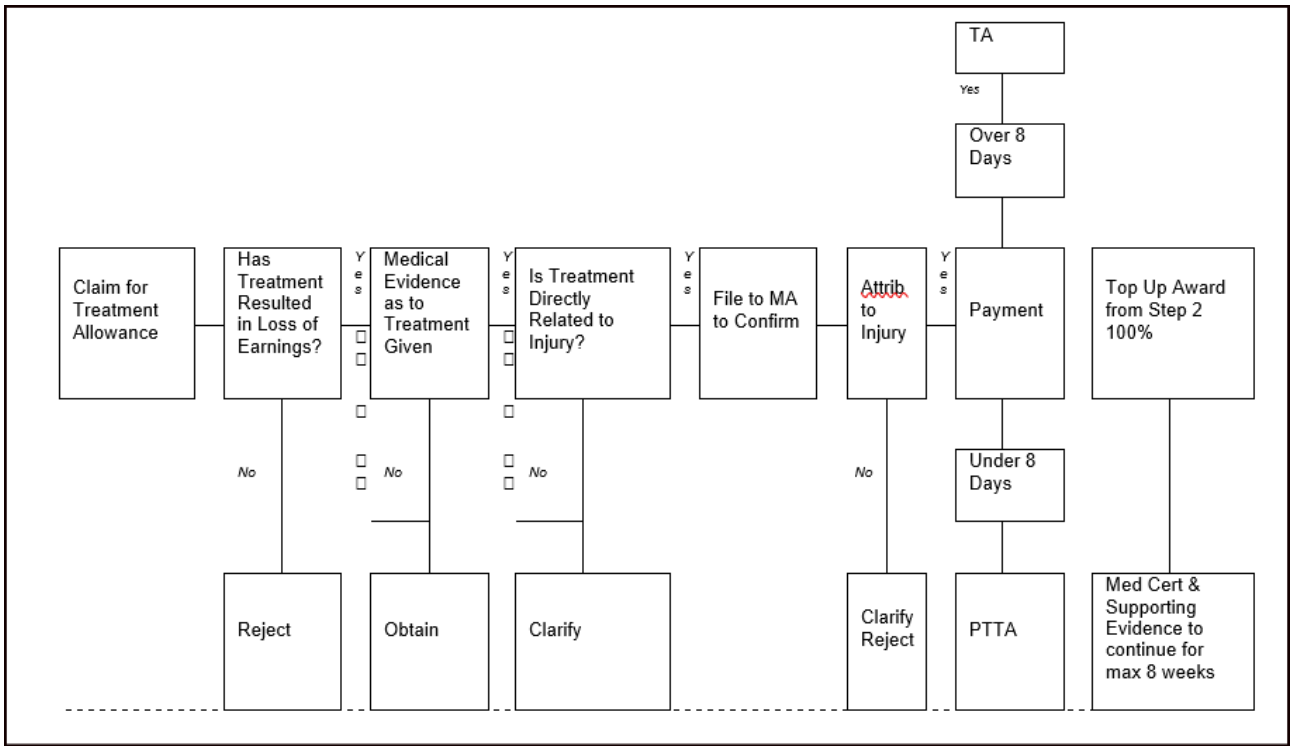
Step 1 (Pre 26 Weeks) Total Incapacity (Pay Rates)



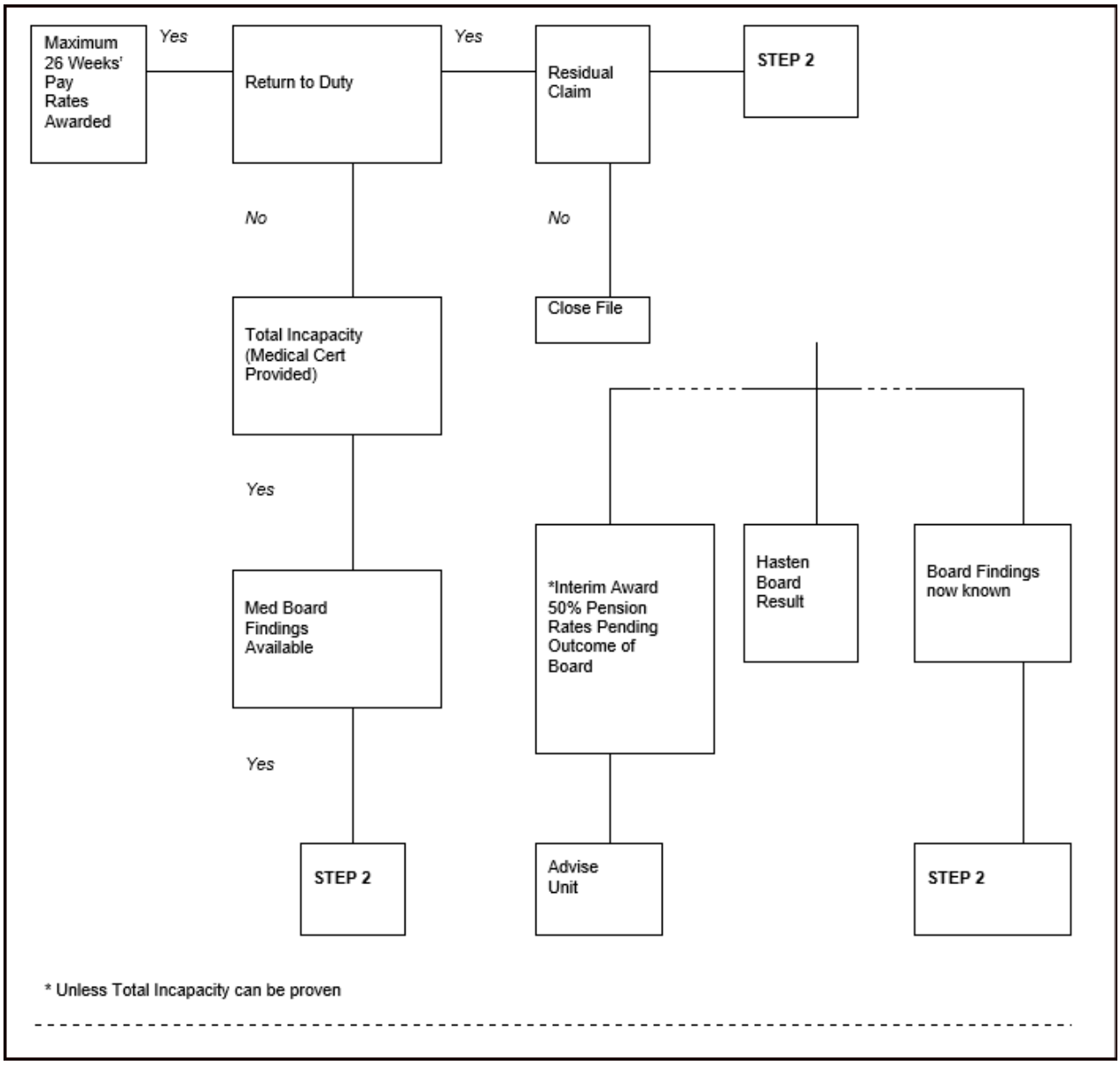
Step 2 (Post 26 Weeks) Partial Incapacity (Pension Rates)



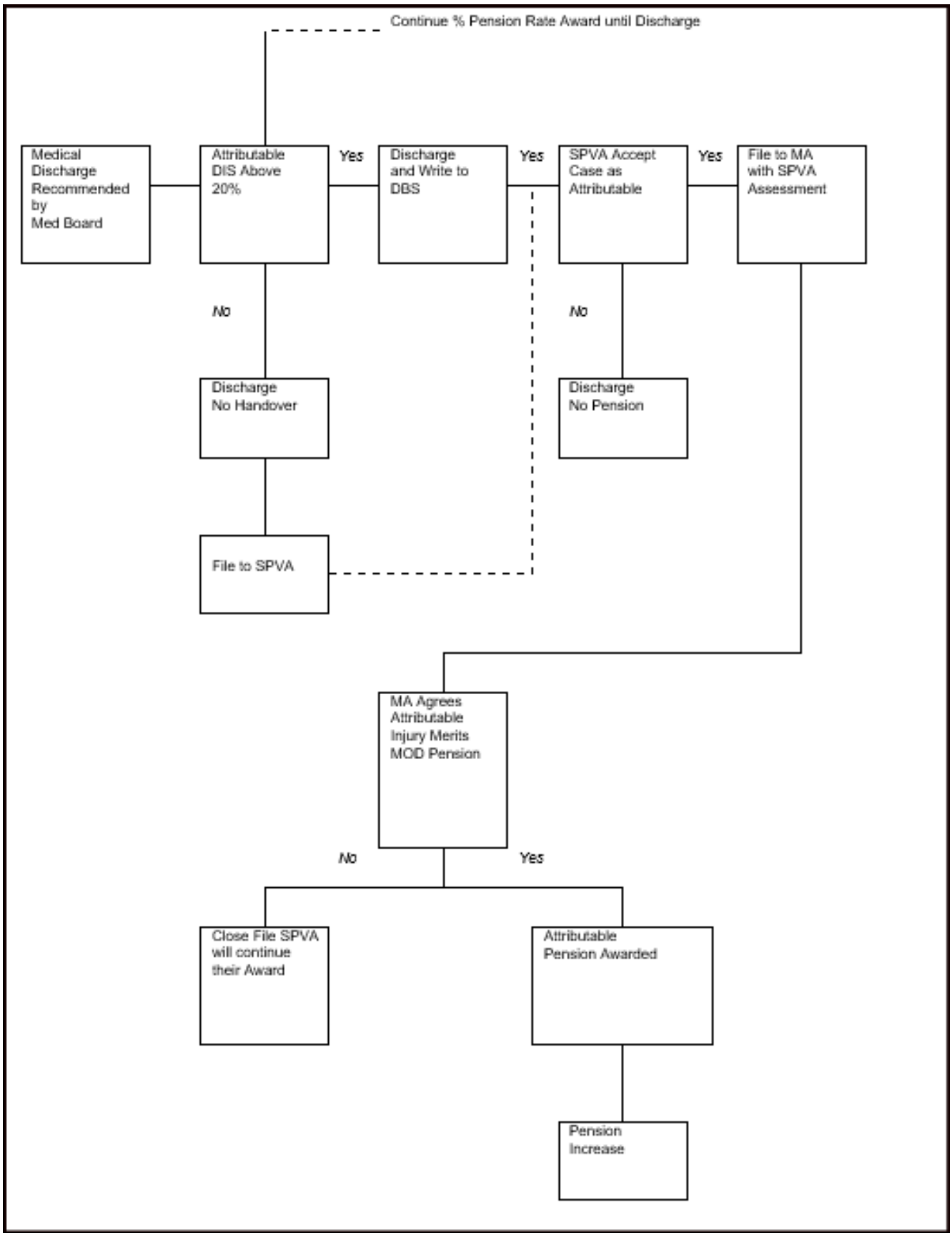
Step 3 (Post 26 Weeks) Partial Incapacity (Treatment Allowance)



Step 4 (Post 26 Weeks) Total Incapacity



Step 5 Medical Discharge



APPENDIX 2 TO ANNEX F TO CHAPTER 3
ATTRIBUTABLE BENEFITS – TRAVEL TO AND FROM TRAINING

1. The purpose of this Appendix is to clarify the meaning of **para 01.03.001a(3)** and define the parameters under which disabilities arising from an injury incurred travelling to or from training or duties may be considered attributable for the purpose of claiming Disability Allowance.

2. **Training or Duties.** Journeys to the following types of training fall within the meaning of **para 01.03.001a(3)**:

a. All training falling into Categories A, B, or C-1.

b. Category C-2 training or duties for which travel costs are recoverable under **para 01.07.287** of these regulations.

All other Category C-2 or Category D training or duties are not covered by **para 01.03.001a(3)**. Individuals taking part in such training or duties should ensure that they are covered by personal or group insurance against personal injury.

3. **Training or Duties Location.**

a. When an individual is authorised to travel by private means, directly to the location at which the training or duties are to be carried out, the journey falls within the provisions of **para 01.03.001a(3)**. This includes travel to attend training or duties at an Army Reserve Centre, CRHQ or other normal place of duty.

b. When an individual travels to an Army Reserve Centre, CRHQ or other assembly area prior to travelling under unit arrangements to another location, this initial journey only falls within the provisions of **para 01.03.001a(3)** if the individual is required to carry out duties prior to departure under group arrangements. Such duties include the drawing of personal weapons and equipment, assistance in the out loading or issue of stores and equipment, or other preliminary duties which must be carried out prior to departure.

c. Travel from the Army Reserve Centre, CRHQ or assembly area under Service arrangements falls within the provisions of **para 01.03.001a(3)**.

4. **Non-Attributable Injuries.** Injuries incurred while travelling to or from training within the parameters described above are not attributable if incurred under the following circumstances:

a. Injuries incurred which are due to the individual’s negligence or misconduct, for example, careless or dangerous driving.

b. Injuries incurred on a journey which is either extended or broken for social, domestic, recreational or business purposes.

5 – 10. Reserved.

Intentionally blank

CHAPTER 4
TERMS OF SERVICE OF OFFICERS

All land forces commissions are granted subject to the provisions of the **Promotions and Appointments Warrant 2023** and are governed by **Army Commissioning Regulations 2019**. This Chapter 4 to Part 1 has been removed. Refer to: **Army Commissioning Regulations 2019**, Part 2.39.

Intentionally blank

CHAPTER 5
TERMS OF SERVICE OF SOLDIERS

01.05.121. Regular or RARO Officers. Applicants from Regular or RARO officers who wish to enlist into the Army Reserve as Other Ranks will not normally be accepted. If an officer wishes to enlist as an OR, they will be required to resign their commission before applying.

01.05.122. For terms of service of soldiers, refer to:

a. Soldier Terms of Service (AC 64671)

b. Recruiting: AGAI 40 - Recruitment Policy

c. Enlistment Procedure: AGAI 40 - Recruitment Policy

d. Special Enlistment Authorities: AGAI 40 - Recruitment Policy

e. Engagement / Re-engagement: Soldier Terms of Service, Ch 1, Sect 5

f. Promotion: Soldier Terms of Service, Ch 2 (Promotion)

g. Acting Paid Rank: SToS Ch 2 Pt 2, KR(Army), and JSP 754

h. Local Unpaid Rank: KR(Army)

i. Substitution Pay: KR(Army) and JSP 754

j. Transfer and Attachment: Soldier Terms of Service, Ch 4

k. Discharge: AGAI 49 - Termination of Service and Discharge of Soldiers

01.05.123 – 01.05.200. Reserved.

Intentionally blank

CHAPTER 6
THE PERMANENT AND NON-REGULAR PERMANENT STAFF OF ARMY RESERVE FORMATIONS AND UNITS SPECIAL CONDITIONS AND TERMS OF SERVICE

SECTION 1 – APPOINTMENTS TO THE PERMANENT STAFF

General

01.06.001. The permanent staff of the Army Reserve consists of:

a. Regular Army officers assigned to Army Reserve units on normal duties, mainly as Commanders, Staff Officers, CO, Training Majors, Adjutants or Quartermasters.

b. Regular Army Warrant Officers, NCOs and soldiers are assigned to Army Reserve units to assist with the training, administrative and special duties in the Army Reserve, within the scales laid down in the unit establishment.

c. Non-regular permanent staff officers and soldiers at Army Reserve units with terms of service set out in Section 3 (Officers) and Section 4 (Soldiers) of this Chapter and at the rates of pay laid down in **JSP 754**. Non Regular Permanent Staff (NRPS) is now a closed form of Service, however, FTRS(HC) may be used where the post endures. Further details on FTRS(HC) can be found within Part 3, Chap 3, RLFR.

01.06.002. Non Regular Permanent Staff.

a. NRPS fall into two main categories:

(1) NRPS personnel who were serving in or were selected for NRPS service before 1 October 2005. This category is referred to as NRPS (75).

(2) Personnel selected for their first NRPS appointment on or after 1 October 2005. This second category is referred to as NRPS (05) and includes personnel who are selected on or after 1 October 2005 to directly join or rejoin the NRPS having previously retired, resigned or been discharged from NRPS service.

b. NRPS soldiers are all in NRPS Group A excepting those enlisted primarily for security duties with Army Reserve units based in Northern Ireland who are in NRPS Group B.

c. All NRPS (05) officers & Group A soldiers are initially to be commissioned or enlisted, as appropriate, for a period of 5 years only unless exceptionally, they exceed the entrance upper age limit (see paras 01.06.045a and 01.06.106a). On completion of the 5 years or shorter period they are required to resign or be discharged. Regulations governing NRPS Group B soldiers are at **para 01.06.101**.

d. In accordance with Army Liability Staffing Instructions, NRPS positions are not to be rank-ranged. Rank Ranging is to be removed when the NRPS post is vacated and establishment action completed. NRPS Promotion may not be granted on the basis of occupying a Rank Ranged appointment.

01.06.003. Soldiers of the permanent staff have been appointed from two sources as follows:

a. From the Regular Army's Warrant Officers and NCOs assigned to the Army Reserve units for a tour of duty. They are employed in established positions in regimental headquarters and in sub-units.

b. From civil life (including the Army Reserve) to fill appointments as instructors, administrative NCOs or for any other special duty as laid down in the unit establishment. They are to be known as the Non Regular Permanent Staff.

Adjutants

01.06.004. Regular Army Officers. When the establishment authorises the appointment of a Regular Army officer as adjutant, such appointments are governed by the normal assignment policy of the Ministry of Defence. The tenure of such appointments is to be in accordance with current practice of the Regular Army.

01.06.005. Army Reserve Officers.

a. Where the establishment does not allow for the appointment of a Regular officer as adjutant an officer of the Army Reserve is to be appointed. Such appointments are made by CM APC on the recommendation of an Army Reserve appointment board.

b. The tenure of appointment of an Army Reserve officer as adjutant is to be for 2 or 3 years as ordered by APC Res Br.

c. To be eligible for an appointment of adjutant, an Army Reserve officer must hold the substantive rank of Captain.

01.06.006. Acting Adjutants. When there is a temporary vacancy in a unit for an adjutant or when the adjutant is on sick leave or in hospital, an officer of the unit may be appointed acting adjutant under the general terms of **para 01.06.005**. The appointment is to be made by the Div Commander and reported to APC Res Br.

Instructors and Administrative Staff

01.06.007. Positions for Regular Army personnel and NRPS staff are shown on unit/HQ establishment tables. Regular personnel were assigned to, and NRPS personnel were recruited for, specific positions. Change of personnel between positions is not permitted. Any proposed changes in distribution which are likely to involve capital expenditure on the provision of accommodation require the prior sanction of Army HQ. If the proposed changes involve the vacation of quarters, either public or Association, the authority of the Div Commander is to be obtained for the redistribution.

01.06.008. The positions of instructors and administrative staff are to be filled by Warrant Officers, NCOs and soldiers either from the Regular Army on tours of duty or FTRS(HC). Historically Non Regular Permanent Staff were appointed under the terms of Section 4 of this Chapter, on the authority of APC Res Br.

01.06.009. Ex Regular Warrant Officers and NCOs may be recruited under the terms of service given in Section 4 of this Chapter and on the rates of pay laid down in **JSP 754**.

Assignments and Appointments of Soldiers to the Permanent Staff

01.06.010. Col Res Br is to be satisfied that all reasonable efforts to fill positions (which are not based in Army Reserve units) are exhausted before initiating Reserve recruitment. Current NRPS personnel are not permitted to be posted between NRPS posts.

Changes in Establishment of the Permanent Staff

01.06.011. NRPS engagements are for use in direct support to the Army Reserve only. Applications for changes in authorised establishment of the permanent staff of a unit are to be submitted by the CO to the Establishment Advisor at the A&SD for submission, if approved, through the LAT to DGS.

Recruitment and Selection of NRPS Personnel

01.06.012. There was no further NRPS recruitment with effect from 16 August 2010.

Accommodation

01.06.013. Appointment to an NRPS position carries no entitlement to the provision of Service accommodation. However, NRPS personnel temporarily assigned from their normal unit location while on duty, on an attachment, course, training or other service duty, are eligible to such accommodation as is appropriate for the duration of that duty in the same way as regular personnel. Under exceptional circumstances authority to temporarily occupy SLA or SFA may be granted for no more than 6 months accumulated in accordance with **JSP 464**.

Medical and Dental Treatment

01.06.014. NRPS personnel were entitled to receive the same medical and dental treatment from Service sources as Regular Army personnel, including a release medical, see **para 01.03.308c** and **KR(Army)**, paras 5.325, 5.326 and 9.342. Personnel completing NRPS service and immediately taking up an FTRS post are entitled to have an FTRS Acceptance Medical conducted at their affiliated Service Medical Centre prior to the termination of NRPS Service.

Training

01.06.015. NRPS personnel are required to comply with **ACSO 3262 (Individual Training Requirement)** and **ACSO 3265 (Mandatory Training)**. They are to attend training nights, training weekends and camp (whether at home or abroad) if required to do so by the CO.

01.06.016. NRPS officers who volunteer to be deployed on an operational tour are to submit their application to the CO who is to justify to the Command/Functional 1-star chain of command the value to the Army Reserve unit in releasing the officer from a NRPS engagement to undertake an operational tour. NRPS officers will only be authorised absence from the Army Reserve unit for up to 9 months including POTL if a suitable temporary replacement has been identified and the liability for the post confirmed. As a temporary replacement will be required and NRPS recruitment/posting has ceased, the

current incumbent must be made aware that their post may be converted to FTRS, with no guarantee of re-employment in the post.

01.06.017. NRPS personnel are recruited in a specific role, appointment and location. The purpose is to deliver training and administrative continuity support to Army Reserve units. NRPS personnel may not volunteer for any trawls or OTX and should not be deployed in a role that provides a training opportunity for Army Reserve Gp A personnel (that is to say, in a unit with an NRPS QM and an Army Reserve Gp A QM, the latter should be deployed), nor may they backfill Regular units deploying overseas. NRPS personnel may deploy overseas with their unit to support and attend Annual Continuous Training for up to 16 days maximum. As financial conditions of service differ between Army Reserve Gp A and NRPS personnel, the employing unit is to take appropriate steps during the planning process to gain exceptional authority and ensure that the NRPS officer or soldier is not disadvantaged.

Resettlement

01.06.018. NRPS personnel are not eligible for resettlement training; however, they will be entitled to the same resettlement package as Regular Service Personnel if medically discharged from the service.

01.06.019 – 01.06.020. Reserved.

SECTION 2 – DUTIES OF THE PERMANENT STAFF

General

01.06.021. As part of the military permanent staff, the status of NRPS personnel is akin to that of regular personnel in that they serve on a full time basis and are subject to military law at all times. Their workload and level of duties should be commensurate with their Army Reserve rank irrespective of their former rank. An applicant is to be informed of the range of duties specific to their position on the unit establishment during the selection interview. Nevertheless, individuals may be tasked to stand in for another NRPS member during their absence on sickness or duty. Nominations for unit tasks that are not specific to appointment, such as Unit Fire Officer, may change from time to time.

Adjutants

01.06.022. The adjutant is to assist the CO in the running of the unit.

Instructors

01.06.023. The duties of Warrant Officers and NCOs of the permanent staff are identical with the duties of Warrant Officers and NCOs in units of the Regular Army. Authority to receive or disburse monies, whether public or regimental, may be delegated to them in accordance with Unit Administration Manual, **JSP 891** and Service Funds Regulations (Army Code No 60450).

01.06.024. COs, Training Majors and regimental officers are responsible for public, regimental and Association property. They retain this responsibility even though that property is in the custody of a member of the unit's training or administrative staff. The responsibility of that member is limited to loss or damage due to negligence or wrongful act.

01.06.025. Reserved.

Seniority of the Permanent Staff

01.06.026. Warrant Officers and NCOs of the permanent staff are, on parade, to rank as senior to all Army Reserve personnel of the same rank.

Wearing of Uniform

01.06.027. Members of the permanent staff are always to wear uniform when on duty.

Recruiting Responsibility

01.06.028. All members of the permanent staff should use every endeavour to obtain recruits for the Army Reserve and assist the unit in achieving its recruiting plan objectives.

01.06.029 - 01.06.040. Reserved.

Intentionally blank

SECTION 3 – TERMS OF SERVICE OF NON REGULAR PERMANENT STAFF (NRPS) OFFICERS

General

01.06.041. Officers appointed as members of the NRPS hold Land Forces commissions and are appointed in accordance with the provisions of **ACR 19**, Part 2 of these regulations, except where these may be modified by the provisions of this Section. NRPS is now a legacy Term of Service, there are no new appointments and the remainder of this Chapter is retained for the management of those currently serving. They are subject to military law at all times. Officers are either normally appointed to administrative positions in Army Reserve units, or with the exceptional authority of Head WF PoI (Army) to positions in Army Reserve units or positions which are established for NRPS officers throughout the chain of command.

01.06.42 – 01.06.043. Reserved.

Medical Standards

01.06.044. The minimum medical standard for retention of a position as a NRPS is in accordance with the specific capbadge standards laid down in **AGAI 78 (Army Medical Employment Policy)**.

Age Limits

01.06.045.

a. **NRPS (05) Subsequent Appointments.** NRPS (05) applicants who are of age 55 years or above were to have been informed that, if selected, they would not be granted a 5 year tenure of appointment but would be required to resign or retire on reaching the Normal Retirement Age (NRA) as laid down in **para 01.06.045b** unless they were subsequently granted an exceptional re-engagement of service.

b. **Normal Retirement Age.** All NRPS officers are required to retire or resign, as appropriate on reaching the age of 60 years. The effective date for normal retirement will be the day preceding an officer's 60th birthday.

c. **NRPS (05) Retirement.** NRPS (05) officers, who are below the age of 60 years on the completion of tenure of appointment, are to resign or retire, as appropriate.

d. **Medical Assessments.** Service beyond the age of 55 years is subject to satisfactory biennial medical reports in accordance with **AGAI 78 (Army Medical Employment Policy)**.

01.06.046 – 01.06.047. Reserved.

Transfers

01.06.048. In the first instance officers are to be appointed to specific positions and are not permitted to transfer (with effect from 16 August 2010). Transferring between posts will require conversion of the vacated post to FTRS (if continued funding is agreed by Strat Org) and the individual to compete openly for the new post on FTRS Terms. NRPS

personnel have previously been liable to transfer in the interests of the Service subject to the following limitations:

a. Where a change of residence is involved the officer's concurrence is first to be obtained in writing. If the officer is unwilling to change their residence the proposed transfer is to be cancelled.

b. If the officer is unwilling to change their residence and the proposed transfer is due to the disestablishment of their appointment, the officer is to be made redundant unless an alternative appointment that does not require change of residence can be identified and they are selected for that position (see **para 01.06.076**).

01.06.049 – 01.06.050. Reserved.

Tenure of Appointment

01.06.051.

a. **NRPS Officers Selected for their First NRPS Appointment before 1 October 2005.** It is assumed that an officer wishes to continue their employment in the NRPS to age 60 unless they submit their resignation, is removed from their appointment (see paras 01.06.071 to 01.06.075), is invalided out of the service or made redundant (see **para 01.06.076** and Annexes C/6 and D/6 for redundancy provisions).

b. **NRPS (05).** NRPS (05) officers were granted a Land Forces commission to cover their tenure of appointment of 5 years or a shorter period if they were above the upper age limit for entrants (see **paras 01.06.045a** and **01.06.045b**). After satisfactory completion of the initial probationary period it is to be assumed that an officer wishes to continue their employment until completion of tenure unless they submit their resignation, are removed from their appointment (see **paras 01.06.071** to **01.06.075**), are invalided out of the service or made redundant (see **para 01.06.076** and Annexes C/6 and D/6 for redundancy provisions).

Hours of Work

01.06.052. A balance must be struck between the need for administrative continuity during the week and with attendance during normal silent hours at training nights and weekends. NRPS officers are not conditioned to specific hours but must be prepared to work as required by COs. Where especially long hours are worked including occasional weekends, time off in lieu may be permitted at the discretion of COs. There is, however, no obligatory entitlement to time off in lieu.

Prohibition on other Gainful Employment

01.06.053. Except as provided in **para 01.06.064**, officers of the Army Reserve appointed to the permanent staff of units, headquarters or under the Ministry of Defence are not, without the permission of the Defence Council:

a. to carry out any profession, engage in trade or accept any profitable employment.

b. to be a member of a governing body of any corporation or of the directorate of any limited company, or of any partnership engaged in any trade or profession.

c. to assist, advise or act directly or indirectly as agent for any corporation, company, partnership or individual which or who is carrying on any profession or is engaged in trade or is profitably employed.

01.06.054. Other Temporary Employment. An officer appointed to the permanent staff of the Army Reserve under **para 01.06.041** may be granted permission by the CO of the unit/HQ to engage in temporary employment during normal leave or part time employment during off duty leave provided that:

a. The activity does not involve the use of official time or affect the individual's efficiency as an officer.

b. The activity does not involve the use of official information or experience acquired in the course of official duties.

c. The activity is not such as to bring the Army into disrepute.

d. Military uniform is not worn.

e. He is not remunerated at a lower rate than that paid to a civilian in similar employment.

f. He does not replace, or receive the remuneration of, a civilian who is on strike.

g. Permission must not be given for individuals to undertake employment, whether temporary or part time, in any of the following fields:

(1) As a retained firefighter.

(2) As a member of any constabulary.

(3) As a security guard in any form.

(4) As an insurance agent or any form of financial agent, except that, with the prior permission of the CO, Service Personnel may accept the position of agent where this acceptance does not involve selling insurance or giving advice on insurance or financial Matters, but is intended solely to satisfy a professional requirement to enable them during the ensuing 2 years to take up employment in this field on leaving the Service.

h. The advice of the SO2 Res (Pers Svcs) is to be sought through the chain of command where there are any doubts about the acceptability of any form of off duty employment.

01.06.054A. Cadet Force Appointments. Subject to the provisions of **para 01.06.054a**, NRPS personnel may be granted permission to hold appointments in the ACF or CCF. Such employment falls under the provisions of **KR(Army)**, para J5.078. NRPS personnel holding appointments in the cadet forces are therefore entitled to receive

allowances for their cadet force activities in addition to their normal NRPS pay (see also **para 01.06.118**).

01.06.055. Responsibility for Accident, Damage and Loss while in other Employment. In no circumstances will either the Defence Council or any RFCA accept responsibility for any accident or injury to officers or to any other parties, or damage to property, while individuals are engaged in any activity permitted under paras 01.06.053 and 01.06.054.

01.06.056. Declaration by Officers. After appointment officers are to complete a certificate as at Annex A/6 at any time when required to do so when considering taking up employment outside their Army Reserve duties.

01.06.057 – 01.06.059. Reserved.

Substitution Pay

01.06.060.

a. When, through the absence of a regular or an Army Reserve officer, an NRPS officer is required to perform the duties of a position carrying a rank higher than that of their own position they may, subject to the approval of the Div Commander, be granted substitution pay for any such duties performed. Approval is normally to be obtained before proceeding to camp. Such substitution pay, when appropriate is to be at Army Reserve rates.

b. Regulations governing the payment of substitution pay are laid down in **JSP 754**, Chapter 2, Section 7 and single Service policy laid down by Head Pers Pol (Army).

Call Out Liability

01.06.061. All NRPS officers are to have the call out liability of Army Reserve Group B, at **para 01.01.203**, regardless of the unit/HQ to which appointed, except that they are to be liable for service only in the United Kingdom (including the Isle of Man) and Channel Islands. Should they, as members of any other reserve, have any other call out liability they are not to be called out on that other liability whilst serving as NRPS officers. On termination of their services as NRPS officers they may be called out in their original liability, if it is still applicable.

01.06.062 – 01.06.073. Reserved.

Compulsory Termination of Service for Reasons other than Inefficiency

01.06.074. An officer who is called upon by the Army Board to retire or resign their commission for other reasons under the provisions of **ACR 19**, Part 2 whether during or after the probationary period will automatically forfeit their appointment as an NRPS officer because the holding of a commission for service with the Army Reserve is required for such appointment. The officer will be given 28 days' notice in writing of the termination of their appointment concurrently with their resignation or retirement.

01.06.075. Removal for Misconduct. An officer who is removed from the Army Reserve for misconduct under the terms of **ACR 19**, Part 2 will, if removal is as a result of a civil conviction for which a sentence of imprisonment was awarded, be removed and cease to be appointed as an NRPS officer with effect from the date of their conviction. In cases which do not involve a civil conviction or imprisonment the date of removal and cessation of appointment as an NRPS officer will be determined by Army HQ. That branch will inform the officer in writing of the date sufficiently far ahead for them to be aware of it before notice appears in the London Gazette and before removal becomes effective.

Redundancy

01.06.076. Officers whose positions are to be disestablished, or who are unwilling to transfer to a new location because it would require a change of residence (see **para 01.06.048**), are to be given not less than 6 months' written warning of redundancy (see Annex A/6). They are to receive formal notification of compulsory redundancy (see Annex B/6). Officers who are compulsorily retired as redundees are eligible for redundancy compensation contained in the current Defence Council Regulation. Head Pers Pol (Army) will issue procedural guidance and may amend the format of Annexes A/6 and B as appropriate to the structural change activity.

Voluntary Relinquishment of Appointment

01.06.077. A NRPS officer who wishes to relinquish their appointment voluntary is required to give 61 days' notice. If a suitable replacement is available, or if it is administratively possible, they may be released from their contract before completion of the 61 days' notice period.

01.06.078. An officer who gives such notice cannot be held beyond the date of expiry of their notice against their will.

01.06.079. Interview. Any non-regular permanent staff officer who is called upon to submit an application to retire or to resign their commission may, should they wish, include a request to be accorded an interview with a military member of the Army Board, or their deputy, to further state their case. No expense may be charged to the public for such an interview. Requests for interviews are to be forwarded to APC Res Br. If, after the interview, it is decided that the original decision is to stand, the retirement or resignation is to take effect from the date on which it would have been effective if the officer had not requested an interview. This provision does not extend to non-regular permanent staff officers whose compulsory retirement or resignation is terminated under paras 01.06.063, 01.06.073 and 01.06.075. This does not remove the right of an officer to appeal under Section 180 of the Army Act 1955 provided they feel they have just cause or to seek an interview with the Divisional Commander under the terms of **AGAI 67 (Administrative Action)**, Annex F.

01.06.080 – 01.06.100. Reserved.

Intentionally blank

SECTION 4 – TERMS OF SERVICE OF NON REGULAR PERMANENT STAFF (NRPS) SOLDIERS

Appointments to the Non Regular Permanent Staff

01.06.101. The NRPS Scheme is now closed to new entrants and the contents of this Chapter are retained for the management of the current remaining NRPS soldiers. On enlistment NRPS soldiers were to be granted the rank, as annotated on the establishment, for the positions they were to fill. Under no circumstances are NRPS soldiers to be granted local rank in recognition of the substantive rank held during former Regular or Army Reserve service.

a. **Group A Soldiers Selected for their First NRPS Appointment before 1 October 2005**. A soldier enlisted or selected for NRPS service prior to 1 October 2005 was required to enlist into the Army Reserve under the provisions of Section 2, Chapter 5 of these regulations, for an initial term of 3 years. The initial engagement may be extended by up to 4 years at a time up to age 60 years in accordance with procedures laid down in Section 4, Chapter 5 of these regulations except where modified by this section (see **para 01.06.106e**). A serving NRPS soldier will not be able to change their appointment on their own volition. If seeking to change appointment, the vacated post is liable to conversion to FTRS and the individual will need to compete openly for another FTRS appointment.

b. **NRPS (05) Group A Soldiers.** NRPS (05) Group A soldiers are to be enlisted into the Army Reserve under the provisions of Section 2, Chapter 5 of these regulations for an initial term of 3 years. Engagements may be extended during the third year of service for a further 2 years to complete their tenure of appointment in accordance with the procedures laid down in Section 4, Chapter 5 of these regulations except where modified by this section for selected candidates who are above the upper age limit for entry (see **para 01.06.106a**). NRPS personnel may not be extended on such terms beyond the 5 year limit.

c. **Group B NRPS.** All Group B NRPS are to be appointed initially for 1 year. If proved satisfactory, the engagement may be extended by 1 year at a time by HQ 38 Bde as laid down in Section 4, Chapter 5 of these regulations except where modified by this section. Re-engagements are subject to the prevailing security situation and within the same limitations for the discharge of NRPS Group A soldiers on reaching the age of 60 years (see **para 01.06.101a**) or for NRPS (05) soldiers on completion of their tenure of appointment which is the same as that shown in **para 01.06.101b**.

01.06.102. Reserved.

Hours of Work

01.06.103. A balance must be struck between the need for administrative continuity during the week and with attendance during normal silent hours at training nights and weekends. NRPS soldiers are not conditioned to specific hours but must be prepared to work as required by COs. Where especially long hours are worked including occasional weekends, time off in lieu may be permitted at the discretion of COs. There is, however, no obligatory entitlement to time off in lieu.

Military Law

01.06.104. A soldier member of the Non Regular Permanent Staff is to be subject to military law at all times under the provisions of Section 205(1)(h) of the Army Act 1955 and is to be, for most purposes, treated as a regular soldier under Section 367 of the **Armed Forces Act 2006 (AFA 2006)**.

Medical Standards

01.06.105. The minimum entry medical standards for NRPS appointments and retention are the same. They are laid down in the **AGAI 78 (Army Medical Employment Policy)**, Tables 5 and 6.

Age Limits and Tenure of Appointment

01.06.106. Age Limits.

a. **NRPS (05) Subsequent Appointments.** NRPS (05) soldiers may no longer be considered by NRPS selection boards as applicants for a further period of 5 years' service in their current appointment or in a new appointment (see also **para 01.06.002c**).

b. **Normal Retirement Age.** Group A soldiers serving in or selected for their first NRPS appointment before 1 October 2005 including those who, for whatever reason, are selected for an alternative appointment on or after 1 October 2005, are to be discharged on reaching the age of 60 years. The effective date for normal retirement will be the day preceding a soldier's 60th birthday.

c. **NRPS (05) Group A Discharges.** NRPS (05) Group A soldiers, who are below the age of 60 years on the completion of tenure of appointment, are to be discharged.

d. **Group B Soldier Discharges.**

(1) Group B soldiers who were enlisted or selected before 1 October 2005, subject to the provisions of **para 01.06.101c**, may be extended on a year-by-year basis until reaching the age of 60 years.

(2) NRPS (05) Group B soldiers subject to the provisions of **para 01.06.101c**, may be extended on a year-by-year basis, until they have completed 5 years' NRPS (05) service or a shorter period of service if their tenure started on or after their 55th birthday. They are then to be discharged.

e. **Medical Assessments.** Service beyond the age of 55 years is subject to satisfactory biennial medical reports in accordance with the **AGAI 78 (Army Medical Employment Policy)**.

01.06.107. Tenure of Appointment.

a. **Group A soldiers selected for their first NRPS appointment before 1 October 2005.** It is to be assumed that a soldier wishes to continue their employment in the NRPS to age 60 unless they submit their resignation, are removed

from their appointment for misconduct, inefficiency or other cause, are medically discharged or made redundant (see **para 01.06.076** and Annexes A/6 and B/6 for redundancy provisions).

b. **NRPS (05) Soldiers.** After satisfactory completion of the initial probationary period it is to be assumed that an NRPS (05) soldier wishes to continue their employment until completion of tenure of appointment unless they submit their resignation, are removed from their appointment for misconduct, inefficiency or other cause, are medically discharged or made redundant (see **para 01.06.076** and Annexes A/6 and B/6 for redundancy provisions).

01.06.108. Extensions of Service.

a. **General.** All applications for extensions of service are to be submitted to APC Res Br not more than 9 months, and not less than 3 months, before Run Out Date.

b. **Extension of NRPS (05) Tenures of Appointment.** Exceptional authority will no longer be granted by APC Res Br.

c. **Extensions over Age of 60.** Exceptional authority will no longer be granted for NRPS and NRPS (05) soldiers to serve beyond their 60th birthday.

01.06.109. Reserved.

Re-engagement

01.06.110. A soldier under the age of 55 may, subject to the conditions laid down in Chap 4 may re-engage for 1, 2, 3 or 4 years at a time. A soldier aged 55 or over may, subject to receiving satisfactory biennial medical reports, re-engage for up to 2 years at a time, their last engagement being tailored to end on the day preceding their 60th birthday or at the end of their tenure of appointment, as appropriate. An entry on JPA is to be made showing that the soldier is to continue in their appointment on the appropriate rate of pay for the same periods as for that which they re-engaged.

Call Out Liability

01.06.111. A member of the Non Regular Permanent Staff will have the call out liability of Army Reserve Group B at **para 01.01.203**, regardless of the unit to which they are assigned, except that they are liable for service only in the United Kingdom (including the Isle of Man) and in the Channel Islands. A soldier employed as an instructor in a Royal Signals unit may, in addition to the foregoing be called out for permanent service when warlike operations are in preparation or progress.

01.06.112. Should a soldier, as a member of any other reserve, have any other call out liability, they are not to be called out on that other liability whilst serving in the Army Reserve. If, on termination of their service as a member of the Army Reserve, they still retain their original call out liability, they are to be reinstated in their original reserve.

01.06.112A. NRPS soldiers who volunteer to be deployed on an operational tour are to submit their application to the CO who is to justify to the Command/Functional 1-star chain of command the value to the Army Reserve unit in releasing the soldier from a NRPS engagement to undertake an operational tour. NRPS soldiers will only be authorised

absence from the Army Reserve unit for up to 9 months including POTL if a suitable temporary replacement has been identified and the liability for the post confirmed. Individuals volunteering should be aware that their post may be converted to FTRS to allow backfill and that there is no guarantee of continued employment on return from mobilisation.

Pay

01.06.113. Conditions of pay are laid down in **JSP 754**.

Substitution Pay.

a. When, through the absence of a regular or an Army Reserve soldier, an NRPS soldier is required to perform the duties of a position carrying one rank higher than that of their own position they may, subject to the approval of the Div Commander, be granted substitution pay. Approval is normally to be obtained before proceeding to camp. Such substitution pay, when appropriate, is to be at Army Reserve rates.

b. Regulations governing the payment of substitution pay to personnel who fulfil the conditions described above are laid down in **JSP 754**, Chapter 3, Section 8 and single Service policy issued by Head Pers Pol (Army).

01.06.114. All NRPS soldiers are expected to maintain a ‘current’ type bank account. Their pay is to be issued by JPA direct to their designated bank account monthly in arrears.

Allowances

01.06.115. Reference to conditions regarding allowances, travelling expenses, and so forth, are contained in the appropriate paragraphs of **JSP 754**.

Terminal Benefits

01.06.116. Conditions governing the award of terminal benefits are laid down in Chapter 6, Sections 7.

Leave

01.06.117. NRPS personnel should qualify for terminal leave at the same rate as FTRS personnel in accordance with **JSP 760**, Chapter 19. This means that NRPS personnel are currently entitled to 1 day’s terminal leave for each month of service up to a maximum entitlement of 10 working days’ terminal leave. Those personnel joining FTRS directly have no break in Reserve service and therefore are not entitled to Terminal Leave during their NRPS engagement.

Part time Employment

01.06.118. A soldier is not to undertake employment outside their military duties without the sanction of their CO. At the time of their appointment they are to give an undertaking that they will not do so by completing the certificate as shown in Annex A/6. The provisions of **para 01.06.054A** are also to apply to NRPS soldiers holding ACF/CCF appointments.

01.06.119. Permission is not to be given if the proposed civil employment is likely to interfere with the performance of any military duty. Generally the conditions of paras 01.06.053 – 01.06.056 will apply.

Absence on Account of Sickness

01.06.120. Where a soldier is prevented from returning to duty due to sickness, a medical certificate to this effect is to be obtained and submitted to their unit, followed by certificates at weekly intervals. Periods of sickness in excess of 14 days or which require in-patient hospital treatment are to be referred to the appropriate military medical authorities in accordance with normal practice.

a. Soldiers may be allowed sick leave on the rates of pay for up to 182 days in any 12 month period. If eventual return to full duties is expected, this may be extended to 364 days subject to confirmation by a medical board and the recommendations of the Div Commander. All such cases are to be referred to Army HQ DPS(A) PS4A (Res) for approval.

b. A soldier whose aggregated periods of sick leave exceed 364 days in any 4 year period or who is considered by a medical board to be permanently unfit to return to duty is to be discharged once they have exhausted their sick leave entitlement, that is to say, if the board recommends medical discharge during the initial 182 days sick leave the soldier is to be discharged after 182 days sick leave has expired the soldier is to be discharged as soon as is reasonable.

01.06.121. In the event that a soldier is unable to perform their duties due to sickness, and a medical board has recommended a medical discharge, the unit is to take immediate action to recruit a permanent replacement.

01.06.122. Soldiers whose appointments are terminated on medical grounds may be entitled to benefits as laid down in Chapter 7, Section 3.

01.06.123. Reserved.

Absence Without Leave

01.06.124. A soldier who absents themselves without leave is not to receive pay for the period that they are absent, unless they give an explanation which is satisfactory to the local Div Commander.

Termination of Employment

01.06.125.

a. **For Misconduct or any other such Cause.** A soldier who is discharged under **AGAI 49 (Termination of Service and Discharge of Soldiers)** is to have their engagement automatically cancelled with effect from the date of their discharge.

b. **On Redundancy.** Soldiers whose positions are to be disestablished are to be given not less than 6 months' written warning of redundancy (see Annex A/6). They are to receive formal notification of compulsory redundancy (see Annex B/6). Soldiers who are compulsorily discharged as redundees are eligible for redundancy

compensation contained in the current Defence Council Regulation. Head Pers Pol (Army) will issue procedural guidance and may amend the format of Annexes A/6 and B/6 as appropriate to the structural change activity. Discharges for redundancy are to be carried out under the terms **AGAI 49 (Termination of Service and Discharge of Soldiers)**.

c. **Voluntary Relinquishment.** A soldier who wishes voluntarily to relinquish their appointment is required to give 61 days' notice. After giving such notice they are not to be held beyond the date of expiry of their notice against their will. Subject to a suitable vacancy being available, if the soldier so wishes they may remain as a part time member of the Army Reserve.

01.06.126 – 01.06.128. Reserved.

Service Families Accommodation

01.06.129. The appointment to a Non Regular Permanent Staff position carries no entitlement to Service families accommodation.

Documentation

01.06.130. Documentation for the Non Regular Permanent Staff is to be as laid down in the **Joint** Personnel Administration Business Process Guides.

01.06.131 – 01.06.200. Reserved.

SECTION 5 – PAY
PAY, GRATUITIES, PENSIONS, ALLOWANCES AND CHARGES

General

01.06.201. The regulations for NRPS pay are laid down in **JSP 754**, Chapter 6, Section 1.

01.06.202 – 02.09.210. Reserved.

Intentionally blank

SECTION 6 – RECRUITING AND RETENTION ALLOWANCE (LONDON)

General

01.06.211. Recruiting and Retention Allowance (London) (RRA(L)) was introduced on 1 April 1997 to replace London rates of pay. RRA(L) is a taxable allowance designed to counter recruiting and retention difficulties resulting from adverse lifestyle factors in designated London locations. RRA(L) will be paid to eligible NRPS personnel at the rates laid down by MOD and in accordance with the regulations in **JSP 752**, Chapter 8, Section 5.

01.06.212 – 01.06.220. Reserved.

Intentionally blank

SECTION 7 – TERMINAL BENEFITS

01.06.221. The Reserve Forces Non Regular Permanent Staff (Pensions and Attributable Benefits Scheme) Regulations 2011 have replaced The Reserve Land Forces Regulations, Chapter 6.

a. The NRPS pension scheme has been re-enacted in Schedule 1 of the Defence Council Regulations and contains no fundamental change to the benefits payable. The re-made Scheme incorporates amendments required as a result of changes to occupational pension legislation including provisions for pensions on divorce, payment to civil partners and increasing the upper age limit for payment of children's pensions. It also makes provision to pay pensions for life to all adult immediate family where death is caused by service, reflecting changes to MOD policy. The attributable benefits for injury or death caused by service have been removed to a separate scheme to comply with tax legislation.

b. A separate attributable benefits scheme has been established at Schedule 2 of the Defence Council Regulations for injury or death caused by service before 6 April 2005 (payment for injury or death caused by service from 6 April 2005 is made under the Armed Forces Compensation Scheme). This is because the Finance Act 2004 introduced a new pension tax regime under which payments from a pension scheme for attributable injury or death would be unauthorised payments and tax charges would be levied on both the individual member of the scheme and the pension scheme. There are no changes to the level of benefits received, but in line with changes to the pension scheme provision is made to pay benefits to civil partners and unmarried partners, and benefits to all adult immediate family are payable for life.

c. The Reserve Forces Non Regular Permanent Staff (Pensions and Attributable Benefits Scheme) Regulations 2011 can be found at this website:

https://www.gov.uk/guidance/pensions-and-compensation-for-veterans

01.06.222 – 01.06.300. Reserved.

Intentionally blank

SECTION 8 – ALLOWANCES AND CHARGES

01.06.301. The regulations for allowances and charges applicable to the NRPS are laid down in **JSP 752** and **JSP 754**.

01.06.302 – 01.06.320. Reserved.

Intentionally blank

SECTION 9 – REDUNDANCY SCHEME

01.06.321. The NRPS Redundancy package is confirmed in the most recent Defence Council Regulation.

01.06.322 – 01.06.350. Reserved.

Intentionally blank

ANNEX A TO CHAPTER 6
TEXT OF LETTER WARNING NRPS OF REDUNDANCY SELECTION

Sir,

1. I am directed to inform you that due to the (establishment revision, restructuring, disestablishment) [insert as appropriate] of your unit, (xxxxxxxxxxx) [insert title] Review Board has provisionally selected you for premature retirement with compensation under the terms laid down in Section 5 to Chapter 7 of these regulations, of which your unit has a copy. The actual date of your retirement will be determined by the needs of the Service and the detailed arrangements for the restructuring of your Army Reserve unit. You will be formally informed of this date by your CO when it has been confirmed.

2. Normally retirement will take place by the end of (xxxxxx) [Insert appropriate month in accordance with the unit drawdown timetable. This date must be not less than 6 months after the date of the letter.] If you have strong reasons for preferring an earlier date you should inform your CO immediately. Every effort will be made to meet your request subject to the overall needs of the Army. However, you are reminded that if you should retire within 6 months of receipt of this letter, you would not be eligible to receive unemployment benefit.

3. As you are aware, Army Reserve restructuring means that your unit is to be (merged/amalgamated/converted/reorganized/disbanded) [insert as appropriate].

I am, Sir

Your obedient Servant

Xxxxxxxxxxxxxxxxxxx

for xxxxxxxxxxxxxxxxx

President xxxxxxxxxxxx

Review Board

Intentionally blank

ANNEX B TO CHAPTER 6
NRPS – NOTIFICATION OF COMPULSORY REDUNDANCY

1. Any Army Reserve NRPS potential redundee is to be sent a personal letter confirming the date on which they will be compulsorily discharged as a redundee. The letter is to be written and signed by the individual's CO. A copy of this letter is to be sent to APC CM Branch in the case of soldiers, for inclusion in the individual's personal file.

2. The letter is to include the text shown in the example below, amended as necessary to include personal details and particular thanks for any specific tasks or achievements over and above normal duties. Any additions to the basic text are not to include anything to raise expectations of future NRPS employment, comments on redundancy compensation, or comment which could be subsequently used to the disadvantage of the Army.

3. **Officers.** MOD has advised that when an officer is made compulsorily redundant, they are not required to write a letter applying for resignation or retirement. However, units are required to submit all the normal documentation required for an Army Reserve officer on leaving the Service. Units are to check with APC Res Br to confirm that an individual does not have a residual RARO liability before finalizing the letter shown below.

4. This letter is additional to any formal letter sent by APC Res Br or the chain of command to an individual thanking them for their services.

Text of Letter to be sent to all Army Reserve NRPS Confirmed Redundees:

From: [Fill in as appropriate]

Commanding Officer

[Fill in as appropriate]

[Date]

[Addressee]

Dear [As appropriate]

I am writing to formally confirm that you have been selected as a redundee and that [your (retirement) (resignation) (transfer to RARO) will be gazetted] [you are to be discharged under the terms of The Reserve Land Forces Regulations, Chapter 5, 'on reduction of establishment'] with effect from the [insert confirmed date]

I am also writing to thank you on behalf of myself and all the officers and soldiers of [insert unit / sub-unit as appropriate] for everything which you have done for them since you assumed your appointment as [insert as appropriate] in [insert year]. [Insert additional remarks for specific achievements or tasks performed as appropriate.] We are all extremely grateful and regret that due to restructuring it has become necessary to lose your services. [Nevertheless, this does not mean that you should cut your ties with [insert unit name] and I hope that we shall still see you at Regimental functions as an honorary member of the [Officers' Mess/WOs and Sergeants' Mess] from time to time.]

[I wish you all the best in your new (job) (appointment) at ( )]

or

[I am delighted that you have been chosen to fill the civilian ( ) position at ( )]

because this means that you have not been lost to the (Regiment) and I hope you will stay with us for (many years to come) (until you finally retire)]

or

[I hope you are successful in your search for a new (job) (appointment) and I wish to remind you that NRPS are not eligible for MOD resettlement schemes in JSP 534, however, you may wish to contact the British Legion through their web site: https://www.britishlegion.org.uk/can-we-help/civvy-street]

[appropriate salutation]

CHAPTER 7
FINANCIAL CONDITIONS OF SERVICE

GENERAL RULES

Introduction

01.07.001. The regulations for Army Reserve pay, allowances, bounty and charges including accommodation charges are laid down in **JSP 752** (Allowances) and **JSP 754** (Tri Service Regulations for Pay and Charges) as well as **JSP 464**. The rules for pension and compensation are contained in the **Army Pension Warrant 1977** and **JSP 765** The Armed Forces Compensation Scheme. The purpose of this chapter is to promulgate supplementary single Service regulations additional to those in **JSP 752** and **JSP 754**. Pay rates are published each year in the MOD directed letter.

Eligibility

01.07.002. Army Reserve personnel are entitled to pay and allowances as laid down in **JSP 754** and **JSP 752**.

Time Bar Limitation of Eligibility

01.07.003. Except in such exceptional circumstances as may be approved by the Defence Council no claim is to be admitted for pay, allowances or other financial advantages granted by **JSP 752** or **JSP 754**, or this chapter which relates to any period more than 6 years antecedent to the date of the claim.

Abatement of Emoluments to meet Public and Service Claims

01.07.004. **JSP 754** is the authority for all Service Pay and Charges issues.

Income Tax and Earnings Related National Insurance Contributions

01.07.005. Reserve pay is liable to the deduction of tax and ERNIC in accordance with current legislation. Full details are available on the HMRC website. Army Reserve officers receive a tax free uniform upkeep allowance. There is no tax allowance for optional items purchased privately by individuals to meet regimental customs.

01.07.006 – 01.07.008. Reserved.

01.07.009. **Exceptional Payments.** In addition to the regulations contained in this Chapter, and any Royal Warrants or orders in Council being in place at the time, the Defence Council may authorise the exceptional issue of pay, non-effective pay, bounties and allowances. Exceptional payments made in exercise of this power must be within existing MOD financial arrangements.

Acting Rank and Substitution Pay

01.07.010. See **JSP 754**, Chapter 2, Section 7 & 8. For the avoidance of doubt, absence on detached duty includes absence due to FTRS, Additional Duties Commitments, Voluntary Additional Training or Duties.

Pay

01.07.011. General. Information on Reserve pay can be found in **JSP 754**, Chapter 3.

01.07.012 – 01.07.050. Reserved.

Bounty Qualification

01.07.051. Full Payment. In order to be paid the full Bounty Payment for any training year, the SP must have:

a. Been in Volunteer Army Reserve Service for the entire training year from 1 April to 31 March.

b. Completed the Obligatory Training requirements set out in RLFR Pt 1, Ch 3 and earned a CO's Certificate of Efficiency.

01.07.052. Part Payment. SP who have been in Volunteer Army Reserve Service for less than the entire year may receive a part payment of Bounty at the rate of 1/12 of the Full Payment for each full month served. Whilst service in the Regular Army, on FTRS, Mobilised Service or any other full-time basis may count towards Annual Training requirements, it does not count towards the time served. To receive a Part Payment, all other qualification criteria must be met.

01.07.053 – 01.07.100. Reserved.

01.07.101. Personal Status.

a. Eligibility for certain allowances is dependent upon the individual's personal status. All Army Reserve officers and soldiers are to declare their personal status by the completion of JPA N001 in accordance with the provisions of **JSP 752**, Chapter 2, Section 2. One copy is to be forwarded to the appropriate paying authority and the second retained in the unit with their personal documents.

b. Any change in status is to be reported without delay and a new Army Form O 1700 completed. Failure to report may result in the issue of incorrect allowances.

01.07.102 – 01.07.207. Reserved

Mobilisation and Bounty

01.07.208. See **JSP 754**, Chapter 3, Section 5.

Call Out Gratuity

01.07.209. See **JSP 754**, Chapter 3, section 6.

01.07.210 – 01.07.280. Reserved.

Travelling allowance

01.07.281. The regulations governing the authorization of travel and refund of travel expenses and allowances for all Reservists, including Honorary Colonels, Officiating Clergy, RAROs and members of the Officer Training Corps are laid are laid down in **JSP 752**, Chapter 6.

01.07.282 – 01.07.400. Reserved.

Pension arrangements

01.07.401. All Army Reserve Forces personnel are eligible, on vesting, to be active members of the Armed Forces Pension Scheme 2015 (AFPS 15).

01.07.402. SPs in receipt of an Armed Forces Immediate Pension from AFPS 75 or Pension from AFPS 05 may be liable to have that pension abated on re-employment within the Services on an FTRS or ADC commitment. SP in receipt of an AFPS 05 EDP may have their annual EDP income suspended (that is to say, abated by 100%) on an FTRS or ADC commitment. An individual may also be required to repay any “unexpired” portion of their EDP Lump Sum dependent on how long the individual has been out of Regular Service prior to re-employment. Further detail can be found in **JSP 854** (AFPS 75), **JSP 764** (AFPS 05) and **JSP 905** (AFPS 15).

01.07.403 – 01.07.450. Reserved.

Intentionally blank

CHAPTER 8
THE ARMY RESERVE REINFORCEMENT GROUP (ARRG)

Introduction

01.08.001. The Army Reserve Reinforcement Group (ARRG) manages Service Personnel (SP) who are temporarily without an Active List appointment in the Army Reserve in order to maximise talent and available resource. But excludes those in ARRG 5 who are Army Reserve SP serving in FTRS appointments. There are 5 distinct groups within the ARRG:

a. **ARRG 1.** ARRG 1 is not an authorised Reserve WF Requirement assignment. Army Reserves who have completed[43] an Army Reserve authorised assignment but are currently without an assignment[44] and have either secured or are seeking a future assignment, they are sponsored and funded by a unit. All funding should be from Formations/HQ's delegated RSD budgets. BLB Managers are to agree any uplifts to the budget, which should be staffed through 3* HQs prior to submission to Reserve Project Assignment Board (RPAB).

b. **ARRG 2.** Regular SP who join direct into the Army Reserve who have not secured an authorised WF Requirement assignment[45] but are actively seeking one, but who do not have a sponsor unit.

c. **ARRG 3.** Army Reserves who have previously completed an authorised WF requirement assignment, are without a current assignment but seeking a future assignment as they do not have a sponsor unit.

d. **ARRG 4.** Army Reserves without a current assignment, who are temporarily unable to fulfil their training obligations for an extended period but intend to return during their ARRG 4 tenure.

e. **ARRG 5.** Army Reserves employed on FTRS.

01.08.002 – 01.08.009. Reserved.

Administration

01.08.010. Eligibility. Army Reserve Officers and soldiers who have completed Phase 2 Trg and are enlisted in the Army Reserve can apply to move to the ARRG. Officers who are transitional members must elect to change their status to become ordinary members of the Army Reserve, prior to applying to join the ARRG (see Annex C to Ch 1, Pt 1). The minimum MES for assignment to the ARRG is MLD. Those who have a temporary medical grading of MND must be managed by their reserve unit. By exception those graded MND may be held in an ARRG1 PID and are to undergo periodic medical reviews as directed in **AGAI 78**. If upgraded to MLD or MFD they may be assigned. Where

---

[43] Definition of 'completed' as directed by APC .

[44] Where there is no current vacant position available in the Unit at the relevant rank beyond the 125% overbearing.

[45] Regular Service leavers on joining the Army Reserve without an authorised WF Requirement assignment, may only transfer into ARRG 2.

a permanent MES of MND is held or awarded, then the **AGAI 78**, App 27 and App 28 process is to be followed which may result in medical discharge.

01.08.011. Application. SP requiring to join the ARRG are to apply through their unit chain of command to APC Res Br[46]. Applications are to be accompanied by Army Form E 20063. Moves to the ARRG are to comply with the provisions of **ACR 19**, Part 2 (Officers) and Soldier ToS Transfers. The final authority for moves to the ARRG is APC Res Br.

01.08.012. Project Work. SP in the ARRG may voluntarily conduct short-term project work[47]. To assist potential employers and APC Res Br to identify suitable candidates, the ARRG application form captures civilian and military skills. SP conducting authorised, agreed and funded project work are to be moved to ARRG 1 in accordance with the process at Annex C.

01.08.013. Full Time Service. Eligible SP in the ARRG may volunteer for FTRS, ADCs or Mobilised Service; or can apply to transfer to the Regular Army.

01.08.014. Honours and Awards. Time spent on ARRG 1 is to count as qualifying service towards the Volunteer Reserve Service Medal provided all qualifying conditions for the award have been fully met. Time spent on ARRG 2, 3 and 4 does not count as qualifying service. Time spent in ARRG 5 does not count as qualifying service, ARRG 5 SP will be considered for such awards through their FTRS service.

01.08.015. Promotion[48]. With the exception of SP on ARRG 2[49], SP will continue to be boarded for promotion providing they remain eligible. In order to promote, SP must move out of the ARRG and into an authorised WF Requirement appointment in the higher rank.

01.08.016. Mobilisation. SP assigned to the ARRG retain mobilisation liability appropriate to the Army Reserve Group in which they were serving prior to joining the ARRG. In addition, SP in the ARRG may apply for any mobilised appointment through their Head of Establishment or APC as appropriate.

01.08.017. Retirement. SP may not remain in any ARRG beyond the tenures shown below and may not remain in the ARRG beyond the Normal Retirement Age (NRA) for their rank, employment and Arm/Corps. Overage extensions will not be authorised whilst on the ARRG.

01.08.018. Vetting. SP assigned to either ARRGs 2,3 or 4 will retain their SC clearance on the ARRG for a maximum of 3 years and DV for a maximum of 1 year. APC Res Br will inform Pers Sy A when a SP reaches these timelines. If SC clearance expires before 3 years, it may be renewed or extended for up to 12 months only, but no further than the maximum period of 3 years, no renewal or extension will be granted for those on ARRG 4. Exceptions to this policy, including any extensions to DV, will be considered on a case-by-case basis with Pers Sy A.

---

[46] Snr Capt and above via the APC CM Br before going to APC Res Br.

[47] Normally for a maximum of 12 months and 44RSDs

[48] ACR 19 (Officers) and SToS (Soldiers).

[49] SP in ARRG 2 require an AR from Army Reserve service in order to be considered for grading in the Army Reserve.

01.08.019– 01.08.100. Reserved.

ARRG 1 – Unit Training

01.08.101. Purpose. ARRG 1 contains Army Reserve SP who have previously completed an Army Reserve assignment, are actively seeking Reserve employment in an authorised WF Requirement position[50] or have secured an assignment but not yet taken it up. They can only apply for an ARRG 1 UNIT TRAINING position in the Unit where they are currently serving. SP in ARRG 2 or ARRG 3[51] are not eligible to apply for an ARRG 1 UNIT TRAINING position. SP in ARRG 1 are to be included in the overall strength of the Army Reserve. They will be sponsored and funded[52] by their Army Reserve unit and can attend training with that unit with the permission of the CO.

01.08.102. Sponsor Unit. Applicants to ARRG 1 are required to secure sponsorship from the Group A Army Reserve unit with agreement of the CoC.

01.08.103. Funding. RSD funding will come from the existing unit Control Total (CT) as issued by their superior HQ. Where additional funding is required, 1-star and 2-star RSD CT should be approached for an uplift. The sponsor unit is to be noted on the Army Form E 20063. Sponsor Units who are not able to continue funding a SP on ARRG 1 may offer the SP any of the options in 01.08.105. Additionally, the Sponsor unit can remove a SP from ARRG 1 when they are unable to train or attain the level of commitment required by the CoC.

01.08.104. Training and Bounty. To be eligible for bounty, SP will be required to complete the full training commitment within a Gp A Army Reserve unit. The sponsor unit is responsible for validating bounty applications.

01.08.105. Documentation. Personal documentation for SP on ARRG 1 is to be held by the sponsor unit.

01.08.106. Tenure. SP may normally remain on ARRG 1 (UNIT TRAINING) for up to 12 months. This could be extended by a further 12 months should the Sponsor Unit continue to require them[53] by following the process at Annex A. SP who have not found an authorised WF Requirement appointment at the end of their ARRG 1 tenure are to do one of the following:

a. Apply to their CoC for a 12-month extension by following Annex A.

b. Apply to be placed in ARRG 3.

c. Apply to move to RARO[54] (officers).

---

[50] In accordance with the latest published Reserve Workforce Requirement Army Plan (ResWRAP)

[51] SP in ARRG 4 may be considered for employment on ARRG 1 (UNIT TRAINING).

[52] All funding request to be approved by Army HQ, SO2 WF Plans Res, funding for ARRG 1 Unit Training may be revoked by Army HQ or the CO at any time.

[53] Cases with CoC endorsement are to be staffed to Army HQ, SO2 WF Plans Res, utilising Annex B.

[54] SP are required to apply to move to the RARO to APC Res Br.

d. Resign or retire (officers).

The Chain of Command are to do the following if the SP has not followed **para 01.08.105**:

e. Discharge under the provisions of **AGAI 49 (Termination of Service and Discharge of Soldiers)**, or apply for an Officers retirement **ACR 19**, Part 2 (Officers).

01.08.107. Rank. SP in ARRG 1 remain in the substantive rank held prior to entry into the ARRG and will be paid at that rank. Paid Acting Rank, Local Unpaid Rank, and/or SUPA are not permitted.

01.08.108. Appraisal Reporting. SP in ARRG 1 will receive an Appraisal Report if they complete the number of RSDs applicable to their sponsor unit. If a SP serves with more than one unit to accumulate the number of RSDs to qualify for an Appraisal Report, then the current sponsor unit will raise and administer the Appraisal Report. Sponsor units are required to provide an Appraisal Report for all SP that they sponsor who meet the AR threshold.

01.08.109. Out of Contact. If the sponsor unit loses contact with a SP in ARRG 1, the sponsor unit will apply to retire or terminate the engagement of the SP under the terms of **ACR 19**, Part 2 (Officers) or **AGAI 49 (Termination of Service and Discharge of Soldiers)**. Out of Contact SP must not be moved to another part of the ARRG.

01.08.110 – 01.08.200. Reserved.

ARRG 1 - Short Term Projects

01.08.201. Purpose. ARRG 1 Projects contain Army Reserve SP who do not have an active assignment in an authorised workforce requirement position but have secured a short-term project in line with the process at Annex C. The authorisation of an ARRG 1 Project Position will be done following agreement of the requirement, confirmed funding, advertising and boarding of the position. SP in ARRG 1 are to be included in the overall strength of the Army Reserve. They will be funded[55] by the Organisation who have sponsored the post.

01.08.202. Sponsor Unit. The sponsor Organisation can remove a SP from ARRG 1 when they are unable to complete RSDs or attain the level of commitment required by the sponsor Organisation.

01.08.203. Appointing. Advertising and selection for ARRG 1 Projects for Lt Col and below are to be conducted by the sponsoring employer organisation in accordance with the Career Management Manual process for Army Reserve distributed boarding. Boards are to be assured by CFM Reserves and individual candidate assurance conducted by their CM. Selections for Projects at Col and above are made by the relevant APC General Staff appointment board.

01.08.204. Bounty. SP in an ARRG 1 Project posts are not eligible to earn a Bounty.

[55] Funding for ARRG 1 Project Roles that have been granted as an uplift to delegated RSD budgets may be revoked by Army HQ or the CO at any time.

01.08.205. Documentation. Personal documentation for SP on ARRG 1 is to be held by the Sponsor Unit.

01.08.206. Tenure. SP may normally[56] remain on an ARRG 1 Project position for up to 1 year, should the Sponsor Unit continue to require them. If a SP has not found an appointment after a continuous period of 1 year in an ARRG 1 Project post, SP is to do one of the following:

a. Apply to be placed in ARRG 3 if they are an Army Reservist who has completed an Army Reserve authorised WF Requirement Reservist assignment.

b. Apply to be placed in ARRG 2 if an Ex-Regular who has not yet completed an Army Reserve authorised WF Requirement Reservist assignment.

c. Apply to move to RARO (officers[57]) voluntarily.

d. Resign or retire (officers only).

e. Discharge under the provisions of **AGAI 49 (Termination of Service and Discharge of Soldiers)**, or apply for an Officers retirement **ACR 19**, Part 2 (Officers).

01.08.207. Rank. SP in ARRG 1 Project posts remain in the substantive rank held prior to entry into the ARRG and will be paid at that rank. Paid Acting Rank, Local Unpaid Rank, and/or SUPA are not permitted.

01.08.208. Appraisal Reporting. SP in ARRG 1 Projects may receive an Appraisal Report, as directed by JSP 757, Pt 2, Vol 2, if they complete the number of RSDs applicable to their sponsor unit. Sponsor units must accept the responsibility to provide an Appraisal Report prior to agreeing to sponsor an SP and ensure they are boarded appropriately[58] as required.

01.08.209. Out of Contact. If the sponsor organisation loses contact with a SP in ARRG 1, the sponsor organisation will apply to retire or terminate the engagement of the SP under the terms of **ACR 19**, Part 2 (Officers) or **AGAI 49 (Termination of Service and Discharge of Soldiers)**. Out of Contact SP must not be moved to another part of the ARRG.

01.08.210. ARRG1 Project applications. Applications require a OPBC and Job Spec to be submitted via respective formation HQs to ArmyStratCen-WFP-Res-SO2a@mod.gov.uk at least 6 weeks prior to the proposed project start date for Strat Cen authorisation. If applying for an extension a new OPBC will need to be submitted to include the service person's service number, rank, name and the JPAN. See Annex C to Ch 8 to Pt 1.

01.08.211 – 01.08.300. Reserved.

---

[56] Exceptional cases to Army HQ, SO2 WF Plans Res.

[57] SP are required to apply to move to the RARO.

[58] Boarding includes grading for promotion and follow-on assignments.

ARRG 2 - Regular to Army Reserve Transfers

01.08.301. Purpose. Regular SL who successfully join the Army Reserve who have not yet secured an authorised WF Requirement assignment but are actively seeking an authorised workforce assignment. SP in ARRG 2 are to be included in the overall strength of the Army Reserve but do not count against a unit establishment.

01.08.302. Assignment.

a. SP are assigned to ARRG 2 on successfully joining the Army Reserve, once authorised by APC Res Br and Army Strat Cen. APC Res Br becomes their unit.

b. Tenure in ARRG 2 is not permitted beyond the limits in **para 01.08.304**.

01.08.303. Training and Bounty. SP in ARRG 2 have no training liability and there is no funding for them to conduct training. They are not eligible to earn bounty. SP in ARRG 2 are not funded to attend paid selection events[59] but may undertake C2[60] training whilst remaining in ARRG 2.

01.08.304. Documentation. Personal documentation of SP on ARRG 2 is to be forwarded to Mil Admin Sp, APC.

01.08.305. Tenure. SP may remain on ARRG 2 for up to 4 years. The initial assignment is for 2 years. If a SP has not applied for a post within the first two years on ARRG 2, APC Res Br is to apply one of options a to d below. Beyond this, APC Res Br may authorise a further extension of 2 years, up to a total of 4 years continuous[61] service on ARRG 2. If a SP has not found suitable employment after a continuous period of 4 years on ARRG 2, APC Res Br are to do one of the following:

a. Apply to move to RARO (officers only) voluntarily.

b. Be discharged under the provisions of **AGAI 49 (Termination of Service and Discharge of Soldiers)** and apply to move to Section D of the Regular Reserve (soldiers only).

c. Resign or retire (officers only).

d. Be discharged under the provisions of **AGAI 49 (Termination of Service and Discharge of Soldiers)** or **ARC 19**, Part 2 (Officers).

01.08.306. Rank. SP in ARRG 2 retain their substantive rank. Paid Acting Rank, Local Unpaid Rank and/or SUPA may not be retained in ARRG 2.

01.08.307. Appraisal Reporting. Appraisal Reports are not to be completed for SP in ARRG 2.

01.08.308. Command. The CO of ARRG 2 is CO APC.

---

[59] RLFR Annex A to Chapter 2.

[60] C2 training is defined in JSP 754 para 03.0111 - unpaid Voluntary Training and Other Duties.

[61] Continuous Service can only be broken by assignment to an authorised WF Requirement position.

01.08.309. Out of Contact. If APC Res Br are unable to contact a SP at the end of the initial 2 year point, the SP will be retired or have their engagement terminated under the terms of **ACR 19**, Part 2 (Officers) or **AGAI 49 (Termination of Service and Discharge of Soldiers)**.

01.08.310 – 01.08.400. Reserved.

ARRG 3 - Unassigned

01.08.401. Purpose. ARRG 3 contains Army Reserve SP who have completed an endorsed Army Reserve WF Requirement assignment, they are currently without an appointment, without a sponsor unit, or who have spent up to 1 year in ARRG 1. These SP are actively[62] seeking further Reserve employment in an authorised workforce requirement position to continue their Army Reserve career. Regular Service Leavers who transfer to the Army Reserve and have yet to find an active Army Reserve appointment are not to be held in ARRG 3 but held in ARRG 2. Individuals on ARRG 3 are included in the overall strength of the Army Reserve but do not count against a unit establishment.

01.08.402. Assignment.

a. SP are moved to ARRG 3 by APC Res Br, which becomes their new unit.

b. Officers may be moved to ARRG 3 without their consent as an alternative to compulsory termination. This paragraph does not permit tenure in ARRG 3 beyond the limits in **para 01.08.404**.

01.08.403. Training and Bounty. SP in ARRG 3 have no training liability and there is no funding for them to conduct training. They are not eligible to earn bounty. SP in ARRG 3 are not funded to attend paid selection events[63] but may undertake C2 training whilst remaining in ARRG 3.

01.08.404. Documentation. Personal documentation of SP on ARRG 3 is to be forwarded to Mil Admin Sp, APC.

01.08.405. Tenure. SP may remain on ARRG 3 for up to 4 years. The initial assignment is for 2 years. Beyond this, APC Res Br may authorise a further extension of 2 years, up to a total of 4 years continuous service on ARRG 3. SP who have not found suitable employment after a continuous period of 4 years on ARRG 3, APC Res Br are to do one of the following:

a. Apply to move to RARO (officers only) voluntarily.

b. Be discharged under the provisions of **AGAI 49 (Termination of Service and Discharge of Soldiers)** and apply to move to Section D of the Regular Reserve (soldiers only).

c. Resign or retire (officers only).

---

[62] Applying for and running to Boards.

[63] RLFR Annex A to Chapter 2.

d. Be discharged under the provisions of **AGAI 49 (Termination of Service and Discharge of Soldiers)**, or **ACR 19**, Part 2 (Officers).

01.08.406. Rank. SP in ARRG 3 retain their substantive rank. Paid Acting Rank, Local Unpaid Rank and/or SUPA may not be retained in ARRG 3.

01.08.407. Appraisal Reporting. Appraisal Reports are not to be completed for SP in ARRG 3.

01.08.408. Command. The CO of ARRG 3 is CO APC.

01.08.409. Out of Contact. If APC Res Br are unable to contact a SP at the end of the initial 2 year point, the SP will be retired or have their engagement terminated under the terms of **ACR 19**, Part 2 (Officers) or **AGAI 49 (Termination of Service and Discharge of Soldiers)**.

01.08.410 – 01.08.500. Reserved.

ARRG 4 – Temporarily Unavailable

01.08.501. Purpose. ARRG 4 contains SP who are temporarily unable to fulfil their training obligations for an extended period but who wish to remain in the Army Reserve. The SP should intend to resume their Service at a future date within the duration of their tenure on ARRG 4. SP in ARRG 4 are included in the overall strength of the Army Reserve but do not count against a unit establishment.

01.08.502. Assignment. SP are to be assigned to ARRG 4 by APC Res Br, which becomes their new unit.

01.08.503. Training. SP on ARRG 4 have no funding for training liability. They are not eligible to earn bounty or RSD's. SP in ARRG 4 may apply for an ARRG 1 Unit Training position.

01.08.504. Documentation. Personal documentation of SP on ARRG 4 is to be forwarded to Mil Admin Sp, APC.

01.08.505. Tenure. The initial assignment is for an agreed period of up to 2 years. If the SP's circumstances change, APC Res Br may authorise a further extension of 2 years, up to a total of 4 years' continuous service[64] on ARRG 4. As soon as the SP becomes available for an assignment within the Army Reserve, they are to be moved to ARRG 1 (if sponsored) or ARRG 3. For SP who do not return to suitable employment after a continuous period of 4 years on ARRG 4, APC Res Br are to do one of the following:

a. Apply to move to RARO Class 2 (officers only) voluntarily.

b. Be discharged under the provisions of **AGAI 49 (Termination of Service and Discharge of Soldiers)** and apply to move to Section D of the Regular Reserve (soldiers only).

---

[64] Continuous Service can only be broken by assignment to an endorsed WF Requirement position.

c. Resign or retire (officers only).

d. Be discharged under the provisions of **ACR 19**, Part 2 (Officers), or **AGAI 49 (Termination of Service and Discharge of Soldiers)**.

01.08.506. Rank. SP in ARRG 4 retain their substantive rank. Paid Acting Rank, Local Unpaid Rank and/or grant of SUPA may not be retained in ARRG 4.

01.08.507. Appraisal Reporting. Appraisal Reports are not to be completed for SP in ARRG 4. Should the SP be selected to undertake project work they are to be moved to ARRG 1.

01.08.508. Command. The CO of ARRG 4 is CO APC.

01.08.509. Out of Contact. If APC Res Br are unable to contact a SP at the end of the agreed initial assignment, the SP will be retired or have their engagement terminated under the terms of **ACR 19**, Part 2 (Officers) or **AGAI 49 (Termination of Service and Discharge of Soldiers)**.

01.08.510 – 01.08.600. Reserved.

ARRG 5 - FTRS

01.08.601. Purpose. ARRG 5 contains the Army Reserve records of SP who are currently employed on FTRS.

01.08.602. Assignment. Army Reserves serving on FTRS commitments are to have their Army Reserve JPA record moved to ARRG 5 by APC Res Br.

01.08.603. Transfer from the Regular Reserve. In order to be run to an appointments board in the Army Reserve, Regular Reserve personnel must have a transfer agreed in principle by Strat Cen in Army HQ. Applications are to be made on Army Form E 07547 A/B and if accepted the individual will be moved to ARRG 5. Applications to transfer to ARRG 5 are to be made on Army Form E 20063.

01.08.604. Training. SP on ARRG 5 are fully employed on FTRS and therefore have no training liability linked to their membership of ARRG 5. There is no eligibility to earn a bounty.

01.08.605. Documentation. Personal documents of SP on ARRG 5 are to be forwarded to the RAO of the FTRS unit.

01.08.606. Tenure. The Army Reserve SP will remain in ARRG 5 for the duration of the FTRS commitment.

01.08.607. Normal Retirement Age (NRA). SP's Army Reserve records may not remain in ARRG 5 beyond the NRA. APC Res Br are to conduct this action.

01.08.608. Completion of FTRS. At the completion of the FTRS commitment, the SP will do one of the following:

a. Assume a new FTRS appointment and if Army Reserve be placed in an ARRG 5 PID, or;

b. If an Army Reserve, either be selected to fill an authorised PID in the Army Reserve or move to ARRG 3, or;

c. If a Regular Reserve, apply to transfer to the Army Reserve (as per **para 01.08.602**) and if successful subsequently apply and be selected to fill an authorised PID in the Army Reserve, or;

d. Resign or retire (officers only) under the provisions of Chapter 6 **ACR 19**, (If retiring as a Reg Reserve, may maintain a Reg Reserve liability).

e. Be discharged under the provisions of **AGAI 49 (Termination of Service and Discharge of Soldiers)**.

01.08.609. If the SP does not take any of the actions in 01.08. 607, the CM Branch or Army Reserve unit will move the SP to ARRG 4.

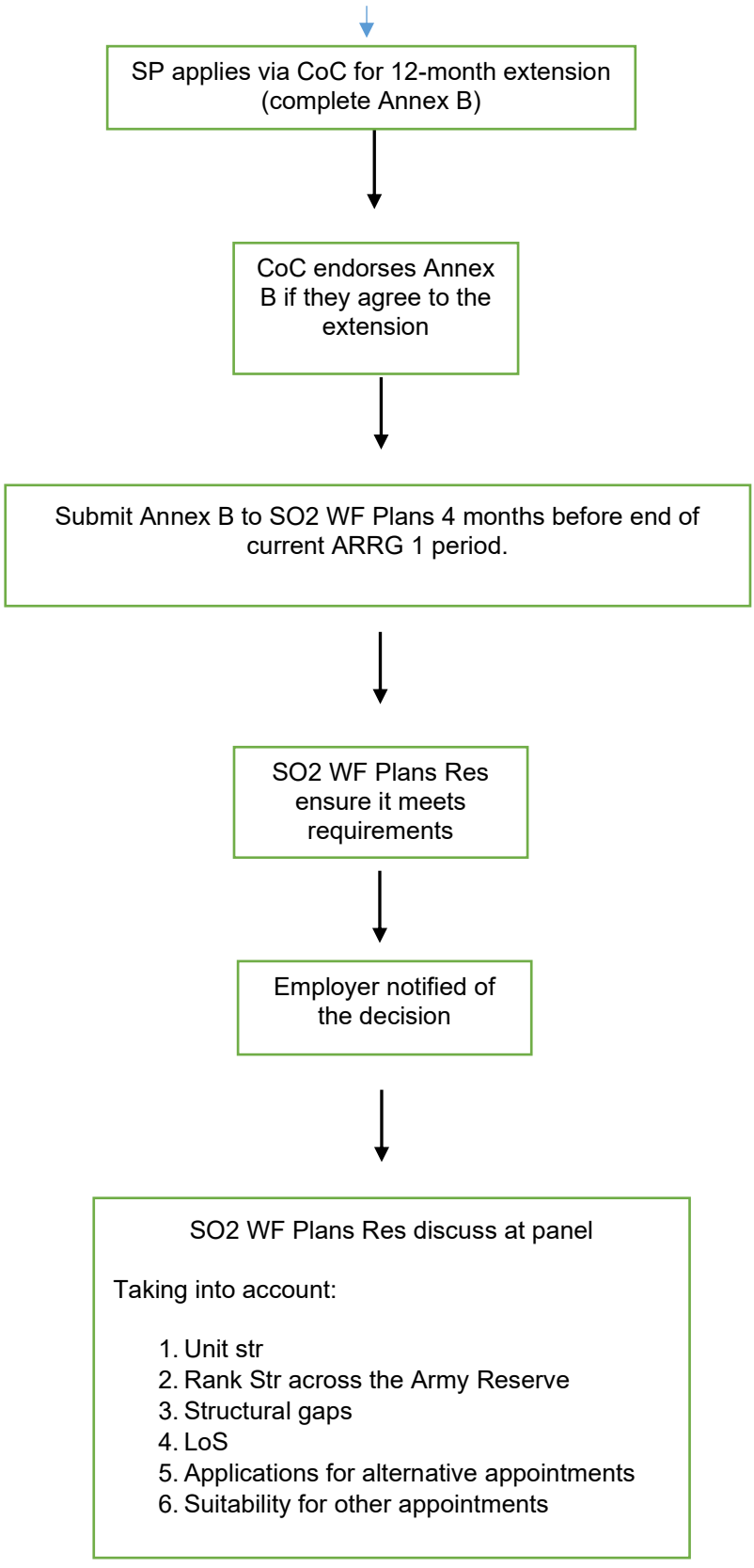
01.08.610. Termination. If a SP is to resign or retire at the end of an FTRS commitment, the FTRS employing unit is to conduct the discharge action, including discharge from the Army Reserve or Regular Reserve.

01.08.611. Appraisal Reports. Appraisal Reports are to be completed by the FTRS unit.

01.08.612. Career Management. All Army Reserve SP serving in FTRS appointments are to be boarded for promotion when eligible in all respects. The FTRS unit is responsible for this action though they may request the grading is undertaken by an Army Reserve unit.

01.08.613 – 01.08.700. Reserved.

ANNEX A TO CHAPTER 8 TO PART 1
APPLICATION PROCESS FOR 12 MONTHS EXTENSION IN ARRG 1



Intentionally blank

ANNEX B TO CHAPTER 8 TO PART 1
ARMY RESERVE APPLICATION TO EXTEND IN ARRG 1

Name | **Initials** | **Rank** | **Service Number**

Regt/Corps/CD Cap | **Date of Birth** | **Present Unit**

Address of Unit

Start/Commissioning Date | **Date present engagement due to expire** | **Present Employment**

Trade (Soldiers)

JMES

Date Awarded | **Deployability MFD/MLD/MND**

I wish to be extended in _____ *(Unit)* For a period of now more than 12 months

Date | **Signature**

PART B ***(to be completed by Applicant's Commanding Officer)***

Remarks and Extenuating Circumstances

Date | **Signature of CO**

PART C ***(to be completed by ARRG 1 Panel))***

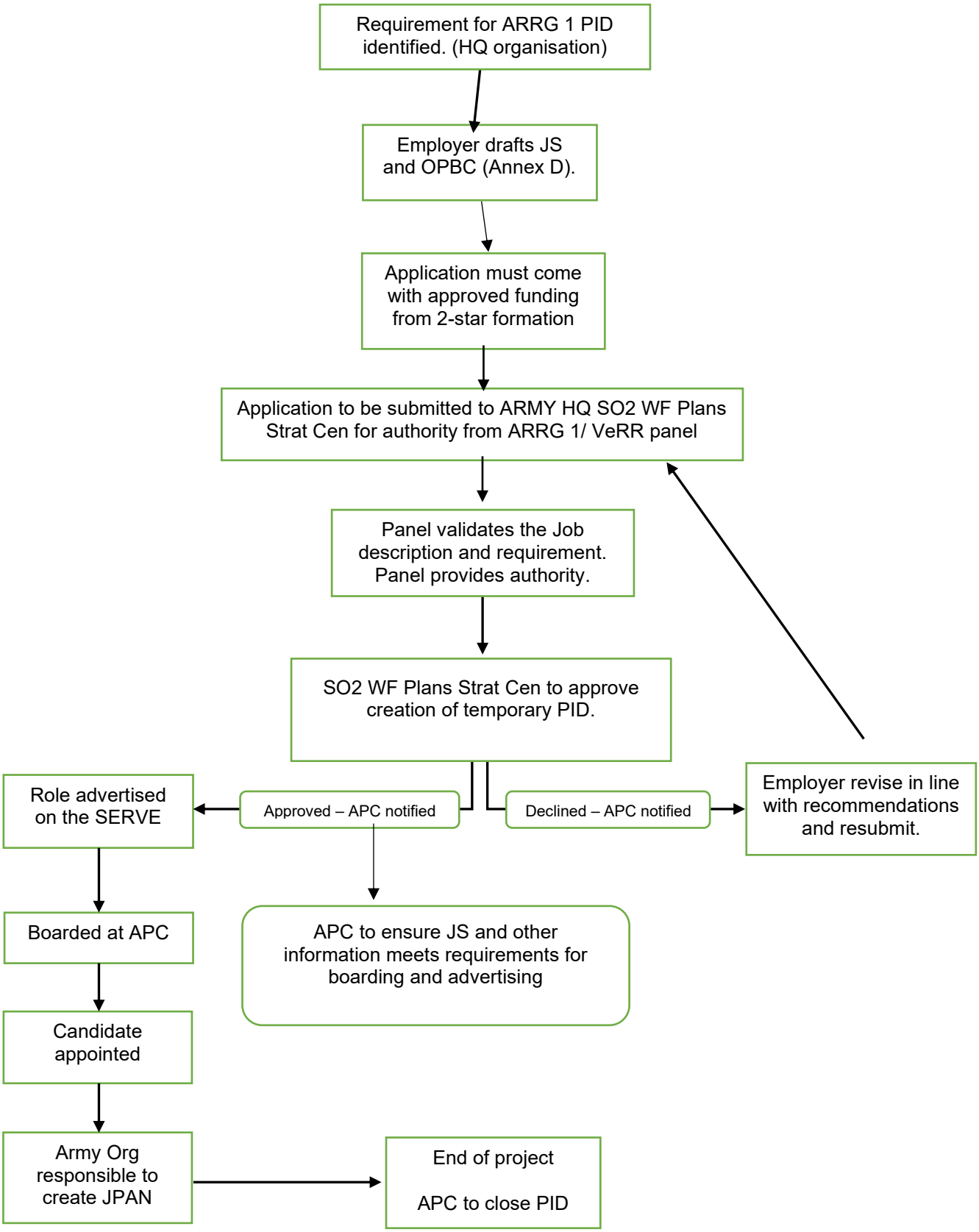
There are no objections to the proposed ☐ Extension New EED _____

There is an objection to the proposed ☐ Extension

Remarks and recommendations

Date | **Signature of lead Panel member** | **Name**

ANNEX C TO CHAPTER 8 TO PART 1
SHORT TERM ARRG 1 PROJECT PID APPLICATION PROCESS



ANNEX D TO CHAPTER 8 TO PART 1
TEMPLATE OPBC FOR ARRG 1/VeRR PROJECTS

- To be staffed (via CoC 1-star and 2-star fmns) to ArmyStratCen-WFP-Res-SO2a@mod.gov.uk for approval.
- Applications must be accompanied by a Job Spec.
- Tracking of applications will be maintained by SO2 WF Plans Strat Cen.

Project or role title	
Overview (including key deliverables or outputs required)	What is the outcome of the project? How will progress be measured?
Gp A Reserve Unit/fmn	
1RO 2RO	Who is appointee responsible to for this project/role? Who has MS responsibility?
Rank range	For example, OF2-3
Employment dates	Start – end date (VeRR engagements can be extended up to 12 months at a time but only up to a maximum of 3 years.
RSD requirement	Maximum RSD liability within year
Justification	Information could include (not exhaustive): How does activity support unit's objectives? Why another SP already on strength cannot fulfil project/role. Could the RSD expenditure for this project fall within the unit's existing allocation in-year (if it were not ARRG)? How does project positively impact upon unit/wider Army business?
Org Chart	Unit/fmn to provide a detailed Org Chart of the business area in which the reservist is to be employed.

Establishment Details	
Could role/project appointee be accommodated within vacant JPAN?	If no, justify.
Could role/project appointee be accommodated within 125% overbearing?	If no, justify.
Will role be advertised? (for example, SERVE)	If no, justify.

Proposed Appointee	(if known for project that requires niche KSE)
No	
Rank	
Name	
Current period on ARRG (since last established role).	

Endorsement of 1-star HQ	Comments if needed
Endorsement of 2-star HQ	Comments if needed

CHAPTER 9
SPECIAL TERMS OF SERVICE

SECTION 1 – GROUP B OFFICERS TRAINING CORPS

01.09.001. Enlistment. Applicants for the OTCs are to be recruited, selected and then attested into the Army Reserve by the OTC in the rank of OCdt. The length of their engagement should enable them to serve to 31 Dec of the year in which they are expected to graduate to enable them to transfer to a Group A unit should they desire. Re-engagement for periods of 12 month may exceptionally be offered.

01.09.002. Promotion. They retain the rank of OCdt for the duration of their engagement in the OTC They may be promoted to the rank of Junior and Senior Under Officer in accordance with special instructions issued by Army HQ. Contingent commanders may, during training, appoint cadet NCOs and Warrant Officers. Appointment to Under Officer, Warrant Officer or NCO rank does not confer any entitlement to extra pay or allowances.

01.09.003. Early Termination. UOTC OCdts normally serve with their OTC unit until graduation or departure from their degree course. They may leave early in the following circumstances:

a. UOTC OCdts may apply for discharge at any stage as a right. These SP are to be discharged under **AGAI 49 (Termination of Service and Discharge of Soldiers)**.

b. Disciplinary or administrative discharges are to be treated in the same way as Gp A Soldiers.

c. OCdts who are being commissioned are to be discharged under **AGAI 49 (Termination of Service and Discharge of Soldiers)**.

01.09.004. Completion of Service. On normal completion of service, UOTC OCdts may:

a. Transfer to an Army Reserve unit as a soldier, with or without a future prospect of commissioning.

b. Discharge on graduation under **AGAI 49 (Termination of Service and Discharge of Soldiers)**.

c. Enlist in the Regular Army as a soldier. Discharge from the OTC is under **AGAI 49 (Termination of Service and Discharge of Soldiers)**.

01.09.005 – 01.09.010. Reserved.

Intentionally blank

SECTION 2 – GROUP C SPONSORED RESERVES

General

01.09.011. The instructions contained elsewhere in these regulations for ordinary members apply equally to soldiers of the Sponsored Reserves except where they are overruled by specific instructions in this Annex, or special terms and conditions of service are specified in the Employee's Agreement due to conditions laid down in the MOD Arrangement and the Employer's Consent Form. Sponsored Reserves are administered by a nominated unit.

01.09.012. Further details for Gp C Reserves are in RLFR Ch 1 Pt 1, Annex D/1.

01.09.013 - 01.09.016. Reserved.

Enlistment

01.09.017. Age Limits.

a. **Minimum Age.** See **AGAI 40 (Recruitment Policy)**, para 40.039.

b. **Maximum Age.** 60 years for all ranks although this may be varied according to the nature of the MOD arrangement and the expected nature of operational deployments. Any variations are to be included in the Employee Agreement.

01.09.018. Medical Standards. See Annex D/1 para 16.

01.09.019. Classification and Pay Banding. Soldiers may be classified and banded for pay purposes in accordance with their civilian qualifications as laid down in **AGAI 40 (Recruitment Policy)**, Part 4.

01.09.020. Residence. See Annex D/1.

01.09.021. Process. Sponsored Reserve soldiers are eligible for attestation subject to obtaining CTC or SC where required by the MOD Arrangement, and normal enlistment procedures, except where modified by the instructions in this Annex or the Employee Agreement. The recruiting unit is to inform the employer, in writing, in all instances when a potential recruit is rejected by the unit, refused confirmation of enlistment or when attestation is delayed beyond the date shown in the Employee Agreement. Where an individual is self-employed, the unit is to inform the person to whom they are under contract to provide services as a Sponsored Reservist.

01.09.022. Special Enlistment (Sponsored Reserves(SR)).

a. A potential Sponsored Reserve recruit may seek to enlist before their Employee Agreement has been finalised. Such instances will occur before detailed negotiations between the principal employer and the MOD sponsor have been completed, but an Employer's Consent Form has been issued.

b. Provided an Employer's Consent Form has been issued and authorisation has been received from the MOD sponsor (either directly or through Army HQ (G3 Reserves)), the applicant may be processed as a recruit and attested as a Special

Enlistment (SR) into Group C. Such recruits may carry out SR training, but until an Employee Agreement has been signed and witnessed, and the date specified on the agreement has been reached, enlistment may not be confirmed, and the recruit will not be liable for mobilisation[65] .

c. If enlistment is confirmed, for the purposes of pay and seniority confirmation in the rank given is to be backdated to the day of provisional appointment. Any training carried out during this period may count towards SR bounty.

01.09.023. Enlistment Documentation. In addition to normal enlistment documentation, the following forms are required[66] :

a. Instructions from the MOD sponsor specifying the ranks and numbers of personnel to be employed as Sponsored Reserves by the principal employer (either as direct employees or as employees of a sub-contractor, or as self-employed persons under sub-contract) for the specified arrangement. For Special Enlistment (SR) cases these instructions will not be complete.

b. The Employer's Consent Form[67].

c. The Employee Agreement[68]. (Except in cases of special enlistment).

01.09.024. Rank on Appointment and Promotion. See RLFR Pt 1 Ch 1, Annex D/1.

01.09.025 – 01.09.030. Reserved**.**

Training

01.09.031. Soldiers of the Sponsored Reserves are required to undergo the military training required to meet the minimum standards laid down in **ACSO 3223 (Soldier Training and Education)** and attend the number of days annual training laid down in the MOD Arrangement and specified in the Employee Agreement (see RLFR Pt 1 Ch 1, Annex D/1 and paras 01.02.033, 01.02.034 and Annex A/2)

Transfer

01.09.032. Within Group C. See RLFR Pt 1 Ch 1, Annex D/1.

01.09.033. From Group C to Group A or B. See Annex D/1.

01.09.034. From Groups A or B to Group C. See Annex D/1.

01.09.035. Reckonable Service. See paras 42 and 43 of Annex D/1.

01.09.036. Transitional Members. See para 44 of Annex D/1.

---

[65] RLFR 01.01.062

[66] Army Form E 20037.

[67] Army Form E 20037.

[68] Army Form E 20012.

01.09.037 - 01.09.040. Reserved.

Mobilisation

01.09.041. See **para 01.01.220** and **JSP 753**.

01.09.042 – 01.09.050. Reserved.

Re-Engagement

01.09.051. Soldiers of the Sponsored Reserve may re-engage in Group C as laid down in Ch 3 of SToS provided that their civilian employment contract still requires them to be a Sponsored Reservist as laid down in Part V of the 1996 Act.

Discharge

01.09.052. Requirements. The requirements for re-engagement are:

a. Meeting the current medical standard for retention.

b. Not exceeding the NRA.

c. The application is supported by the CO.

d. A vacancy in the SPs substantive rank is available.

01.09.053. End of Commitment. Soldiers, other than those on Special Engagements (SR), may only be members of Group C while they are filling Sponsored Reserve appointments. If they cease to be employed by an employer with a Sponsored Reserve commitment or move to another employment in the same firm which does not require a Sponsored Reservist or receive notice of cessation of liabilities from CM Branch, they are normally to be discharged from the Army Reserve. SP may also apply for transfer to another part of the Army Reserve. Discharge paperwork is to be endorsed “Sponsored Reserve Contract ended”. However, if they have an outstanding Regular Reserve liability they are to be transferred to the Regular Reserve. In all instances the unit is to inform the employer in writing when a soldier’s discharge or transfer is affected.

01.09.054. Voluntary Discharge. A soldier considering voluntary discharge before their obligations as a Sponsored Reservist have ceased is to be warned that such action could have adverse implications on their civilian employment. They are to be instructed to inform their employer of their intentions before they submit an application for voluntary discharge. If they are self-employed and under contract to provide services as a Sponsored Reservist, they are to inform the person to whom they are under contract. Their application is not required to be submitted more than 3 calendar months before the proposed date of discharge and is to be accompanied by a letter confirming that they have warned their employer, or if self-employed the person to whom they are under contract, of their intentions. Their employer is to be notified by the unit as soon as an application is received.

01.09.055. Duties on Discharge. In the event that a soldier ceases to have any Sponsored Reserve liabilities for any reason, their duties and liabilities, shall only be those essential to affect their discharge unless they have applied to transfer to Group A or B. Their employer is to be informed of any duties associated with the processing of their

discharge, including return of clothing and equipment issued to them, which will require them to be absent from their civilian place of work.

01.09.056 - 01.09.060. Reserved.

SECTION 3 – GROUP D SPECIALIST RESERVE OTHER RANKS

01.09.061. Group D (Gp D) Terms of Service (ToS) are designed for specialist SPs who do not meet the normal recruiting, employment or retention standards of Gp S SPs. Gp D SPs have a valuable contribution to make to Defence, but it does not require them to complete main-stream military training, fitness standards or training for promotion. They are employed in niche roles and career managed within their professional peer group. Gp D SP remain the command and control responsibility of their 1-star commander throughout their service.

01.09.062. This Section details the special ToS which apply to Gp D soldiers. Where no special ToS exist, Gp A rules apply.

Liability

01.09.063. All posts must sit on a unit Army Form C 8005. Gp D posts count towards the overall trained strength of the Army Reserve, unless specifically excluded. Unpaid PIDs will require slightly different establishment action, in order to ensure pay cannot be drawn.

Enlistment

01.09.064. **Entry Age.** 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.

01.09.065. **Selection.** Candidates are initially assessed by the employing organisation at an Arms and Services Board (ASB) to ascertain their specialist expertise, and suitability for employment within the 1-star formation.

01.09.066. **Enlistment Waivers.** It is expected Gp D personnel will routinely require enlistment waivers in one or more areas. If there is a requirement to waive any enlistment requirements an Army Form B 203 is to be raised, detailing the waiver(s) required. The Army Form B 203 is to be clearly annotated 'GROUP D' in the Job Description box in Section 1; and 'Group D Employment Only' in the text paragraph(s) for each type of waiver sought. The purpose of the Army Form B 203 is to provide a permanent record of any enlistment that does not meet the usual standards. Such waivers should be processed as rapidly as possible, subject to employers acknowledging and accepting any risk carried.

01.09.067. **Medical.** The entry standard for service in Gp D is L5 MND. Prior to engagement a medical is to be conducted to establish the SP's MES and where the candidate falls below the normal medical standard (MFD)an Army Form B 203 (Med) and Appx 9 are to be completed within 4 weeks of enlistment. Where the AFB203/App 9 are not produced prior to engagement, the Head of Establishment holds all medical risk.

01.09.068. **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 role, the recruitment and training process and subsequent probationary employment should continue in tandem with the DV assessment which may take several months. If DV is not granted, the

probationary engagement is to be terminated[69] or the SP returned to their previous employment.

01.09.069. Transfer In. SP who transfer into Gp D from any other part of the Army retain their substantive rank, and should be appointed to a vacancy in that rank. Subsequent career progression is under Gp D rules.

01.09.070. Tenure. Soldiers will enlist for 3 years with the first year being on probation. Probation will be completed on receipt of a satisfactory Annual Report. Where the post does not attract Annual Reports, the CO is to record the completion of probation in writing. SP who do not successfully complete probation are to be discharged[70] .

01.09.071. Re-engagement. After the initial engagement of 3 years, subsequent extensions of up to 3 years may be granted by the 1-star formation, up to the Normal Retirement Age (NRA)[71] .

Capbadge

01.09.072. The default capbadge for Gp D personnel is General Service Corps (GSC). The sponsoring capabilities and units retain responsibility for the management of their personnel. The sponsoring Capability is to be added after the letters GSC, for example, GSC(INT).

01.09.073. Sponsoring capabilities may choose to allow Gp D personnel to wear the capability capbadge(s).

01.09.074. SP transferring to Gp D from another part of the Army may retain their existing capbadge with the agreement of the losing and gaining capabilities.

01.09.075 – 01.09.080. Reserved.

Assignment

01.09.081. Gp D is not a Workforce Requirement type and no PIDs will be annotated as such on the C8005 – personnel may occupy no more than 15% of established PIDs for any single C8005.

Training

01.09.082. Initial Training. Once the candidate has passed their Arms and Services Board (ASB) and their pre-employment checks have cleared, they are to be enlisted and loaded to their Basic Training or authorised equivalent as detailed in **ACSO 3223 (Soldier Training and Education)**, and **ACSO 3224 (Officer Training and Education)**[72]. Training must be completed at the earliest available course and within 12 months of selection by their sponsor. There is no absolute requirement for Special to Arm Training.

---

[69] AGAI 49.

[70] AGAI 49.

[71] Extensions are applied for on Army Form E 20038.

[72] Where any updates result in deviation between this document and the ACSO, the ACSO is to be referred to as the primary document.

01.09.083. Annual Training. Group D are required to comply with **ACSO 3262 (Individual Training Requirement)** and **ACSO 3265 (Mandatory Training)**.

01.09.084. Medical.[73] All MLD and MND personnel are to have a current Appx 9. In addition, an Appx 26 is to be completed for any activity beyond sedentary office employment or in the event of any doubt.

Pay & Allowances

01.09.085. Pay.[74] Gp D SPs may be in paid or unpaid roles. Job specs must clearly state whether the role is paid or unpaid, the entitlement to allowances, and any RSD limits.

01.09.086. Bounty. Bounty may be earned by Gp D SP subject to the same rules as Gp A Reserves. Certificate(s) of Efficiency are issued subject to the same rules as Gp A Reserves. Medical exemptions must be recorded in the SP's Appx 9.

01.09.087. Allowances.[75] Allowances are paid at the same rates and under the same conditions as all other SP. If the role is unpaid, C1 and C2 training must be recorded to ensure correct entitlement to Travel and Subsistence allowances, and to inform Management Information.

Honours and Awards

01.09.088. Eligibility for any Honour or Award (including VRSM) follows the rules in **JSP 761**.

Promotion and Seniority

01.09.089. Seniority. Gp D rank and seniority is not automatically transferrable to any other part of the Army.

01.09.090. Promotion. Soldiers will promote substantively under rules specific to their trade and employing capability. Lateral entry to Sgt is permitted where the trade and capability require it. To be selected for promotion to the next substantive rank, all soldiers require a minimum of one report in their substantive rank with a recommendation for promotion. Promotion is regulated by vacancies within each organisation. Promotion in Rank-Ranged posts is permitted, without reference to Pers Policy (A).

01.09.091. Local Unpaid Rank. Local Unpaid Rank may be granted by the 1-star employing HQ as individual tasks dictate. Soldiers must not be granted Local Unpaid Officer Rank.

01.09.092. Boarding. Appointment and promotion boards for Gp D SP will be conducted at 1-star formation level.

---

[73] AGAI 78 Army Medical Employment Policy

[74] See JSP 754.

[75] See JSP 752.

MS

01.09.093. SP in receipt of pay will receive an appraisal report in line with Gp A Reserves. Unpaid SP do not normally receive an appraisal report but may do so where required for CM purposes.

Mobilisation

01.09.094. All Gp D SPs are liable for call out under **RFA 96**, Section 52. Gp D SP may volunteer to be liable for call out under sections 54 and/or 56; and/or under the Defence (Armed Forces) Regulations 1939. Additional call out liabilities will be approved at the employing 1-star HQ when in the interests of the service.

01.09.095. On mobilisation, the training requirement is to be determined between the home 1-star employing HQ and theatre commander and delivered at MRTC(I). If MLD or MND, a new Appx 26 is to be raised to cover Pre-Deployment Training (PDT) and deployment.

01.09.096. Gp D SPs are not normally eligible for FTRS. However, Gp D SPs may be brought into service on FTRS where liability has been specifically created for the purpose or the employing organisation requests a Gp D candidate. As with other Army Reservists, SPs on FTRS will have their Volunteer Reserve Record moved to ARRG 5.

Transfer

01.09.097. Gp D SP who transfer to other parts of the Army (Regular or Reserve) must conform to the prevailing entry standards and must complete training to bring them to the employment standard required as detailed in **ACSO 3223 (Soldier Training and Education)** or **ACSO 3224 (Officer Training and Education)**. Gaining capability directorates will confirm the individual requirements for Special to Arm training for the new role. Rank and seniority on transfer will be determined by the receiving capability directorate. There is no automatic entitlement to transfer any rank or seniority held as a Gp D Reserve.

01.09.098. Gp D SP may transfer to other Gp D employment, subject to acceptance by the receiving 1-star formation. Rank and seniority on transfer will form part of the offer from the receiving 1-star formation.

01.09.099. Gp D SP may transfer to ARRG 1 or 3, sponsored by the employing unit. Gp D SPs are not permitted to transfer to ARRG 2 or 4. Gp D SPs who have no sponsoring unit are to be discharged or retired.

Discharge

01.09.100. **Procedures.** Discharge processes, including the non-attendance process, are as Gp A see **AGAI 49 (Termination of Service and Discharge of Soldiers)**. Discharge paperwork to be clearly annotated ‘Army Reserve Group D’, to prevent any future Defect in Enlistment Procedure.

01.09.101. **Disestablishment.** If a specialism is no longer required, or a post is disestablished, where possible and if in the interests of the Service, the specialist will be

assigned to another within the same specialist role. If this is not possible, the individual may be assigned into the ARRG until a suitable position is identified.

01.01.102 – 01.09.120. Reserved.

Intentionally blank

SECTION 4 - GROUP E TERMS OF SERVICE ARMY RESERVE MUSICIANS

Introduction

01.09.121. Army Reserve Group E (Gp E) Terms of Service (ToS) will allow greater flexibility in the recruiting, employment, promotion and career management of Army Reserve Musicians, and allow employers to focus on the primary employment of these Service Persons (SPs). Gp E ToS is only applicable to Soldiers who have a MTfP as a Musician, those with a secondary musician role do not fall under this policy.[76]

01.09.122. Gp E ToS are designed for SPs who do not meet the normal recruiting, employment or retention standards of Gp A SPs. Gp E SPs have a valuable contribution to make to Defence, but it does not require them to complete main-stream military training. They are employed in niche roles and career managed within their professional peer group.

01.09.123. Where no Gp E ToS exist, Gp A ToS apply.

Liability

01.09.124. Gp E posts count towards the overall trained strength of the Army Reserve. All posts must sit on a unit Army Form C 8005 and have a MTfP as Musicians.

Enlistment

01.09.125. **Entry Age.** Applicants must be between the ages of 18 and 62.

01.09.126. **Normal Retirement Age.** Soldiers with a MTfP qualification as a musician can serve until the day before their 65th birthday but only if solely employed in the musician role. If they are no longer employed in a musician role their NRA will be as Gp A. Overage Extensions for service beyond Gp E NRA will not be considered.

01.09.127. **Recruits with prior Service.** Prior to attestation the documents of recruits with prior service in either the Regular or Volunteer Reserve Forces are to be checked to ensure suitability for service. However, recruits with prior service in the Regular Army or Army Reserve who were discharged or transferred to the Reserve with a military conduct assessment of exemplary or very good may be attested prior to their documents being made available and checked, unless such discharge or transfer was affected under **AGAI 49 (Termination of Service and Discharge of Soldiers)** or **KR(Army)**. Final approval of such enlistments is not to be given until the documents have been checked.

01.09.128. **Medical standards.** JMES are the same as for Regular Army Musicians in CAMUS and are common to all Army Reserve Musicians regardless of Arm or Service.

01.09.129. **Selection.** Soldiers joining Army Reserve Bands belong to the respective Arm or Service for that band. There is no pre-requisite written musical qualifications.

---

[76] All other rank trades are grouped into Main Trades for Pay (MTfP) with each MTfP being allocated to a pay Supplement. Officers do not have a MTfP.

a. Other than those who are transferring from regular CAMUS service without a break in service, applicants will be assessed at an Audition Board convened or authorised by The Royal Military School of Music at which they will be required to perform three contrasting unaccompanied pieces to a minimum standard equivalent to Grade 6 Associated Board of the Royal Schools of Music.

b. Selected pieces are to be agreed in advance with the Personnel Selecting Officer CAMUS. Alternatively, candidates may choose a repertoire from the Trinity Guildhall Grade 6 Syllabus.

Training

01.09.130. Soldier Training. To meet legislative, policy and procedural requirements the 'Basic Training' requirement is replaced by an alternative pathway outlined in **ACSO 3223 (Soldier Training and Education)**. Training must be completed at the earliest available course and within 12 months of selection by their employing organisation[77].

Mobilisation

01.09.131. Army Reserve musicians that are required to be mobilised must fulfil the criteria laid down within RLFR Pt 1, Ch1, Annex A and Pt 1, Ch 2, **para 01.02.060**.

Transfers

01.09.132.

a. **Transfer In.** Soldiers who transfer into Gp E from any other part of the Army retain their substantive rank, if they are appointed to a vacancy in that rank. Subsequent career progression is under Gp A rules.

b. **Transfer Out.** SP who transfer to other parts of the Army (Regular or Reserve) must conform to the prevailing entry and age standards, they must complete training to bring them to the employment standard required before the transfer application begins. The SP will retain their substantive rank unless they voluntarily take a reduction in rank.

c. **ARRG.** Gp E SP may transfer to ARRG 1 or 3, sponsored by the employing unit. Gp E SP are not permitted to transfer to ARRG 2. Gp E SP who have no sponsoring unit are to be discharged, therefore there is no route open to ARRG 4.

01.09.133. FTRS. Gp E SP are not normally eligible for FTRS. However, Gp E SP may be brought into service on FTRS when they are Basic Training Bravo qualified, this must be completed prior to submitting their application. As with other Army Reservists, SPs on FTRS will have their Volunteer Reserve Record moved to ARRG 5. If they are no longer employed in an Army Reserve musician role their NRA will become that of a Gp A Army Reserve.

---

[77] Where any updates result in deviation between this document and the ACSO, the ACSO is to be referred as the primary document.

Promotion

01.09.134. Soldier Promotion. Soldiers will promote substantively under the CM Manual CAMUS/ARB promotion matrix and Gp A rules, and are mandated to complete ALDP as part of their qualification criteria for promotion into certain ranks. To be selected for promotion to the next substantive rank, all soldiers require a minimum of one report in their substantive rank with a recommendation for promotion. Promotion is regulated by vacancies within each organisation.

01.09.135 – 01.09.150. Reserved.

Intentionally blank

SECTION 5 – GROUP L TERMS OF SERVICE LATERAL ENTRANTS

Introduction

01.09.151. Army Reserve Group L (Gp L) Terms of Service (ToS) are designed to recruit civilian personnel with specialist civilian qualifications into the Army Reserve above base rank. These personnel will remain Gp L until they complete the requisite training as stated in **ACSO 3223 (Soldier Training and Education)** or **ACSO 3224 (Officer Training and Education)**. This form of recruitment is "Lateral Entry"[78].

01.09.152. The following will apply to all Lateral Entrants:

a. Army Reserve new entrants to Group L will be required to follow the National Recruiting Centre (NRC) application process.

b. The initial engagement under Gp L will be for three years. Subsequent extensions of up to 3 years may be granted by the 1-star formation, up to the Normal Retirement Age (NRA)[79].

c. Promotion under Gp L will only be authorised within specific cap badge rules.

d. As Group L have not completed Basic Soldier Training, they are ineligible to be mobilised.

e. Gp L may only be employed in the specific role which they have been enlisted into. Employment outside of designated Gp L employment will require the SP to transfer to the relevant part of the Army having achieved the appropriate enlistment Terms of Service.

Liability

01.09.153. All posts must sit on a unit Army Form C 8005 and the Contract Start Reason on JPA is to be marked Army Reserve Gp L.

01.09.154. Group L SP will be employed in a Group A SLIM workforce position dictated by the employing cap badge.

Enlistment

01.09.155. Selection and enlistment processes into Gp L will be determined by the employing cap badge and authorised by WF Pol.

01.09.156. **Assessment of suitability.** Applicants to enter the Army Reserve above base rank are to be interviewed and assessed against their relevant civilian qualifications and leadership experience as well as knowledge, skills and experience required for Service in the relevant rank. Interviews, which will be convened by the employing cap

---

[78] Policy on Lateral Entry, pursuant to these Regulations, is found in AGAI 40

[79] Extensions are applied for on Army Form E 20038A.

badge, are to comply with APC Boarding Directions with additional direction contained within Corps Instructions where necessary.

01.09.157 – 01.09.200. Reserved.

SECTION 6 - TERMS OF SERVICE GROUP S RESERVES

Introduction

01.09.201. This policy defines the Terms of Service (ToS) under which SP previously recruited as Group A (Gp A) Specialist Reserve Officers (SRO) and Specialist Reserve Other Ranks (SROR) serve. This cohort is now to be referred to as Group S Specialists (Gp S) and will comprise of Reserve Officers and Reserve Soldiers whose terms of service differ from those serving in any other Army Reserve Groups. The policy sets out how a reservist enters Gp S employment and how they may leave it on exiting the Reserve or transferring to other ToS. The impact is that Specialists are no longer within Gp A of the Army Reserve.

01.09.202. Army Reserve Gp S ToS are designed to recruit civilian personnel who have 'a niche skill or competence, gained through existing KSE or extended training, which demand a high level of investment both to develop and be retained and which is perishable unless constantly refreshed by further employment or training in that field[80] .' Gp S personnel sit outside the traditional employment and promotion structure of the Army Reserve as they are selected for their specialist skills. Employment opportunities are limited to within Gp S and specialism, with no routine access to mainstream assignments. As part of the selection process units will need to demonstrate what specific expertise they require for the individual commitment and why this cannot be provided by existing regular or reserve personnel. Individual candidates will have to demonstrate that they are sufficiently qualified in that specific area of expertise to undertake the role competently.

Scope

01.09.203. This policy covers outputs and / or capabilities that are not routinely generated by the Army Reserve.

01.09.204. This policy is exclusive to the units and formations listed at Annex A. Any request to include additional capabilities will be considered on a case-by-case basis by Army Strat Cen and Pers Pol (A).

01.09.205. The policy for Professionally Qualified Officers and Soldiers (PQO/PQS) remains extant within Gp A Terms and Conditions of Service (TACOS).

General

01.09.206. Unless otherwise stated Group A Terms of Service will apply.

01.09.207. **Employment.** Gp S may only be employed in the specific role into which they have been recruited and may only assume leadership roles within the speciality for which they were recruited. To be employed outwith their Gp S specialisation an SP must transfer to the appropriate relevant Gp, see below for conditions of transfer.

01.09.208. **Medical Standards.** The minimum medical entry standard is MLD-A4L4M4E4. A medical examination is required before a candidate can undertake physical

---

[80] ECAB Mar 15. Employment of Army specialists (A paper by AG) para 17.

selection tests and attestation. Candidates must be capable of completing all directed basic training and those who cannot meet this requirement may be considered for Reserve service on Group D TACOS. Candidates are to follow the same medical administrative and clinical screening process as other Army Reserve candidates.

01.09.209. Qualification requirements. All candidates must meet the normal educational standards in accordance with **AGAI 40**. As part of the selection process the employer must ensure evidence is retained of the specific expertise they require for the individual commitment and why this cannot be provided by existing regular or Gp A reserve personnel. Individual candidates will have to prove that they are sufficiently qualified in that specific area of expertise to undertake the commitment competently.

01.09.210. Enlistment. All posts must sit on a unit AFC 8005 and the Contract Start Reason on JPA is to be marked Army Reserve Gp S. Gp S SP will be employed in an Army Reserve authorised SLIM workforce position dictated by the employing cap badge.

01.09.211. Tenure. Extensions of tenure are to be authorised on an AFE 20038A no more than 12 months and no less than 3 months before their present EED:

a. **Officers.** Gp S commissions will be for an initial tenure of 3 years. Subsequent extensions of up to 3 years, to Normal Retirement Age (NRA) may be granted by the employing formation for officers up to the rank of Capt and by the APC for officers of Maj and above. If there is no service need to grant an extension the officer is to be invited to become a voluntary member of RARO and where this is declined, retired.

b. **Soldiers.** After the initial three-year engagement and if the specialism is still required, subsequent re-engagements for that same individual of up to 3 years may be granted by the employing formation commander, up to NRA. Group S SP remain under the command-and-control responsibility of their formation commander throughout their service. If an extension cannot be offered, they are to be invited to become a voluntary member of the Regular Reserve and where this is declined, discharged.

01.09.212. Capbadge. The default capbadge for Group S personnel is that of the employing unit or their previous Regular[81] or Reserve service. By exception, the General Service Corps (GSC) may be used. The sponsoring capabilities and units retain responsibility for the management of the GSC personnel.

01.09.213. Certificate of Efficiency (CoE). Gp S personnel may be granted a CoE on the proviso that they complete their RFA Section 22 training obligations in addition to other training mandated for their unit. Fd Army authority is required to deviate from training requirements that it sets on other Reserve Land Forces to qualify for a CoE and ergo receive a training Bounty.

01.09.214. Transfer. Before seeking a transfer to Gp A service, a candidate must meet all Gp A entry standards (medical, training and regimental selection). This will include the requirement for an AOSB Transfer Board to consider, inter alia, attendance at an

[81] Provided that the cap badge exists in the Army Reserve. If it does not the SP may seek sponsorship from another cap badgefor example, an RTR SP may seek authority to join a yeomanry unit.

AOSB Main Board and the full CC(S) for officers and completion of all mandated basic and initial trade training for soldiers. A transfer may require voluntary reduction in rank or resignation and re-commissioning as well as securing a cap badge out with the GSC.

01.09.215. Mobilisation. Gp S may only be called out to permanent service as a specialist when they meet in full the criteria set out by the tasking authority in relation to medical employment standards and training, in addition to training stipulated by their unit. The tasking authority is to hold all risks associated with mobilisation and commanders at all levels are to satisfy themselves that risks may be managed. Commanders must assure themselves that adequate Force Protection measures are in place especially for those not MFD. To be considered for mobilisation outside their speciality Gp S personnel must successfully complete Basic Training and be classified as a 'Trained officer/Soldier (Offr/Sldr)' before completing Mission Specific Training.

01.09.216. Disestablishment. If a specialism is no longer required, or a post is disestablished, where possible and if in the interests of the service the SRO/ SROR will be assigned to another specialist role. If this is not possible, they are to be retired or discharged.

Eligibility

01.09.217. Age.

a. **Enlistment.** The minimum age for soldier and officer entry into the Army Reserve remains 18 years. Army Reserve new entrants to Group S will be required to follow the National Recruiting Centre (NRC) application process. Potential recruits must be at least 17 years and 9 months to initiate the recruiting process. Exceptional authority for applications outside these age brackets can be requested from WF Pol.

b. Age limitations are as follows:

(1) **Officers.** Candidates must start the RMAS-based module of Reserve Commissioning training before their 50th birthday. 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 WF Pol up to the day before their 57th birthday in order for a 3-year assignment to be completed.

(2) **Soldiers.** The upper age limit for civilian candidates seeking a specialist entry into the Army Reserve is the day before the candidate's 50th birthday. Trained ex-Regular and trained ex-Army Reserve Other Ranks may join the Army Reserve up to the day before their 52nd birthday.

c. **Completion of Service.** Gp S will usually leave Service at the Army Reserve NRA. WF Pol will consider, by exception, submissions for additional service.

d. Candidates who do not meet this requirement may be considered for Reserve service on Group D TACOS.

01.09.218. Probity. Units must scrutinise applications and ensure that there is no conflict between membership of the Army Reserve and the civilian duties or business interests of any candidate: where conflicts might exist, the candidate is ineligible to join.

The Army Employment Board (AEB) will assure suitability based on each application. In emphasising the importance of preserving public confidence, Ministerial assent may be required when applicants have civilian business appointments that are:

a. In contractual relationship with the Government.

b. In receipt of subsidies, or their equivalent from the Government.

c. As a shareholder with the Government.

d. In receipt of Government loans, guarantees, or other forms of capital assistance.

e. In a special relationship with Services or Departments, or Branches of Government.

01.09.219. Security Clearance. Security clearance should be requested after candidates have passed their respective selection board but before commencing initial training. Where Developed Vetting (DV) is a requirement for the candidate's role, the recruitment and training process and subsequent probationary employment should continue in tandem with the DV assessment which may take several months. DV will be initiated on the equivalence of regular personnel (3 years). Potential officers should not be commissioned when awaiting DV clearance. If security clearance is not granted, the engagement is to be terminated or the SP returned to their previous employment. Candidates must be briefed on this prior to commencing the selection process.

01.09.220. Residency. Applicants from outside the UK must meet the nationality residency criteria[82]. Exceptions to this are to be staffed to Pers Pol (A).

Officer Entry

01.09.221. The Commissioning Principle. The principle for commissioning determined by the Army Officer Selection Board (AOSB) is:

a. All officers must be selected for their officer qualities[83] and, in the case of SRO, for their technical ability.

b. They must then attend training and education appropriate to their role.

01.09.222. The Application and Commissioning Process. The process is as follows:

a. **Application.** Initial contact with the Army Reserve may be through the sponsor Specialist unit, but the actual application to become an SRO will be through the standard online recruiting pipeline administered by the National Recruiting Centre (NRC). Applicants for the Joint Cyber Unit (Reserve) are to apply directly to the Unit via the web page.

---

[82] In accordance with AGAI 40.

[83] These are determined by the Army Officer Selection Board (AOSB) and include moral courage, compassion, judgement, creativity, determination, responsibility, diplomacy and leadership skills.

b. **Education Standard.** SRO must normally hold the minimum of a recognised degree or equivalent qualifications[84] relevant to the specialisation into which they are to enter.

c. **Initial Selection.** The sponsor is to determine an open and transparent application process in lieu of an ASB to confirm their level of competence in their specialism. After initial selection, individuals are to attend the Army Officer Selection Board (AOSB). If there is likely to be a significant gap before attendance at AOSB, units may enlist the individual into the Army Reserve as an SROR.

d. **Army Officer Selection Board (AOSB) Selection.** Main Board (Short) (MB(S)) serves to assess candidates' suitability for employment as an Army Reserve SRO. A grading of A, B, C or D is awarded which is linked to training risk. The sponsor is to assess if risks identified can be bought out by further training or other intervention (supervision). Where risk cannot be treated and the candidate cannot be employed as a SROR but there is a pressing Defence or Army need for their KSE, special dispensation may be sought from WF Pol.

e. **Training.** Successful candidates must attend and pass Basic Training as directed at ACSO 3224[85] Officer Training and Education: Commission Course (Short)(CC(S)) Module A within 12 months of passing AOSB followed by Module D (PQO) within 12 months of completing Module A. Additional Special–to-Arm/Role may be directed by their respective sponsor. Mandatory training as per ACSO 3265 and Individual Training Requirements as per ACSO 3262. If they fail to attend Basic Training within 12 months, they will have their service terminated; extension requests are to be staffed through Pers Pol (A). At any stage where a candidate does not meet the normal entry standards or is unsuccessful in training, they may be considered for Reserve service on Group D TACOS.

01.09.223. Career Development and Management. SRO are selected for their specialist skills and are not expected to seek or serve a full Reserve Officer career outside their specialism. They are career managed by their employing unit with support from APC.

a. **Promotion.[86]** Promotion for SRO is by selection and is regulated by vacancies on the establishment of each unit. Selections will be made by the appropriate board and ratified by the APC. The respective No 4/5 Bd has authority to promote in accordance with the Career Management Manual respective capability Sponsor directives and within the bounds of unit liability. Promotion to OF3 and above is undertaken by the relevant promotion board at APC. Officers may be considered for promotion up to EED-2 where EED-1 is the calendar year of leaving service. Promotion qualifications are not required for SROs, who are exempt all Officer training and education requirements beyond Basic Training as detailed in **ACSO 3224**.

---

[84] Specific specialist criteria will vary according to role. Individuals must be recognised specialists in their field and credible with their peers.

[85] Where any updates result in deviation between this document and the ACSO, the ACSO is to be referred as the primary document.

[86] SRO Training and Education is outlined in ACSO 3224.

b. **Role.** The roles open to SRO (see Annex A) are defined by their respective capability Sponsor. SRO will be commissioned into established liability, on Reserve Group S ToS in the appropriate Reserve unit.

c. **Employment.** SRO are commissioned for employment in the speciality for which they were recruited and may only assume leadership roles within the speciality for which they were recruited. If an SRO wishes to be employed outside their speciality, or for a role not specified as open to Gp S ToS, they must successfully transfer to Gp A ToS.

01.09.224. Existing SROR applying for Specialist Commission. Suitably qualified and recommended specialist other ranks may apply for a commission as a specialist. They are to attend MB(S) at AOSB and Basic Training as detailed in paragraph 22e; if successful thereafter they will be commissioned as a SRO on completion of Module D PQO.

Soldier Entry

01.09.225. The Enlistment Process. Gp S SROR will undertake the following enlistment process:

a. **Application.** Initial application is through the online recruiting pipeline administered by the National Recruiting Centre (NRC) supported by the specialist capability that they wish to join.

b. **Assessment of suitability.** As part of the selection process units will need to demonstrate what specific expertise they require for the individual commitment and why this cannot be provided by existing regular or reserve personnel. Individual candidates will have to demonstrate that they are sufficiently qualified in that specific area of expertise to undertake the commitment competently.

c. **Selection.** After completing the normal recruiting pipeline process SROR candidates are to attend and pass at an Assessment Centre and pass the appropriate assessment to ascertain their specialist expertise for the specialist unit, candidates can be enlisted once pre-employment checks are complete. Should a candidate not meet the normal entry criteria they may be considered for Reserve service on Group D TACOS, by exception waivers are to be staffed to Pers Pol (A).

d. **Training.** Successful candidates must attend and pass Basic Training as directed at **ACSO 3223**[87] Soldier Training and Education at the earliest available course and within 12 months of selection by their sponsor. If they fail to attend within 12 months, they will have their service terminated; extensions are to be staffed through Pers Pol A. Units proposing to commission an SROR that are unable to send them to AOSB may delay their attendance at Basic Training for 12 months or until they have attended AOSB. Additional Special–to-Arm/Role may be directed by their

[87] Where any updates result in deviation between this document and the ACSO, the ACSO is to be referred as the primary document.

respective sponsor. Mandatory training as per ACSO 3265 and Individual Training Requirements as per ACSO 3262.

01.09.226. Career Development and Management. SROR are selected for their specialist skills and are not expected to seek or serve a full Reserve career outside their specialism. If an SROR wishes to be employed outside their speciality, they must successfully transfer to Gp A ToS. They are career managed by their employing unit with support from APC. The following points apply to their career development and management:

a. **Rank.** On successful completion of the appropriate training course, SROR will be granted the rank commensurate with their role as defined by their respective capability sponsor as detailed at Annex A. Rank associated leadership development training is waivered within the speciality for which they are recruited.[88]

b. **Promotion.** Promotion for SROR is regulated by vacancies on the establishment of each unit. Promotion qualifications (ALDP) are not required for SRORs, who are exempt all soldier training and education requirements beyond basic training[89]. The respective unit has authority to promote in accordance with respective capability sponsor directives and within the bounds of unit liability. Boards are to be conducted in accordance with the Career Management Manual and boards assured and promotions authorised by APC. Refer to Annex A.

01.09.227 – 01.09.250. Reserved.

[88] See ACSO 3223 Soldier Training and Education for further details.

[89] Transfer to other ToS may require completion of ALDP; see ACSO 3223 Soldier Training and Education for further details.

Intentionally blank

ANNEX A TO SECTION 6 TO CHAPTER 9
ARMY RESERVE SPECIALIST RESERVE OFFICERS AND SPECIALIST RESERVE OTHER RANKS ROLES, SELECTION BOARDS AND ADDITIONAL CRITERIA

1. The following are the SRO opportunities that qualify for Specialist entry into Gp S for each employing unit / organisation:

Ser	Role	Cap Badge	Pre-Selection Body/ASB	Selection Board (min. it should cover?)	Required Basic Training (inc Course titles)	Remarks
1	77 Bde (77X)	General Service Corps (GSC)	77Bde	ASB, 77Bde Brief and Assessment pass		Applicants must pass and be invited to 77X Briefing and Assessment and be invited to join where a PID available
2	Specialist Group Military Intelligence (SGMI)	GSC	SGMI suitability process then Fd Army Understand Group assurance	ASB	MOD A and MOD D PQO at RMAS	Applicants must pass the SGMI suitability process before being considered for an appointment in SGMI. This process can take up to 6 weeks. Entrants will join as OR2 on probation until modules at RMAS complete.
3	Specialist Group Information Services (SGIS)	R SIGNALS	G6 CEMA Effects Gp	ASB Suitability Boarding process consisting of CV board, technical board and main board.	MOD A and MOD D PQO at RMAS	Endorsed by Corps Col
4	Joint Cyber Unit (Reserve) (JCU(R))	R SIGNALS	JCU(R)	Joint Cyber Reserve Selection Board (JCRSB)	MOD A and MOD D PQOat RMAS	

Ser	Role	Cap Badge	Pre-Selection Body/ASB	Selection Board (min. it should cover?)	Required Basic Training (inc Course titles)	Remarks
5	Land Information Assurance Group (LIAG)	R SIGNALS	JCU (R)	Joint Cyber Reserve Selection Board (JCRSB) SO2 applications will be boarded by LIAG under JCRSB authority	Relevant degree or equivalent - IT/IS related. Native speaker or level 4. Experience in Info Assurance technical or policy areas Recent operational experience. OF2 staff experience preferred, any environment. Sub-unit comd preferred.	
6	Defence Serious Crimes Unit (DSCU)	RMP	HQ PM(A) & Defence Serious Crime Command (DSCC)	DSCU Arms Selection Board, with representation from HQ PM(A) & DSCC.	AOSB In line with MPCAP Pers.Dir Res OF CM Policy	Applicants by invitation to a Briefing and Assessment. Applicable to Senior career (non-federated rank) HOPF Investigators and like individuals from other organisations, who can demonstrate specialist criminal investigation continual professional development or experience at a minimum of PIPL3 or higher, or a required niche Policing KSE-B.

Ser	Role	Cap Badge	Pre-Selection Body/ASB	Selection Board (min. it should cover?)	Required Basic Training (inc Course titles)	Remarks
7	Military Provost Staff	MPS	HQ PM(A)	MPS ASB	AOSB In line with MPSCAP.Pers.Dir. Res. OF.CM.Policy	Applicants by Invitation to a Briefing/Assessment Applicable to Civilian Police/Prison/ Custody/ Detention/UKBF/ Immigration Officer With a custodial background.
8	Outreach Gp	General Service Corps (GSC)	Outreach Group	Outreach Group		All Outreach Group SROs serve as SRORs before being selected by the unit to go through the commissioning pathway. This will happen only by exception and most Specialists will remain as SRORs throughout their time with the group.
9	HQ RE Geo	RE / GSC	HQ RE Geo	ASB Suitability Boarding process consisting of CV board, technical board and main board	CC(S) MOD A and MOD D PQO at RMAS	Specialisations include: Geodesy, Geodetic Survey and Application of Geospatial Science, Digital and Data Science, Remote Sensing and Error

Ser	Role	Cap Badge	Pre-Selection Body/ASB	Selection Board (min. it should cover?)	Required Basic Training (inc Course titles)	Remarks
						Propagation, Artificial Intelligence, Enterprise Architecture & Commercial Outreach and Requirements Capture

2. The following are the SROR opportunities that qualify for Specialist entry into Gp S for each employing unit / organisation:

Ser	Role	Cap Badge	Pre-Selection Body/ASB	Selection Board (min. it should cover?)	Required Basic Training (inc Course titles)	Remarks
1	77 Bde	GSC	77 Bde	ASB, 77X Brief and Assessment pass		Applicants must pass and be invited to 77X Briefing and Assessment and be invited to join where a PID is available
2	Specialist Group Military Intelligence (SGMI)	GSC	SGMI suitability process	Fd Army Understand Group assurance	All SROR's that apply to SGMI must be Phase one trained already before applying	Applicants must pass the SGMI suitability process before being considered for an appointment in SGMI. This process can take up to 6 weeks. Entrants will join as OR8.
3	Specialist Group Information Services (SGIS)		G6 CEMA Effects Gp	Suitability Boarding process consisting of CV board, technical board, and main board.	CMS(R)	Awaiting structural change agreement
4	Joint Cyber Unit	R SIGNALS	JCU (R)	Joint Cyber Reserve Selection	R Sigs Cyber Operator Class 1	Applicants for Int Corps must pass Int Corps StA selection and complete the

Ser	Role	Cap Badge	Pre-Selection Body/ASB	Selection Board (min. it should cover?)	Required Basic Training (inc Course titles)	Remarks
	(Reserve) (JCU(R))	INT CORPS[90]		Board (JCRSB)		appropriate OPMI(R)
5	Land Information Assurance Group (LIAG)	R SIGNALS	JCU (R)	Joint Cyber Reserve Selection Board (JCRSB)	R Signals Cyber Operator Class 1	
6	Defence Serious Crimes Unit (DSCU)	AGC (RMP)	HQ PM(A) & Defence Serious Crime Command (DSCC)	DSCU Arms Selection Board, with representation from HQ PM(A) & DSCC.	In line with MPCAP.Pers.Di Vol1.Ch2Pro.Res. CM.MTfP.SIB Completion of CMS(R) and IMP(R). Entry at OR6	Applicable to career HOPF Investigators and individuals from other employments who can demonstrate specialist criminal investigation continual professional development or experience at PIPL2 or higher, or a required niche Policing KSE-B.
7	Military Provost Staff	AGC (MPS)	HQ PM(A) MPS (R) Selection Board & ASB by exception		In line with MPSCAP.Pers.Dir Completion of CMS(R) and MPS Phase 2. Entry at OR4	Applicants by Invitation to a Briefing/Assessment Applicable to Civilian Police/Prison/ Custody/ Detention/UKBF/ Immigration Officer With a custodial background.
8	Outreach Gp	GSC	Outreach Group	Outreach Group		Applicants to Outreach Group must attend a Briefing and

[90] Currently, the INT CORPS are using the E1 route for Cyber Specialists. Retained here as this may change in the future.

Ser	Role	Cap Badge	Pre-Selection Body/ASB	Selection Board (min. it should cover?)	Required Basic Training (inc Course titles)	Remarks
						Assessment Day, where their suitability to serve within the unit will be decided. On completion of basic training they will be employed at OR7 as SRORs

ANNEX B TO SECTION 6 TO CHAPTER 9
CAREER PATHWAYS FOR SPECIALIST RESERVE OFFICERS AND SPECIALIST RESERVE OTHER RANK ENTRANTS INTO THE ARMY RESERVE

1. **Career Progression SRO.** The basic career progression pathways for the Specialist career streams for Officer Ranks entrants into the Army Reserve are detailed below:

Ser	Role	Cap Badge	Rank on Entry	Career Progression Plan	Remarks
1	77Bde	GSC	OF2	Officer entry is at OF2. Promotion for SRO is regulated by vacancies on the establishment for SRO roles/PIDs. OF3 and above PIDs are not available, and SRO will remain as OF2.	77X Specialists can expect to remain employed as OF2.
2	Specialist Group Military Intelligence (SGMI)	GSC	OF2	Officer entry is OF2 with progression possible to OF4. Commissioning possible following ASB Selection from OR8.	Specialisations include: Scientific and Technical experts Regional and Thematic experts Human Domain experts. Promotions require APC INT Corps ratification
3	Specialist Group Information Services (SGIS)	R Signals	OCDT (until completed AOSB and training) OF2	As defined in R SIGNALS PD 121.	Have passed 254 (SGIS) Sig Sqn Selection Board Suitability Board (SGSB)
4	Cyber Operator in Joint Cyber Unit (Reserves)	R SIGNALS[91] INT CORPS[92]	OF2	As defined in R SIGNALS PD 121.	Have passed Joint Cyber Reserves Selection Board (JCRSB)
5	Cyber Operator in Land Information Assurance Group (LIAG)	R Signals	OF2	As defined in R SIGNALS PD 121.	Have passed JCRSB

[91] Policy relating to R SIGNALS Officers employed in JCU(R) and LIAG is laid down in R SIGNALS Policy Directives 121, 101 and 102.

[92] Currently, the INT CORPS are using the E1 route for Cyber Specialists. Retained here as this may change in the future.

Ser	Role	Cap Badge	Rank on Entry	Career Progression Plan	Remarks
6	Defence Serious Crimes Unit (DSCU)	AGC (RMP)	OF2	Officer entry is OF2 with progression possible to OF3. Commissioning possible from OR6 following ASB selection.	
7	Military Provost Staff	AGC (MPS)	OF2	Officer entry is OF2 with progression possible to OF3.	
8	Outreach Gp	GSC		As defined in Outreach Group Specialist Employment Pathway SOI	
9	HQ RE Geo	RE / GSC	OF2	Officer entry is at OF2. Promotion for SRO is regulated by vacancies on the establishment for SRO roles/PIDs. OF3 and above PIDs are not available, and SRO will remain as OF2	Geo SROs can expect to remain employed as OF2

2. **Career Progression SROR.** The basic career progression pathways for the Specialist career streams for Other Ranks entrants into the Army Reserve are detailed below:

Ser	Role	Cap Badge	Rank on Entry	Career Progression Plan	Remarks
1	77Bde	GSC	OR7	SROR entry is at OR7. Promotion for SROR is regulated by vacancies on the establishment for SROR roles/PIDs. OR8 and above PIDs are not available, for SROR	SROR can expect to remain employed as OR7, unless they are accepted for commission to OF2.

Ser	Role	Cap Badge	Rank on Entry	Career Progression Plan	Remarks
				and they will remain as OR7.	
2	Specialist Group Military Intelligence (SGMI)	GSC	OR8	Entry at OR8 for Other ranks following completion of Ph1 Trg.	Progression to OR9 is possible if recommended and qualified.
3	Specialist Group Information Services (SGIS)	R Signals	OR6	Entry at OR2, on completion of CMS(R) OR4. Graduated career progression OR4 – OR8	Awaiting structural change agreement
4	Cyber Operator in Joint Cyber Unit (Reserves)	R Signals[93] Int Corps[94]	OR2	Graduated rank progression OR2 – OR8 in accordance with Royal Signals Policy Directive 102.	Have passed JCRSB
5	Cyber Operator in Land Information Assurance Group (LIAG)	R Signals	OR2	Graduated rank progression OR2 – OR8 in accordance with Royal Signals Policy Directive 102.	Have passed JCRSB
6	Defence Serious Crimes Unit (DSCU)	AGC (RMP)	OR6	In line with MPCAP.Pers.Dir.Vol1.Ch2.Pro.Res.CM. MTfP SIB. Career progression possible from OR6 to OR 9. Entry at OR6 following completion of CMS(R) and	Promotion achievable through Arms Selection Board.

[93] Policy relating to R SIGNALS Soldiers employed in JCU(R) and LIAG is laid down in R SIGNALS Policy Directive 102.

[94] Currently, the INT CORPS are using the E1 route for Cyber Specialists. Retained here as this may change in the future.

Ser	Role	Cap Badge	Rank on Entry	Career Progression Plan	Remarks
				RMPIC(R). Commissioning possible from OR 6 following ASB selection.	
7	Military Provost Staff	AGC (MPS)	OR4	Entry at OR4 (OR3) for ORs following completion of CMS(R) and CNCO. Commissioning possible following ASB Selection from OR8.	Promotion achievable through Arms Selection Board in accordance with MPS Career Progression Handbook
8	Outreach Gp	GSC	OR7	As defined in Outreach Group Specialist Employment Pathway SOI	Outreach Group Specialists can expect to remain employed as OR7, or commission exceptionally to OF2

SECTION 7 - TERMS OF EMPLOYMENT WITH THE NAVY, ARMY AND AIR FORCE INSTITUTE

01.09.251. General. This Annex deals with ToS for soldiers employed by NAAFI, where they are different from other Gp C Army Reserves.

01.09.252. Liability for Call Out on Permanent Service. Soldiers are to have the same call out liabilities as other members Gp C but are only to be called out for permanent service when required for service with NAAFI.

01.09.253. Enlistment. Enlistment will be in a Gp C National unit and is to be restricted to those individuals who are recommended by Headquarters NAAFI to DCOS G1/G4 HQ RLC Army Reserve for enlistment into RLC.

01.09.254. Age Limits. Applicants must be between 19 and 45 years old.

01.09.255. Medical Standards. The JMES standard required is to be the minimum standard permissible in the theatre to which the soldier is to be deployed. A JMES standard below MLD must be referred to the National Recruiting Centre.

01.09.256. Training. Soldiers employed by NAAFI, including those employed overseas, are required to complete ITRs in accordance with **ACSO 3262 (The Individual Training Requirement)**. Additional training may be undertaken on a voluntary basis, under arrangements agreed between the MOD and NAAFI.

01.09.257. Pay, Allowances and Bounties.

a. Soldiers are to receive no pay, allowances or bounties from Army funds except as provided in Army Order 8 of 1970. They are remunerated by NAAFI in accordance with the terms of their employment with NAAFI.

b. Rates of bounty and the conditions under which they are payable by NAAFI are the same as those applicable to other members of Gp C.

01.09.258. Rank and Promotion. Enlistment is in the rank of Pte, and promotion is limited to WO2. Criteria for promotion are in accordance with RLC Instructions.

01.09.259. Discharge. Discharge processes are the same as all other Army Reserves[95].

01.09.260 - 300. Reserved.

[95] AGAI 49.

Intentionally blank

SECTION 8 – SPECIAL TO ARM INSTRUCTIONS

Royal Armoured Corps

01.09.301 – 01.09.310. Reserved.

Royal Artillery

01.09.311 – 01.09.320. Reserved.

Royal Engineers

01.09.321 – 01.09.330. Reserved.

Royal Corps of Signals

01.09.331. Promotion of Supervisors is controlled by Col Res Br into vacancies against the quotas laid down by Pers Policy (A).

01.09.332 – 01.09.370. Reserved

Infantry

01.09.371. Parachute Regiment. The upper age limit for civilian recruitment into the Parachute Regiment is the day before the candidate's 38th birthday.

01.09.372. Parachute Training.

a. Volunteers for parachute duties, are if accepted, normally to be required to serve as parachutists for the period of their Army Reserve engagement. COs may accept volunteers who are not to be required to parachute, in non-jumping vacancies.

b. A volunteer, once having qualified as a parachutist and whilst serving on a current parachute tour, can be ordered to make a parachute descent at any time or place as part of normal military training in the Army Reserve, subject to medical fitness at that time. A soldier, once qualified and who remains current, will be eligible to RRP(Para) while remaining in a qualifying post.

c. On volunteering for parachute duties the soldier is to sign the following certificate:

d. 'I understand that, once having qualified as a parachutist and while serving in an Army Reserve airborne unit or parachute role appointment on a current parachute tour, I can be ordered to make a parachute descent at any time, day or night, as part of my Army Reserve training in the United Kingdom or overseas, subject to medical fitness at the time.'

e. One copy of this certificate is to be sent to Army Reserve CM Cbt APC and the duplicate is to be retained with the soldier's unit documents.

f. A parachute tour is to last from the date on which the solider becomes eligible for parachute pay to the end of their current engagement unless they are assigned or transferred to a unit or position which is not parachute roled.

g. A soldier is eligible to receive RRP (Para) following successful completion (qualified as a parachutist) of the qualifying parachute course (for example, BPC, SLSC), determined by the course dispersal date, provided they remain current and if they are filling an RRP (Para) qualifying post.

01.09.373. Parachute Trained Personnel. A soldier who has undergone parachute training, or who is parachute qualified and who is serving with an airborne unit or filling a parachute roled appointment on re-engagement an Army Reserve soldier is to sign a certificate with the following inserted:

'I understand that, once having qualified as a parachutist and while serving in an Army Reserve airborne unit or parachute roled appointment on a current parachute tour, I can be ordered to make a parachute descent at any time, day or night, as part of my Army Reserve training in the United Kingdom or overseas, subject to medical fitness at the time. 'On re-engagement I wish to extend my parachute tour to the end of my new engagement.'

01.09.374. Exceptionally, in special circumstances, the parent Div Commander may, on the recommendation of the CO, authorise re-engagement of an Army Reserve soldier without their signing these certificates.

01.09.375 - 01.09.390. Reserved.

Special Forces

01.09.391 – 01.09.400. Reserved.

Army Air Corps

01.09.401. Aircrew. Personnel applying for aircrew posts must previously have qualified as military pilots. HQ AAC is responsible for ensuring that candidates for Army Reserve aircrew positions are suitably qualified, experienced and medically fit prior to referring the applicant to APC Cbt Sp AAC Sldrs.

01.09.402 – 01.09.409. Reserved.

Royal Logistic Corps

01.09.410 – 01.09.419. Reserved.

Army Medical Services

01.09.420 – 01.09.429. Reserved.

Royal Electrical and Mechanical Engineers

01.09.430 – 01.09.439. Reserved.

Adjutant General's Corps (Staff and Personnel Support)

01.09.440 – 01.09.449. Reserved.

Adjutant General's Corps (Royal Military Police)

01.09.450. SIB SROR. SIB SRORs complete the Initial Military Police Course (Reserve) (IMP(R)) and are then appointed to substantive Sgt rank. These soldiers are exempt Provost JNCO Course (PJC) and Provost SNCO Course (PSC), and the associated ALDP requirements.

01.09.451. Provost Vetting. Service within either the Royal Military Police or Military Provost Staff Reserves is subject to attaining and retaining Provost Vetting. These standards reflect Home Office counterparts with periodic reassessment (including upon change of role and/or investigation for alleged disciplinary/criminal offences). Applicants and serving. Failure to attain and/or retain Provost Vetting will result in an individual being unsuitable for service within either the Royal Military Police or Military Provost Staff. Whilst this does not automatically result in discharge, if employment in an alternative trade cannot be found, discharge may be enacted. Individuals who hold vetting by virtue of their civilian employment will still require vetting to be conducted for their Reservist role. If an individual fails Provost Vetting, there may be a requirement to disclose this and the rationale for the decision to civilian employers who also hold a requirement for vetting. Full details can be found within the Provost Vetting Policy held by HQ Provost Marshal (Army).

01.09.452 – 01.09.459. Reserved.

Adjutant General's Corps (Military Provost Staff)

01.09.460. Entry Qualifications. All applicants must have held the rank of Corporal or equivalent rank or above with present or former service in either the:

a. Regular Army MPS or RMP, or RN and RAF equivalent service.

b. RMP with custodial experience from service in the civil police or private custodial sector.

c. Regimental Police of other Corps with custodial experience as defined above.

d. Exceptionally, civilian entrants with substantial custodial experience, may be enlisted.

01.09.461. Rank on Appointment.

a. **Previous Military Service.**

(1) Applicants who have previously held the rank of Sgt or above will be granted their previously held rank provided they satisfactorily complete training and there is a vacancy for that rank within the ORBAT.

(2) Applicants who have previously held the rank of Cpl will be taken on strength as Cpl, and on successful completion of training will be promoted to Acting Sgt.

(3) Applicants who have previously held the rank of LCpl or Pte will be taken on strength as LCpls and on successful completion of training will be promoted to substantive Cpl.

b. **Direct Entrants.** On successful completion of Basic Training as outlined in **ACSO 3223 (Soldier Training and Education)** such SP are to be promoted to substantive LCpl and on successful completion of Phase 2 Training are to be promoted to substantive Cpl. On mobilisation such SP will be promoted to Acting Sergeant.

01.09.462 – 01.09.469. Reserved**.**

Small Arms School Corps

01.09.470 – 01.09.479. Reserved.

Intelligence Corps

01.09.480. Soldiers joining the Intelligence Corps Reserves must do so via a Reserve Military Intelligence (MI) unit. Unless explicit authority is granted by the Corps Colonel Intelligence Corps, non-MI units are not permitted to appoint soldiers to the Intelligence Corps. Prior to their first appointment, Intelligence Corps Reserve soldiers must have passed Special to Arm (StA) selection for the relevant MI unit [OPMI 3(R) for those taking up Operator Military Intelligence appointments in Reserve MI Battalions], be capable of securing Developed Vetting (DV) as a minimum and be qualified in one of the following ways:

a. Have previous full time service as an Intelligence Corps soldier and have completed StA and Command Leadership Management (CLM) training appropriate to the soldier’s rank.

b. Within 24 months (36 months for those transferring as SNCOs or WOs) of transferring to the Intelligence Corps Reserves or completing the appropriate Phase 1 training, have successfully completed the Regular or Reserve Operator Military Intelligence (OPMI) course and associated ALDP appropriate to their employed rank.

c. Unless granted dispensation by the Corps Colonel Intelligence Corps, soldiers who do not complete the appropriate OPMI and CLM training within the timeframes set and/or cannot secure DV, will be required to transfer out of the Intelligence Corps or retire/resign from the Army Reserves.

01.09.481 – 01.09.489. Reserved.

Royal Army Physical Training Corps

01.09.490 – 01.09.500. Reserved.

SECTION 9 - TERMS AND CONDITIONS OF SERVICE FOR NON-REMUNERATED COMMISSIONED GROUP Y OFFICERS

Introduction

01.09.501. Commissions are bestowed on non-remunerated Group Y officers without the requirement for assessment at AOSB or completion of the Commissioning Course (Short). They are brought into service to facilitate access to high-level civilian subject-matter expertise enabling the Army to draw on professional skills with minimal administrative burden.

01.09.502. Key Features. Group Y officers serve voluntarily, are granted a Land Forces Commission and are not remunerated. They do not undergo military training but are to be periodically reminded of the Army's values and standards and security threats that the Army faces. Additionally they must be inducted into Service and are appointed to specific roles based on their expertise, with leadership responsibilities limited to their specialised function.

01.09.503. Establishment. With ToS PoI agreement Strat WF Plans may authorise the creation of a PID for a Group Y officer. Such appointments are predominantly within 77 Bde, the Fd Army UNDERSTAND Gp, The Staff Corps (ELSC), the Specialist Group Information Services (SGIS) and the Joint Force Cyber Advisory Group (JFCyG) Cyber Advisory Team (CAT) but may be created elsewhere. In the absence of a suitable unit capbadge officers will be appointed to the General Service Corps (GSC).

Commissioning as a Group Y officer

01.09.504. Age. The following age limits normally apply:

a. The minimum age for appointment is 23 years.

b. The maximum age for appointment is 65 years.

c. The normal retirement age (NRA) is the State Pension Age at which point officers will be required to retire or resign their commission. Reserve Continuance may be exceptionally authorised by Pers PoI (A).

01.09.505. Medical Entry Standard. While there is no minimum medical entry standard for Group Y candidates must complete a health declaration as part of the joining process. Each applicant is considered individually, with activity tailored to their capabilities. If deployment to an operational theatre is required, a suitable medical examination will be conducted and the individual graded accordingly. See also **para 01.09.530**.

01.09.506. Nationality and Residence. See AGAI 40. A candidate will normally be eligible if they are either a British citizen (including dual nationality), or an Irish citizen. Commonwealth citizens or those recruited as a Nepalese citizen under the terms of the Brigade of Gurkhas Policy Directive derived from the British-Indian-Nepalese TriPartite Agreement (1947) must have a right to residency in the UK.

01.09.507. Education Standard. No formal education qualifications are required for Group Y officers. Suitability for appointment will be based on evidenced KSE.

01.09.508. Retired Officers. Retired Army officers (already in possession of a commission) will retain their substantive rank but must be reinstated or appointed to a Group B commission by the AEB to hold a rank appropriate to their role. Candidates from other Services will be considered but appointments cannot be made until they resign from their existing commission. In all cases an officer may be required to serve in a rank lower than their substantive rank.

01.09.509. Serving Army Reserve Officers. Serving Army Reserve officers may possess the KSE to be invited to become a Group Y officer. If accepted, Group A duties are to take precedence over other Reserve activity. Activity as a Group Y officer will not be remunerated and the officer may only substantively promote or be granted local rank under Group A rules. See ACR19, Pt 2, para 2.3.015.

Selection and Appointment as a Group Y Officer

01.09.510. While simplicity and flexibility guide the selection of Group Y officers, the integrity of His Majesty's Land Forces Commissions must remain paramount. Candidates must demonstrate unquestionable probity and clear suitability for the proposed role.

01.09.511. Conflicts of Interest/ Probity. Applicants whose civilian duties and business interests' conflict with, or may be seen to be in conflict with, membership of their specialist organisation are ineligible to join where the risk cannot be tolerated or treated. The AEB will assess suitability of each application. In emphasising the importance of preserving public confidence, Ministerial assent may be required when applicants have civilian business appointments that are:

a. In contractual relationship with the Government.

b. In receipt of subsidies, or their equivalent, from the Government.

c. As a shareholder with the Government.

d. In receipt of Government loans, guarantees, or other forms of capital assistance.

e. In a special relationship with Services or Departments, or Branches of Government.

The Commissioning Process

01.09.512. The Commissioning process is to ensure that candidates have the required KSE-B and meet the standard to commission. Those who have been required to resign or retire a commission are ineligible[96].

01.09.513. Initial Application. The candidate should complete the unit application form and return it with:

a. Copy of Birth Certificate (not required for re-instatement).

---

[96] See Army Commissioning Regulations 19, Part 2, Paras 2.1.012 & 2.1.013.

b. Copy of Passport (not required for re-instatement).

c. Proof of assimilation and residency if a non-UK or Irish Passport holder.

d. Curriculum Vitae.

e. Medical Self Certification Form.

01.09.514. Initial Interview. The candidate must be interviewed by a suitable serving officer (as determined by the primary employing organisation) of OF5 or above. The interview is to assess the candidate's technical and professional capabilities, check no conflict of interest, and to determine their fitness to hold a commission. The interviewer should also ensure that the candidate fully understands the voluntary, non-remunerated, nature of the commitment they are undertaking. This may be conducted by a board chaired at OF5.

01.09.515. Recommendation to AEB. Following the interview, the lead interviewer must send the following documents to the Army Employment Board (AEB). Templates are published on the Army Commissioning Regulations webpage. The AEB will assess the suitability of a candidate to hold a commission.

a. A Covering Letter.

b. The Army Application or ELSC F/Cap 1 as appropriate.

c. A selection Interview Evaluation.

d. The applicant's CV.

e. The Job Specification.

f. The initial application form and paperwork required at **para 01.09.513**.

01.09.516. Army Employment Board Decision. Successful candidates, if not already commissioned, will be granted a probationary Land Forces commission to serve as a specialist advisor. This is to be notified in the London Gazette. Retired officers are to be re-instated to their former rank although they may be appointed in a lower rank on probation while serving as a Group Y officer. Active list officers becoming a Group Y officer will not be placed on probation.

01.09.517. Appointment. Officers will be commissioned in the substantive rank of captain and, with agreement of the appropriate Board, any higher rank conferred on them by their established Group Y position. ELSC officers will usually hold the substantive rank of major.

01.09.518. Engagement. Officers will normally be appointed into an established Group Y officer role for an initial period of 3 years. Thereafter Unit Selection Boards may extend an assignment in blocks of up to three years. Officers who are not extended in their post, or appointed to a different Group Y officer role, must retire or resign their commission, or transfer to another type of commissioned service subject to meeting the minimum requirements for that service. ELSC Officers will normally be selected by the ELSC Council of Colonels for an indefinite period. Their tenure will be determined by their

active engagement and contribution to the work of the ELSC and will be subject to annual review by the Council of Colonels. Officers may be directed to resign or retire their commission by the Council of Colonels subject to endorsement by the Honorary Colonel and the Army Employment Board.

01.09.519. Onboarding. The newly commissioned / reinstated officer is to be brought onto JPA on a dummy payroll, is to sign an MOD Form 134 (Official Secrets Act) and the unit is to apply for the required level of vetting.

01.09.520. Probationary Period. Subject to satisfactory performance, the Army Employment Board is responsible for confirming probationary commissions. This is normally done after the first year in appointment. If the Commanding Officer deems it necessary, the probationary period may be extended once, for up to one additional year. Officers who do not successfully complete their probationary period may have their commission terminated. In such cases, the individual will cease to be a Group Y officer, will no longer hold a commission, and will not usually be eligible to reapply for a commission as a Group Y officer.

01.09.521. Attendance on Duty. Group Y officers attend duty under Section 27 of RFA 96 (Voluntary Training or Other Duties). Their activity is classed as category C-1 training and they are on duty and eligible to travel and subsistence at public expense, however, they have voluntarily foregone pay. Group Y officers do not undertake other forms of activity in this role.

01.09.522. Call Out. Group Y officers have a compulsory liability to call out and recall under the Reserve Forces Act 1996 (RFA 96). Those who have only served as a Group Y officer and are not trained are not liable to call out to permanent service under Section 54 or Section 56 RFA 96. They may be called out under Section 52 or recalled under section 68 RFA 96 - Call out/Recall for National Danger, Great Emergency or Attack on the UK.

01.09.523. Precedence. Officers have the precedence of a Group Y officer irrespective of any other type of commission they may have held. Their precedence will be as follows:

a. Group Y officers are to take precedence after Army Reserve officers of the same rank.

b. Officers of the same seniority in their substantive rank, with the exception of seconds-in-command, are to take seniority according to the date of their appointment to their Group Y organisation.

c. According to the date of promotion to their current rank, acting or substantive, within their Group Y organisation.

d. The rules for relative precedence of officers of the Regular Army and the Army Reserve are contained in KR(Army) para 2.035.

Training & Development

01.09.524. Initial Training Requirements. There is no formal initial training requirement for Group Y officers. Units are to ensure that officers are inducted into service and trained appropriately for the role they are undertaking.

01.09.525. Military Training. Group Y officers are not required to undertake any formal military training prior to taking up their appointments. They are commissioned specifically for their civilian skills, expertise, and professional networks and must not undertake any military activity for which they have not been appropriately trained. Career courses are not required for promotion (see **para 01.09.533**).

01.09.526. Individual Training Requirements (ITRs). Group Y officers are required to complete ITRs in accordance with the current edition of **ACSO 3262** to ensure awareness of the Army's values and standards, and security threats.

01.09.527. Task-Specific Training. Group Y officers may attend any military training necessary to enable them to perform their appointed duties. Where such training is required, the officer must meet all relevant entry criteria, including medical, the risk must be specified and mitigated as necessary in RA (risk assessment) documents.

01.09.528. Deployment. Should a Group Y officers agree to support a training activity or operation they must meet the training standards and medical requirements as laid out in **para 01.09.530**. This is to be recorded as C1 Training.

01.09.529. Sport & Adventurous Training. Group Y officers are ineligible to participate in sport and Adventurous Training activities.

Medical Policy

01.09.530. Medical Policy Principles for Group Y Officers. There is no medical entry standard for Group Y; pre-existing medical conditions will not usually prevent an individual from commissioning, but must be declared so risk can be managed. Duty of care towards all personnel necessitates an appropriate understanding of medical conditions in order to manage risk effectively. Maintaining flexibility in voluntary service and implementing necessary safeguards must be managed professionally and responsibly.

01.09.531. Medical Certification:

a. **Self-Declaration at Entry:** All applicants will complete a medical self-assessment as part of initial commissioning documentation. This provides a standard and simple method to capture potential issues.

b. **Initial Medical Categorisation:** On commissioning Group Y officers will be assessed L5 (Temp) to recognise a full medical, JMES review and Ind RA is required before undertaking higher-risk activities.

c. **Risk-Based Deployment Model:** Group Y officers may engage in normal UK-based activities and duties within overseas firm base locations without additional medical clearance, subject to Ind RA being accepted by the operational duty holder.

d. **Additional Clearance for Higher-Risk Tasks:** To deploy outside the UK / overseas firm base locations or engage in arduous or high-risk activities a Group Y officer will require a formal JMES assessment and Ind RA accepted by the operational duty holder.

e. **Further Standard Medical Assessments.** Some units may require medical check to ensure the individual meets the JMES requirements of the role. This should

be communicated to the individual at interview but should not become a barrier to accepting into service.

Career Management

01.09.532. Group Y officers do not join for a career, their rank is granted in recognition of the value of their specialist input. For this reason they do not receive appraisals.

01.09.533. Promotion. While there are no set criteria for recommending promotion, the higher rank must be justified by the degree and quality of active engagement in the work of their unit. They are not awarded Acting Higher Rank:

a. **The Staff Corps (ELSC).** Officers are recruited into the ELSC as substantive majors. Promotion to Lt Col is determined by the degree and quality of active engagement in the work of the ELSC. Selection for promotion is made by the Council of Colonels endorsed by the Honorary Colonel and ratified by an MS selection Board. Further promotion to the rank of Colonel will be made by extending the same principle.

b. **Other Group Y Officers.** Group Y officers will usually commission in the rank of substantive captain. There is no substantive promotion beyond this rank. Local higher rank may be granted where the recommendation of the unit CO and formation commander is ratified by the appropriate MS selection Board. As authority will only exceptionally be granted expectations of candidates must be managed.

01.09.534. Taking Up a Post in a Lower Rank. While all Group Y officers with prior service are reinstated to their substantive rank, they may be appointed to roles established at a lower rank. In such cases, the officer retains their substantive rank but adopts the lower rank appropriate to the appointment. This provides flexibility for senior Army officers who wish to engage as a Specialist Reserve without resigning their commission.

01.09.535. Discipline. Group Y officers are subject to **AGAI 67 Administrative Action** at all times and Service law whilst on duty.

Conditions of Service

01.09.536. Pay. Group Y activities are classed as category C-1 training (normal training authorised as unpaid training) in which personnel are on duty and eligible to travel and subsistence at public expense, however, they have voluntarily foregone pay. As service is not remunerated there is no leave or pension accrual and no entitlement to other remunerative allowances such as LSA or LOA.

01.09.537. Uniform and Equipment. Group Y officers will be issued the uniform and equipment necessary to complete their military training and duties. Uniform maintenance grants and promotion grants are not admissible.

01.09.538. Travel. Detail of entitlement to home to duty travel is at JSP 752. Group Y officers may also claim for travel to and from individual training events/courses.

01.09.539. Service Accommodation. Service accommodation will only be provided when on Temporary Duty.

01.09.540. Messing. Group Y officers may use Service dining facilities on a repayment basis. Expense claims for meals may be admissible when personnel are on duty and there are no messing facilities available.

01.09.541. Injury on Duty. When on duty Group Y officers will have access to emergency military medical and dental support only until discharged to the NHS. As for Regular personnel, this may be an NHS provider at weekends or in silent hours dependant on location. As unpaid Group Y service is not pensionable, Army Reserve Disability Allowance is not admissible.

01.09.542. Armed Forces Compensation Scheme (AFCS). The AFCS covers all those under the RFA 96 but only for attributable injuries that occurred after 31 March 2005.

Honours & Awards

01.09.543. Military Honours. Group Y officers are a valuable part of the Army and are eligible for all military honours and awards in accordance with JSP 761.

Education & Training

01.09.544. Accreditation of courses. Group Y officers may have any courses accredited in the same way as a Group A reservist.

Retirements and Transfers

01.09.545. Retirement. Regulations for the retirement or resignation of officers is at ACR, Pt 2, Ch 6. The provisions of KR(Army) 9.023 in relation to employment of personnel by foreign governments apply to Group Y officers. Reserve Continuance may be requested to enable an officer to serve beyond NRA.

01.09.546. Service on the Regular Army Reserve of Officers (RARO). Group Y officers may apply to join the RARO as Class 3 voluntary members on retirement.

01.09.547. Call Out and Recall Liability. On leaving Service, all officers who retain their commission have a compulsory liability for life to recall under section 68 RFA 96.

Transfers to Other Parts of the Army

01.09.548. Transfer to Other Parts of the Army Reserve. Group Y officers must complete the appropriate Army Reserve commissioning process prior to application for appointments out with their specialist role. All other normal entry requirements will apply. The receiving unit is to sponsor the candidate through the process.

01.09.549. Transfer to the Regular Army. Officers must complete the appropriate commissioning process if they are to transfer to the Regular Army. For this they must meet the normal entry and selection requirements.

01.09.550 – 01.09.600. Reserved.

Intentionally blank

PART 2 – THE REGULAR RESERVE

CHAPTER 1

THE REGULAR RESERVE

Reference

A. Reserve Forces Act 1996 (RFA 96).

B. Armed Forces Act 2006 (AFA 2006).

C. Defence Reform Act 2014 (DRA 14).

D. SI 2005/859 as amended by SI 2015 No 460 (The Reserve Forces (Call out and Recall) (Financial Assistance) Regulations 2005).

E. Reserve Forces (Safeguard of Employment) Act 1985 (SOE 85).

F. JSP 753. Regulations for the Mobilisation of UK Reserve Forces.

02.01.001 – 02.01.009. Reserved

Introduction

02.01.010. The Regular Reserve provides an integral component of Reserve Land Forces, and is authorised under **RFA 96** and DRA 14. All members of the Reserve Land Forces are subject to call out into permanent service, including the Regular Reserve.

02.01.011. Most SPs have a callout reserve liability on termination of their Regular service. The Regular Reserve consists of:

a. The Regular Army Reserve of Officers (RARO)[97], which comprises both compulsory and voluntary members.

b. Two sections of the Regular Reserve for other ranks, Sections A and D[98].

02.01.012. Call out is the process by which Reservists are brought into permanent service. Call out is compulsory but Reservists and their employers have the right to apply for an exemption; for up to 12 months, or for their call out to be deferred or revoked[99]. A deferral or revocation will not prevent a call out at a later date. Clear time limits are in place for the duration of, and liability for, call out and the period of permanent service. Once brought into permanent service, Reservists attract all of the same rights and benefits

---

[97] See RLFR Pt 2, Ch 2.

[98] See RLFR Pt 2, Ch 3.

[99] Statutory Instrument (SI) 1997 No 307 – The Reserve Forces (Call Out and Recall)(Exemptions, and so forth) Regulations 1997.

as their Regular counterparts. In addition, their civilian employment rights are protected[100], and both the employer and Reservist may be entitled to claim financial assistance[101].

02.01.013. The aim of these regulations is to provide a guide for units which are responsible for processing and administering SPs when they leave Regular service for service in the Reserve Land Forces. It details the liabilities and responsibilities of individual Reservists and outlines the call out processes.

02.01.014 – 02.01.019. Reserved.

Transitional Members

02.01.020. SPs who enlisted or commissioned before 1 Oct 14 have different Regular Reserve liability to those enlisted, re-engaged or commissioned after that date and are known as “Transitional Members”. Transitional members may voluntarily transfer to the terms of service applicable to those enlisted, re-engaged or commissioned on or after 1 Oct 14. Details of the different liabilities are in JSP 753, Part 1, Chapter 21.

02.01.021. Transitional Members are encouraged to elect to transfer to the current terms by completing an Army Form E 10001. This election process is not bound by any specific timeframe and can therefore be undertaken at any future date.

02.01.022. Serving Regular SPs who enlisted before 1 Oct 14 continue to have a legacy call out liability. They are to be encouraged to elect to transfer to the current terms by completing an AFE 10002. This election process is not bound by any specific timeframe and can therefore be undertaken at any future date. A change in commission or engagement after 1 Oct 14 will in effect change the liability under RFA 96, Section 56 to permit a call out for any commitment for which Regular SPs can be tasked and which includes Defence Activities Other Than Operations.

02.01.023 – 02.01.029. Reserved.

Briefings on Transfer

02.01.030. RCMOs are to brief Regular Service Leavers (SLs) on the opportunities available in the Army Reserve and the Regular Reserve. Additional details can be obtained by visiting Army Jobs (www). Further information can be found in the MOD Service Leavers Guide. This would include a direct transfer to the Army Reserve on leaving Regular service and subject to the availability of a suitable appointment or position. Transfer will become effective on application and supported by the APC CM as well as Army Strat Cen WF Pol - Cap Badge. Applications are made via the Digital Transfers online platform. Ex-Regular SP can also apply for part time employment under different TOS. Job opportunities are advertised on SERVE.

02.01.031. Pers Admin staff are to brief SLs on their Reserve Liability and the legal requirement for a Reservist to notify any change of circumstance to the APC during the

---

[100] Safeguard of Employment Act 1985.

[101] Statutory Instrument (SI) 2005 No 859 – The Reserve Forces (Call out and Recall)(Financial Assistance) Regulations 2005.
Updated by SI 2015 No 460.

period of their call out liability[102]. They are also to ensure as a part of the terminations process on JPA that future contact details; address, civilian email and mobile telephone numbers are up to date on the JPA Record. SP should also be advised that 12 months from leaving Regular service that they will receive an annual reporting certificate to inform APC as to any change in their personal circumstances as well as contact details. This should be completed and returned to APC in the pre-paid envelope provided. If this is completed and in the first 4 years of their liability they will be paid a postal reporting grant of £50.00 each year

02.01.032 – 02.01.039. Reserved.

Medical Standards

02.01.040. The medical standards for the Regular Reserve are covered in **AGAI 78 (Army Medical Employment Policy)**.

02.01.041. SLs with a JMES category of L6 MND(P) on retirement or discharge from Regular service, should not be transferred to the Regular Reserve but may be subject to recall[103].

02.01.042. Regular Reserve personnel must inform Col Res Br, APC, if they become medically unfit for a period in excess of 3 months[104]. They must also notify the same point of contact when they believe they are fit again for call out.

Residence outside the UK

02.01.043. Regular Reserve personnel must also inform the APC when relocating overseas for work or personal reasons.

02.01.044 - 02.01.049. Reserved.

Clothing and Equipment

02.01.050. SLs with a Regular Reserve callout liability are normally to retain equipment as outlined in the Reservist Retention Scales (RRS) of the Army and Civilian Supported clothing scales in the Defence Logistic Framework (DLF). This facilitates a reporting for duty for assessment as well as enabling periods of training. For any such activity the SP would receive a reporting grant as well as pay and allowances authorised elsewhere.

02.01.051. Reserved.

Reporting

02.01.052. Change of Circumstances. Regular Reserve personnel must keep APC informed of any changes to their personal circumstances[105]. Changes are to be reported to

---

[102] Unit Administration Manual (UAM)

[103] RLFR, Pt 4.

[104] SI 1997 No. 308, as amended by SI 2005 No. 3118.

[105] SI 1997 No. 308.

Army Personnel Centre (APC) Reserves Branch (Res Br) by email[106], telephone[107] or annotated on the annual postal reporting certificate.

02.01.053. Annual Reporting Letter[108]. A postal reporting letter will be sent to all those subject to call out on an annual basis until their recall liability ceases. Those who return the completed information within 14 days of receipt will be entitled to a bounty payment[109].

02.01.054 – 02.01.059. Reserved.

Command and Control

02.01.060. Commanding Officer. Col Res Br, APC, is the CO for members of the Regular Reserve personnel. For a Regular Reservist on FTRS, an ADC or VeRR, their CO is the CO of the employing unit.

02.01.061. Jurisdiction. Regular Reserve personnel are to be subject to Service Law[110] during periods when they are called out; undertaking FTRS or ADC commitments; or under VeRR arrangements.

02.01.062. Reporting for Duty. Regular Reserve personnel are to report for the purpose of training, medical assessment, accounting for money and public property, or in connection with retirement/discharge, at such places and times and to such authorities as may be specified in any notice given to them by or on behalf of Col Res Br, APC.

02.01.063. Absence and Desertion. Personnel who are deemed to have deserted[111] or be absent without leave[112] are to be dealt with in accordance with Section 102 of **RFA 96**.

02.01.064 – 02.01.069. Reserved.

Voluntary Service

02.01.070. General. Regular Reserve personnel may volunteer to serve in or transfer to a number of areas with the Army Reserve and Regular Army.

02.01.071. Army Reserve Service. Regular SLs are encouraged to transfer to the Army Reserve on discharge from the Regular Army. Regular Reserve personnel may also transfer to the Army Reserve. Regular Reserve personnel will have their Army Reserve service counted towards their Regular Reserve liability. Those completing an Army Reserve engagement with outstanding Regular Reserve liability are to be returned to the Regular Reserve until that outstanding liability is complete.

---

[106] APC-CMOps-RegRes Mailbox@mod.uk.
[107] 0800 3896385
[108] JPA Form C015.
[109] JSP 754, Ch 3, Sect 7.
[110] JSP 830.
[111] Armed Forces Act 2006 (AFA 2006), Sect 8.
[112] Armed Forces Act 2006 (AFA 2006), Sect 9.

02.01.072. High Readiness Reserve (HRR)[113]. The HRR consists of a volunteer pool of trained Regular Reservists and Army Reservists with unique skills that are in short supply in the Regular Army. The purpose of the HRR is to provide individual reinforcements to the Regular Army at short notice when it is necessary to respond to unforeseen operational contingencies.

02.01.073. Full Time Reserve Service (FTRS)[114]. Regular Reserve personnel may voluntarily enter into an FTRS Commitment, in which they undertake to serve on a full-time basis for a specified period of time in a broadly similar way to members of the Regular Army. The terms and conditions of service are common to all three Services, with some single Service variation. SP remain members of the Army Reserve or Regular Reserve throughout their FTRS.

02.01.074. Additional Duties Commitments (ADC)[115]. Regular Reserve personnel may voluntarily undertake intermittent or part-time employment under an ADC. They commit to attending for duty on days or part-days each week at a nominated place of duty for up to 180 days[116] per annum. ADC attendance is mandatory once the commitment has been entered into and failure to attend for duties as laid down is an offence. Regular Reserve personnel may only undertake one ADC at a time; VeRR arrangements may not be converted to an ADC. ADCs are not to be used on deployed operations.

02.01.075. Voluntary Activities[117]. Regular Reserve personnel may volunteer to undertake VeRR on a non-obligatory attendance based pay basis[118].

02.01.076 – 02.01.079. Reserved.

Annual Training

02.01.080. Employment of Regular Reservists under this provision requires the prior approval of Hd Pers Pol.

02.01.081. A Regular Reservist may be called out for training for[119]:

a. One or more periods not exceeding 16 days in aggregate; and

b. Such other periods as may be prescribed, none of which shall exceed 36 hours without the consent of the person concerned.

02.01.082. Call out for training shall be affected by the person being served with a formal training notice signed by their CO specifying:

---

[113] RLFR Pt 1, Ch 1, Annex B.

[114] RLFR Pt 3, Ch 3.

[115] RLFR Pt 3, Ch 4.

[116] The 180 RSD limit has been agreed by MoDLA in consultation with HMRC, this limit ensures that SP's do not fall into a full time employment bracket.

[117] RFA 96, Sect 27.

[118] RLFR, Pt 2, Ch 6.

[119] RFA 96, Sect 22(1).

a. The time and place where the Reservist is to report for training; and

b. The period for which they are required to undergo training.

02.01.083. A training notice shall be served on a Reservist by either delivering it to them personally, sending it by Recorded signed for mail or, once authorised, e-mailing it to the last known e-mail address held on their JPA record.

02.01.084. A training notice may be revoked by a notice served in the same way as a training notice.

02.01.085. Reservists who receive a notice[120] lawfully requiring them to attend for training at a time and place notified to them in such a notice, and who consider themselves unable to attend are to write to the APC Res Br enclosing either a doctor's certificate or written proof as to why it would be unreasonable for them to attend. The APC Res Br is to acknowledge these requests by either granting the request or directing the individual to report at the time and place notified in the original notice.

02.01.086 – 02.01.089. Reserved.

Pay and Allowances

02.01.090. Pay, allowances, gratuities and bounties may be issued to any Regular Reservist in accordance with the provisions of Chapter 3 of **JSP 754**.

02.01.091 – 02.01.099. Reserved.

Mobilisation

02.01.100. General. Mobilisation processes are in **JSP 753**.

02.01.101. Appeal Against Call out[121]. Reservists and / or their employers may make an application for a Reservist's exemption from, deferral of, or revocation of call out for permanent service. Reservists may also make an application to be released from permanent service, on reaching end of their liability.

02.01.102. Failure to Report. COs of mobilisation units / centres are to pass details to the APC of any individuals who fail to report. The APC, after having checked if the Reservist called out has been deferred or revoked for any reason, will arrange for a second call out notice to be issued. If the individual does not subsequently report for duty the CO of the mobilisation centre should once again report the failure to report to the APC. At this point, the individual will be regarded as AWOL and AH Res Branch is to take the appropriate follow up action, including disciplinary action where appropriate.

02.01.103. Safeguard of Employment[122]. All mobilised Reservists have their civilian employment protected in law, so that they are able to return to their civilian employment on

---

[120] Such a notice sent by post (Recorded signed for mail), by e-mail or other officially recognised electronic means shall be deemed to have been served on the Reservist.

[121] JSP 753, Pt 2, Ch 3, Sect 10.

[122] JSP 753, Pt 2, Ch 3.

de-mobilisation. Mobilised SPs will be briefed on these provisions at the Mobilisation Centre.

02.01.104. Financial Protection[123]. All mobilised Reservists are provided with legal protections to prevent the SPs family from eviction whilst in permanent service.

02.01.105. Financial Assistance on Call out[124]. When Reservists are mobilised they may find that their Service pay is less than their civilian earnings and that they may incur additional cost for providing benefits and allowable expenses. Financial assistance is available in these cases, and is covered in detail at the Mobilisation Centre.

02.01.106 – 02.01.200. Reserved.

[123] JSP 753, Pt 1, Ch 3, Sect 17.

[124] JSP 753, Pt 1, Ch 3, Sect 17.

Intentionally blank

CHAPTER 2

THE REGULAR ARMY RESERVE OF OFFICERS (RARO)

General

02.02.001. Introduction. The Regular Army Reserve of Officers (RARO) is the Officer section of the Regular Reserve. RARO is divided into five classes.

02.02.002. Class 1. Compulsory Members. Class 1 consists of Officers with compulsory Regular Reserve liability as a result of Regular service.

a. Officers leaving the Regular Army on Reg C and Reg C (LE); IRC and IRC(LE); and SSC(LE) have compulsory Regular Reserve liability limited by age[125].

b. Officers leaving the Regular Army on a SSC have a fixed compulsory Regular Reserve liability, dating from commissioning[126].

02.02.003. Class 2. Voluntary Members. Persons of the following classes may be appointed as voluntary members of RARO with their consent:

a. Compulsory members at the end of their period of compulsory liability.

b. Officers transferring from the Army Reserve Group A or S.

c. Officers who hold an active or non-active Land Forces commission, provided that their service has been satisfactory throughout. However, see **para 02.02.010** below.

d. Clergy ordained and duly accredited by a recognised religious denomination for duty with the Royal Army Chaplain's Department.

e. Specific individuals may be invited by the APC to volunteer for service in the RARO. This may include those completing a Short Service Commissions with a specific skill set. Additionally, under the authority of the Army Employment Board individuals may be invited to be commissioned into RARO to provide a niche capability at a time of national need.

02.02.004. Class 3. Voluntary Members (Limited Liability). Comprising of officers of the following categories, who are only liable for call out under Section 52 of **RFA 96**:

a. Officers transferred voluntarily from the Army Reserve Group B.

b. Other voluntary members, including voluntary members of class 1 and 2 transferred at their own request.

02.02.005. Class 4. Reserved.

---

[125] RLFR para 02.02.070.a. & b.

[126] RLFR para 02.02.070.c.

02.02.006. Class 5. Voluntary Members (Royal Irish Regiment Home Service). Officers who have only ever served in the Regular Army in the Royal Irish Regiment on Home Service Full Time or Part Time terms, who transferred voluntarily to RARO.

02.02.007 – 02.02.009. Reserved.

Exceptional Cases

02.02.010. Officers leaving the Active List or the Army Reserve by resigning or by having their commission terminated will not be transferred to the RARO. However, those who left the service for inefficiency or misconduct (where the conviction is due spent) may apply through their CM at the APC for consideration to be a voluntary member of the Regular Reserve. Applications must be considered by the Army Employment Board.

02.02.011. Officers may, at the discretion of the Military Secretary, or an officer delegated by them, be relieved of their liability to serve in RARO.

02.02.012. Brigade of Gurkhas. Nepalese officers who retire from a Corps of the Brigade of Gurkhas will have no compulsory liability to serve in the RARO but may apply for Class 2 membership on the basis that they hold a land forces commission.

01.02.013 – 02.02.019. Reserved.

Age on Appointment

02.02.020. Voluntary RARO service will not normally be granted to a candidate who exceeds the age of 60 other than to remain in committed service (ADC or FTRS) or to commence VeRR. Officers may apply to APC Res Br to join RARO beyond age 60 and will not normally serve beyond the state pension age, subject to Defence need and the current medical retention standards.[127]

02.02.021 – 02.02.029. Reserved.

Rank on Appointment

02.01.030. Officers will normally be appointed to the RARO in the substantive rank which they held on retirement or in any other rank they may be granted on retirement.

02.02.031. Officers commissioned under the provisions of ACR 19, Part 2 will be granted a rank appropriate to the duties and responsibilities for which they are being commissioned to undertake.

02.02.032. Clergy who have not previously been commissioned as a Chaplain will be appointed as a Chaplain 4th Class.

02.02.033 – 02.02.039. Reserved.

---

[127] AGAI 78 Army Medical Employment Policy.

Promotion

02.02.040. General. With the exception of **para 02.02.041**, there is no provision for promotion for members of the Regular Reserve.

02.02.041. Subalterns. A Second Lieutenant serving on RARO may be promoted to Lieutenant on completion of 2 years' service in the Reserve.

02.02.042. Promotion in Full Time Service.

a. **Permanent Service.** Regular Reserve personnel called out for permanent service will be subject to the normal rules for promotion applicable to Regular Army officers at that time. If when called out on permanent service a Reservist officer receives substantive promotion to a higher rank, they will retain that higher rank when released from permanent service.

b. **FTRS[128].** RARO officers on FTRS may be granted Acting Paid Rank subject to meeting all current requirements but may not promote substantively.

02.02.043 – 02.02.049. Reserved.

Call Out

02.02.050. The guidelines for the call out of RARO can be found in Chapters 3 and 4 of **JSP 753**.

02.02.051 – 02.02.059. Reserved.

Transfer

02.02.060. Voluntary Transfer. Notwithstanding paras 02.02.001 to 02.02.006, voluntary members of the RARO may be appointed, with their consent, to a class other than that for which their previous service would normally qualify them.

02.02.061. Transfer to Army Reserve. Compulsory and Voluntary members of RARO may transfer to the Army Reserve subject to the regulations in RLFR Pt 1, Ch 4.

02.02.062 – 02.02.069. Reserved.

End of Liability

02.02.070. End of Compulsory Liability.

a. The end of compulsory liability for all members of RARO who commissioned or who change commission type after 31 January 2015, except for former DE SSC officers, is age 60.

b. Except for former DE SSC officers, those commissioned before 1 February 2015 who do not change their commission type continue to have a reserve liability.

---

[128] RLFR Pt 3, Ch 3.

c. Former DE SSC officers do not have an age-related end to their compulsory liability. Each has an individual end date worked from their date of commissioning[129].

(1) **8-Year Liability.** This applies to former DE SSC officers commissioned before 1 January 2016, who remain on their original terms of service. These officers have a Regular Reserve liability up to a date 8 years from the date of commissioning, regardless of the period of time spent in Regular service.

(2) **9-Year Liability.** This applies to former DE SSC officers commissioned before 1 January 2016, who extend their SSC after 31 December 2015; and former DE SSC officers commissioned after 31 December 2015. These officers have a Regular Reserve liability up to a date 9 years from the date of commissioning, regardless of the period of time spent in Regular service.

02.02.071. Voluntary Extension of Liability. Officers may apply to the APC Res Br, to extend their RARO commitment beyond the end of their compulsory liability subject to Defence need and the current medical retention standards[130].

02.02.072. Voluntary Resignation and Retirement. Voluntary members of RARO may apply to resign their commission at any time and therefore to end their voluntary Regular Reserve callout liability and any other form of Reserve Service. Such applications will not normally be accepted during a national emergency or when the officer is called out for permanent service.

02.02.073. Misconduct. An officer may at any time be called upon by the Defence Council to resign their commission or be removed from the Reserve for misconduct.

02.02.074 – 02.02.999. Reserved.

---

[129] RLFR 02.02.002.b.

[130] AGAI 78 Army Medical Employment Policy.

CHAPTER 3

SECTION A AND D OF THE REGULAR RESERVE (SOLDIERS)

General

02.03.001. The Regular Reserve (Soldiers) consists of the following sections[131]:

a. **Section A.** Soldiers who have a compulsory liability in the Regular Reserve[132].

b. **Section B.** Reserved.

c. **Section C.** Reserved.

d. **Section D.** Soldiers who have volunteered for service in the Regular Reserve.

02.03.002. Col Res Br is authorised to exempt a retired soldier from call out liability, including when the following circumstances apply:

a. Employment in occupations which, by their content, characteristics and or position in the community, affects the occupants liability to recall.

b. Where a soldier's service is no longer required.

c. When selected for redundancy.

d. When call out liability results from restorative measures that qualify a previous discharge which was pursuant to a law which has now been abolished and is now considered unfair.

e. When a former soldier enlists or is commissioned into the forces of Australia, Canada or New Zealand.

02.03.003 – 02.03.009. Reserved.

Section A (Compulsory Liability)

02.03.010. Tenure. The period of Reserve service for enlisted soldiers who have a Section A liability and exercise their statutory right to transfer to the Reserve is as follows:

a. For soldiers who exercise their right to transfer to the Reserve under Regulation 11 or 12 of the Army Terms of Service Regulations 2007 (AToSR 07), Regulation 13 AToSR 07 provides that they are to serve in the Reserve for:

(1) 6 years from the date of transfer; or:

(2) The date on which their service in the Regular Army would have ended if they had not exercised the right to transfer to the Reserve or had their

---

[131] The Tri Partite Agreement with Nepal and India directs soldiers discharged from the Brigade of Gurkhas are not to be ascribed a compulsory liability in the Regular Reserve.

[132] KR(Army) para 9.373 to 9.377.

application for transfer to the Reserve approved whichever is the sooner, or for such shorter period as may be approved by MS.

b. For soldiers who exercise their right to transfer to the Reserve under Regulation 5 or 6 of the Army Terms of Service Regulations 1992 (AToSR 92), Regulation 12 AToSR 92 provides that they are to serve in the Reserve for:

(1) 6 years from the date of transfer; or

(2) Until the balance of 22 years' reckonable service would have been completed whichever is the sooner, or such shorter period as may be approved by MS.

02.03.011 – 02.03.019. Reserved.

Section D (Voluntary Liability)

02.03.020. Eligibility. The following personnel may volunteer for service in the Regular Reserve:

a. Former soldiers who terminated under **KR(Army)**, paras 9.373 to 9.377 who have completed their compulsory Regular Reserve liability.

b. Former soldiers, including former members of the Brigade of Gurkhas, who have no compulsory Reserve service liability.

c. Personnel discharging or discharged under **KR(Army)**, paras 9.379 to 9.414B may be considered for enlistment into Section D of the Reserve subject to provisions of the medical enlistment standards[133], suitability for employment and those released from the Service with due spent convictions.

d. Former soldiers of the Army Reserve.

02.03.021. Transitional Members. If accepted as a member of Sect D, those Reservists subject to a transitional provision will cease to be a member of that transitional group.

02.03.022. Enlistment. The date on which this period of Section D Reserve service commences is to be the date of their attestation or, if they are already serving in His Majesty's forces, on the day next after that on which that service[134] is complete.

a. The notice, as covered in an Army Form D 459A, is to be given to a person offering to enlist in Section D.

b. The authorised enlisting officer is to complete the attestation paper of a recruit enlisting into the Reserve by completing an Army Form D 459. The form is then to be forwarded to the appropriate APC Res Br.

---

[133] AGAI 78 Army Medical Employment Policy.

[134] Regular or Reserve.

02.03.023. Tenure. A person enlisting into Section D, does so for a period whichever is the shorter of:

a. 4 years, or:

b. The day before the day on which the individual reaches age 60; or

c. until the conclusion of a FTRS commitment or VeRR arrangement.

02.03.024. Cap Badge. Personnel enlisting into the Regular Reserve (Soldiers) will be put into a Regiment or Corps of their choosing and once enlisted should not be appointed, assigned, transferred or attached to any military body without their consent. Except where a restructuring of the Army gives rise to a new capbadge in which case the soldier will be transferred to that capbadge. The capbadge must be of a Corps of the Army Reserve which will be listed in the Corps Warrant noting that not all Regular Corps are represented in the Army Reserve.

02.03.025. Re-Engagement.

a. Personnel may be re-engaged in Section D for a term of 4 years or less ending not later than the day before they reach age 55. The term of re-engagement will begin on the day after their existing liability is completed.

b. Personnel may be re-engaged in Section D for the duration of a FTRS commitment or VeRR arrangement.

c. Application to re-engage is to be made on Army Form E 20038, which is to be submitted to the APC Res Br. APC is to raise Army Form D 441 f the application is supported.

02.03.026 – 02.03.029. Reserved.

Rank and Promotion

02.03.030. Rank on Enlistment.

a. Soldiers transferred to the Regular Reserve (Soldiers) under the provisions of the **Armed Forces Act 2006 (AFA 2006)**, The Armed Forces (Discharge and Transfer to the Reserve Forces) (No. 2) Regulations 2009, and The Army Terms of Service Regulations 2007, or from the Army Reserve, are to be transferred in their substantive rank. Any other form of rank is to be relinquished unless special instructions are issued to the contrary.

b. Soldiers enlisting or re-engaging for membership of Section D, will retain any substantive rank held at the completion of their last period of service.

d. The rank of a person enlisted into Section D, who has no previous military experience, will be subject to special instructions issued by the Head Pers Pol (Army).

02.03.031. Promotion. There is no provision for promotion for members of the Regular Reserve.

02.03.032. Promotion rules in Full-Time Service.

a. **Mobilisation.** Members of the Regular Reserve (Soldiers) called out for permanent service, will be subject to the normal rules for promotion applicable to Regular soldiers at that time. If when called out on permanent service a Reservist soldier subject to recall receives substantive promotion to a higher rank, they will retain that higher rank when released from permanent service[135].

b. **FTRS.** For training or employment on FTRS a Reservist may be granted acting rank appropriate to any appointment which they are required to fill[136].

02.03.033 – 02.03.039. Reserved.

Communications

02.03.040. All members of the Regular Reserve (Soldiers) are to conform to the obligatory information provisions and, when requested, the on demand information outlined in SI 1997 No 308 (as amended by SI 2005 No 3118).

02.03.041. Failure to conform to the provisions of **para 02.03.040**[137] has the following consequences:

a. A soldier who fails without reasonable excuse to comply with SI 1997 No 308 (as amended by SI 2005 No 3118) is guilty of an offence and liable on summary conviction to a fine not exceeding level 3 on the standard scale.

b. A soldier in providing information required under SI 1997 No 308 (as amended by SI 2005 No 3118), knowingly or recklessly makes a statement false in any material particularly when giving such information, is guilty of an offence and liable on summary conviction to a fine not exceeding level 3 on the standard scale; and to a fine not exceeding level 4 on the standard scale or to imprisonment for a term not exceeding 3 months (or both).

02.03.042 – 02.03.049. Reserved.

Mobilisation

02.03.050. The guidelines for the call out for those serving on Section A and D of the Regular Reserve can be found in Chapters 3 and 4 of **JSP 753**.

02.03.051 – 02.03.059. Reserved.

Discharge

02.03.060. The various causes for discharge from the Regular Reserve are set out in Annex A to this chapter. Such discharge does not prejudice any subsequent statutory recall liability.

---

[135] JSP 753.

[136] RLFR Pt 3, Ch 3.

[137] See Section 75 of RFA 96 for details.

02.03.061. Soldiers serving on Section A[138] and D engagements, may, providing a call out order under Section 52 of **RFA 96** is not in force, request premature discharge from the Reserve by:

a. Giving their CO 3 months' notice in writing of their desire to be discharged; and

b. Hand in, in good order, all clothing, equipment and other public property issued to them or, in cases where, for any good or sufficient cause the delivery of that property is impossible, paying its value[139].

02.03.062. In accordance with Section 14(2) of **RFA 96**, the Col Res Br, APC, and any officer on their staff authorised by Col Res Br in writing, is an authorised officer for the purpose of discharging a member of the Regular Reserve.

02.03.063. A soldier shall be discharged:

a. If their discharge is directed by the Defence Council or the Col Res Br, APC; or

b. If they are tried by court-martial and sentenced to be dismissed or dismissed with disgrace.

02.03.064. A Reservist who, being a Warrant Officer, is reduced to the ranks may thereupon claim to be discharged unless a state of armed conflict exists between His Majesty and any foreign power, or when an order by His Majesty under Section 52 of **RFA 96** is in force.

02.03.065 – 02.03.100. Reserved.

---

[138] Those discharged from Regular service into the Regular Reserve may not usually request premature discharge until they have completed the end of their compulsory service Section 16(3) RFA 96.

[139] Defence Logistic Framework.

Intentionally blank

Annex A to
Chapter 3 to
Part 2 of RLFR

CAUSES OF DISCHARGE

The causes for which a soldier may be discharged and the special instructions relating thereto are set out below. The headings in ***bold italics*** are to be used to record the cause of discharge in all relevant documents.

Serial	Cause of discharge	Special Instructions
1	***At Reservist's own request*** a. Free b. Free on Compassionate	A Reservist may obtain discharge free under the same conditions as may be laid down from time to time in King's Regulations for the Army. Applications are to be submitted on an Army Form B132 suitably amended.
2	***Misconduct*** a. Having been sentenced to a term of imprisonment including a suspended sentence.	Discharge is to be carried out and the appropriate discharge certificate sent to the governor of the prison in which the Reservist is confined, as soon as possible after the disposal of the case; the discharge is to be effective from the date the certificate is despatched by the Colonel Capability, APC.
	b. Having been convicted by a civil court or court martial.	The Colonel Res Br, APC, is to decide in each case of conviction whether the offence is sufficiently grave to justify discharge. Discharge in ordinary circumstances should be authorised only on conviction for an offence involving: a. Serious dishonesty or violence, or b. Disgraceful conduct of a cruel, indecent or unnatural

Serial	Cause of discharge	Special Instructions
		kind, or c. Contravention of any enactment relating to controlled drugs, or d. Terrorist offences.
3	***Invaliding*** Ceasing to fulfil Regular Reserve medical requirement That is: a. Medically unfit under existing standards b. Permanently medically unfit for any form of Army Service	(1) This serial applies to a soldier below the medical standard for their Arm. (2) A Reservist who is below retention standard of their Arm but may be fit for some form of service in time of national emergency is to be discharged under Serial (1) above. (3) A Reservist who is considered to be permanently unfit for any form of military service is to be discharged under Serial (1) above. (4) F Med 19 is to be completed in all cases of discharge under either serial. (5) Dependent upon the nature of the disability, a medical report from a civilian doctor should usually be acceptable and will form the basis of F Med 19. (6) Where doubt exists as to fitness for further service, the Reservist is to be examined by a Medical Officer and finally, if necessary, by a full medical board.
4	***Termination of Engagement*** a. On termination of service in Section A. b. On termination of service in Section D	No formal discharge from Section A or D is necessary for Reservists who re-engage in Section D.

Serial	Cause of discharge	Special Instructions

On discharge the documents of a Reservist are to be disposed of by the CoI CM, APC, in accordance with the procedure for the disposal of the documents of a regular soldier.

Intentionally blank

CHAPTER 4

VOLUNTARY EX REGULAR RESERVE SERVICE (VeRR)

Reference. Reserve Forces Act 1996, Section 27.

02.04.001. Background. To differentiate between ex-Regulars and Army Reserves undertaking VTOD[140], a Joint Service - Voluntary Ex-Regular Reserve (JS-VeRR) value has been created on JPA. Within this regulation JS-VeRR and VeRR have the same meaning. Personnel on VeRR service are to be included when reporting the strength of the Regular Reserve in use. They will be funded[141] by the Organisation who have sponsored the post.

02.04.002. Scope. This regulation sets out the Terms and Conditions of Service (TACOS) for all ex-Regulars undertaking VeRR service. The adjoining supplement covers the exceptions to these VeRR arrangements for personnel on VeRR service in the Army Service Complaints (SC) Cell.

02.04.003. Purpose. VeRR enables the utilisation of ex-Regulars on endorsed tasks. Under VeRR, no formal commitment or agreement is made between the employee and employer respectively to work or to give work. VeRR service is an arrangement made between the employer and employee such that when work is offered by the employer and undertaken voluntarily by the employee, it will be in return for pay. In some cases, the work can also be classified as unpaid training. To control and administer VeRR service, the arrangement will be made through an arrangement letter on an Army Form E 20065 prepared by the employer. The arrangement length will be determined by the Reserve Project Assignments Board (and will not normally exceed 12 months).

02.04.004. Diversity Impact Assessment. VeRR service does not discriminate on grounds of race, ethnic origin, religion or belief, sexual orientation or social background. Neither does it discriminate on grounds of gender, disability or age, insofar as the legislation applies to the Army.

02.04.005. Reserve Project Assignments Board (RPAB). The Reserve Project Assignments Board receives and reviews all applications for agreement of these positions. The board will provide governance and assurance to ensure that the requirement is valid, cannot be met through alternative or more appropriate means and VeRR/ARRG 1 is being used as a short term requirement for a defined project, not as workforce substitution for vacant authorised WF positions. The Army established 100 unfunded JPANs in UKStratCom on 1 Mar 23 (75 OF3 and 25 OF4). UKStratCom may utilise VeRR commitments without reference to RPAB, as long as it is within the current single Service policy. Any deviation or waiver request from current policy below will have to be agreed by the RPAB. Eligibility is for ex-Regulars only with a RARO Class 1 liability. Maximum of 90 days per year. The arrangement length will not exceed 12 months. WF PoI is empowered to authorise a role to be filled without competition.

---

[140] RFA 96, Sect 27.

[141] Funding for VeRR Roles that have been granted as an uplift to delegated RSD budgets may be revoked by the Budget Holder or the CO at any time.

Terms of Service

02.04.006. Eligibility. Ex-regulars who have had a RARO Class 1 or soldiers completing a VEng(Full) or VEng(Long) engagement or have a Regular Reserve (Soldier) Section A liability on discharge are eligible for VeRR service[142]. Personnel will usually have left the Regular Army in the previous 6 years. Exceptionally Pers Pol (A) may authorise[143] a former member of the Army Reserve to become a voluntary member of the Regular Reserve to enable a VeRR arrangement to be issued. Employment decisions for VeRR service are made through the RPAB within Army HQ or by Pers Pol (A).

02.04.007. Age. On acceptance of VeRR service, personnel will usually be below the Army Reserve NRA or if above the NRA will have left service within the last 3 years. Service will not normally be beyond the State Pension Age[144].

02.04.008. Nationality. Non-UK Personnel must either become naturalised British citizens and / or have Indefinite Leave to Remain (ILR) in the UK.

02.04.009. Medical Standards. Medicals are not routinely required before commencing VeRR service. However, before starting VeRR service, a Regular Reserve must declare any change in their Joint Medical Employment Standard (JMES) since leaving the Regular Army or Army Reserve. If the employing officer is concerned that a SP's JMES may have fallen below the retention standard for the Regular Reserve[145] or that their JMES may not be appropriate for the duties expected of them, the employing officer must arrange for a medical and if necessary, an occupational health assessment to be carried out to confirm suitability.

02.04.010. Employment Status. Ex-Regulars and Members of the Regular Reserves on VeRR are casual workers and as such are not protected by the Part Time (Prevention of Less Favourable Treatment) Regulations 2000.

02.04.011. Duration. The arrangement length, which will not normally exceed 12 months, will be determined by the RPAB. Tri-Service direction is that VeRR service will not exceed 90 RSDs. Within this annual constraint, work may be concentrated in packages of any number of consecutive days. In exceptional circumstances Pers Pol (A) may authorise arrangements greater than 90 RSD, such authority may only be granted once in a 5-year period. VeRR is limited to single arrangement within a 12-month period.

02.04.012. Employment Limitations. SPs on VeRR service may not be employed on operations, in an overseas operational theatre or in a conflict zone. SP on VeRR service may not undertake FTRS simultaneously or undertake a second VeRR arrangement or ADC at the same time.

02.04.013. Training. SPs on VeRR service should complete the normal Workplace Induction Programme (WIP) requirements of the employing unit and ITRs in accordance with **ACSO 3262 (The Individual Training Requirement)**. Specific training required to

---

[142] The definition of an Ex-Regular Reserve is at JSP 753, Ch 1

[143] Exceptions will be agreed at the Reserves Projects and Assignments Board that authorises temporary workforce liability.

[144] Pers Pol (A) is the authority for all age waivers.

[145] AGAI 78 Army Medical Employment Policy, Tables 5 & 6.

ensure that an individual can perform their duties safely and effectively is to be provided or arranged by the employing unit.

02.04.014. Security. Security clearances for SPs undertaking VeRR service are an employing unit responsibility.

02.04.015. Pay. Pay will be reassessed on re-entry or re-enlistment in accordance with direction at **JSP 754**. VeRR candidates will be appointed and paid in the rank of the established post they are required to fill; if the SP is employed at a rank below their substantive rank they will be paid at the appropriate incremental level of that lower rank. SPs can be paid for quarter, half, three quarter and whole days, or may be on unpaid C1 or C2 duty. There will be no yearly incremental progression (YIP).

02.04.016. Pay Documentation. All VeRR service is to be recorded on RAPS. Where this is not possible, attendance Registers recording VeRR attendance are to be submitted to the employing unit's administration staff. The abbreviation VeRR is to be printed underneath the Attendance Register title and the 'Trg Code' column is to be annotated as 'Training Code H'. The Attendance Register is to be signed by the employing officer in the host unit and retained for audit purposes for 6 years plus the current FY. Attendance Register details for ADC and VeRR personnel are to be transferred onto the JS JPA Form E019 spread sheet for upload to the individual's JPA record and payment on the next JPA pay run.

02.04.017. Bounty. VeRR service does not include any element of Obligatory Training and therefore does not attract an annual training bounty.

02.04.018. Allowances. VeRR service attracts the same allowances as members of the Army Reserve who are on VTOD service, including HDT.

02.04.019. Pensions. Unlike ADC and FTRS, VeRR service has no impact on any AFPS benefits and SCPs currently being paid to the SP. VeRR paid days are reckonable for pension purposes. Qualifying service may be aggregated with periods of FTRS and mobilised service. Service on VeRR cannot be aggregated with former Regular service under either AFPS 75 or AFPS 05 for pension purposes. Full details are available from the Pensions for the Armed Forces intranet page. AFPS15 vesting periods apply.

02.04.020. Rank. Rank on appointment will be the rank of the established vacancy and will normally be no higher than the substantive rank of the SP held on retirement/discharge. Exceptionally the APC in consultation with ToS PoI may grant Acting Higher Rank if a selection board consider this essential. If a SP fills a lower ranked post, the SP will wear the lower rank and be paid at this rank.

02.04.021. Career Intermissions. SP~~s~~ on VeRR service are not entitled to Career Intermissions.

02.04.022. Appraisal Reports. SP~~s~~ on VeRR service do not routinely receive an Appraisal Report unless allowed by JSP 757, Part 2, Vol 2 and will not in any case reckon for promotion.

02.04.023. Career Management. SP on VeRR service will be administered by the organisation sponsoring the requirement and do not have a managed career as is the case for Army Reserves.

02.04.024. Promotion. SP on VeRR Service are not eligible to promote substantively.

02.04.025. Jury Service. SP on VeRR service are not excused jury service as a right under the Juries Act 1974. To claim exemption, the same rules apply as for Regular personnel via the unit CO.

02.04.026. Termination. Notice of termination is not required due to VeRR service being an ad-hoc arrangement, there is no compulsion inside an arrangement for work to given work. Arrangements will end at EED or when the incumbent reaches the State Pension Age.

02.04.027. Resettlement. VeRR service does not attract a resettlement allowance package. Terminal Leave is not granted for VeRR service.

The Process – Approval, Selection and Appointment

02.04.028. Approval. Only the Reserve Project Assignments Board can approve new VeRR arrangements to confirm that the use of VeRR service is appropriate and that due diligence is followed. New VeRR arrangements require a OPBC and Job Spec to be submitted via respective formation HQs to the Reserve Project Assignments Board at least 6 weeks prior to the proposed project start date for Strat Cen authorisation. Extensions to extant arrangements, will not normally be granted. Should, fmns wish to apply for an extension a new OPBC must be submitted to the Reserve Project Assignments Board this should include the service person's service number, rank, name and the JPAN. VeRR arrangements where there is a preferred candidate will require Pers Pol (A) to wavier the need to advertise the arrangement. This will be considered by the Reserve Project Assignments Board in consultation with APC. The process is laid down at Annex A.

02.04.029. Selection. Opportunities for VeRR service are normally to be advertised on Service for Experienced, Re-Joiners and Volunteer Engagements (SERVE) except where a BC endorsed by Pers Pol (A) confirms that competition is not required due to the Knowledge Skills and Experience of the preferred candidate. If there is more than one applicant or the suitability of a single applicant needs to be confirmed, an appointment board is to be convened either at the employing unit or at APC. Selection boards must be run in accordance with the Career Management Manual. All new selections and appointments must be ratified at desk level as follows:

a. OF7 and above – CM GS on behalf of No 1 Board.

b. OF5/6 – CM GS on behalf of No 2 Board.

c. OF4 – MS4 on behalf of No 4 Board.

d. OF2/3 – Regional Appointment Boards (RAB).

e. OF1 and all ORs – Unit Selection Boards.

02.04.030. Appointment. Once a position has been created on JPA by Workforce Establishments, the service action on JPA should be carried out by CM General Staff in APC for OF5s and above and by APC Res Br for OF4s and below and all ORs. Re-hire and assignment action is to be carried out in accordance with JPA Business Process Guide PR904015 and the Personnel Administration Toolbox.

02.04.031. Establishment. In order for a SP to be employed and paid on VeRR service, Workforce Establishments in Org Branch Army HQ must create a temporary non-liability counting position on JPA with its own JPA Number (JPAN), the JPAN will be valid until the arrangement end date, as authorised by the Reserve Project Assignments Board (which will not normally exceed 12 months, see **para 02.04.020**).

02.04.032. Funding. VeRR employment should be met from within the Control Total issued to formations in-year. Where this cannot be met, fmn staff should approach HQ Fd Army Reserves. VeRR service is normally funded by RSD.

Conditions of Service

02.04.033. Leave[146]. SP~~s~~ on VeRR service receive pay in lieu of Annual Leave at the end of every month based on the number of RSDs worked. JPA calculates this on a pro-rata basis of 1 day's pay for every 10 days worked. VeRR does not attract any other form of paid leave.

02.04.034. Service Family Accommodation (SFA). SP on VeRR service are not entitled to SFA.

02.04.035. Single Living Accommodation (SLA)[147]. There is no general entitlement to accommodation for personnel on VeRR service. For the purpose of assessing an individual's liability to accommodation charges a SP on VeRR service is to be regarded as having been granted permission to live out at a Residence at Work Address (RWA)[148] at the duty station.

02.04.036. Discipline. All SP~~s~~ on VeRR service are subject to Service Law and **AGAI 67 (Administrative Action)** whilst undertaking any training or duty. The CO for discipline purposes is the CO of the employing unit or HQ.

02.04.037. Compulsory Drugs Testing. All SP~~s~~ who are engaged in any form of service are liable to Compulsory Drug Testing.

02.04.038. Long Service Awards. SP on VeRR service are not eligible for the Long Service & Good Conduct (LS&GC) medal, or the Volunteer Reserves Service Medal (VRSM), or any other long service award. Previous unrewarded full or part time service from the Regular or Volunteer Reserve Forces is not lost but cannot be added to.

02.04.039. Electoral Register. SPs on VeRR service are not entitled to register as Service Voters.

02.04.040. Medical and Dental Care. SP employed on VeRR service are not entitled to Service medical and dental care. In all cases of emergency at the place of duty, personnel may be treated by Service medical and dental staff.

02.04.041. Where an attributable disability occurs during a period of duty, the individual will be entitled to the benefits laid down in **JSP 754**. The employing unit is to

---

146 JSP 760.

147 See also JSP 464, Chapter 3, Vol 3, Part 1 (Accommodation).

148 JSP 752, para 01.0155.

initiate the appropriate MOD Forms as laid down in Section 4 of Chapter 3 to Part 1 of the RLFR.

02.04.042. When a SP dies while on military duty as a result of illness developed or injury received during such duty, units should refer to **JSP 751**, Volume 2 – (Management of post death activity for Armed Forces personnel) Joint Casualty & Compassionate Policy & Procedures.

02.04.043. Welfare Support. SPs on VeRR service are entitled to the same level of welfare support as any other non-deployed Regular or Army Reserve personnel.

Points of Contact

02.04.044. Contacts. The following points of contact are available to give advice in their subject areas:

a. Terms of Service – Army Pers-Pol-WFPol-SnrOffr-SO1 (0300 1689 090).

– Army Pers-Pol-Res-ToS-SO2 (0300 1604 709).

b. Workforce Planning – Army StratCen-WFP-Res-SO1.

c. Funding – CFA SO2/1 Prog B CFA 94391 3885.

d. Manage Establishments – Army Strat-Org-ManEstbs-JPA SO1 (0300 1663 148).

e. Conditions of Service – Army Pers-Pol-PersSvcs-SO2-C (0300 169 3837).

f. Regular Reserve Admin – APC-CMOps-Mob-SO2 (0300 1631 088).

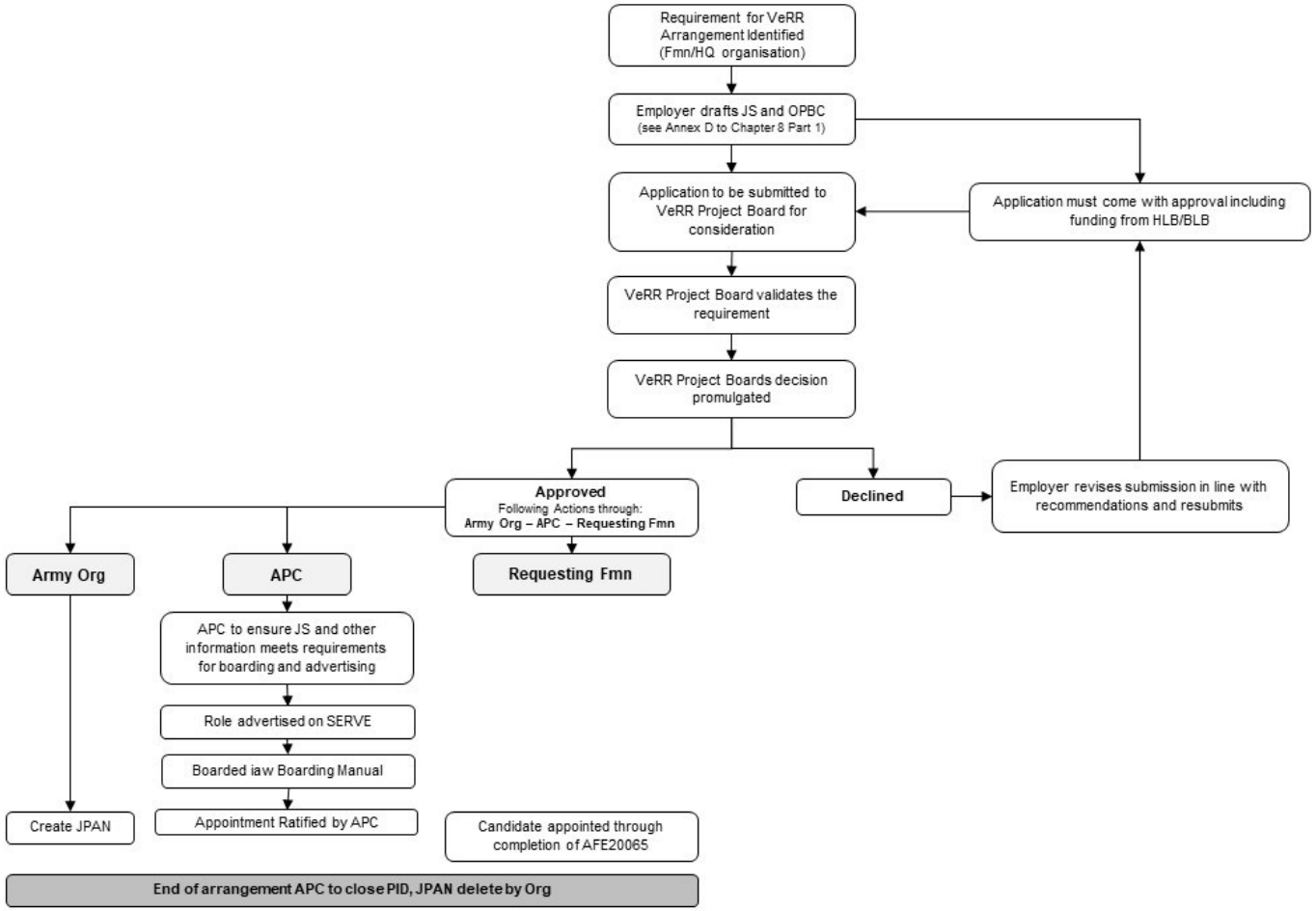
g. CM Gen Staff – APC SO2 Reserves 94561 2289.

h. JPA Pers Admin Tiger Team 94391 1300.

i. Financial Conditions of Service JPAC Enquiry Centre.

02.04.045 –02.04.049. Reserved.

ANNEX A TO CHAPTER 4 TO PART 2
VeRR PROCESS[149]



[149] Note: The term 'VeRR Project Board' in this chart is now called 'Reserve Project Assignments Board (RPAB)'.

SUPPLEMENT A TO CHAPTER 4
VOLUNTARY EX REGULAR, RESERVE SERVICE (VeRR)

Service Complaints Cell Arrangements

02.04A.S001. Reference. Reserve Forces Act 1996, Section 27.

02.04A.S002. Purpose. This supplement articulates the exceptions to Chapter 4, that VeRR arrangements for the Service Complaint Cell are granted by Hd Pers Pol (A).

02.04A.S003. Scope. Paragraph 02.04.S002 is the only paragraph to which there is an exception granted, all other Terms and Conditions of Service (TACOS) for personnel undertaking VeRR service in the SC Cell apply.

02.04A.S004. Terms of Service Exceptions. The arrangement length, normally determined by the Reserve Project Assignments Board and limited to 12 months, for the purposes of all VeRR arrangements within the Service Complaint Cell will be open.

02.04A.S005. Governance and Assurance. All VeRR service (Service Complaint Cell) arrangements will be governed and assured through an annual report for the PPO Cttee, from the SC Sec through Hd APSG, to D Pers, copied to Comd HC; this aligns H2A and RA2. The report will qualify the following with respect to all SC Cell VeRR arrangements and must consult their declarations, prior to inclusion in the submission with; the Reserve Project Assignments Board, APC and, HQ Comd:

a. The requirement for all extant (non-liability counting) VeRR arrangements remain valid.

b. All personnel currently on VeRR Service remain eligible for service and are assessed as current, competent, and exhibiting the required behaviours necessary for the role.

c. Funding for each VeRR arrangement (based on 90 RSD per year) remains sufficient for outputs.

PART 3 – COMMITTED SERVICE

CHAPTER 1

COMMITTED SERVICE

03.01.001. Commitment Types. The commitments detailed in this part cover full- and part-time service commitments with a wide variety of tenures. Such commitments are entered into voluntarily, but once made compel the SP to attend for duty in the circumstances laid out in the commitment. There are two forms of committed service:

a. **Full Time Reserve Service (FTRS)[150].** Section 24 of **RFA 96** provides for a member of the Reserve Forces to enter into a commitment in writing to undertake a period of FTRS performing specified duties for a specified period, in a broadly similar way to Regular personnel. This is a formal binding commitment under which the Reservist agrees to undertake duties.[151] There are three types of FTRS: Full Commitment (FC), Limited Commitment (LC), and Home Commitment (HC). Each commitment comes with a different liability and attracts different benefits and entitlements.

b. **Additional Duties Commitment (ADC)[152].** Section 24 of **RFA 96** provides for a member of the Reserve Forces to enter into a commitment in writing to undertake additional duties on a full-time or part-time basis for a limited period on a routine and recurring basis as specified in the commitment.

03.01.002 – 03.01.100. Reserved.

[150] RLFR Pt 3, Ch 3.

[151] Commitments are not (employment) contracts that are subject to the Employment Rights Act 1996. For this reason, outside of HR systems (that is to say, JPA), FTRS commitments are not referred to as contracts. Commitments, like all forms of military employment, are subject to the Equality Act 2010, albeit it with a total exemption on age and disability and a partial exemption on sex, and the Working Time Regulations 1998.

[152] RLFR Pt 3, Ch 4.

Intentionally blank

CHAPTER 2

CREATION OF POSTS

General

03.02.001. Before employing a Reserve SP on any form of committed service, the employing officer must ensure that a funded post exists. This Chapter lays out the procedures for this.

03.02.002. Part time roles may be created[153] to allow employment on 3 or 4 days each week. The SP will have a commitment to weekend and other duties on the basis of a similar flexible service dial down which is described at **JSP 750**. If the commitment type (FC/LC/HC/RSG) or a full time role is to be converted to a part time role or vice versa, the post must be placed in open competition.

03.02.003 – 03.02.009. Reserved.

FTRS(FC)

03.02.010. FTRS(FC) is used for Regular Army substitution only[154] and any exception must be agreed in advance by WF Pol and WF Plans. The duration of all FTRS(FC) commitments will normally be limited by the duration that APC cannot fill the post with a suitable Regular SP. Initial commitments should not normally be more than 2 years, and could be shorter. Direction on extensions to a commitment will be issued by WF Plans that will take into account the prevailing WFS. After 5 years in role the opportunity will normally be advertised and boarded in open competition. Additional extensions will not normally be agreed. If at the end of a FTRS(FC) commitment APC are still unable to fill the post with a suitable Regular SP, a new application for a FTRS(FC) fill must be made which will result in it being recompeted for and a new FTRS(FC) commitment being made.

03.02.011. Unless WF Plans issue an instruction to the contrary, applications for a FTRS(FC) fill of a Regular post must be made by APC to Strat Cen WF Plans for ORs and all officer ranks. The application must confirm that the Regular liability will exist for the duration of the commitment. WF Pol will normally only approve the application if there is sufficient headroom for that rank in the Regular Army AMPL or QMAP. If there is sufficient headroom for that rank in the Regular Army AMPL or QMAP. If there is insufficient headroom, the post may have to be gapped. Applications for FTRS (FC) extensions in accordance with **para 03.02.010** may be approved by APC without referring to Strat Cen WF Plans.

03.02.012. The ToS for those on FTRS(FC) will be those applicable to Regular officers and Regular soldiers that are contained within ACR Part 1 and SToS. Conditions of Service will be set in the relevant JSP.

03.02.013 – 03.02.019. Reserved.

---

[153] Subject to a JPA change and the issue of a CDP commencement order.

[154] Access to opportunities to fill FTRS(FC) appointments are dependent on current Terms of Service rules for each Regular Cap Badge.

FTRS(LC)

03.02.020. FTRS(LC) is used when there is a requirement for compulsory separated service including to an Operational theatre. In the event of the requirement for an FTRS(LC) post is identified, advice should be sought from SO2 WF Pol, Army HQ.

03.02.021. Process for creating an LC post. An LC post must be staffed via the HLB for assurance. HLB's are to assure the post and check funding is available, either from within resource or request from the TLB via the BOI process. Once funding has been agreed then the request should be passed to WF Pol (A) who will assure that the post is compliant across the Army and authorise if applicable.

03.02.022 – 03.02.029. Reserved.

FTRS(HC) and FTRS(LC/HC)(RSG)

03.02.030. Liability for FTRS(HC) and FTRS(LC/HC) RSG posts is separate to UKP and other liability. These posts are to be created and marked on SLIM and JPA with a Person Category of FTRS(HC), or Enhanced Retirement Age (ERA) for FTRS(HC/LC)(RSG). Regular SP cannot be employed in these posts.

03.02.031. Army HQ Strat Org must approve FTRS(HC/LC) and FTRS(LC/HC) RSG liability before a commitment is advertised or extended. Changes to the existing FTRS(HC), (LC) and FTRS(LC/HC)(RSG)liability must be approved by Army HQ Strat Org before establishment action takes place. Enhancement requests to Army HQ Strat Org (new or rank enriched FTRS(HC), (LC) or FTRS(LC/HC)(RSG) posts) must have a valid Compensating Reduction (CR). The establishment of FTRS(LC/HC)(RSG) posts (including in non-Army TLBs) is subject to additional scrutiny by Pers Policy (A). A JPA PID must be created before the post can be advertised. For existing NRPS posts the application must be to convert to FTRS(HC) and subsequently recruit into the new FTRS(HC) post. Changes to establishments submitted to Army HQ Strat Org must be presented in the ALAF format.

03.02.032. FTRS(HC/LC) are used for both short term posts and long term enduring posts:

a. Short term posts will be used for tasks of between 6 months' and 3 years' duration for which Regular Army liability is unavailable. The liability requirements and funding line(s) are confirmed by the TLB and created on SLIM and JPA.

b. Long term enduring posts do not require the mobility or deployability of Regular SP. They are normally used to support the Army Reserve as well as some non-deployable HQs and establishments. Enduring posts will be identified in the remarks column of the establishment on SLIM. Initial commitments in long-term enduring posts should normally be for 3 years, with further extensions each of up to 5 years up to the NRA.

03.02.033. FTRS(LC/HC)(RSG) is used for enduring OF2 to OF6 posts that require continuity and the KSE of officers who have had a full and varied career in the Regular Army. These posts require staff trained officers with extensive operational, command and staff experience. Some FTRS(LC/HC)(RSG)continuity posts have replaced Retired Officer and MSF civil service posts. Initial commitments should normally be for 5 years, with

further extensions each of up to 5 years up to the NRA. SP already in an FTRS (RSG) post, or SP making an initial application for an FTRS (RSG) post, who are approaching age 65 may apply for the role but if selected will only be given up to a 3 year commitment.

03.02.034. An Army Reserve officer may exceptionally be appointed to command an Army Reserve unit on FTRS(HC). Details are in **ACR 19**, Part 2.

03.02.035 – 03.02.039. Reserved.

ADC

03.02.040. ADCs may be used either:

a. By Army Reserves in existing Army Reserve posts, or

b By any member of the Land Reserve Forces in a new and separate ADC post, or

c. By any member of the Land Reserve Forces in a vacant Regular post as part-substitution.

03.02.041. In order to create a new ADC post, Strat Cen, Army HQ, must create a temporary non-liability counting position on JPA with its own JPA Number (JPAN). Posts are created for any period up to 12 months. Posts can be extended for up to 12 months at a time normally up to a maximum of 3 years. If the position needs to be extended for more than 3 years, permanent establishment action should be considered. Regular Reserves must not be put into an Army Reserve position even if it is vacant, as it counts as permanent Army Reserve liability for the Army Reserves.

03.02.042. The process to create a temporary non-liability counting position on JPA is shown below. If an extension is sought, the process must be repeated:

a. **Employing Unit.** The employer determines the output and the total number of RSDs needed to deliver the output during the training year. A Business Case (BC) must then be produced justifying the expenditure; all pay and likely allowances including leave are to be included along with the impact of non-approval and why the duties cannot be performed by existing workforce types If specific individuals are to be employed without competition, justification is required, and a risk assessment included if they are not current for all training. If the employment is project related rather than training support, an MS Job Description133 should be included with the BC. The completed BC is to be submitted to the 1-star Formation for approval.

b. **1-star Formation.** If the 1-star Formation supports the BC, they must elevate it to the appropriate 2-star organisation, to gain approval. The 2-star organisation must state the reasons why the position cannot be resourced from existing workforce types.

c. **2-star Formation.** 2-star Formations, if approving, are to submit to the respective 3* command by endorsing the application with appropriate justification.

d. **3-star Command.** If supporting the application the submission must be submitted to the SCWG for approval. SCWG will inform the appropriate 3* command of the outcome.

VeRR

03.02.043. Establishment. In order for a Regular Reserve to be employed and paid on VeRR service, Manage Establishments in Org Branch, Army HQ, must create a temporary non-liability counting position on JPA with its own JPA Number (JPAN).[155] The maximum period this position will be created for is 12 months but it may be for a shorter period than this, for instance, to align with the Financial Year or the duration of the task. It can be extended as required for up to 12 months at a time but normally only up to a maximum of 3 years. If the same position needs to be extended for more than 3 years, permanent establishment action should be considered. Regular Reserves on VeRR service must not be put into an Army Reserve position even if it is vacant, as it counts as permanent Army Reserve liability for the Army Reserves and is likely to have a different role, responsibilities and qualifications attached to it. The process to create a temporary non-liability counting position on JPA for a Regular Reserve is as follows:

a. **Employing Unit.** The employing officer/unit determines the output required and the total number of RSDs needed to deliver the output during the training / financial year. A Business Case (BC) (See Annex D to Chapter 8, Part 1) must then be written to justify the expenditure which must include all pay and likely allowances noting that VeRR attracts additional pay in lieu of AL. The BC must spell out the consequences of non-approval and why the duties require a Regular Reserve fill and cannot be performed by a member of the Regular Army or Army Reserve or a civil servant. If the duties could be performed by a civilian and perhaps ex-military contractor but at greater expense than a Regular Reserve, it could strengthen the BC. It could also strengthen the BC if the Regular Reserve is needed to compensate for other gapped posts. If a specific individual or individuals are to be employed without competition, this must be justified in the BC. The BC must include a risk assessment of employing a Regular Reserve, for example, if they have been out of service for some time and how that risk will be mitigated. If the employment is project related rather than training support, an MS Job Description (JS) E807 (**JSP 755**, Chapter 2 Annex D/E) should be included with the BC. Once the BC has been written it must be sent to the 1-star level of Command for Command approval.

b. **1-star Command.** If the 1-star level approve the BC, they must provide details and financial approval to fund, through their 3-star HQ, to Reserve Project Assignments Board (RPAB) All agreed VeRR cases must be notified by the RPAB.

c. **Manage Establishments.** Once the BC has been approved and the funding has been provided, Manage Establishments in Org Branch, Army HQ, should be informed. They will then create the temporary position on JPA for the duration of the commitment or VeRR service arrangement only. Manage Establishments will need to be told the Job Title, JPA Organisation, the paid rank of the post and the name and Army Number of the person filling it with a start and finish date. If an extension to the

[155] Hd Pers Pol is authority for all waivers.

commitment or VeRR service arrangement is sought, the above process must be repeated.

03.02.044 – 03.02.100. Reserved.

Intentionally blank

CHAPTER 3

FULL TIME RESERVE SERVICE (FTRS)

SECTION 1 – INTRODUCTION

Reference

03.03.001. Reserve Forces Act 1996 (RFA 96), Section 24.

03.03.002 – 03.03.010. Reserved.

General

03.03.011. The Commitment. Members of the Army Reserve and Regular Reserve may voluntarily enter into a full-time service commitment, known as an FTRS commitment[156], in which they undertake to serve on a full-time basis for a specified period of time in a broadly similar way to Regular Army SP. SP on FTRS must remain members of the Reserve Land Forces throughout their commitment. There are four types of FTRS commitment with part time variants:

a. **FTRS (Full Commitment) (FC).** FTRS(FC) is used to fill temporarily vacant Regular Army posts. SP on FTRS(FC) may undertake the same range of duties and worldwide deployment liability as Regular SP. Periods of Separated Service are to be 'Move and Track' recorded on JPA. There are no limits on voluntary Separated Service, associated with the role[157]. Within role, the Reservist may deploy to an operational theatre or attend exercises or training without the need for mobilisation; however, the liability of a Reservist to be mobilised and called into permanent service as per **RFA 96** remains[158]. In addition, FC Reservists are liable to short-notice trawls to augment Defence activity[159]. Commitments are to be drawn up to permit this. The nature of the trawl will determine if FTRS (FC) TACOS or mobilisation are more appropriate)[160]. Within the description of the role (specified in the commitment and/or job specification), continuous 24/7/365 liability for duty if required.

b. **FTRS (Limited Commitment) (LC).** Fulfils a range of duties in one assigned location, with limited liability for role-related compulsory Separated Service in the UK or overseas (including operational theatres) for up to 35 days in one year, with no

---

[156] Commitments are not (employment) contracts that are subject to the Employment Rights Act 1996. For this reason, outside of JPA, FTRS commitments are not referred to as contracts. Commitments like all forms of military employment are subject to the Equality Act 2010, albeit with a total exemption on age and disability and a partial exemption on sex, and the Working Time Regulations 1998.

[157] However, both JSP 756 and single Service regulations concerning Individual Harmony Guidelines must be adhered to.

[158] For example, but not limited to, Sections 52 (Callout for National Danger, Great Emergency or Attack on the UK) or 56(1B) (Callout for Certain Purposes).

[159] This may include augmentation, exercises, and operational tours not related to the primary FTRS role.

[160] Employing organisation will assess the nature, location, and threat level of the task to help determine the most appropriate mechanism (mobilisation, or under the existing FTRS (FC) commitment). Consideration should also be given to the mechanism that provides the Reservist with the same protections and benefits as any Regular personnel they will serve alongside; they should not be disadvantaged by the selection.

single period of Separated Service typically lasting in excess of 21 days[161]. In addition, if required the Reservist will have liability for compulsory Separated Service to complete mandated training courses necessary for the current post (or future progression) which does not contribute to the 35 days. Periods of Separated Service are to be 'Move and Track' recorded on JPA. There are no limits on voluntary Separated Service, associated with the role. The Reservist may be mobilised and called into Permanent Service (for example, but not limited to, under Section 52), but should not routinely respond to (and cannot be directed to) undertake a trawl task. Within the description of the role (specified in the commitment and/or job specification), continuous 24/7/365 liability for duty is required.

c. **FTRS (Home Commitment) (HC).** Fulfilling a full range of duties based in one location, with no liability for compulsory Separated Service in the UK or overseas, with the exception of mandated training courses necessary for the current post or future progression. There are no limits on voluntary Separated Service. In exceptional circumstances a Reservist may be mobilised and called into Permanent Service (for example, but not limited to, under Section 52) (and must be for deployment to an operational theatre) but cannot respond to or be directed to undertake a trawl task. It is usually only possible to call up Reservists prior to their NRA. Within the description of the role (specified in the commitment and/or job specification), continuous 24/7/365 liability for duty if required.

d. **FTRS(LC/HC) Reserve Staff Group (RSG).** FTRS(LC/HC)(RSG) is a subset of FTRS(HC/LC) that is used for posts that require military continuity and expertise[162]. It replaces the civil service Retired Officer and Military Support Function (MSF) schemes. It is only open to Army officers, and predominantly those who have had a full Regular Army career. It shares common ToS with FTRS(HC), except where specifically excluded.

03.03.012. Civilian Employment. FTRS is not permanent service brought about by callout or recall. SPs on FTRS are not entitled to reinstatement in civilian employment[163]. Reserves applying for FTRS are to be free to take up FTRS commitments and applicants are to have no outstanding obligations to a civilian employer that may interfere with their military duties. No individual will be appointed to FTRS who is suspended from civilian employment, or is on sick leave, or maternity leave. Applicants may enter into an agreement with a civilian employer to take a career break, but this is an arrangement between the individual and their employer. Where appropriate, enquiries will be made with a civilian employer and the Home Office (HO) who may be required to confirm a career break, its length, and the administrative arrangements involved do not affect the SP's employment or immigration status.

---

[161] Where essential for scheduled exercises inherent in the employing Units planned annual programme (for example but not limited to, Cadet Training Teams), an extended maximum continuous Separated Service of 28 days will apply. Where this is the case, it is to be clearly listed on the post's Job Specification and made known to the individual applying during the selection process.

[162] Officers who apply for a FTRS(LC/HC)(RSG) commitment are electing to fill a continuity post. As such career progression is suspended while in an RSG role. RSG officers will not run to board during their tenure and are not graded any further for promotion. See 03.03.410e.

[163] Reserve Forces (Safeguard of Employment) Act 1985.

03.03.013. FTRS Normal Retirement Age (NRA). See Chapter 3, Section 5.

03.03.014 – 03.03.100. Reserved.

Intentionally blank

SECTION 2 – RECRUITING AND APPOINTMENT

Recruiting

03.03.101. FTRS posts must be let in open competition with a new commitment offered to the successful applicant, unless the incumbent receives an extension to their commitment, or an exception has been authorised by Pers Pol (A).

03.03.102 – 03.03.109. Reserved.

Advertising

03.03.110. FTRS commitments being let in open competition should be advertised for a minimum of 4 weeks on the Reserve Assignment Opportunities List (SERVE). The SERVE can be accessed by the following links:

a. Internet: http://www.army.mod.uk/reserve/31788.aspx

b. Intranet: SERVE

c. ArmyNET: https://www.armynet.mod.uk/club/login.php

03.03.111. If there are no suitable applicants, commitments may be advertised in 4-week periods for up to 6 months from the date of the original advertisement. A 4-week advertising window should not be closed early. If no suitable applicants have applied in 6 months, the employer will be contacted by FTRS Section in APC to discuss whether the post is still required or should be changed. Exceptional cases with a strong operational justification to waive the advertising requirement may be authorised by Pers Pol (A).

03.03.112. Employing units and headquarters may advertise FTRS posts on SERVE no less than 4 months before the required FTRS start date. Applicants must include the following:

a. FTRS advert request form.

b. Details of the authorisation to recruit or extend the post from Strat Org.

c. An up to date MS Job Spec with post title, rank, employing unit, details of the unit roles and position role and responsibilities and essential qualifications.

d. Unit Point of Contact and details of board secretariat if different.

e. **Tenure of post.** This is to include a Strat Org approved start date and end date which in both cases must be a working day. The start date will normally be the first working day that the post is vacant. By exception and with appropriate financial authority, a new commitment may overlap an existing commitment to allow for a 1 week handover prior to the outgoing SP taking TL[164]. Where this is greater than 3

[164] JSP 760, Ch 14.

months ToS PoI authority is to be secured. Multiple occupancy will not normally be permitted to enable a SP to take untaken annual leave with terminal leave.

f. Medical and Dental standards.

g. Level of security clearance required, SC, DV or Base Check.

h. CRB/MS referral requirements.

i. Any special conditions that may apply to the post, for example, essential training, qualifications, experience, seniority and suitability for acting rank, need to travel in post either at home or overseas and potential future re-location of the post. These are by no means exhaustive as each post may have differing requirements.

j. Staff submitting job adverts on the SERVE advert proforma are responsible for ensuring their advert, and the Job Specification attached to it, are sanitised so no sensitive detail is published. SERVE is a public facing job site so nothing should be included that gives away sensitive information or draws undue attention to a particular role.

03.03.113. Job Specifications (JS). The JS must reflect accurately the expected duties and tasks required of each post and must be tailored to the environment in which they are to be performed. They must also take into account the limitations on each FTRS type noting in particular the non-operational nature of FTRS(HC/LC) and FTRS(HC/LC) RSG, the austere conditions of service associated with them and the need to comply with the WTR. Typical environments for the employment of SP on FTRS(HC/LC) and FTRS(LC/HC)(RSG)are:

a. Army Reserve Group A and Group B units (National and Regional).

b. Army Headquarters, other non-deployable HQs and non-deployable elements of HQs.

c. Army Training Units and Training Providers including Cadet Training Teams.

d. ARITC and Recruiting centres.

e. Unit Safety and Environmental Advisors (USEAs) and Chief Environmental Safety Officers (CESOs).

03.03.114 – 03.03.119. Reserved.

Eligibility

03.03.120. Age. There are no minimum entry age requirements for FTRS but the entry age for RSG appointments, both HC and LC, is normally between 50 and 60 reflecting that considerable experience is normally required for these roles. As FTRS(FC) is regular workforce substitution, applicants must be below the NRA for Regular service. SP of any age may apply for any HC/LC FTRS job (up to one rank above substantive rank) and the selection board will select the best candidate regardless of age. SP selected for an FTRS(RSG) role who are over the age of 64 will be given a commitment of no more than 3

years. Pers Pol (A) authority to breach the NRA for FTRS(HC) and FTRS(LC/HC)(RSG) is not required.

03.03.121. Medical Standards. Candidates for FTRS are to meet the medical standards as laid down in **AGAI 78 (Army Medical Employment Policy)**[165]. Applicants who are below this standard but whose service is thought to be desirable may only be accepted subject to an application for special enlistment (Army Form B 203). This form will be annotated by SO1 OM and forwarded to Pers Pol (A), to make the final decision on employability. Any offer of employment will be restricted to 24 months and the member of the Reserve managed in accordance with **AGAI 78 (Army Medical Employment Policy)**. Extensions to the commitment are to be made on an Appendix 28 to **AGAI 78 (Army Medical Employment Policy)**. In all cases the following conditions apply:

a. The duties specified in the JS permit this standard.

b. The selected individual is the best suited and qualified for the post.

c. SO1 Occupational Medicine in HQ ARITC advises that the medical grading is consistent with the duties of the proposed employment and will have no detrimental effect on the individual.

03.03.122. Call Out Liability. FTRS commitments can only be granted to SP who have a compulsory call out liability through membership of the Reserve Land Forces. Applicants for FTRS without such liability must agree to this liability under **RFA 96** prior to signing their commitment.

03.03.123 – 03.03.129. Reserved.

Limited Eligibility

03.03.130. Regular Army SP. Subject to the restrictions set out in sub-paras a-b, Regular Army SP may apply for an FTRS commitment at any time but may not start a commitment prior to their date of retirement/discharge. SP may give NTT or request PVR in order to achieve this and may submit a conditional application for Early Release in order to inform their decision to do so. Such applications will be considered in accordance with the relevant policy[166]. Provisional selection following an FTRS selection board does not imply the SP will be released prematurely from Regular service to take up the post, nor do they retain a right to withdraw their NTT/PVR or re-join should the offer of FTRS employment subsequently withdrawn, or should they be made redundant in their post. Applications will not be considered where at the start date of the post the SP:

a. Would be subject to an unexpended return of service.

b. Will not have completed their minimum service period (soldiers) or probationary period (officers).

---

[165] Table 5 for officers and Table 6 for soldiers.

[166] Soldiers: Soldier Terms of Service. Officers: ACRs

03.03.131. Army Reserve Group B. Army Reserve Group B SP, who have differing liabilities to serve when called out, will normally only be accepted for FTRS(FC) and FTRS(LC) if they elect to be liable for worldwide service in accordance with **RFA 96**, Sections 51 (2)(a), (b) or (c).

03.03.132. Army Reserve Group D. Reserved.

03.03.133 – 03.03.139. Reserved.

Ineligibility

03.03.140. Immigration Control. The Home Office (HO) will not grant exemption from immigration control for SP undertaking FTRS commitments. Reserve service including FTRS cannot be used as an employment reason to extend a current civilian visa. Former Regulars who are subject to immigration control must have settlement in their own right before they can join the Reserves, they are not allowed to join the Reserves if they only have their Regular Army immigration exemption. Units are not to apply to the HO for exempt immigration control for FTRS commitments.

03.03.141. FTRS Employment outside of UK. SP who are subject to immigration control including those on ILE/ILR should not be employed on FTRS outside the UK as any extended period outside the UK may affect their immigration status when they try to return to the UK.

03.03.142. SP and Unit Responsibilities. When a Foreign and Commonwealth (F&C) SP applies for FTRS it is the responsibility of:

a. The SP to have settlement in the UK which can be Indefinite Leave to Enter[167] or Remain (ILE/ILR), or if they enlisted prior to July 2013 the SP must have a valid civilian UK entry and “right to work visa” and the visa must be valid for the duration of the FTRS commitment. The unit are to fully brief the SP on the immigration conditions of service before submitting their FTRS application.

b. The parent and employing unit are to conduct and record on JPA the annual “right to work check” to determine if the SP retain their “right to work”[168].

c. Career managers are to ensure that the completion date of an FTRS commitment does not exceed the expiry date of the SP’s civilian “right to work” visa.

d. It is the parent unit’s responsibility to ensure that any SP subject to immigration control and wishing to undertake FTRS, arrives at MRTC with valid immigration paperwork to cover the full period of the FTRS commitment.

03.03.143. Action on Ineligibility due to Immigration Rules. If in the course of a “right to work check” by the parent unit or Mission Training and Mobilisation Centre (MRTC), it is found that the member of the Reserve still has a previous Regular or

---

[167] ILE is applied for from outside the UK, on arriving the holder of ILE has the same immigration status as a holder of ILR.

[168] 2014DIN01-181, Employment of Foreign and Commonwealth Reserve Service Personnel.

mobilisation exemption in their passport that has not been cancelled, the unit or MRTC are to Immediately put a hold on the FTRS process and:

a. Complete Appendix 1 to Annex E of the **Guide to Supporting Non-UK Nationals** and note on the Appendix that they are conducting either a delayed discharge action (Regular exemption) or a delay demobilised action (Reserve exemption). When completed send the form to the HO as per the notes.

b. Contact Pers Svcs on 94393 6043 / 01264 886043 with full details of the SP.

This is to prevent the MOD from creating the conditions for illegal employment. The Reservist cannot undertake reserve training until they have regularised their immigration status with the HO and a further unit right to work check has been conducted.

03.03.144. High Readiness Reserve (HRR). SP who have entered into a HRR agreement are not eligible for FTRS because their HRR obligations require them to be available for permanent service at 7 days' notice. Conversely, SP who have entered into an FTRS commitment may not be accepted into the HRR until that commitment has ended.

03.03.145. Army Reserve Group C Sponsored Reserves. Gp C Reserves may not enter an FTRS commitment.

03.03.146. CCF and ACF. Appointment holders in the CCF/ACF who are not also in the Army Reserve Group A, Army Reserve Group B or Regular Reserve are not eligible for FTRS.

03.03.147. Transitional Members. Transitional Members will only be considered for FTRS(FC) if they elect to cease to be a Transitional Member in accordance with para 28 to Schedule 6 of the Defence Reform Act 2014.

03.03.148 – 03.03.149. Reserved.

Application

03.03.150. All applications for FTRS posts must be submitted on the FTRS application form Army Form E 20045. Applicants must provide their Army service details, details of the post(s) applied for and a CV if they wish. Prior to submitting an application form, SP who wish to be considered for a FTRS appointment in an overseas location must complete the Overseas Checklist. Applications must be submitted to Res Br – FTRS Section at APC Glasgow to arrive before the specified closing date of the SERVE advert for each specific post. Applicants must have Regular Reserve or Army Reserve liability. For those that do not, for example, those who previously served in the Army and have since transferred to another service, the applicant must request to be transferred to the Regular Reserve via the AEB or if they wish to join the Army Reserve, they must find a capbadge willing to accept them and have this agreed, in writing by Strat Cen.

a. Applicants from the Army Reserve are to submit their applications through their unit CO or CRHQ. Army Reserve COs are to ensure that applicants for FTRS from their unit are correctly briefed on the scheme, its TACOS and the possible impact on an Army Reserve career of taking up FTRS.

b. Applicants from the Regular Reserve or Regular Army in their last year of Regular service are to apply directly to SERVE.

c. On receipt of an application, the SP is to receive an automatic e-mail acknowledgement from SERVE.

d. APC, Res Br – FTRS Section will forward the applicants' details to the secretary of the selection board within an average of 5 working days of the advertised closing date.

e. SP may have no more than two applications running concurrently.

03.03.151. Regular substitution opportunities are normally filled by SP on FTRS(FC) in order that the full range of duties can be completed. However, Reserve SP may apply to fill vacant Regular posts on FTRS(HC) or (LC) where it better meets their personal circumstances, and may be appointed, if the employer agrees the demands of the post are temporarily compatible with FTRS(HC) or (LC). An application to fill a Regular vacancy on FTRS(HC) or (LC) carries no guarantee of appointment.

03.03.152 – 03.03.159. Reserved.

Selection and boarding

03.03.160. FTRS selection boards are to consider all applicants at the same time regardless of their age, rank and medical standard and then select the most suitable candidate. The exceptions to this are:

a. Applicants with PCS must be considered first, providing they hold the correct substantive rank and are applying for the same commitment type held when PCS was granted.

b. Situations where there are 6 or more candidates for an FTRS(FC) appointment, in which case the APC Board may filter those to be considered based on (in order): substantive rank, and; KSEB for the role.

03.03.161. Applicants should have sufficient KSE for the post they are applying for without the need for significant further training or attendance on a career course. If the appointment board judges that no applicant meets the requirements of the post, there is no obligation to appoint any candidate. The post may go back onto the SERVE for a further 4 weeks.

03.03.162. If the appointment board selects a SP who is 1 substantive rank below the rank of the post[169], the selection board must decide if acting rank[170] or SUPA is appropriate. Although the length of all initial FTRS commitments will be advertised prior to

[169] Including OR9/8s applying for OF2 posts.

[170] OR9/8s selected to fill OF2 posts may be granted SUPA, but must not be granted acting rank. To be eligible for consideration for acting rank, the SP must have a recommendation for promotion to the rank of the post being applied for, in their latest AR.

selection, a shorter commitment may be offered if it is considered to be in the Service interest to do so.

03.03.163. Board Assurance.

a. The FTRS appointment board has a maximum of 4 weeks to complete the boarding process and return the paperwork to Res Br FTRS.

b. Care should be taken to ensure that the board composition meets the required rank and number of board members as per the Career Management Manual.

c. FTRS appointment boards will only consider applications from SP submitted to them by Res Br FTRS Section.

d. Once completed all board results must be sent to Res Br FTRS Bds. The results are only to be released by Res Br FTRS Section.

e. Res Br FTRS Section will carry out board assurance and notify the selection board secretary of any points which need rectified prior to finalising the board assurance.

f. Once assured APC Res Br FTRS appointment will contact each applicant individually to inform them if they were successful or not. Successful applicants will be invited to contact the MRTC within 15 days in order to confirm their place on the FTRS preparation and induction day complete with Medical and Dental checks, as necessary.

g. APC Res Br FTRS appointment will also initiate any specific MS Referral requirements and advise the units concerning any specific security clearance action required.

h. If a SP requires further information on the board results they should contact the board secretary. If a SP feels that the selection board was not run fairly they should write to SO1 Reserve Ops in APC.

i. Where authorised by WF Pol, APC Res Br FTRS may generate a reserve list of those unsuccessful candidates who were considered to be of sufficient quality to be offered a similar role should one become available within 6 months of the board.

03.03.164 – 03.03.200. Reserved.

Intentionally blank

SECTION 3 – EMPLOYMENT

General

03.03.201. Service Law. Section 367 of the **Armed Forces Act 2006** states the circumstances under which an individual is subject to Service law. Being subject to Service law means, in particular, that a SP is subject to the Service Justice System. Where a member of the Reserve Forces is in Service under a section 24 commitment, they are subject to Service law for the entirety of their commitment. For less than full-time service (including both part-time commitments (FTRS (RC)), and (temporary) part-time arrangements under existing Flexible Service (FS) provisions), SP nonetheless remain subject to Service law at all times for the duration of a section 24 commitment.

03.03.202. Administrative Action (AA). The values and standards of the Army are established, upheld and sustained by an amalgam of leadership by example, education, training and regulation. AA is action taken to safeguard or restore the Operational Effectiveness(OE) and efficiency of the Army by commanders using their command authority under **KR(Army)**. The effect of particular conduct and performance that may damage OE is assessed by applying the Service test. Evidence of a failure to comply with the Army's values and standards will always be considered when deciding whether or not the Service test has been breached. All those within the Army Reserve are subject to the Army's values and standards at all time and may be subject to AA pursuant to **AGAI 67** for any failures to adhere to them.

03.03.203. Terms of Service. All SP on FTRS(FC), like those in the Regular Army, work non-conditioned hours and are liable to 24/7 service 365 days a year. Roles are recruited against job descriptions that specify the duties to be performed in general terms and are not to be considered an exhaustive list of every task that they may reasonably be directed to undertake consistent with their role. Those SP on FTRS(LC), FTRS(HC) and FTRS(LC/HC)(RSG):

a. Serve on different Conditions of Service to those SP on FTRS(FC) or in the Regular Army, as set out in their individual Commitment and Ch 3, Pt 3 RFLR.

b. May in exceptional circumstances and with reasonable notice, be required to serve at a location[171] other than where they commenced their commitment[172]. This limited geographic movement must be included in their commitment document as well.

c. Have limitations on separated service away from their duty station, as detailed at **para 03.03.011**, but may otherwise be required to work such hours as are necessary for the fulfilment of their duties (which may include duty rosters and weekend working)[173].

---

[171] ToS PoI must agree that the reason is exceptional and the alternate location which will usually be limited to a distance of 30 miles or 45 minutes travelling time from their duty station and will normally be limited to a 3-month period during a commitment.

[172] Section 24(3)(b) RFA 96.

[173] JSP 750.

03.03.204. Working Time Regulations (WTR) 1998. Employers must also comply with the provisions of the WTR which restrict the number of hours that SP can work to an average of 48 hours per week over 17 weeks and mandates a minimum of 28 days Annual Leave per year. Whilst the Armed Forces can claim limited exemption from this, it cannot do so for routine duties which include most activities carried out by SP on limited or home commitments. Commanders are referred to **2024DIN01-065 - Guidance on the Working Time Regulations – Service Personnel**.

03.03.205. Capbadge. Members of the Army Reserve should complete commitments in their current capbadge, any change of capbadge is to be treated as a voluntary transfer. Members of the Regular Reserve whose former capbadge does not exist in the Army Reserve must transfer to one that does, the transfer is to be treated as voluntary. Where this is not possible they will be appointed to the General Service Corps. Serving reservists may apply to voluntarily transfer cap badge in accordance with ACR or SToS. Changes to the Reserve ORBAT must be endorsed by Strat Org, WF Plans and WF Pol before presentation to ECAB.

03.03.206 – 03.03.209. Reserved.

Appointment

03.03.210. Tenure. FTRS(HC/LC) may be used for both short term posts and long term enduring posts.

a. Short term posts will be used for tasks of between 6 months' and 3 years' duration for which Regular Army liability is unavailable. The liability requirements and funding line(s) are confirmed by the TLB and created on SLIM and JPA.

b. Long term enduring posts do not require the mobility or deployability of Regular SP. They are normally used to support the Army Reserve as well as some non-deployable HQs and establishments. Enduring posts will be identified in the remarks column of the establishment on SLIM. Initial commitments in long-term enduring posts should normally be for up to 3 years duration, with further extensions of between 1 to 5 years, up to NRA.

03.03.211. Revocation. An FTRS commitment may be revoked before the start of the specified period by written notice from APC Res Br – FTRS Section. If the commitment is revoked it is treated as if it had never been made. Both the SP and MOD therefore cease to have any obligations under the commitment.

Termination of FTRS commitment - failure PET/miscast

03.03.212. Pre-Employment Training. Should a SP be unable to successfully complete essential pre-employment training specified in a job description, their commitment may be terminated at 3 months notice. They are to be afforded the opportunity to retake the training in this notice period during which they may be otherwise employed within the organisation.

03.03.213. Security Clearance. A commitment may be terminated where an applicant, or a member of the reserve forces who is undertaking a commitment, fails to secure or loses the required level of vetting to undertake their role.

03.03.214. Gap between Regular Service and FTRS. SP may not be in Regular service and FTRS at the same time. A minimum period of 10 working days is recommended between the end of Regular service and starting a FTRS commitment to allow for pension benefits and EDPs to be calculated and abatements applied where applicable. SP are advised to seek confirmation from DBS on the financial impact of taking a FTRS appointment prior to signing the commitment.

a. **EDP Lump Sum and Special Capita Payment (SCP).** There may be a requirement to repay the unexpired portion of any EDP lump sum or SCP if there has been an insufficient break in service. For example, if EDP 05 lump sum or SCP was equivalent to 12 months' pay and FTRS service commences within 6 months the repayment is 50% of the lump sum. This will not be refunded on leaving FTRS.

b. **Resettlement Grant.** SP who received a Resettlement Grant[174] and commence a FTRS commitment within 31 days of retirement/discharge will be required to repay the full amount. If the Resettlement Grant is repaid on taking up FTRS, there is no entitlement to a further Resettlement Grant on leaving FTRS. SP who had transitional protection, remained on AFPS 75 and received a Resettlement Grant, will have to repay the Resettlement Grant if they commence a FTRS commitment within 121 days of leaving Regular service. If the Resettlement Grant is repaid on taking up FTRS, there is no entitlement to a further Resettlement Grant upon leaving FTRS.

03.03.215. MRTC Travel Documentation. The necessary outward travel arrangements to MRTC will be made by the Army Reserve unit for Army Reserve SP and by MRTC for those in the Regular Reserve. Costs for the initial admin visit to MRTC will be borne by MRTC. Costs for the induction course will be borne by the FTRS employing unit, as will all travel costs associated with the FTRS commitment, including terminal travel arrangements.

03.03.216 – 03.03.229. Reserved.

Training

03.03.230. SP on FTRS commitments must complete the ITR in accordance with **ACSO 3262 (The Individual Training Requirement)**. A SP is deemed to be ITR compliant for 12 months from the date of the last successful completion except those elements that have a rolling six-month currency. FTRS SP who are not ITR compliant prior to starting at their unit must achieve the required standard as soon as is reasonably practicable. Completion of the ITR is to be recorded on the Operational Deployability Record (ODR). SP on FTRS who are due to deploy on operations but fail to attain the ITR standard may be required to delay their deployment to reach the required standard or for APC to conduct a medical risk assessment. SP who do not meet the required standard may have their commitment terminated. All SP on FTRS must complete the normal Workplace Induction Programme (WIP) requirements of their employing unit. SP on FTRS may participate in annual continuous training, overseas exercises, battlefield studies, adventurous training and sport.

03.03.231 – 03.03.239. Reserved.

---

[174] See pension guidance.

Duties

03.03.240. Service Overseas and Trawls. With the exception of FTRS(FC) who have the same employment obligations as a Regular SP, FTRS SP may not respond to or be directed to undertake a trawl task. SP on FTRS(LC), FTRS(HC) and FTRS(LC/HC)(RSG)may only be deployed overseas voluntarily if the conditions of service (pay and medical, and so forth) are equitable with other participants (that is to say, Army Reserve and Regular Army counterparts) and are confirmed in advance. They may only be required to perform duties overseas that are directly relevant to their appointment duties as articulated in their FTRS JS.

03.03.241 – 03.03.249. Reserved.

Variation of Duties

03.03.250. Changes to commitment. An FTRS commitment and associated job description (JS) may at any time be superseded or varied in any way with the consent of the SP and APC Res Br. This might include its length, the duties to be carried out (where they are to differ significantly from the general duties in the JS) or the geographic limits within which the duties are to be performed (noting the limitations in **para 03.03.203b** for FTRS(LC), FTRS(HC) and FTRS(HC) RSG) within which the duties are to be performed, with the consent of the SP and APC Res Br. Should the SP not be content with the proposed variation of the commitment, the obligations under the original commitment and JS remain unaffected unless the FTRS unit is subject to restructuring, including relocation (see Annex A/3). Changes to a post, including proposed changes to RC and from RC to full time employment, should routinely be made once a commitment has ended.

03.03.251 – 03.03.259. Reserved.

Concurrent Duties

03.03.260. Dual Employment. A member of the Army Reserve on FTRS is not required to and may not be instructed to undertake Army Reserve training. However, SP may maintain links with their home Army Reserve unit, assist with training and maintain specialist employment currency. Such activity will not attract further remuneration (including pay and bounty) over and above the FTRS salary. Additionally:

a. The FTRS employing officer agrees with the Army Reserve CO the amount of time the individual may give to Army Reserve training.

b. The aggregate time spent in the FTRS role and on Army Reserve training must not exceed the WTR limits.

c. The Army Reserve SP must not fill an established post (JPA PID) in the Army Reserve unit.

d. Only one annual Appraisal Report is raised in any reporting year. This is to be raised by the FTRS employing officer but may take into account notes provided by the Army Reserve CO giving credit for support to the Army Reserve.

e. The SP on FTRS does not receive pay (above their FTRS pay) for attending Army Reserve training and does not qualify for a Bounty as a result of the training.

They may receive appropriate travel and subsistence allowances in their Army Reserve held rank, using the same home address declared for FTRS and attributed to the Army Reserve UIN.

03.03.261. ACF and CCF Duties. SP on FTRS may be granted permission to hold an additional appointment[175] in the CCF and ACF providing that cadet activities do not involve the use of official time or interfere with the performance of their FTRS duties. Such employment falls under the provisions of **KR(Army)**, para J5.078. SP on FTRS holding additional appointments in the cadet forces are therefore entitled to receive a Cadet Volunteer Allowance in addition to their FTRS salary. For the purpose of the WTR, time spent undertaking additional appointments in the CCF and ACF is not aggregated with time spent in the FTRS role.

03.03.262. Civilian Employment. Spare-time civilian employment may be entered into provided the provisions of **KR(Army)**, paras J5.076 to J5.079A are adhered to.

03.03.263 – 03.03.269. Reserved.

Pay

03.03.270. Pay. SP on FTRS are paid at rates equating to the basic military salary with the appropriate X factor. The salary is appropriate to the rank or grade of the post occupied and, in the case of soldiers, their Employment Qualification. Previous Regular, permanent[176], FTRS or ADC service is reckonable for pay purposes. A pay forecast will only be made once an individual has been selected for an FTRS appointment. For those transferring directly from NRPS to FTRS without a break in service or change of post, previous NRPS service in the rank will count for pay purposes, but not seniority for promotion. The FTRS Pay Increment Level will be at least equal to the current NRPS increment level. When serving in a post designated for Recruitment and Retention Payment (RRP) or RRP related posts, SP will be assessed for eligibility as if they were Regular soldiers in accordance with **JSP 754**. All cases of doubt are to be referred to DBS Pay and Allowances Casework and Complaints Cell (PACCC).

a. **Pay Queries.** SP should address pay queries to unit HR Admin Staff in the first instance. If unsuccessful, the SP can contact the JPAC Enquiry Cell (EC) by phone or in writing. Queries will not be resolved over the phone, but will be directed to the correct department.

b. **Pay Casework.** If a query remains unresolved through the JPAC EC, written casework can be submitted through the unit HR Staff to the DBS Pay and Allowances Casework and Complaints Cell (PACCC)[177].

---

[175] JSP 816 directs that WOs, NCOs and other ranks serving in the Reserve Forces are not permitted to hold a commissioned appointment in the cadet forces. Cadet officers may not serve as a soldier in the Army Reserve.
[176] Permanent service refers to mobilised service.
[177] JSP 754 (Pay) and JSP 752 (Allowances).

03.03.271. Training Bounty[178].

a. FTRS is not normally eligible to count as bounty earning service. However, SP who have fulfilled their bounty earning obligations for the training year in which they enter a FTRS commitment are eligible to receive a proportion of their bounty at the end of that Training Year from their Army Reserve unit.

b. Similarly, those who fulfil their bounty earning obligations after the end of the Commitment but before the end of the Training Year are eligible to receive a proportion of their bounty at the end of that Training Year from their Army Reserve unit. Bounty earning training completed before entering a FTRS commitment may be aggregated with bounty earning training completed after the end of the commitment provided that such training falls within the training year.

c. Where the CO of an Army Reserve's parent unit is satisfied that a period of 16 days or more FTRS service was relevant to the individual's role as a member of the Army Reserve, that service may be counted in lieu of Annual Continuous Training for bounty earning purposes. It may not be counted in lieu of non-continuous training requirement for bounty earning purposes[179].

d. Where an individual has qualified for bounty, the total aggregation of their pay and bounty, grossed up to reflect standard rates of tax and ERNIC, must not exceed the gross annual emoluments payable had the whole training year been served on regular rates of pay without bounty. Where the gross regular annual rate of pay is exceeded, bounty payments are to be abated accordingly.

03.03.272. Maternity Pay. SP on FTRS are entitled to receive Maternity Pay in accordance with Service regulations[180].

03.03.273. Reserved.

03.03.274. Insurance and Wills. MOD provides cover for death and injury attributable to service under the Armed Forces Compensation Scheme (AFCS). However, Service personnel may wish to purchase personal accident or life insurance to supplement the benefits already paid through the AFCS. Consideration of the level of cover required should be taken prior to commencement of FTRS commitment. If SP require financial advice on the suitability of any product for themselves or their family, then they may choose to contact an independent financial adviser[181]. SP on FTRS may complete an Army Will.

03.03.275. Bank Account. SP on FTRS are to have current accounts in a bank or recognised building society that operates as a bank. Failure to ensure that such an account is opened before entering the FTRS commitment will delay payment of salary.

---

[178] JSP 754, Ch 2, Sect 5.

[179] JSP 754, Ch 3.

[180] JSP 760, Chapter 20.

[181] Services Insurance and Investment Advisory Panel (www.siiap.org) members can provide specialist insurance and financial advice to members of the Armed Forces.

03.03.276 – 03.03.279. Reserved.

Pensions

03.03.280. Pensions. Upon taking up an FTRS commitment SP are automatically enrolled in Armed Forces Pension Scheme 15 (AFPS 15) although they may opt out of the scheme at any time. Reckonable service starts on the first day of paid service, irrespective of age and SP require at least 2 years of paid Service to qualify for most pension benefits. SP may apply to transfer benefits from other pension schemes into the AFPS 15. Any request to transfer benefits must be completed within 12 months of becoming a member of AFPS 15. Full details are available from DBS Pensions Division as well as The Armed Forces Pension Scheme 2015 – Your Pension Scheme Explained, and MMP 116 – Re-employment.

03.03.281. Abatement of Immediate Pension (IP) under AFPS75 or Pension under AFPS05. Personnel in receipt of an AFPS 75 IP or AFPS 05 pension are liable to have that pension abated if the value of your new service and pension exceeds the value of your salary when you left Regular service (adjusted for inflation). The AFPS 15 pension is not abated. However, if on re-employment you are receiving a pension from a legacy pension scheme and an AFPS 15 pension, the AFPS 15 pension value will be included in the legacy scheme abatement calculation. Throughout their commitment, SP will receive CPI increases to their AFPS 75 or AFPS 05 pension as if it is unabated. The fixed abatement set at the start of a commitment and is not recalculated when a commitment is extended but it is recalculated if a new commitment is made. SP should take advice from DBS regarding the implications of an FTRS commitment on AFPS 75 IP or AFPS 05 pension. Further detail is available in MMP 116 Re-employment.

03.03.282. Abatement of Resettlement Commutation. Where a SP has taken resettlement commutation and their pension in payment is subject to abatement, in whole or in part, a reduction equal to the annual amount of pension commuted will be made from their pension where there is sufficient remaining, or, partly from pension and partly from pay where there is insufficient pension remaining. Where the pension is fully abated, the commutation reduction will be taken wholly from pay. SP should take advice from DBS on the effect of resettlement commutation of FTRS.

03.03.283. Suspension of AFPS 05 Early Departure Payment (EDP). SP on FTRS in receipt of an AFPS 05 EDP will have their annual EDP income suspended, that is to say, abated by 100%. The EDP 05 will restart on leaving reserve service. Transitional members with Continuity of Service (AFPS 05/15) who leave after age 55, the entitlement to EDP 05 will cease and instead, the AFPS 05 pension will be paid.

03.03.284. Nomination of beneficiary. SP are advised to complete Nomination of Armed Forces Pension Scheme 15 (AFPS 15) Death Benefit/Preserved Pension Lump Sum (Form 2) to ensure that any lump sum due on death is paid to the intended beneficiary. Any marriage or civil partnership entered into on or after 1 December 2018 will revoke an existing nomination.

03.03.285 – 03.03.289. Reserved.

Allowances[182]

03.03.290. SP serving on various FTRS commitments may be eligible for certain allowances. SP on FTRS are to liaise with Unit HR in the first instance to confirm the latest eligibility and entitlement conditions under **JSP 752**.

03.03.291. Army Reserve Disability Allowance. Army Reserve Disability Allowance is payable to SP injured on FTRS and incapable of performing any type of military duty on their return to their Army Reserve unit in the same way as those who are mobilised[183]. Incidents causing attributable injuries/illness are to be recorded on form Army Form 510.

03.03.292 – 03.03.299. Reserved.

Accommodation[184]

03.03.300. Single Living Accommodation (SLA). FTRS(FC) are entitled to SLA under the same rules as Regular Army personnel. FTRS(LC), FTRS(HC) and FTRS(LC/HC)(RSG) commitments do not carry an entitlement to SLA, however, surplus accommodation may be applied for.

03.03.301. Service Families Accommodation (SFA). FTRS(FC) are entitled to SFA under the same rules as Regular Army personnel. FTRS(LC), FTRS(HC) and FTRS(LC/HC) (RSG) commitments do not carry an entitlement to SFA, however, surplus accommodation may be applied for. Army Reserve SP living in local authority housing should consider carefully whether to give up this housing when taking up FTRS. The local authority may be unable to re-house a Reservist on completion of the commitment. Similarly, private homeowners should be advised to carefully consider their accommodation plans because of the difficulties that may be incurred in trying to find a new home on completion of FTRS.

03.03.302 – 03.03.309. Reserved.

Leave

03.03.310. Annual Leave (AL). SP on FTRS are granted the same AL entitlements as Regular SP[185], except that commitments of 15 days or less carry no entitlement. As SP on FTRS(HC) and FTRS(LC/HC)(RSG) have no operational role, only in exceptional circumstances, and subject to the approval of the CO, can periods in excess of 15 days' untaken Annual Leave be carried forward to the next leave year. Service personnel wishing to carry forward Annual Leave in excess of 15 days are to apply in writing through the Chain of Command to the CO for this to be sanctioned. All projected leave due in the period of the commitment is to be articulated at the outset. If SP have untaken AL towards the end of their commitment and their CO allows them to take it, it must be taken with their Terminal Leave (TL) before their planned end of commitment date. Their replacement may not be brought forward as a result. FTRS commitments are not extended to allow SP to use untaken AL. AL may not be carried forward from one FTRS commitment to the next

---

[182] JSP 752.

[183] JSP 754, Ch 3, Sect 4.

[184] JSP 464.

[185] JSP 760.

even if there is no gap of service between each commitment and it is in the same appointment or unit. Untaken AL cannot be carried forward from Regular Service into FTRS. The leave entitlement for a SP serving on FTRS(RC) or a SP granted flexible service is to be calculated as described at **JSP 750** for Regular personnel on flexible service of the same level of dial down.

03.03.311. Post Operational Leave (POL). SP on FTRS(FC) and FTRS(LC) deployed on sponsored operations to operational theatres are entitled to POL at the rate of 1 day's leave for every 9 days deployed. R&R leave not taken during a period of operational deployment will be lost and cannot be added to POL.

03.03.312. Career Intermissions (CI). SP on FTRS are not entitled to take CIs. They may, however, dependent on exceptional personal circumstances, apply for Special Unpaid Leave[186]. Applications should in the first instance be made to APC, FTRS Sect through the unit CO.

03.03.313. Maternity, Paternity, Parental, Adoption Leave and DOMCOL. SP on FTRS are to be granted the same entitlements to maternity, paternity, parental and adoption leave as Regular SP. DOMCOL may be considered on an individual basis. This will not alter the last day of a FTRS Commitment.

03.03.314 – 03.03.315. Reserved.

Flexible Working Policy

03.03.316. Alternative Working Arrangements (AWA). Should a SP consider they require additional flexibility in their working routine, they should first discuss the matter with their CO/LM. A short-term, informal solution may suffice. If the arrangement will exceed 31 days in duration, the next step is for the individual to formally apply for an AWA on JPA. Detail is at **JSP 750**, Chap 1.

03.03.317. Flexible Service. Those serving on an FTRS commitment[187] may apply for Part Time Working. The terms and processes to be followed are described at **JSP 750**, Chap 2 and **AGAI 44 (Army Flexible Service)**. Additionally those serving on FTRS(FC) may also apply for Restricted Separation, those serving on LC/HC commitments are not eligible due to the separation restrictions already inherent to these commitment types. Flexible Service may be granted by the SP's CoC provided the impact on operational effectiveness is manageable. Expectations of FTRS SP must be managed as often their roles are stand alone and delegation of tasks where practical could undermine the rationale for a full time role.

0.3.03.018 - 303.03.019. Reserved.

---

[186] JSP 760, Ch 17.

[187] Applications may be made once functionality is delivered on JPA. Applications cannot be made until the commitment has commenced.

Mobilisation[188]

03.03.320. A member of the Reserve Forces who enters a commitment under **RFA 96**, Section 24 cannot volunteer to be compulsorily selected for call out (mobilised) under RFA 96 Section 56. SP serving on any FTRS commitment can be compulsorily mobilised under **RFA 96**, Sections 52 and 54.

03.03.321. SP serving on FTRS(FC) may be deployed worldwide without the need for mobilisation as the role against which the commitment has been issued carries the same liability for deployment on operations as Regular SP. However, if deployed they must return to the location of their commitment with sufficient time remaining to take any leave entitlement before their last day of service.

03.03.322. Should an SP wish to volunteer to respond to a trawl to meet an operational commitment or other task under RFA 96 Section 56, then they would need to request the termination of their period of full-time service. This normally requires 6 months' notice to be given and must be supported by their Employing Officer. The SP must note that the FTRS post will not be held open for their return on completion of their period of mobilised service. Any recruitment into the gapped post would then be subject to the normal requirement to seek the necessary WF authority to advertise, board and select a replacement. A short-term backfill by other TOS to cover the vacated FTRS position will not be supported by Army WF Policy as the termination of the position had the endorsement of the CoC.

03.03.323. Exceptional Circumstances. Where an urgent operational requirement cannot be met by Regular SP or a member of the active Army Reserve, or if there is a requirement for a SQEP which can only be generated from within the Army Reserve, a SP employed on a period of FTRS could be in scope. However, a case would need to be made through Fd Army LOC (Land Operations Command) to Army WF Policy to grant an exceptional authority to select and mobilise a SP under RFA 96 Section 56 who is being employed on FTRS. As for any trawl, the gapped post would need to be managed and authority would not be granted for temporary fills through SERVE or the RPAB. Mobilised FTRS personnel will remain in their FTRS commitment until their release from permanent service[189]. In such instances demobilisation will be as follows:

a. Before the FTRS commitment has expired. SP are entitled on demobilisation to return to complete the unexpired portion of any FTRS commitment.[190] Should a SP wish to be offered such reinstatement in FTRS for the unexpired portion of the commitment after the period of permanent service has expired, the SP is to apply in writing to APC Res Br – FTRS Section within 21 days of permanent service expiring.

b. After the FTRS commitment has expired. An amended end of commitment date will be calculated and revised instructions issued that take account of accrued Post Operational Leave, Annual Leave (AL) in respect of both mobilised service and FTRS

---

[188] JSP 753.

[189] RFA S17(1)

[190] If the FTRS post has been disestablished the SP will be dealt with under the Preferred Candidate Scheme (PCS) in Annex B.

commitment together with any entitlement to Terminal Leave and / or Graduated Resettlement Time.

03.03.324 – 03.03.329. Reserved.

Medical and Dental Care

03.03.330. SP serving on FTRS(FC) or on FTRS(LC) whilst deployed/detached are to receive the same medical and dental treatment from Service sources as their Regular counterparts.

03.03.331. SP on FTRS(HC) are not entitled to Service medical and dental care including routine vaccinations. All SP on FTRS may be treated by Service medical or dental staff in cases of emergency at their place of duty/whilst training and are covered by Occupational Health (OH). OH includes rehabilitation for injuries sustained whilst on duty[191].

03.03.332. FTRS(FC) SP who are TNE are to be managed as Regular SP. FTRS(LC) and (HC) SP who are TNE are to be managed in accordance with the rules in **AGAI 99 (Command and Care of Serving Personnel on Recovery Duty)**, para 99.605.

03.03.333 – 03.03.339. Reserved.

Welfare Support[192].

03.03.340. SP on FTRS are entitled to the same welfare support facilities available to members of the Regular Army serving in equivalent circumstances. This includes access to personal and community support from the primary and secondary levels of Army welfare[193].

03.03.341. SP on FTRS on overseas emergency operational tours are entitled to the Deployment Welfare Package (Overseas) DWP(O).

03.03.342. On completion of an FTRS commitment, SP will have continued access to the ex-Services welfare sector such as SSAFA Forces Help and The Royal British Legion.

03.03.343 – 03.03.349. Reserved.

Clothing and Equipment

03.03.350. **Uniform.** SP on FTRS are expected to wear uniform unless otherwise stated within the JS. The normal dress for FTRS(LC/HC)(RSG) officers will be civilian clothes unless the wearing of uniform is specifically stated as a requirement in their job specification.

---

[191] JSP 950, Leaflet 1-3-6.

[192] JSP 770.

[193] AGAI 81.

03.03.351. Clothing and Equipment. Army Reserve SP are to report for FTRS with their issued Army Reserve scales[194]. Parent units are to forward the Army Form H 1157 to MRTC. All SP appointed to FTRS(FC) will be brought to Regular Army scales at MRTC including winter and summer supplements where applicable. Failure to present Army Form H 1157 may delay signing of the commitment. Ceremonial Dress, No 2 Dress and accoutrements will not be issued by MRTC but, where appropriate, by receiving units.

03.03.352. ID Cards. Regular Reserves selected for a FTRS appointment are to be issued a MOD 90 by the FTRS employing unit. MRTC is to issue a Temporary Identity Card[195] if required.

03.03.353 – 03.03.359. Reserved.

Miscellaneous Provisions

03.03.360. Discipline and Administrative Action. SP on FTRS should meet Army Values and Standards and are subject to Administrative Action at all times, as are all Regular and Reserve SP. A commitment cannot be terminated on account of administrative action unless this is the sanction awarded by a Major Administrative Action.

03.03.361. Compulsory Drug Testing (CDT). All SP on FTRS are liable for CDT.

03.03.362. Long Service Award.

a. For Part Time Army Volunteer Reserves, FTRS counts as qualifying service for the Voluntary Reserves Service Medal (VRSM).

b. For Regular Reserves, there is no provision for FTRS to count as qualifying service for the VRSM. Those with previous Regular Force Service may continue to count FTRS as qualifying service towards the Long Service & Good Conduct (LS&GC) medal – see **JSP 761**, Chapter 5 for details.

03.03.363. Electoral Registration. Units are to encourage FTRS SP to register as an overseas voter, or for a postal or proxy vote if appropriate. SP on FTRS are not eligible to register as Service voters except as shown below:

a. **SP Stationed Overseas.** Members of the Reserve serving overseas may register as overseas voters if, within the previous 20 years, they have been on the electoral register as a UK resident or have lived at a registered parent's or guardian's UK address while they were too young to be on the electoral register. SP can obtain full details from their local electoral registration officer. They must impress on the officer that as members of the Reserve Forces they are debarred from registration as Service voters.

b. **SP Stationed in UK.** SP stationed in the UK away from the place at which they are registered as electors, may apply to the electoral registration officer for their

---

[194] DLF.

[195] F Ident 693.

constituency for the form RPF9/9A. This will enable them to vote by post in all elections.

03.03.364. Jury Service. SP may no longer be excused jury service as of right under the Juries Act 1974. In order to be excused, the unit CO must certify to the Summoning Officer that it would be prejudicial to the efficiency of the Service if the individual was required to be absent from duty.

03.03.365. Political Activity. SP in FTRS are not to take an active part in the affairs of any political organisation, party or movement. They are neither to participate in political marches or demonstrations, nor be an elected member of any national assembly, the House of Commons, the European Parliament or any other legislative assembly. They may stand for election in local councils. However, their military duties take precedence over local political responsibilities[196].

03.03.366 – 03.03.369. Reserved.

Extensions

03.03.370. Prior to submitting an application to extend an FTRS commitment, employers are to ensure that the liability for the post which the SP is intended to fill remains valid for the period of the intended extension. Prior to authorising an FTRS commitment extension APC Res Br FTRS Section is to confirm that the JPA position is valid for the period of extension. APC Res Br FTRS Section is to notify the chain of command and the employing unit of any variation to the length of a commitment.

03.03.371. Commanders may conduct a new competition to identify whether there is a better candidate for the post at the end of the current FTRS commitment regardless of the incumbent's aspirations, age or ARs. Incumbents may apply for their post in open competition. If successful they will be offered a new commitment rather than an extension to their old commitment.

03.03.372. SP on FTRS(HC/LC) and FTRS(LC/HC)(RSG) commitments will be notified by the FTRS Section (APC Res Br) approximately 7 months before the end of their current commitment to discuss the potential for an extension. Once notified, commitments will be applied for using an Army Form E 20047. The APC Res Br FTRS Section will normally extend the commitment without competition if all the following apply:

a. There is no change in the rank of the FTRS post or variation from full time to RC or vice versa significant change in role.

b. The SP continues to meet the eligibility criteria for the commitment type.

c. The SP is not in receipt of SUPA.

d. The SP has an Overall Performance Grade (OPG) B or higher in the most recent Appraisal Report from their current FTRS role, with a positive recommendation for continued FTRS employment in post, supported by the 2RO.

---

[196] RLFR 01.03.601.

e. The SP remains below their FTRS NRA for the duration of the extension. If not, the maximum extension is to the day before their FTRS NRA.

f. The CO supports the extension.

g. BLB support the extension and tenure.

h. The post is not a Regular Army PID.

i. SP who are below MFD must have an in date Appendix 9, for SP who are MFD the CoC must be satisfied that the individual remains fit for all duties. Where there is doubt the CoC should request a medical review prior to recommending an extension.

03.03.373. Regular Army substitution FTRS commitments will only be extended by a maximum of 6 months by APC for Service reasons. If the post remains without a Regular nominee, it must be advertised and boarded for a new commitment, subject to meeting the current Workforce criteria.

03.03.374. All commitments that pass a FTRS NRA will normally be a new commitment that has been competed for and not an extended commitment that has not been competed for. SP who reach their FTRS NRA in an enduring post may re-compete for their job and if successful they will be offered a new commitment rather than an extension of their old commitment. Pers Pol (A) will only consider extending a commitment beyond the SP's NRA for a short period (not to exceed 6 months) if there has been an unavoidable delay in appointing the replacement or running the competition. All subsequent periods in that post will only be granted by re-application and selection from open competition.

03.03.375. Extensions of commitment without competition are deemed to be in the interests of the Service and do not constitute a new commitment. Therefore, any AFPS pension abatement will not be reassessed.

03.03.376. If granted a new follow on commitment or an extension, there is no requirement to attend the Mission Training and Mounting Centre (Individual) (MRTC(I)). A PULHEEMS dated in the last 12 months must be recorded on JPA[197].

03.03.377 – 03.03.400. Reserved.

[197] AGAI 78 Army Medical Employment Policy.

SECTION 4 – CAREER MANAGEMENT

General

03.03.401. Army Reserves. The Reporting Officers (ROs) of Army Reserves on FTRS must understand the career potential of Army Reserves on their part time Army Reserve service, mobilised service and FTRS and reflect this when they write their O/SJARs. ROs should take advice from the SP's career manager at APC or parent Army Reserve unit. Career managers must maintain a watching brief over the Army Reserves they are responsible for. FTRS ROs are encouraged to release Army Reserves, with the exception of those on FTRS(HC) RSG, to attend career courses to help them progress in their Army Reserve career.

03.03.402. Regular Reserves. Regular Reserves are not career managed. Regular Reserves who wish to progress in their military service should apply to join the Army Reserve.

03.03.403 – 03.03.409. Reserved.

Promotion and Commissioning

03.03.410. Army Reserves. Army Reserves on FTRS may commission or substantively promote as follows**:**

a. A soldier selected for commissioning by the Senior Soldier Entry (SSE)[198] process, prior to applying for a FTRS assignment, may be commissioned and granted the Acting Rank of Captain on the day they assume a FTRS OF2 appointment.

b. A soldier selected for a SSE AOSB commission whilst serving on FTRS in an OF2 post may commission and be granted the Acting Rank of Capt from the date of the commissioning board results. The APC in conjunction with Defence Business Services (Veterans) (DBS (Vets)) are to issue a new FTRS commitment in the Acting Rank of Captain for the remaining balance of the commitment.

c. Subject to meeting all promotion qualification, eligibility and selection requirements, an Army Reserve SP may promote into or within an FTRS appointment.

d. Army Reserve SP on FTRS(LC/HC)(RSG) can promote on initial appointment but as they have elected to fill an officer continuity post with no career progression, they are not graded any further for promotion.

e. Career Managers[199] are responsible for checking eligibility and ensuring the correct members of the Army Reserve are boarded.

03.03.411. Regular Reserves. Regular Reserve SPs cannot commission or substantively promote whilst on FTRS or be considered for age waivers. Regular Reserves on FTRS who have time to commission or substantively promote in the Army Reserve may

---

[198] SP who are successful at SSE(D) are not permitted to be commissioned into, or within, a FTRS appointment in the first 24 months of commissioned service as per ACR 19 para 2.6.043.

[199] APC for senior Capts and above. Unit for Senior Capts, Subalterns and all ORs.

apply to transfer to the Army Reserve. Overage extensions in the Army Reserve will not be granted to achieve this.

03.03.412. Acting Rank[200]. Regular Reserves and Army Reserves who are not qualified or have not graded above the quality line for substantive promotion may be granted acting rank for the duration of their FTRS commitment or until they substantiate. SP granted acting rank at the start of their FTRS commitment will lose it on completion of their commitment if they have not substantiated during their tenure. SP may be granted Acting Rank if:

a. They have in their most recent Appraisal Report (not to exceed 2 years) a YES or above recommendation for promotion to 1 rank above their substantive rank at the time of FTRS selection.

b. They undertake the full range of duties and responsibilities of the post which is established for 1 rank higher than their own; and:

c. There is no alternative for filling the post with a lower rank; and:

d. The CO is unable to make alternative arrangements to cover the duties of the post by, for example, redistribution or reorganisation of work.

03.03.413. WOs in Officer Posts[201]. WOs who have not been selected for a commission may apply for and fill OF2 FTRS appointments but only in their substantive rank. Acting rank is not granted to non-commissioned ranks filling officer posts and WO2s selected for an FTRS OF2 post will not be granted Acting WO1, nor are they eligible for substantive promotion to WO1 if selected by an Army Reserve grading board. However, if the WO2 is in a rank range OR8/OR9 – OF2 post, they may be considered for promotion to substantive WO1 if they score above the quality line on a WO2 – WO1 grading board. All WOs in officer posts should apply for Substitution Pay (SUPA). If a Warrant Officer is selected for a commission during their FTRS OF2 appointment, they will receive a new commitment as an officer for the balance of their commitment.

03.03.414. SUPA[202]. Where acting rank cannot be authorised for a SP selected to fill a FTRS appointment in a higher rank than their substantive rank, SUPA may be claimed for the duration of the appointment providing[203]:

a. The SP undertakes the full range of duties and responsibilities of the job.

b. The CO is unable to make alternative arrangements, for example, by redistribution or reorganisation of work.

c. DBS (Vets) include the SUPA as basic pay in their calculation of Armed Forces Pension Scheme (AFPS) abatement.

---

200 JSP 754.

201 JSP 754 and KR(Army) para 9.148.e. These posts are only to be filled for the duration of the initial commitment by a WO, on renewal of commitment the post must be re advertised on the SERVE for an OF2 fill however OR8/9 can apply.

202 JSP 754, Pt 2, Ch 2, Sect 7.

203 Where a SP serving in an FTRS appointment 1 rank higher than their substantive rank and in receipt of SUPA, who subsequently receives an appraisal report with a positive recommendation for promotion 1 rank-up, they may be granted acting rank in lieu of SUPA for the remainder of their FTRS tenure. SO1 Reserve Ops will confirm eligibility.

03.03.415. Rank ranged FTRS posts. Occupation of a Rank Ranged post in the lower rank does not imply a vacancy at the higher rank. In line with King's Regulations for the Army, Acting Higher Rank is only permitted in the lower rank of any Rank Ranged post. Personnel selected for promotion may be substantively promoted in a Rank Ranged post once appropriately qualified and assigned in their new substantive rank. SUPA also does not apply when serving in Rank Ranged posts.

03.03.416. Local Unpaid Rank. SP on FTRS may not hold Local Unpaid Rank. This includes those who elect to fill FTRS posts that are below their substantive rank and those in receipt of SUPA. Exceptionally Regular Reserve officers on FTRS(LC/HC)(RSG)who do not wear uniform may continue to use their higher substantive or honorary rank with the suffix 'Retired' but they are not employed, paid or reported on in this rank and nor is it classed as Local Rank.

03.03.417. SP on FTRS in a Lower Rank. SP may apply for FTRS posts in a lower rank than their substantive rank. If they accept a FTRS commitment in a lower rank, the following applies:

a. **Rank.** The SP retains their substantive rank, but they must not use or wear it in their FTRS post. The SP is employed, paid and appraised in their lower FTRS rank.

b. **Former Regular Soldiers.** If an ex-Regular accepts an Army Reserve post in a lower rank and subsequently applies for FTRS (whilst in the Army Reserve), they will do so in the substantive rank they hold in the Regular Reserve. Those few soldiers who have a reduced substantive rank in order to serve on a VEng (Long Career) in a Senior Soldier Continuity Post (SSCP), will be considered for FTRS posts against the substantive rank they held prior to joining the SSCP, unless they join the Army Reserve first

c. **Appraisal Reports.** The SP will receive an Appraisal Report providing recommendations that are appropriate to their substantive rank rather than their lower employed rank. If they are employed 1 rank below their substantive rank they must be graded NA for 1 rank up and given a suitable recommendation for promotion 2 ranks up, supported by appropriate commentary in the narrative to reflect potential 1 rank above their substantive rank. If they are employed 2 or more ranks below their substantive rank they must receive a NA for promotion 1 and 2 ranks up, supported by appropriate commentary in the narrative to reflect potential 1 rank above their substantive rank.

d. **Promotion Boards.** Army Reserve SP employed in a lower rank are not to be run to promotion boards at the lower rank as they retain their substantive rank through FTRS employment[204]. ARs in a lower rank to the SP's substantive rank are inadmissible at promotion grading boards because the SP has not been employed at or above their substantive rank[205].

---

[204] for example, a substantive OF4 serving in a OF2 FTRS appointment will not run to BeL or PL as they remain a Sub Lt Col.

[205] for example, a substantive OF4 serving in a OF2 FTRS appointment will not run to BL as they have not been employed as a Sub Lt Col.

e. **Future Applications.** The SP may apply for jobs in their substantive rank and exceptionally 1 rank above their substantive rank without being regraded for promotion.

f. **Soldier Posts.** Officers may not fill a soldier FTRS position or be given a soldier FTRS commitment.

03.03.418 – 03.03.419. Reserved.

Transfer

03.03.420. Transfer from Regular Reserve to Army Reserve. If approved the transfer will be enacted on JPA and will not require the SP to terminate their FTRS commitment, or to be boarded for or take up an Army Reserve appointment.

a. Applications to transfer to the Army Reserve should be made by SP through their current CoC to their former CM Branch in the APC, who will be responsible for assessing eligibility and allocating an Army Reserve CM and, if necessary, an Army Reserve cap badge[206] if a transfer to the Army Reserve is approved.

b. To be eligible for consideration for promotion, all applications for transfer from the Regular Reserve to the Army Reserve must be received by the relevant CM Branch no later than 6 weeks prior to the appropriate Promotion Board.

c. CM responsibility in the Army Reserve for senior Captains[207] and above filling FTRS post will remain with the respective CM Branch in the APC.

d. The responsibility for Army Reserve CM, including promotion boarding, for all junior officers and ORs lies with the CO of the FTRS employing unit. Units that do not run promotion boards remain responsible for ensuring that all their Army Reserve SP are boarded by an appropriate unit or formation.

e. Regular Reserves transferring to the Army Reserve while in FTRS are not permitted to enrol in the Reserve Commitment Bonus Scheme.

03.03.421 – 03.03.429. Reserved.

Appraisal Reports

03.03.430. Appraisal Reports and Mid-Year Appraisals are to be raised as per **JSP 757**[208].

03.03.431 – 03.03.439. Reserved.

JPA Action

03.03.440. JPA treatment of Army Reserves on FTRS. All Army Reserve SP serving on FTRS will have their secondary JPA record transferred to Army Reserve Reinforcement Group (ARRG) 5 by APC Res Br. The responsibility for creating and end-

---

[206] SP in the RAC & HC and some SP in the Inf will require a new cap badge even if remaining in the same Arm.

[207] A minimum of 5 ARs as a substantive Capt.

[208] JSP 757.

dating the FTRS commitment JPA contract remains with the FTRS Section in the APC. This treatment does not prejudice the actual commitment period end dates. This provision does not confer an expectation of a renewal or extension of a commitment.

03.03.441 – 03.03.449. Reserved.

Service Beyond NRA

03.03.450. NRPS(75). NRPS(75) SP may not extend on NRPS terms beyond age 60. When a NRPS(75) incumbent reaches this age, they may only remain in their post if it endures and on FTRS(HC) terms. If a NRPS(75) incumbent wishes to remain in their post on FTRS(HC) terms from age 60, they must apply in open competition for their job in exactly the same way as an overage FTRS(HC) incumbent would do. Successful applicants will receive a new FTRS(HC) commitment and join the FTRS pay increment level commensurate with (but no worse than) their previous NRPS base pay. Those joining FTRS with no break in Reserve service may have a PULHHEEMS assessment at their service medical centre during NRPS service.

03.03.451. Voluntary membership of the Regular Reserve[209]. Regular Reserves in FTRS that takes them beyond their compulsory membership of the Regular Reserve, must become voluntary members of the Regular Reserve until the end of their FTRS commitment. Army Reserves in FTRS who reach their Army Reserve NRA must leave the Army Reserve and become voluntary members of the Regular Reserve if they wish to remain in FTRS. Army Reserve overage extensions are not granted to enable FTRS.

03.03.452 – 03.03.500. Reserved.

[209] RLFR Pt 2, Ch 2 (Officers) and Pt 2, Ch 3 (Soldiers).

Intentionally blank

SECTION 5 – END OF COMMITMENT

Termination

03.03.501. Completion of Commitment. On completion of the specified period of FTRS, unless a new commitment is or has been negotiated and signed, SP will return to their former Army Reserve or Regular Reserve status. There is no right for a SP to be offered an extension to their commitment or a new commitment, even if their post endures (see **para 03.03.372**).

03.03.502. Voluntary Termination. SP may apply to terminate a FTRS commitment before its expiry date. Such applications, giving a minimum of 6 months' notice, will normally be accepted unless there is an overriding operational imperative not to do so. Shorter notice terminations with supporting justification may be submitted to APC Res Br – FTRS Section for consideration.

03.03.503. Early Termination. The Army retains the power to invite officers to retire or resign their commission, or, to discharge a soldier on disciplinary or administrative grounds, which may both lead to the early termination of a FTRS commitment. **AGAI 67 (Administrative Action)** also provides for the sanction of an early termination of FTRS commitment which does not necessarily result in an early termination of membership of either the Regular Reserve or Army Reserve.

03.03.504. Medical Termination. SP on FTRS who fall below the Army's medical retention standards[210] will be medically retired or discharged from the Army Reserve or have their membership of the Regular Reserve terminated. If this happens during an FTRS commitment, their commitment will be terminated prematurely on medical grounds at the same time. The procedures to be followed for all medical retirements and discharges are in **AGAI 78 (Army Medical Employment Policy)**.

03.03.505. Restructuring. If an FTRS post is affected by restructuring, which may include a change of location, rank, workforce type or FTRS type (including a change to or from RC) or a significant change in role, the policy and procedure at Annex A/3 must be followed.

03.03.506. Normal Retirement Age (NRA). Those on FTRS may apply to continue service in FTRS beyond their NRA but the role must[211] be advertised on SERVE and will be open to other applicants. The NRA for FTRS service is as follows:

a. **Full Commitment.** In line with Regular service which is at the age of 60 with a mandated end of service for soldiers at 65.[212]

b. **Home Commitment / Limited Commitment.** At the Age of 60 for both officers and soldiers.

c. **Reserve Staff Group.** At the age of 65 for both HC and LC RSG officers.

---

[210] AGAI 78 Army Medical Employment Policy
[211] In exceptional circumstances ToS Pol may issue a waiver to the requirement to advertise a role.

[212] Army ToS Regulation Para 5(8)

03.03.507 – 03.03.509. Reserved.

Dismount Procedures

03.03.510. FTRS SP should complete their dismount procedures with the FTRS employing unit. The following actions are to be carried out:

a. **Initiation.** APC Res Br FTRS Section initiate the process by issuing a Dismount Instruction to the employing unit, copied to the parent Army Reserve unit for SP returning to Army Reserve service. These instructions are to include details on how Army Reserves can apply for Army Reserve appointments or to join the ARRG.

b. **Last Paid Day.** Units are to confirm an SP's last paid day of service with APC Res Br FTRS Sect by return of Annex A to the Dismount Instruction signed by the SP and the employing unit. The individual should retain a copy of this paperwork. The SP's unit will then take the necessary steps to end the Commitment, Pay and Assignment on JPA.

c. **Pre-Release Medical.** Employing units are to arrange for SP on FTRS to undergo a pre-release medical within 2 weeks of dismount at their local Defence Primary Health Care (DPHC) facility. Employing units are to send the results of the medical together with the F Med 4 to:

(1) **Regular Reserves.** APC Document Handling Centre (DHC) by the dismounting individual's unit, in order to be stored with their P/File.

(2) **Army Reserves.** The dismounting SP's Reserve unit to be stored with their P/File.

d. **Equipment.** SP are to carry out any de-kit procedures at their unit through the QM's department.

e. **Administration.** The unit is to clear all final G1 administration, including the return of MOD Form 90 from Regular Reserve SP.

03.03.511 – 03.03.519. Reserved.

Resettlement

03.03.520. SP on FTRS have a similar entitlement to resettlement as Regular SP[213]. Graduated Resettlement Time (GRT) may be aggregated from different periods of FTRS, providing they are not more than 4 months apart, and in some circumstances it can include untaken GRT brought forward from Regular service. GRT is normally taken during the final 9 months of a FTRS commitment. If a SP uses all or some of their GRT before the end of their FTRS commitment and they are then granted an extension to their commitment or a new commitment and there is no break in service, unused GRT may be carried forward. If the extension or new FTRS commitment is for 2 or more years, the future resettlement entitlement will be reviewed by I Dev[214]. SP with less than 6 years' aggregated FTRS are

[213] JSP 534.
[214] JSP 534, Sect 3.

not normally eligible for resettlement training[215] but a resettlement interview may be arranged prior to completion of FTRS.

03.03.521 – 03.03.529. Reserved.

Terminal Leave (TL)

03.03.530. Terminal leave is granted in accordance with the policy in **JSP 760**, granted on a scale of 1 day per month served on an FTRS commitment, up to a maximum of 10 working days' leave. Personnel serving on an FTRS engagement for a continuous unbroken period of 12 years or more are to be granted 20 days Terminal Leave. Where a commitment is extended, the TL is deferred to the end of the extended commitment. In situations where a reservist completes one commitment and takes up a new post and there is no break in service between the old and new commitments, or the period between one commitment and another is less than one month, there is no entitlement to terminal leave on the change of commitment. However, where there is a break in service of one month or more between one commitment and the next, terminal leave is available on completion of the former commitment. The only form of leave that FTRS may exceptionally be extended for is TL[216].

03.03.531 – 03.03.539. Reserved.

Contacts

03.03.540. Further Information. The following points of contact are available for advice:

a. APC SO2 FTRS Tel: 03001597939

b. Pers Policy (A) (Policy TOS): SO2 Reserves Tel: 03001604709

[215] Those being invalided from the Service during their FTRS commitment have the same entitlement as that for Regular Service SP – JSP 534 Sect 6.

[216] JSP 760 and AGAI 78 Army Medical Employment Policy.

Intentionally blank

ANNEX A TO CHAPTER 3 TO PART 3

CHAIN OF COMMAND GUIDE FOR SP SERVING ON FTRS (LC), (HC), (HC RSG) AFFECTED BY RESTRUCTURING

Scope

1. This Annex covers:

   a. Selection and Notification Procedures.

   b. Eligibility. (FTRS (LC) (HC) (HC (RSG))

   c. Notification of the Boards Findings.

   d. Preferred Candidate Status (PCS).

2. - 9. Reserved.

Selection and Notification Procedures

10. **Dis-establishment of Posts.** The re-structuring of the Army is co-ordinated by Org Branch, D Strat, Army HQ. In order to determine which FTRS posts are affected by restructuring and which posts 'map' to newly created positions created, the procedure outlined below is to be applied. Further detail about the process from both an employer's and a SP's perspective is at Appendix 1 and Appendix 2.

11. **Post Mapping Boards.** Where Army restructuring work results in a change of rank, role, workforce type, location and/or job description; a Post Mapping Board will be convened to consider each post. Guidance on boarding is in the Career Management Manual. Assurance will be provided by the APC.

   a. **Responsibility for Convening Boards.** Responsibility for convening the Post Mapping Boards rests with the relevant HLB.

   b. **Mapping Criteria.** In determining whether posts map seamlessly[217] across, the following factors will be considered:

      (1) **Position Person Category (PPC).** A change in the PPC (for example, UKP, UKB, Army Reserve, FTRS(HC), and so forth) will result in a decision of the post not mapping.

      (2) **Rank.** A change in rank will result in a decision of the post not mapping.

      (3) **Role.** A change in role will result in a decision of the post not mapping.

      (4) **Location.** A change in barracks will constitute a change in location. Where it is deemed a post continues but the location changes, the incumbent is to be offered the opportunity to continue in their post in the new location.

      (5) **Job Description.** In deciding whether the job description of the old and new post is directly comparable, the Board will take into account the job

[217] Where there is no gap in liability or service.

description of both the old and new posts. Additionally, the Board can call the Chain of Command and invite SMEs in that functional area to give evidence to assist in reaching a determination. As a guide, if 90% or above of the core functions are comparable, that post will be assumed to have mapped across.

12. **Informing Affected SP.** Each HLB is responsible for ensuring that all SP within their command are aware their post is under review. Prior to the Post Mapping Board each individual will receive a letter from their Chain of Command informing them that their post is under review and will result in either selection or non-selection for early termination with PCS. All SP are to make a declaration (Appendix 3) confirming their willingness/unwillingness to move location should they be selected.

13. **Selection Board.** Where more than one post maps into a single post in the new structure, a Selection Board is to be convened to determine which incumbent(s) are given notice of early termination with PCS. Responsibility for these Selection Boards rests with the APC.

14. **Assurance.** The first level of assurance will be provided by Board Secretaries (irrespective of whether they are at the APC or from the Chain of Command), APC Res Br, FTRS Wing and finally MS' Assurance Section in the APC. If required a further level of Assurance can be provided on MS by the Army Inspector (AI) who acts on behalf of CGS. Each of these levels is empowered to ensure that the appropriate practice is followed.

15. **Records.** In order to enable full assurance a full record of all Board documentation will be retained by Board Secretaries. In addition to the Board documentation required under the Career Management Manual, copies of any declarations from individuals indicating their willingness or unwillingness to move location should be forwarded for assurance. Board Convening Orders will be submitted to MS Assurance (via APC Res Br, FTRS Wing) at least 1 week before a board commences. On conclusion of the Board, the results are to be sent to APC Res Br, FTRS Wing for ratification together with post mapping documentation and any declarations from individuals indicating their willingness or unwillingness to move location, including the record of the reasons why the decisions were made.

16. – 19. Reserved.

Eligibility

20. **Disciplinary and Administrative Action.** Pending or outstanding discipline/administrative proceedings will not disqualify otherwise eligible SP from being boarded. Administrative action and/or disciplinary proceedings may be brought against SP dismissed or retired with PCS as described below:

a. **Disciplinary Action.** Charges must be brought within 6 months of leaving the Service for a Service Offence committed whilst in Service unless the Attorney General's permission is sought to hear it later. Moreover, individuals may face Summary Hearing for Reserve Forces Act offences in accordance with Section 52 of the **Armed Forces Act 2006 (AFA 2006)**.

b. **Administrative Proceedings.** All SP whose posts discontinue in the future structure may still have major administrative action taken against them under **AGAI 67 (Administrative Action)** within 3 years' of having left Reserve Service if it is deemed within the interest of the Service. The officer holding the case file at the

time of notification is responsible for determining whether pursuit of administrative action is within the interest of the Service.

21. **Voluntary Early Termination of Commitment.** A SP may terminate an FTRS commitment before expiry of the stated period, including after the issuing of early termination with PCS. Applications for termination normally give a minimum of 6 months' notice and will normally be accepted unless the employing unit can indicate an overriding operational imperative. Where arbitration is required, APC Res Br FTRS is to liaise with Org Branch, Army HQ to determine the way forward. Early termination of a commitment, where requested by the SP, will result in the loss of PCS.

22. – 29. Reserved

Notification of the Boards Findings

30. **Notification.** All SP whose posts have been boarded will be informed by the Chain of Command through Notification Officers within the Chain of Command. The Chain of Command is to acknowledge that SP have been formally notified of the Board outcome back to the APC. SP are also required to return a separate acknowledgement slip to the APC, which is to be retained for audit purposes. Notification of SP on FTRS is not to be initiated until after the Mapping Board RODs have been assured by the APC. It is imperative that SP are not informed of the possible outcome or actual outcome of a Post Mapping or Selection Board outside of this process. Notification Officers are to ensure individuals are fully briefed on FTRS TACOS including PCS and the Reserves Assignment Opportunities List (SERVE).

31. **Sources of Advice.** Routinely, no direct contact will be made with SP affected by restructuring by Pers Policy (A). Unit HR Admin and unit Career Managers will provide first line support to SP for all Matters concerning the boarding process. Further support can be received from the APC FTRS helpdesk (94561 3116).

32. **Notice Period.** Those serving on a FTRS commitment are to receive a minimum of 7 months' notice of early termination. If a SP on FTRS is notified of early termination before the 7 month period of notice has begun, then they are considered to be a Preferred Candidate only for the duration of the final 7 months of their period of notice. If there are less than 7 months until the end of their commitment, their commitment will not be extended to provide a 7 month notice but the SP is to be granted 7 months of PCS but will not be remunerated beyond the term of their commitment.

33. **JPA Action.** If a SP is to be terminated then APC Res Br FTRS will issue a letter to each SP concerned confirming their FTRS status and update their JPA record and FTRS file(s) as necessary.

34. **Service Complaint.** Any SP who considers themselves wronged by the FTRS selection process may, in accordance with s334 of the **Armed Forces Act 2006 (AFA 2006)**, submit a Service Complaint. The procedures for submitting a valid Service Complaint are detailed in **JSP 831**.

35. – 39. Reserved.

Preferred Candidate Status (PCS)

40. **Restructuring.** When units or formations plan to move location or change structure, FTRS personnel should be given at least seven months' notice by the employing unit. The

SP will then confirm their intent to move location, change role or terminate the FTRS commitment. If the Army or SP choose to terminate the FTRS commitment, the Army will assist in finding alternative FTRS employment by making the SP a Preferred Candidate.

41. **Disbandment.** When a unit is to disband, FTRS personnel should be given at least seven months' notice by the employing unit. The Army will assist in finding alternative FTRS employment by making the SP a Preferred Candidate.

42. **Process.** PCS is granted as soon as notice is given and lasts for the duration of the seven month period of notice.

a. The needs of the Service have priority and there is no guarantee of specific assignments or locations being offered. Should it not be possible to find an alternative post, the FTRS Commitment will be terminated with no entitlement to any compensation.

b. Preferred Candidates may apply for any FTRS post for which they are qualified. FTRS(LC/HC)(RSG) Officers may apply for FTRS(HC) posts.

c. Candidates will be considered by the employing unit ahead of any other applicants of their substantive rank. If deemed suitable, they will be offered the appointment. SP will only be considered unsuitable if they are unable to fulfil the specific requirements of the job description. If a candidate is deemed unsuitable, the CO must write to APC FTRS Section stating why the candidate is unsuitable.

d. Where there is more than one Preferred Candidate, all should be graded and the most suitable candidate selected.

e. When selected, the candidate is to be issued a new commitment with an EED at the end of their previous commitment or as advertised for the new post, whichever is later. FTRS(LC/HC)(RSG)officers appointed to FTRS (HC) posts retain their current ToS until their existing EED, and move to FTRS(HC) terms if the post endures beyond that. All new EEDs remain bounded by the current Army Reserve EED or NRA.

43. **Discipline.** PCS is not offered where a commitment is terminated due to disciplinary or administrative action. SP subject to ongoing discipline or administrative action, or medical fitness review may be considered a Preferred Candidate with authority from Pers Policy (A).

44. – 49. Reserved.

Appendices:

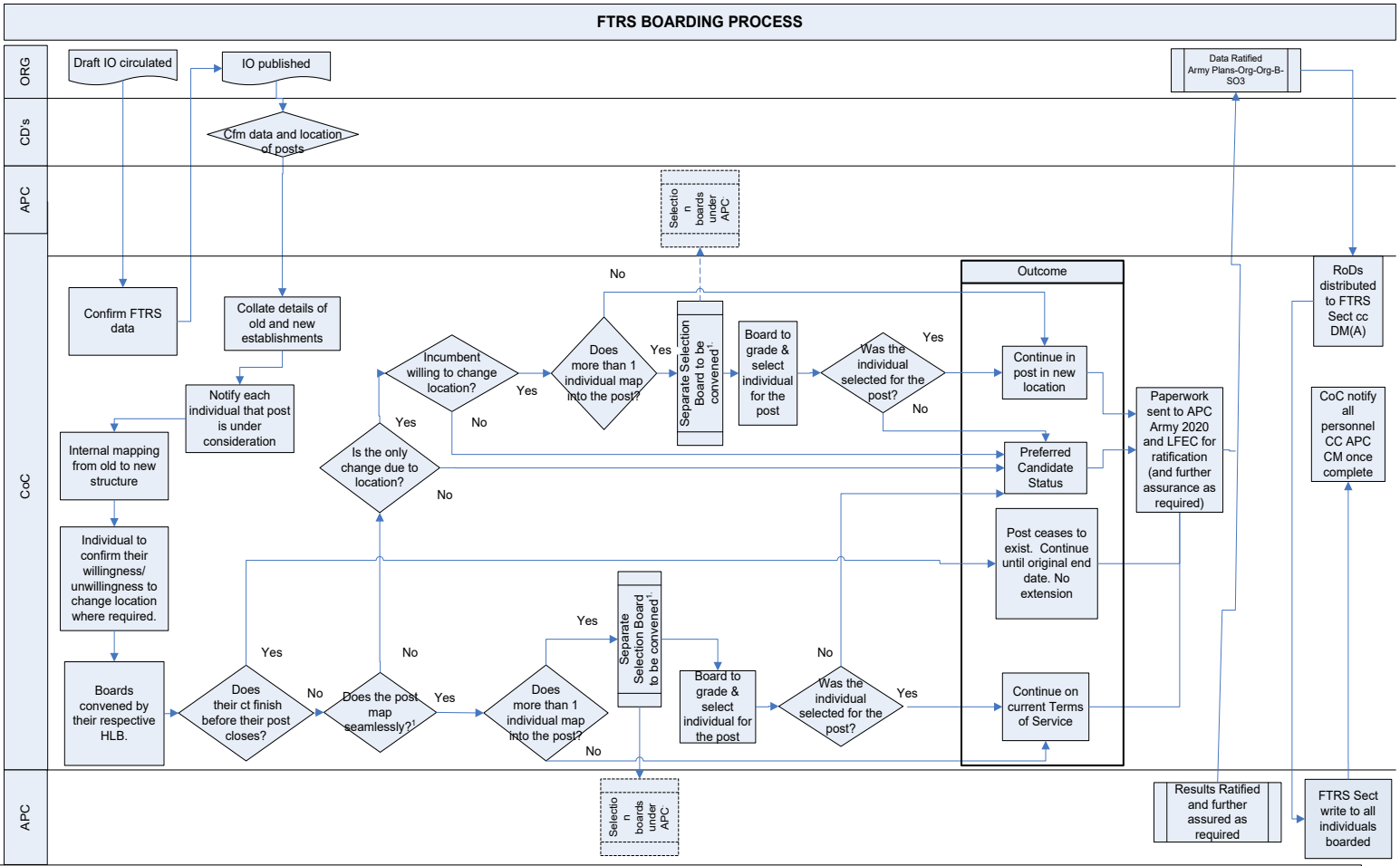
Appendix 1 – Flow chart for Mapping Board process.

Appendix 2 – Flow chart to describe the process for SP on FTRS.

Appendix 3 – Declaration of willingness/unwillingness to move to a new location.

APPENDIX 1 TO ANNEX A TO CHAPTER 3 TO PART 3

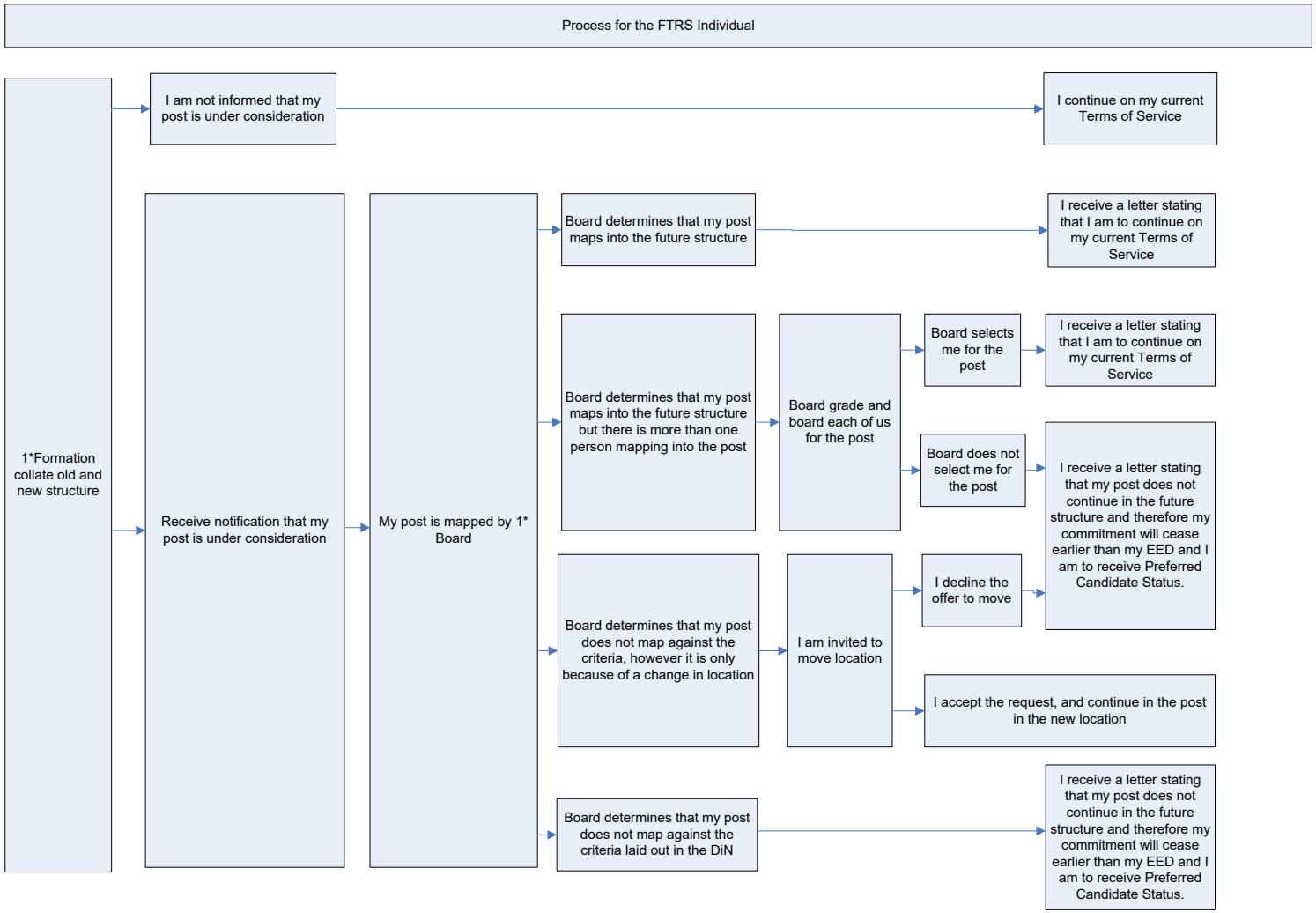
FLOW CHART FOR MAPPING BOARD PROCESS



1. Mapping – A post does not map if there is a change in any one, or all of the following; Position Person Category, rank, location (Barrack), role or job specification (less than 90%). To be seamless there can be no break in liability or service.

APPENDIX 2 TO ANNEX A TO CHAPTER 3 TO PART 3

FLOW CHART TO DESCRIBE THE PROCESS FOR SP ON FTRS



APPENDIX 3 TO ANNEX A TO CHAPTER 3 TO PART 3

DECLARATION OF WILLINGNESS / UNWILLINGNESS TO CHANGE LOCATION

To CoC

I (Name)…….(Rank)……..(Number)……

Unit…….

SLIM PID……

Declare that I am / am not willing to re-locate with my post and wish to be considered for the appointment by the Board.

Signature……

Intentionally blank

CHAPTER 4

ADDITIONAL DUTIES COMMITMENT (ADC)

General

03.04.001. Reference. Reserve Forces Act 1996, Sect 25.

03.04.002. The ADC Concept. Where there is a Service need, members of the Reserve Forces may voluntarily undertake intermittent or part-time employment under an ADC. The SP commits to attend for duty on days or part-days each week at a nominated place of duty. Once a commitment is agreed, ADC attendance is mandatory and failure to attend for duty is an offence. SP may only undertake one ADC at a time. ADC may not be used on deployed operations.

03.04.003. Purpose of ADC. To enable an Army Reservist to carry out additional duties which are relevant to the officer's or soldier's appointment but are beyond their mandatory training obligation. An ADC may also be used for the following purposes:

a. **Secondary Duties.** Where an Army Reservist carries out additional duties that are not specific to a SP's post or parent Army Reserve unit.

b. **WF substitution.** Where an Army Reservist is authorised to fill vacant position within the structure either in their parent unit or elsewhere.

c. **Stand-alone short term employment.** To employ an Army Reservist held in the ARRG, or a Regular Reservist, for a specified period of time to undertake a time bounded project.

03.04.004. Workforce Costs. The costs of ADCs are borne by the employing unit or task sponsor and charged to that UIN. The use of ADC requires budgetary authority in accordance with TLB financial instructions. An authorised funding certificate[218] is to be provided by the ADC employing unit with a justification. ADC funding must be in place for the full length of the ADC before an ADC task is advertised.

03.04.005. Employment Law. Although the Services are not subject to all aspects of UK and European Employment law, the ADC regulations mirror civilian employment legislation as closely as Service conditions permit and place obligations on the Army as an employer. Consideration must be given to whether FTRS RC is more appropriate.

03.04.006 – 03.04.009. Reserved.

Duration

03.04.010. RSD Limits. The minimum commitment for ADC is one day (or part days that aggregate to one day) per week for a minimum of four weeks. Activity is capped at

[218] Army Form E 20057.

180 days [219], which includes all entitled leave and any other voluntary training commitments. Those who hold a bounty earning Army Reserve appointment may undertake up to an additional 27 RSDs to qualify for their bounty and in such cases the cumulative limit on RSDs is 207.

03.04.011. Tenure. The length of commitment is to be by mutual agreement of the applicant, the employing unit or organisation, and the Authorizing Officer. ADC commitments for WF substitution or stand-alone short-term employment may be granted for up to 24 months subject to funding being available for the full commitment. Additional extensions of up to 24 months are to advertised on the SERVE.

03.04.012 – 03.04.019. Reserved.

Eligibility

03.04.020. Eligible SP. ADCs are available to members of the Army Reserve or Regular Reserve who meet the following conditions:

a. **Medical.** Applicants must be medically and dentally fit to the standard required for the ADC post and must not require routine medical PULHHEEMS assessment.

b. **End Engagement Date (EED).** Army Reserve SP must have an EED at or later than the end of the ADC. Employment on ADC is not a consideration when applying for re-engagement or extension. Regular Reserve SP must ensure that their Regular Reserve liability ends at or later than the end of the ADC, noting that voluntary RARO service is not normally granted to a candidate who exceeds the age of 60 (RLFR 02.02.020).

c. **Sponsored Reserves.** Sponsored Reserves may take on an ADC if their civilian employer agrees in writing.

d. **High Readiness Reserve (HRR).** SPs may take on an ADC whilst holding an HRR liability, if this is agreed between the ADC employing unit and the HRR unit.

03.04.021. Ineligible SP.

a. **Full-Time Service.** ADCs are not available to Regular SPs, or Reserve SPs serving on FTRS, NRPS or mobilised service.

b. **Transitional Members.** Transitional members of the Army Reserve are not eligible for ADCs. Such SP must voluntarily transfer to **RFA 96** (DRA 14) prior to starting an ADC.

03.04.022. Civilian Commitments. SP must ensure that their normal civilian employment or educational commitments will permit the specified duties on the days and at the times agreed.

---

[219] The 180 RSD limit has been agreed by MoDLA in consultation with HRMC, this limit ensures that SP's do not fall into a full time employment bracket to mitigate against breach of the Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000.

03.04.023 – 03.04.029. Reserved.

Selection

03.04.030. Trawls. Opportunities that may endure for more than 24 months should be placed on SERVE.

03.04.031. Advertisement. The advertisement is to include the following information:

a. Employing unit.

b. Job title.

c. Job description including all duties.

d. The location of the post.

e. The period of the ADC showing start and finish dates for each period of duty.

f. Details of the work commitment. This must state the days of the week and, for periods of less than one working day, the start and finish time for each day.

g. Medical standards required.

h. Rank, qualifications and competencies required for the post.

i. Details of any special training to be undertaken before taking up the post, and if appropriate, whether attendance at such training carries any return of service.

j. Closing date for applications.

03.04.032. Application. Applicants are to apply for ADC on Army Form E 20048, ensuring the application reaches the ADC employing unit before the closing date.

03.04.033. Selection and Appointment. The ADC employing unit will board candidates for positions at Lt Col and below. Selections for ADC at Col and above are made by the relevant APC General Staff appointment board. The ADC is then authorised[219] at the following level:

a. Lt Col and above: APC CM Desk.

b. Maj: 1-star HQ.

c. Capt and below, and ORs: Unit CO.

Once authorised, the commitment[220] will be issued and must be signed by the SP and the Authorised Officer before taking up an appointment.

03.04.034 – 03.04.039. Reserved.

---

[220] Army Form E 20049.

Training

03.04.040. Induction Training. There is no requirement for an SP on ADC to be inducted through MRTC. SP must conduct the WIP requirements of the employing unit.

03.04.041. Specialist Training. ADC employment should not usually require specialist training. Any specific training required to ensure that a SP can perform their primary ADC duties safely and effectively is to be provided or arranged by the ADC employer. Where such training makes the SP liable for a return of Service, the SP to be informed before signing the ADC Commitment.

03.04.042. ITRs. Any ITRs completed on an ADC are to be recorded on ODR and copied to the parent unit (if different). This action will prevent duplication of training in the parent and ADC employing units if they are different.

03.04.043 – 03.04.049. Reserved.

Employment

03.04.050. General. Employment will usually be in a role that is compatible with:

a. The rank and capabilities of the officer, or,

b. The rank, CEG, classification, qualifications, and experience of the soldier.

03.04.051. Concurrent Duties. Duties carried out on an ADC are additional to any other obligations a SP has as a member of the Reserves, such as HRR liability, mandatory training and VTOD. If there is a conflict, ADC duties have precedence. During the course of the week a SP on ADC could also be employed on:

a. A training night and / or a training weekend.

b. A day or part day VTOD.

03.04.052. Overseas Employment. SP are permitted to enter into an ADC for service overseas in non-operational theatres.

03.04.053. Employment in Northern Ireland. SPs are permitted to enter into an ADC for non-operational tasks in Northern Ireland. SPs who are not resident in Northern Ireland may apply for ADC, and will be considered on a case by case basis by HQ 38 Bde. HQ 38 Bde G2 will provide security advice.

03.04.054. On Call Status. If an ADC SP is required to be on call during specified dates and times, then this is to count as paid working time on ADC.

03.04.055. Flexible Working (Non-Standard Working Hours). Flexible working arrangements allow SPs to have a degree of freedom when attempting to balance their work and personal life. Maintaining a balance between personal life and Service commitments is a contributory factor in recruitment, retention and the overall effectiveness

of the Armed Forces. Any SP on the trained strength of the Regular or Reserve Forces may apply to their CO to work flexibly[221].

03.04.056 – 03.04.059. Reserved.

Logistics

03.04.060. Clothing and Equipment. There is no entitlement to additional clothing or equipment solely on the basis of ADC employment. If the nature of the role requires additional clothing or equipment, it is to be provided.

03.04.061. Accommodation.

a. **Service Living Accommodation (SLA).** SP on ADC are not entitled to SSA, but may occupy surplus accommodation at entitled rates. Occupation of SLA by SP on ADC must not result in any other SP being placed in SSSA. For the purpose of assessing an individual's liability to accommodation charges, members of the Army Reserve are regarded as having permission to live out at a Residence at Work Address (RWA) at the duty station[222].

b. **Service Family Accommodation (SFA).** SPs employed on ADC duties are not entitled to SFA.

03.04.062 – 03.04.069. Reserved.

Pay and Pensions

03.04.070. Pay Documentation[223]. Once the commitment has received budgetary authority and has been set up on JPA the SP will receive an additional JPA record and dash number (for example, 31234567-2). Under RAPS the contract will be set up on JPA and a Specified Task Activity will be created for the SP in CHURCHILL to record attendance on RAPs. The SP is also to complete a separate Individual Attendance Register which details the CHRCHILL activity code and the dash number for the ADC. Pay is uploaded following the instructions in the JPA BPG. Any Leave taken under the terms of ADC is to be recorded on the Attendance Register as paid leave.

03.04.071. Rate of Pay[224]. SPs on ADC duties are to be paid the normal Army Reserve rate of pay for the rank of the post. SPs on ADC in a lower rank to their substantive rank are to be paid at the highest rate applicable to their CEG in the lower rank.

03.04.072. Bounty. Army Reserve SPs on ADC may only earn bounty if they have a PTVR appointment and undertake obligatory training under Section 22 of RFA 96 as a result. There is no entitlement to more than one bounty. Regular Reserve SPs on ADC are not eligible to earn a bounty.

---

221 JSP 760.
222 JSP 464.
223 JSP 501; UAM
224 JSP 754.

03.04.073. Annual Continuous Training (ACT). ADC service does not normally count as ACT, however may be considered in some circumstances. Such circumstances include deployment or attachments on UK or overseas Exercises or tasks in excess of 16 days, or attendance on UK or overseas courses in excess of 16 days. Authority to class such activity as ACT rests with the CO of the parent Army Reserve unit.

03.04.074. Reckonable Service. Periods of ADC count as reckonable service for pay purposes. Paid days include working days, paid leave days, paid stand down days and paid public holidays.

03.04.075. Unit Personnel Administration. SPs are to be administered by the employing unit for all pay and documentation Matters relating to the ADC. The new JPA contract and assignment are in addition to the existing Army Reserve JPA contract and assignment.

03.04.076. Allowances. SPs serving on ADC are entitled to allowances[225].

03.04.077. Pensions. ADC service is reckonable for pension purposes in the Armed Forces Pension Scheme 15 (AFPS 15). Qualifying service may be aggregated with periods of FTRS or mobilised service. ADC service cannot be aggregated with former Regular service under either AFPS 75 or AFPS 05.

03.04.078. Impact on Pension and Early Departure Payment (EDP). SPs in receipt of an Immediate Pension from AFPS 75 or Pension from AFPS 05 are liable to have that pension abated on re-employment within the Services. SP in receipt of an AFPS 05 EDP will have their annual EDP income suspended, that is to say, abated by 100% for the duration of the ADC contract. Unit RAOs must ensure that any SP considering an ADC, are aware of the impact on pension, Service Capital Payment or EDP. It is a unit's responsibility to inform the Pensions department when a SP is due to commence an ADC. A copy of the authorised commitment paperwork is to be sent to: DBSJPACReservePensions@afpaa.r.mil.uk. Once received, DBS will abate the pension or suspend the EDP as appropriate and then restore the Pension or restart the EDP when the ADC ends. The service person also has a responsibility to inform their unit where the EDP has continued to be paid in order for action to be taken.

03.04.079 – 03.04.089. Reserved.

Leave

03.04.090. Individual Leave Allowance. SPs on ADC are granted leave[226]. Leave is accrued at the rate of three days leave for every 26 working days completed. Leave is not normally taken until the first three weeks of the Commitment have passed.

03.04.091. Public Holidays. SP on ADC are eligible to be paid for a proportion of the public holidays and stand downs granted[227]. With every 26 paid duty days, there is an entitlement to one day of public holiday or stand down.

---

[225] JSP 752.
[226] JSP 760.
[227] JSP 760.

03.04.092. Carry Forward of Leave. Leave may be carried forward under the normal rules from one leave year to the next if the period of ADC permits. Any leave not taken within the ADC period cannot be carried forward into a new ADC and there is no compensation for leave not taken by the end of the ADC.

03.04.093. Career Intermissions. SP on ADC are not entitled to Career Intermissions. They may apply exceptionally for Special Unpaid Leave[228].

03.04.094 – 03.04.099. Reserved.

Medical and Dental

03.04.100. General. SPs serving on ADC are not entitled to routine Service medical and dental care. All ADC SPs should be registered with a civilian GP. In cases of emergency at the place of duty, ADC SPs may be treated by Service medical or dental staff.

03.04.101. Attributable Injuries. If an attributable injury occurs during a period of ADC duty, the SP may be entitled to service benefits. The ADC employing unit is to initiate the appropriate administrative actions[229].

03.04.102. Death in Service. If a SP serving on ADC dies while on military duty, they are to be treated as any other SP[230].

03.04.103. Sick Leave. If a period of sickness is for less than seven calendar days and the SP has self-certified, SPs are to comply with the ADC employing unit's Standing Orders. SP on ADC who are granted sick leave are entitled to be paid for those certified days or part days when they would otherwise have been on duty.

03.04.104. Maternity. Pregnant SPs on ADC are to be granted the same entitlements as Regular SP for the days they would have been committed to work[231]. As an example, one day per week ADC would entitle the SP to one day's pay per week for the first 26 weeks or the end of the commitment, whichever comes first. Maternity does not alter the last day of ADC. ADCs must not be terminated on grounds of pregnancy.

03.04.105 – 03.04.109. Reserved.

Changes to an ADC

03.04.110 – 03.04.111. Reserved.

03.04.112. Changes to Other Reserve Commitments. Once employed on ADC, other Reserve commitments (such as HRR) may be entered into with the written approval of the parent and ADC employing units.

---

[228] JSP 760.
[229] JSP 754.
[230] JSP 751, Vol 2.
[231] JSP 754.

03.04.113 – 03.04.119. Reserved.

Career Management

03.04.120. General. ADC is not a career in itself. Army Reserve careers and promotion are based on normal Army Reserve service.

03.04.121. Annual Reports. SP engaged in an established position will gain a single report in any Reporting period, in line with JSP 757, Pt 2, Vol 2. SP engaged on a stand-alone ADC outwith an established position, will be reported on in line with JSP 757, Pt 2, Vol 2 and will not in any case reckon for promotion.

03.04.122. ADC Below Substantive Rank. SP on an ADC retain their substantive rank. If a SP is appointed to an ADC in a lower rank, they are to be paid at the lower rank when undertaking duties related to the ADC. They may continue to wear their substantive rank if they have another Active List assignment in that rank. The ADC chain of command is to manage any command impacts.

03.04.123. Acting Rank and SUPA[232]**.** Acting rank may be authorised if the SP also holds acting rank in their main Army Reserve Active List assignment. Acting rank is not permissible if the ADC is the SPs only assignment. SUPA may be authorised if acting rank is not permitted or appropriate.

03.04.124. Substantive Promotion. Substantive promotion in an ADC can only follow substantive promotion in the SP's main Army Reserve Active List assignment, and then only if the ADC PID permits. If the ADC does not allow for substantive promotion, then **para 03.04.122** applies.

03.04.125. Career Development. The responsibility for career management of ADC SPs rests with the parent Army Reserve unit. Employing officers are to allow ADC employed Officers and Soldiers the opportunity to attend career and other courses if applicable.

03.04.126 – 03.04.129. Reserved.

Mobilisation

03.04.130. SPs on ADC remain liable for call out but they must revoke their commitment if they request and are selected to undertake any other form of committed service or volunteer to be called out into permanent service.

03.04.131. Exceptional Circumstances. Where an urgent operational requirement cannot be met by Regular SP or a member of the active Army Reserve, or if there is a requirement for a SQEP which can only be generated from within the Army Reserve, a SP employed on an ADC could be in scope. However, a case would need to be made through Fd Army LOC (Land Operations Command) to Army WF Policy to grant an exceptional authority to select and mobilise a SP under RFA 96 Section 56 who is being employed in

[232] JSP 754.

an ADC. As for any trawl, the gap would need to be managed locally. On demobilisation there are two possible courses of action:

a. If the SP is demobilised before the original end of the ADC the SP should complete the unexpired portion of that ADC, up to the original end date.

b. If the SP is demobilised after the original end of the ADC the SP should be offered a new ADC in the same or a similar post to the ADC before mobilisation. In principle the SP is to be treated as if the Reserve Forces (Safeguard of Employment) Act 1985 applies, with the Army as a former employer. If a SP wishes to take this option in a unit other than the parent Army Reserve unit they are to apply in writing to APC Res Br by the third Monday after the last day of permanent service.

03.04.132 – 03.04.139. Reserved.

Ending a commitment

03.04.140. Conclusion of an ADC. On completion of the specified period of ADC the SP will revert to their former status as a member of the Reserves.

03.04.141. Revocation by an Authorised Officer. An ADC may be revoked before the start or during employment by written notice from the Authorised Officer. If a commitment is revoked it is treated as if it were never made. Reasons for revocation may include establishment changes and changes to unit tasks.

a. **ADCs up to 12 months.** Once started, an ADC for up to and including 12 months may be revoked at any time with 30 calendar days' notice by the Authorised Officer who must inform APC Res Br, once complete. APC will then include the revocation onto the CM notes within JPA.

b. **ADCs over 12 months.** Once started, an ADC for over 12 months may be revoked at any time with 90 calendar days' notice by the Authorised Officer who must inform APC Res Br, once complete. APC will then include the revocation onto the CM notes within JPA.

03.04.142. Revocation through Disciplinary Action. If disciplinary or administrative action prevent the SP conducting their full ADC duties, the commitment may be revoked.

03.04.143. Revocation by Mutual Consent. Any ADC may be terminated by mutual consent.

03.04.144. Revocation by the SP. The SP employed on ADC may revoke the commitment subject to the following notice periods:

a. **ADCs up to 12 months.** Once started, an ADC for up to and including 12 months may be revoked at any time with 30 calendar days' notice by the SP.

b. **ADCs over 12 months.** Once started, an ADC for over 12 months may be revoked at any time with 90 calendar days' notice by the SP.

03.04.145. Resettlement. ADC carries no entitlement to any resettlement provision.

03.04.146. Terminal Leave. One day's Terminal Leave is to be granted for every 21 days worked up to a maximum of 7 days. Terminal leave must be taken within the final 30 days of an ADC. Terminal leave cannot be carried forward into the next Training Year.

03.04.147. Outstanding Leave. All leave earned on an ADC must be taken within the ADC. Any leave remaining untaken at the end of an ADC will be forfeit.

03.04.148 – 03.04.159. Reserved.

Miscellaneous Provisions

03.04.160. Discipline. SPs on ADC are subject to Service Law during each day or part day that they are carrying out ADC duties. While attending for duty on an ADC, the CO is the CO of the ADC employing unit.

03.04.161. Compulsory Drugs Testing. SPs on ADC are liable to compulsory drug testing.

03.04.162. Electoral Register. SPs on ADC are not entitled to register as Service Voters.

03.04.163. Jury Service. SPs are not automatically excused jury service. To claim exemption, the SP is to apply through their CO.

03.04.164. Welfare Support. SPs on ADC are entitled to the same level of welfare support as any other non-deployed SPs.

03.04.165 – 03.04.169. Reserved.

Contacts

03.04.170. The following points of contact are available to give advice in their subject areas:

a. Terms of Service. Pers Policy (A) – SO2 Pol Res Pol. 94393 6724.

b. Financial Conditions of Service. JPAC Enquiry Centre. 94560 3600 (civil 0800 083600).

c. Processing of Regular Res Applications. APC FTRS Helpdesk. 0800 389 6585.

d. Reserve Liability. APC Reserves Helpdesk. 94561 8777 or 8810.

PART 4 – RECALL

CHAPTER 1

RECALL FOR SERVICE

Reference

04.01.001. The Reserve Forces Act 1996.

04.01.002. The Reserve Forces Act 1980.

04.01.003 – 04.01.009. Reserved.

Recall

04.01.010. Personnel subject to recall will have completed their military service and/or any compulsory and/or voluntary reserve commitment. Cadet Adult Volunteers (CAV) may be subject to recall as a result of previous Regular and/or Reserve service, but not as a result of their duties as a CAV.

04.01.011. His Majesty may make an order authorising the recall of officers and former soldiers[233]:

a. If it appears to His Majesty that national danger is imminent or that a great emergency has arisen; or:

b. In the event of an actual or apprehended attack on the United Kingdom.

04.01.012. Officers and former soldiers liable for recall begin their recall liability on the day following their discharge from the Regular Army, the Army Reserve, the Regular Reserve, or any other Reserve Force.

04.01.013. Col Res Br, APC, is the CO for all officers and former soldiers subject to recall.

04.01.014 – 04.01.019. Reserved.

Mobilisation

04.01.020. Regulations for mobilisation are contained in **JSP 753**.

04.01.021 – 04.01.029. Reserved.

---

[233] RFA 96, Sect 68.

Reporting

04.01.030. Basic Information. Officers and former soldiers who are subject to recall are responsible for ensuring that the APC has the correct basic information, in order to be able to recall personnel for service. The information required is:

a. **Contact Details.** Current name, address and telephone number. Changes to any of this information are to be sent to the APC Res Br within 14 days of the change.

b. **Medical Fitness.** If a person believes they have become medically unfit for military service and will remain so for three months, they must inform Col Res Br, APC immediately. They must also inform Col Res Br, APC immediately if they regain fitness.

c. **Residence Overseas.** If a person intends to be resident overseas for more than 3 months, they are to inform Col Res Br, APC before departure. They must also inform Col Res Br, APC when they return to permanent residence in the UK.

04.01.031. Additional Information. APC may contact officers and former soldiers who are subject to recall to verify information held on record. Persons contacted for this information must reply within 14 days. The information that may be requested is:

a. Name, home address and telephone number.

b. Personal Status Category (PstatCat).

c. Current occupation, work address and telephone number.

d. Details of any current professional or technical qualifications, certificates or licenses.

e. Medical information.

04.01.032. Penalties. Failure to supply the information in paras 04.01.030 to 04.01.031 may have the following consequences:

a. A person who fails without reasonable excuse to supply the relevant information is guilty of an offence and liable on summary conviction to a fine not exceeding level 3 on the standard scale.

b. A person who knowingly or recklessly makes a false statement when giving such information, is guilty of an offence and liable on summary conviction to a fine not exceeding level 3 on the standard scale; and to a fine not exceeding level 4 on the standard scale or to imprisonment for a term not exceeding 3 months (or both).

04.01.033 – 04.01.039. Reserved.

Training

04.01.040. Those subject to recall have no training obligation.

04.01.041 – 04.01.049. Reserved.

Rank

04.01.050. Officers and former soldiers subject to Recall are to commence their permanent service with the substantive rank they last held. If that rank was held at a time when substantive promotion was in abeyance, they may be granted a higher rank on entry into permanent service in accordance with any special instructions which may be issued by Head Pers Pol (Army).

04.01.051. Those recalled into service are to be subject to the normal Regular Army promotion rules in force at the time. If a recalled SP receives substantive promotion to a higher rank, they will retain that higher rank when released from permanent service[234].

04.01.052 – 04.01.059. Reserved.

Pay and Allowances

04.01.060. Officers and former soldiers recalled into permanent service are paid in accordance with **JSP 754**, and may claim allowances in accordance with **JSP 752**.

04.01.061. When recalled for and released from permanent service, SPs are eligible for travelling expenses to and from their home within the United Kingdom and Ireland[235].

04.01.062. Officers and former soldiers subject to recall who have notified the APC Res Br that they are permanently resident outside the UK, are entitled to a refund of travelling expenses back to UK if they are recalled for service. Officers and soldiers subject to recall who are temporarily abroad at the time of call out notice being issued are not entitled to travelling expenses outside the UK.

04.01.063 – 04.01.069. Reserved.

Clothing and Equipment

04.01.070. Officers and former soldiers subject to Recall who have previously served in RARO or the Regular Reserve and who hold Reserve Retention Scales (RRS) will not have that equipment withdrawn unless they apply for it to be handed in. Any such holding is purely voluntary and therefore any shortages will be made good, free of charge, on Mobilisation.

04.01.071 – 04.01.079. Reserved.

Discharge from Permanent Service

04.01.080. Those who are recalled are entitled to be discharged or retired from permanent service when:

a. Their services are no longer required; or

b. The recall order under which they are serving is revoked; or

---

[234] JSP 753.

[235] JSP 752; JSP 760.

c. Their current service under the recall order, aggregated with any permanent service under any call out or recall power in the 6 years before their current service began exceeds:

(1) 3 years; or

(2) 5 years if an order under Section 69(6) of **RFA 96** is in force.

04.01.081 – 04.01.089. Reserved.

Deferment of Discharge

04.01.090. Officers or former soldiers may agree to defer entitlement to discharge or retirement as described in **para 04.01.080** for up to 12 months at a time, so long as there is a recall order in force.

04.01.091 – 04.01.099. Reserved.

Release from Liability

04.01.100. No notification of termination of recall liability is required and there is no need for an officer or soldier subject to recall to personally report when their liability for recall ceases.

04.01.101 – 04.01.200. Reserved.

CHAPTER 2

OFFICERS

Liability for Recall

04.02.001. All officers who hold a Land Forces commission are liable for recall, for life. This includes all retired officers including those who have elected to retire rather than resign from the Army Reserve. Officers who have resigned their commission have no recall liability. Those officers who have their commission reinstated under the restorative action process do not automatically have a recall liability. They may request the Army Employment Board to impose such a liability as part of the decision to reinstate their commission.

04.02.002. Officers who have resigned their commission have no recall liability.

04.02.003. Hd Pers may in exceptional circumstances dismiss recall liability under the authority of **RFA96** Sect 73.

Exemption from Liability

04.02.004. Late Entry Officers of the Brigade of Gurkhas will have no liability for recall.

04.02.005. Col Res Br, APC, or an officer designated by them, are to use their discretion to make permanently non-effective an officer who, though liable for recall, is unsuitable for further service. Those considered unsuitable for recall service are to have their JPA record and AF A2026/AF B9999 updated. Unsuitability may be due to:

a. An officer graded medically as permanently unfit for army service[236]. An officer who is permanently resident outside the United Kingdom and its dependencies.

b. An officer who has been processed in accordance with **AGAI 55** as a conscientious objector.

c. An officer who is convicted of an offence that attracts a custodial sentence.

d. A person discharged with an unspent conviction[237].

04.02.006 – 04.02.100. Reserved.

---

[236] AGAI 78 Army Medical Employment Policy.

[237] Legal Aid Sentencing and Punishment of Offenders Act 2012.

Intentionally blank

CHAPTER 3

FORMER SOLDIERS

Liability for Recall

04.03.001. Soldiers enlisted before 1 April 1997, who have not elected to be liable for recall under **RFA 96**, are liable for recall up to the age of 45, except if:

a. They are women[238]; or:

b. They are a member of any Regular Service or Reserve Force[239]; or:

c. They have been granted a commission as an officer; or:

d. They are exempt on the grounds of[240]:

(1) Being a person in holy orders or a regular minister of any religious denomination;

or:

(2) Being under treatment for a mental disorder.

(3) Being blind or severely sight impaired.

04.03.002. Soldiers enlisted before 1 April 1997, who have elected to be liable for recall under **RFA 96** are liable for recall up to the age of 55, except if:

a. They are a member of any Regular Service or Reserve Force[241]; or:

b. They have since their discharge from the Regular Army enlisted in the Royal Navy, the Royal Marines or the Royal Air Force; or:

c. They have been granted a commission as an officer; or:

d. More than 18 years have elapsed since they were discharged or transferred to the Reserve from the Regular Army

04.03.003. Soldiers enlisted on or after 1 April 1997, are liable for recall up the age of 55, except if:

a. They are a member of any Regular Service or Reserve Force[242]; or:

---

238 Women soldiers enlisting before 1 April 1997 had no recall liability on enlistment.

239 The Army Reserve, the Regular Reserve, RARO or their Naval or RAF equivalents.

240 RFA 80, Schedule 2.

241 The Army Reserve, the Regular Reserve, RARO or their Naval or RAF equivalents.

242 The Army Reserve, the Regular Reserve, RARO or their Naval or RAF equivalents.

b. They have since their discharge from the Regular Army enlisted in the Royal Navy, the Royal Marines or the Royal Air Force; or:

c. They have been granted a commission as an officer; or:

d. When a soldier enlists or is commissioned into the forces of Australia, Canada or New Zealand; or

e. Soldiers discharged from the Brigade of Gurkhas; or

f. More than 18 years have elapsed since they were discharged or transferred to the Reserve from the Regular Army.

04.03.004. Soldiers leaving Regular Service under the provisions of **KR(Army)**, para 9.379 to 9.414 are all discharged, which means they do not become Regular Reservists. Such soldiers become subject to recall up to the ages shown in **para 04.03.001** to **04.03.003**, except if:

a. They have served in the Regular Army only on Home Service Full Time or Home Service Part Time engagements, or on Military Local Service Engagements; or:

b. They are a recruit who claims their statutory right to terminate their service under the provisions of the Army Terms of Service Regulations 2007; or:

c. They are a soldier under the age of 18 whose Regular Service is terminated prematurely for any reason; or:

d. They are a person in holy orders or a regular minister of any religious denomination; or:

e. They are a person with a medical category of MND(P) on or following discharge; or:

f. They are a person discharged with an unspent conviction[243].

04.03.005 – 04.03.009. Reserved.

Exemption from Liability

04.03.010. Soldiers enlisted onto a Short Service Engagement for the express purpose of being appointed to a commission, who fail to be appointed through no fault of their own and are granted a free discharge, will have no recall liability.

04.03.011. Col Res Br, APC, or an officer designated by them, are to use their discretion to make permanently non-effective a soldier who, though liable for recall, is unsuitable for further service. Those considered unsuitable for recall service are to have their JPA record and Army Form A2026 / Army Form B9999 updated. Unsuitability may be due to:

---

[243] Legal Aid Sentencing and Punishment of Offenders Act 2012.

a. A soldier discharged with disgrace or a soldier of such bad character as to be unsuitable for Army service.

b. A soldier graded medically as permanently unfit for army service[244].

c. An adult recruit or young soldier discharged as an unsatisfactory recruit under the provisions of **KR(Army)**, para 9.383.

d. A soldier who was prematurely discharged from Colour Service free on compassionate grounds.

e. A soldier who is permanently resident outside the United Kingdom and its dependencies.

f. A soldier who has been processed in accordance with **AGAI 55 (Retirement or Discharge on the grounds of Conscience)** as a conscientious objector.

g. A soldier who is convicted of an offence that attracts a custodial sentence.

h. A person discharged with an unspent conviction[245].

i. When recall liability results from restorative measures that qualify a previous discharge which was pursuant to a law which has now been abolished and is now considered unfair.

04.03.012. Hd Pers may in exceptional circumstances dismiss recall liability under the authority of **RFA96** Sect 73.

04.03.013 - 04.03.019. Reserved.

Reporting

04.03.020. Annual Reporting Letter. A postal reporting letter[246] will be sent to all former soldiers subject to recall on an annual basis until their recall liability ceases. Those who return the completed information within 14 days of receipt are entitled to a bounty payment[247].

04.03.021 – 04.03.100. Reserved.

---

[244] AGAI 78 ARMY MEDICAL EMPLOYMENT POLICY.

[245] Legal Aid Sentencing and Punishment of Offenders Act 2012.

[246] JPA Form C015.

[247] JSP 754, Ch 3, Sect 7.

Intentionally blank