ARMY

The Reserve Land Forces Regulations

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RESERVE LAND FORCES REGULATIONS

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 Territorial and Army Volunteer Regulations 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 will be revoked and broadly replaced by these 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.

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The Reserve Land Forces Regulations 2016

Made - - - -	*October 2016*
Laid before Parliament	*October 2016*
Coming into force - -	*1st December 2016*

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 and come into force on 1st December 2016.

Schedule to these Regulations

2. The Schedule to these Regulations has effect.

On behalf of the Defence Council

DCGS

October 2016

D Pers

October 2016 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(2) 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 done by the Defence Council.

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

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations 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.

Broadly speaking, these Regulations replace the Army Reserve Regulations 1978(**a**), the Regular Reserve Regulations 1997(**b**) and the Reserve Forces (Army) Regulations 1997(**c**), which are to be revoked by Her Majesty, by order signified under the hand of the Secretary of State (under section 4 of the Reserve Forces Act 1996 ("the 1996 Act")). Those revocations will take effect on the same day as these Regulations come into force.

The effect of section 4(4) of the 1996 Act is that these Regulations may be amended by Her 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) of that Act).

(**a**) The Army Reserve Regulations 1978 were brought into force by the Territorial and Army Volunteer Reserve (No. 3) Order 1978, which was made in July 1978 by Her Majesty, by order signified under the hand of the Secretary of State. Those Regulations were not made by statutory instrument. As originally made, the title of those Regulations was, "The Territorial and Army Volunteer Reserve Regulations 1978". That title was changed to "The Territorial Army Regulations 1978" following the coming into force of section 1(1) of the Reserve Forces Act 1982 (c. 14), which changed the name of the Army's volunteer reserve force from the Territorial and Army Volunteer Reserve to the Territorial Army. The title of those Regulations was then changed from "The Territorial Army Regulations 1978" to "The Army Reserve Regulations 1978" following the coming into force of section 44(2) of the Defence Reform Act 2014 (c. 20), which changed the name of the Army's volunteer reserve force from the Territorial Army to the Army Reserve. The 1978 Regulations were amended by 39 Amendment Orders (numbered Amendment 1 to Amendment 39 inclusive) made between 1978 and 2015 by Her Majesty, by order signified under the hand of the Secretary of State, in exercise of the powers conferred by section 11 of the Auxiliary Forces Act 1953 (1953 c. 50 (1 & 2 Eliz. 2)), section 62 of the Reserve Forces Act 1980 (c. 9) and section 4 of the Reserve Forces Act 1996, and of all other powers enabling Her Majesty in that behalf.

(**b**) The Regular Reserve Regulations 1997 were made by the Army Board of the Defence Council on 20th February 1997 in exercise of the powers conferred by section 4(2) of the Reserve Forces Act 1996. Regulations under section 4(2) of the 1996 Act are not made by statutory instrument.

(**c**) The Reserve Forces (Army) Regulations 1997 were made by the Army Board of the Defence Council on 20th February 1997 in exercise of the powers conferred by section 4(2) of the Reserve Forces Act 1996. Regulations under section 4(2) of the 1996 Act are not made by statutory instrument.

RESERVE LAND FORCES REGULATIONS

PREFACE

1. 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.

2. The Regulations for the Reserve Land Forces 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 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.

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

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

5. In line with departmental policy, these Regulations will only be available electronically on digital media with no central print run. Therefore, in order to avoid the time-consuming and expensive task of inserting new loose-leaf pages and destroying the old pages, these regulations will only be re-published digitally with the latest amendments shown in green text.

6. An outline of the areas updated since the introduction of amendment 39 to the Army Reserve Regulations 1978 and therefore covered for the first time on the introduction of these regulations, are covered in Part 1 of the schedule to the Reserve Land Forces Regulations as follows:

a. **Chapter 1. (Organisation, Command and Liability for Call-out).**

(1) Section 1 (Annex E/1).

(a) High Readiness Reserve access to Defence Dental Service (DDS) dental assessments.

b. **Chapter 2. (Training).**

(1) Section 1.

(a) Reservists are to be classed as Core Trained after completion of Phase 1 Training.

(2) Section 2.

(a) Annual Continuous Training may be aggregated in four continuous daily periods adding up to 16 days for Bounty qualification.

c. **Chapter 3. (Unit Command, Control and Administration).**

(1) Section 1.

(a) Flexible working (Non Standard Working Hours) available to FTRS and ADC Personnel.

(b) Service Arrangements for the Administration of Wills and Non Mobilised Reservists Off-Duty Deaths. Reservists may make use of the MOD Will Storage Facility whether mobilised or not.

(c) Employer Notification requirements.

(2) Section 2.

(a) Restrictions on Recruits and Trainees attending Annual Continuous Training (ACT).

(b) Restrictions on Recruits and Trainees attending overseas Exercises.

(3) Section 4.

(a) Reporting of Off-duty deaths of Non-Mobilised Reservists.

(4) Section 5 and Annex C/5.

(a) Cessation of Transitional arrangements of the award of Territorial Decoration and Territorial Efficiency Medal.

(b) Use of post nominals “VR”.

(5) Section 14.

(a) Conversion of Unposted Lists A and B to Army Reserve Reinforcement Group (ARRG).

d. **Chapter 4. (Terms of Service Officers).**

(1) Section 7.

(a) Command Appointments Regular and Reserve Units.

(2) Annex A/4.

(a) AMS Special Terms of Service.

(3) Annex C/4.

(a) Age limits.

e. **Chapter 5. (Terms of Service Soldiers).**

(1) Section 1.

(a) Adjustment of enlistment of Professionally Qualified Soldiers (PQS) up to Age 60.

(2) Section 2.

(a) Adjustment to Intelligence Corps Reserves – Recruiting.

f. **Chapter 10. (Full Time Reserve Service (FTRS)).**

(1) Section 1.

(a) Foreign and Commonwealth applicants for FTRS appointments who are subject to Home Office Immigration control. Clarification of Policy.

(2) Section 2.

(a) Clarification on the rules for Dual Employment of FTRS personnel.

(b) Cessation of Armed Forces Pension, FTRS employment and Substitution Pay (SUPA) assessment for pension.

(c) Changes to promotion rules within FTRS.

(d) Introduction of Flexible Working (non Standard Working Hours).

g. **Chapter 11. (Additional Duties Commitment (ADC)).**

(1) ADC personnel on exercise or detachment abroad, attachments with the Regular Army or on courses over 16 days may count that period as counting towards Bounty qualification.

(2) Introduction of Flexible Working.

h. Minor re-designations and editorial amendments to correct misprints and formatting.

7. Queries relating to these Regulations should be referred to:

a. For Terms of Service (ToS) issues: SO2 Res ToS, D Pers, Army HQ at: ArmyManning-Pol-Res-ToS-SO2@mod.uk

b. For Conditions of Service (CoS) issues: SO2 Res, D Pers, Army HQ at: ArmyPersCap-PersSvcs-ReservesSO2@mod.uk

c. For Publication issues and archived versions of these Regulations and the Regulations they supersede: SO2 Pubs, D Info, Army HQ at: ArmyInfo-IX-IM-Pubs-0Mailbox@mod.uk

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

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RESERVE LAND FORCES REGULATIONS

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PART 1 – THE ARMY RESERVE

CHAPTER 1

ORGANIZATION, COMMAND AND LIABILITY FOR CALL-OUT

SECTION 1 – ORGANIZATION

Designation

01.01.001. This part of the Reserve Land Forces Regulations supersedes the 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. With the implementation of the Army's Command and Control changes on 1 Nov 11; which stood down 2, 4 and 5 Divs and the creation of Sp Comd (now called Regional Comd) on 1 Apr 11 the new designation is Army Headquarters (Army HQ) throughout these regulations. Subordinate formation designation is unchanged except that Independent and Specialist units are now called Regional and National units respectively.

c. Career Management at the APC is delivered in a fully integrated environment across the Capability Directorate MS Branches. 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 Handbook, Part 3 (Reserves). This document is to be used as the principle 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 Handbook.

Composition of the Army Reserve

01.01.002. The force is raised under the Reserve Forces Act 1996. It consists of the following:

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), Defence Technical Undergraduate Scheme (DTUS), OTC Special Officers Pool, Engineer and Logistic Staff Corps, General Staff Corps (Reserves) and NRPS which have varying liabilities for call-out.

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. **The General List Army Reserve.** Unless appointed to a Group B unit, the NRPS, CCF or ACF, such officers will normally have Group A liabilities. (See para 01.04.002).

e. **Army Reserve Reinforcement Group (ARRG).** Officers transferred to the ARRG remain in the Army Reserve Group in which they were previously serving. (See para 01.04.106).

f. 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 – 01.01.002e.

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.

01.01.004. Peacetime Service. In peacetime, Reservists are required to carry out such annual training as is laid down in 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 mobilization obligation of Groups A, B and C in the Army Reserve are covered at Section 3 and Annex H to this Chapter. In addition, individuals may volunteer to undertake other forms of service, additional duties or training as outlined below.

01.01.005. Other Forms of Service.

a. **High Readiness Reserve (HRR).** The purpose of the HRR for the Army is to provide Army Reserve and Regular Reservists, mobilized at short notice, to make good career employment group (CEG) shortfalls in the Regular Army for operational deployments. Additionally HRR can be utilized to generate military capability in support of the Regular Army, in key areas such as support to UK Ops. Members of Group A may apply to fill vacancies in the HRR which will be published periodically. Details of special terms and conditions of service are at Annex E/1. Members of Group C will not be eligible to volunteer for the HRR. (See para 16 of Appx 3 to Annex A/4).

b. **Full Time Reserve Service (FTRS).** The purpose of FTRS for the Army is to allow members of Army Reserve Groups A and B to voluntarily apply for full time service for an agreed period, without having to be discharged from the Army Reserve. FTRS is currently used in place of the Short Service Volunteer Commission (SSVC), (see Army Commissioning Regulations 2009, Part 39) and Special S Type engagement which, although currently obsolete, are retained for future use. Members of Group C may only volunteer for FTRS if the conditions at para 5 of Annex J/1 are fulfilled. Members of the Regular Reserve may volunteer for FTRS. Updated administrative arrangements and manning constraints are published periodically in Defence Instructions and Notices (DINs). Conditions of Service are as laid down in the authoritative JSPs.

c. **Additional Duties Commitments.** The purpose of Additional Duties Commitments for the Army is to allow Army Reservists from Groups A and B and members of the Regular Reserve to voluntarily apply to fill short term vacancies in UK based Army Reserve units, or Regular Fmn HQs. Employment is for an agreed period on a part time basis. Details are at Chapter 11. Sponsored Reservists may only enter such commitments if the provisions of para 5 of Annex J/1 have been fulfilled.

d. **Voluntary Additional Training and/or Duties.** In addition to fulfilling their normal training obligations, all Reservist personnel and members of the Regular Reserve may with the agreement of their unit commanding officer, undertake additional voluntary training, or perform additional voluntary duties, either at their own request or in response to a request made by or on behalf of their commanding officer. Such training and duties are to be categorized as shown at Annex B/2, and fall within the same rules for pay, procedures and

bounty as are laid down for normal training. Sponsored Reserve personnel volunteering for such training or duties are first to seek the agreement of their employer in writing unless these duties are to be carried out in the employee's own free time. Detailed instructions are at paras 01.02.250 – 01.02.262 of Section 5 to Chapter 2.

e. **Sponsored Reserves (SR).** Details of terms and conditions of service for the SR are at Annex J/1 and Annex K/5.

f. **Non Regular Permanent Staff.** The purpose of Non Regular Permanent Service is to allow members of the Army Reserve Group A and members of the Regular Reserve to voluntarily apply for full time service in Army Reserve units for an agreed period, without having to be discharged from the Army Reserve. Details are in Chapter 6.

01.01.006. 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 RFA80 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 E20015.

(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 01.01.006a(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 H/1.

Reserve Forces' and Cadets' Associations

01.01.007.

a. The Reserve Forces' and Cadets' Associations (RFCAs) are constituted under the Reserve Forces Act 1996, for the purposes of the organization and administration of Her Majesty's Army Reserve.

b. RFCAs are established for regions of the United Kingdom (consisting of one or more metropolitan boroughs and counties) as determined by the Defence Council.

c. It is the duty of each Association to ascertain the military resources and capabilities of the area for which it is established and to render advice to the Defence Council through the Council of RFCAs and to the appropriate chain of command Command/Functional Bde Commander as designated by Army HQ.

d. The Associations are thus an essential link between the military authorities and the civilian community in their regions. A list of the Associations is given in Annex A to the RFCA Regulations 2009.

e. The constitution, composition and appointments of the Associations are given in RFCA Regulations 2009 paras 1.4 - 1.10.

01.01.008. Reserved.

Raising of New Units in Location of Existing Units

01.01.009. 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 Army HQ.

01.01.010. Reserved.

01.01.011. The authority for raising new units, sanctioning the expenditure involved, and changing the location of a unit is the Ministry of Defence, Directorate of the General Staff (DGS).

Manpower Controls

01.01.012. Overbearing within Army Reserve units is not permitted except in support of Army HQ directed restructuring. DM(A) will issue specific guidance when appropriate to support Army Reserve restructuring.

01.01.013 – 01.01.020. Reserved.

SECTION 2 - COMMAND OF THE ARMY RESERVE

General

01.01.021. The general principles of command and the responsibilities of commanders in the United Kingdom are laid down in QR(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

01.01.022. All Army Reserve units have an OPCOM and OPCON Chain of Command (CofC). 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, eg property management and civil engagement.

01.01.023. Any changes to the principles outlined in paras 01.01.022 - 01.01.025 to vary the command responsibilities for the Army Reserve are promulgated in CLF Directive.

01.01.024. The Commanding Officer 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.

01.01.025. Reserved.

Special to Arm Advisers

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

01.01.027 – 01.01.031. Reserved.

Command, Rank and Precedence

01.01.032.

a. The rules for command within the Army Reserve are the same as for the Regular Army and are laid down in QR(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 QR(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

01.01.033.

a. An officer of the Army Reserve who transfers to another unit or from the General List to a regiment or corps retains his 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 he held in his rank when last serving in the TA or TAVR.

c. A captain of the regular forces appointed adjutant of an Army Reserve unit is, for regimental purposes, to rank as senior captain in the unit to which he is 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.

01.01.034 – **01.01.040.** Reserved.

SECTION 3 - LIABILITIES AND PROCEDURE FOR CALL-OUT

Army Reserve Group A

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

a. If it appears to Her 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 Mobilized Service.** The Armed Forces Act 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 CM Ops Mob APC at the time the Reservist is nominated for call-out. This additional period of mobilization should not be confused with the consent given by a Reservist to an extension of up to twelve or six months when in permanent service.

Army Reserve Group B (less Transitional Members)

01.01.042. Individual members may be called out for full time service as in para 01.01.041a, providing that they can meet the mobilization criteria of a trained soldier and are over the age limit of 18 years.

01.01.043.

a. Members of the Non Regular Permanent Staff (NRPS) may be called out for service as in para 01.01.041a 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 01.01.041b.

Groups A and B Transitional Members

01.01.044. Call-out liabilities of Groups A and B Transitional Members are explained at Annex H/1.

Special Cases

01.01.045.

a. **Cadet Force Officers.** Although these officers have a liability to call-out under the Reserve Forces Act 1996, or if they are Transitional Members, under the Reserve Forces Act 1980, they will not be called out by virtue of their appointment to the Army Reserve General List Section B and for service with the Cadet Forces. However, any such officers, who hold appointments in other Army Reserve Group A or B units or pools in addition to their Cadet Force duties may be called under that liability and which may take precedence over any ACF or CCF duties. Cadet Officers who have a Regular or Recall reserve liability can be called out or recalled for permanent service under that liability and in the relevant rank.

b. **Officer Cadets.** Officer Cadets serving with Group A units are eligible to be mobilized, at the discretion of their commanding officers and bearing in mind all the facts relevant to the individual case, before recommending an Officer Cadet for selection for call-out. All Officer Cadets must meet the mobilization criteria of a Phase 2 trained soldier.

c. **Age Limits for Mobilization.** Army Reserve Officers and Soldiers (and Regular Reservists) above the age of 55 and 50 respectively at the projected end of a period of mobilization will not normally be considered. Exceptions to this may be granted on the recommendation of LF ADOC and approval of SO1 MS Reserves. Any restrictions will normally be listed in the Force Generation Order.

Administration of Reservists Called Out for Operations

01.01.046. A Reservist cannot be mobilized nor issued with a Call-Out Notice to report to a Mobilization 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. JSP 753 provides the necessary guidance and understanding of how the Army's mobilization procedures and its regulations are to be measured and applied.

01.01.047- 01.01.048. Reserved.

01.01.049. Administration. On reporting to the designated Mobilization 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 mobilization 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 nine or twelve month period of mobilized service will include a deployment of up to six months, followed by recovery; decompression, demobilization 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 mobilized service period.

Transfer and Assignment on Call-Out

01.01.050. 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 authorized 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 back 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.

01.01.051. Reserved.

Demobilization

01.01.052. Members of the Army Reserve and Regular Reserves are to be recovered from operations through a formal demobilization process at the Mobilization Centre. Once demobilization 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)

01.01.053.

a. A member of the Army Reserve or Regular Reserve in permanent service under Section 52 RFA 96 may be required to serve until his current period of permanent service aggregated with any other such service in the previous six years amounts to a total of three years. This total of three years permanent service may be extended to five years by order of Her Majesty.

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

01.01.054.

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 his current period of permanent service aggregated with any other such service in the previous three years amounts to 12 months. This total of 12 months may be extended to two years by order of Her Majesty.

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

01.01.055.

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

b. A soldier will be entitled to be released from permanent service sooner if his current engagement expires and he has not re-engaged. However, this entitlement may be postponed for up to nine months.

01.01.055A. Additional Periods of Mobilized Service. The Armed Forces Act 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.

01.01.055B. Voluntary Extension to Period of Permanent Service. A Reservist when in permanent service (mobilized) may give their written agreement to consenting to an extension to the period of service for an additional period of up to six 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 Mobilization 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

01.01.056. 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 H/1.

Mobilization Terms and Conditions of Service and Safeguards

01.01.057. Terms and Conditions of Service. 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 Mobilization 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 mobilization call-out notice and instructions.

01.01.058. Reserved.

Mobilization - General Definitions

01.01.059. Ordinary Member. An ordinary member of the Army Reserve is a Reservists in a Gp A unit who is not in Gp B, C or is Sponsored Reservist and who has not joined the Army Reserve solely for the purpose of becoming a member of the Sponsored Reserves.

01.01.059A. Acceptance into Service. A reservist will be accepted into permanent service at the designated mobilization centre by an authorized officer who will assess suitability for permanent service, eg 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.

01.01.060. 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 authorize 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 mobilization 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 reports 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 demobilization date and includes any entitlement to leave etc.

Sponsored Reserves - Special Mobilization Conditions

01.01.061. Under the authority of Section 43 of the Reserve Forces Act 1996, 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 his 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).

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

01.01.063. 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 him to provide Sponsored Reservists.

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

01.01.065.

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 which 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 his employer's arrangement with MOD requires him to undertake work with another headquarters or unit.

01.01.066. 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

01.01.067. 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 nine months or for as long as he is needed, whichever is the shorter period.

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

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

Sponsored Reserves - Demobilization

01.01.070. 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 is reasonably practicable (see para 01.01.052). 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.

01.01.071. 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

01.01.072.

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 demobilization date being the last day of any such leave. Subject to the written permission of his commanding officer, 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

01.01.073. If a Sponsored Reserve is served with a Call-Out Notice and accepted into service before the period of notice given in his 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 his 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.

01.01.074 – **01.01.999.** Reserved.

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ANNEX A TO CHAPTER 1

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ANNEX B TO CHAPTER 1

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ANNEX C TO CHAPTER 1

MOBILIZATION - CLASSIFICATION AND ADMINISTRATION OF ARMY RESERVE PERSONNEL

(PARA 01.01.050 REFERS)

Aim

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

Trained Soldier

2. An Army Reservist is classed as a trained soldier when he has completed formal initial training and has attained his 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 DM(A), in consultation with Army HQ and A&SDs.

Fit For Role

3.

a. **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.

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

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

(2) **FFM (Advanced).** An officer or soldier who has completed all required elements of STA training, and has achieved a relevant employment qualification, and can be mobilized 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.

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

Augmentation and Contingent Component

4. 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 mobilization. Units are to record the attainment of

the classifications ‘Trained Soldier’ and ‘Fit For’ designation. This definition allows commanding officers a degree of flexibility but should not affect the assessment of pay bands or bounty.

Percentage Figures

5. Reserved.

Summary

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

ANNEX D TO CHAPTER 1

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ANNEX E TO CHAPTER 1

HIGH READINESS RESERVE (HRR)

(PARA 01.01.005a REFERS)

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 specific 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 one year from the date on which the HRR Agreement is signed.

2. **Availability.** HRR members will normally be at seven days notice to move, ie they could receive a Call-Out Notice at any time, and would be required to report to a Temporary Mobilization Centre seven days later, nine 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 also para 01.01.057) 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 Arm or Service director. 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 he is liable to serve on permanent service for a period not exceeding twelve months from the date he is confirmed as being mobilized (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 his period in the HRR is still liable to serve for up to twelve months permanent service.)

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

6. **Change of Employment.** If at any time during his period of HRR liability a member should change qualifying employment(s) he is to inform his commanding officer within seven days as laid down in Section 30 of the Act. The member's liabilities under Section 28 cease until:

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

b. his commanding officer has certified that he has seen the new Employer's Consent Form,

unless the HRR member was served with a Call-Out Notice before he submits his declaration of change of employment, or he is already in permanent service by virtue of his liabilities under Section 28, then his liabilities under Section 28 of the Act do not cease in the fashion described above.

7. **Definitions.** The following definitions reflect those used in Sections 29(4) and 37(1) of RFA 96:

a. **Authorized Person.** This means a person authorized by or in accordance with directions of the Defence Council for the purpose of Sections 29 and 30 of RFA 96. Under the terms of Reserve Forces (Army) Regulations 1997 the Defence Council has directed that Commander Home Command and any officer on his staff, and the commanding officer of any Army Reserve unit and officer authorized by him, in writing for the purpose, shall be an authorized officer.

b. **Call-Out Notice.** This means a notice under Section 32(1) RFA 96 calling out for permanent service a person who has entered into an HRR Agreement.

c. **Service.** This means permanent service when called out under Part IV of the Act.

d. **Qualifying Employment.** This means employment under a contract of service which normally involves employment for 14 or more hours in a week.

e. **New Qualifying Employment.** This can arise when:

(1) An HRR begins a qualifying employment with a person who was not already his employer,

or

(2) Where the hours for which he is employed by a person who has not previously been required to give consent to his current HRR Agreement, change so as to cause his employment by that person to become qualifying employment.

f. **HRR Agreement.** In these Regulations the term HRR Agreement is used for clarity in place of the term 'Special Agreement' as defined in Part IV RFA 96.

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

9. **Eligibility.**

a. All volunteers must be suitably qualified by rank, Career Employment Group, 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 55 or 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 PAP 10, Appendices 9 and 22.

d. Volunteers who are responsible for the care of dependants 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 his 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 mobilized service for a period of up to nine months should not create problems which would necessitate their premature demobilization. (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 CM Ops. This screening is to be achieved through the completion of Army Form AFE 20004.

10. **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 commanding officer if they are going to be absent from home for any period in excess of three 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.

11. **Pay.** Pay for training will be at normal Army Reserve rates. On mobilization pay will be at the appropriate Regular Army rate.

12. **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 one 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. Servicewomen 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 his 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.

13. **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 2016DIN01-069 and JSP 950.

Procedures for Joining the HRR

14. Applicants will be required to complete Army Form E 20004 as described below, 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.

15. **The Application Form.**

a. A person wishing to join the HRR is to complete Army Form E 20004 Part A of the application form. This requires him to show which vacancy in the HRR he seeks to fill, declare whether or not he is in qualifying employment and provide evidence of his civilian income as defined for RA purposes in The Reserve Forces (Call-Out and Recall) (Financial Assistance) Regulations 2005 – Statutory Instrument No 859 of 2005. He is also to state whether he wishes to transfer irrevocably to be liable to the provisions of the 1996 Act, or if in Gp B, if he is willing to elect to be liable for world-wide service if called out under Section 32(1) RFA 96.

b. If employed he is to declare the name(s) of his employer(s) and his employer(s) address(es).

c. In addition he is to certify that if he is responsible for dependants, his domestic obligations will not affect his HRR commitment, and undertake to inform his unit if he is to be absent from home for three or more days and give the unit details of his address(es) and contact telephone number(s).

d. Finally he must declare that the fully understands the liabilities which he will be undertaking if accepted into the HRR and undertake to report any change of personal circumstances likely to alter his availability for call-out.

e. Part B of the form is to certify that the applicant is medically and dentally fit and show the date of the last JMES grading and dental examinations.

f. Part C of the form consists of a Certificate from his commanding officer declaring:

(1) That the applicant is suitably qualified to assume the HRR position for which he has applied and that he meets the eligibility conditions laid down,

(2) The applicant's run out date, and confirmation that an application for re-engagement has been received and is recommended if applicable,

(3) If the applicant is a member of Gp B, that he has entered an agreement to be liable for world-wide service if he should be called out under Section 32(1) RFA 96,

or

(4) That he is not suitable for the reasons shown.

g. Part D of the form consists of a Certificate from the APC:

(1) Confirming that the applicant is suitable for the HRR employment he has applied for,

or

(2) That he is not suitable for the reasons shown.

On completion of Part D notification is to be sent to the applicant confirming whether or not he may become a member of the HRR.

16. **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 his qualifying employer(s) on Army Form E20005. The unit is to assist the applicant by providing him with such leaflets or other official HRR policy documents as are printed for this purpose, plus a draft copy of the Special Agreement applicable to him, and such leaflets or policy documents as are printed to explain the safeguards at Part VIII of RFA 96. (These documents should be accompanied by a letter of introduction from the unit commanding officer).

b. On receipt of the Army Form E20005 for each of his qualifying employments, the applicant is to return them to the unit with a declaration confirming details of his employment on Army Form 20006. The authorizing officer is then to carry out the procedures for making an HRR Agreement shown below.

Making the HRR Agreement

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

18. In accordance with Sections 29(2) and 29(3) RFA 96, the authorized 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,

he is to sign a certificate to that effect, on Army Form 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 world wide if called out under Section 32(1) RFA 96.

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

20. When the authorizing officer has signed the Certificate on Army Form E20007, the applicant is to sign the HRR Agreement on Army Form E20008 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.

21. 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 AF E20009 Change of Qualifying Employment Notification.

Action to be Taken on Entering New Qualifying Employment

22. If a person subject to an HRR Agreement enters into new qualifying employment, he is to declare the fact to his unit commanding officer, in writing, within seven days (Section 30(1) RFA 96). The declaration is to be made on Army Form E20009. Once this declaration has been made the person concerned cannot be called out or required to undertake any HRR training, unless and until his new employer has given his written consent to that person's continued HRR commitment on Army Form AF E20005. 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.

23. On receipt of the Change of Qualifying Employment Notification Form, the commanding officer 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 commanding officer 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.

24. 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

25. An individual may, with the agreement of CM Ops Mob APC, 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

26.

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 three 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 E20010. If the individual wishes to withdraw his notice to terminate the HRR Agreement he is to make his application to do so on Army Form 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 his 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 his 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 he can take corrective action.

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

28. 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

29. 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 him. 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).

30. 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 seven 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

31. The schemes for payments to the individual and his 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 etc.) Regulations 1997 (see also para 01.01.057).

32. However, because an individual has volunteered to become an HRR and his 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 commanding officer as soon as they occur.

Other Safeguards

33. 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

34. 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 he is accepted into service under Section 33(1) RFA 96.

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

Release from Permanent Service

35. 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. His services are no longer required, or

b. He has completed the period of service specified in his HRR Agreement as the maximum period of permanent service he 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.

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

Proceedings for Offences Committed before Discharge

37. 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 two months after:

a. The time at which the offence becomes known to his commanding officer, or

b. The time at which the individual is apprehended.

See also Armed Forces Act 2011 (AFA 11) Sect 62 and for other offences Sects 55 - 61.

Date of Acceptance into Permanent Service

38. 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 he had been accepted into service at an earlier date than that on which he was actually accepted. These provisions also apply to the HRR.

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ANNEX F TO CHAPTER 1

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ANNEX G TO CHAPTER 1

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ANNEX H TO CHAPTER 1

LIABILITIES OF THE TRANSITIONAL CLASSES OF THE ARMY RESERVE

(PARA 01.01.006 REFERS)

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 Her Majesty under Section 52(1)(a) of the 1996 Act is in force. This replaces the former requirement for a Queen'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 Her 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 Queen'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 Her Majesty made under Section 51(1)(a) of the Reserve Forces Act 1996 is in force, that is when it appears to Her 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 he belongs, 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 he is no longer required, ie there is no time bar on the length of permanent service expected of him.

8. **Soldiers.** A soldier called out under these powers may be required to serve until he is either no longer required or until he reaches the end of his 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, he may be required to prolong his service for up to 12 months after he 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, ie 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 he is no longer required, ie there is no time bar on the length of permanent service expected of him.

11. **Soldiers.** A soldier called out under these powers may be required to serve until he is either no longer required or until he reaches the end of his 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 his current engagement (see Section 13(3) Reserve Forces Act 1980), but he may be required to continue in permanent service beyond the end of his 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 one year for one period not exceeding 16 days, and such other periods as are prescribed in these regulations for his Group, Arm, Corps, unit or employment category, none of which shall exceed 36 hours without his 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, he must elect to cease to be a Transitional Member (see para 01.01.006.

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, eg 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, ie 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 01.01.006).

17. 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 – 01.01.073. Special terms and conditions of service for officers and soldiers are covered in Annex J/1 and Annex K/5 (soldiers).

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ANNEX J TO CHAPTER 1

SPONSORED RESERVES - DEFINITIONS, RESTRICTIONS, AGREEMENTS AND CONSENT FORMS

(PARAS 01.01.005, 01.01.062, 01.01.068 AND 01.01.069, AND ANNEX K/5 REFER)

Section 1 - 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 Authorized 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 authorized 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 a MOD Department on his behalf, is referred to in these regulations as the principal employer. (See Annexes A/4 and K/5). This is to distinguish between him 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 K/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 his 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 arrangement will normally be the Army Reserve HQ 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 - Mobilization 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, ie 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 his consent he may undertake training provided it is relevant to his future liabilities as a member of the Sponsored Reserve, and his employer's consent has been obtained in writing if such training would require his absence from his normal place of civilian work at a time when he would normally be required to be there.

c. Detailed procedures for provisional commissions (SR) and special enlistment are shown para 8 of Annex K/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, his 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 E20016.

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 E20012. 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 authorized person, who is to certify as laid down in PART B of the agreement that the individual is fully aware of his terms and conditions of service, and that his employer's consent has been given to his becoming a Sponsored Reservist. Before witnessing the agreement, the authorized person is to satisfy himself 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 his personal records held by APC CM Ops, and a copy is to be sent to his employer, or if self employed to the person to whom he is under contract to provide services which require him 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 CM Ops 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 CM Ops.

12. Detailed procedures for officers and soldiers are defined Annex K/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 his current engagement amended to a four year engagement effective from the date of transfer.

14. **Nationality.** As laid down in paras 01.04.011 and 01.05.037.

15. **Age Limits.**

a. **Minimum Age.** As laid down in paras 01.04.013 and 01.05.021.

b. **Maximum Age.** 55 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 his 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 01.03.021, when in pursuance of arrangements between his 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 commanding officers of any absences abroad before they occur, and they are to inform their commanding officers 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 his position of authority in his civilian employment. However, this rank need not be made substantive until he has 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 he is 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 also 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 is to be classified as defined at Annex B/2 and 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 he is under contract to provide services which require him 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 him to be absent from his civilian place of work at a time when he would otherwise be required to be there (see also para 01.02.037).

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 also para 5 of this Annex.)

Pensions and Disability Allowance

25. Sponsored Reservists and their dependants 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 mobilized for permanent service are eligible to participate in the pensions options, as defined in the Army Pensions Warrant.

Mobilization and Demobilization

27. Regulations governing the special provisions for the mobilization of the Sponsored Reserve are laid down at paras 01.01.061 – 01.01.073.

28. Notices and Forms covering call-out, acceptance and non-acceptance into permanent service, and confirmation of demobilization 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 his commission when his liabilities as a Sponsored Reservist for training and call-out cease unless:

a. He applies for and is accepted for service as an ordinary member in Group A or B, or

b. He has outstanding liabilities in Groups A or B or the Army Regular Reserve (RARO). On return to Groups A or B, or RARO, he is 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 he not become a Sponsored Reservist. (See also paras 40d - voluntary reversion in rank and 44 - 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 para 01.05.191b endorsed “Sponsored Reserve Contract ended”.

30. **Soldiers.**

a. A soldier is to be discharged when his liabilities as a Sponsored Reservist for training and call-out cease unless he applies for and is 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 he is 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 his former primary military employment, or because his former primary employment has been abolished or the qualifying requirements have been changed.

b. If he has outstanding liabilities in the Army Reserve he is to be discharged under para 01.05.196 and reinstated in his former rank if service in Group C required voluntary reversion in rank. Otherwise he is to be discharged under para 01.05.191b endorsed “Sponsored Reserve Contract ended” unless the discharge is at his 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 he not become a Sponsored Reservist. (See also paras 40d - voluntary reversion in rank and 44 - retention of Transitional Member status.)

31. In the event that an individual’s Sponsored Reserve liabilities cease for any reason, his duties and liabilities, unless he has transferred to Group A or B, are only to be those essential to effect his resignation, retirement or discharge, unless he is 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 he is under contract, is to be informed if the performance of these duties will in any way affect his civilian work.

32. When an officer’s resignation, retirement, termination of commission, or a soldier’s discharge is effected, his 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 CM Ops.

33. Detailed procedures for officers and soldiers are Annex K/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 his liabilities to be called out and to fulfil his training obligations as a Sponsored Reservist is to be made in writing to his unit commanding officer. His notice is to state that he has informed his employer of his intention, or if self-employed, has informed the person to whom he is under contract to provide services as a Sponsored Reservist. His employer is to be informed without delay.

35. A Sponsored Reservist may not give such notice if he has been called out for permanent service (see also 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 three 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 three months, and not normally less than one 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 he is under contract as a Sponsored Reservist, and to the unit commanding officer. (See also paras 29 - 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 authorized 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, eg 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 K/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 para 01.04.102 or Section 5 to Chapter 5 if they have the relevant qualifications for the Corps concerned. In cases where an individual has no suitable previous military experience, he may be required to revert in rank on transfer and attend such training applicable to his new appointment as is deemed necessary. On transfer he will be covered by the terms and conditions of service applicable to his 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 three 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 his 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 he has discussed his transfer from Group C with his employer and is fully aware of the consequences in respect of his 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 his liabilities are due to cease.)

d. Reversion in Rank. When a transfer requires a soldier to revert in rank, he is to sign a certificate which is to be countersigned by the commanding officer, stating that the reversion is voluntary as laid down in QR(Army), para 9.176. Officers are to submit a letter to their commanding officer certifying that the reversion in rank is voluntary. In all instances the original letter or certificate is to be forwarded to APC CM Ops 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 K/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 CM Ops 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, eg a Sponsored Reservist who has earned a fourth year bounty in Group C, will on transfer to Group A or B, start on his fifth bounty earning year.

Where Sponsored Reserve service does not qualify as service for the TD or TEM, 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 his former service in accordance with Section 42(3) RFA 96 because his 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 he was not liable to call-out under Section 11 RFA 80 as a transitional member, he 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 his obligations under the MOD Arrangement if he is not aware of any changes to his 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 his 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, eg 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, ie 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 his 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 his civilian place of work.

g. Any change in a Sponsored Reservist's personal circumstances which is unlikely to result in cessation of his liabilities as a Sponsored Reservist, eg 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). Because such call-out will not normally be preceded by a trawl for volunteers,

responsibility for warning employers must rest with the APC who in turn must be given adequate warning by PJHQ or Army HQ (G3 O&D), as appropriate. It is essential that the headquarters responsible for operational planning and roulement informs the APC so that employers can make plans to provide replacements.

i. Prior warning of any proposals to invite Sponsored Reservists called out for permanent service to extend their period of permanent service. (See also paras 01.01.064 and 01.01.065).

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

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

Section 2 - Recovery of Military Fines, Forfeitures and Stoppages

(The Regulations in paras 48-55 are effective as from 1 Jan 99)

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 QR(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 he 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 PS2(A) 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 QR(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 CM Ops by signal, including the detailed method of recovery.

e. Colonel PPPA is to review the award of fines as laid down in QR(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 he is unable to pay the award in a single payment, PPPA is to calculate the rate of recovery as laid down in QR(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 commanding officer is to warn the offender that if full payment or incremental payments (as appropriate) is not made or resumed within seven days, proceedings may be initiated for recovery through his employer. If payment is not made within seven days, the commanding officer 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.

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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 his training obligations within the training year, although in exceptional circumstances an extension may be authorized in accordance with para 01.02.008. (See JSP 754, Chapter 4, 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 Capability Director. (See also paras 01.02.031 and 01.02.081a.)

b. Non-Continuous Training (NCT) days or, in the case of OTC personnel, ¼ training days.

Liability

01.02.004. There is a legal obligation under the Reserve Forces Acts 1980 and 1996, and regulations thereunder, 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.

Authorization

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 B/2. The commanding officer of an Army Reserve Regional unit or commander CRHQ may authorize 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 – 01.02.094.

01.02.006. The authority of HQ Fd Army is required by units under their command for all training outside the United Kingdom.

01.02.007. The commanding officer of a Regional unit and commander CRHQ may authorize continuous training up to 28 days. The authority of the Div Commander is required for periods up to 56 days. Periods in excess of 56 days may only be authorized by HQ Fd Army and applications must reach Army HQ a minimum of 42 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 his AT 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 his enlistment, the commanding officer or commander CRHQ may grant an extension up to 30 April for the training bounty. A further extension up to 30 June may be authorized 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 be granted on the authority of Army Training Branch (ATB), to personnel who have been mobilized. Extension is not to be authorized 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 Two Successive Years.** This is only to be granted on the authority of the Div Commander.

c. **Exemption.** A Div Commander may in exceptional circumstances authorize exemption from completion of the statutory training requirement for one year when extension has not been authorized 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 his bounty earning training obligations, or on the last day of the authorized extended period, whichever is the earlier. All subsequent training attended is to count towards the next training year.

Officer Training

01.02.009.

a. On completion of the probationary period of service, as defined in paras 01.04.063 – 01.04.066, every officer should be capable of commanding a platoon or troop.

b. Officers commissioned as second lieutenants or as lieutenants (ex Regular or Army Reserve warrant officers), or as captains (RAMC medical officers, RAVC veterinary officers and RADC dental officers and AGC(ALS) legal officers), are required to obtain a satisfactory report before their commission may be confirmed (see para 01.04.063). If possible during this year the officer should attend both unit ACT and his special to arm or service young officers' course. Where this is not possible commanding officers are to seek guidance from the appropriate Head of Capability (HOC) in order to decide which is to take priority. In order

to make the required 'satisfactory report' a commanding officer is to satisfy himself that the probationary officer has:

(1) Attended the special to arm or service course and successfully commanded soldiers during weekend training.

or

(2) Satisfactorily attended ACT.

c. 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 paras 01.02.011a and 01.02.032 – 01.02.034 unless expressly excused by the commanding officer or commander Army Reserve/CRHQ.

d. The training of officers holding General List B commissions for service with the cadet forces is laid down in the appropriate cadet force regulations.

01.02.009A. Potential Officers. Confirmed Applicants who are not enlisted into the Army Reserve may participate in Phae 1 (-) training. COs are to ensure that the provisions of JSP 898 are fulfilled and ARTD Phase 1 (-) Training Guidance is met.

01.02.010. Commanding Officer's Responsibility. Commanding officers 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. The phases of initial training are:

(1) Phase 1(-) - Applicant pre-Attestation activity. Low level (unpaid) training in Army Reserve Centres.

(2) Phase 0 - Post Attestation Recruit activity. Low risk training (paid) and conducted within Army Reserve Centre prior to individual commencing formal training at an ATU.

(3) Phase 1A – 1st period of formal recruit training at an ATU.

(4) Phase 1B – 2nd period of formal recruit training at an ATR.

(5) Post Phase 1 - Trainee pre Phase 2 training.

(6) Phase 2 - Phase 2 Trainee. Training towards becoming a Trained Soldier.

b. Recruits are to complete their initial training as soon as possible after enlistment. This consists of Common Military Syllabus (Reserve) CMS (R) Phase 1A, modularised or consolidated, and Phase 1B, consolidated. Ideally Phase 1 training should be completed in the first year of training and Phase 2 training in the second year of service.

c. A Reservist is to be classed as a core trained after completion of Phase 1 CMS (R). The Reservist becomes trade qualified when formal initial training (Phases 1 and 2) have been completed and a first career employment qualification has been attained.

d. A recruit may not be mobilised. A Core trained Reservist remains a trainee until they have completed Phase 2 Special to Arm training, However, such individuals may be mobilised in support of UK Operations. They may not be mobilised in support of UK Operations overseas.

e. A recruit is eligible for bounty at the end of his first part training year on successful completion of all parts of Phase 1 CMS(R).

Further information may be obtained from JSP 898.

01.02.012. Commanding officers are to ensure that trainees complete initial training to trade qualified standard as soon as possible after enlistment and preferably within 12 months from completing CMS (R).

Effect of Former Service

01.02.013. Recruits with former whole time service of 12 months or more in the Royal Navy, Army, Royal Marines or Royal Air Force, or former service of two years or more in any of the reserve or auxiliary forces of these Services, may, at the discretion of the commanding officer or commander Army Reserve/CRHQ, be considered as trade qualified (see also paras 01.05.051 – 01.05.055). Time bars apply, after which individuals must be re-assessed or retrain. ATB will issue appropriate instructions.

Training Attachments

01.02.014.

a. An officer or soldier of the Army Reserve may carry out, with the agreement of both commanding officers, the whole or part of his 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 Div or Command/Functional Bde 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 one year may be attached for training to any British Regular Army unit stationed in that country, or, with his consent, to a Commonwealth force or the force of a NATO ally. The period of training is not to exceed the extent of his annual training requirement. Attachments (except for Army Reserve attachments to Regular Army exercises for which see sub-para f) must be authorized by Army HQ Fd Army and Army HQ Army International Branch 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 one year action is to be taken in accordance with paras 01.03.021e and 01.04.168. Applications for attachment to a NATO or Commonwealth Army are to comply with the provisions of LFSO 1226. 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 authorized 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) Man training 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 Army Training Branch (ATB).

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 GS International Reserves, SO1. 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 eight hours or more provided there is a vacancy for an officer of his 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 authorized 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 Div 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 sub-units, 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. Commanding officers are to ensure that individual C-1 training activities comply with the instructions laid down by the Army HQ, ATB.

d. Units are to maintain attendance records for all unpaid training in accordance with instructions laid down by the Army HQ Army Pers Admin. Category C-1 training will be counted towards qualification for bounty.

Military Annual Training Tests (MATTs)

01.02.017. Reserve MATTs. MATTs are to be carried out in accordance with direction issued by Army HQ, ATB and are to be completed at Level 2. This will qualify Reservists for their Annual Certificate of Efficiency. HRR personnel, Reserve personnel serving in Regular deployable units and Reserve personnel warned for operations will complete MATTs at Level 1. MATT 2 policy is set out in Army Fitness Policy published by ATB and includes policy on those 50 years of age and over.

Exceptions are:

a. Reserve Bands are to complete MATT 2 at Level 3, 2 x PFA plus MATTs 6 and 7 at Level 3.

b. FTRS HC, FTRS HC(RSG) and LC are to complete MATTs at Level 3. FTRS (HC) RSGare not required to complete MATT 2.

c. FTRS(FC) are to complete MATTs to the same standard expected of a Regular officer or soldier in their unit. Commanding officers may determine if their Reserve personnel should complete MATTs to a higher level ahead of a period of training, an OTX or support to Defence Engagement.

In order to support Army Readiness requirements, a 12 month ‘rolling’ currency for MATTs has been introduced from 1 Apr 15 (See also 2016DIN07-053).

Parachute Descents

01.02.018. The regulations concerning parachute descents other than forced descents are laid down in QR (Army), para J5.834.

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. (See para 7 of Annex A/4 and para 01.05.061).

b. Extra man training days are allocated to parachute roled 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 roled appointment.

01.02.020. Reserved.

Re-engagement, Training Eligibility

01.02.021. A soldier who has applied for re-engagement (see para 01.05.008), but whose current period of service has expired before his re-engagement is finally approved, may be permitted to continue training pending approval of the re-engagement. He is not to be allowed to continue training after APC CM Ops has informed the commanding officer of the unit that his application has not been accepted (see also paras 01.05.141 – 01.05.150, 01.07.019 and 01.08.022).

End of Service

01.02.022. A soldier whose term of service will expire during ACT and who does not wish to re-engage may, at the discretion of the commanding officer, be excused from attending such training if he so wishes.

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 01.03.005).

Battlefield Study

01.02.024. Properly organized battlefield study cleared at Command/Functional Bde level or above may be classed as Category A training.

Allocation of Man Training Days

01.02.025. The allocation of man training days is explained at Annex C/2.

Training Records

01.02.026.

a. **General.** Formal records are to be maintained for all attendance at training or other duties on Army Reserve Attendance Registers in accordance with instructions laid down by Army HQ. These documents form the start point of the audit trail and are to be retained in accordance with instructions laid down by MOD. (See also paras 01.02.061-01.02.066 and Appx 3-6 of Annex G/2).

b. **Test Results.** Some training activities such as MATTs are carried out during training but cannot be recorded on the Attendance Register. Units are to ensure that proper records are maintained to show all personnel attending such tests, individual upgrading tests or other activities which affect an individual's entitlement to bounty, pay banding or classification, and the results. MATT2 (Fitness Tests) are to be recorded on FISS, as per Army Fitness Policy issued by ATB. MATTs results are also to be recorded on BLENHEIM or other systems as directed. Where an Army form is not printed specifically to record any of these tests, the unit or sub-unit is to record results against a nominal role maintained by the person conducting the tests. The nominal role is to be headed to identify the activity, date and place and is to be certified by the conducting officer, WO or NCO on completion of training. The records are

to be retained by the unit or sub-unit for audit purposes, and the results are to be transferred to individual training records and where appropriate pay or record of service documents.

01.02.027 – 01.02.030. Reserved.

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 continuous training:

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

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

Sixteen (16) days will continue to be the maximum period of ACT required by the Army Reserve, however commanding officers may split ACT into two periods of not less than 8 days.

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

(1) a reduced camp (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.

The aggregated periods of alternative forms of continuous training must total eight 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 Camp may exceed 36 hours without an individual's consent (RFA 96, Section 22(1)(b)).

Assured Training

01.02.031A. In generating collective capability, develop specialist Reservist skills and deliver 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 commanding officer 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. Commanding Officers must specify 10 military training events for the Regional Reserve units and 5 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:** 7 out of 10 Assured Training events.

b. **National unit:** 3 out of 5 Assured Training events.

Commanding Officers may authorise qualification for training bounty where an individual attends less than 7 events (Regional) or 3 (National) in exceptional circumstances, but not more often than one year in 5.

Forecast of Assured Training

01.02.031D. The training programme, including specified Assured Training events, should be published at least 6 months in advance. An Assured Training event can include ACT and NCT (including a training weekend or an individual MTD 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 ContinuousTraining

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. RLC/EFI Staff (Group C).

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

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

e. Army Reserve Group C personnel.

f. Personnel authorized to carry out the lower training commitment, see para 01.02.036.

Recruits are to complete continuous recruit training as laid down by ATB (see para 01.02.011a).

01.02.033. Military Annual Training Tests (MATTs). MATTs are to be completed by all members of the Army Reserve (in accordance with MATTs policy issued by ATB except for:

a. Engineer and Logistic Staff Corps RE (see paras 01.02.034 and 01.02.043).

b. RLC/EFI Staff (see para 01.02.034).

c. Chaplains (see paras 01.02.034 and 01.02.049).

d. Officer Cadets of the Held Strength (Unpaid) category (see para 01.02.034).

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 ATB 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 as defined in Annex B/2. 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 paras 01.02.040 – 01.02.056.

Additional Continuous Training

01.02.035.

a. In certain individual cases Commanding Officers 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 ARTD School or at a Defence Training Establishment (including Army Training Units (ATUs), an attachment authorized under para 01.02.014, voluntary extra duties as defined in Section 5 of this chapter, a course authorized under para 01.02.098d, or circumstances under which a camp or course lasts longer than the standard 16 training days training, eg 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, commanding officers 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 pass MATTs as laid down in Annex G/2 and be certified as efficient by the commanding officer (less attendance at specified training days unless an eight day camp, or courses in lieu of an eight 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 C/1.

c. Authority to serve on a lower commitment is to be granted for only one 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 two years in any one period of five years without the authority of the Div Commander.

e. Commanding officers 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. Sponsored Reserves. The programming of training for Sponsored Reserves should if possible be arranged in conjunction with the civilian contractor concerned. It is in both the individual's and his/her employer's best interests to ensure that all members of each Sponsored Reserves team are trained in their military skills and therefore suitable for mobilization. It is in the best interests of the unit responsible for a Sponsored Reserves team or teams, to carry out their individual and group training collectively. Efforts are to be made to obtain employers' agreement to release Sponsored Reserves during their first year of service for longer periods of continuous training where this is the most appropriate means of covering the initial military training syllabus.

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 commanding officer. Such duties are as authorized 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 authorized 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* 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 MATTs at the level described in para 01.02.017. ATB is the authority to authorise exemptions from MATTs.

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 camp 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 Learning Development Advisors.

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 mobilization. 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 exercises throughout the year. The minimum exercise period must not be less than four days.

b. These regulations may also apply to members of other specialist officers and soldiers pools (Army Reserve), including chaplains, 167 (Cat Sp) Regt RLC, 165 (P&M) Regiment RLC, 162 (PC & MC) Regt RLC, 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 3 and 4 have no training liability.

b. Officers assigned or attached in excess of establishment under Ministry of Defence authority in accordance with para 01.04.104 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. Members of the Engineer and Logistic Staff Corps RE have no training requirement.

Specialist Officers (Group A)

01.02.044.

a. Special conditions apply to members of the Pool of Technical Staff Officers and Technical Intelligence Staff Officers - see Annex D/2.

b. Members of the Stabilisation and Assistance Gp (SAG), (Media Ops) who have the Regional units training requirement, may complete Additional Training (AT) in more than one continuous period in order to support headquarters and units as in para 01.02.041a.

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 01.03.202 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).

c. All personnel are to complete, annually, the personal weapon handling test, MATT 2 (AFT (Reserves) as directed in Army Fitness Policy issued by ATB and MATTs 6 and 7 to qualify for Bounty. There are no exceptions unless there are extenuating circumstances (ie no personal weapons available). Army Fitness Policy issued by ATB also sets out the policy for fitness training for those 50 years of age and over.

(see also para 01.02.040 for details for Staff Officers training requirement).

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-Continuous Training (NCT). They are not to take the annual personal weapon test. Attendance at annual camp 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 eight 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) PSYOPS Gp

01.02.052. 15 (UK) PSYOPS Gp is a National unit with specialist training obligations. Additional Training (AT) may be carried out in aggregated periods of four 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 Camp authorized 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 four 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 Camp authorized by these Regulations. Reservists in Cyber may attempt MATTs only at Level 3 for which the CO has overall discretion.

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 four 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 sixteen 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 four 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 two 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 (see Annex H/5).

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 commanding officer and requires the approval of the Regional Point of Command (RPOC) 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 Criminal Background Checks (CRB).

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 Commanding Officer. Where necessary, the certificate is to specify alternative training/service authorized to count in lieu Annual Continuous Training. With effect from the start of the 2016/17 training year each 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, pass the Military Annual Training Test (MATT) at the level specified by ATB. See 2016DIN07-053.

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 Aditional Taining 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. Commanding Officer's Certificate of Efficiency. The details regarding the presentation of the Commanding Officer's Certificate of Efficiency appear in Annex G/2. Individuals who are granted an extended training year, or are authorized to allow FTRS, mobilized 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 authorized by these regulations, are to be given individual Certificates of Efficiency.

01.02.060. MATTs - Mobilization. All personnel mobilized at Temporary Mobilization Centres (TMCs) under the auspices of Army HQ undergo post-mobilization training to ensure they can achieve MATT Level 1 standards prior to deployment on operations. Personnel mobilized to carry out UK support activities will be required to attain MATT level 2 standards. All personnel mobilized at TMCs have therefore achieved passes at the appropriate level to qualify for bounty.

Attendance Registers

01.02.061.

a. All Army Reserve training or duties under Sections 22 or 27 of RFA 96 is to be recorded on Army Reserve Attendance Registers (ARs). 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 master register.

b. ARs are to be issued to the mustering SNCO before the start of every training night, training weekend or other period of training or duties. Exceptionally, when a SNCO is not available, a NCO not below the rank of Corporal may act as mustering NCO.

c. 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.

01.02.062. 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 one 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 seven days of being issued.

01.02.063. 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 master 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 SNCO 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.

01.02.064. 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.

01.02.065. On completion of an individual AR the person responsible for the issue of AR and the maintenance of the sub-unit master 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.

01.02.066 – 01.02.080. Reserved.

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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 camp for a reduced period of not less than eight 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 commanding officer by 30 April following a normal training year or 30 July following an extended training year. (See also 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 eight days, including the days of arrival and departure. If a split ACT lasts for less than eight 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 six 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 – 01.02.093).

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

Advance and Rear Parties

01.02.083. The commanding officer of an Army Reserve Regional unit or commander of a CRHQ 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. The Commanding Officer of an Army Reserve Regional unit or commander CRHQ is 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 Commanding Officer or commander CRHQ 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 Commanding Officer of a Regional unit or commander CRHQ 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 each January.

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 Phase 1 and Phase 2 Special to Arm Training. However, in exceptional circumstances trainees may attend ACT (eg if unable to attend a Phase 2 course) but only with 1* approval. If a Trainee attends ACT with 1* apporoval, COs must comply with JSP 898.

b. **Attendance by Recruits and Trainees on Overseas Exercises.** Recruits and Trainees may not attend an Exercise overseas unless the activity is sponsored by:

(1) RMAS for Officers.

(2) ITG for Soldiers.

However, in exceptional circumstances trainees may attend overseas Eexercises but only with 1* approval. If a Trainee attends with 1* apporoval, COs must comply with JSP 898.

Attachments for ACT

01.02.086. Attachments of Officers to Undermanned Units. When the number of officers in a unit attending ACT is so much below the authorized establishment that the training of the unit will suffer, the CofC may authorize 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. Commanding Officers 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. Commanding Officers of non-paired units may apply to the CofC 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. In an emergency a Div or Bde Commander may exempt a unit from carrying out all or part of ACT. A full report of the circumstances is to be sent to ATB Army HQ 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 authorized as follows:

a. To Regular Army units or training centres of the same arm or service on authority of the commander Army Reserve/CRHQ or commanding officers. The commanding officer 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 camp 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 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 LF Directorate Plans Reserves 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 authorized for periods between one and six months. Unit applications for such attachments are to be made on AFE 20021 and forwarded through the chain of command to HQ Fd Army at least 30 days before the proposed attachment commences.

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 man training days already attended, when aggregated with foreseen attendance during the attachment and subsequent unit training or duties, exceeds the limits laid down in para 01.02.261, 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 authorized by Comd/Bde HQs for periods of between 28 and 56 days continuous duty. Unit applications for such attachments are to be made on AFE 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 man training days already attended, when aggregated with foreseen attendance during the attachment and subsequent unit training or duties, exceeds the limits laid down in para 01.02.261, 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 Commanding Officer, 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 authorized by the Bde Comd, count as attendance in lieu of the ACT or NCT commitment for the following training year.

c. Commanding Officers of an Army Reserve unit may authorize attendance at wholetime courses or modular courses at Div or Bde HQs Army schools/training regiments or Army Reserve/CRHQs, of not less than four weekends which are run for the purpose of gaining a recognized military qualification, providing he is 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 Commanding Officer may authorize 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, Commanding Officers may authorize 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.

SECTION 4 – NON-CONTINUOUS TRAINING AND CEREMONIAL DUTIES

Training Days

01.02.201. Attendance for not less than eight hours in any one day, of which not less than four hours will be training, is to count as one training day. Attendance for a period of two but less than four hours, or four but less than six hours, or six but less than eight 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.

Authorized 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. DIN 2014DIN01-099 refers to the Status of Synopsis and Recognised sports that are eligible for public funding. DIN 2013DIN01-197 governs the eligibility of Army Reserve personnel to participate in Representative Sport. Further details on Sport are available in AGAI Vol 1 Ch 5.

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. Commanding Officers are to determine if the activity is suitable to qualify individuals towards the completion of annual training requirements and they may authorise eligible activity as part of the individual training requirement as set out in Section 2 of this chapter.

Training in Specialist Duties and Trades

01.02.205. It is essential that units are kept up to their authorized 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 camp 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 his 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 authorized 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 QR (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 QR(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 two days for Army Reserve Group A, or up to six training periods for Army Reserve Group B. Any additional attendance that is to count as training requires Army HQ authority.

01.02.212. Attendance at more than one such ceremony in any one training year requires the authority of Army HQ who may permit up to two 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 (see also para 01.07.102).

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 QR(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 is to be confined to Army Reservists. All necessary arrangements are to be made regimentally and no expense is to be borne by the public, except as provided in para 01.03.364 and JSP 751 and JSP 752.

01.02.218 – 01.02.249. Reserved.

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SECTION 5 - VOLUNTARY TRAINING OR OTHER DUTIES

General

01.02.250. Under the authority of Section 27 RFA 96 Army Reserve personnel may with the agreement of their commanding officer, or officers designated by him, 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 commanding officer. Such duties may be carried out in the UK or elsewhere. Employment under Section 27 RFA 96 does not change an individual's mobilization liabilities.

01.02.251. Commanding officers may delegate authority to authorize 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.

01.02.252. 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 he is on duty and is subject to Service law.

01.02.253. Reserved.

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. Voluntary training or other duties is also to be categorized in the same way as normal training under the provisions of Annex B/2.

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 he is entitled to claim disability allowance and the procedures laid down in **Chapter 8** are to be followed.

01.02.256. Pension.

a. 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 Man Training Days, 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 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. From 01 Apr 13 Reserve personnel serving on MTDs constituted under RFA 96 s22 and 27, and undertaking obligatory training or paid voluntary training and other duties with an expectation of future mobilised service will be entitled to attendance based paid leave proportionate to their service. See JSP 760.

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 his military training or role and are not beneficial to his military professional development, he is to be informed that such activities will not count towards his 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 his 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 Commanding Officer. However, all MTDs 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 MTD consumed for activity conducted under RFA 96 Sect 22.

01.02.261 – **01.02.300.** Reserved.

ANNEX A TO CHAPTER 2

Reserved

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ANNEX B TO CHAPTER 2

CATEGORIES OF TRAINING

(PARAS 01.02.005 AND 01.02.016 REFER)

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.
2	B	Normal training overseas	Personnel are on duty, pay is admissible and travel costs are authorized.
3	C-I	Normal training authorized as unpaid training	Personnel are on duty, eligible to travel at public expense and receive normal allowances but have voluntarily foregone receipt of pay.
4	C-2	Training of restricted value authorized as unpaid training	Personnel are on duty but there is no entitlement to pay, allowances or travel costs (but see also para 01.07.287).
5	D	Activity NOT classed as training	Personnel are NOT on duty and must sign a form of indemnity. Personal insurance cover against death, injury or possible third party claims is necessary.
6	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, B or C-1 training.
7	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 Chapter 11. This does not include Home to Duty Travel (HDT).
8	G	Continuous Training in excess of 16 days	If a period of training lasts for more than 16 days, the 17th day and all after count as Non-Continuous Training (NCT).
9	H	Voluntary Training or Other Duties	Full costs. Personnel are on duty, travel at public expense and receive normal pay and allowances.
10	CT	Annual Continuous Training (ACT)	Full costs. Personnel are on duty, travel at public expense and receive normal pay and allowances.

Notes.

1. The new categories of training are introduced to comply with the programme changes arising from the introduction of JPA.
2. See also JSP 754, Chapter 4, Section 1.

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ANNEX C TO CHAPTER 2

ALLOCATION OF MAN TRAINING DAYS

(PARA 01.02.025 REFERS)

1. **Unit Entitlement.** The allocation of Man Training Days (MTD) for each training year is determined by the activities needed by a given force element (unit, Bde HQ, etc) to deliver directed outputs. These activities will employ Army Reserve personnel and be planned in advance. Only activities planned on CHURCHILL system are authorised to consume MTDs. The system generates a Unique Event Identifier (UEI), which is the authority to attend and consume pay for all Army Reserves. Units not funded by the Army are to follow direction from the relevant Service lead.

2. **Planning Responsibilities.** Planning instructions and in-year management instructions are issued annually by HQ Fd Army. Formations are to plan their requirements on CHURCHILL in consultation with Fd Army, who will confirm allocations before the start of the financial year. All levels are responsible for ensuring resource bids are realistic and within the bounds of affordability.

3. **Supplementary Allotments.** No resources are retained by Army HQ for supplementary allotments.

4. **Transfer of Training Time.** The transfer of MTDs between or among units is allowed with agreement from the next higher formation.

5. **Assurance.** At unit annual inspections unit training records are to be examined by the inspecting officer to ensure that MTDs are being properly controlled and authorised on Churchill and no one is permitted to exceed directed limits of attendance.

6. **Financial Control.** All funding for Army Reserve pay is held centrally by HQ Fd Army. Army formations are allocated MTDs as part of the Annual Budget Cycle (ABC) process for onward transmission to unit level. It is for commanders at all levels to ensure suitable controls, underpinned by CHURCHILL, are in place to manage this resource. HQ Fd Army will hold quarterly review meetings to ensure control measures are in place and formations are living within their means.

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ANNEX D TO CHAPTER 2

POOL OF TECHNICAL STAFF OFFICERS/SPECIALIST GROUP MILITARY INTELLIGENCE TRAINING REQUIREMENTS

(PARA 01.02.044A REFERS)

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 two periods, each of up to 16 days training.

3. The option to complete up to 32 days ACT in one 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 Comd 1 Intelligence, Surveillance and Reconnaissance Bde (1 ISR Bde) for SGMI.

5. If it is considered that better use can be made of an officer's services by his 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 Comd 1 ISR Bde 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 three 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 three days out of camp training voluntarily in any year in which out of camp 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 Annual Personal Weapon Test 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 Annual Personal Weapons Test (APWT) 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 two years, training bounty for two 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, one year's training bounty will be payable on completion of 16 days training (or 19 days, if the three days Non-Continuous Training (NCT) requirement is invoked) and one year's bounty at the end of that second year.

ANNEX E TO CHAPTER 2

Reserved

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ANNEX F TO CHAPTER 2

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ANNEX G TO CHAPTER 2

CERTIFICATE OF EFFICIENCY AND ATTENDANCE REGISTERS

(PARAS 01.02.058 – 01.02.059 REFER)

1. The layouts for the commanding officer'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 commanding officer's Certificates of Efficiency are on AFE 20022 and AFE 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 AFE 20024, AFE 20025 and AFE 20026 are to be completed and accounted for as laid down at paras 01.02.061 – 01.02.066.

4. Details of MATT requirements will be issued by Army HQ ABT each year as the system develops. DIN 2016DIN07-053 refers.

5. **Level 1** - Individuals deployed on enduring operations, Army Reserve units and individuals warned for operations and Army Reserve individuals serving full time with Regular Army units, staff in ARTD/defence training schools, individuals in a position with a deployable or shadow role, NATO RF and deployable NATO HQ staff including ARRC.

6. **Level 2** - Individuals in Army Reserve units and Army Reserve individuals (not warned for operations) - less those at L1/L3.

7. **Level 3** - Individuals in non-deployable HQ positions, eg MOD, DE&S, Army HQ, ARTD, individuals in non-deployable units, eg ACIOs.

8. MATT policy is published and reviewed annually by Army HQ ATB and incorporates Reserves MATTS requirements. It is the reference document to determine the standards required and the frequency of testing. Details of MATTs to be passed in order to qualify for bounty are published periodically by Army HQ. Army Fitness Policy issued periodically by ATB sets out the standards and regulations for MATT 2 (Fitness).

9. **Waivers.** Commanding officers may apply to the appropriate one-star commander for the granting of a waiver in specific cases for those individuals who have attempted but not passed all MATT tests 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 MATT tests for medical reasons or pregnancy.

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APPENDIX 1 TO ANNEX G TO CHAPTER 2

Reserved

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APPENDIX 2 TO ANNEX G TO CHAPTER 2

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(Replaced by AFE 20023)

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APPENDIX 3 TO ANNEX G TO CHAPTER 2

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(Replaced by AFE 20024)

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APPENDIX 4 TO ANNEX G TO CHAPTER 2

Reserved

(Replaced by AFE 20025)

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APPENDIX 5 TO ANNEX G TO CHAPTER 2

Reserved

(Replaced by AFE 20026)

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APPENDIX 6 TO ANNEX G TO CHAPTER 2

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(Replaced by AFE 20027)

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APPENDIX 7 TO ANNEX G TO CHAPTER 2

MOBILIZATION - PROPORTIONAL REDUCTIONS OF NON-CONTINUOUS TRAINING (NCT)

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

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

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

Table 1 - Proportional Reductions in NCT

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

Table 2 – NCT Obligations after Demobilization
(Applicable for personnel who had attended no NCT before mobilization)

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

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APPENDIX 8 TO ANNEX G TO CHAPTER 2

MOBILIZATION AND BOUNTY - LAYOUT OF INFORMATION FOR COORDINATED LISTINGS

(Insert Unit Title and Training Year[1])

Number	Rank	Name	Mobilized Service Dates		Days of Mobilized Service	Non-ContinuousTraining				Claim in lieu of Camp Yes or No	Authority
			From	To		Days Claimed in lieu	Normal Trg[2]	Total (g)+(h)	Authority		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)

[1] 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.

[2] Non-Continuous Training recorded on JS JPA E019/JS JPA E019A (Unit Night Register & Continuation Sheet) for normal training before and/or after mobilization.

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 commanding officer, second in command or senior officer are laid down in QR(Army), paras 2.016 – 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 QR(Army), para 2.018.

01.03.003. Security. A commanding officer is responsible for the security of his command and for issuing his security instructions in accordance with the provisions of the Defence Manual of Security (JSP 440) and the advice of security staffs. To this end he is to:

a. appoint an officer as unit security officer to be responsible to him for planning, organization and maintenance of the security measures within the unit;

b. arrange for regular security training of all personnel, and to ensure that those holding posts with specific security responsibilities are properly trained (see also para 01.02.023);

c. arrange for the annual security education of all personnel of the unit, including civilian employees;

d. apply Army Personnel Security Instructions as laid down in JSP 440, Defence Manual of Security, Issue 3.7, and, in particular, to report any change of circumstances relating to any officer, or soldier who is authorized to have access to classified information, in accordance with Part 5 of JSP 440.

01.03.004 Disclosure of Official Information and Public Relations. Commanding officers are to observe the instructions contained in QR(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.

a. Reserve personnel serving on MTDs constituted under RFA 96 s22 and 27, and undertaking obligatory training or paid voluntary training and other duties with an expectation of future mobilised service will be entitled to attendance based paid leave proportionate to their service. See JSP 760.

b. **Maternity Leave.** Reserve personnel serving on MTDs constituted under RFA 96 s22 and 27, and undertaking obligatory training or paid voluntary training and other duties with an expectation of future mobilised service will be entitled to Maternity Leave. See JSP 760 and 2010DIN01-073.

c. **Unpaid Special Leave.** Reserve personnel serving on MTDs constituted under RFA 96 s22 and 27, and undertaking obligatory training or paid voluntary training and other duties may, with the permission of the CO take in excess of 3 months special unpaid leave of absence to a maximum of 12 months. The reason(s) for the leave are to be entered on JPA in the free text section stating, Family, Work, Medical, or Other. See also para 01.03.007A.

d. **Flexible Working (Non-Standard Working Hours).** Flexible working arrangements allow an individual to have a degree of freedom when attempting to balance their work and personal life. Being able to maintain a balance between personal life and Service commitments may be a contributory factor towards recruitment, retention and the overall effectiveness of the Armed Forces. Any individual on the trained strength of either the Regular or Reserve Forces may apply to their CO to work flexibly. This includes Personnel engaged on FTRS and ADC commitments. For full details see 2015DIN01-182 and JSP 760.

Full Time Personnel.

e. **Mobilized Personnel.** Leave entitlements for mobilized Army Reserve and Regular Reserve personnel are laid down in JSP 760. The provisions for post operational tour leave are also applicable to personnel in FTRS.

f. **Invaliding Leave.** NRPS personnel who are medically discharged from the Army Reserve are entitled to be granted 20 days invaliding leave plus terminal leave as laid down in the PULHHEEMS Administrative Pamphlet 2010, Chapter 7, para 0724 and JSP 760 Chapter 10. However, the terminal leave entitlement is restricted to a maximum of 10 working days as shown above.

01.03.007. Compassionate Leave - Army Reserve Personnel. A commanding officer may only grant leave with pay on urgent compassionate grounds, and in no other circumstances, to an officer or soldier who is present in camp 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 eight days - 24 hours.

Where leave for 24 hours is granted, absence is not to be permitted for more than the training and exercises on one complete day. Where leave is granted for 48 hours, absences from training or exercises for not more than two 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 camp 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.

01.03.007A. Long Term Absence. When a Reservist has been granted long term absence over 3 months by the Commanding Officer, 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 01.03.021 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 one month discrepancy. Commanding Officers 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 mobilized may Special Unpaid Absence in accordance with JSP 760.

01.03.007B. Administrative Procedure for Long Term Absence. Units should follow the JPA Business Process Guide Creating an Unpaid Absence Record.

01.03.008. Losses. Commanding officers are to apply the powers and procedures in relation to losses as set out in JSP 886 Vol 4, Part 6, Version 2.2. 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.

01.03.009. 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 commanding officers and which are for observance by officers and soldiers under their command. Guidance on unit standing orders is given in QR(Army), para 5.122 and Annex D/5. It is the duty of all officers and soldiers to make themselves acquainted with orders so published.

01.03.010. Language Qualifications. Army Reserves personnel may take Service language examinations under the same conditions as Regular Army personnel and may qualify for language awards as shown in JSP 752. There are opportunities for Army Reserves personnel with language skills to volunteer for FTRS commitments, which will involve operational deployment as linguists and may also involve language training. Interested personnel should contact the Defence Cultural Specialist Unit (DCSU) at RAF Henlow on 95381 Ext 7344. Army Reserves personnel, who hold an Honours degree and have language skills, may also transfer to the ETS Pool of Linguists. Interested personnel should contact the Directorate of Educational Capability through ArmyEdCap-ETSRecruiting@mod.uk.

01.03.011. Sponsorship and Affiliation with Cadet Detachments. Units or sub-units of the cadet forces (ACF and CCF (Army Sections)) should be attached for training sponsorship or affiliated to the nearest Army Reserve or Regular Army unit. The aims and scope for fostering closer relationships between the Army Reserve and the cadet units, are given in Annex A/3.

01.03.012. 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 his duty, a Reservist comes into contact with any matter concerning a business organization in which he has any interest, he is to disclose that interest to his superior officer and ask that some other person may deal with the case.

01.03.013. Observance of Religion. Commanding officers 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 QR(Army), Chapter 5 Part 7.)

01.03.014. 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

01.03.015. 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 commanding officer.

b. Uniform may also be worn at Service functions, eg as a spectator at a Service parade or when attending Service special functions, or when ordered by the commanding officer.

c. Uniform is not to be worn at other times. See QR(Army), para 7.025 (Court Appearances) and AGAI 65, paras 65.101 - 65.102 and AGAI 59, Annex A(Wearing Uniform in Public).

01.03.016. Uniform Scales and Allowances. Full details of entitlements, including scales for Recruits, Officers, Soldiers, NRPS and Band personnel, are contained in Army Dress Regulations Part 6, TA and UOTC Dress Regulations. Army Reservists are not entitled to Uniform Allowance, as given in JSP 752, Chapter 8, Section 1, but are entitled to Uniform Upkeep Grant.

01.03.017. 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).

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

Change in Personal Circumstances

01.03.019. 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

mobilization 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, including those listed below, to their sub-unit headquarters without delay:

a. Change of Next of Kin details.

b. Civil Offences, including alleged offences for which proceedings are pending.

c. Any conviction arising from a civil offence.

d. Divorce/Separation.

e. Births.

f. Marriages.

g. Deaths.

h. Change of Address.

i. Change of Employment.

j. Gaining of any educational or professional qualifications not previously declared.

k. Any planned absence out of the United Kingdom.

l. Assumption of sole responsibility for the care of a mentally or physically disabled person requiring such attention that the carer is no longer able to meet his call-out liabilities.

m. Receipt of a DSS War Disability Pension or gratuity, or any other DSS disablement award, allowance or gratuity.

Medical

n. Any change to medical condition which may affect the ability to train or will affect mobilisation, whether temporarily or otherwise. No clinical details are required, but Reservists must allow the unit to make a decision on whether referral for an occupational health assessment would be necessary if the is a possibility that training would exacerbate any condition and whether mobilisation would not be admissible for the period of the treatment.

o. Any vaccinations given by NHS primary health provider (relevant vaccination certificate will be required as proof).

This entry is to be included in Unit Standing Orders and is to be repeated every two months in Unit and Sub-Unit Routine Orders.

01.03.020. 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 01.03.217a).

b. When an officer is transferred to RARO he is to report his permanent address and any subsequent changes while he remains in RARO to APC CM Ops RAR by letter.

01.03.021. Absences Abroad.

a. Officers and soldiers going abroad in a civilian capacity are to 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. They are not required to obtain permission to leave Great Britain or Northern Ireland for a period of less than three months but they must notify their commanding officer or of an address to which communications can be sent while they are abroad and of the probable duration of their absence.

c. Absence of between three and six months must be agreed by the commanding officer or and be notified to the assignment authority concerned.

d. Applications for permission to be absent from Great Britain or Northern Ireland for periods beyond six months, up to a total of 12 months, may be approved at the discretion of the Div Commander concerned. When exemption from annual training is involved authority is needed in accordance with para 01.02.008.

e. Unless authority has been obtained from Army HQ DPS(A) PS4 (SO2 Reserves) officers and soldiers who intend to be absent abroad for periods of over one year are required, in the case of officers, to transfer to RARO, and in the case of soldiers, to be discharged. This does not apply to members of the RLC/EFI or to officers on probation who will be required to resign their commissions before proceeding abroad.

f. Members of the Army Reserve have an obligation to report to their commanding officer should they plan to visit or pass through certain countries which pose a threat to the security of British interests or personnel, known as Countries to which Special Security Restrictions Apply (CSSRA) as specified in the Defence Manual of Security (JSP 440) Issue 3.7, Part 6 – Personnel Security, Section 4 – Travel and Contacts, Chapter 2, para 6 and Annex A. The definition of such countries varies from time to time. A listing of such countries giving cause for concern is printed in the Defence Manual of Security (JSP 440), Volume 2.

g. A member of the Army Reserve may 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.

h. It is in the interests of any Reservist travelling abroad to seek advice concerning the security of the location to be visited. The first point for such advice is the Travel Advice Unit, Consular Division, Foreign & Commonwealth Office, 1 Palace Street, London, SW1E 5HE.

The Foreign & Commonwealth Office publishes advice on the Internet in addition to unclassified travel advice sheets which can be obtained by any member of the public. Having obtained FCO advice, any individual Reservist who remains unsure concerning his personal security should contact his unit Security Officer for advice.

Insurance

01.03.022. 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 what products best suit their needs. However, personal insurance is a personal decision and individual service personnel can choose whether or not to purchase cover. Reminders on this subject should be posted in unit and sub-unit orders every three months.

01.03.023. Personal Accident and Life Insurance.

a. **Personal Accident Insurance.** Army Reservists are eligible to join RPAX, a personal accident insurance scheme devised specially to cover the needs of the Armed Forces Reserves, or any other personal accident insurance scheme. Personal accident insurance is an individual's responsibility and they are advised to consult an IFA who is a member of the Services Insurance & Investment Advisory Panel (SIIAP) who will have greater understanding of the needs of Service personnel.

b. **Life Insurance.** Army Reservists are eligible to join Service Life Insurance (SLI), a life insurance scheme devised specially to cover the needs of the Armed Forces, or any other life insurance scheme. Life insurance is an individual's responsibility and they should be advised to consult an IFA who is a member of SIIAP who will have a greater understanding of the needs of Service personnel.

c. **RFCA Look At Life Insurance.** Units and sub-units are to liaise with their local RFCA and obtain details of the RFCA 'Look at Life' insurance policy.

d. **RFCA Off Duty Risks Insurance Policies.** The Council of RFCA, provide two Off Duty Risks policies for Army Reservists. The first is for formed units or sub-units and the second is explicitly for NRPS/FTRS (HC) personnel; full details can be obtained from either the Council of RFCA or regional RFCA Associations.

01.03.024. Army Dependants Trust (ADT). The ADT was formed on 1 January 2000 from a merger of the Army Officers' Dependants Fund and The Soldiers' Dependants Fund. The Trust is a charity and its aim is to make a discretionary grant for the immediate needs of dependants or next of kin of a member who dies in Service, irrespective of cause or place of death. Membership is open to all ranks of the Regular Army and Brigade of Gurkhas; Army Reserves and Reservists when called out for full-time service or when on Full-Time Reserve Service (FTRS); Non-Regular Permanent Staff (NRPS), and Military Provost Guard Service (MPGS). From 1 Jan 15 all members of the Army Reserve will also be eligible to join the ADT. There is a small subscription charge per annum for all members, irrespective of rank or marital status. Discretionary grants are given up to £12,000, and are normally paid within a few working days of the death occurring. Full details and Rules of the Trust are contained within AGAI Vol 3 Chap 88 'Charitable Donation Funds'; the Trust's address is:

Secretary
The Army Dependants' Trust
Trenchard Lines
Upavon
Wiltshire
SN9 6BE
Telephone: Upavon Mil Ext 5734/5736 / 01980-615734/615736
Website: Defence Intranet (Army).

01.03.025 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) (2014DIN01-174 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. This allows them to check for and recall any Will and pass it to the executor.

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 use JPA to report the death off duty of a non-mobilised reserve. See also: para 01.03.214. See also: 2014DIN01-174 Tri Service Arrangements for the Administration of Service.

01.03.026 – 01.03.032. Reserved.

Compliments, Subscriptions and Testimonials

01.03.033. 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.

01.03.034 – 01.03.037. Reserved.

Gambling

01.03.038. Any proposal to hold a lottery or sweepstake or to permit any other form of gambling is to be referred to the commanding officer. If he agrees to the proposal, he is to issue such instructions as he considers necessary and is to ensure that the provisions of the Gaming Acts are followed.

01.03.039 – 01.03.046. Reserved.

Sports and Kit Insurance

01.03.047. 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.

01.03.048. Kit Insurance. All personnel on joining the Army Reserve are to be advised to consider taking out kit insurance to cover the value of clothing and equipment issued to them or temporarily in their charge. During training individuals may be issued with extra equipment such as binoculars or compasses. Loss of, or damage to such equipment can be expensive if the individual is found liable and is asked to make repayment to the Army. (See also AGAI 90, paras 90.101 - 90.107).

01.03.049. 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 four 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 31 Jan), 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 skills and 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 Employment Support Officers (UESOs) are to update data periodically during the year to keep individual Reservist details current and reduce the administrative burden as the EN deadline approaches each year.

(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:

(a) To maintain a Reservist's security.

(b) 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 in to 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) **Centralised Notification (CN).** A number of key employers who have an account with the organisation Defence Relationship Management (DRM), may, request a consolidated list of the Reservists that businesses employ, other than those who have been granted a waiver. This is in addition to the routine EN letter, and provides nothing more than a list of names of those who have not been given a waiver. Whilst the service is not routinely offered or advertised, Reservists will need to be made aware that their details may be provided to their employer via CN subject to waiver status. To ensure it is successful, units must ensure that waivers which have been issued are recorded on JPA to ensure that Reservists are not compromised by DRM. DRM is to liaise with the Northern Ireland RFCA on a case-by-case basis to determine the appropriate course of action for CN involving organisations with Reservists residing in Northern Ireland. The opt-in principle should continue to be observed, with renewed consent required for Northern Ireland-based Reservists to be included in CN.

01.03.050. Reserved.

SECTION 2 - FIREARMS AND AMMUNITION

Possession of Firearms

01.03.051.

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 QR(Army), para J5.151).

b. An officer or soldier is forbidden to carry, hold or use a Service firearm except in connection with his duty as an officer or soldier.

Management of Ammunition

01.03.052. 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, but Cadet units holding only Small Arms Ammunition (SAA) should note the regulations at Chapter 11, which have been tailored for their circumstances. Chapter 11 does not apply if other ammunition natures are being held by Cadet units, and is not applicable to other types of units holding only SAA. In these cases the regulations in the remainder of JSP 482, Volume 2 are applicable.

01.03.053. Ammunition may be issued on the authority of the commanding officer for operations, training, guards and, when necessary, to escorts provided for arms and ammunition. It may also be issued when specially authorized by the Div Commander. Live ammunition is not to be issued for training purposes if blank or drill ammunition or dummy rounds will meet the need. An officer or warrant officer is to be made responsible for the issue of ammunition. Before blank or drill ammunition is issued on parade the officer or instructor is to inspect all rifles, magazines, automatic weapons, pouches and bandoliers to ascertain that they contain no live ammunition (including tracer).

Safeguarding and Inspection

01.03.054. When an officer or soldier is in possession of Service firearms or ammunition he is personally to exercise special care over maintenance, the prevention of damage and security from theft. He is also responsible for preventing unauthorized discharge by ensuring that firearms and ammunition in his possession are at all times handled according to current instructions.

01.03.055. When a firearm has been issued for a duty it is to be inspected, together with any ammunition which has also been issued, by an officer, warrant officer or, at the commanding officer's discretion, an NCO, at the end of the duty or at least once every 24 hours in longer periods of continuous duty.

01.03.056.

a. On every occasion that ammunition is issued the commanding officer will appoint an officer, warrant officer or NCO to be responsible for the inspection, and the safe withdrawal, of both the unexpended ammunition and the accountable components.

b. An inspection is to be carried out to make certain that no ammunition remains in firearms, magazines, pouches or other containers, and in the case of fighting vehicles in armaments, deflector chutes, receptacles and storage areas. A certificate to this effect will be rendered on AFB 159.

c. Before soldiers are dismissed, they are to be reminded that it is an offence to retain ammunition. Each soldier is to give a verbal declaration that he is retaining no live rounds or empty cases.

01.03.057. Commanding officers are to ensure that firearms and ammunition on their charge are inspected at least once a month.

Safety Precautions

01.03.058.

a. Firearms are to be stored separately from ammunition. Drill ammunition is to be kept separate from live ammunition, including blank, both in storage and in use.

b. When live ammunition is to be issued after blank ammunition has been used, the following procedure is to take place before the issue of live ammunition:

(1) All blank ammunition is to be withdrawn together with adaptor appliances where applicable.

(2) Weapons are to be inspected and declarations are to be obtained as in para 01.03.056c that soldiers have no blank or components in their possession.

c. The same procedure is to be followed when blank ammunition is issued after live.

01.03.059. When ammunition is found to be defective, the matter is to be reported in accordance with JSP 482 Volume 2 Chapter 8 – MOD Explosives Regulations, Explosives Incident Reporting.

Security of Weapons and Explosives

01.03.060. It is essential that the standards of security of Army Reserve arms, ammunition and explosives are maintained at the highest level. Details of these standards are to be found in LFSO 2007.

01.03.061 – 01.03.080. Reserved.

SECTION 3 - DISCIPLINE

General

01.03.081. Definitions. In this part the following terms shall have the meanings shown below:

(a) '1980 Act' means the Reserve Forces Act 1980.

(b) '1996 Act' means the Reserve Forces Act 1996.

(c) '2006 Act' means the Armed Forces Act 2006.

(d) 'civil court' has the same meaning as in the 1996 Act.

(e) 'criminal offence' means doing an act punishable by the law of England and Wales.

(f) 'Higher Authority' has the same meaning as in the 2006 Act.

(g) 'man' includes 'woman', and covers all ranks from private to warrant officer.

(h) 'member' includes officer, warrant officer, non-commissioned officer and soldier irrespective of gender.

(i) 'military authorities' means the commanding officer or the Higher Authority or the Court-Martial, as the case may be.

(j) 'MSL' means the Manual of Service Law.

(k) 'Permanent Service' means service after call-out under any provision of the 1980 Act or the 1996 Act.

(l) 'Service offence' means an offence as defined by Section 50(2) of the 2006 Act.

(m) 'soldier' includes both male and female of the ranks from a warrant officer, a non commissioned officer to a private.

Introduction

01.03.082. 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, which is reproducd below for ase of reference:

a. **367 Persons subject to service law.** Regular and reserve forces:

(1) Every member of the regular forces is subject to service law at all times.

(2) Every member of the reserve forces is subject to service law while:

(a) in permanent service on call-out under any provision of the Reserve Forces Act 1980 (c 9) or the Reserve Forces Act 1996 (c 14) or under any other call-out obligation of an officer;

(b) in home defence service on call-out under section 22 of the Reserve Forces Act 1980;

(c) in full-time service under a commitment entered into under section 24 of the Reserve Forces Act 1996;

(d) undertaking any training or duty (whether or not in pursuance of an obligation); or

(e) serving on the permanent staff of a reserve force.

The 1980 and 1996 Acts are not Service Law, but create regulations which apply to Reservists. Service Law applies to Reservists in the circumstances outlined in s367 AFA 06. In matters of discipline AFA 06 has primacy. Indiscipline has no place in the Army and is to be addressed by either formal disciplinary action or administrative action under AGAI 67. No other types of disciplinary or sanctioning action is permitted.

01.03.083. Disciplinary and Administrative Action. The distinction between disciplinary and administrative action is important. As a general rule, disciplinary action should be used where there is evidence that an offence has been committed, where the application of Service Law is appropriate, and where an individual should, if convicted, be punished. Minor administrative action is intended to correct professional and personal shortcomings. It should not be used as a substitute for disciplinary action. When minor administrative action is taken, the sanction should fit the professional failing and be clearly designed to correct it, not to punish the individual. Major administrative action, which includes discharge from the Service, may be taken in conjunction with, or following, disciplinary action. Whilst Army Reserve personnel and officers of the Cadet Forces are not subject to Service Law at all times, they are subject to Army Values and Standards and Administrative Action at all times.

01.03.084. Explanation to Soldiers. The disciplinary provisions of the 1996 and 2006 Acts are to be explained to soldiers and officers during initial training. Any Army Reservist suspected of committing an offence are to be made aware of their legal rights as explained in Annex G to Chapter 6 of the Manual of Service Law (MSL) “Your rights if you are accused of an offence under the Service justice system”.

Disciplinary Action

Jurisdiction in the United Kingdom

01.03.085. Jurisdiction is split between the civil courts and the Military Authorities. In certain circumstances one or other system has exclusive jurisdiction. Otherwise there is concurrent jurisdiction. The provisions of QR(Army) paras J7.001 - J7.012 are to be followed.

01.03.086. Offences against Section 96 of the 1996 Act may be dealt with in the civil courts, by a CO at a summary hearing, or by the Court Martial, but failure to comply with a Call-Out Notice served pursuant to the powers given in Sections 52 and 54 of the 1996 Act, is normally to be tried by the Court Martial.

01.03.087. The military authorities are to exercise jurisdiction where a serious offence which is severely prejudicial to the Army Reserve is committed by a soldier when not subject to Service Law, but which may still be an offence under Section 95 of the 1996 Act. Other conduct not amounting to an offence may result in administrative discharge under para 01.05.202b(2) as authorized by Section 15(1) of the 1996 Act.

Jurisdiction outside the United Kingdom

01.03.088. In respect of offences committed outside the United Kingdom jurisdiction is to be exercised in accordance with QR(Army), paras J7.015-J7.016.

Civil Court Proceedings

01.03.089. Legal advice should always be sought in relation to civil court proceedings instituted against Army Reserve personnel.

Exercise of Military Jurisdiction

01.03.090. Guidance. When jurisdiction is exercised by the military authorities, the provisions of the **2006 Act** and all secondary legislation are to be followed, as contained and explained in the **MSL**.

01.03.091. Admissibility of Evidence – 1980 Act. Schedule 3 to the 1996 Act prescribes the documents which are admissible in evidence in proceedings under the 1980 Act.

01.03.092. Military Custody. Guidance on arrest and custody are given in the MSL Chapter 5.

01.03.093. Time Limits. Proceedings against a person for an offence, under the 1996 Act or under Service law, which is alleged to have been committed by him during his period of service in a reserve force may be instituted whether or not he has ceased to be a member of that reserve force, but must normally be commenced either within six months of the person ceasing to be subject to Service Law (AFA 06 Section 55) or in accordance with Section 107 of the 1996 Act, whichever is the later. Where time limits are an issue, legal advice should be taken as soon as possible after the discovery of an offence or the apprehension of a suspected offender.

01.03.094. Improper Enlistment. A person who has made a false answer on his attestation may be proceeded against under the 1996 Act, Schedule 1, para 5.

01.03.095. 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 camp. Any member of the Army Reserve leaving without permission of the commanding officer before the termination of the annual training renders himself liable to a charge under Section 9 of the 2006 Act for the offence of absence without leave. Leave can be granted by the commanding officer. (See paras 01.03.008 – 01.03.011).

01.03.096. Failure to Report on Call-Out. A member of the Army Reserve who, without authorized leave or other reasonable excuse, fails to appear at the time and place specified by a call-out notice served on him 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 Army Command Standing Order (ACSO) 3200. The provisions of QR(Army), paras 6.025 - 6.031 and 6.177 regarding desertion and absence without leave are also to apply. (See also Joint Casualty and Compassionate Procedures Policy JSP 751 and Personnel Administration Manual/Unit Administration Manual) as far as Army Reserve conditions of service make these applicable.

01.03.097. Other RFA 96 Offences. RFA 96 is not part of Service Law and applies at all times to Army Reserve personnel. Under the authority of Section 4 of the 1996 Act, Her Majesty may make orders for the government, discipline, and all other matters relating to the Army Reserve. Under the terms of Section 95 of that Act, it is an offence for a member of the Army Reserve, whether

subject to military law or not, to fail to comply with such regulations. Offences shown at Section 95 of the 1996 Act include:

a. Failing without reasonable excuse to attend at any place as may be required in accordance with any order or regulation.

b. The use of threatening or insulting language or insubordinate behaviour towards a superior officer, WO or NCO in the execution of his Service duties in respect of Section 4 of the 1996 Act.

c. Fraudulent behaviour, or being an accessory to such behaviour, for the purpose of obtaining pay or other sums contrary to orders and regulations.

d. Knowingly or recklessly making a false statement in any material particular in giving information required by orders or regulations.

e. Failing without reasonable excuse to comply with orders and regulations made under the provisions of Section 4 of the 1996 Act. (Army Reserve Regulations 1978 exist by virtue of this provision.)

01.03.098. Inquiries. Army policy requires a CO to conduct a Non-Statutory Inquiry (NSI) where soldiers have been absent for 21 days (see ACSO 3207, para 8).

01.03.099. Liability for Additional Service.

a. When a soldier is liable to additional service under the provisions of Section 98(6) of the 1996 Act, an entry is to be made in the last column of his record of service, on the third page of his attestation, as follows:

'Deserted on being called out for service: liable to serve for an additional period of .....'

b. This does not refer to soldiers guilty only of absence without leave on being called out for service, or of absence from annual training.

01.03.100. 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 QR(Army), para 6.107). See also JSP 754 Chapter 4 in respect of authority to receive pay.

01.03.101 – 01.03.104. Reserved.

Administrative Action

01.03.105. Misconduct. A high standard of conduct is expected of all ranks at all times, both on and off duty. The provisions of AGAI 67 apply equally to members of the Army Reserve and the Regular Army.

01.03.106. 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.

01.03.107. Reporting of Civil Proceedings Against an Officer or Soldier. An officer or soldier against whom proceedings by the civil authority are pending, for any offence, is to report the facts forthwith to his commanding officer. The CO is to arrange for an officer to attend court in accordance with AGAI 65. This applies whether or not the alleged offence was committed while the individual was subject to Service Law. This paragraph does not apply to minor road traffic offences under the Road Traffic Act unless they result in disqualification.

01.03.108. Action Subsequent to a Conviction. When an Army Reservist is convicted by a court other than a Court-Martial, action is to be taken in accordance with AGAI 67 Annex A to Part 3, (Major Administrative Action). (see also para 01.05.202).

01.03.109. Reserved.

01.03.110. Suspension from Training.

a. A Reservist may be suspended from training if the Commanding Officer (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 QR(Army) para 6.105 and in AGAIs Vol 2 Chapter 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. Loss of pay due to suspension from training should not be considered, however, exceptional issue of pay is covered in Chapter 7 Section 1, para 01.07.009.

01.03.111 – 01.03.112. Reserved.

Misappropriation of Army Property

01.03.113. If any person wilfully makes away with, sells, pawns, or wrongfully destroys or damages or negligently loses anything issued to him as an Army Reservist or wrongfully refuses or neglects to deliver up on demand anything issued to him as such, the value thereof can be recovered from him on complaint to a small claims court (or in Scotland any competent court). Detailed procedures for the recovery of clothing and equipment issued to Army Reservists are laid down in ACSO 6102. Recovery of the value of clothing and equipment through the courts is only to be initiated by the Defence Bills Agency on the authority of the Civil Secretary after all other recovery procedures have been exhausted.

01.03.114 – 01.03.117. Reserved.

Civil Court Proceedings

01.03.118. Issue of Summons (England, Wales and Northern Ireland). Proceedings before a civil court in England, Wales and Northern Ireland under the 1996 Act should be either by summons or (where it is considered that the accused should be brought before court as quickly as possible) by warrant, except where the accused has been apprehended and brought before the court in military custody. A summons may issue upon an information to a justice stating the facts constituting the offence, but a warrant in the first instance, in lieu of a summons, is obtainable upon an information substantiated by oath; in Northern Ireland proceedings should always be by summons. The information is to be laid by the commanding officer of the unit to which the accused belongs or any other officer of that unit in either case on the direction and with the authority of the RFCA (or commanding CRHQ) and not otherwise.

01.03.119. Issue of Summons (Scotland). In Scotland, a statement of the full particulars of the offence committed, together with any statements or witnesses, is to be submitted as soon as possible by the RFCA (or commander CRHQ as appropriate) to the procurator fiscal for the district in which the offence was committed, with a request that a prosecution should be instituted if the evidence is deemed to be sufficient. If a prosecution is decided upon by the procurator fiscal, the RFCA (or commander CRHQ as appropriate) is to furnish him with any assistance he may desire.

01.03.120. Fines and Expenses. In the case of proceedings before a magistrates' court in England and Wales, every fine imposed under the 1996 Act on a soldier of the Army Reserve, or recovered on a prosecution under the Act, is to be paid to the exchequer. The expense of all prosecutions will be refunded to the RFCA (or commander CRHQ) in England and Wales on application to the district secretary. In Scotland, Northern Ireland, and the Isle of Man, every fine imposed under this Act on a soldier of the Army Reserve, and every fine recovered on a prosecution instituted under the Act, is to be paid to the appropriate RFCA (or commander CRHQ) administering the unit in which the soldier is serving, or if the unit administered by more than one RFCA, then to the RFCA administering the part thereof in which he is serving. Refund of the cost of prosecution is not admissible as a charge against the public.

01.03.121 – 01.03.122. Reserved.

Reduction in Rank of Warrant Officers and NCOs

01.03.123. Authorities for the discharge or reduction in rank of Warrant Officers and NCOs is the same as for Regular Soldiers and is contained in AGAI 67.

01.03.124. Reserved.

Admissibility of Evidence

01.03.125.

a. Schedule 3 to the 1996 Act prescribes the documents which are admissible in evidence in proceedings under the 1980 Act. These provisions are similar to those which were contained in the 1955 Act Section 198(4) to (8) as applicable to proceedings under 1955 Act.

b. Schedule 3 to the 1996 Act provides authority to obtain proof of outcome of civil trial of any member of the Army Reserve who is subject to military law (whether or not he was subject to military law at the time of the trial). Procedure for obtaining the certificate of proof from the Clerk of the Court is as was prescribed in Section 199 of the 1955 Act.

01.03.126 – 01.03.200. Reserved.

SECTION 4 - MEDICAL SERVICES

Introduction

01.03.201. 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 utilized 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[1], which remains extant. With the exception of mobilized Reservists, those on FTRS (FC) and the conditions set out at para 01.03.208, Reservists have no entitlement to Defence Primary Healthcare.

Responsibilities of Commanding Officers

01.03.202. Commanding Officers 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 01.03.019 which covers Change in Personal Circumstances including changes to medical condition).

b. All unit personnel are trained to the appropriate level in MATT 3 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/BATLS techniques in line with the Graduated Readiness Mechanism.

d. Unit Health Committees (UHCs) are conducted in accordance with AGAI 57.

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

01.03.203. All Reserve units are to use LFSO 3215: Medical Planning for Land Forces Exercises and Training, 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.

01.03.204. Reserved.

01.03.205. Dental Officers.

a. When at camp 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.

[1] 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)

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 camp or other duty should obtain it as emergency treatment under National Health Service arrangements.

Wounds, Injury and Sickness (see also para 01.08.001 et seq)

01.03.206. 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.

01.03.207. Treatment. (See also QR(Army), paras 5.325 - 5.326.)

a. At camp 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 (eg taken to hospital, sent home or treated in quarters). Should no medical officer be present (eg in the case of an injury received at weapon training), the senior officer or SNCO present may summon medical aid, if he is 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 MOD Form 510, for despatch immediately to the commanding officer 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 camp 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 Regional Comd.

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 mobilized 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.

01.03.208. When not on Duty. If medical, hospital or dental treatment is required for an Army Reservist when not at camp 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, ie 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.

01.03.209. 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 authorized 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.

01.03.210. Disability.

a. **Chapter 8** deals with disability allowances and awards.

b. 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 01.03.207 – 01.03.208.

c. 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

01.03.211. General.

a. Whenever any Army Reservist sustains a wound or injury while on duty, the matter is to be reported to the member's commanding officer, 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 LFSO 3216 Annex H and 2011DIN06-028. AINC acts as the clearing house for the reporting of all incidents (see also paras 01.03.220 – 01.03.225). 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 01.03.206.

(2) The commanding officer is to arrange for the completion of MOD F 510, which should state clearly the exact circumstances in which the injury was sustained. MOD F 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 01.03.220 – 01.03.225.

(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).

01.03.212. 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.

01.03.213. Notifiable Casualties On Duty:

a. The following casualties to Army Reservists on duty (and members of the permanent staff at all times) are notifiable:

(1) Incapacitating Illness or Injury (III).

(2) Being on the 'Seriously Ill List'.

(3) Being on the 'Very Seriously Ill List'.

(4) Removal from either (2) or (3).

(5) Progress reports while (2) or (3).

(6) Death.

Responsibility for action to be taken is to conform with JSP 751.

b. When Reservists are admitted to hospital, the unit commanding officer is to adhere to the procedures set out in AGAI 99.

01.03.214. Off Duty Death of a Non mobilised Reservist. Off Duty deaths of non-mobilised Reservists, ie Part Time Reservists should be reported in accordance with JSP 751. However, it is recognised that in some cases it will not be an immediate response. This may be due to any number of factors, but examples are:

a. A Reservist who qualifies for Bounty early in the Training Year and therefore has no requirement to attend for training and dies between the qualification date and the Start of the new Training Year.

b. A Reservist has simply failed to attend for a period of time (it should not be more that 3 months).

c. Families may not feel that it is necessary to inform the unit of the death.

01.03.215. Such instances are rare, however, units are to report the death of an off duty Reservist by the following methods as soon as the unit is made aware that a non-mobilised Reservist has died or has been killed whilst off duty:

a. **Phone:** JCCC Deceased Estates (Tel: 95471 6323/6301/8174 or 01452 712 + 4 Digit Ext at prompt) during office hours.

b. **Fax:** JCCC Deceased Estates (tel; 95471 8251 or 01452 510867).

c. **Email:** Marked for the attention of JCCC Deceased Estates under subject heading: 'Death of a Non-Mobilised Reservist – Off Duty' to: dbs-jcccgroupmailbox@mod.uk.

d. In each case the JCCC Deceased Estates team will need to know the following information regarding the death:

(1) Service Number.

(2) Rank.

(3) Full Name.

(4) Unit.

(5) Date and location of death.

(6) Name and Address of Emergency Contact (EC) or other person who informed the unit of the death.

(7) Confirmation that the deceased was a Reservist who died off duty.

(8) Point of Contact (POC) in unit (Rank, Name, Appointment and Contact Number).

(9) Do not use JPA – 'JCCC User' action to report an off duty death of a Non-Mobilised Reservist. See also para 01.03.025.

01.03.216. Reserved.

01.03.217. 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.

Disposal of Effects

01.03.218. Reserved.

Injuries or Sickness when not on Duty

01.03.219. Procedures to be followed by an individual and his unit are laid down at Annex H/3. (See also paras 01.03.019 and 01.03.209).

Reporting of Accidents

01.03.220. 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, ie Third finger of Left Hand, Right ankle etc. 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.

01.03.221. The details of AINC are contained in LFSO 3216 Annex H and 2011 DIN 06-028. Although JSP 375 Leaflet 14 refers to accident reporting, the advice contained in the documents shown in this paragraph are to be followed.

01.03.222. AINC operates on a 'call centre' principle (although all calls must be followed up with written notification) and acts as a 'clearing house' for processing information relating to accidents and incidents across the Army. It provides a single point of contact for reporting incidents world-wide, ensuring that units carry out, or are guided through, the necessary notification and reporting procedures in accordance with Service Instructions.

01.03.223. Accidents should be reported in as much detail as possible using the electronic version of the MOD Form 510 which can be found at the following link:

http://cui1-uk.diif.r.mil.uk/r/89/AINC/default.aspx.

Electronic copies should be the normal method of submission as this allows automated updated to take place, however, if there is an urgent requirement or access to DiiF is limited, use the methods listed below:

a. If serious, notification should take place as soon as possible, having regard to the information requirements above. Otherwise notify the AINC during working hours.

b. By telephone to 94391-2055 (24 HOURS) or (+44) 01264 382055. Callers from operational areas should be aware of passing classified information over insecure lines.

c. By fax on MoD Form 510 to 94391-2059 or (+44) 01264 382059.

d. By e-mail via the Services network to Army LF-CESO-AINC-mailbox (MULTIUSER)

e. E-mails to AINC are to be sent on RESTRICTED or below systems.

f. By e-mail via the World Wide Web to: Army LF-CESO-AINC-mailbox@MOD.UK

01.03.224. The means of communication in para 01.03.223 is particularly relevant to Army Reserve units and Cadet organisations engaged in adventurous training expeditions overseas.

01.03.225. Reporting responsibilities. Anyone in the Army - or working for the Army may report an accident. It is preferable, however, that it should be done through the unit safety focal points who should keep copies of the Accident Report form (MOD Form 510).

Postal Address: IDL 420, Floor 1, Zone 7 Ramillies Building, Army Headquarters, Marlborough Lines, Andover, Hants SP11 8HT
http://www2.armynet.mod.uk/armysafety

AINC Contact Details
Contact Tel:
Mil Tel: 94391 2055 | Civ Tel: 01264 382055
Mil Fax: 94391 2059| Civ Fax: 01264 382059
DII/F AINC Mailbox:
Mil: Army LF-CESO-AINC-mailbox
Civ: Army LF-CESO-AINC-mailbox@mod.uk
http://www2.armynet.mod.uk/armysafety

01.03.226. 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 / PULHHEEMS Administration Pamphlet 2010 (PAP 10) might be appropriate.

01.03.227. 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, eg 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[2] for Service PULHHEEMS and Medical Boarding in accordance with single Service arrangements, as described within AGAI 99, PAP 10 and 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 (see para 01.03.019) 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 may wish to conduct a further risk assessment in accordance with JSP 375 Vol 2 to consider and determine fitness to undertake particular aspects of Military Training.

01.03.228. 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 PAP 10. Remuneration of NHS GP reports is via Surgeon General's Finanace 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.

[2] DPHC MTF or Independent Service Provider contracted by DPHC to provide OH to Reservists.

01.03.229. There is a clear duty on the reservist to allow the free exchange of medically sensitive information between his GP and a Service MO or CMP where the reservist's work sickness record is a cause for concern through Occupational Health (OH) Referral.

Action to be Taken

01.03.230. 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 his own GP and offered the support of other welfare agencies, in the interests of restoring him/her 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

01.03.231. 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 his GP being approached, and inform the reservist that he will have the right to see any report provided by his 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

01.03.232. 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 PAP 10. Remuneration of NHS GP reports is via HR Form 328A: Claim for Fees In Respect of Medical Reports.

Failure to Co-operate

01.03.233. Should the reservist not consent to an approach to his 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.

01.03.234 – 01.03.240. Reserved.

SECTION 5 - DECORATIONS AND MEDALS

The Volunteer Reserves Service Medal

01.03.241. 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 and regulations made under the authority of that Royal Warrant.

01.03.242. The VRSM became effective from 1 Apr 99 and superseded all previous single service Efficiency Awards immediately. The regulations and administrative instructions governing the conferring of the award are at Annex C/3. A ready reckoner showing the calendar periods of different forms of service and their relative value in terms of qualifying service is at Appx 1 to Annex C/3.

Other Decorations and Medals

01.03.243. Other orders, decorations and medals including the Queen's Volunteer Reserve Service Medal and method of presentation are the subject of QR(Army), Chapter 5, Part 10 and Chapter 10.

Loss and Replacement

01.03.244.

a. Every precaution is to be taken to ensure that the insignia of British orders, decorations and medals do not come into the possession of unauthorized persons. When the loss is incurred as a result of enemy action, during training or call-out service, or is due entirely to unavoidable circumstances arising out of the exigencies of the Service, lost decorations or medals may be replaced for serving personnel only. When a medal is lost or stolen after being discharged from service replacements will only be issued on receipt of documents to confirm that the medal was stolen or lost and was reported to the Police or Insurance Company at the time it happened. This evidence needs to be either a copy of a police report with crime number (made at the time of the loss) showing details of the medals that have been stolen or a successful Insurance Claim if the medals were lost. The decision in all cases will rest with the Ministry of Defence Medal Office who will assess the nature and circumstances of the loss and whether the loss was unavoidable or due to negligence.

b. Attention is drawn to the desirability of insuring decorations and medals against loss not arising out of the exigencies of the Service.

01.03.245. Replacement of Foreign Decorations or Medals. If replacement of a decoration or medal bestowed by a foreign power is desired, application for replacement should be made to the appropriate Embassy or Legation.

Forfeiture and Restoration

01.03.246. The forfeiture by an officer, warrant officer, NCO or soldier of the Army Reserve, of any order, decoration or medal of which he may be in possession, or to which he may be entitled, will be determined by the same conditions as those laid down for the Regular Army in QR(Army) and in JSP 761 Chapter 9.

Record of Despatch and Receipt

01.03.247.

a. Medals are sent via Recorded Delivery and the receipting process is completed on JPA when a medal is received by a unit and when it is presented to the recipient.

Wearing of Medals and Decorations

01.03.248. Regulations governing the wearing of medals and decorations in different forms of dress are laid down in Army Dress Regulations. Attention is drawn to para 13.023 which governs the wearing of medals when in combat clothing.

Post Nominals

01.03.249. 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.

01.03.250. 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 ten years of continuous service in the Volunteer Reserve Forces.

01.03.251. On completion of 10 years' continuous service an individual is to confirm eligibility to use the post-nominal with his or her 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 – eg Corporal M J Smith MBE BSc VR or Major M J Smith MBE TD DL JP VR etc.

01.03.252. 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.

Queen's Volunteer Reserves Medal

01.03.253. Eligibility criteria and the process for recommendation of the award of the Queen's Volunteer Reserves Medal (QVRM) are contained in JSP 761 paras 4.04 – 4.08.

01.03.254 – 01.03.260. Reserved.

SECTION 6 – APPRAISAL REPORTS, DOCUMENTATION, CORRESPONDENCE AND OFFICE SUPPLIES

Appraisal Reports

01.03.261. The principle information source for Reserve Career Management is The Career Management Handbook Part 3, Chapter 3 (Reserves) which can be found at the following link to the MS Webpage and CM Handbook. 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 Handbook and should be the first document consulted on all matters Reserve Career Management policy.

01.03.262 – 01.03.269. Reserved.

Documentation

01.03.270. Reserved.

01.03.271. Most documentation has been replaced by the Joint Personnel Administration (JPA) system and the associated JPA Business Process Guides and Operational Bulletins are now the primary instructions. These can be accessed via the JPA Portal.

Correspondence

01.03.272. General.

a. Correspondence is to be conducted as laid down in JSP 101 (Version 3-1) – Defence Writing Guide.

b. Correspondence for RFCAs is to be addressed to the Chairman or Secretary.

01.03.273. Use of Descriptors on Correspondence. Army Reserve units are to adhere to the Government Security Classification (GSC) System. Further information can be obtained from local security staff and JSP 440 – The Defence Manual of Security Part 4 Section 1 (v5.0 April 2014).

01.03.274. Reserved.

Office Supplies

01.03.275. Army Forms. Army forms (and publications) can be accessed via the Millie Online Portal.

01.03.276. Reserved.

01.03.277. Stationery.

a. Stationery and office requisites required by Army Reserve units and formations for the performance of their official duties are to be supplied at public expense. Instructions for ordering and links to the relevant DINs can be accessed via the Admin tab on the Defence Intranet Homepage.

b. Stationery is to be used with the utmost economy and stocks are to be kept to the minimum.

01.03.278. Machinery. Computers/IT equipment and photocopiers for Army Reserve units and formations are to be supplied at public expense where issue is justified by the nature and volume of official work. Indents for computers/IT equipment and photocopiers are to be submitted in accordance with the Defence Supply Chain Manual (JSP 886) Volume 4, Part 200.

01.03.279. Maps. Maps for instructional and training purposes are to be demanded utilising the MOD catalogue of Geographic Products (GSGS 5893) on MOD Form 88.

01.03.280 – 01.03.300. Reserved.

SECTION 7 - POLITICAL ACTIVITIES AND ELECTORAL REGISTRATION

General

01.03.301.

a. Regular Army personnel serving with the Army Reserve are governed in their political activities by QR(Army), Chapter 5, paras J5.581 - 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 01.03.307 – 01.03.309.)

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 providing that they are not in any form of full time service such as FTRS or when engaged on 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, eg time served in the Army Reserve, places served. Reservists are not to include photographs of themselves in uniform in their campaign literature.

Political Activities

01.03.302.

a. 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, eg by preventing members of the Army Reserve from being present at an important political meeting. Camp 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 Regional Comd.

b. No out of camp training is to take place on polling day.

01.03.303. Prohibitions.

a. Members of the Army Reserve are forbidden to institute meetings or take part in demonstrations for political party purposes in barracks, camps 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 - 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 - 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

01.03.304. Reserved.

01.03.305. 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 as follows:

a. When in the United Kingdom on the date of the poll.

(1) As an Absent Voter - by applying to the electoral registration officer of his constituency for Form RPF9, which will enable him to vote by post. This applies to both parliamentary and local government elections.

(2) In Person - by being granted leave for the purpose. Such leave may be reckoned as attendance at training, but travel will be at private expense. Members should be urged to vote by post as indicated in (1).

b. When likely to be outside the United Kingdom on the date of the poll. By applying to the electoral registration officer of the constituency for Form RPF 10A, which will enable Reservists to appoint a proxy to vote on their behalf. This applies only to parliamentary elections; a person outside the United Kingdom cannot vote at a local government election.

01.03.306. Reserved.

01.03.307. 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 QR(Army) para J5.586.

01.03.308. Procedures. A member of the Reserves in FTRS or ADC who wishes to stand as a candidate for election to one of the bodies mentioned in para 01.03.307 other than a local authority (see QR(Army) para J5.586) must apply to Army HQ, Director Manning (Army) (DM(A)), through his commanding officer to terminate his FTRS or ADC commitment. Applications should be made as early as possible, preferably giving at least three months notice to terminate an FTRS commitment and at least one 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.

01.03.309 – 01.03.320. Reserved.

SECTION 8 - PUBLIC AND SERVICE (NON PUBLIC) FUNDS

General

01.03.321. Commanding officers are responsible for the control of public and non-public funds entrusted to their unit. Commanding officers are to comply with the general procedures for control and accounting as laid down in the following paragraphs.

Public Funds

01.03.322. The Head of Unit/Establishment or Commanding Officer is designated as Account Holder for both the unit held Imprest Account and Debit and Credit Control Account. As Account Holder, he/she is responsible for ensuring that the account is managed in accordance with JSP 891 Ch 2 and QR(Army) Ch 5 Part 15. Further advice and guidance for Army units is available in the Unit Administration Manual Part 3 Ch 1.

a. Commanding officers 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.

01.03.323 – 01.03.324. Reserved.

Service (Non Public) Funds

01.03.325. The Head of Unit/Establishment or Commanding Officer is designated as Managing Trustee (MT) for unit held Service (non public) funds (SNPF). The MT is responsible for the proper application of all SNPF of the unit and for the control and supervision of committees formed for the management of such Funds. In the case where Service (non public) funds are managed by committee or council who do not act on behalf of the commanding officer, then the chairman of that body is to be the commanding officer for the purposes of the requirements in these regulations and Service Funds Regulations. The attention of all commanding officers is drawn to Ch 3 of Service Funds Regulations which clearly define the duties and responsibilities of the MT.

01.03.326 – 01.03.327. Reserved.

Funds from Reserve Forces and Cadets Associations

01.03.328.

a. Reserve Forces and Cadets Associations (RFCAs) may delegate to commanding officers, as their agents, such powers of local administration as they deem desirable. Accounting instructions are to be issued by RFCAs as necessary in respect of any moneys that may be received from or for RFCAs.

b. Commanders are to keep RFCAs fully informed of all investigations into losses of funds of RFCAs.

01.03.329 – 01.03.340. Reserved.

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SECTION 9 - STORES AND EQUIPMENT

General Responsibilities (see also QR(Army), Chapter 5 Part 16)

01.03.341. A commanding officer is responsible for the condition and security of all public stores and equipment on charge to his unit and for ensuring that they are only used for purposes for which they are issued. He is to ensure that all security items, attractive items and foodstuffs are kept in a secure store. Commanding officers of units for which mobilization equipment is held on their behalf by RLC should arrange with their representatives to visit the depots concerned to familiarize themselves with the arrangements made, and all aspects of the action required to be taken by the unit on mobilization to obtain equipment held by RLC or other Service depots, to complete their unit war scales. Where a unit's PUE is held outside of the United Kingdom, such visits should coincide with annual training in that theatre.

Accounting

01.03.342. Accounting for stores and equipment is to be in accordance with the Defence Supply Chain Manual (JSP 886).

Sales of Surplus Materiel

01.03.343. Government surplus materiel may be purchased by members of the Army Reserve at auctions or by competitive tender under the conditions laid down in QR(Army), para J5.627.

01.03.344 – 01.03.360. Reserved.

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SECTION 10 - TRANSPORT AND MOVEMENT INSTRUCTIONS

Introduction

01.03.361. 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.

Sub-Section 1 - Transport

01.03.362. The Commanding Officer (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, Edn 4.1 Part 2, Chapter 3, para 2.3.6. JSP 800 Vol 5 has the force of Regulation. In particular 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 his unit to act as the Transport Manager and, where appropriate, a Transport Operator as described in JSP 800 Vol 5 Part 2 Chapter 3 para 2.3.1. Those appointed are to attend an appropriate MT Manager's course at DST in accordance with JSP 800 Vol 5 Part 2 Chapter 3 para 2.3.5.

c. Applying the regulations with regard to accident prevention and the control of drivers' hours contained in JSP 800 Vol 5 Part 2 Chapter 3 para 2.3.6n and Part 3 Chapter 3 respectively. These regulations, which are to be rigorously enforced, apply equally to both the Regular and the Reserve Forces of the Crown (see also para 01.03.367 below).

The Use of Transport

01.03.363. Types of Vehicles. Mechanical Transport (MT) held by Army Reserve units in peacetime is provided solely for training and transport services under the following conditions:

a. Vehicles held on charge to Army Reserve units are intended primarily for their unit Collective Training Level 1 purposes but may be used for transport services in connection with the conveyance of Army Reserve personnel and stores within the conditions laid down in para 01.03.367, when available, without prejudice to training requirements.

b. Vehicles on charge to Army Reserve units may also be used by the Regular Army subject to the agreement and authorization of the Command/Functional Bde G3 Fleet Manager to whom the Army Reserve unit belongs.

c. **Regular Army Units.** Vehicles on charge to Regular Army units may be allocated, when available, under Command/Function Bde G3 Fleet Management arrangements, for use in connection with Army Reserve operations, exercises and training. Such vehicles may also be provided for administrative use, subject to the approval of the Master Driver.

d. **Vehicles Hired from Civilian Contractors.** Vehicles required from civilian contractors for Army Reserve purposes are only to be provided under the arrangements of LRTC or TCO RLC in response to transport requests submitted in accordance with JSP 800 Vol 5 Part 2 Chapter 2.

e. **Vehicles Loaned from the Army Uplift Training Pools.** All vehicle training uplifts must be planned and recorded on BLENHEIM and processed in accordance with LFSO 4532.

f. Vehicles on charge to Army Reserve Units of the RLC are intended for the training of personnel of those units and will not be allocated for the use of other Army Reserve units to the detriment of RLC Reservist training.

01.03.364. Funerals. Gun carriages may be used subject to the conditions laid down in QR(Army), paras 8.117 - 8.118 as follows:

a. For funerals of deceased officers and soldiers of the Army Reserve who, at the time of death, were on the active list of their units (see also para 01.02.217).

b. For funerals of deceased Regular Army officers or soldiers who were attached to the Army Reserve.

01.03.365. Recruiting. Army vehicles on charge to Army Reserve units may be used for recruiting in accordance with JSP 800 Vol 5.

01.03.366. Recreational and Repayment Services. Army Reservists may be conveyed for the purposes of recreational and repayment services in accordance with JSP 800 Vol 5, Chapters 2 - 5 but only when such journeys are embodied into Annual Continuous Training:

a. A vehicle may only be driven by a qualified Regular or Army Reservist driver when on duty and under the supervision of an officer or NCO.

b. Passengers are to proceed as an organized body under the command of the officer or NCO referred to in sub-para 01.03.366a above (see also JSP 800 Vol 5, Chapter 9, para 9.101f).

Use of Army Reserve Drivers

01.03.367.

a. Regional or Functional HQs may authorise Army Reserve drivers (filling and established position as an MOD civilian employee) to drive unit vehicles on authorised transport services, other than during their normal Army Reserve training periods.

b. An Army Reserve driver so employed is entitled to payment as a MOD civilian employee at the appropriate local rate under the authority of the Divisional Commander, such payment being made from unit imprest accounts and chargeable to the normal Army vote. Under these conditions an Army Reserve driver is not subject to military law as would be the case if he was performing training duties as a member of the Army Reserve. The officer authorizing such duties is to satisfy himself that the regulations for the control of drivers' hours are rigorously enforced (see para 01.03.362c above) and adhered to by all personnel taking up this duty.

c. In all other circumstances the Army Reservist should be employed on:

(1) Voluntary training or other duties for random tasks that are not scheduled on a regular basis.

(2) Additional Duties Commitments for tasks that are scheduled on a regular basis if the soldier could enter a commitment requiring him to be always available on the days concerned. If he could not, then the first option would have to be followed.

d. **Drivers' Hours.** Application of Drivers' Hours regulations, as they affect the Reserve Forces, is outlined in JSP 800 Vol 5 Part 3 Chapter 3 para 3.3.14 onwards.

Driving Licences

01.03.368. Provision of Driving Licences. The regulations on the provision of driving licences are contained within JSP 800 Vol 5 Part 4 Chapter 1 which also provides guidance on the law in the UK, the EC Second Directive on Driver Licensing and the description of driving licences.

01.03.369. Disqualification from Driving:

a. Generally, when a driver is disqualified from driving by a UK Civil Court, he loses entitlement to drive any motor vehicle on a public road. It does not matter what vehicle he was driving at the time of the offence. However, where the disqualification applies only to his Category C (LGV) entitlement, a driver will not necessarily be debarred from retaining his Category B (car) entitlement.

b. Application for reinstatement of a licence can be made after a certain period of time depending on the length of the disqualification. The reinstatement of Category C entitlement will be considered at the end of the period of disqualification. Reinstatement of a licence may be conditional on the driver passing the appropriate driving test.

Public Service Vehicles

01.03.370. Under Section 1 of the Public Passenger Vehicles Act 1981, motor vehicles carrying passengers for hire and reward, under a contract expressed or implied, must be licensed as Public Service Vehicles. This provision however is not binding on the Crown and vehicles used by the Army Reserve to carry entitled passengers are exempt from the regulations except where a payment has been made towards the cost of such a journey.

Road Fund Licences

01.03.371. Vehicles owned by individual officers and soldiers, and vehicles hired for use by the Army Reserve are not exempt from licence duty.

Third Party Insurance

01.03.372. Vehicles owned privately by Army Reserve units or individuals are not exempt from compulsory insurance under the Road Traffic Act and are required to carry a certificate of insurance in accordance with the Act.

Road Traffic Accidents

01.03.373. The regulations on road traffic accident reporting and the third party claims procedures arising therefrom are contained in JSP 800 Vol 5 Part 3 Chapter 6.

Sub-Section 2 - Movement

01.03.374. The subject of Movement is covered in JSP 800 which provides an authoritative document on MOD movements policy, principles and technical information. It is designed for all

those involved in the management and execution of movement. The manual has three primary roles:

a. To set the policy, authority and entitlement for movement within the Armed Forces and its civilian components.

b. To provide the force of Regulation in conjunction with QR(Army) and any Land Forces Command or formation regulations which may be in force.

c. To offer guidelines and advice to those closely involved with the provision of executive movement support at all levels.

01.03.375. The new JSP 800 has the following volumes:

a. **Vol 1.** Concept and Doctrine.

b. **Vol 2.** Passenger Transport and Travel (replaces JSP 341).

c. **Vol 3.** Movement of Materiel (replaces JSP 341).

d. **Vol 4a.** Replaces JSP 335.

e. **Vol 4b.** Replaces JSP 445.

f. **Vol 5.** Road Transport (replaces JSP 341).

g. **Vol 6.** Container Management.

h. **Vol 7.** Replaces JSP 71.

In addition there is a new website with links to the relevant documents at www.transportsafety.dii.r.mil.uk.

01.03.376. Instructions for the movement of Army Reserve personnel, equipment and stores are also contained in the following documents:

a. Army HQ Overseas Training Exercise and Operations Movement Directive.

http://defenceintranet.diif.r.mil.uk/Organisations/Orgs/Army/Organisations/Orgs/cfdt/Organisations/Orgs/dglse/Organisations/Orgs/dloga/Orgs/ADLogSp/Organisations/LogSpOps/Pages/OverseasTrainingExerciseandOperationsMovementDirective.aspx

b. LFSO 4302 – The Provision and Movement of Containers in Support of Army HQ Operations and Exercises.

c. The **TSC(L) Training Brochure**.

01.03.377. Early advice should always be sought from local Regional Comd Mov Det.

01.03.378 – 01.03.400. Reserved.

SECTION 11 - MESSES, INSTITUTES AND MESSING

General

01.03.401. Messes and institutes in the Army Reserve are to be conducted generally in accordance with the instructions contained in QR(Army), Chapter 5 Part 18 and Annexes J5 and L5. The particular differences which apply to Army Reserve messes are set out below.

Officers' Messes

01.03.402. Mess Subscriptions. The subscription required to be paid by officers will be at a rate to be fixed by the commanding officer and is not in any circumstances to exceed, in one year, five days pay of the rank held, chargeable from the date of appointment and payable in arrears.

01.03.403. Payment of Mess Bills. All moneys are due to be paid within 14 days from the submission of account. A report is to be made to higher authority if adequate reasons are not given for failure to pay and the account remains unsettled seven days after a request for an explanation.

Commanding Officers Public Fund (COPF) and Enhanced COPF (ECOPF)

01.03.404.

a. Commanding Officers Public Fund (COPF) (and the Enhanced Commanding Officers' Public Fund (ECOPF)) replaced the TA Establishment Grant (TAEG), TA Grant in Aid of Officers Mess Expenses and TA Amenity and Welfare Grants for Soldiers.

b. COPF and ECOPF allows Commanding Officers to undertake considered action to improve the quality of life of their soldiers and officers at unit level and to underpin unit retention initiatives, in order to make a swift and direct impact on the lives of these individuals.

c. COPF provides Army Reserve unit Commanding Officers of both Regional and National units with a fixed sum per person per year, calculated on mean average annual strength. Commanding Officers of Army Reserve units or Regular units with an Army Reserve element may claim the same rate per head for both their Regular and Army Reserve soldiers.

d. The rate at which COPF is payable is reviewed each year. Instructions for the use of COPF are contained within JSP 770 Chapter 7.

01.03.405. Non Regular Officers of the Permanent Staff. A grant of £2.50 in aid of mess expenses is payable in respect of each officer paid under para 01.09.001 and of each regular officer who attends annual training in camp and uses a Army Reserve mess or a separate mess formed for divisional, group, staffs etc. The grant is paid to the mess concerned.

Sergeants' Messes

01.03.406. President of the Mess Committee. Whenever possible the president is to be a Reservist Warrant Officer or SNCO.

01.03.407. Rules. Rules on the conduct of sergeants' messes are contained in QR (Army), Chapter 5 Part 18 and Annex L5.

01.03.408 - 01.03.412. Reserved.

Cessation of Grants

01.03.413. All allowances payable under para 01.03.404 are to cease on call-out.

Sale of Intoxicating Liquor (see also AGAI 64)

01.03.414. Intoxicating liquor is in no circumstances to be sold to persons who are not mess members. Guests may be served with these liquors at the expense of a member of the Army Reserve.

Messing

01.03.415. All Reserve Forces personnel, who are in receipt of full time pay or over eight hours day rate, are treated as full time Service personnel and pay for their meals whilst in barracks. Reserve Forces personnel who are involved in a unit/formation exercise are entitled to be fed at Crown expense when the criteria detailed in JSP 456 Vol 2 Chap 5 and Chap 15 are met. Personnel who attend drill nights are not entitled to be fed at Crown Expense. In all cases units should seek advice from formation Food Services staff.

01.03.416. Sources of Supply for exercises, worldwide, and the detailed ration accounting procedures are laid down in JSP 456 Vol 12. Where there is no access to Service provided sources of supply, applications for Cash In Lieu of Rations are to be submitted in advance to the TLB via the chain of command; detailed instructions are contained in JSP 456 Vol 2 Chap 7.

01.03.417 – 01.03.420. Reserved.

01.03.421. For principles of organizing unit messing and standards, QR(Army), paras 5.769 - 5.774, should be consulted.

01.03.422. For details of charges and allowances regarding messing see paras 01.07.119 – 01.07.121 and JSP 754, Chapter 9, Sections 1 and 10.

01.03.423. Army Reserve Canteens. Under Section 173 of the Licensing Act 2003 premises which are permanently or temporarily occupied for the purposes of the armed forces of the Crown are exempt licencing provisions.

01.03.424 – 01.03.430. Reserved.

SECTION 12 - THIRD PARTY CLAIMS

Claims

01.03.431. All incidents other than traffic accidents (see para 01.03.373), 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, as in para 01.03.220, by the unit commander within 24 hours.

01.03.432. 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.

01.03.433. All such correspondence is not to be formally acknowledged, but forwarded without delay in accordance with 2013DIN06-030 para 15.

01.03.434. Further information may be found at Annex F/3.

01.03.435 – 01.03.500. Reserved.

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SECTION 13 – SELECTION AND REVIEW BOARDS

01.03.501. Career Management at the Army Personnel Centre is delivered in a fully integrated environment across the Capability Directorate MS Branches. 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 Handbook, Part 3 (Reserves). This document is to be used as the principle 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 Handbook.

01.03.502 – 01.03.550. Reserved.

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SECTION 14 – ARMY RESERVE REINFORCEMENT GROUP (ARRG)

Introduction

01.03.551. The Army Reserve Reinforcement Group (ARRG) implemented with effect from 4 Jul 16 replaces the Unposted List (UPL) and manages[1] those in the Army Reserve without a current assignment[2] who seek to stay within the Army Reserve or who temporarily, for business or personal reasons are unable to commit to the Army Reserve. It also provides a means of retaining personnel who have completed their current tenure of appointment but have a gap in service prior to assuming their future assignment.

There are 4 distinct groups within the ARRG:

a. **ARRG 1.** Army Reserves, without a current assignment, sponsored by a unit or formation who are seeking an established liability assignment[3].

b. **ARRG 2.** Army Reserves who have secured a future assignment, but have a known gap between assignments and wish to continue to train.

c. **ARRG 3.** Army Reserves seeking an established liability assignment who are not sponsored so do not attend training.

d. **ARRG 4.** Army Reserves temporarily unable to fulfil their training obligations for a known period but who wish to remain in the Army Reserve with the intention of resuming their commitment at a later date.

01.03.552. The ARRG permits eligible personnel to remain in the Army Reserve and for those in ARRG 1 and 2 to undertake obligatory training for bounty earning purposes. Previously those SP would have been required to transfer to the RARO or Section D of the Reg Reserve, or leave the Army Reserve.

01.03.553. With effect from 4 Jul 16, the ARRG replaces all references to the UPL in Reserve Regulations.

01.03.554. All members of the ARRG if deemed suitable and available, can be approached to conduct specific short-term project work[4]. To assist potential employers and to allow APC CM Ops to identify suitable candidates, the ARRG application form will also be used to capture civilian and military skills.

01.03.555. Transfers to the ARRG are to comply with the provisions of para 01.04.101a or 01.04.101d (officers) and para 01.05.156 (soldiers).

01.03.556. Eligibility. Officers and soldiers who have completed Phase 2 Trg and are enlisted in the Army Reserve can apply to be placed into an ARRG category. The maximum aggregated service on the ARRG is 6 years.

01.03.557. ORs. Army Reserve soldiers will be placed into a unique PID in the ARRG however their administrative support and command responsibility remains with their parent unit.

01.03.558. Application. SP wishing to join the ARRG are to apply through the chain of command to APC CM Ops. Applications are to be accompanied by AFE 20063. For ARRG 1, applicants are

[1] Manage consists of career management, general management and administration.
[2] Occupying an established 8005 PiD.
[3] OF4 and above must be sponsored by a formation HQ, not a Reserve unit.
[4] This includes occupants of ARRG 4, who although unable to fully commit may be available for short term opportunities.

to nominate the unit to which they wish to be attached. This should normally be the Army Reserve unit nearest to their permanent home address or their current parent Army Reserve unit.

01.03.559. Authority. The final authority for permitting transfers to the ARRG and attachment to a unit for training is APC CM Ops. Where exceptions to these regulations are sought, the case is to be staffed to DM(A) who may grant exceptional authority.

01.03.560. Full Time Service. Whilst in the ARRG Army Reserve officers and soldiers may volunteer for FTRS, ADCs or Mobilised Service or can apply to transfer to the Reg Army.

01.03.561. Retirement. If it is within the interests of the Service, SP can be retired or their commissions terminated under the terms of para 01.04.162 (officers) or 01.04.175 (soldiers).

01.03.562. Decoration. Time spent on ARRG 1 and 2 is to count as qualifying service towards the Efficiency Decoration (Territorial) or Volunteer Reserve Service Medal (as appropriate) provided the qualifying conditions for the award have been fully met.

ARRG 1

01.03.563. Purpose. ARRG 1 is for Army Reserve officers and soldiers who are currently without an assignment but who are actively seeking employment. Individuals in ARRG 1 are to be included in the overall strength of the Army Reserve and count against the Army Reserve liability. They will be sponsored by a unit and can attend annual training events with that unit.

01.03.564. Application. For ARRG 1, applicants are to nominate the unit to which they wish to be attached. This should normally be the Army Reserve unit nearest to their permanent home address or their current parent Army Reserve unit.

01.03.565. Assignment and Attachment. Personnel are to be assigned to ARRG 1 and attached to a unit or formation for the purposes of training. APC CM Branches are to issue the necessary assignment or attachment orders. SP on ARRG 1 do not count against the liability of the unit to which they are attached.

01.03.566. Senior Officers. Officers applying to ARRG 1 should not request a sponsor unit in which they are equal to or senior in rank to the most senior officer in that unit.

01.03.567. Training and Bounty. To be eligible for bounty, personnel will be required to complete the full training commitment of that unit. Where an individual's circumstances do not allow them to complete the full commitment, they may undertake the Lower Training Commitment as laid down in para 01.02.036 on the authority of APC CM Branch. This is normally to be agreed prior to the attachment, and recorded in the attachment order. If an individual's circumstances change, exceptionally authority may be granted after service on ARRG 1 has commenced through the CM branch. The sponsoring unit will be responsible for validating bounty applications.

01.03.568. Documentation. Personal docs of an individual on ARRG 1 are to be held by the unit to which the individual is attached.

01.03.569. Tenure. Personnel are not permitted to remain in ARRG 1 for more than one year or beyond the normal retirement/discharge age for their rank, employment, Arm/Corps, whichever is the earlier. However, APC CM Branch may authorize extensions of service/re-engagement of not more than a year at a time, up to a total of two years aggregated service in ARRG 1. Personnel who have not found a suitable assignment or entered Reg Service, mobilised service, FTRS or an ADC by the end of the maximum authorized period on ARRG 1 are to do one of the following:

a. Apply to be placed in ARRG 3.

b. Resign or retire.

c. Be discharged under the provisions of para 01.05.186 - 01.05.187 (soldiers), or 01.04.173 - 01.04.175 (officers).

d. Transfer to the RARO Class 2 (officers only).

e. Be discharged under the provisions of para 01.05.196 and transfer to Section D of the Reg Reserve (soldiers only).

01.03.570. Annual Reporting. Individuals in ARRG 1 may receive an annual report if they complete their full quota of MTDs. Instructions regarding the completion of OJAR/SJAR should be completed by the relevant APC CM Branch and included in an individual's attachment order.

01.03.571. Mobilisation Liabilities. Personnel assigned to ARRG 1 retain the mobilisation liability appropriate to the group of the Army Reserve in which they were serving prior to joining the ARRG. Officers who are transitional members are to elect to change their status to become ordinary members of the Army Reserve prior to applying to join the ARRG (see also para 01.01.006).

01.03.572. Mobilisation. Individuals may apply, in writing, to be mobilized with the unit to which they are attached. If the application for mobilisation is supported by the Commanding Officer, the individual is to be assigned to the unit by APC CM Branch and the ARRG attachment order rescinded. Individuals may also respond to mobilisation trawls for volunteers to augment the Reg Army.

ARRG 2

01.03.573. Purpose. ARRG 2 is for Army Reserve officers and soldiers who have a break in service between their previous appointment but have secured a future assignment and for reasons of continuity and/or bounty earning purposes wish to continue trg during this period. Individuals in ARRG 2 are to be included in the overall strength of the Army Reserve and count against Army Reserve liability. Time spent on ARRG 2 is likely to be less than 12 months.

01.03.574. Assignment and Attachment. Personnel are to be assigned to ARRG 2 and attached to a suitable Army Reserve unit for the purposes of training. APC CM Branches are to issue the necessary assignment and attachment orders. Units who are not able to act as sponsor unit for an individual are to inform APC as soon as possible. SP on ARRG 2 do not count against the liability of the unit to which they are attached.

01.03.575. Senior Officers. Officers applying to ARRG 2 should not request a sponsor unit in which they are equal to or senior in rank to the most senior officer in that unit.

01.03.576. Training and Bounty. Personnel attached to an Army Reserve unit are to complete the full training commitment of that unit for bounty earning purposes. Where an individual's circumstances do not allow them to complete the full commitment,they may undertake the Lower Training Commitment as laid down in para 01.02.036 on the authority of APC CM Branch. This is normally to be agreed prior to the attachment, and recorded in the attachment order. However, because an individual's circumstances may change, exceptional authority may be granted after service on ARRG 2 has commenced. The supporting unit is responsible for validating bounty applications.

01.03.577. Documentation. Personal docs are to be held by the individual's previous unit and sent to the future unit on the future assignment date. An sponsor unit being used only for training purposes should not receive the Personal Docs of an SP on ARRG 2.

01.03.578. Tenure. An individual will remain in ARRG 2 until their future assignment date, at which point they are assigned to their future unit.

01.03.579. Rank. SP selected for a future job on promotion who are placed into ARRG 2 until it commences should wear the lower rank until they leave ARRG 2 and commence the job for which they have been boarded.

01.03.580. Annual Reporting. Individuals in ARRG 2 may receive an annual report if they complete their full quota of MTDs . OJAR/SJAR requirements for individuals in ARRG 2 will be determined by APC CM Branch and will be included in an individual's attachment order.

01.03.581. Mobilisation Liabilities. Personnel assigned to ARRG 2 retain the mobilisation liability appropriate to the group of the Army Reserve in which they were serving prior to joining the ARRG. Officers who are transitional members are to elect to change their status to become ordinary members of the Army Reserve prior to applying to join the ARRG (see also para 01.01.006).

01.03.582. Mobilisation. Individuals may apply, in writing, to be mobilized with the unit to which they are attached. The application must be supported by the unit Commanding Officer and their future assignment Commanding Officer. If approval is given the SP is to be assigned to the unit by APC CM Branch and the attachment order rescinded. Individuals may also respond to mobilisation trawls for volunteers to augment the Reg Army.

ARRG 3

01.03.583. Purpose. ARRG 3 is for personnel who are seeking but have not been appointed to, or received notification of a suitable assignment or have been moved at the end of their tenure on ARRG 1. They may also have commenced an FTRS or ADC commitment by the end of the maximum authorized period on ARRG 1. Individuals on ARRG 3 are included in the overall strength of the Army Reserve and will count against the Army Reserve liability.

01.03.584. Assignment. Officer's are to be assigned to ARRG 3 by APC CM Ops, which becomes their new parent unit. Soldiers can be placed into ARRG but will remain under comd and administration of their parent unit.

01.03.585. Training. Individuals on ARRG 3 have no training liability and therefore are ineligible to earn annual bounty.

01.03.586. Documentation. The personal documents of officers on ARRG 3 are to be forwarded to APC as the new receiving unit. Soldier documents should remain with their parent unit.

01.03.587. Tenure. Personnel are not permitted to remain on ARRG 3 for more than two years or beyond the normal retirement/discharge age for their rank, employment and Arm/Corps, whichever is the earlier. APC CM Ops may authorize extensions for not more than a year at a time, for up to a total of 4 years aggregated service on ARRG 3. Personnel who have not found a suitable assignment or entered permanent service, FTRS or ADC by the end of the maximum authorized period on ARRG 3 are to complete one of the following:

a. Resign or retire.

b. Be discharged under the provisions of paras 01.05.186 - 01.05.187 (soldiers), or 01.04.173 - 01.04.175 (officers).

c. Transfer to RARO Class 2 (officers only).

d. Be discharged under the provisions of para 01.05.196 and transfer to Section D of the Reg Reserve (soldiers only).

01.03.588. Out of Contact. If, at the end of the initial 24 month period on ARRG 3 all reasonable effort to contact an individual has failed SP are to retire or have their commissions terminated under the terms of paras 01.04.162 (officers) or 01.05.191 (soldiers).

01.03.589. Annual Reports. OJAR/SJARs will not usually be completed for officers and soldiers on ARRG 3 however Reservists that complete 27 days or more in ADCs (project work) could qualify for an annual report.

01.03.590. Mobilisation Liabilities. Personnel assigned to ARRG 3 retain the mobilisation liability appropriate to the group of the Army Reserve in which they were serving prior to joining the ARRG. They are liable to be called out as individual reinforcements. Officers who are transitional members are to elect to change their status to become ordinary members of the Army Reserve, prior to applying to join the ARRG (see also para 01.01.006).

01.03.591. Mobilisation. Individuals may respond to mobilisation trawls for volunteers to augment the Reg Army.

01.03.592. Command. The Commanding Officer of the receiving unit in ARRG 3 is the CO APC.

01.03.593. Full Time Service. Personnel on ARRG 3 may volunteer for FTRS, ADC or apply to transfer to the Reg Army.

ARRG 4

01.03.594. Purpose. ARRG 4 is for SPs who are temporarily unable to fulfil their training obligations for a known period but who wish to remain in the Army Reserve and intend to resume their commitment at a later date. Individuals in ARRG 4 are included in the overall strength of the Army Reserve and count against the Army Reserve liability.

01.03.595. Assignment. Officer's are to be assigned to ARRG 4 by APC CM Ops, which becomes their new parent unit. Soldiers can be placed into ARRG but will remain under comd and administration of their parent unit.

01.03.596. Training. Individuals on ARRG 4 have no training liability and therefore are ineligible to earn annual bounty.

01.03.597. Documentation. Personal documents of officers on ARRG 4 are to be forwarded to APC CM Ops as the new receiving unit. Soldier documents should remain with their parent unit.

01.03.598. Tenure. Personnel are not permitted to remain on ARRG 4 for more than two years or beyond the normal retirement/discharge age for their rank, employment and Arm/Corps, whichever is the earlier. APC CM Ops may authorize extensions for not more than a year at a time, for up to a total of 4 years aggregated service on ARRG 4. Personnel who have not found a suitable assignment or entered permanent service, FTRS or ADC by the end of the maximum authorized period on ARRG 4 are to complete one of the following:

a. Resign or retire.

b. Be discharged under the provisions of paras 01.04.173 or 01.04.175 (officers) or 01.05.186 or 01.05.187 (soldiers).

c. Transfer to RARO Class 2 (officers only).

d. Be discharged under the provisions of para 01.05.196 and transfer to Section D of the Reg Reserve (soldiers only).

If an individual, whilst on ARRG 4, becomes available for and is seeking an assignment within the Army Reserve they are to be transferred to ARRG 1.

01.03.599. Out of Contact Officers. If, at the end of the initial 24 month period on ARRG 4 all reasonable efforts to contact an SP have failed officers and soldiers are to retire or have their commissions terminated under the terms of paras 01.04.162 (officers) or 01.04.175 (soldiers).

01.03.600. Annual Reports. OJAR/SJARs will not usually be completed for officers and soldiers on ARRG 4, however Reservists that complete 27 days or more in ADCs (project work) could qualify for an annual report.

01.03.601. Mobilisation Liabilities. Personnel assigned to ARRG 4 retain the mobilisation liability appropriate to the group of the Army Reserve in which they were serving prior to joining the ARRG. They are liable to be called out as individual reinforcements. Officers who are transitional members are to elect to change their status to become ordinary members of the Army Reserve, prior to applying to join the ARRG (see also para 01.01.006).

01.03.602. Mobilisation. Individuals may respond to mobilisation trawls for volunteers to augment the Reg Army.

01.03.603. Full Time Service. Personnel on ARRG 4 may volunteer for FTRS and ADC commitments or can apply for Reg service.

01.03.604 – 01.03.610. Reserved.

ANNEX A TO CHAPTER 3

RELATIONSHIP BETWEEN UNITS OF THE ARMY RESERVE AND ACF AND CCF (ARMY SECTIONS)

(PARA 01.03.011 REFERS**)**

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 30 yard 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

Reserved

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ANNEX C TO CHAPTER 3

REGULATIONS AND ADMINISTRATIVE INSTRUCTIONS FOR THE VOLUNTEER RESERVES SERVICE MEDAL (VRSM)

(PARA 01.03.242 REFERS)

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 he must still be serving at the time that the qualifying service is completed.

b. Army Reservists must have completed ten 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 nine 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, 7e 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 five 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 his obligatory training commitment as defined in individual service regulations for a further five years and his 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 authorized 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 five 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 additional voluntary training and duties.

8. The following will count as two-thirds qualifying service:

a. Service in the Non-Regular Permanent Staff (NRPS) of the Reserve Forces listed at **para 5**a.

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 authorized 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 five years aggregated service.

d. Up to five 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 five 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 three years between service in one of the forces listed at para 5a and another such Service.

b. Periods not exceeding three years between service in authorized 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 six 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 authorized auxiliary force of the Commonwealth, and is by virtue of a previous liability for reserve service.

e. Any year to a maximum of three consecutive years in which an individual fails to complete his full obligatory training commitment as laid down in paras 5c and 6b.

f. A period not exceeding three 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 authorized break in service or leave of absence of up to three 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 commanding officer of units and not a subordinate commander. Individual claims by unit commanding officers, 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 his conduct and performance throughout his 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 he is subsequently convicted by a Civil Court or Court-Martial leading to imprisonment for six 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 he should be ordered to forfeit the Medal and any Clasps awarded in accordance with QR(Army) para 5.400.

Restoration of Medals

15. Procedures for the restoration of forfeited awards are laid down in QR(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 Apr 99.

17. A qualifying ready reckoner for VRSM is shown at Appx 1 to this Annex.

18. All reckonable service prior to 1 Apr 99 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 Camp in 10 of the 12 years and out of camp training in each of these years. Regional unit personnel were required to attend six out of camp training days each year while National unit personnel were required to attend four out of camp training days.) Claims for such service to count as qualifying service for the VRSM may therefore contain up to two years in which Camp was not attended provided that the claimant attended the requisite out of camp training.

19. Under the transitional arrangements, service given after 1 Apr 99 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 1-3 of the 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 authorized by para 2.036 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 his first year or two years of service than for later service. Particular care must be taken when checking whether or not he has fulfilled his obligations and confirmation must be sought from his 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 leng service award. (see also Serial 8 of Appx 1 to Annex C/3).

21. **Breaks in Service.** Individual breaks in service of up to three 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 three years and then return for a second period of service. He 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 three years, his 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 - 3 of these instructions and Annex D/3).

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 he or she is eligible to receive the award.

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APPENDIX 1 TO ANNEX C TO CHAPTER 3

VRSM QUALIFYING PERIODS READY RECKONER

(PARA 17 REFERS)

Section 1 - For Army Reservists

Ser	Types of Service	Value of One Calendar Year's Service	Remarks
(a)	(b)	(d)	(e)
1	Service over age 18 in TA 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	Mobilized service, SSVC, SSE, FTRS or any combination of these forms of service	12 months	Only the first five years of such aggregated service may count at this value. For service over five 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 para 01.04.037c and Annex A/4 of these Regulations.
7	SSVC, SSE, mobilized service & FTRS or any combination	6 months	Applies to service defined at Serial 3 beyond the five years', aggregated, service point.
8	Former regular service in RN, Army, RAF	6 months	a. Only five 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 C/3.
2. To qualify, an applicant must earn bounty in nine out of the 10 years for the Medal, or in each of the five 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 TA 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 years' NRPS service	= 8 months' service	3	24 months (2 years)
1 years' normal TA 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 C/3)
2. To be eligible for the VRSM, NRPS must complete 10 years qualifying service (see paras 5b, 7, 8 and 9 of Annex C/3). This means that former service (Regular or TA), that has not been counted towards another long service award, is eligible to be aggregated with NRPS service when calculating qualifying time.

ANNEX D TO CHAPTER 3

Reserved

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ANNEX E TO CHAPTER 3

INVESTIGATION AND REPORTING OF INJURIES TO TA PERSONNEL

(To be read in conjunction with JSP 751 and LFSO 3216)

General

1. The instructions in this Annex are supplementary to the provisions of JSP 751. They do not supersede them except to lay down additional procedures designed to cater for circumstances which are unique to the Army Reserve.

2. 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 Army Incident Notification Cell in accordance with the instructions set out in Annex G to LFSO 3216 (Rev Apr 13) using MOD Form 510. This includes all activities defined in para 01.08.001 of these Regulations and covers injuries from any cause or circumstances, including those where the injured party may have been negligent or is suspected of misconduct.

3.

a. The procedure for reporting injuries outlined in the following paragraphs, irrespective of whether a claim for Disablement Allowance is made, is to be complied with in every case, and is to be carried out at the earliest possible opportunity. This is essential in order that any officer or soldier can make a claim for Disability Allowance. Without such a report, a claim for Disablement Allowance at pay or pension rates, or subsequent attributable pension, may not be considered.

b. Furthermore, delay in reporting means that Reservists who witnessed the event may not be available to make statements for days or weeks after the incident. This in turn would make the collation of accurate, reliable evidence more difficult.

c. Finally, until the official report of the accident is available, authenticated particulars of the accident or fatality cannot be given to the Next of Kin/Emergency Contact by the notifying authority.

Initiation of MOD Form 510

4.

a. MOD Form 510 should be initiated as soon as possible following a reportable incident. Normally rests with the Medical Officer who first sees the injured person, or, when he or she is admitted to hospital, by the medical officer responsible for the day to day treatment of the patient. The unit is to ensure prompt submission of the form; in the absence of a medical officer the senior person present is to initiate the form.

b. In the Army Reserve, an injured person will often be taken to an NHS hospital or CMP for treatment rather than a Service hospital, MRS or Medical Centre. Under these circumstances, the unit must ensure that this information is recorded on the MOD Form 510. A fit note or certification in support of the injury received including the amount of time taken off work will be required from the Hosp A&E assessing the individual. The certificate should be passed to the unit with a copy retained by the individual.

Instructions for Completing MOD Form 510

5. MOD Form 510 is to be completed, whenever possible by the reporting person, within 24 hours and in any case within 48 hours of the person being seen by medical personnel or doctor. The form should be submitted to AINC in electronic format where possible, or by fax/post where this is not possible.

6. Where several casualties occur as a result of a single incident, a separate MOD Form 510 is to be completed in respect of each officer or soldier injured or killed. A copy of the set of statements from witnesses of the accident is to be attached to each form. A learning account supported by statements from injured individuals and witnesses should be submitted to AINC as soon as possible following investigation of the incident. The Learning Account should show as clearly and as concisely as possible what happened and what the individual was doing at the time.

7. Full statements are to be taken by an officer from the witnesses of the accident, or when there was no witness, from any persons to whom the injured person(s) may have mentioned the accident immediately after the event. These statements are to be signed by the persons making them and by the officer who takes them, and are to be attached to the Learning Account when completed. When it is intended to take disciplinary action, duplicates of these statements are to be retained by the unit for use in lieu of a summary of evidence. It is essential that these statements are taken as soon after the accident as possible, and before the Army Reserve activity ends and personnel return home. If no officer is present then the WO, SNCO or NCO in charge is to take statements in his place.

8. The officer, WO or SNCO in charge of the event at which the incident occurred is to provide a short statement to the commanding officer, which should also be contained in the Learning Account to clarify the following points:

a. Did the injury occur during official duty? ie during an activity defined in para 01.08.001 of these Regulations. If so, what was:

(1) the location of the activity?

(2) the name of the activity? (eg exercise name or title in the unit/sub-unit training programme.)

(3) the nature of the activity?

b. Did the injury occur while travelling to or from the Army Reserve activity? If so, was the journey to or from the place at which the unit/sub-unit assembled at the start of their training period, or was the injured person travelling to or from his place of residence or civilian workplace?

c. If the activity was a sport, game, challenge pursuit or adventurous training:

(1) Was it organized as required in para 01.08.001a(2) of these Regulations?

(2) Who was responsible for supervising the injured person(s)?

(3) Was the supervisor/referee qualified to conduct the activity?

(4) Was the injured person part of a sub-unit or unit team, and if so, was he taking part in a formal match, a team practice or organized unit/sub-unit sport as part of unit/sub-unit fitness training?

(5) If it was a game, was it being played on a proper pitch? If not, did the nature of the ground contribute to the accident?

d. If the activity was a non-organized game, give details of any special circumstances to which the injury might be attributed.

e. Was the injury self-inflicted, or due to any cause which lay within the person's own control? State any relevant particulars.

f. Was anyone else involved? Give particulars if known.

g. If the accident occurred in an off duty period, give the time when the person(s) concerned were last on duty and when they would next have been required for duties.

9. **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. In the event that the injured person is incapable of submitting a claim, the unit is to take action in accordance with the provisions of para 01.08.008a of these Regulations.

10. **Claims.** Claims are to be submitted on AFO 1699 within one month of the incident in accordance with para 01.08.007 of these Regulations. In the event that witness statements for the MOD Form 510 were not taken by an officer, the AFO 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.

11. **Service Inquiry.** Units are to comply with the provisions of JSP 751. (See para 01.08.007 of these Regulations - Non Statutory Inquiry proceedings also have to be forwarded with claims for Disability Allowance.)

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ANNEX F TO CHAPTER 3

CLAIMS FOR COMPENSATION AGAINST THE MINISTRY OF DEFENCE

(PARA 01.03.434 REFERS)
(See also 2013DIN06-030)

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 three 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 three 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 – 8. Reserved.

Other Information

9. Compensation is paid to a claimant when the Ministry of Defence makes an out-of-court award and pays other reasonable costs such as solicitor's fees, medical examinations *etc*., incurred on behalf of a successful claimant.

10. It should be noted that an amount equivalent to Social Security benefits which may have been received for the condition for which compensation is payable, will be deducted from that compensation. This applies to all compensation payments, whether Ministry of Defence or civilian. Service attributable pension payments may also be abated.

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ANNEX G TO CHAPTER 3

Reserved

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ANNEX H TO CHAPTER 3

PROCEDURES TO BE FOLLOWED IN THE EVENT OF INJURIES, SICKNESS OR CHANGE OF MEDICAL CONDITION INCURRED WHILE NOT ON DUTY

(PARA 01.03.219 REFERS)

General

1. Members of the Army Reserve are to notify their units of any change in their medical condition which might effect 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 his 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 01.03.019 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 01.08.001.

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 mobilization trawl could be rejected at the Mobilization 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-mobilization and demobilization 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 he is 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 Apr 05.

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 01.03.019). This applies equally to female 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, ie lasting for more than 28 days, individuals are to notify their unit as laid down at para 01.03.019.

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 PAP 10; 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 his 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 PAP 10 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 commanding officer as to what further action should be taken. In the event that the injuries or illness are likely to effect the individual's PES, action is to be taken for him to have an OH Assessment organized through HQ Regional Comd. This will produce an Appendix 9 which will inform the Commanding Officer 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 Commanding Officer 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 Commanding Officer in his 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.

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CHAPTER 4

TERMS OF SERVICE OF OFFICERS

SECTION 1 - COMMISSIONING

Commissions

01.04.001.

a. Candidates selected for appointment as officers in the Army Reserve will be granted commissions in Her Majesty's Land Forces unless already in possession of such commission and will be granted such rank and seniority as may be determined and notified in the London Gazette.

b. On being commissioned, officers are assigned to the appropriate corps or regiment, or to the General List. Appointments of officers to the Officers Training Corps are governed by the provisions of Annex A/4 paras 81 - 101.

c. This chapter is to be read in addition to Army Commissioning Regulations (ACR's).

The General List Army Reserve

01.04.002. The General List Army Reserve comprises:

a. **Section A.** Officers in extra-regimental employment (such as Honorary Colonels) other than with the Combined Cadet Force or the Army Cadet Force. These officers are to report themselves in writing annually on 1 April each year to the appropriate Ministry of Defence MS branch.

b. **Section B.** Officers employed solely on duty with the CCF or ACF. These officers are administered and paid under CCF or ACF regulations as appropriate. Special terms of service for officers of the Cadet Forces are at:

Annex K/4 - CCF (Army Section).
Annex L/4 - ACF.

Dual Army Reserve/Cadet Force Appointments

01.04.003. Officers may hold commissioned appointments both in the Army Reserve and in either the CCF or the ACF at one and the same time. Army Reserve duties take precedence over cadet force duties.

Appointments of Members of the RARO to the Army Reserve

01.04.004.

a. Eligible members of the RARO may apply for a commissioned appointment in the Army Reserve.

b. If a compulsory member of the RARO ceases to belong to the Army Reserve before completion of his RARO liability he automatically resumes his RARO liability.

Commissioned Appointments Granted to Regular Reservists

01.04.005.

a. If accepted for commissioned appointments in the Army Reserve, regular reservists are to be discharged from the Regular Reserve.

b. Regular reservists must undertake to serve as Army Reserve officers for at least the residual period of the reserve liability, or until they attain the age limit for retirement from the Army Reserve.

01.04.006 – 01.04.010. Reserved.

SECTION 2 - ELIGIBILITY RULES FOR CANDIDATES

Note: For Cadet Force officers refer to Annex K/4 (CCF) or Annex L/4 (ACF).

Nationality and Residence

01.04.011. A candidate will normally be eligible if:

a. He/she holds United Kingdom or Irish Citizenship. A UK citizen includes a British dependant territories citizen, a British overseas citizen or a British subject under the British Nationality Act 1981 or:

b. He/she holds Commonwealth Citizenship and has Indefinite Leave to Remain (ILR) or Enter (ILE) (called “Settlement”) in the UK at the time of application to join or:

c. He/she holds a foreign nationality provided that they have had at least 4 years reckonable service in the Regular Army and has ILR/ILE. DM(A) is the authority to waive this criteria in exceptional circumstances.

01.04.012. Applicants who were discharged under QR (Army), paras 9.369, 9.397, 9.404 or 9.405 will not be eligible to apply.

01.04.012A. Those Regular officers who are to leave, or have left, the Army under Articles 190, 192, 193, 194, 196, 220, 221 or 222 of the Promotions and Appointments Warrant 2009 (PAW 09) are ineligible to join the Army Reserve.

Age Limits

01.04.013.

a. **Minimum Age on Entry.** The minimum age for appointment to a commission is 18 years (21 years for QARANC).

b. **Maximum Age on Entry.** Candidates must start the RMAS-based module D of Reserve Commissioning training or the Reserve Commissioning Course Plus (ResCC+) the day before their 50th birthday. A candidate is not normally to be accepted for a commissioned appointment if his age exceeds that given in Annex C/4. Exceptions may be made on the authority of DM(A).

Educational Standards

01.04.014. Educational standards for Commissioning are laid down in Army Commissioning Regulations Annex I. Certain Arms require additional or specific qualifications as shown at Annex A/4. For all officers entering through the Senior Soldier Entry process candidates are required to have five GCSEs (or equivalent) at grade C or above, including English language and maths. Those failing to meet the standard can receive advice on how to achieve this via their local Army Education Centre (AEC) who will signpost them to a suitable provider. Ex Regular Warrant Officers who have successfully completed Education for Promotion (Advanced)/SNCO Command, Leadership and Management are exempt this requirement.

Medical Standards

01.04.015.

a. Normally a candidate is to be of the medical standard laid down in PULHHEEMS Administrative Pamphlet 2010 (PAP 10) (Army Code No 13371), Chapter 3, for first commissioning. Medical standards for RLC are shown in Annex B/4.

b. The circumstances in which a candidate will require medical examination are detailed in PAP 10, para 0207. In all cases where a candidate has had previous service the medical documents are to be obtained and made available to the medical officer who carries out the examination.

c. For those wishing to join the Army Reserve with previous Army service the following medical requirement will be applied:

(1) **Regular Officers (Capts and below) still serving/less than 12 months since leaving and ex-Army Reserve officers less than 12 months since leaving.** Discharge gradings of Medically Fully Deployable (MFD) or Medically Limited Deployable (Permanent) (MLD(P)) are acceptable. Candidates will not need to undertake a medical.

(2) **Regular Officers (Majs and above) still serving/less than 12 months since leaving and ex-Army Reserve officers less than 12 months since leaving.** Officers of the rank of major and above, are eligible to apply for appointments in the Army Reserve with the medical grading of Medically Non-Deployable (MND); this is in line with the Regular Army's Minimum Retention Standard. Candidates will not need to undertake a medical.

(3) Ex-regular and ex-Army Reserve officers more than 12 months and less than 6 years since leaving. Retirement gradings of Medically Fully Deployable (MFD) or Medically Limited Deployable (Permanent) (MLD(P))[1] are acceptable for those who held the rank of Capt and below. Ex-regular and ex-Army Reserve officers of the rank of Major and above, are eligible to apply for appointments in the Army Reserve with the retirement medical grading of Medically Non-Deployable (MND). (Note: Those who were medically retired under Article 196 of the Promotion and Appointments Warrant or under QR(Army) 9.384 and 9.387 will remain ineligible to re-join). The candidate will complete the National Recruiting Centre (NRC) online medical questionnaires[2] which seek to identify whether the candidate meets the Army medical eligibility criteria as laid down in JSP 950. The NRC will then arrange a physical medical examination for the candidate at one of the Assessment Centres around the country[3]. AMS PQO and PQS wishing to apply will be considered at a medical standard of below MFD. This will be conducted by an occupational team and on a case by case basis. Cost for travel by public transport will be met by the NRC.

[1] Officers of the rank of Major and above are eligible to apply for appointments in the Army Reserve with the medical grading of Medically Non-Deployable (MND); this is in line with the Regular Army's Minimum Retention Standard.
[2] OCED – online candidate eligibility declaration; OMQ – online medical Questionnaire.
[3] Medicals are conducted at Assessment Centres at Belfast, Glencorse, Lichfield and Pirbright and AOSB at Westbury.

Limited Eligibility Resulting from Civilian Occupation

01.04.016.

a. Members of the Foreign Service and Home Civil Service serving in the Foreign Office will be required to produce a certificate showing the probable duration of their appointments in the United Kingdom, which should be at least one year.

b. Members of the Merchant Navy may only be considered eligible for a commission if the unit is satisfied that they can reasonably be expected to fulfil their training liabilities and be available for mobilization.

Ineligibility Resulting from Civilian Occupation

01.04.017. The Army Reserve does not require Civil Servants and Public Service employees to obtain employer consent prior to joining the Army Reserve. The Army Reserve only requires Reservists to notify their employers of their enlistment.

01.04.018. Recruiting Staffs. Members of recruiting staffs are not normally eligible to hold commissioned appointments in the Army Reserve. All applications for an Army Reserve commission are to be in accordance with these regulations and to DE or Senior Soldier Entry (SSE).

01.04.018A. Retired Officers. When ROs or members of MSF also hold an Army Reserve commission the question of their employment on mobilization is to be agreed on appointment to an RO or MSF position or on appointment to an Army Reserve commission if that occurs later.

Commissioning Qualifications

01.04.019. Commissioning Qualifications are laid down in Army Commissioning Regulations.

01.04.020 – 01.04.021. Reserved.

Sponsored Reserve Officers

01.04.022. The instructions contained in these Regulations apply equally to officers of the Sponsored Reserve employed under the provisions of Part V of the 1996 Act except where such instructions are overruled by the instructions in Appx 3 to Annex A/4.

Employer Notification

01.04.023. The Army Reserve does not require employees to obtain employer consent prior to joining the Army Reserve. The Army Reserve only requires Reservists to notify their employers of their enlistment. (See also para 01.03.049).

Transfers onto Army Reserve Gp A Commissions

01.04.024. ACF/CCF Officers. ACF/CCF officers cannot transfer to an Army Reserve Gp A commission (less those holding dual appointments under para 01.04.003). All ACF/CCF officers must go through the appropriate Army Reserve Group A commissioning process as defined in Chapter 4.

01.04.025. Ex RN/RM/RAF Officers. Prior to applying for an Army Reserve Group A commission, ex RN/RM/RAF personnel are required to provide evidence from the RN/RM/RAF stating that they have permission to take up an Army Reserve appointment. The individual should also provide

former service documentation to enable the appropriate seniority to be awarded and service experience to be ascertained. This also applies to those transferring from RNR/RMR or RAF Reserves. All ranks of Capt equivalent and below will have to attend AOSB.

01.04.026. Gp B to Gp A Commission. All officers must go through the appropriate Army Reserve Group A commissioning process as defined in Chapter 4.

01.04.027 – 01.04.030. Reserved.

SECTION 3 - RECOMMENDATION AND SELECTION OF CANDIDATES

Note: For Cadet Force officers refer to Annex K/4 (CCF) or Annex L/4 (ACF).

Candidate Recommendations

01.04.031. Unit Nominations.

a. **Responsible Officers.** The officers responsible for recommending candidates are:

(1) Commanding officers for vacancies in Regional units including OTCs and the Special Pool.

(2) Commanders Army Reserve/CRHQs for vacancies in National units.

b. Candidates may be recommended for a Commission as:

(1) **A Direct Entry Officer.**

(2) **A Soldier Entry Through the Senior Soldier Entry Process.** The Army Reserve Group A Senior Soldier Entry (SSE) commissioning process is contained in App 1 to Annex A. There is a common standard and selection format for commissioning into the Army Reserve is assured by Army Officer Selection Board (AOSB). Successful candidates are entitled to be considered for the full range of officer appointments within their rank, experience and qualification in the Army Reserve. Unlike the Regular Army, there are no Late Entry (LE) commissions in the Army Reserve. Army Reserve SSE commissioning should therefore not be viewed as akin to Regular LE commissioning, but as Army Reserve Direct Entry (DE) commissioning by a different route that takes account of previous service.

01.04.032 – 01.04.036. Reserved.

Officer Cadets (other than those in OTC)

01.04.037.

a. Officer cadet status is only to be granted to those not in the UOTC under the following circumstances:

(1) All candidates who have passed an AOSB Selection Board.

b. Candidates with Special Qualifications. Candidates who hold an acceptable degree or graduate qualification of a professional institution appropriate to their future employment in the Army Reserve or other qualification specified in Annex A/4 for a particular arm or service are eligible for direct appointment as officer cadets.

c. AMS Army Reserve medical, dental and Allied Health Professionals (AHPs) (radiography, laboratory technology, pharmacy, environmental health and physiotherapy) students in full time tertiary education in recognized courses that on successful completion would qualify them for a commission.

01.04.038 – 01.04.041. Reserved.

Training Courses for Potential Officers

01.04.042. Reserved.

01.04.043. Commissioning Course Reports. Reports are to be sent direct Army Reserve/CRHQs or units concerned by the commandants of the schools or colleges.

01.04.044. Failure on the Course. The Commandant of RMAS may decline to recommend an officer cadet for a commission. In such cases the commandant may recommend outright rejection or attendance at a further course after not less than 12 months.

01.04.045 – 01.04.046. Reserved.

Army Reserve Commissioning Course

01.04.047. Appeals against Rejection. In the case of outright rejection of an officer under para 01.04.044 commander Army Reserve/CRHQ or commanding officer may submit an appeal to Div HQ for onward transmission, if approved, to Army HQ. Should the appeal be upheld the officer cadet is to be required to attend a further course after an interval of no less than 12 months.

01.04.048. Second Attempts. Officer cadets are eligible for a second attempt provided that they first undergo a further period of annual training and are recommended by their commander Army Reserve/CRHQ or commanding officer.

01.04.049. Right of Discharge. Reservists who enlisted with the express purpose of obtaining a commission and who are found unsuitable at any time while serving as an officer cadet have the right of discharge under para 01.05.191. They are to be asked, if rejected for a commission, if they wish to exercise this right. All other officer cadets who are rejected for commissions are to be given the chance of continuing to serve on their current engagements or of applying for discharge under para 01.05.188.

Training prior to Gazetting of Notification of Appointment

01.04.050. Candidates with Previous Commissioned Service. Those candidates who have previously held a commission in HM Forces (and who are not members of RARO) or the armed forces of the Commonwealth, are not permitted to join for training or instruction or to attend camp until notification of appointment is received from the relevant CM desk officer at APC. This notification will be issued as soon as essential conditions are satisfied, and will be in advance of the London Gazette (Supplement) publication.

01.04.051. Candidates without Previous Commissioned Service. Commanders Army Reserve/CRHQ, commanding officers and officers nominated by Div Commanders may, at their discretion, allow those candidates for commissioned appointments who have not previously held a commission in HM Forces, including officer cadets whose appointments have not yet been gazetted, to join for training or authorized instruction or to attend camp as officers, pending the announcement of appointment in the London Gazette, providing candidates:

a. Are fully qualified under paras 01.04.011 – 01.04.019.

b. Are shown on AFB 6700 as cleared (but without any restriction on requirement for nationality waiver).

c. Having received an unqualified pass on one of the RMAS Army Reserve commissioning courses.

Commanding officers are to explain to such candidates that the concession carries no guarantee that their nominations are to be approved and are to call their attention to para 01.07.023.

Acceptance for Commissioning

01.04.052. Candidates are to be finally accepted by the relevant CM Branch at APC who will arrange notification of appointments in the London Gazette.

01.04.053 – 01.04.060. Reserved.

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SECTION 4 - APPOINTMENT AND PROBATION

Note: For Cadet Force officers see Annex K/4 (CCF) or Annex L/4 (ACF).

First Appointment

01.04.061. Except where shown below, successful candidates including those selected for a Late Entry commission, are to be appointed to commissions and serve a probationary period for one year:

a. Candidates who have previously served as officers in the regular and reserve forces of the Crown or the Commonwealth, (other than for service with the cadet forces (see para 01.04.024)), in the UDR or R IRISH (HS) may be granted such rank and seniority as may be authorized by APC CM Ops. Honorary rank held by these officers, when appointed, is to be dealt with in accordance with current instructions.

b. Army Reserve Senior Soldier Entry personnel will be granted Acting Captain rank. On completion of the Army Reserve Senior Soldier Entry Course (Reserve SSE), Soldier Entry officers will automatically be promoted Captain and their seniority will be back dated to the day they were commissioned; the course is to be completed within the first 12 months of commissioned service. Failure to complete the Army Reserve Senior Soldier Entry Course (Reserve SSE) course within two years of commissioning will result in the loss of the right to attend and promotion to Captain will only then be authorized on completion of JOTAC and MK1(V).

c. For candidates for RLC/EFI see Annex B/4.

Exceptions to these rules are only to be made on the authority of DM(A) via APC MS6.

Antedates

01.04.062. Antedates may be granted as laid down in PAW.

Probationary Period

01.04.063. Officers on probation (other than NRPS officers) are required to obtain a satisfactory report in accordance with para 01.02.009b before their commissions may be confirmed. The minimum period of probation is one year.

01.04.064.

a.

(1) Should an officer fail to obtain a satisfactory report at the end of his 12 months probation (see para 01.02.009b) the commander Army Reserve/CRHQ or his CO is to forward a manuscript report to APC CM Ops. This report is to be initialled by the officer and is to clearly recommend either:

(a) A six month (exceptionally one year) extension of the probationary period.

(b) Termination of commission.

(2) If termination of commission is recommended the case is to be referred to APC CM Ops for consideration by the Army Commissions Board.

b. If, while on probation, an officer is so inefficient or unsuitable that it is considered essential to terminate his commission as soon as possible, his commanding officer is to submit a special report to APC CM Ops without waiting for the conclusion of the probationary period. The officer concerned must see and initial the report. The decision that such a commission should be terminated is normally to be taken by:

(1) The Defence Council under para 01.04.173 if the officer has been guilty of misconduct.

(2) The Army Commissions Board under this paragraph if misconduct has not been alleged.

c. Should an officer, for reasons beyond his control, be unable to attend annual camp, or a course in lieu, as required by para 01.02.009b the commander Army Reserve/CRHQ or the commanding officer of the individual concerned, is to apply in writing to APC CM Ops for the probationary period to be extended by one year.

d. **Appeals.** See para 01.03.262f.

01.04.065. Exclusions.

a. All officers normally have a 12 month period of probation when initially commissioned and assigned to their unit. The Commanding Officer has delegated authority to confirm a commission once content that the individual's training and competence are acceptable (see also para 01.02.009). Therefore if an officer is within 12 months of commissioning and being considered for call-out, the onus is on the Commanding Officer to confirm the individual's commission.

b. While on probation, officers are not eligible for promotion.

01.04.066. SAS(R). Before being granted a commission, SAS candidates, other than those eligible for direct appointment, must pass both an AOSB and the Army Reserve Commissioning Course at the RMAS. The final approval for the granting of a commission remains with the Director Special Forces. (SAS (R)) may conduct pre-RMAS training under unit arrangements.

01.04.067 – 01.04.080. Reserved.

SECTION 5 – PROMOTION

Note: For Cadet Force officers refer to Annex K/4 (CCF) or Annex L/4 (ACF).

General

01.04.081. Promotion of officers in the Army Reserve is to be regulated by vacancies on the establishment of each unit or pool except as in paras 01.04.082 and 01.04.083. Occupation of a Rank Ranged post in the lower rank does not imply a vacancy at the higher rank. Personnel are not entitled to be considered for promotion on the basis of occupying a rank ranged post.

01.04.082. Second lieutenants appointed to direct commissions may be promoted to the rank of lieutenant after completing two years service reckonable as follows:

a. Full paid service as laid down in JSP 754, except that service in the ranks to count under JSP 754 is to be limited to one year.

b. Commissioned service in the TA or TAVR or UDR.

01.04.083.

a. Officers appointed to commissions as second lieutenants under para 01.04.061 whose commissions have been confirmed may, except as provided at paras b and c, be promoted to lieutenant on completion of two years in an Army Reserve unit (other than the General List Pool of Officers) with the exception of AGC(SPS)(V), where promotion to lieutenant after one year is possible.

b. Officers promoted under a are to be given an antedate for seniority in the rank of lieutenant if they have previous paid service as soldiers with the regular forces as described in the JSP 754, half of such service to count for seniority up to a maximum of one year.

Substantive Promotion

01.04.084. The current rules are outlined in Annex J/4; officers and units are to refer to the extant **MS Career Management Handbook** for transitional guidance.

a. All Army Reserve Gp A officers commissioned from 1 Apr 07 will serve on Length of Service Terms of Service (LTOS) with progression based on experience (operational, regimental and at staff) and performance, whilst taking into account potential. Officers will only be considered for promotion after five Appraisal Reports (AR) in each rank (Capt to Lt Col) in order to allow officers to gain experience, command and leadership skills. Officers will be considered for promotion to Brig after 3 ARs and to Maj Gen after 2 ARs.

Acting Rank

01.04.085.

a. Officers between the rank of Capt - Lt Col, may be appointed to acting rank if they hold three substantive reports in rank, are eligible for the next rank and are recommended for promotion to that acting rank in their latest AR (see also Annex J/4).

b. Applications are to be submitted to APC CM Ops through the chain of command and must be supported by a written statement signed by the Commanding Officer or Commander Army Reserve/CRHQ.

c. Acting rank, once granted, is not to be withdrawn except:

(1) For inefficiency, including failure to qualify for substantive promotion within two years of the grant of acting promotion. (See Annex J/4).

(2) For misconduct.

(3) On voluntary transfer to a unit or pool where there is no vacancy for the officer in his acting rank, or on voluntary transfer to the Army Reserve Reinforcement Group (ARRG).

(4) On transfer to the RARO, other than for acting lieutenant colonels who are under 38 years of age on such transfer. These latter officers retain their acting rank in the Reserve (see Annex G/4).

(5) Failure to gain the necessary qualifications or appraisals within two years.

d. Where positions on the establishment are rank ranged (ie subaltern/captain or captain/major) the grant of acting rank to the higher rank is not permissible except under the provisions of Annex A/4.

e. When called out for service with the regular forces, officers will become subject to such rules regarding the grant and retention of acting rank or equivalent as may become applicable to the Army as a whole.

f. Acting rank may be held whilst the individual remains in the position for which acting rank was approved. Acting rank will be relinquished on leaving the position or after two years, whichever is the sooner. Any applications for exception to this must be staffed through MS [Reserves] APC.

g. Regulations for pay and seniority for acting rank are at JSP 754, Chapter 3, Section 7.

Acting Rank Counting towards Seniority

01.04.086. An officer granted acting rank whilst filling an Army Reserve PID under para 01.04.085 is, when granted substantive rank under para 01.04.084 and provided he has continued to hold the acting rank, to be granted seniority from the date of promotion to the acting rank. However, relinquishment of acting rank (from Army Reserve employment) for FTRS (HC & LC) in their substantive rank, will result in the period of acting rank and full time employment not counting towards seniority for any subsequent substantive promotions. Relinquishment of acting rank for FTRS (FC or mobilization) or permanent service, is not to be deemed to be loss of that rank for seniority on promotion to substantive rank. The policy for FTRS acting rank counting towards seniority is at Chapter 10.

Recommendations for Promotion

01.04.087.

a. Promotion to the rank of lieutenant will be after two satisfactory appraisals (grade B- or better) and a YES recommendation in latest OJAR. The appraisal from the probationary year is to count for all officers.

b. Substantive promotion to the ranks of captain and major are to be submitted after authority is given by MS (via APC CM Ops).

c. The policy for FTRS acting rank counting towards seniority is at Ch10.

Qualifications for Promotion

01.04.088. All officers are required to obtain qualifications for promotion to substantive captain, major and lieutenant colonel. Officers holding the acting rank will forfeit acting rank under the conditions of para 01.04.085 if they fail to qualify within a certain time.

01.04.089. Reserved.

Exceptions

01.04.090. Paras 01.04.081 – 01.04.084 do not apply to officers of the following categories:

a. Officers of the RAChD, RAMC (Professionally Qualified Officers only[1]), RAVC, RADC, QARANC and AGC (ALS). (See Annex A/4.)

Substitution Pay (SUPA)

01.04.091.

a. SUPA is not an entitlement, but may be paid to an officer or other rank (OR) who is required temporarily to undertake the full range of duties and responsibilities of a post established for an officer, OR, or civil servant of a rank/grade higher than his/her own which is vacant, subject to the exceptions within JSP 754 Chapter 3 Sect 8.

b. COs have authority to approve SUPA for periods up to six months. Beyond six months, approval must be sought from the appropriate Service Manning authority. Further details may be found in JSP 754 Chapter 3 Sect 8.

c. SUPA is not available for Officers on operations. DM(A) may authorize SUPA for a WO1 due to deploy on operations in an officer PID.

Brevet Promotion

01.04.092 - 01.04.093. Reserved.

01.04.094. Local Rank.

a. Local rank carries no entitlement to pay, allowances or pensions rights.

b. It may be granted, normally for temporary periods:

(1) When it is necessary to raise the status of an officer who, by virtue of his appointment, has to deal with officers of higher rank of the other Services or the forces of foreign countries or senior officials and dignitaries, particularly of foreign governments.

(2) To officers going overseas, normally on mobilization, to take up appointments carrying the rank of lieutenant colonel or above, from the date of departure for overseas service.

[1] RAMC Professionally Qualified Officers are Medical Officers, Physiotherapists, Radiographers, Physiotherapists and Environmental Health Officers.

(3) To officers who are assigned to appointments carrying the rank of lieutenant colonel or above, from the date of joining the new unit and for the necessary period of handover.

c. All recommendations for local rank under sub-sub-paras b(1) and b(2) are to be submitted to Col MS [Reserves] APC. Following consultation with DM(A), the local rank is to be authorized by publication in Army Staff Orders. In cases under sub-paras b(2) and (3) the Ministry of Defence assignment order is to be the sole authority.

d. Local rank will be relinquished automatically on the day the holder ceases to fulfil the function for which local rank was granted.

e. For disciplinary purposes no account is to be taken of local rank unless it is deemed necessary to deal with an officer within the area in which he holds local rank.

f. On Called-Out service, the rules at para 01.04.085g will apply.

g. Local Rank may not be granted to NRPS or FTRS Personnel.

01.04.095 – 01.04.096. Reserved.

Tenure of Appointment

01.04.097. Sub-Unit Commanders. The appointment of an Army Reserve sub-unit commander will be for a period of two to three years only. Units are to notify the APC of the anticipated tenure of appointment for each position on assumption of appointment. Exceptionally when no other appropriately qualified officer is available, an officer may subsequently be extended in this appointment for up to one year on the authority of the Command/Functional Brigade Commander. Extension beyond one year may only be authorized by APC CM Ops. These provisions are applicable to any unit with which an officer is serving and are not restricted to his Army Reserve parent unit.

01.04.098. Other Appointments. It is normal for subalterns, captains and majors to fill other key appointments in a unit during their career progression. Tenure of appointment in such positions is to be specified by the selection board and will normally be for a period of three years although this may be varied in the interests of the service. The provisions of this paragraph are applicable to all other appointments whether in an officer's parent unit, another unit or HQ except that for staff appointments the initial tenure of appointment is for three years. Regulations governing selection, tenure of appointment and extensions for staff appointments are at para 01.04.128.

01.04.099. Commanding officers are to ensure that officers assuming the appointments of sub-unit commander or other key positions are aware of the planned length of tenure of the appointment. They should ensure that such officers are informed of any changes to the officer plot which would alter the tenure of appointment.

Mobilization and FTRS

01.04.100. Promotion. Any Army Reserve officer who is selected for promotion prior to mobilization/FTRS with an effective date after mobilization/FTRS, or who is selected during mobilized service/FTRS may be promoted to his new rank and paid as such provided:

a. He is occupying a rank-ranged position in the lower rank.

b. There is a vacancy in the unit with which he is serving for an officer of higher rank.

c. The promotion is approved by the commanding officer of the unit with which he is serving.

If the above criteria cannot be satisfied, the promotion is not to be effected until the completion of mobilized service/FTRS, when it is to be backdated for seniority, but not pay, purposes to the date it would have been effective had the officer not been mobilized or entered into FTRS.

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SECTION 6 - TRANSFER, ASSIGNMENT, EXCHANGE AND SECONDMENT

(For officers in the Cadet Forces−see Annex K/4 (CCF) or Annex L/4 (ACF))

General

01.04.101.

a. No Army Reserve officer is to be transferred, assigned or seconded to another unit or arm without his written consent, except as specified in paras 01.01.050 and 01.04.101d.

b. An officer may be assigned to another unit or pool, or transferred to another regiment or corps, only if a vacancy exists on the establishment for an officer of his rank or the unit has been authorized to overbear the officer concerned. Alternatively, an officer may be assigned to the Army Reserve Reinforcement Group (ARRG) in accordance with the provisions of Chapter 3, Section 14.

c. An officer who no longer fills a vacancy on a unit establishment, is to:

(1) Apply to transfer to another unit or pool, or the Army Reserve Reinforcement Group (ARRG) or

(2) Apply to transfer to RARO if his commission has been confirmed, or

(3) Apply to retire if he has more than 10 years commissioned service, or

(4) Apply to resign.

Failure to submit an application, as outlined above, will result in action being taken in accordance with para 01.04.176.

d. An officer may be assigned to another unit or pool, or exceptionally to the Army Reserve Reinforcement Group (ARRG), without his written consent when it is considered essential by the Army Board to be in the interests of the Service.

e. Army Reserve units under FR20 can hold any AMS personnel against the gapped liability of another Reserve unit[1]. Surgeon General's SO1 Workforce Plans (SG ACDS MedOpCap-Wk FrcPlansSO1) will manage this process as the DMS Global Liability Manager in the following cases:

(1) Reserve units that are overborne with AMS personnel.

(2) Reserve units that hold insufficient liability for the Career Employment Group (CEG) or cadre of AMS personnel that wish to be on their held strength.

Applications for Transfer and Exchanges

01.04.102.

a. Application for assignment between National units or pools of the same arm is to be dealt with by the commander CRHQ.

[1] The gapped liability is likely to come from a Reserve AMS unit the majority of the time but does not have to.

b. Application for assignment between Regional units is to be submitted only once authority is given by Bde/Div HQs or relevant desk officer at APC (depending on the level at which the assignment is taking place).

c. Application for transfer or assignment between National units or pools of different arms or between National units or pools on the one hand and Regional units on the other is to be dealt with in accordance with sub-para b, with the commander CRHQ acting for the officer commanding the National unit or pool.

d. Applications for transfer to the Army Reserve Reinforcement Group (ARRG) are to be dealt with in accordance with the provisions of Chapter 3, Section 14.

Transfer on Change of Residence

01.04.103.

a. An officer who moves to a new area where an immediate vacancy in a suitable unit is not available, and who wishes to continue to serve in the Army Reserve, may be temporarily assigned to the Army Reserve Reinforcement Group (ARRG) (see para 01.04.106).

b. An officer who does not apply to be absorbed into a unit within his new area or into a National unit is required to submit an application to transfer to the RARO or to resign his commission in accordance with para 01.04.167.

c. This paragraph is not to apply to an officer who continues to fulfil his military obligations with his present unit.

Temporary Attachments

01.04.104. As an exceptional measure, where an officer's experience or specialized knowledge may be of particular use in the interests of the Service, he may be temporarily attached initially for not more than 12 months, to the Ministry of Defence (Army), Army HQ, Div or Command/Functional Bde HQs, or a unit (not necessarily of the individual officer's own parent arm or service). 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 man training days already attended, when aggregated with foreseen attendance during the attachment and subsequent unit training or duties, exceeds the limits laid down in para 01.02.261, the attachment is to be carried out in an Additional Duties Commitment or FTRS, as appropriate**.**

01.04.104A. Secondment to Regular Army. Army Reserve officers may be invited or volunteer to be seconded to the Regular Army on a full-time basis. In all such cases they will either be required to enter an FTRS agreement as laid down in Annex F/1. As an essential preliminary, responsibility for seeking temporary manning authority or short term establishment cover in the name of the officer concerned rests with the Regular Army unit or headquarters concerned. Until this has been obtained, Army Reserve officers should not officially apply for an FTRS agreement or SSVC.

Officers Assigned in Excess of Establishment

01.04.105. Reserved.

The Army Reserve Reinforcement Group (ARRG)

01.04.106. The ARRG is a holding unit for Army Reserve personnel who are between assignments or who are unable, temporarily, to give full commitment to the Army Reserve. The terms and conditions of service and application procedures are laid down in Chapter 3, Section 14.

01.04.107 – 01.04.109. Reserved.

Transfer to the Special Air Service (SAS)

01.04.110. Introduction. 21 SAS Regiment and 23 SAS Regiment are located throughout Great Britain and unit contact details are given at Appx 1 to Annex M/5. Officers wishing to transfer to the SAS are required to undertake and pass a rigorous selection procedure lasting up to 12 months. Employment opportunities also exist for officers in the support staff role. Although these positions are not subject to SAS selection, only high quality candidates will be considered. Information on support staff vacancies can be obtained from respective unit Adjutants. Officers for SAS or support staff will be accepted for service in their current substantive rank subject to establishment vacancies.

01.04.111. SAS Selection Volunteers. Volunteers for SAS selection are to apply through the chain of command. Parent units are to contact the PSAO of the chosen SAS unit as shown at Appx 1 to Annex M/5.

01.04.112. Support Staff Volunteers. Support staff volunteering to join SAS are to apply through the chain of command. Parent units are to contact the Adjutant of the chosen SAS unit. Appointments will be limited to three years, after which personnel are expected to return to their original units or voluntarily join another unit/transfer to the Army Reserve Reinforcement Group (ARRG).

01.04.113. Medical - SAS Selection Volunteers. Volunteers for SAS selection must meet the minimum medical standards as laid down in PAP 10.

01.04.114. Medical - Support Staff Volunteers. Minimum medical classifications are required as appropriate for the intended position.

01.04.115. Equal Opportunities. In accordance with current Government policy on the employment of women in the Armed Forces, service in the SAS is only open to male volunteers, however appointments do exist throughout the UKSF(R) for female volunteers in the support role.

01.04.116 – 01.04.120. Reserved.

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SECTION 7 - ASSIGNMENT TO AND TENURE OF SENIOR AND STAFF POSITIONS

Note: For Cadet Force officers refer to Annex K/4 (CCF) or Annex L/4 (ACF).

Army Reserve Commanding Officers

01.04.121. The term 'commanding officer' in paras 01.04.122 – 01.04.126 refers to colonels and lieutenant colonels in command and to majors in independent command.

Tenure of Appointment as a Commanding Officer

01.04.122. The appointment is of 2½ or three years, with extensions normally requested for one year at a time. The recommendation for an Army Reserve officer is to be accompanied by:

a. A summary of the officer's service and qualifications.

b. A statement by the officer that he is willing and able to perform the full duties of commanding officer.

Recommendations for Appointment as Commanding Officers of National Units

01.04.123. Recommendations are completed by No.6 Board and ratified by No.4 Board.

Recommendations for Appointment as Commanding Officers of Regional Units

01.04.124. In the case of Regional units:

a. No 6 Board will seek, in the first instance, a suitably qualified, recommended and available volunteer officer to command all E2 Commands. They will also consult the relevant RFCA and Military Education Committee (MEC). Arms and Service Directors will seek, in the same way, an officer who is a volunteer to command their E1 Commands. The recommendation for each unit is to be submitted to MS4 for consideration by No 4 Selection Board. Selection will be in accordance with the current Army Career Development and Policy Board (ACD PB**)**.

b. Where such a volunteer officer cannot be found, application will be made for a regular officer to command, following the procedure outlined above.

Recommendations for Appointment as Commanding Officers of OTC Contingents

01.04.125. Army Reserve officers may command Regular and Reserve units. No4 Command Board will select officers based on their knowledge, skills and experience and their ability to meet the levels of commitment required ranging from part time to full time. Command of a Regular unit will normally require Army Reserve officers to serve on FTRS Full Commitment (FC) terms of service.

The majority of Army Reserve units will enjoy primacy of command for Army Reserve officers. However, selected units may be removed from Army Reserve primacy and be competed for by both Regular and Reserve officers. Units designated for open competition will be determined by the appropriate chain of command on an annual basis prior to the Command Board. A Regular officer will command a Reserve unit if no qualified Reserve officer is available.

01.04.126. Reserved.

Senior Appointments

01.04.127. Appointments for brigadiers, colonels and those lieutenant colonels RAMC(V) whose appointments are not covered by paras 01.04.121 and 01.04.128, are normally to be made for the same period as given in para 01.04.122. Exceptions may be made on the authority of the Ministry of Defence (MS branch concerned). Officers completing the tenure of appointments are to be treated as laid down in paras 01.04.101 (see also para 01.04.163). In the case of Army Reserve Brigadier appointments, suitable candidates are identified by No 6 Board and the names of willing candidates are forwarded to No 2 Board for selection.

Staff Appointments

01.04.128. Army Reserve officers can hold staff appointments at certain formation headquarters and may from time to time be assigned to other staff appointments on the following terms:

a. Command/Functional Bde/Div HQs and MS6 are responsible for the initial selection of officers for these staff appointments, after consultation with arms and service directors as required. Bde/Div recommendations must be forwarded to APC CM Ops for approval. Copies of AFE 535 should only be sent to APC CM Ops when Bde/Div does not have the required JPA access/authority to administrate the assignment.

b. The selected officer is to be assigned by the establishment of the headquarters concerned. For ease of administration he may be attached to the nearest local Army Reserve Regional unit.

c. Appointments held under the terms of this paragraph are not to carry the automatic grant of the substantive rank appropriate to the appointment. Normal promotion rules in accordance with paras 01.04.081 – 01.04.084 are to apply.

d. The tenure of appointment is to be for up to three years, after which Bde/Div Boards must review the candidate with a view to all approving any extension. The board's decision will be ratified by MS 6 prior to the incumbent being extended for further periods on 1 year. All extensions must be authorised by the relevant CM Br at APC.

e. An officer may apply to be:

(1) re-assigned to his former unit if a vacancy exists; or

(2) placed on the Army Reserve Reinforcement Group (ARRG), if funding agreement is agreed by the chain of command; or

(3) transferred to the RARO.

On relinquishing an appointment an officer of the substantive rank of colonel or above is normally to be transferred to the RARO.

f. The training which these officers are required to carry out is to be appropriate to their staff appointment and in accordance with their training obligations.

Aides-de-Camp to the Sovereign

01.04.129. Officers holding the rank of Colonel or Brigadier in the Army Reserve may be selected to be ADC (Reserves) to The Sovereign. In light of the Army Reserve restructuring the number of positions to ADC to HM The Queen were reduced to three in 2012. Current incumbents will continue to hold their position until such time as they leave their current position.

01.04.129A. Selected officers assume and relinquish their positions under direction from the Ministry of Defence (MS Hons) and positions are published in the London Gazette Defence Supplement. Positions are honorary and selected officers are unlikely to be required to fulfil any Royal duties during their tenure. The position is, nevertheless, a significant privilege and this is reflected in the small number of positions.

01.04.129B. The Military Secretary may, from time to time, recommend to Her Majesty that officers holding one of the following positions; ACOS (Res), Asst Comd HQ1 Div and Asst Comd HQ 3 Div (or as appointed by No 2 Board), may be considered for appointment as ADCs. It should be noted that:

a. An officer will relinquish the appointment of ADC when he relinquishes the position detailed above.

b. An officer will not normally be appointed as an ADC with less than 12 months of a tour remaining.

c. Aiguillettes and Royal Cypher badges are issued on loan for wear during an officer's tenure and the post nominal letters 'ADC' are used.

d. Neither the accoutrements nor the post nominal letters may be used after an officer has relinquished the position.

e. An officer may only hold the appointment once. Therefore in the event that an officer is appointed to an 'ADC post' and has previously held an ADC appointment, No2 Board will provide guidance.

Unit Employer Support Officer (UESO)

01.04.130. Eligibility. Candidates for UESO posts are to be experienced officers who have previously commanded a sub-unit and fulfil the requirements laid down in the MS Job Specification. Candidates are required to provide written consent to their employment as a UESO from their civilian employers with an acknowledgement that in the event of mobilization the role of UESO will take priority over their civilian employment.

01.04.131. Probation. Officers selected for the position of UESO are required to obtain a satisfactory report at the end of their first year as UESO before their appointment will be confirmed. Officers who fail to obtain confirmation of appointment may be considered by a Brigade Review Board for alternative employment, or, if they are beyond the age limits set out in Annex C to this chapter, are to retire or resign in accordance with the provisions of para 01.04.161.

01.04.132. Tenure of Appointment. The normal tenure of appointment as a UESO is for three years, which is renewable for up to three years at a time with the agreement of the individual and his commanding officer.

01.04.133. Mobilization Liability. UESOs have the same mobilization liabilities as other Group A personnel. However, due to the nature of their duties, UESOs are not to be deployed. They are to

remain part of their unit rear party and are therefore only liable for deployment within the United Kingdom, the Channel Isles & the Isle of Man.

01.04.134. Age Limits. UESOs may be retained in service up to age 60 years. Exceptionally, in the interests of the service and on the authority of DM(A), individuals may be extended on an annual basis up to age 65 years.

Substantive Promotion to Army Reserve Major General

01.04.135. Candidates for Selection. CM Snr Officers at APC is responsible for identifying those Army Reserve Brigadiers eligible and available for consideration for promotion to Major General and, for informing MS Generals.

01.04.136. Grading and Selection Process.

a. **Filter-in.** To be eligible to filter-in for grading for promotion to major general Reserve officers, including those on the ARRG, must have at least two annual reports in the substantive rank of brigadier with a recommendation for promotion in the latest report.

b. **Eligibility Zone.** An officer will remain eligible for grading for promotion to major general until Engagement Expiry Date (EED)[1] minus three years[2], provided he continues to be recommended for promotion. Grading does not provide an assurance of promotion.

c. **Selection.** No 1 Selection Board meets four times a year to consider candidates for appointments that are to become vacant within the next 18 months or so. The Board is chaired by the Chief of the General Staff and is responsible for the grading of eligible candidates and the subsequent selection and appointment of the successful candidate.

01.04.137. Tri-Service Appointments. In the case of a tri-Service competition appointment, the name of the Army candidate selected by No 1 Selection Board is submitted for consideration to the Senior Appointments Committee, which is chaired by the Chief of the Defence Staff.

01.04.138. Appointment Process. Following selection by No 1 Selection Board and/or the Senior Appointments Committee, the selected candidate cannot be appointed until a series of clearances have been completed, including the submission of a curriculum vitae to Her Majesty the Queen for her approval; no brigadier may be promoted without this approval. Only after all clearances have been obtained is the appointment made public.

01.04.139. Tenure. Appointments are normally held for between two and three years. However, No 1 Selection Board or the Senior Appointments Committee may, in the interests of the Service, adjust tenure.

01.04.140. Action on Relinquishing an Appointment. An Army Reserve officer of the rank of major general or above, will, on completion of tenure, be subject to the rules contained in these Regulations, para 01.04.128e. This would normally mean transfer to RARO, provided the Army Reserve officer is below the maximum age for RARO contained in Regular Reserve Regulations (Army) 1997 – Schedule 1.

[1] The EED is the JPA term for Run Out Date (ROD).
[2] For example, if an officer's EED is in the year in which he is 55, his final grading for promotion will be in the year he is 52.

SECTION 8 - HONORARY APPOINTMENTS

Note: For Cadet Force officers refer to Annex K/4 (CCF) or Annex L/4 (ACF).

Honorary Physicians and Honorary Surgeons to the Sovereign

01.04.141. The tenure of an officer's appointment as honorary physician, honorary surgeon or honorary dental surgeon to the Sovereign is to be two years irrespective of his continuing on the Active List. Such officers are normally to be selected from among those holding the rank of colonel.

Honorary Chaplains to the Sovereign

01.04.142. A chaplain appointed honorary chaplain to the Sovereign is to relinquish the appointment on ceasing to serve on the Active List.

Honorary Colonels

01.04.143.

a. The role of an Honorary Colonel is to foster esprit-de-corps and show an interest in the unit to which he/she is appointed, without interfering with the daily running of the unit. They are to represent the unit to stakeholders in both the civilian and military communities, whilst also taking on the role of a figurehead within the unit.

b. Honorary colonels may be appointed to units of the Army Reserve on the scale of one for each colonel's or lieutenant colonel's command. Save in exceptional circumstances, no appointments may be made to sub-units, but an independent unit of a major's command may have an honorary colonel appointed.

c. Honorary colonels may be appointed, if considered desirable, to a composite group of units on the basis of one honorary colonel per 450 volunteers.

d. Each contingent of the OTC is also entitled to the appointment of an honorary colonel.

e. Nominees for appointment as honorary colonels can be either prominent civilians with no prior military experience or senior serving or retired military officers. Regardless of whether civilian or military, nominees should:

(1) Have achieved eminence in a field, either connected with the business of the unit or in the region of the unit.

(2) Have empathy with, although not necessarily a background in, military matters in general and, where appropriate, the reservist concept in particular.

(3) Have links and influence in the local community.

(4) Be able to represent the unit at a senior level in the civilian and military arena, locally and nationally.

The decision to select either a military candidate or a civilian with no prior military candidate should be based on the circumstances and needs of the unit at that time. In deciding, wider civilian community influence should be given at least equal weighting to military connections and influence. It is acknowledged that given their role and regimental links, the scope for

some combat arm units to select an honorary colonel with no previous military experience may be less than is the case for units from a more specialist technical role.

f. Military nominees should, preferably, have held the rank of lieutenant colonel (including brevet, war substantive, temporary or acting ranks) or above in the Regular Army, AER, TA, TAVR, UDR or R IRISH(HS) or the equivalent ranks in the Royal Navy or Royal Air Force (or their reserves). The appointment of an officer below the rank of lieutenant colonel will only be considered if strongly recommended by the Div/Bde/OPCOM Commander with reasons for the recommendation.

g. The appointment is to be tenable for a term of five years renewable on application to MOD MS Hons by the Div/Bde/OPCOM Commander concerned for further periods not exceeding five years at a time, up to the age of 65 years.

h. Honorary colonels, and the Colonels Commandant Yeomanry and Honourable Artillery Company, are thus normally to vacate their appointments on attaining the age of 65 years. Annual extension beyond that age may, however, be granted by the Ministry of Defence, in exceptional circumstances, up to the maximum age of 70 years.

i. All applications for the appointment of an honorary colonel or for the extension of an appointment are to be submitted as in paras 01.04.144 – 01.04.146. Selection procedures are to comply with the Office of the Commissioners for Public Appointments (OCPA) principles.

j. An officer may not be, save in exceptional circumstances, honorary colonel of more than one unit. He may, however, be appointed honorary colonel of one contingent of the OTC in addition to his own unit.

Applications for Appointment as Honorary Colonels

01.04.144. A field of candidates (defined as a minimum of two for each position) should be sought where possible. This is to ensure that choice is not unnecessarily restricted and that all suitable people are considered for the position by a defined selection panel. The panel is to consist of the unit's Officer Commanding and appropriate unit officers. The Officer Commanding must have consulted with the relevant OPCOM and ADMINCON Brigade Commander(s) and the RFCA before detailed staffing commences.

01.04.145. Regional Units. Applications for the appointment or extension of appointments of honorary colonels are to be submitted on the form AFE 20031 as follows:

a. By the officer commanding the unit. Submit to the OPCOM or ADMINCON Brigade responsible for the administration of the unit with a copy to the RFCA and OPCOM Brigade (if a Force Troops Command), accompanied by the following documents:

(1) A list of candidates who are considered for the appointment, with brief notes on their background and suitability.

(2) A letter from the nominee stating that he is willing to accept the appointment, or to continue in the appointment as appropriate and if offered to him formally.

(3) The written support of the colonel, colonel commandant or representative commandant or, in the case of RAC Yeomanry regiments, the Colonel Commandant Yeomanry. The unit and OPCOM Brigade should also consult the Arms and Service Directors unless this power has been delegated to them by the Arms and Service Directors. The consent of a Colonel in Chief is not required.

b. If the OPCOM and ADMINCON Brigade Commanders approve and the RFCA support the application it is to be forwarded with all supporting documents, together with a recommending certificate, to Force Troops Command or the Div HQ concerned, as appropriate. The Div/Bde/OPCOM HQ concerned is then to forward the application with an expression of commander's views, to MOD MS Hons. If it is considered that a further decision is required, the submission is to be forwarded to CLF, who in turn will express an opinion prior to despatch to MOD MS Hons. The role of the RFCAs in advising the Officer Commanding and OPCOM and ADMINCON Brigades will have an important part to play in the selection process.

01.04.146. National Units. Applications for the appointment or extension of appointments of honorary colonels are to be submitted on the form at AFE 20032 as follows:

a. By the commander of the appropriate CRHQ and/or Arm or Service Director (as appropriate by capbadge) to the colonel, colonel commandant or representative colonel commandant accompanied by the following documents:

(1) A list of candidates who are considered for the appointment, with brief notes on their background and suitability.

(2) A letter from the nominee stating that he is willing to accept the appointment, or continue in the appointment as appropriate.

(3) A statement on the nominee's civilian activities showing how these are to be used in the interests of the unit.

b. If the colonel or colonel commandant approves the application he is to forward it with all supporting documents, together with his own recommendation to the OPCOM 2* formation headquarters for onward transmission to MOD MS Hons.

01.04.147. The Royal Family. Paras 01.04.144 – 01.04.146 do not apply to members of the Royal Family or heads of foreign states, who hold their appointments as honorary colonels at the Sovereign's pleasure. Applications for members of the Royal Family or head of foreign states to be appointed honorary colonels are to be submitted through the channels given in paras 01.04.144 – 01.04.145 to MOD (PS12(A)), stating the name of the person who it is desired should be appointed and full reasons in support of the application. The views of CLF are also to be added. No approach is to be made direct to the members of the Royal Family or head of foreign state for whom the application is made.

Travel for Honorary Colonels

01.04.148. Honorary colonels are to be permitted to travel at public expense only as provided in para 01.07.324 and JSP 752 Chapter 4.

01.04.149 – 01.04.160. Reserved.

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SECTION 9 - RETIREMENT, RESIGNATION AND REMOVAL

Note: For Cadet Force Officers refer to Annex K/4 (CCF) or Annex L/4 (ACF).

Retirement

01.04.161. Completion of Service. Unless specified elsewhere in these regulations, on reaching the age of 60 years, or on cessation of sponsored reserve liabilities by officers who have not transferred to Group A or B, officers are to:

a. retire from the Army Reserve if they have completed 10 or more years commissioned service (see para 01.04.165); or

b. resign their commissions;

unless an extension is granted by DM(A) (see para 01.04.164). Officers who cease to hold the civilian employment or qualifications that were a prerequisite to their acceptance as an officer are to retire or resign (see para 01.04.169).

01.04.161A. Under no circumstances is an officer to be allowed to attend any training after his Run Out Date.

'Out of Contact' Officers

01.04.162. Where it has lost touch with an officer who is due to retire or resign, or for any other reason is unable to obtain the officer's written consent to one of the alternatives at para 01.04.161, the unit is to submit AFE 535 through the chain of command to APC CM Ops recommending that the officer be removed from the Active List 'having passed his Run Out Date'.

Completion of Tenure of Appointment

01.04.163. Officers who have not reached retirement age and have not been selected for another appointment are to either seek transfer to RARO, another unit or the Army Reserve Reinforcement Group (ARRG) or are to select one of the options in para 01.04.161. Failure to produce a letter of application showing the chosen option within 28 days of completion of tenure of appointment will require the officer to retire, or out of contact procedures to be started by the unit.

Extensions beyond Retirement Ages

01.04.164. Applications for extension of service beyond normal retiring age must be submitted on AFE 535, accompanied by a letter from the officer, through the chain of command, to reach the relevant desk officer at APC to reach DM(A) not more than 12 months or less than three months before the current run out date. Part 2 of AFE 535, must be signed by a Medical Officer with an in year Medical Assessment. The endorsement of the senior service representative at Command/Functional Bde is also required at Part 4 of the form before it is submitted. Extensions of service, when granted, are to be for a maximum of one year at a time.

Voluntary Retirement

01.04.165. Officers with 10 or more years commissioned service (including commissioned service in the Regular Army, TAVR, UDR and R IRISH(HS)) who wish to leave the Army Reserve voluntarily may apply to retire from the Service rather than to resign their commission.

Effective Date

01.04.166. When an officer leaves the Active List on reaching the normal retirement age of 60 years, the effective date is to be the day preceding his 60th birthday. This paragraph does not apply to any officer who retires or resigns for whatever reason before reaching normal retirement age.

Voluntary Resignation

01.04.167. Resignation at any Time. An officer may apply to resign his commission at any time, or to retire under para 01.04.165. Such applications are not normally to be accepted when a Call-Out Order under Sections 52 or 54 of the RFA 96 is in force and the powers of Section 17(4) RFA 96 have been invoked, or when the officer is called out for service with the Regular Army.

Resignation on Change of Personal Circumstances

01.04.168. Taking up Residence Abroad. Officers taking up residence outside the United Kingdom either permanently or for over one year are normally required to resign their commissions or to transfer to RARO unless authority to temporarily live abroad has been granted (see para 01.03.021e). Officers on probation will be required to resign their commission before proceeding abroad. This provision is not to apply to officers of RLC/EFI or to officers holding appointments nominated by the Ministry of Defence as being suitable for officers domiciled abroad (see para 01.04.012).

01.04.169. Change of Civilian Appointment. If an officer of Groups A or B whose civilian employment formed the basis of acceptance as an officer in the Army Reserves at the time of commissioning leaves such employment, he is required to resign his commission unless:

a. Satisfactory evidence is furnished to APC CM Ops that the nature of his new employment still qualifies him to belong to the Army Reserves. Such evidence, for officers in units, must be certified by the commanding officer.

b. His retention is judged to be in the interests of the Service. This may be subject to a suitable vacancy existing within authorized establishments.

c. If an officer changes his civilian employment to one of the categories listed in paras 01.04.016 – 01.04.018A the facts are to be reported by the unit to APC CM Ops.

01.04.170. Ill Health. An officer who is not required to retire under para 01.04.180 but wishes to resign his commission on account of ill health may apply to be examined by a medical board. Such examination is to be voluntary, but if an officer does not undergo such an examination at the time of his resignation, no subsequent claim can be made for financial relief in respect of the disability which caused his resignation. Medical documents are to be forwarded with the application for resignation together with a copy of the medical board proceedings (where applicable).

01.04.171. Retirement in place of Resignation. Officers required to resign under the terms of paras 01.04.168 – 01.04.170 may retire rather than resign if they have more than 10 years commissioned service (see para 01.04.165).

Maternity Leave

01.04.172. A female officer, of any arm, who becomes pregnant, is entitled to unpaid maternity leave as laid down by the Ministry of Defence (DRFC) or may elect to retire, resign or transfer to RARO as laid down in Section 9 of this Chapter.

Compulsory Termination of Service

01.04.173. An officer may at any time:

a. have his commission terminated or

b. be called upon to retire, or

c. be called upon by the Defence Council to resign his commission because of misconduct.

01.04.174. No military authority other than the Defence Council may call upon an officer to resign his commission or exert any pressure upon him to do so. This does not apply to officers who are required to retire or resign under para 01.04.161.

01.04.175. An officer who fails to carry out his military obligations as required by regulations may have his commission terminated. Guidance on the procedure for termination is given in Annex I/4.

01.04.176. An officer may at any time be called upon to retire or resign his commission for reasons other than misconduct, should the circumstances, in the opinion of the Defence Council, require it.

01.04.177. An officer appointed to a commission on probation who fails to fulfil the conditions laid down in paras 01.04.063 and 01.04.064 may have his commission terminated as laid down in para 01.04.064.

01.04.178. The process by which an officer may be called upon to retire or resign his commission is contained in AGAI 67.

01.04.179. In the event of an officer failing to retire or resign when called upon to do so by the Defence Council his commission shall be terminated on the date on which the officer would otherwise have retired or resigned. In the case of an officer who has been sentenced to a term of imprisonment by the civil power and who is removed from the Army, the date of removal shall be the date of conviction.

01.04.179A. The retirement or resignation of an officer having been called upon to do so shall have effect from the date of expiration of two months notice of impending retirement or resignation, except that the termination of the notice of the short service officer will not be later than the date on which the active list service for which the officer was commissioned ends. When an officer is serving at home, the two months notice will run from the date of the Defence Council letter calling upon the officer to retire or resign; if serving abroad, the two months notice will run from the date on which the officer would arrive in the UK, provided that the officer proceeds by the first available opportunity. For an officer retiring or resigning while overseas and remaining abroad, the two months will run from the date the officer is informed of the Defence Council decision.

01.04.179B. When an officer is sentenced by the Court Martial to be dismissed from the Service, the sentence shall have effect from the date of award.

Compulsory Retirement for Ill Health

01.04.180. An officer is, except as provided below, to be retired on grounds of ill health when he/she is placed permanently in a PULHHEEMS employment standard below that in which a regular officer of the same arm or service may remain on the Active List. The only exceptions to this rule are to be:

a. Officers of the OTC whose PULHHEEMS employment standard is not to fall below Medically Limited Deployable.

b. Non regular permanent staff officers whose PULHHEEMS employment standard is not to fall below Medically Not Deployable.

c. Officers whose qualifications are considered by MOD (DM(A)) to merit their retention.

d. Officers whose new medical category makes them eligible for retention in another Corps who wish to be so transferred and are recommended for appointment to a vacancy in a unit or pool of that Corps.

e. Officers in receipt of disablement allowance for total incapacity while held on the Army Reserve Reinforcement Group (ARRG). Such officers are to be automatically retired after 26 weeks from the date of the injury or incapacity if they are at that time still unable to return to duty on account of their injury or incapacity.

Applications to Resign, Retire or Transfer to RARO

01.04.181. RARO. It is desirable that officers on retiring from the Army Reserve should continue to serve in RARO until reaching the age for retirement from that reserve as laid down in the Regular Reserve Regulations (Army) 1997, Schedule 1. Superior officers are to draw the attention of officers about to retire to this fact and encourage them to apply for appointment to the RARO on an AFE 613 which is to be submitted to APC CM Ops RAR MP 588. (See Annex G/4).

01.04.182. Form of Application. Applications to resign, retire or transfer to RARO are to be submitted in letter form to the unit commanding officer or commander Army Reserve/CRHQ at least three months before the due date.

Procedure and Documentation

01.04.183. When an officer applies to resign his commission, other than under paras 01.04.173 – 01.04.177, every encouragement is to be given to him to apply instead to transfer to RARO. (See para 01.04.181).

01.04.184. Recommendations are to be forwarded by the officer's commanding officer through the chain of command to the appropriate Termination Officer together with completed MOD Form 135 and the documents detailed below, at least three months before the due date, as follows:

a. Letter of application by the officer if he is seeking voluntary retirement or resignation (see paras 01.04.165, 01.04.167, 01.04.173b and 01.04.173c).

b. Transfers to RARO - AFE 613.

c. Retirement/Resignation - AFE 535.

01.04.185 – 01.04.187. Reserved.

Date of Retirement or Termination

01.04.188. An officer who applies for permission to retire, to resign his commission or to be transferred to RARO, or whose commission is to be terminated, is not released from his military obligations until the date notified in the London Gazette. Notification in the London Gazette will not, however, absolve such an officer from civil liability in regard to any public or regimental claims that may be made against him.

01.04.189. An officer is to be held as assigned in excess of establishment from the date on which AFE 535 or AFE 613 is signed by the commanding officer or the commander Army Reserve/CRHQ, until his retirement, resignation or transfer to RARO is notified in the London Gazette.

Rank on Retirement

01.04.190. On retirement officers may be granted the privilege of retaining their substantive rank or may be granted honorary rank. The conditions for the grant of honorary rank are laid down in Annex H/4.

Wearing Uniform

01.04.191. After retirement officers may wear their prescribed uniform on appropriate occasions. (See JSP 886, Volume 12, Part 3, Pamphlet 12).

01.04.192. Unexpired RARO Liabilities. Former regular officers with outstanding liabilities in RARO are to be transferred to RARO on resignation or retirement from the Army Reserve.

01.04.193 – 01.04.999. Reserved.

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ANNEX A TO CHAPTER 4

SPECIAL TERMS OF SERVICE APPLICABLE TO OFFICERS OF CERTAIN ARMS

(PARAS 01.04.001, 01.04.014 AND 01.04.061 REFER)

Royal Artillery

1. Candidates for first appointment should have obtained a pass grade at 'O' level GCE/GCSE in five subjects including mathematics and English language; or an equivalent examination (see **Annex D/4**).

2. Reserved.

Royal Engineers

3. Candidates for first appointment should have either:

a. previous full time service as an officer in the same branch of RE (Mainstream RE Officer; Infrastructure officer (Professionally Qualified Engineer or Garrison Engineer) or Geographic Intelligence officer) or

b. have obtained a pass grade at 'O' level GCE/GCSE or equivalent (see Annex D/4) in five subjects including mathematics and English language.

4. **Specialists.**

a. **Infrastructure.** Those seeking appointment as Infrastructure specialists should demonstrate appropriate technical engineer qualifications and experience.

b. **Geographic.** Those seeking appointment as Geographic specialists should demonstrate suitable experience or qualificiations in geographical, imagery, data management, surveying or other related disciplines.

5. Regimental Headquarters Royal Engineers will provide further advice if required. All applicants must be approved by the designated RE arms representative.

Royal Signals

6. Candidates for first appointment should have the following qualifications:

a. Officers, other than the Late Entry:

(1) previous full time service as an officer in the R SIGNALS; or

(2) service as a soldier in R SIGNALS (AER, Army Reserve or TAVR) with qualifications in an appropriate R SIGNALS trade; or

(3) GCE/GCSE at 'O' level with pass grades in five subjects including mathematics and physics; or an equivalent examination (see Annex D/4).

b. Officers who have commissioned from the ranks using the LE process should meet the qualifications contained within the job specification for the appointment to which they are

being assigned. This may include the need to have held appointments in the relevant area of expertise within R SIGNALS in the Regular Army, AER, Army Reserve or TAVR.

Parachute Regiment, Parachute Roled Units and Appointments

7.

a. Officers joining the Parachute Regiment, other parachute roled units or appointments are to agree to accept parachute liabilities.

b. When an officer volunteers for parachute duties, he is to sign the following certificate:

"I understand that, once having qualified as a parachutist and while serving in an Army Reserve airborne unit or parachute roled appointment, I can be ordered to make a parachute descent at any time or place as part of my normal military training in the Army Reserve subject to medical fitness at the time."

One copy of this certificate will be sent to APC CM Ops and a copy retained in the officer's unit.

c. Every officer volunteering for parachute duties is required to sign the certificate whether or not he has signed a similar certificate in respect of his previous service. An applicant for a commission is to sign at the time he applies for the commission.

d. An officer who has qualified as a parachutist may be ordered to make a parachute descent at any time or place as part of his military training in the Army Reserve whilst in receipt of parachute pay, subject to medical examination as to fitness at the time. (See paras 01.02.018 – 01.02.019).

e. An officer who has qualified as a parachutist may have his parachute tour continued for as long as he remains in an Army Reserve airborne unit or fills a parachute roled appointment.

f. An officer who is undergoing parachute training, or is a qualified parachutist and is serving in an airborne unit or filling a parachute roled appointment, is entitled to parachute pay subject to remaining in role.

Army Air Corps

8. **Aircrew.** Personnel applying for aircrew posts must previously have qualified as military pilots. HQ AAC is responsible for ensuring that candidates for reservist aircrew positions are suitably qualified, experienced and medically fit prior to referring the applicant to APC Cbt Sp AAC Offrs/Sldrs. Candidates are normally to have previously qualified as Service helicopter pilots and served at regimental duty with the AAC.

9 - 14. Reserved.

Royal Army Chaplains Department

15. The RAChD (R) are to be organized in two sections:

a. Section 'A', consisting of the number of chaplains in peace time for duty with Army Reserve and having the call-out liability shown in para 01.01.041a. Each chaplain is to be noted for attachment to a specific Army Reserve unit and may also be detailed to minister to other units as necessary. When called out, Section 'A' chaplains may be attached as

required to any unit or formation, Regular or Army Reserve, not necessarily that to which they are attached in peace time.

b. Section 'B' consisting of chaplains for service with the ACF. These chaplains are to be governed by the provisions of ACF regulations and will have no call-out liability.

16. Candidates for commissioned appointments in the RAChD are to be fully ordained or accredited clergy of a recognized Sending Church or Endorsing Authority and are to have the permission of their respective authorities to undertake the liability for service involved.

17. Applications for commissioned appointments are to be handled in accordance with the selection procedure laid down in this Chapter Section 3. Applications for Section 'A' or 'B' appointments are to be directed through the normal channels to Ministry of Defence Chaplains (Army).

18 - 19. Reserved.

20. Chaplains may apply for transfer to the RARO under the conditions applicable to other Army Reserve officers.

21. **Probationary Period.** The probationary period for newly appointed Chaplains is three years.

The Royal Logistic Corps

22. Candidates for first appointment are to be qualified in accordance with the general regulations of the Army Officer Selection Board.

23 - 24. Reserved comming .

Army Medical Services (AMS) Reserve

25. **Officer Cadet Enlistments.**

a. Students undergoing training in medicine, dentistry, or Allied Health Professionals (AHPs), the successful completion of which training would eventually qualify them for PQO status within the AMS (R), may be enlisted in UOTCs as OCdts. Those who are unable to join the OTC may be enlisted against unfilled PQO positions designated for their relevant Corps.

b. If all appropriate positions within an AMS (R) unit are filled, DMS Global Liability Manager is to be approached to define unallocated positions within the overall AMS (R) establishment, against which further potential PQOs may be enlisted.

c. Potential PQOs may be enlisted against manning training margin vacancies of the AMS unit they wish to join. Where no vacancies exist in the unit they wish to join either because all suitable PIDs are full or because liability is held elsewhere, the AMS Global Liability Manager will allocate the potential Officer to suitable PID in another unit.

d. Enlistment as a potential PQO for medical and dental students may precede their selection for and appointment to a commission during their last two years at medical or dental school. (See paras 29b and 37).

26. **Commissioning Procedures - Potential PQOs.**

a. AMS (R) Commissioning Boards are to be constituted as the sole authority for assessing the suitability or otherwise of potential AMS (R) PQOs for an Army Reserve commission. Only such properly constituted boards may recommend to MS that Army Reserve commissions should be granted to professionally qualified medical, nursing, dental or AHP (radiographers, biomedical scientists, pharmacists, physiotherapists, environmental health officers and operating department practitioners) personnel.

b. Boards are to be convened by HQ AOSB for all AMS(V) PQOs irrespective of their chain of command.

c. Boards are to be constituted as follows, with members or the president representing the professional background of all candidates:

President	Nominated by AMS
Vice President (one per group)	Nominated by AMS
Deputy President (one per group)	Nominated by AOSB
Board Member (one per group)	Nominated by AMS
Board Secretary	Nominated by AMS

If a nurse is a candidate, one of the members or the president should be a nurse; similar representation is required for doctors and dentists.

d. Further details on professional qualifications required for commissioning, seniority to be awarded and age limits for Medical, Dental and Nursing Officers are to be found in JSP 950 (Leaflet 10-1-9) which is the considered guidance for the single Service authoritative publications.

Royal Army Medical Corps

27. **Qualifications and AppointmentsCommision and Engagement Length.** For terms and conditions of service for all Medical Officers JSP 950 is the authoritative publication. In particular: Medical Officers who join the AMS Reserve will serve on a Medical and Dental Officer Commission (MDOC – Army Reserve). Following completion of a probationary year all Medical Officers will have an engagement length which extends to NRA (60 years).

28. **Extensions of service.** Exceptionally, in the interests of the service and where a vacancy exists individuals may be extended on an annual basis up to a maximum of 65 years on the authority of DM(A) as per para 01.04.164.

29. **Qualifications and Appointments.** For terms and conditions of service for all Medical Officers JSP 950 is the authoritative publication. In particular:

a. Candidates for first appointment as medical officers are to be fully registered medical practitioners under the Medical Acts in force in the United Kingdom at the time of appointment.

b. Qualified doctors who are not fully registered under the Medical Acts in force, and suitable medical students in their last two years at medical school, may be commissioned into the RAMC.

(1) Provisionally registered medical practitioners (PRMP) selected for appointment to such commissions are to be appointed in the rank of lieutenant (PRMP) and paid the PRNT rate of pay. When these PRMP become fully registered they are to be transferred to a medical commission with effect from the date of full registration with the General Medical Council (GMC) and promoted to Capt. Applications for such transfer are to be submitted on AFE 535 through the appropriate chain of command to APC CM Ops.

(2) Senior medical students selected for appointment to such commissions are to be appointed in the rank of second lieutenant (non medical) (on probation). On qualification as a doctor and provisional registration with the GMC these officers are to be promoted to Lieutenant (PRMP) from the date of their provisional registration. Further advancement will be as in sub-para (1) above.

(3) Provisionally registered doctors and senior medical students are only to be commissioned into AMS (R) units. Until such time as they become fully registered as medical practitioners they are not to be employed in medical units on duties which may in any way contravene the Medical Acts currently in force.

(4) Where there are no vacancies for medical officers in the establishment of Army Reserve medical units, provisionally registered doctors and senior medical students may be granted PRMP and non medical commissions supernumerary to the establishment of medical officers, provided that the overall AMS (R) establishment of medical officers is under implemented by the number of such supernumerary officers.

(5) No antedate for seniority for service as a PRMP and non medical officer can be granted to fully registered doctors granted medical officer commissions under this regulation.

c. A Warrant Officer, NCO or other suitable member of the RAMC or other arm may be appointed as a Second Lieutenant or Lieutenant (non medical) RAMC subject to the general conditions of eligibility and first appointments as laid down in paras 01.04.011 and 01.04.061h.

d. Appointments as medical officers in the RAMC (Section 'B') for service with the ACF may be granted to candidates eligible under sub-para a. Applications are to be submitted in accordance with Annex L/4.

30. **Rank on First Appointment.**

a. First appointment as medical officer is to be made in the rank of captain on full registration with the General Medical Council.

b. Officers who have served as medical officers on full pay whilst holding a regular, special regular or short service commission in the Royal Navy, Royal Marines, Regular Army, Royal Air Force or the regular forces of a Commonwealth country may be appointed in the rank for which they are qualified by length of service. No officer is to be appointed without appropriate checks being made with the relevant personnel branch.

c. An officer with previous service who cannot be accepted in his or her substantive rank may be accepted in a lower rank.

31. **Promotion.**

a. **Medical Officers.** Medical Officer promotions are outlined in JSP 950 (Leaflet 10-1-9).

(1) The responsible authority for selection and promotion to lieutenant colonel (non command) is the Army Medical Services No 4 Board. Promotion to substantive Lieutenant Colonel will be dependent on:

(a) Grading above the quality line for promotion.

(b) Recommendation by an appropriate Board.

(c) A vacancy within establishment.

(d) More than two years to serve to EED on assumption of the appointment.

(e) 6 years seniority in the rank of Major.

(f) Recommendation in the most recent annual report.

(2) The responsible authority for selection to Lieutenant Colonel (AMS Command) is as at sub-sub-para (1) above (and graded above the quality line for command) but with the recommendation by the appropriate Brigade Review Board to an Army Medical Services No 4 Board.

(3) The responsible authority for selection and promotion to Colonel (Command and Staff) is No 2 Selection Board and is dependent on:

(a) Grading above the quality line for promotion and command.

(b) More than two years to serve to EED on assumption of appointment.

(c) 5 years time served as a substantive Lt Col.

(d) A vacancy within the establishment.

(e) Recommendation in the most recent annual report.

(4) The responsible authority for promotion to Colonel (clinical appointments) is as at sub-sub-para (2) above (less Command Grading) but with the recommendation by a 2 Med Bde Board to an Army Medical Services No 4 Board.

b. **Non Medical Officers.** Other than for officers covered by para c below, promotion is to be governed by the terms of paras 01.04.081 – 01.04.088.

c. **Allied Health Professionals (AHP) Officers.**

(1) **Commission and Engagement Length.** AHP officers will serve on an Army Reserve group A commission. Following completion of a probationary year all AHP Officers will have an engagement length which extends to NRA (60 years).

(2) **Extensions of service.** Exceptionally, in the interests of the service and where a vacancy exists individuals may be extended on an annual basis up to a maximum of 65 years on the authority of DM(A) as per para 01.04.164. Officers that are no longer eligible for promotion will not regain eligibility as a consequence of extension to service.

(3) Suitable applicants as radiographers, pharmacists or physiotherapists or environmental health officers are normally to be appointed in the rank of Lieutenant.

(4) Promotion to the rank of captain may be authorized:

(a) After four years commissioned service including Regular and Army Reserve service.

(b) After one year, if the officer is 27 years of age or older, and is recommended for promotion into a vacancy in the establishment. Acting rank may be granted to an officer who is at least 24 years of age.

(5) Promotion to the rank of major may be authorized:

(a) After 12 years commissioned service.

(b) After one year in the substantive rank of captain, if the officer is 34 years of age or older, and is recommended for promotion into a vacancy in the establishment. Acting rank may be granted to an officer who is at least 29 years of age.

(6) No officer may be promoted without a recommendation in his most recent annual confidential report.

Royal Army Veterinary Corps

32A. **Commission and Engagement Length.** RAVC officers will serve on an Army Reserve group A commission. Following completion of a probationary year all AHP Officers will have an engagement length which extends to NRA (60 years).

32B. **Extensions of service.** Exceptionally, in the interests of the service and where a vacancy exists individuals may be extended on an annual basis up to a maximum of 65 years on the authority of DM(A) as per para 01.04.164. Officers that are no longer eligible for promotion will not regain eligibility as a consequence of extension to service.

32C. **Qualifications.** Candidates for first appointment as veterinary officers are to be fully registered members of the Royal College of Veterinary Surgeons.

33. **Rank on First Appointment.**

a. First appointment as veterinary officers is to be made in the rank of captain on full registration with the Royal College of Veterinary Surgeons.

b. Officers who have served as officers on full pay whilst holding regular, special regular or short service commissions in the Royal Navy, Royal Marines, Regular Army, Royal Air Force or regular forces of a Commonwealth country may be appointed in the rank for which they are qualified by length of service. No officer is to be appointed without appropriate checks being made with the relevant personnel branch.

c. An officer with previous service who cannot be accepted in his or her substantive rank may be accepted in a lower rank.

34.

Promotion.

a. An officer is eligible to be considered for promotion to the substantive rank of major after five years reckonable commissioned service, either in the regular forces of the Crown, or in the Army Reserve.

b. The senior Army Reserve veterinary officer may be promoted to lieutenant colonel subject to:

(1) Recommendation by DAVRS.

(2) A minimum age of 38 years.

(3) The completion of a minimum of 12 years reckonable service.

(4) A recommendation for promotion in his most recent annual confidential report.

Royal Army Dental Corps

35A. **Commission and Engagement Length.** Dental Officers who join the AMS Reserve will serve on a Medical and Dental Officer Commission (MDOC – Army Reserve). Following completion of a probationary year all Medical Officers will have an engagement length which extends to NRA (60 years).

35B. **Extensions of service.** Exceptionally, in the interests of the service and where a vacancy exists individuals may be extended on an annual basis up to a maximum of 65 years on the authority of DM(A) as per para 01.04.164. Officers that are no longer eligible for promotion will not regain eligibility as a consequence of extension to service.

35C. **Qualifications.** Further information on terms and conditions of service for all Dental Officers is found in JSP 950 (Leaflet 10-1-9). Candidates for first appointment as dental officers are to be fully registered under the Dentists' Acts in force in the United Kingdom at the time of application. Such candidates need not complete Form NS 66 as they are not subject to screening by the Department of Employment.

36. Senior dental students in their last two years of training may be commissioned into the RADC on probation. They are only to be commissioned into AMS (R) units against dental officer vacancies. If all the RADC positions in a unit are filled, the AMS Global Liability Manager is to be approached to define unallocated positions within the overall AMS (R) establishment against which further officers may be commissioned. Until such time as they become fully registered as dentists they are not to be employed on duties which in any way contravene the Dentists' Act and its associated Orders in force at the time.

37. **Rank on First Appointment.**

a. First appointment as dental officer is to be made in the rank of captain on completion of foundation dental practitioner training and registration with the General Dental Council.

b. Senior dental students selected for commissioning are to be appointed in the rank of second lieutenant (non-dental (on probation)). On qualification as a dentist and while they are still vocational dental practitioners (VDP), these officers are to be eligible, subject to recommendation by the officer commanding the unit, for promotion to lieutenant from the date of their qualification and their probationary period will then end. Further advancement after full registration will be as in sub-para (a) above.

c. Officers who have served as dental officers on full pay whilst holding a regular, special regular or short service commission in the Royal Navy, Royal Marines, Regular Army, Royal Air Force or regular forces of a Commonwealth country may be appointed in the rank for which they are qualified by length of service. Where there is no vacancy in the unit establishment DMS Global Liability Manager is to be approached to define unallocated positions within the overall AMS (R) establishment against which officers may be appointed. No officer with such prior service will be appointed without checks being made with the appropriate personnel branch.

d. An officer with previous service who cannot be accepted in his or her substantive rank may be accepted in a lower rank.

38. **Promotion.**

a. Promotion to the substantive rank of major is to be after five years reckonable commissioned service in the regular forces of the Crown or on the Active List of the Army Reserve, provided that such service was rendered after full registration under the Dentists' Act or is reckonable under the provisions of sub-para b.

b. With the exception of senior dental students commissioned under para 37b dental officers appointed may reckon for promotion one half of any previous full pay commissioned service, other than as dental officers.

c. Dental officers, selected to fill majors' appointments before they have completed the necessary service may be granted acting rank. Once granted, acting rank is not to be withdrawn except on the grounds of inefficiency or misconduct, on voluntary transfer to a unit or pool where there is no vacancy for the officer in his acting rank, on relinquishing the appointment for which acting rank was originally granted, or on voluntary transfer to the RARO (except in the case of acting lieutenant colonels who are to retain their acting rank in the RARO). On call-out the grant and retention of acting rank are to be subject to such rules as may become applicable to the Army as a whole.

d. On being classified as senior specialist or consultant, dental officers may be granted the acting rank of major if not already substantive majors, provided that they hold appointments established for senior specialists or consultants.

e. Officers selected for promotion to lieutenant colonel are normally to hold their appointments in this rank for a period of three years.

f. No officer will be promoted without a recommendation for promotion in his most recent annual confidential report.

Queen Alexandra's Royal Army Nursing Corps

39A. **Commission and Engagement Length.** Nursing Officers who join the AMS Reserve will serve on an Army Reserve Nursing Officer Commission (NOC – Army Reserve). Following completion of a probationary year all Nursing Officers will have an engagement length which extends to NRA (60 years).

39B. **Extensions of service.** Exceptionally, in the interests of the service and where a vacancy exists individuals may be extended on an annual basis up to a maximum of 65 years on the authority of DM(A) as per para 01.04.164. Officers that are no longer eligible for promotion will not regain eligibility as a consequence of extension to service.

39C. **Qualifications and Appointment.** Further information on terms and conditions of service for all nurses is found in JSP 950 (Leaflet 10-9-1).

a. A candidate for first appointment should be a nurse registered with the statutory body. Evidence of registration and renewal of registration must be maintained at unit level with the individual documents of each nursing officer.

40. **Rank on First Appointment.**

a. Candidates with two or more years appropriate post qualification experience may be appointed in the rank of lieutenant. Candidates with previous service as nursing officers on full pay, who are appointed in appropriate vacancies, may be appointed in their substantive rank, or in a substantive rank one lower than the highest temporary rank below lieutenant colonel which they have held.

b. An officer with previous service who cannot be accepted in his or her substantive rank may be accepted in a lower rank.

41. **Promotion.**

a. Provided the Nursing Officer is qualified and recommended for promotion, an officer may be promoted to the substantive ranks of lieutenant to major as follows:

(1) **Promotion to Lieutentant:** After completeing two years appropriate post qualification.

(2) **Promotion to Captain:** After completeing four years reckonable service as a Lieutentant.

(3) **Promotion to Major:** After completing 4 years time served as a Captain.

b. Service reckonable for promotion is to be as follows:

(1) Service as described in the Pay Warrant 1964, Article 100.

(2) Commissioned service in the QARANC in the Army Reserve.

(3) A seniority antedate may be granted to an officer who on first appointment to a commission has previous recognized nursing experience. The maximum antedate for civilian experience is to be six years. The first two years recognized civilian experience are to count in full and any further period will count as half.

c. Officers selected to fill appointments which carry higher rank before completing the necessary reckonable service may be granted acting rank provided they have a recommendation for promotion in their most recent annual confidential report. Acting rank once granted is not to be withdrawn except on grounds of inefficiency or misconduct, or on voluntary transfer to a unit where there is no vacancy for an officer in his acting rank, or on relinquishing the appointment for which acting rank was originally granted, or on voluntary transfer to the RARO (except in the case of acting lieutenant colonels who are to retain their acting rank in the RARO). On call-out the grant and retention of acting rank are to be subject to such rules as may become applicable to the Army as a whole.

d. Promotion to the rank of lieutenant colonel and above is to be by selection by AMS No 1 Board. Such promotion will only be made if the officer has a recommendation for promotion in their most recent confidential report.

42. **Tenure of Appointment as OC Nursing Sqn.** On completion of tenure, officers may:

a. Be considered for a Grade 1 staff appointment or command.

b. Apply to be placed on the Army Reserve Reinforcement Group (ARRG) (previously the Unposted List).

c. Apply to retire or to resign their commissions, as appropriate.

d. Apply to be transferred to the RARO.

43. **Resignation.** An officer is to be required to retire or resign his commission when the officer ceases to be registered on Parts 1, 3, 12 or 13 of the statutory register. (Evidence of registration and renewal of registration must be maintained in the individual documents of each nursing officer at unit level.)

RLC/EFI

44. Conditions of service for officers in RLC/EFI are shown in Annex B/4.

45. Reserved.

Corps of Royal Electrical and Mechanical Engineers (REME)

46. **Qualifications.** Candidates for first appointment should have one of the following qualifications:

a. Previous full time commissioned service in the REME.

b. A degree in engineering or related discipline.

c. Corporate membership of an engineering institution or society.

d. Undertaking a course of study or practical experience leading to the achievement of (2) and (3) above to the satisfaction of the senior REME officer of the Div concerned.

e. Have held:

(1) The substantive rank of warrant officer in REME in the Regular Army or Army Reserve and be unconditionally recommended for a commission in his last SJAR.

(2) The substantive rank of warrant officer in REME and obtained a commission in another Arm or Service.

f. Such qualities, qualifications or experience as are deemed by Col REME Army Reserve to be acceptable for commissioned service in the REME Reserve. These will normally be in an engineering or scientific discipline or be of a technical management nature but could include allied subjects if the intellectual and leadership qualities of the candidate were strong.

47 - 48. Reserved.

Adjutant General's Corps (Staff and Personnel Support)

49. Candidates for first appointment are to be approved by D Pers Admin or nominated representative. They should have one of the following qualifications:

a. Previous full time service as an officer in the AGC(SPS).

b. Associateship of the Institute of Chartered Accountants, the Chartered Institute of Management Accountants, the Chartered Institute of Personnel Development, the Society of Incorporated Accountants and Auditors or the Association of Certified and Corporate Accountants.

c. A degree in commerce, economics, human resources practice or accountancy.

d. Human Resources, accountancy or other similar qualifications which will be considered on their merits on the basis of the examinations passed.

50. Exceptionally, applications are to be considered from candidates not possessing the above qualifications but who are:

a. Ex officers of other arms who possess considerable experience of, and aptitude for, the management of Military Personnel Administration.

b. Officers or ex officers of the Army Reserve in arms other than AGC(SPS) who possess the required experience and aptitude.

c. AGC(SPS)(R) warrant officers or senior NCOs who have a particular aptitude for professional administrative duties and who are either:

(1) Former AGC(SPS) warrant officers of the Regular Forces; or

(2) AGC(SPS)(R) senior NCOs who have completed at least four years service with the AGC(SPS).

Adjutant General's Corps (Provost).

51. **Special Investigation Branch.**

a. Candidates are only to be considered who:

(1) Have had previous service within RMP SIB or formers of the RNP, RMP or RAFP who have completed the Serious Crime Investigators Course (SCIC).

(2) Are career Home Office Police Force (HOPF) Investigators with specialist investigational skills.

(3) Individuals from other investigative employments who can demonstrate specialist criminal investigation continual professional development and experience.

b. The first appointment is to be normally made in the rank of Captain.

Adjutant General's Corps (Military Provost Staff).

52. The first appointment is to be normally made in the rank of Captain. Candidates are only to be considered who:

a. Have had previous service within the MPS or RMP.

b. Can demonstrate current occupational competence as a Prison/Detention or Custody Officer or possess previous experience in civil or military custodial/detention role.

Adjutant General's Corps (Education and Training Services)

53. **Eligibility.**

a. Applications for officer appointments in AGC (ETS) Reserve are considered from graduates with current or former commissioned service.

b. Applications for officer appointments in AGC (ETS) Reserve are also considered from graduates with current or former non-commissioned service. Such applicants must also have been recommended for a commission in their latest SJAR.

c. Other applications will be dealt with on a case by case basis. Final acceptance authority is HQ D Ed Cap.

54. **Qualifications.** Instructor candidates should hold Qualified Teacher Status. Linguist candidates should have a minimum SLP of 2222 preferable in one of the following languages: Arabic, Farsi, French, Mandarin, Chinese, Spanish and Russian.

55. **Selection Procedures.**

a. All candidates with current or former commissioned service are to be referred to the Reserves staff at D Ed Cap. They will be considered by a selection board chaired by a Colonel nominated by HQ D Ed Cap.

b. All candidates with current or former non-commissioned service are to be referred to the Reserves staff at D Ed Cap. They are required to pass the Reserve Senior Soldier Entry Army Officer Selection Board before being considered by a selection board chaired by a Colonel nominated by HQ D Ed Cap.

56 - 58. Reserved.

Adjutant General's Corps (Army Legal Services)

59. **Qualifications.** Candidates for first appointment must be qualified and hold a current practicing certificate as:

a. Barristers or solicitors of England and Wales, or of Northern Ireland, or

b. Advocates or solicitors of Scotland.

60. **Selection.** Candidates will be considered by an AGC (ALS) selection board convened by the senior AGC(ALS) officer at Army HQ, and consisting of an AGC(ALS) officer of the rank of colonel or above as president, and two other officers.

61. **Rank on First Appointment.**

a. First appointment as AGC (ALS) officers is to be made in the rank of Captain.

b. Candidates who have served as legally qualified officers on full pay whilst holding a Regular, Special Regular or Short Service Commission in the Army Legal Corps or AGC(ALS) may be appointed in the rank (not above Major), and granted the seniority for which they are qualified by such previous service.

c. Former Regular ALS Lt Cols may be considered by exception.

62. Reserved.

63. **Initial Training.** On first appointment, candidates with no previous commissioned service in the Regular or Reserve Forces are to attend an AGC Young Officers course at AGC CRHQ and obtain a satisfactory report during their first year.

64 - 65. Reserved.

Intelligence Corps

66. Officers joining the Intelligence Corps Reserves must do so via a Reserve Military Intelligence (MI) unit[1]. Unless explicit authority is granted by the Corps Colonel Intelligence Corps, non-MI units are not permitted to appoint officers to the Intelligence Corps. Prior to their first appointment, Intelligence Corps Reserve officers must have passed Special to Arm (StA) selection for the relevant MI unit, 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 officer and have completed StA training appropriate to the officer's rank.

c. Successfully completed the Regular or Reserve Officer Military Intelligence (OfMI) course (appropriate to employment and TCoS) within 24 months of the later of joining the Intelligence Corps Reserves or completing the appropriate Commissioning Course.

c. Officers who do not complete the appropriate OfMI training within the timeframe set and/or cannot secure DV, will be required to transfer out of the Intelligence Corps or retire/resign from the Army Reserves.

Specialist Group Military Intelligence

67. The Specialist Group Military Intelligence (SGM) is a National unit under command of 1 Intelligence, Surveillance and Reconnaissance Brigade (1 ISR Bde) which provide a pool of E2 and E1 Intelligence Corps staff-trained and vetted Reserve officers and warrant officers (a mix of Group A and Specialist Reserve Officers (SRO) & WOs (SRWO)) who are subject matter experts in scientific, technical, human domain and regional and thematic areas of high value to Defence

[1] 3 MI Bn, 5 MI Bn, 6 MI Bn, 7 MI Bn, JSSU(V) or SGMI.

Intelligence. Specialist Terms and Conditions of Service apply in accordance with Chapter 2, Annex D.

68. **Eligibility.** SGMI recruits personnel primarily for their academic, scientific and/or professional skills gained from fulltime civilian (or occasionally military) employment or academic immersion in their specialist fields. Candidates will ordinarily be expected to have progressed beyond Masters Degrees (ie to PhD) and/or have secured national prominence professionally, and be Members/Fellows of the academic or professional bodies relevant to their specialisation.

69 - 79. Reserved.

Officers Training Corps

80. **General.** Officers are appointed to service with the OTC either in established vacancies or in the Special Pool. Except as stated in the following paragraphs, all the provisions regarding officers in this Chapter will apply to these officers.

81. **Officer Cadets Commissioned while Serving in the OTC.**

a. Officer Cadets granted a commission while serving in the OTC, or who are granted a commission for service in the Special Subaltern's Pool, will normally be appointed to the General List. Such officers will commission as Gp A Army Reserve officers.

82. **Transfers.** An officer who joins another university may:

a. Be assigned to the new contingent provided there is a vacancy and with the consent of the commanding officer.

b. Be attached temporarily to the new contingent.

c. Transfer to an Army Reserve unit other than an OTC contingent subject to the normal rules.

d. Transfer to RARO or retire or resign as appropriate.

The appropriate application is to be made in accordance with paras 01.04.102 or 01.04.103.

83 - 125. Reserved.

Media Operations Group

126. **General.** The Media Operations Group is a Category A, Regional Pool under the command of Army HQ. The Pool recruits from the communications professions and provides public relations services to the Army.

127. **Eligibility for Commission.**

a. Candidates for appointment to the Group should have experience of working in print, broadcast, digital or social media, PR, communication, marketing, advertising, photography, videography or similar.

b. Candidates should be practising professionals in the fields of newspapers, broadcasting, magazines, publications and the media; or

c. Have obtained one of the following professional qualifications, or be able to demonstrate full practising experience and capability in public relations:

(1) Member of the Institute of Public Relations.

(2) Member of the Associate of Industrial Editors.

(3) Diploma of the National Council for the training of Journalists, Diploma in Communications, Advertising and Marketing (Dip CAM), or equivalent.

128. **Age Limits.** As laid down in Annex C/4.

129. **Medical Standards.** In accordance with para 01.04.015.

130. **Selection Boards.** All candidates for the Group must attend a selection board convened by the Commanding Officer.

131 - 134. Reserved.

135. Candidates commissioned for service in the Media Ops Group will be commissioned into a suitable Regiment or Corps. Where possible regard will be made to any personal connections with individual Regiment or Corps.

136. Reserved.

Small Arms School Corps(V)

137. **Eligibility.**

a. Candidates for first appointment to the Army HQ SASC(R) Pool should normally have had previous full time service as an officer in the SASC. Exceptionally, a former SASC WO1 may be considered for an SASC(R) commission providing he has gained the necessary recommendations for a commission during his service.

b. All candidates for an SASC(R) commission are to be initially screened and recommended for an appointment by HQ SASC. Ex-regular WOs1 seeking an SASC(R) commission are to be considered and recommended by an SASC board before any further action is taken.

c. In the event that an SASC(R) officer's professional competence or abilities in weapons training and/or range management instruction and supervision are in doubt, his technical abilities and competence are to be reviewed by HQ SASC, notwithstanding any other disciplinary or administrative action which might be considered necessary. In the event that an officer is found to be unsuitable to exercise his functions as an SASC officer, he may elect to transfer to another Arm or Service or voluntarily retire or resign.

138 – 144. Reserved.

15 (UK) PSYOPS Gp

145. The Psyops Group consists of officers and soldiers in E2. Appointments, either with expertise in the field of Psyops or who have been trained by 15 (UK) PSYOPS Gp. Individuals with media qualifications and experience (including TV, radio, printing, photography, illustration or information technology) or a marketing and audience analysis background may be especially suitable in some

roles. Ex-regular or reserve personnel with experience in framework operations may also be suitable.

146. **Eligibility.** Candidates will fall into one of the following categories:

a. Mainstream Army Reserve Officers, having pre-boarded at 15 (UK) PSYOPS Gp for suitability, should apply for a position in 15 (UK) PSYOPS Gp as part of the normal E2 process. This is then ratified by the No. 6 Board.

b. Newly commissioned officers, and officers transferring from Regular Service or RARO, should secure an Army Reserve commission in the cap badge of their choice, prior to application to 15 (UK) PSYOPS Gp as per paras 01.04.063 – 01.04.065.

c. Army Reserve (LE) applicants should secure a commission in their own capbadge and then apply for a position in 15 (UK) PSYOPS Gp.

147. **Selection Boards.** All officer candidates regardless of whether or not they have former commissioned service, or already hold a commission in another Army Reserve unit, are to attend an initial selection board convened by Comd 15 (UK) PSYOPS Gp.

a. The board will recommend commissioned officers and potential officer candidates for:

(1) Selection as commissioned officers for appointment in the Gp.

148. Reserved.

Land Information Assurance Group

149. The Land Information Assurance Group (LIAG) is a National unit consisting of experts in the field of Information Technology and information systems engineering as defined in para 150.

150. **Eligibility.** Candidates should be practising professionals in this field and have obtained one of the following professional qualifications or be able to demonstrate full practising experience and capability in the relevant field:

a. Member of BCS, IEE or other professional body that entitles a member to be designated ‘C Eng’.

b. Masters degree in a relevant subject, eg information systems, information security, information warfare, or an equivalent military qualification, eg ‘ais’ or ‘dis’.

c. First degree in a relevant subject as shown above, plus experience of system administration/management.

254 (Specialist Group Information Systems) Signal Squadron.

151. 254(SGIS) Sig Sqn is a National unit consisting of experts in Field Communications, associated encryption, engineering management and network and project planning; with an understanding of the Information Technology components used, as defined in para 152.

152. **Eligibility.** Candidates should be practising professionals in the fields outlined in para 151. The group is split into two distinct proficiencies, Communications and IT; as such individuals must have obtained the following professional qualifications, or be able to demonstrate full practising experience and capability, in the relevant field:

a. Communications.

(1) Be a qualified F of S (IS) Regular.

(2) Honours Degree biased towards engineering and mathematics.

b. Information Technology.

(1) Be a qualified IS Sup, Regular or Army Reserve.

(2) Honours Degree biased towards IT, engineering and mathematics.

LIAG and 254(SGIS) Sig Sqn

153. **Selection Boards.**

a. All officer candidates for 254(SGIS) Sig Sqn, regardless of whether or not they have former service in the ranks or as a commissioned officer or already hold a commission in another Army Reserve unit, are to attend an initial selection board convened by Comd CRHQ R SIGNALS.

b. All officer candidates for LIAG regardless of whether or not they have former service in the ranks or as a commissioned officer or already hold a commission in another Army Reserve unit, are to attend the Joint Cyber Reserve Selection Board (JCRSB) convened by Joint Forces Cyber Group (JFCyG).

c. Each board will recommend selected commissioned officers for appointment in their relevant unit and potential officer candidates for Specialist Officer AOSB.

154. All officers commissioned and appointed to LIAG and 254(SGIS) Sig Sqn will be appointed in the rank of Captain in the R SIGNALS.

APPENDIX 1 TO ANNEX A TO CHAPTER 4

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APPENDIX 2 TO ANNEX A TO CHAPTER 4

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APPENDIX 3 TO ANNEX A TO CHAPTER 4

GROUP C - SPONSORED RESERVE OFFICERS SPECIAL TERMS AND CONDITIONS OF SERVICE

(ANNEX J/1 REFERS**)**

1. The instructions contained elsewhere in these regulations for ordinary members apply equally to officers of the Sponsored Reserve except where they are over-ruled by specific instructions in particular at paras 01.01.057 – 01.01.069, Annex J/1, this Annex, or special terms and conditions of service specified in the Employee's Agreement due to conditions laid down in the MOD Arrangement and the Employer's Consent Form. Officers will normally be administered by Army Reserve/CRHQs.

2. **Nationality.** As laid down in para 01.04.011.

3. **Age Limits.** See para 15 of Annex J/1.

4. **Medical Standards.** See para 16 of Annex J/1.

5. **Educational Standards.** All applicants must be suitably qualified and experienced for the role they are required to fulfil. The MOD sponsor may specify minimum qualifications for particular roles in the arrangement with the principal employer. Any special qualifications are to be included in the Employee Agreement.

6. **Residence.** See para 17 of Annex J/1.

7. **Appointment.**

   a. Sponsored Reserve potential officers are eligible for direct appointment subject to obtaining SC. Regulations governing rank on appointment are covered by para 18 of Annex J/1. The APC is to inform the employer in writing when an officer candidate has been granted a commission.

   b. The recruiting unit is to inform the APC if a candidate is rejected for any reason or fails to be commissioned or attested as a potential officer by the date shown in the Employee Agreement. APC is to inform the employer in writing if any of these events occur.

   c. If a potential Sponsored Reserve officer has been attested as a soldier prior to commissioning, and is found unsuitable for a commission, he is to be discharged under para 01.05.191 endorsed "Sponsored Reserve Contract ended". (See para 29c of Annex J/1).

8. **Provisional Commission (Sponsored Reserves(SR)).**

   a. Exceptionally, a potential Sponsored Reservist will seek a commission before his Employee Agreement has been finalized. 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. (See para 7 of Annex J/1).

   b. Provided an Employer's Consent Form has been issued and authorization has been received from the MOD sponsor (either directly or through Army HQ (G3 TA)), the applicant may be processed as an officer and appointed as a Provisional 2Lt (SR) into Group C. Such provisional officers may voluntarily carry out SR training, but until an Employee Agreement has been signed and witnessed, and the date specified on the agreement has been reached, may not be confirmed and will not be liable for mobilization. (See para 01.01.058).

c. If the commission 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.

9. **Documentation.**

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 (their employer), or as self employed persons under sub-contract) for the specified arrangement made in accordance with Part V of the 1996 Act.

b. The Employer's Consent Form.

c. The Employee Agreement except in cases of provisional SR commissions.

10. **Training.** Officers of the Sponsored Reserves are required to undergo the military training required to meet the minimum standards laid down by ATB and attend the number of days annual training laid down in the MOD Arrangement and specified in the Employee Agreement. (See para 20 of Annex J/1 and paras 01.02.033, 01.02.034c, 01.02.037 and Annex B/2).

11. **Promotion.** See para 19 of Annex J/1.

12. **Transfers.**

a. Within Group C. See para 39 of Annex J/1.

b. To Group A or B. See para 40 of Annex J/1.

c. To Group C from Groups A or B. See paras 18b and 41 of Annex J/1.

13. **Absence Abroad.** See para 17b of Annex J/1.

14. **Resignation or Retirement.**

a. **General.** Officers may only hold appointments in Group C while they are filling Sponsored Reserve appointments. If they cease to be employed by an employer with a Sponsored Reserve commitment, move to another employment in that firm which does not require a Sponsored Reservist, or receive notice of cessation of liabilities from DMCM, they are to comply with the provisions of paras 01.04.161 or 01.04.192 as appropriate. (Notice of the Secretary of State's intention to terminate a Sponsored Reservist's call-out and training liabilities as authorized by Section 41(1)(d) RFA 96 may be up to a maximum of three calendar months, but should not normally be less than one calendar month. It will be given in his name by DMCM.) In all instances, the APC is to inform the employer in writing when an officer's resignation, retirement or transfer to RARO is confirmed, or his commission is terminated. (The provisions of paras 01.04.161 or 01.04.192 do not apply to officers with outstanding liabilities in Groups A or B, or if an application for transfer has been submitted, provided their transfer is approved.)

b. **Voluntary Resignation or Retirement.** An officer contemplating voluntary resignation or retirement before his obligations as a Sponsored Reservist have ceased, is to inform his employer of his intentions before submitting his application to resign or retire. If he is self-employed and under contract to provide services as a Sponsored Reservist, he is to inform the person to whom he is under contract. His letter of application to his commanding officer is not required to be submitted more than three calendar months before his proposed date of resignation or retirement and is to confirm that he has made his intentions known to his

employer, or the person to whom he is under contract. His employer is to be notified as soon as an application is received.

c. Action to be Taken when Sponsored Reserve Liabilities Cease. In the event that an officer ceases to have any Sponsored Reserve liabilities for any reason:

(1) His duties and liabilities, unless he has transferred to Group A or B, shall only be those essential to effect his resignation, retirement or transfer to RARO.

(2) His employer is to be informed of any such duties associated with the processing of his resignation or retirement which will require him to be absent from his civilian place of work, and of the date on which the officer formally retires, resigns or is transferred from the Sponsored Reserve (see para 32 of Annex J/1).

(3) Procedures and documentation are to be carried out as laid down in paras 01.04.183 – 01.04.184. Additionally, this is to include the return of arms, clothing or equipment which is public property in good order, or the payment for missing items or those items for which damage is not accountable due to fair wear and tear.

15. **Reckonable Service.** See paras 42 and 43 of Annex J/1.

16. **Transitional Members.** See para 44 of Annex J/1.

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APPENDIX 4 TO ANNEX A TO CHAPTER 4

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APPENDIX 5 TO ANNEX A TO CHAPTER 4

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ANNEX B TO CHAPTER 4

TERMS OF EMPLOYMENT WITH THE NAVY, ARMY AND AIR FORCE INSTITUTES

(PARAS 01.04.011, 01.04.015 AND 01.04.061 REFER)

Officers

1. The instructions contained in these Regulations apply equally to all officers employed with NAAFI, except where they are at variance with the details in this Annex.

2. **Liabilities for Call-Out on Permanent Service.** Officers are to have the same call-out liabilities as other officers in the same Army Reserve Group, but are to be called out on permanent service only when required for service with NAAFI.

3. **Residence and Travel Overseas.** Officers who are employees of NAAFI and who proceed overseas as such, may retain their commissions in the TA irrespective of the period spent overseas provided they remain in the employment of NAAFI.

4. **Eligibility for a Commission.**

a. All candidates are to satisfy the conditions and nationality rule as laid down in paras 01.04.011 – 01.04.012 and be between the ages of 21 and 55 years.

b. Their minimum medical standards are to be:
RLC/EFI - PULHHEEMS assessment giving a PES of BE or BT;

c. Candidates who have previously served as officers;

(1) On full pay in the armed forces of the Crown (including the Naval, Military and Air Forces of the Commonwealth); or

(2) On the Regular Army Reserve of Officers; or

(3) In the Army Reserve or TAVR (other than for service with the Combined Cadet Force or Army Cadet Force); or

(4) In addition, soldiers in RLC/EFI who have been recommended by NAAFI for commissioning, are eligible for consideration by attending a RLC Commissioning Interview Board.

are to be eligible for consideration for the grant of direct commissions in RLC/EFI.

5. Candidates are to be required to give a written undertaking to serve in a military capacity with NAAFI when required at a time of emergency, when not called out under an Army Reserve liability.

6. **Nature of Commission.** Officers are to be appointed to Land Forces commissions for service in the specialist RLC EFI.

7. **Applications for Commissions.** Applications are to be made on AFCO Form 4, accompanied by F/Sy 904, (completed in duplicate) and submitted by NAAFI to HQ RLC TA.

Rank and Promotion

8. Provided their applications are approved, candidates are to be appointed in the rank of second lieutenant and are to be eligible for substantive promotion to lieutenant on completion of

two years reckonable service in the TA or TAVR when not called out, and full paid service as laid down in the JSP 754.

9. The highest rank for officers is to be that of lieutenant.

10. There is to be no substantive promotion above the rank of lieutenant, but officers called out on a permanent service are to be granted acting rank appropriate to the appointment they are required to fill under such rules as may become applicable to the Army as a whole.

Training

11. RLC/EFI officers, including those employed overseas, are required to complete MATTs annually. Additional training may be undertaken on a voluntary basis, under arrangements agreed between the Ministry of Defence and NAAFI.

Pay, Allowances and Bounties

12. Officers are to receive no pay, allowances or bounties from Army funds but are to be remunerated by NAAFI in accordance with the terms of employment of that organization.

Removal and Resignation

13. Officers may apply to resign their commissions at any time except during an emergency. Officers are normally to cease to serve in the Army Reserve at 55 years of age, but in exceptional service circumstances the age limit may be raised.

ANNEX C TO CHAPTER 4

AGE LIMITS OF OFFICERS

(PARAS 01.04.013, 01.04.161 AND 01.04.164 REFER)

Entry Ages

1. The age limits in this Annex are not applicable to the ACF and CCF. Age limits for ACF and CCF officers are laid down in Annex K/4 and Annex L/4.

2. **Upper Age Limits on Appointment.** The upper age limit for appointment to DE commissions on entry to RMAS on Module D of ResCC or the start of ResCC+ is the day 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 DM(A) up to their 57th birthday in order for three year assignments to be undertaken. The upper age limit for Specialist Commissioning is raised from 45 to 55. The upper age limit for a soldier commissioning through the Senior Soldier Entry (SSE) process is 54 years.

3. **Minimum Age Limit.** The minimum age for commission is 18 years (21 years for QARANC).

Normal Retirement Age

4. **General.** All Army Reserve Group A officers may serve to age 60 years provided that they are employed in an established Army Reserve position. The NRA for individuals may exceptionally be raised on the authority of the DM(A).

5. **R SIGNALS.** R SIGNALS personnel employed in the following units:

   a. **JSSU.** The maximum age is 55, subject to satisfactory medical reports, previous training and experience.

   b. **JCU (including LIAG and LICSG).** The maximum entry age is 55, subject to satisfactory medical reports, previous training and experience.

   c. **5 (UK) PSYOPS Gp.** The maximum entry age of 15 (UK) PSYOPS Gp is 55 years, subject to satisfactory medical reports, previous training and experience.

   d. Exceptional circumstances may be considered on a case by case basis.

6. Reserved.

7. **RLC/EFI.** Age limits for RLC/EFI are shown at Annex B/4.

8 - 9. Reserved.

10. **AMS.** The NRA for Reserve Medical, Dental and Nursing Officers is 60 years. The NRA for individuals may exceptionally be raised on the authority of the DM(A).

11. **Promotion.** There are no upper age limits for consideration for promotion to the next rank provided that an individual can be assigned on promotion into a position for three years (or in the case of MO/DO/NOs, two years). This effectively makes the upper age limit for promotion at all levels 57 years, or 58 years for MO/DO/NOs.

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ANNEX D TO CHAPTER 4

EXAMINATIONS ACCEPTABLE AS EQUIVALENT TO GCE 'O' LEVEL/GCSE GRADES A TO C

(PARA 01.04.014 REFERS)

1. A list of examinations which may be accepted as equivalent to GCE/GCSE grades A to C is given below. This list is not exhaustive. When any other qualification is offered reference should be made to MOD(DETS(A)) for clearance.

2. **United Kingdom.**

Cambridge, Overseas School Certificate - Pass with Credit standard, ie Grade I to VI or A-C.
Certificate of Secondary Education (CSE) Grade 1.

City and Guilds Final Certificates in certain technological and craft subjects. (Certificates should be submitted for scrutiny).

Civil Service Commission - Administrative officer examination.

Northern Ireland Schools Senior Certificate - No longer extant, but previously gained certificates acceptable.

Ordinary National Certificate (above GCE 'O' level standard).

Scottish Certificate of Education - Passes prior to 1973, or 1973 onwards:
Ordinary Grades A-C
Standard Grades 1-3

3. **Other Countries.**

a. **Australia.** The following examinations may qualify students for entry to Australian Universities which would indicate that they are of overall GCE 'A' level standard. However, as these qualifications cover more subjects than 'A' level courses it is likely that some subjects may only be of 'O' level standard:

New South Wales - Higher School Certificate
Queensland - OCE
South Australia - HEE
Tasmania - Higher School Certificate at level III
Victoria - High School Certificate Grades A-C
Western Australia – WACE

b. **Canada.**

High School XII (except Quebec - Grade XI)

c. **Eire.**

School Leaving Certificate Grades A-C at Ordinary/Standard level.

d. **New Zealand.**

University Entrance Examination Grades A-C

e. **South Africa.**

Senior Certificate Grades A-C at the Standard Grade.

ANNEX E TO CHAPTER 4

SENIOR SOLDIER ENTRY

1. This Annex concerns the Army Reserve Group A Senior Soldier Entry (SSE) commissioning process. A common standard and selection format for commissioning into the Army Reserve is assured by Army Officer Selection Board (AOSB)[1]. Successful candidates are entitled to be considered for the full range of officer appointments within their rank, experience and qualification in the Army Reserve. Unlike the Regular Army, there are no Late Entry (LE) commissions in the Army Reserve. Army Reserve SSE commissioning should therefore not be viewed as akin to Regular LE commissioning[2], but as Army Reserve Direct Entry (DE) commissioning by a different route that takes account of previous service.

BACKGROUND

Definition

2. Senior Soldier Entry officer candidates are defined as soldiers who are Phase 2 trained and have attained at least the substantive rank of Sgt in the Army Reserve. Successful applicants will be commissioned through either the Direct Entry commissioning process by attending the Reserve Commissioning Course or the SSE process with subsequent attendance at the Army Reserve Soldier Conversion Officer Course (SCOC)[3]. An applicant's rank and time in that rank will determine which commissioning route they take.

Employment

3. Once commissioned in an Army Reserve Gp A unit, SSE officers may undertake any Army Reserve commissioned officer's appointment, commensurate with their rank; there are currently no specified SSE roles or appointments in the Army Reserve, even on initial appointment. Reporting officers responsible for making recommendations for commissioning are, therefore, to comment on the full breadth of employability for a commissioning candidate and should include comment upon the individual applicant's command potential.

Eligibility[4]

4. **Rank**. The following is applicable:

a. **Minimum Rank**. The minimum rank for Army Reserve SSE commissioning is Sgt. Army Reserve Sgt must have a minimum of three SJARs in rank[5].

b. **Rank on Appointment**. All successful Army Reserve Gp A SSE officer candidates will be commissioned as follows:

(1) **Ex-Regular SSgt, Sgt and Army Reserve SSgt and Sgt with more than 3 yrs seniority**: Individuals will be commissioned in the rank of substantive Lt; they become substantive Capt on completing SCOC.

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[1] AOSB for SSE candidates has the Briefing Phase incorporated within it; this is not a standalone event at AOSB as it is for DE candidates.
[2] Regular Army LE officers are boarded and commissioned to fulfil a specific E1 requirement and have restrictions on types of appointment.
[3] Formerly titled the LEOC(V), see ABN 145/14: Army Reserve Late Entry Officer Course.
[4] DM(A) has overall responsibility for setting the commissioning policy and exceptionally, may grant authority out-with it. Policy Branch of DM(A) will deal with all such instances on a case by case basis.
[5] Sgts with fewer than three SJARs (and all Cpls and below) will follow the DE route, see 2008DIN07-042.

(2) **Ex-Regular and Army Reserve Warrant Officers (WO):** Individuals will be commissioned as substantive Lt; they will be granted acting Capt. These individuals become substantive Capt[6] on completing SCOC. If SCOC is not completed within two years of commissioning individuals will lose their entitlement to acting rank[7].

5. **Reporting Recommendations**. The following are applicable:

a. **Applicants with No Previous Regular Service.** Army Reserve Sgt and above may apply for an Army Reserve Gp A SSE commission if they meet the following criteria:

(1) **Sgt:** All candidates must have three SJARs in rank with the latest report having a positive recommendation for commissioning. Individuals who do not have three SJARs in rank but who have a recommendation for commissioning may follow the DE route[8].

(2) **SSgt and Warrant Officers:** All candidates must have a positive recommendation for commissioning in their most recent SJAR at their substantive rank of SSgt/WO.

b. **Applicants with Previous Regular Service.** Ex-Regular Sgts and above who join the Army Reserve but have not yet accrued enough time to gain the requirements as set out in para 5a, above, may apply for a SSE commission immediately upon joining the Army Reserve if they meet the following criteria:

(1) **Sgts.** Held the substantive rank of Sgt in the Regular Army for two or more years and were recommended for a commission in their last SJAR.

(2) **SSgts – WOs.** Held substantive SSgt/WO rank in the Regular Army and were recommended for a commission in their last SJAR.

6. **Special Forces Soldiers.** Any Badged member of the Special Forces Reserve with nine years service and a minimum of two as a SNCO may be directly recommended for commissioning by DSF. DSF will convene and hold the board which will follow the same practice as the Regular SF LE board; except for the participation of a 1ISR Brigade member. External assurance and advice on this process will be provided by DM(A) SO2 Offr Pol TOS who will be expected to attend all or part of each board.

7. **Education**[9]**.** All candidates are required to have 5 x GCSEs (or equivalent) at grade C or above, including English language and maths. Those failing to meet the standard can receive advice on how to achieve this from their local Army Education Centre (AEC) who will signpost them to a suitable provider. Ex-Regular SNCOs who have successfully completed Education for Promotion (II)/SNCO Command, Leadership and Management are exempt this requirement.

8. **Certificate of Efficiency.** Individuals applying to commission in the Army Reserve through the SSE process must have been certified efficient in the last full training year prior to their application[10]. Ex-Regulars joining the Army Reserve are exempt this requirement in the first twelve months of Army Reserve service.

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[6] Backdated to the date that they were commissioned. The individual's Annual Reports as A/Capt will count towards the five required for promotion to Maj, if SCOC is completed on time and substantive rank is backdated; this is iaw with current provision.
[7] In extenuating circumstances, individuals who have been unable to attend SCOC within the stated two year period may apply through the Chain of Command to DM(A) for an extension to this time window.
[8] For the DE route, see 2008DIN07-042.
[9] See the Officer Career Development Handbook.
[10] Serving members of the Army Reserve seeking a commission via the SSE process who were not certified efficient in their last full training year due to extenuating circumstances may, if supported by their Army Reserve unit CO, apply to DM(A) for a waiver to this rule.

9. **Medical Fitness.** The minimum standard for a commission through the Army Reserve Gp A SSE process is MFD as laid down in PAP 10[11]. Candidates below the standard are to be rejected at unit level until medical fitness is back to MFD.

10. **AOSB.** The following applies to AOSB:

a. **Attendance at AOSB.** Irrespective of previous service or not, candidates may only attend AOSB twice[12], beyond which they may not be recommended for a commission.

b. **AOSB Waiver.** Ex-Regular soldiers may be considered for the Army Reserve Gp A SSE process without attendance at AOSB, provided they meet the following criteria:

(1) They were recommended for a Regular LE Commission at an Arms Selection Board within the past twenty-four months[13].

(2) They received a recommended for a commission in their last SJAR.

(3) They are seeking a commission in the Army Reserve within the same Arm for which they were selected (see para 10a).

Applications[14] will be passed through unit COs who will submit to the relevant CM at APC to scrutinise the application[15] and confirm the Commission. An AOSB CV is not required.

c. **Maximum Age at AOSB.** The maximum age for attendance at AOSB is the day before an individual's 55th birthday.

11. **Training.** Once a pass at AOSB has been achieved, individuals must complete the SCOC at RMAS within two years of commissioning to qualify for substantive promotion to Capt.

Process

12. All documentation will be made available to AOSB for consideration. The documentation required, responsibilities and purpose are shown below[16]:

a. **AFB 08333.** Applicants who have received a recommendation for an SSE commission in their latest annual report may apply, by completing paras 1 and 2 of AFB 08333. They are advised to read the relevant Capability Directorate instructions as well as the rules contained here before completing the application. Part 3 of the form is to be completed by the unit medical officer (or Army Reserve equivalent) prior to the recommendation of their current CO at Part 4. Each unit, where recommendation is given at Part 4, are to forward the AFB 08333 to the applicant's 1* Formation HQ, for processing in accordance with the relevant Capability Directorate instructions. Units are to enter candidates as potential officers onto TAFMIS Recruiting Harmonised Joint (TRH(J)) before forwarding to the 1* Formation HQ.

b. **AFB 08334.** An AFB 08334 is to be initiated by the CO. Once all designated signatures are obtained[17], forwarded, together with the AFB 08333 to 1* Formation MS staff.

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[11] Arms and Service Directors wishing to commission an individual who is below the normal entry standard may apply to DM(A) for authority outlining the exceptional circumstances as to why they wish this to take place.
[12] An individual has only two attempts to pass officer selection at AOSB. Therefore, any individual who has previously attempted and failed Regular or Reserve officer selection at AOSB on two previous occasions will not be afforded any further attempts.
[13] Twenty four month period is counted from the date of application.
[14] This is to consist of the completed application forms.
[15] Including ensuring that the applicant was graded above the quality line at their respective regular LE Commission Arms Selection Board.
[16] AFBs 08333 and 08334 are available on the Army Forms page on the Defence Intranet.

1* Formation MS staff are responsible for the booking of AOSB and ensuring that all documentation is forwarded.

c. **AOSB CV.** The AOSB CV is a generic form completed by all candidates and is not specific to SSE candidates. It gives useful background information to those completing a candidate report as well as the AOSB itself. The contents of the AOSB CV may be seen by unit Selection Boards and Formation Commanders/MS staff to support a candidate's recommendation. The AOSB CV should be accessed through TRH(J) (which will automatically populate elements of the CV). The AOSB CV is avail from AOSB. This form is not required for those exempt AOSB.

d. **Applications.** 1* Formations are to forward completed paperwork to AOSB, with copies to the applicant's unit; this may then be used when considering assignments. These forms are to be completed and signed in manuscript, not emailed.

e. **Following AOSB.** AOSB will record the results on TRH(J) and forward them to APC[18]; the latter being responsible for the London Gazette entry once AOSB have confirmed their suitability. The date of passing AOSB will be the published commissioning date. Should the candidate be unable to assume an officer's post, then the grade awarded by AOSB will remain valid for 5 years or up to 55 years of age (whichever is sooner), assuming the individual continues to be recommended for commissioning, MFD and certified efficient in the year of application.

f. **Deferment.** Should a candidate pass AOSB in all areas except the physical test then a physical re-test will be offered. The re-test will be at AOSB and after a period set by AOSB (normally 3-6 months). Units must be cognisant of para 9, above.

g. **Assignment Allocation.** AOSB are to forward final copies of the paperwork to the candidate's unit. Selection for initial appointment and assignment is to be undertaken in accordance with the MS Career Management Handbook, Part 3, Chapter 3 (Reserves) and the MS Boarding Manual.

h. **Pay Rates.** The table below shows the rates of pay applicable to the successful SSE candidates:

Serial	Cohort	Rates of Pay	Comments
1	Ex-Regular/Army Reserve WO.	DE	A/Capt, sub Lt on commissioning, sub Capt upon completion of SCOC, back dated seniority to date of commission.
2	Ex-Regular/Army Reserve	DE	Sub Lt on commissioning, sub Capt upon completion of SCOC.
3	Ex-Regular soldiers selected for a commission through the Regular LE selection process.	Officer Commissioning From Ranks (OCFR)	See para 10.

i. **Pay on Commissioning from the Ranks.** Personnel are assimilated onto the appropriate officers' pay spine on the date of commissioning. Where their pay was higher as a soldier than the appropriate level on the officers pay spine they will receive a 5% uplift on completion of initial officer training and be placed on a Stand Still Rate of Pay (SSRP) until their seniority catches up. Ex-Regular and former Army Reserve WOs who are eligible for

[17] It is of note that Part 3 (Page 4) of the AFB 08334 must be completed by an OF4 or higher from the capbadge into which the applicant wishes to commission in accordance with Capability Directorates' direction.
[18] Name, rank, number and date it is effective from (for those who pass), to the relevant Manning Desk at APC.

A/Capt's pay, where this is higher than the SSRP, will receive the higher A/Capt rate. They will be made substantive Capt on successful completion of SCOC. If they fail to complete SCOC within two years they will revert to Lt and either move onto the appropriate Lt's rate of pay as if they had not held A/Capt – or the SSRP they would have received on commissioning if their seniority in rank has still not caught up[19].

13. **Point of Contact.** In the first instance potential applicants should contact their Chain of Command. Other useful Points of Contact during this process are:

a. For manning policy issues: DM(A): SO2 Pol Res Pol: 94393 7620.

b. For pay related issues: PS10(A).

c. JPA-related issues: Respective Bde Pers Admin functional chain.

[19] For further details see JSP 754 Chapter 5 Section 3 or your Pers Admin staff.

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ANNEX F TO CHAPTER 4

Reserved

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ANNEX G TO CHAPTER 4

THE TRANSFER OF ARMY RESERVE OFFICERS TO THE REGULAR ARMY RESERVE OF OFFICERS

(PARAS 01.04.101 AND 01.04.181)

General

1. Transfer to the RARO (which is part of the Army Reserve) is provided for officers (whether holding Land Forces or Army Reserve) who wish to retain their commissions and accordingly to be liable for call-out after ceasing to serve on the Active List of the Army Reserve or officers temporarily resident abroad or otherwise temporarily unable to undertake an Army Reserve commitment. Such officers may transfer back to the Active List at any time, if eligible and acceptable.

2. Officers transferred to the RARO are to retain their existing commissions.

3. The terms of service of the RARO are shown in Regular Reserve Regulations 1997.

4. An Army Reserve officer who has transferred to RARO is liable after call-out to be assigned or transferred to any unit of any corps or to be attached to any part of HM Forces.

Liability for Call-Out

5. When an Army Reserve officer is transferred to the RARO he is to complete AFE 613 notifying his commanding officer of the category in which he wishes to be placed. This is normally to be:

a. officers of Group A into RARO II.

b. officers of Group B into RARO 3.

except that an officer with an uncompleted compulsory RARO I liability is automatically to revert to RARO I and resume his compulsory liability. The call-out liabilities of the five classes of the RARO are shown in Regular Reserve Regulations 1997.

Eligibility

6. Officers who hold or have held commissioned appointments in the Army Reserve are eligible for transfer or appointment to the RARO, except those appointed on probation whose commissions have not been confirmed. An officer on probation who has obtained satisfactory reports after annual camp may be held in excess of the establishment of his unit or pool until the date on which his commission is confirmed and then transferred to the RARO.

Rank and Promotion

7.

a. An Army Reserve officer is normally to be transferred to the RARO in his existing substantive rank except than an officer of the rank of acting lieutenant colonel may retain his acting rank (see para 01.04.085e(4)) and may be granted substantive rank on reaching the age prescribed in para 01.04.084.

b. There is no provision for promotion in the RARO except that a second lieutenant may be promoted to lieutenant on completion of two years service in the reserve.

8. An officer serving in the Army Reserve who wishes to be transferred to the RARO is to apply to his commander, Army Reserve/CRHQ, or to his commanding officer, on AFE 613 which is to be submitted to APC CM Ops RAR MP 588 (see para 01.04.184). A transfer is normally to be in the same arm.

Voluntary Training

9 - 17. Reserved.

Efficiency Decoration

18. Service in the RARO is not to be reckoned as qualifying service towards the award of the Efficiency Decoration and/or Clasps, except when called out. Service in the RARO is not to constitute a break in Service.

Change of Address and Residence

19.

a. Officers of the RARO are required to notify any change of their permanent address to APC CM Ops, Regular Reserve Section.

b. Any officer of the RARO who wishes to take up permanent residence overseas and, additionally any officer nominated for recall on mobilization who wishes to go overseas temporarily is to inform the relevant Ministry of Defence personnel branch of his intention. His ability for service is not to be affected by any such move.

ANNEX H TO CHAPTER 4

THE RETENTION OF SUBSTANTIVE RANK AND THE GRANT OF HONORARY RANK TO OFFICERS LEAVING THE ARMY RESERVE

(PARA 01.04.190 REFERS)

General

1. For the purpose of this Annex, service in the Army Reserve is to include previous commissioned service in the Militia, the Supplementary Reserve of Officers, the Army Emergency Reserve and on the Active List of the Territorial and Auxiliary Volunteer Reserve.

2. This Annex lays down the rules for the retention of substantive rank and the grant and retention of honorary rank by officers of the Territorial who cease to belong to that reserve.

Retention of Substantive Rank

3. The following may be permitted to retain their substantive ranks:

a. Officers who after completing a total of 10 or more years commissioned service in the Army Reserve or R IRISH(HS) retire from the Army Reserve.

b. Officers who after completing a total of 10 or more years commissioned service in the Army Reserve or R IRISH(HS) transfer to the RARO and subsequently cease to belong to that reserve either by removal at their own request or on reaching the prescribed age limit.

4. Full time commissioned service with the Regular Army is to be allowed to count towards the qualifying period of 10 years.

5. Commissioned service with other Services and armed forces of the Crown which is comparable to the Regular Army or TA service quoted above may be considered for aggregation towards honorary rank. Each such case is to be considered on its merits.

Grant of Honorary Rank

6. An officer who is entitled to retain his substantive rank under the conditions of paras 3 or 5 is, provided that he has rendered satisfactory service throughout, to be eligible for the grant of honorary rank on leaving the Active List of the Army Reserve as follows:

a. Honorary rank may be granted equivalent to the highest acting rank which has been held for an aggregate period of six months, or for less period if the officer's service in the rank was terminated by wounds or sickness which involved absence from duty and subsequent retirement or transfer to the RARO. Local rank does not qualify an officer for the grant of honorary rank, but in very special circumstances the Defence Council may allow such rank to qualify.

b. Any period during which acting rank is held by an officer while seconded or attached to another Department or Service (or any period during which equivalent rank in that Department or Service is held) may count under sub-para a.

c. Honorary rank is to be suspended automatically if an officer is re-appointed to the Army Reserve or joins the Active List of the Regular Army or on enlistment. At the end of such service, honorary rank is to be restored, unless the officer is granted a higher rank under the provisions of this Annex.

7. The grant of honorary rank is to be notified in the London Gazette, but an officer who receives from the Ministry of Defence an official intimation in writing of the grant of honorary rank may assume the rank, pending and subject to confirmation in the London Gazette.

8. The conditions for the grant of honorary rank to officers appointed to the General List Section B for Service with the CCF or the ACF are contained in the Manuals for those forces.

ANNEX I TO CHAPTER 4

GUIDANCE AND PROCEDURE FOR TERMINATION OF COMMISSIONS

(PARA 01.04.175 REFERS)

1. Whenever an officer of the Army Reserve fails to carry out a military obligation as laid down in these regulations his commanding officer is first to make every effort to get in touch with him to discover the reason. Where possible, as a first step, a suitable representative is to visit the officer at his last recorded address. In this context 'failure to carry out a military obligation' can include failure to report a change of permanent address or to pay a mess bill.

2. When a commanding officer is satisfied that an officer cannot be traced or has no intention of replying to letters (for non attendance this process is to include the issue of three written warnings, at two week intervals, to the last known address of the Army Reserve officer), or that the explanation furnished is inadequate, he is, whenever practicable, to inform the officer by recorded delivery that it is intended to recommend termination of commission. The officer is to be reminded of his right to submit a representation for consideration by the Army Commissions Board and warned that if none has been received before a given date the case will then be decided without further delay. Whilst a period of two weeks will normally suffice for this purpose in the case of an officer resident in the United Kingdom, a suitably extended period is to be allowed in the case of residents abroad. A non attendee Army Reserve Officer is defined as 'a person who has not attended training in each quarterly period of the Training Year, has not gained a written leave of absence or has not been granted a lower training commitment by the commanding officer'.

3. On receipt of the officer's representation or on the expiry of the period of grace allowed for reply, the commanding officer is to submit a full report through the normal channels to Div HQ with a recommendation as to the action to be taken. There is no set form for such reports. When dealing with failure to carry out training obligations, it is important that the date on which the officer last performed duty should be stated. A copy of the letter finally warning the officer of the action to be taken is invariably to be attached to the report as should copies of any correspondence between the unit and the officer which help to clarify the case.

4. Superior commanders are to add their recommendations. If, on receipt of the report in Div HQ, the GOC/Commander is of the opinion that the case calls for the consideration of the Army Commissions Board, his recommendation is to be added and the case forwarded with an AFE 535 to relevant CM Branch. The recommendation of the GOC/Commander is to be signed either personally or by an officer on his staff not below the rank of Colonel.

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ANNEX J TO CHAPTER 4

OFFICERS - QUALIFICATION FOR PROMOTION

(PARA 01.04.084 REFERS)

1. Officers of the Army Reserve, unless exempted by DM(A), are required to possess qualifications for substantive promotion from lieutenant to captain and captain to major. A list of the officers exempted is given at Appendix 1 to this Annex.

a. Current rules stated are for LTOS and where applicable the ATOS rules are detailed.

b. All Officers are to meet the requirements laid down in ACR's and the Officer Career Development Handbook.

Acquisition of Qualifications

2 - 11. Reserved.

Acting Rank

12. Officers granted acting rank must receive a recommendation for promotion in the 2nd year of the acting rank, providing the normal retiring age for the substantive rank held does not fall within that period. Officers failing to acquire a recommendation in the 2nd year of acting rank are to forfeit acting rank. Officers who fail to continue to be recommended for promotion during the period in acting rank are to forfeit acting rank. Once acting rank has been forfeited it is not to be regranted until the necessary qualifications and recommendations have been acquired. Capts and Majs must have a minimum of three reports in their substantive rank prior to being granted acting rank of Maj or Lt Col respectively.

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APPENDIX 1 TO ANNEX J TO CHAPTER 4

ARMY RESERVE OFFICERS EXEMPTED FROM PROMOTION QUALIFICATION TESTS

(PARA 1 OF ANNEX J TO CHAPTER 4 REFERS)

1. Officers of the Army Reserve may be exempted from obtaining qualifications for promotion as laid down in Annex J/4 on the grounds of either:

a. Already holding suitable qualification by virtue of former service.

or

b. Being employed as a specialist.

2. **Former Service Qualifications.** The following may be exempted from obtaining promotion qualifications:

a. Officers who have previously held the substantive rank concerned in the regular armed forces of the Crown or of the Commonwealth or in the Army Reserve, or TAVR.

b. Officers who have passed the appropriate Regular Army examination or are exempt from it but who may not have subsequently held the substantive rank concerned.

c. Officers who have previously held substantive warrant officer rank in the Regular Army or Army Reserve (including TAVR), UDR or R IRISH(HS) (lieutenant to captain exam only).

3. **Specialist Officers.** Promotion qualifications are not required for the following specialists except where noted:

a. Military Works Force.

b. RAChD. (See Annex A/4)

c. RAMC PQOs. (See para 29 of Annex A/4)

d. RADC.

e. General List less OTC and SAS.

f. QARANC. (See para 41 of Annex A/4)

g. AGC (ALS).

h. LIAG and 254(SGIS) Sig Sqn (See para 153 of Annex A/4)

i. Directors of Music.

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ANNEX K TO CHAPTER 4

SPECIAL TERMS OF SERVICE APPLICABLE TO OFFICERS OF ARMY SECTIONS OF THE COMBINED CADET FORCE

(PARA 01.04.002B REFERS)

General

1. This section contains the special terms of service applicable to officers appointed to commissions for service with Army Sections of the Combined Cadet Force (CCF).

Commissions

2. Officers are to be appointed to the Army Reserve General List Section B.

Call-Out Liability

3. Officers have a liability for call-out under the Reserve Forces Act 1980 or 1996 (as appropriate) but will not be called out by virtue of their appointment to the Army Reserve General List Section B for service with the CCF. Any such officers however who hold appointments in other Army Reserve units or pools in addition to their CCF duties may be called out in that capacity.

Command, Rank and Precedence

4. Officers appointed to the General List B for service with Army sections of the CCF are subject to military law when on training and other duties.

5. Such officers, while serving with the CCF, have the precedence of that type of commission, irrespective of any other type of commission they may hold, and their precedence will be as follows:

a. According to the date of promotion to their current rank, acting or substantive, in the Army Section of the CCF.

b. Officers of the same seniority in their substantive ranks are to take seniority according to the date of their appointment to the Army Section of the CCF.

c. Officers in the Army Sections of the CCF are to take precedence after officers in Groups A, B or C of the Army Reserve of the same rank.

Dual TA and CCF Appointments

6. Officers on the Active List of the Army Reserve may also hold commissioned appointments in the Army sections of the CCF. The other Army Reserve duties are to take precedence.

Members of RARO

7.

a. Officers who are members of RARO may be granted commissions in the Army Reserve General List Section B for service in Army sections of the CCF. When serving as such their duties and obligations are those of an officer of the Army Section of the CCF.

b. A member of RARO may be attached for service with Army sections of the CCF provided that, if his substantive rank is higher than lieutenant, he certifies that he is willing to

revert to that rank. He will be reinstated in his former rank when he ceases to serve with the CCF.

c. An officer attached from RARO may be appointed to an acting rank against an establishment vacancy.

Officers of Army Reserve attached to Army Sections of the CCF

8. An officer of the Army Reserve may be attached to the CCF on the following conditions:

a. The attachment is acceptable to the RFCA and approved by the commanding officer of the Army Reserve unit.

b. The officer must be a volunteer in the rank of lieutenant, captain or major.

c. The officer must be aware that his Army Reserve duties take precedence over CCF duties.

d. The officer will remain on the establishment of his Army Reserve unit and remain subject to call-out with it.

Eligibility of Candidates

9. **Nationality and Residence:**

a. There are no nationality requirements to be an officer in the CCF or ACF.

b. Applicants, whether or not they are of UK origin, should have resided in the UK for a minimum of five years, preferably immediately preceding their application. In certain circumstances, particularly when the applicant is of UK origin, a shorter period of residence may be accepted and a waiver of part of the requirements may be granted, provided that evidence of assimilation into UK can be demonstrated.

c. All applicants must be made aware at the point of application that full nationality, residence and academic requirements will be applicable if they wish to apply for an Army Reserve Gp A Commission in the future.

10. **Age Limits.**

a. The minimum age for appointment to a commission is 18 years.

b. The maximum age for appointment is 56 years.

c. **Upper Age Limits.** Officers will normally be retired or required to resign on reaching the following ages:

(1) Officers (other than those appointed as Supernumerary Officers (Shooting)). 65 years.

(2) Supernumerary Officers (Shooting). 70 years.

11. **Medical Standard.** The minimum medical standard for both entry and retention is MND(P) A4 L4 M E3.

12. **Education Standard.** No formal qualification is prescribed.

13. **Other Qualifications.**

a. The applicant is not to be a pupil of the school concerned. He is normally to be a member of the school staff.

b. Applications are to be personally approved by the headmaster of the school or establishment.

Selection, Appointment, Probation

14. **Selection.** Candidates may be recommended for:

a. **Direct Appointment.** This applies only to those who are serving or who have previously served satisfactorily as officers in the Regular, Reserve or Auxiliary Forces of the Crown (including the R IRISH(HS)) or the Naval, Military or Air Forces of the Commonwealth.

b. **Appointment on Probation.** All officers not qualified for direct appointment are to be interviewed by a Regular Army officer (brigadier or colonel) under arrangements of the Div HQ concerned.

15. **Documentation.** The documentation required and the procedure to be followed are detailed in Combined Cadet Force Manual 1994.

16-19. Spare.

Rank and Seniority on Appointment

20. The highest substantive rank in the Army Section of the CCF is lieutenant. Candidates appointed to direct commissions will be appointed as such unless they have not served in the rank of lieutenant or above: such officers will be appointed as second lieutenants and will be required to complete a total of two years commissioned service before becoming eligible for promotion to lieutenant.

21. Second lieutenants appointed to direct commissions who did not hold confirmed commissions will be required to complete probationary training before confirmation of commission and promotion to lieutenant.

22. Candidates other than those appointed to direct commissions will be appointed as second lieutenants on probation. The period of probation will be for two years except for those who have served in Royal Navy, Royal Marines, Army or Royal Air Force as substantive warrant officers, when it will be one year.

Appointments

23. **Contingent Commanders.** Officers serving in the Army Section of the CCF are eligible, on recommendation of the headmaster concerned for appointment to command the contingent. The rank to which appointed will be determined by the Joint Cadet Executive (JCE), having regard to the establishment of the contingent and the qualifying service of the officer concerned.

24. **Other Officers.** Other officers are to be appointed by the contingent commander within the establishment of the contingent. Application may be made to JCE for an officer to be held against the establishment and/or rank vacancy of another Service section.

25. **Supernumerary Officers (Shooting).** Officers with previous commissioned service may, with JCE approval, be recommissioned for appointment to these positions provided that they fulfil the coaching qualification laid down in Combined Cadet Force Manual 1994. Such officers will serve in the substantive rank of lieutenant and will not be eligible for paid acting rank.

Substantive Rank

26. Substantive rank in the Army Reserve General List B is confined to that of lieutenant. Promotion to that rank may be made for:

a. An Officer with Previous Service. After two years reckonable service.

b. An Officer on Probation. On confirmation of his commission following satisfactory completion of his probationary service.

27. **Antedates.** An officer directly commissioned in the rank of lieutenant may be given an antedate for previous reckonable service as calculated by APC CM Ops. An officer commissioned as a second lieutenant may on promotion to lieutenant be given an antedate for seniority in that rank. The antedate will not precede the date of the probationary commission and will be calculated as follows:

a. Commissioned Service. To count in full.

b. Full Paid Service as a Warrant Officer Class 1 or equivalent. To count in full up to a maximum of one year.

c. Full Paid Service below the rank of Warrant Officer Class 1 or equivalent. To count half up to a maximum two years.

Full paid service is as defined in JSP 754.

Acting Rank

28. Paid acting rank may be granted by MS [Reserves] APC in consultation with JCE, within the establishment of the contingent.

29. Acting rank may not be granted to second lieutenants.

30. **Time Promotion.**

a. Paid acting rank of lieutenant colonel may be granted to a contingent commander whose rank by establishment is major and who has a total of 20 years cumulative commissioned or appointed service including a minimum of 10 years of such service with the Cadet Forces.

b. Paid acting rank of major may be granted to a contingent commander whose rank by establishment is captain and who has a total of 13 years cumulative commissioned or appointed service, including a minimum of five years of such service with the Cadet Forces.

c. Paid acting rank of captain may be granted to an Army section commander whose rank by establishment is lieutenant, and who has a total of five years cumulative commissioned or appointed service, including a minimum of three years of such service with the Cadet Forces.

d. Unpaid acting rank of captain may be granted to a lieutenant on completion of nine years commissioned or appointed service with the Cadet Forces.

e. Unpaid acting rank may be granted to officers who held or hold higher rank in the Regular Army or Army Reserve than that held in the CCF. Such rank is not to be higher than the substantive rank formerly held or higher than the establishment rank of the commander of the contingent.

f. Unpaid acting rank may be granted to an outgoing contingent commander continuing to serve in the same contingent. This is not to be higher than the rank of his successor on succeeding to command. This acting unpaid rank will not be retained on transfer.

Honorary Rank

31. Provided that he has rendered satisfactory service throughout, an officer is eligible for grant of honorary rank on retirement or relinquishment equivalent to the highest acting rank held as a Cadet Force officer for a total period of not less than 12 months, under the following conditions:

a. For the grant of honorary rank of major or below an officer must have a total of 10 years commissioned service in the Regular or Reserve Forces or in recognized pre-Service Cadet Forces or when attached as a member of RARO to the Cadet Forces of which five years must have been with the CCF.

b. For the grant of honorary rank of lieutenant colonel an officer must have a total of 20 years cumulative commissioned service of which 10 years must have been with the CCF.

c. Any period during which the officer holds, as a Cadet Force officer, the rank of acting captain while under the age of 23 years or of acting major while under the age of 27 years will not count as part of the 12 months.

32-33. Spare.

Transfer

34. Transfers to another contingent or to the ACF may be authorized by MOD (MS6) subject to establishment vacancy or JCE authority for holding as supernumerary. Such transfers must be acceptable to the contingent commander of the receiving contingent.

35. Transfer will be in substantive rank or unpaid acting rank granted under para 30d.

36. Transfers from another Service cannot be authorized. The grant of an Army Reserve General List B commission must be subsequent to resignation of any other Service commission. Transfer to another Service involves resignation of the Army Reserve General List B commission.

Supernumeraries

37. Officers already serving may be authorized as supernumeraries to establishments as at para 34.

38. Officers applying to be commissioned in a contingent already up to establishment may be held for a period of 12 months against the authorized pool controlled by JCE. Where an officer is temporarily absent overseas he, too, may be held against this pool thus releasing a vacancy on the establishment.

Temporary Absence Overseas

39. An officer who in the course of his career as a schoolmaster goes overseas for a period of up to one year may retain his commission provided that it is his intention to return to CCF duty. If he

does not return to the school or to CCF duty he will be required to retire or resign his commission as at para 46.

Reversion

40. An officer may at any time apply to relinquish acting rank or revert to a lower rank.

Resignation – Compulsory

41. No military authority other than the Defence Council may call upon an officer to resign his commission or exert any pressure upon him to do so. This stipulation does not apply to resignation required under paras 43 - 46.

42. An officer may, at any time, be called upon to resign his commission for misconduct or for reasons other than misconduct should the circumstances, in the opinion of the Defence Council, require it.

43. An officer may be called upon to resign or retire if his medical standard falls below that laid down for an Army officer of the CCF.

44. An officer may be called upon to resign or retire if he cannot discharge his training obligations because of change of residence or employment and he cannot be absorbed elsewhere.

45. An officer whose contingent is disbanded is required to resign or retire if he is not accepted for an appointment elsewhere.

46. An officer who intends to reside permanently overseas will be required to resign or retire.

47 - 49. Reserved.

Resignation – Voluntary

50. An officer wishing to resign is to submit a written application to that effect to his contingent commander.

51. An officer wishing to resign his commission on account of ill health may apply to be examined by a medical board: this examination will be entirely voluntary. If a medical examination is not held at the time of application the person who signs the undertaking on AFO 1672 will have no claim to exemption from refund of outfit allowance. An officer will not be debarred from claiming a disability pension if no examination is made at the time of his resignation but the circumstances may prejudice any entitlement to financial relief for the disability which caused his resignation.

Relinquishment

52. An officer will normally be required to relinquish his commission if he leaves the school or ceases to serve with the CCF unless an application to transfer or to be held supernumerary has been approved. If an application to resign or retire is not submitted then relinquishment will be effected without such application.

Retirement – Voluntary

53. Officers with 10 or more years commissioned service (including commissioned service in the Regular Army, Army Reserve and UDR) who wish to leave the CCF voluntarily may apply to retire from the Service rather than to resign their commissions.

Termination

54. **Officers with Probationary Commissions.** If an officer serving on a probationary commission is inefficient, unsuitable or fails to carry out his military duties satisfactorily and it is considered essential to terminate his commission the contingent commander may submit a manuscript report, through the appropriate Div HQ, to APC CM Ops. The officer concerned must see and initial the report or, if this is not possible, the reason must be stated. Termination, if approved by the Army Commissions Board, will be effective from the date, notified by MS [Reserves] APC, of publication in the London Gazette.

55. **Other Officers.** An officer who fails to carry out his military obligations as required by regulations will be dealt with in accordance with Annex I/4.

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ANNEX L TO CHAPTER 4

SPECIAL TERMS OF SERVICE APPLICABLE TO OFFICERS OF THE ARMY CADET FORCE

(PARA 01.04.002B REFERS)

General

1. This section contains the special terms of service applicable to officers appointed to commissions for service with the Army Cadet Force (ACF). These provisions are applicable to officers in the ACF Public Relations unit except where they are overruled by the special provisions shown at **Appx 1** to this Annex.

Commissions

2. Officers, other than medical officers and chaplains, are to be appointed to the Army Reserve General List Section B. Medical officers are to be appointed to the Royal Army Medical Corps Army Reserve General List Section B and chaplains to the Royal Army Chaplains Department Army Reserve General List Section B respectively.

Call-Out Liability

3. Officers have a liability to call-out under the Reserve Forces Act 1980 or 1996 (as appropriate) but will not be called out by virtue of their appointment to the Army Reserve General List Section B for service with the ACF. Any such officers however, who hold appointments in other Army Reserve units or pools in addition to their ACF duties, may be called out in that capacity.

Command, Rank and Precedence

4. Officers appointed to the General List B for service with the ACF are subject to military law when on training and other duties.

5. ACF officers, while serving with the ACF, have the precedence of an ACF officer irrespective of any other type of commission they may hold and their precedence will be as follows:

a. according to the date of promotion to their current rank, acting or substantive in the ACF.

b. officers of the same seniority in their substantive ranks are to take seniority according to the date of their appointment to the ACF.

c. officers of the ACF are to take precedence after officers in Groups A or B of the Army Reserve of the same rank.

6. **Dual Army Reserve and ACF Appointments.** Officers on the Active List of the Army Reserve may also hold commissioned appointments in the ACF. The other Army Reserve duties are to take precedence.

7. **Members of RARO.**

a. Officers who are members of RARO may be granted commissions in the Army Reserve General List B, RAMC (Reserve) General List B or RAChD (Reserve) General List B. When serving as such their duties and obligations are those of an officer of the ACF.

b. A member of RARO may be attached for service with the ACF provided that, if his substantive rank is higher than lieutenant, he certifies that he is willing to revert to that rank. He will be reinstated in his former rank when he ceases to serve in the ACF.

c. An officer attached from RARO may be appointed to an acting rank against an establishment vacancy.

8. **Officers of Army Reserve attached to ACF.** An officer of the Army Reserve may be attached to the ACF for a period of not more than one year on the following conditions:

a. The attachment is acceptable to the RFCA and approved by the commanding officer of the Army Reserve unit.

b. The officer must be a volunteer in the rank of lieutenant, captain or major.

c. The officer must complete the equivalent of his normal Army Reserve training liability including the annual range course during the year he is with the ACF. During this year he need not also carry out duties with his Army Reserve unit.

d. Not more than one officer may be attached from each major unit which has an ACF affiliated to it.

e. The officer will remain on the establishment of his Army Reserve unit and remain subject to call-out with it.

Eligibility of Candidates

9. **Nationality and Residence.**

a. There are no nationality requirements to be an officer in the CCF or ACF.

b. Applicants, whether or not they are of UK origin, should have resided in the UK for a minimum of five years, preferably immediately preceding their application. In certain circumstances, particularly when the applicant is of UK origin, a shorter period of residence may be accepted and a waiver of part of the requirements may be granted, provided that evidence of assimilation into UK can be demonstrated.

c. All applicants must be made aware at the point of application that full nationality, residence and academic requirements will be applicable if they wish to apply for an Army Reserve Gp A Commission in the future.

10. **Age Limits.** The age limits for officers of the Army Cadet Force are:

a. For Appointment.

(1) The minimum age for appointment to a commission is 21 years.

(2) The normal maximum age for appointment to a commission is under 57 years.

(3) Any request for an exception to these limits must be approved by DM(A).

b. For Retirement. Officers will normally be retired or required to resign on reaching the age of 65.

11. **Medical Standard.** The minimum medical standard for both entry and retention is MND(P) A4 L4 M E3.

12. **Education Standard.** No formal education qualifications are required.

Selection, Appointment, Probation, Tenure

13. **Selection.** Candidates for commission into the ACF are divided into the following categories:

a. Those already serving in the ACF as Adult Instructors (AIs) who will attend the Cadet Forces Commissioning Board (CFCB).

b. Those applicants who are currently serving as commissioned officers, or who have previously served as commissioned officers in the UK or Commonwealth Armed Forces, or who have gained a pass at the Army Officer Selection Board (AOSB) or equivalent, who are assessed by the AOSB Transfer Board.

c. Those applicants who wish to be commissioned in to a specialist role (defined in AC14233 The ACF Manual) who are subject to MS procedures.

14. **Direct Appointment.** Applicants who are serving and who have previously served satisfactorily as officers in the Regular, Reserve or Auxiliary Forces of the Crown (including the UDR) or the Naval, Military or Air Forces of the Commonwealth are eligible for direct appointment to an Army Reserve General List B commission.

15. **Doctors.** Applicants for direct appointment to a RAMC Army Reserve General List B commission must be fully registered medical practitioners.

16. **Chaplains.** Applicants for direct appointment to a RAChD Army Reserve General List B commission are to be fully ordained clergymen of a recognized religious denomination and must have the permission of their respective church authorities to undertake the duties and the liability for service. They should have at least two years experience of parish work following ordination.

17. **Appointment on Probation.** All candidates not qualified for direct commissions are to appear before an Army Reserve commissioning or selection board.

18. **Army Reserve Selection Boards.** These are to be convened by the Div GOC in conjunction with the RFCA concerned. The normal composition will be:

a. President - A Regular brigadier or colonel.

b. Members
- The cadet commandant (ACF), officer commanding of a Regular or Army Reserve unit of the rank of major or above (normally the officer commanding affiliated unit).
- A representative of the RFCA

19. **Documentation.** The documentation required and the procedures to be followed for all types of candidate are detailed in the relevant Cadet Force Manual.

Rank and Seniority on Appointment

20. The highest substantive rank in the ACF is lieutenant. Candidates appointed to direct commissions will be appointed as such unless they are appointed to the Army Reserve General List B and have not served in the rank of lieutenant or above. These officers will be appointed as

second lieutenants and will be required to complete a total of two years commissioned service before becoming eligible for promotion to lieutenant.

21. Officers appointed to direct commissions in the RAMC Army Reserve General List B will concurrently be granted the paid acting rank of captain.

22. Officers appointed to direct commissions in the RAChD Army Reserve General List Section B will concurrently be granted the paid acting rank of Chaplain 4th Class.

23. Second lieutenants who previously served on an Army Reserve General List Section B commission will be required to complete the initial training at para 25 before confirmation of commission and promotion to lieutenant.

24. Candidates other than those appointed to direct commissions will be appointed as second lieutenants on probation. The period of probation will be two years except for:

a. Those who have previously served as substantive warrant officers in the Regular Army, Army Reserve, UDR or R IRISH(HS);

b. Those who have completed not less than one year's service as an RSM I;

for all of whom the period of probation will be one year.

25. Officers appointed on probation will be required to complete the initial training described in the pamphlet in the relevant Cadet Force Training Syllabus/Manual in order to be eligible for confirmation of commission and promotion to substantive rank of lieutenant.

Tenure of Appointment

26. Officers will normally be appointed for an initial tenure of three years.

27. Applications for extensions of tenure are to be submitted as required in the Army Cadet Force Manual (Army Code No 14233).

Appointments

28. Appointments in the ACF for officers are:

a. Cadet commandant (ACF).

b. County headquarters or area (or equivalent) staff officer.

c. Detachment officer.

Honorary Appointments

29. An honorary colonel may be appointed:

a. To a county ACF.

b. To an area of at least 250 cadets.

c. To a group of areas totalling at least 250 cadets.

d. In special cases.

The principles outlined in paras 01.04.143 – 01.04.144 are to be followed.

30. Recommendation is to be initiated by the parent RFCA which is to obtain the endorsement of the honorary colonel of each Army Reserve unit to which any detachment in the country or area is affiliated. The recommendation on the form shown at AFE 20033 to this annex is then to be forwarded to the appropriate Command/Functional Bde HQ for endorsement by the GOC of the Div HQ concerned. The recommendation, if supported by the GOC, is to be submitted to Army HQ who will then inform the Div HQ whether it has been approved.

31. An honorary colonel may receive a lord lieutenant's commission if not already in possession of a commission from the Sovereign. The grant of the commission is to be arranged by the RFCA with the lieutenancy concerned. Except in special cases the nominee should have had previous service as an officer of Her Majesty's Forces.

32. An honorary colonel is to be appointed initially for five years. MOD (Cadets (ACF)) or the lieutenancy concerned may grant an extension of tenure but once the honorary colonel has reached the age of 70 years an extension may only be granted for two years at a time. An honorary colonel may receive one free warrant a year in order to visit his unit's annual camp, or, if preferred, motor mileage at the public transport rate.

33 – 34. Reserved.

35. Reserved.

Substantive Rank

36. Substantive rank in the Army Reserve General List B is confined to that of lieutenant. Promotion to that rank may be made for:

a. An officer with previous service - after two years reckonable service.

b. An officer on probation - on confirmation of his commission following satisfactory completion of his probationary service.

37. **Antedates.** An officer directly commissioned in the rank of lieutenant may be given an antedate for previous reckonable service as calculated by MS [Reserves] APC. An officer commissioned as a second lieutenant may on promotion to lieutenant be given an antedate for seniority in that rank. This antedate will not precede the date of the probationary commission and will be calculated as follows:

a. Commissioned service - to count in full.

b. Full paid service as a Warrant Officer Class I or equivalent - to count in full up to a maximum of one year.

c. Full paid service below the rank of Warrant Officer Class I or equivalent - to count half up to a maximum of two years.

Full paid service is as defined in JSP 754.

Acting Rank

38. Paid acting rank may be granted by the RFCA within the establishment except for officers appointed as cadet commandants (ACF) and deputy cadet commandants (ACF). Acting rank may not be granted to second lieutenants.

39. Officers appointed as cadet commandants (ACF) are eligible for grant of paid acting rank as follows:

a. Those who have not previously served as a lieutenant colonel or above in the Regular Army, Army Reserve, UDR or R IRISH(HS) or have not completed three years in the rank of lieutenant colonel in the CCF and ACF - the paid acting rank allowed by the establishment.

b. Those who have previously served as a lieutenant colonel or above in the Regular Army, Army Reserve, UDR or R IRISH(HS) or have completed three years in the rank of lieutenant colonel in the CCF of ACF - the paid acting rank of lieutenant colonel and the unpaid acting rank of colonel.

c. Exceptionally, an officer who on appointment holds a substantive or honorary rank above that of colonel may continue in that unpaid rank and wear the appropriate badge.

40. **Chaplains.** Promotion to the paid acting rank of chaplain Class 3 may be made subject to fulfilment of the following conditions:

a. Six years service as an ACF chaplain.

b. Attendance at five annual ACF camps.

c. Completion of at least 70 paid training days.

Where there are two or more chaplains of the rank of chaplain Class 3 in one county the cadet commandant (ACF) having referred through RFCA to the ACG/DACG at Div HQ will nominate one to act as senior chaplain.

41. **Medical Officers.** County ACF medical officers may be granted the paid acting rank of major subject to completion of five years service as a medical officer in the ACF, attendance at four or more annual camps giving an aggregate total of not less than 56 paid training days.

42. Reserved.

Honorary Rank

43. Provided that he has rendered satisfactory service throughout, an officer is eligible for the grant of honorary rank on retirement, or relinquishment equivalent to the highest acting rank held as a Cadet Force officer for a total period of not less than 12 months under the following conditions:

a. For the grant of the honorary rank of major and below an officer must have a total of 10 years commissioned service in the Regular or Auxiliary Forces or in the recognized Cadet Forces or when attached as a member of RARO to the ACF.

b. For the grant of the honorary rank of lieutenant colonel or colonel an officer must have a total of 18 years commissioned service as described in a.

c. A minimum of five years of the total commissioned service must have been served with recognized Cadet Forces.

d. Any officers service in the ACF in the rank of acting captain while under the age of 25 years or as acting major under the age of 27 years does not count towards the 12 months mentioned above.

44-46. Reserved.

Transfer

47. An officer serving with an ACF detachment may be transferred to an area or county staff on authority of the cadet commandant (ACF).

48. Voluntary transfer from one county ACF to another must be authorized APC CM Ops.

49. Transfer from CCF to ACF or vice versa must be authorized by APC CM Ops.

50. Procedure and documentation for transfer are detailed in the relevant Cadet Force manuals.

Reversion

51. An officer may at any time apply to relinquish paid acting rank or revert to a lower rank.

52. Paid acting rank will be withdrawn on authority of the parent RFCA if an officer:

a. Is inefficient.

b. Is guilty of misconduct.

c. Is transferred from one county to another.

d. Is transferred from CCF to ACF or vice versa.

e. Ceases to perform duty on being placed under arrest or on suspension from duty on disciplinary grounds.

f. Is notified that steps are being taken to terminate his commission.

53. In the case of para 52 a to d withdrawal of acting rank will take effect from the date of the occurrence but, in the case of sub-paras e and f, withdrawal will take place 21 clear days after suspension from duty, being placed under arrest, or of the date of notification of the intention to terminate his commission.

Resignation – Compulsory

54. No military authority other than the Defence Council may call upon an officer to resign his commission or exert any pressure upon him to do so. This stipulation does not apply to resignation required under the provision of paras 56 - 58.

55. An officer may at any time be called upon to resign his commission for misconduct or for reasons other than misconduct should the circumstances, in the opinion of the Defence Council, require it.

56. An officer may be called upon to resign his commission if his medical standard falls below that laid down for an officer of the ACF.

57. An officer may be called upon to resign his commission if he cannot discharge his training obligations with the detachment upon whose strength he is borne because of a change of residence or employment and he cannot be absorbed in another detachment or in a staff appointment.

58. An officer who intends to reside permanently overseas will be required to resign his commission.

Resignation – Voluntary

59. An officer wishing to resign is to submit a written application to that effect to his cadet commandant (ACF).

60. An officer wishing to resign his commission on account of ill health may apply to be examined by a medical board: this examination will be entirely voluntary. If a medical examination is not held at the time of application, the person who signs the undertaking on AFO 1672 will have no claim to exemption from refund of outfit allowance. An officer will not be debarred from claiming a disability pension if no examination is made at the time of his resignation but this circumstance may prejudice any entitlement to financial relief for the disability which caused his resignation.

Relinquishment

61. An officer will normally relinquish his commission on completion of tenure of appointment or on the lapsing of his appointment if he is not accepted for another appointment.

62. Where an officer leaves one appointment with the intention of taking up another appointment he may retain his commission temporarily if there is an interval between the two appointments. His commission will be relinquished if he does not obtain a further appointment within 12 months.

Voluntary Retirement

63. Officers with 10 or more years commissioned service (including commissioned service in the Regular Army, TA/Army Reserve, UDR and R IRISH(HS)) who wish to leave the ACF voluntarily may apply to retire from the Service rather than to resign their commissions. This applies to officers who leave the Service under the rules given in paras 54 and 59.

Termination

64. **Officers Serving on Probationary Commissions.** If an officer serving on a probationary commission is inefficient, unsuitable or fails to carry out his military duties satisfactorily and it is considered essential to terminate his commission as soon as possible, the cadet commandant (ACF) may submit a manuscript report to the appropriate RFCA. The report is to be forwarded by the RFCA through Div HQ to the Ministry of Defence APC CM Ops or Chaplains (Army) as appropriate). The officer concerned must see and initial the report or, if this has not been possible, the reason must be stated. Termination of commission, if approved by the Army commissions board, will be effective from the date notified by the appropriate Ministry of Defence branch of publication in the London Gazette.

65. **Other Officers.** An officer who fails to carry out his military obligations as required by regulations will be dealt with in accordance with Annex I/4.

Death

66. In the event of the death of an officer, other than a death reported as an accident in accordance with Section 9, the RFCA is to report the particulars to the Ministry of Defence APC CM Ops or Chaplains (Army) as appropriate).

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APPENDIX 1 TO ANNEX L TO CHAPTER 4

ACF PUBLIC RELATIONS UNIT - SPECIAL TERMS OF SERVICE

General

1. The special terms and conditions of service shown in this appendix are to be applicable to all officers of the ACF PR unit with effect from 1 Jan 01. Except as shown below, the conditions of service laid down in Annex L/4 are to apply to these officers.

2. The ACF PR unit consists of officers holding the ranks from A/Captain to A/Lt Colonel who have been recruited from the communications professions. It is an ACF unit under the command of Army HQ.

3. The role of the unit is to provide support to:

   a. the regional chain of command down to Command/Functional brigades and RFCAs,

   b. ACF recruiting initiatives. and

   c. to provide training in public relations and communications skills throughout the ACF in order to foster best practice in internal and external communications.

Eligibility for Commission

4. **Age.** Minimum entry age is 28 years.

5. **Professional Qualifications.** Candidates should be practising professionals in the fields of newspapers, broadcasting, magazines, publications or the media with at least five years experience, and have obtained one of the following professional qualifications:

   a. Member of the Institute of Public Relations.

   b. Member of the Association of Industrial Editors.

   c. Diploma of the National Council for the training of Journalists, Diploma in Communications, Advertising and Marketing (Dip CAM) or equivalent.

Selection Procedures

6. All candidates, whether or not they have previously held a commission in the Armed Forces, are to appear before an Army Reserve Selection Board. The board is to be convened and composed as laid down in para 18 of Annex L/4 except that the commanding officer of the ACF PR unit is also to be in attendance. The board is to assess the candidate's suitability for direct commissioning and appointment to the ACF PR unit, taking into account the recommendations of the commanding officer.

7. If the board considers that the candidate is not satisfactory, he should either be deferred for reconsideration six months later or rejected as unsuitable.

Commissioning and Appointment

8. Candidates who have not previously held a commission in the Armed Forces are to be appointed as second lieutenants but may be granted the paid, acting rank of Captain in the ACF

PR unit. They may not be granted the substantive rank of Lieutenant until they have completed their probationary period as laid down in the ACF Manual (AC 14233).

9. Candidates who have previously held a commission in the Armed Forces in the rank of Lieutenant, its equivalent or higher rank are to be appointed as Lieutenants and may be granted the paid, acting rank of Captain in the ACF PR unit. Such candidates are not to be permitted to attend for training or duties of any nature until notification of their appointment is received from MS Reserves APC.

Officer Training

10. Candidates who have not previously held a commission in the Armed Forces are to complete the initial training as laid down in the relevant Cadet Force Training Syllabus or pamphlet, and any such additional training as may be directed by Army HQ.

Promotion

11. All officers in the ACF PR unit are required to complete six years satisfactory service in the ACF and receive recommendations for promotion before they may be granted the paid, acting rank of Major. Exceptionally, officers with previous service in the Armed Forces in the rank of Major, its equivalent or higher rank, may be promoted to the paid, acting rank of Major after completing three years service in the ACF if their recommendation for advanced promotion is endorsed by Army HQ.

12. Recommendation for appointment as commanding officer of the ACF PR unit is to be initiated by ACFA on AFE 535 at least three months before the appointment will become vacant. Recommendations are to be forwarded to COS RF, through Cadets branch, Army HQ.

Termination of Commission

13. Procedures are identical to those for other officers in the ACF except that the initiating officer is to be the commanding officer of the ACF PR unit, not the cadet commandant.

CHAPTER 5

TERMS OF SERVICE OF SOLDIERS

SECTION 1 – RECRUITING

General

01.05.001. Direction for recruiting activity for the Army Reserve will be provided by Headquarters Recruiting Group (HQ RG) in accordance with the DM(A) demand plan. Recruiting activity will be conducted by a combination of HQ RG and Army Reserve unit personnel in line with the RG Annual Recruiting Plan which will be coordinated by each RG Regional Operations Manager (ROM). Detailed instructions for Army Reserve recruiting roles and responsibilities are laid down in Recruiting Group Guidelines (RGG). Army Reserve units will support the delivery of recruiting effect through the following activity:

a. Raising awareness and understanding of the Army Reserve in the local area through attraction activities and Civil Engagement (CE).

b. Supporting RG marketing activity and outreach under direction from the RG ROM.

c. Supporting the nurturing of candidates throughout the recruitment process including the endorsement of candidates nominated by the National Recruiting Centre (NRC) and attestation of successful candidates.

Recruiting Areas

01.05.002. Accounting for Army Reserve Unit Recruiting Activity. All Army Reserve recruiting activity, including that planned at unit level, must be authorized by the relevant ROM or SO2 Recruiting Operations (SO2 Rec Ops) in order to attract an allocation of Man Training Days (MTDs). Army Reserve unit recruiting activities must then be accounted for on BLENHEIM using activity codes as directed by Army HQ.

01.05.003 – 01.05.005. Reserved.

01.05.006. National Marketing. HQ RG will lead and direct all recruit marketing for the Army Reserve. Marketing support from Army Reserve units will be coordinated by the HQ RG and the ROMs.

01.05.007. Reserved.

Re-engagement

01.05.008. A serving soldier who has given notice to terminate may only withdraw this notice with the approval of the CO.

01.05.009 - 01.05.010. Reserved.

Regular Army Recruiting Staff Assistance

01.05.011. Reserved.

Sponsored Reserves

01.05.012. Regulations unique to soldiers in the Sponsored Reserve (Group C) are laid down at **Annex K/5**.

Revised Army Reserve Gp A Engagement

01.05.013. General. Reserved.

01.05.014. Ex-Regular Soldiers. Serving and ex-Regular Soldiers can enlist into the Army Reserve up to their 52nd birthday. Waivers for exceptions will be considered on a case by case basis by DM(A). The maximum serving age for soldiers is the day before their 55th birthday, for Professionally Qualified Soldiers (PQS) this is 60.

01.05.015. Re-engagements. Regulations governing re-engagements are laid down in Section 4 of this Chapter.

01.05.016 – 01.05.020. Reserved.

SECTION 2 - GENERAL CONDITIONS OF ENLISTMENT

General

01.05.021.

a. The following instructions apply to enlistment in the Army Reserve. Detailed instructions are held in the relevant policy documents held on the Defence Intranet or held by the Recruit Partnering Project in Recruiting Group.

b. Potential recruits must be at least 17 years and 9 months to initiate the recruiting process. The upper age limit for ex-Regular soldier and civilian recruitment is normally 43 yrs. Generally the upper age limit for civilian candidates seeking a specialist entry into the Army Reserve is under 50 years.

c. Applicants are required to indicate in their attestation paper the corps and unit or pool they wish to join.

Terms of Enlistment

01.05.022. The initial term of enlistment shall be for a period of up to12 years or up to the NRA, whichever is the sooner except in the case of ex-regular solders enlisted at age 43. In peace time successful applicants are to be enlisted into the corps of their choice and are to be assigned to whichever unit in that corps they may select provided that:

a. A vacancy exists or overbearing authority has been granted.

b. The Commander of the Army Reserve/CRHQ or unit Commanding Officer agrees.

01.05.023 – 01.05.026. Reserved.

01.05.027. Reserved.

Enlistment Certificate

01.05.028. The requirements as to consent are to be observed, and all recruits regardless of marital status, are to complete all elements of the Enlistment Pack (this includes AFE 7545, Attestation and Notice Papers and the Official Secrets MOD Form 134.

Eligibility to Enlist

01.05.029. General.

a. Applicants without previous service with the armed forces may be enlisted in any of the appropriate classes shown in para 01.05.021b.

b. Applicants with previous military service should, with certain exceptions as laid down in para 01.05.021a, be accepted into the Army Reserve. The joining procedure is laid down in the relevant and current DIN.

01.05.030. Members of the Regular Reserve on enlistment into the Army Reserve cease to be members of the Regular Reserve. If a soldier so enlisted ceases to be a member of the Army Reserve before the date on which the term of service in the Regular Reserve would have otherwise expired, the soldier will return to being a member of the Regular Reserve for the residue of that term unless DM(A) directs otherwise.

01.05.031. Army pensioners who have a statutory liability under Section 31 of the Reserve Forces Act 1980 are to resume this liability on the expiry of their Army Reserve engagement. During service with the Army Reserve they are to continue to draw their pension and in the event of call-out are to be treated for pension purposes in precisely the same manner as pensioners recalled for service under the provisions of Section 31 of the Reserve Forces Act 1980.

01.05.032. Long term reservists who have a recall liability under Section 34 of the Reserve Forces Act 1980 or Part VII of the 1996 Act are to resume their liability on expiry of their Army Reserve engagement.

01.05.033. 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. DM(A) will adjudge exceptions.

01.05.034. Government Employees, Policemen and Members of the Fire and Rescue Services. The Army Reserve does not require Civil Servants and Public Service employees to obtain employer consent prior to joining the Army Reserve. The Army Reserve only requires Reservists to notify their employers of their enlistment.

01.05.035. Reserved.

Categories not Eligible to Enlist

01.05.036. The following may not be accepted for enlistment or re-enlistment except as provided for in sub-para b:

a. Persons serving in the Royal Navy, Regular Army, Royal Marines, Royal Air Force.

b. Persons serving in any reserve of the Royal Navy, Royal Marines, Royal Air Force or the the Police Service of Northern Ireland (PSNI) unless approval has been given by the appropriate department of the Ministry of Defence to the officer in charge of the authority administering the reservist. Approval is to be obtained by the unit by a submission in the form of the memorandum shown in AFE 20034.

c. Persons who have been discharged from any of Her Majesty's Forces or PSNI for misconduct of any sort or who have been discharged from the Army under QR (Army), para 9.404, or with a character assessment of less than 'Satisfactory' (or 'Good' if prior to 1 October 1984) except where the assessment was lower solely on account of insufficient service. (See para 01.05.062b). Confirmation of character assessment given on discharge may be reviewed by the NRC when a prior service check is conducted if the information obtained from JPA or if the information given by the applicant cannot be verified by the production of a certificate of discharge. This also applies to ex members of RN, RM and RAF when MS Reserves, The NRC can obtain this information from the relevant record office of the other Service. This check should be completed before enlistment.

d. All candidates applying to join the Army will be sent the MOD Form 493 to declare Unspent Crime. Any Unspent Crime declared, or subsequently discovered as part of the Pre Employment Checks will be reviewed using policy direction in the relevant AGAI on rehabilitation of Offenders. The candidate and their Reserve unit will be advised accordingly by the NRC if they are ineligible to join. Details of any Unspent Convictions will remain confidential and will not be disclosed by the NRC to the Reserve unit.

e. Persons in receipt of a disability pension from any source (except as laid down in para 01.05.062 and 01.05.073).

f. Aliens; unless they are also dual nationals and British subjects, see para 01.05.037 and Annex F/5.

g. Reserved.

h. Members of the Merchant Navy unless the unit is satisfied that they can reasonably be expected to fulfil their training liabilities and be available for mobilization.

i. Persons belonging to the Regular Forces of any Commonwealth country.

Nationality

01.05.037. A candidate will normally be eligible if:

a. He/she holds United Kingdom or Irish Citizenship. A UK citizen includes a British dependant territories citizen, a British overseas citizen or a British subject under the British Nationality Act 1981 or:

b. He/she holds Commonwealth Citizenship and has Indefinite Leave to Remain (ILR) or Enter (ILE) (called “Settlement”) in the UK at the time of application to join **or:**

c. He/she holds a foreign nationality provided that they have had at least 4 years reckonable service in the Regular Army and has ILR/ILE. DM(A) is authority to waive this criteria in exceptional circumstances.

01.05.038. Applicants who were discharged under QR(Army), paras 9.369, 9.397, 9.404 or 9.405 will not be eligible to apply. (See also references to the Pay and Appointments Warrant (PAW)).

01.05.039. Applicants who are resident outside of the UK may enlist into the Army Reserve only in the following cases:

a. UK, Commonwealth and Republic of Ireland citizens resident in Germany (including a BFPO addresses) may enlist into 412 Troop RE Army Reserve.

b. UK, Commonwealth and Republic of Ireland citizens resident in the Channel Islands may enlist into the Jersey Field Squadron RE (M).

01.05.040 – 01.05.050. Reserved.

Employment Classifications

01.05.051. The provisions of paras 01.05.052 – 01.05.055 are subject to the conditions set out in Regulations for Army Employments (AGAI 51, para 51.111 onwards).

Classification of Soldiers without Previous Military Service (see also paras 01.02.013 and 01.05.054).

01.05.052. AGAI 51 is to be read in conjunction with this regulation.

a. The train operating companies and Railtrack, British Telecom (BT) and other telecommunication companies as specified by R SIGNALS, London Transport, the Central Electricity Generating Companies (CEGC), the Area Electricity Companies (see AGAI 51 para 51.120d) and holders of certain medical qualifications may be classified in certain similar employments. These are listed in Regulations for Army Employments (AGAI 51, para

51.111) and apply to RAC, RA, RE, Infantry, RLC, RAMC, REME and QARANC. The employment must be applicable to the arm or service in which they enlist. CRHQ and unit commanding officers may classify the soldier to Class 2 or 3 in the Army employment shown as appropriate to the civilian qualifications in the AGAI quoted above.

b. Direct entrant State Registered Nurses and Registered Mental Nurses are to be classified as Class 1 soldiers and assessed for pay accordingly from their second day of service in the Army Reserve. Registered Paramedics and Ambulance Technicians are to be classified as Class 2 soldiers and assessed for pay accordingly from their second day of service in the Army Reserve. Classification as Class 1 may be awarded and back dated to this same date once the soldier has completed any additional training required by the Head of the CEG in conjunction with the soldier's CO.

c. Before a soldier without former service may be assessed for pay he must, in addition to being qualified in an Army employment, have completed six months service and one year's training obligation.

Classification of Soldiers with Previous Military Service (see also para 01.02.013)

01.05.053. A commanding officer may classify a soldier of the Army Reserve with previous military service without a test if he has had either six months or more reckonable man's service in the Regular Army or regular land forces of a Commonwealth country, or former service in the Army Reserve or authorized auxiliary forces of a Commonwealth country of 12 months or more, and passed a recruit's course, provided that:

a. Soldiers, upon enlistment into the Army Reserve directly from the Regular Army, will retain their Regular substantive rank seniority provided that they are appointed to a position in that rank in the Army Reserve.

b. Ex-Regulars, upon enlistment into the Army Reserve, will retain their former Regular Army substantive rank upon enlistment in the Army Reserve provided that there has not been a break in service of more than three years and provided that they are appointed to a position in that rank in the Army Reserve. The CoC can apply to the CM at their respective Bde to retain an individual's Regular seniority for those individuals with a break in service of over three years.

c. He enlists or re-enlists within 72 months of his discharge from former service. This time limit may be extended in exceptional circumstances at the discretion of DM(A). (See also para 01.05.123).

d. He was classified in that employment when released from previous military service.

e. The employment is appropriate to the arm in which he is serving.

f. The test standards have not undergone substantial change since he was released from his former service.

g. A soldier who is provisionally classified on enlistment under the terms of sub-para a, who enlists in an employment to which his previous standards are not applicable, may keep this classification for up to two years from re-enlistment. On completion of two year's service he is to be reclassified and granted the classification appropriate to his qualifications. Alternatively, if he holds a suitable civilian qualification he may be classified in accordance with the conditions set out in AGAI 51, paras 51.120 - 51.123, provided the employment is applicable to his arm of the Service.

Soldiers with Civil Qualifications

01.05.054. Exceptions from employment tests may be given in accordance with Regulations for Army Employment (AGAI 51, para 51.120) and based on a certificate of proficiency from the soldier's employer, AFB 2529; possession of a certificate or diploma of civil trade proficiency issued by a recognized civil authority; and evidence of completion of a satisfactory period of apprenticeship in a trade or profession similar to the Army employment in which the soldier wishes to be classified, together with proof of regular employment in that trade within the previous six months. On production of such evidence, and subject to the conditions of Regulations for Army Employments as above, a soldier may be classified to Class 2 or 3. (See also para 01.05.052).

Employment Tests and Classifications

01.05.055. A soldier without former service who is not employed in civil life in a similar trade to the one in which he enlists is to be required to take an employment test and/or additional training before he may be classified in that employment.

15 (UK) PSYOPS Gp

01.05.056. Soldiers joining 15 (UK) PSYOPS Gp are to enlist in the R SIGNALS. Trained soldiers appointed through transfer to positions within 15 (UK) Psyops Gp are to retain their parent capbadge. Soldiers joining 15 (UK) PSYOPS Gp are to enlist in the R SIGNALS. Exceptionally, soldiers transferring from units may be authorized to remain in their former Regiment or Corps.

OTC Officer Cadets

01.05.057. Applicants for the OTCs are to be recruited, selected and then attested into the Army Reserve by the OTC in the rank of OCdt. They retain the rank of OCdt for the duration of their engagement in the OTC until:

a. Commissioned as a Reserve 2Lt.

b. Transferred to a Type A Reserve unit as an officer or soldier.

c. Appointed as a JUO or SUO by the commanding officer.

d. Discharged on graduation.

e. Leaving the OTC prematurely as of right.

AGC (MPS)(Reserve)

01.05.058. Entry qualifications for the AGC MPS (R) require all applicants to have held the rank of Corporal or equivalent rank or above with present or former service in the:

a. Regular Army MPS or RMP, or RN and RAF equivalent service, or

b. RMP with custodial experience from service in the civil police or private custodial sector, or

c. Regimental Police of other Corps with custodial experience as defined above.

d. Exceptionally, civilian entrants with substantial custodial experience, may be enlisted. On successful completion of CMS(R) such entrants are to be promoted to the rank of LCpl and on successful completion of Phase 2 Training are to be promoted to Cpl.

01.05.059. AGC (MPS) Rank on Appointment. The minimum rank held by MPS personnel on successful completion of training is Sergeant.

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 Corporal will be taken on strength as Cpls, and on successful completion of training will be promoted to Acting Sergeant.

(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. Provisions for applicants with no former service are laid down at para 01.05.058d. On mobilization such personnel would be promoted to Acting Sergeant.

Pilots

01.05.060. Personnel applying for aircrew posts must previously have qualified as military pilots. HQ AAC is responsible for ensuring that candidates for reservist aircrew positions are suitably qualified, experienced and medically fit prior to referring the applicant to APC Cbt Sp AAC Offrs/Sldrs. HQ AAC is authorized to permit ex regular pilots with a service break of more than three years to retain their former regular rank on enlistment into the reserves. Aircrew will be entitled to receive flying pay based on the rate that would have been payable on the last day of regular service, irrespective of any reductions for premature voluntary retirement.

Parachutists

01.05.061.

a. Volunteers for parachute duties, are if accepted, normally to be required to serve as parachutists for the period of their Army Reserve engagement. Commanding officers 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.

c.

(1) On volunteering for parachute duties the soldier is to sign the following certificate:

'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.'

(2) 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.

d. A parachute tour is to last from the date on which the solider becomes eligible for parachute pay to the end of his current engagement unless he is assigned or transferred to a unit or position which is not parachute roled.

e. A soldier who is undergoing parachute training, or who is parachute qualified and who is serving with an airborne unit or filling a parachute roled appointment is entitled to receive parachute pay subject to remaining in role (see para 01.07.045).

(1) On re-engagement an Army Reserve soldier is to sign the certificate given in sub-para d with the following addition:

'On re-engagement I wish to extend my parachute tour to the end of my new engagement.'

(2) Exceptionally, in special circumstances, the local Div Commander may, on the recommendation of the commanding officer, authorize re-engagement of an Army Reserve soldier without his signing these certificates.

Special Enlistments

01.05.062. In the special cases detailed below enlistment cannot take place until the higher authority specified has given approval. 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 (personnel branch of the corps in which he was commissioned)	See para 01.05.033
b. Ex Servicemen discharged from the armed forces with a character assessment of 'Good' or better.	HQ RG	
c. Ex servicemen discharged from the armed forces with a character assessment less than 'Good' except where assessment was lower solely on account of insufficient service.	(1) Personnel dismissed from the Armed Forces or PSNI for misconduct, or discharged from the Army under QR (Army) para 9.404. (2) HQ RG	See para 01.05.036c.
d. Ex servicemen discharged from the Regular Army under QR(Army), para 9.414 or from the Army Reserve Under Army Reserve Regs, para 01.05.191	DM(A)	
e. Persons with alien connections	DM(A)	See para 01.05.036f. Complete personal summary required
f. Applicants who do not conform to medical standards as set out in PULHHEEMS Administrative Pamphlet 2010 (PAP 10) (Army Code No 13371) because they are: (1) Discharged from the armed forces on medical grounds, or,	DM(A)	See para 01.05.068 Obtain F Med 4 from Directorate Personnel Administration Instruction

Type of recruit	Higher authority approval required	Comment
(2) In receipt of disability pension, or, (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 as set out in the above pamphlet.	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.	Issue 4/14. 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.
g. Exceptional applicants falling under para 01.05.036	DM(A) authority for 01.05.036c/e. HQ RG SO2 G3 Soldier Candidate Selection (DII email RG-HQ-G3-Apps-Clerk-E2) for 01.05.036d/f	
h. Applicants for the SASC	HQ SASC	
i. Applicants over 50 years or the age limits laid down by their Capability Directors	DM(A)	Such applicants will not normally be approved unless there is an overriding Service requirement

01.05.063. Reserved.

Recruits with prior Service

01.05.064. 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 effected under

Serial	Cause of Discharge	QR(Army) para	Reserve Regs para
a.	Not finally approved for service.	**9.380**	01.05.185
b.	Defect in enlistment procedure.	**9.381**	01.05.208
c.	Having made a false answer to a question on the attestation paper.	**9.382**	01.05.194
d.	Unsuitable for Army service.	**9.383**	
e.	Not likely to become an efficient soldier.		01.05.190
f.	Ceasing to fulfil Army medical requirements	**9.385**	
g.	Ceasing to fulfil Army medical requirements, that is temporarily unfit for any form of Army service.	**9.386**	01.05.199
h.	Having been sentenced by a court-martial (or, for Army Reserve, the CO) to dismissal (including with disgrace).	**9.396, 9.397**	01.05.201
i.	Having been convicted during his service by a civil court of an offence committed before enlistment.	**9.403**	
j.	Disobedience, neglect, misconduct or similar grounds.	**9.404**	01.05.202
k.	Retention undesirable in the interests of the Service.	**9.405**	

Serial	Cause of Discharge	QR(Army) para	Reserve Regs para
l.	Unsuitable for further Army service.	**9.406**	
m.	Failing to fulfil training obligation.		01.05.189
n.	Services no longer required.	**9.414**	01.05.191
o.	Unsuitable for the Army Reserve.		01.05.192
p.	Medically unfit under existing Army Reserve medical standards.		01.05.198
q.	Having been convicted by a civil court or court-martial.		01.05.202

Final approval of such enlistment is not to be given until the documents have been checked.

Musicians

01.05.065. Soldiers joining Army Reserve Bands belong to the respective Arm or Service for that band. There are no pre-requisite written musical qualifications.

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 authorized 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.

c. Medical standards are the same as for Regular Army Musicians in CAMUS and are common to all Army Reserve Musicians regardless of Arm or Service. If the Chain of Command sees fit, individuals below medical standards can be considered, on a case by case basis, by DM(A) in accordance with para 01.05.073.

Intelligence Corps

01.05.066. 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 CLM 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.

01.05.067. Reserved.

Medical

01.05.068. Medical Standards. Medical standards are to be as follows:

a. **Group A units:** PULHHEEMS Administrative Pamphlet 2010 (PAP 10):

(1) New entrants - Table 2 (entry standards).

(2) Ex regular and ex Army Reserve trained soldiers - Table 2 Medically Limited Deployable (Permanent) (MDL(P).

b. **Group B units:** as laid down separately for the units specified in the group.

c. PULHHEEMS, Joint Service System of Medical Classification (JSP 950). The Joint Service system of medical classification gives guidance on the gradings of various medical conditions: it usually has separate gradings for new entrants and serving personnel. Ex regular trained soldiers should be regarded as serving personnel. Where only a grading is given, PAP 10 should be consulted as in sub-para a.

01.05.069. Medical Examination.

a. All Direct Entry applicants will be medically examined as part of the National Recruiting Centre recruiting process.

b. For those wishing to join the Army Reserve with previous Army service the following medical requirement will be applied:

(1) Soldiers still Serving/less than 12 Months since Leaving. Discharge gradings of Medically Fully Deployable (MFD) or Medically Limited Deployable (Permanent) (MLD(P)) are acceptable. Candidates will not need to undertake a medical.

(2) Ex-Regular Soldiers (Candidate) more than 12 Months and less than 6 Years since Leaving. Discharge gradings of Medically Fully Deployable (MFD) or Medically Limited Deployable (Permanent) (MLD(P)) are acceptable. The candidate will complete the National Recruiting Centre (NRC) online medical questionnaires[1] which seek to identify whether the candidate meets the Army medical eligibility criteria as laid down in JSP 950. The questionnaires may be completed online or over the telephone as necessary for the Candidate. The NRC will then arrange a physical medical examination for the candidate at one of the Assessment Centres around the country[2]. Cost for travel by public transport will be met by the NRC.

01.05.070. Height and Weight. Tables of height/weight equivalents are in JSP 950.

a. Clinical judgement is required when assessing frame size and correlating it with height and weight. For example being overweight from muscular over-development in body builders who are lean is not in itself a reason for rejection, downgrading or termination of service. Applicants who, in the clinical judgement of the examining medical officer, are 25% above the average weight for their frame size due to obesity are to be rejected. Others who fall outside the standards may be referred to the Comd Med at Div HQ for consideration.

[1] OCED – on-line candidate eligibility declaration; OCMD on-line candidate medical declaration.
[2] Medicals are conducted at Assessment Centres at Belfast, Glencorse, Lichfield, Pirbright and AOSB.

b. Aircrew entry weight standards, which should be observed for all entrants from the Regular Army not coming directly from flying appointments, are given in JSP 950. The weights given do not take precedence over any weight restrictions imposed on aircrew candidates because of anthropometric considerations. PAP 10 at Table 3 should also be consulted.

Applicants who fail to meet these standards are to be referred to the Senior Medical Administrative Officer at Div HQ for a ruling. (See also para 01.05.073).

01.05.071. Food Handlers. Persons enlisting into all categories who are to be employed in the handling of food are to be examined in accordance with PAP 10 Table 2, Note 12.

01.05.072. Medical Boards. A full medical board, conducted under the terms of PAP 10, Appendix 4, and requested through a Regional Occupational Health Team within Defence Primary Health Care, is to be held on all applicants who are in receipt of a disability pension of 20 per cent or more, from whatever source, or who were discharged from former service on medical grounds.

a. All previous medical documents are to be made available to the board who, after completion, are to record their finding on F Med 23 and complete on App 9 to PAP 10.

b. On completion of the medical board, all medical documents and AFB 203 are to be passed to the Comd Med at Div HQ for a ruling. If an applicant is accepted for service, the unit is then to submit the documents, with the other enlistment documents, to the relevant CM Branch at APC who will seek advice from the OH Branch at APC as required.

01.05.073. Below Medical Standard.

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

b. **Special Enlistment Authority**. Application for Special Enlistment Authority for individuals who are below normal entry criteria must be made using the Army Form AFB 203 procedure[3]. The Chain of Command is to submit documentation via the respective Capability Directorate (CD) to DM(A) for consideration. Applicants are not to be attested until DM(A) has given authority.

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

01.05.074 – 01.05.080. Reserved.

[3] Incl AFB203. ARTD Occ Health need to confirm that an F Med 23 has been completed (which will inform and justifies an individual's JMES).

Enlistment Procedure

01.05.081. General.

a. The Notice Paper (AFE 7545A) given to a potential recruit and the attestation paper (AFE 7545) given in Annex G/5. (See Appx 1 for ordinary members joining Groups A & B and Appx 3 for Sponsored Reservists).

b. The following regulations cover the necessary information to enlist a recruit into the Army Reserve.

01.05.082. Attestation of Recruits. Applications for enlistment, other than cases falling under **para** 01.05.062, are to be approved by the commanding officer or the Army Reserve/CRHQ of the unit concerned who is to make the necessary arrangements for attestation as follows:

a. **Regional units.** The commanding officer is to arrange for the attestation to be carried out by an officer authorized to do so (see para 01.05.083).

b. **National units.** The CRHQ is to arrange for a suitable unit to act on their behalf.

In no circumstances is any individual whose application falls under the provisions of para 01.05.062 to be attested without prior approval of the appropriate higher authority.

01.05.083. Attestation Officers. Potential recruits are to be attested by one of the following officers:

a. A regular officer employed within Recruiting Group as a member of the Recruiting field force.

b. An officer of the Regular Army.

c. An officer of the Army Reserve not below the rank of Captain who is on the posted strength of the Army Reserve unit.

d. A Lieutenant or Deputy Lieutenant of any county of the United Kingdom.

01.05.084. Attestation Paper. Attestation is to be carried out on AFE 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, AFE 7545A, prescribed in Appx 1 to Annex G/5 for ordinary members, or at Appx 3 to Annex G/5 for Sponsored Reservists, which sets out the terms and conditions of service. They are to retain this paper.

01.05.085. 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 be required to produce their birth certificate or passport. If neither of these documents is obtainable a statutory declaration, made by a responsible person, is to be obtained, and when obtained, paid for out of the unit imprest account.

01.05.086 – 01.05.087. Reserved.

01.05.088. Security Questionnaire.

a. All applicants requiring CTC or SC are required to complete the security questionnaire (**MOD F1109**).

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 para 01.05.185 - having been attested and not finally approved.

01.05.089 – 01.05.091. Reserved.

01.05.092. 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) MP 490.

01.05.093. Employer Notification. With effect from 1 April 2004, all recruits/potential officer candidates are to inform their civilian employer within four weeks of enlistment, that they are members of the Army Reserve. After that time units are to contact the employer to explain the commitment the recruit/potential officer has taken on as well as the employer's obligations and rights in law. (See also para 01.03.049 etc)

01.05.094 – 01.05.120. Reserved.

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SECTION 3 - PROMOTION OF WARRANT OFFICERS AND NCOs

General

01.05.121. Vacancy Promotion. Promotion to warrant and non commissioned rank, to fill a vacancy within an authorized establishment of the unit, is to be made by the commander Army Reserve/CRHQ or the commanding officer of a Regional unit on the written recommendation of the battery, squadron or company commander following selection boards as shown at para 01.05.122. Seniority in the Army Reserve in the rank is in all cases to reckon from the date of promotion to that rank. For final approval of all promotions and appointments see para 01.05.130. Regulations governing pay and promotion are at JSP 754, Chapter 3, Section 7. Occupation of a Rank Ranged post in the lower rank does not imply a vacancy at the higher rank. Personnel are not entitled to be considered for promotion on the basis of occupying a rank ranged post.

01.05.122. Promotion/Selection Boards. All units and Army Reserve/CRHQs are to convene an annual selection board to grade all eligible personnel for promotion to one rank higher than that currently held. Detailed instructions are contained in the Military Secretary's Career Management Handbook to be used by Reservists Selection/Promotion Boards.

Substantive Rank

01.05.123.

a. Warrant officers and NCOs who have served as such in the Regular or Army Reserve may be appointed without further examination to the warrant or non commissioned rank for which they have already qualified while serving with the Colours, provided that a period of not more than three years has elapsed since they last held or qualified for such rank and that a suitable vacancy exists (see also para 01.05.053a). For former members of the Royal Marines or the Royal Air Force Regiment see AGAI 51, paras 51.124 and 51.125.

b. When promotion to the rank of warrant officer has been approved, the relevant Career Management Branch, APC is to apply to SPVA (Parchments) for the preparation and issue of a warrant.

c. The rank allowed in any clerical appointment is to be in accordance with the vacancy provided in the establishment except where time promotion applies (see para 01.05.124).

d. Promotion of Foreman of Signals and Yeoman of Signals is to be controlled by Col APC CM Ops into vacancies against the quotas laid down by MOD (DGS Liabilities (Man)).

e. The policy for substantive promotion into FTRS (FC) is covered within Chapter 10.

Acting Rank

01.05.124. Acting rank may be granted when a soldier fills a position established for a rank higher than his substantive rank under the same rules that are applicable to the Regular Army (see QR(Army) paras 9.147-9.158. See also JSP 754, Chapter 3, Section 4 for regulations in respect of incremental pay). Special arrangements are in place for R Signals (CLM attainment) and AGC RMP assigning to SIB.

Local Rank

01.05.125.

a. Local rank may be granted in those circumstances where it is desirable to exceed temporarily for purposes of training or prestige the number of ranks authorized in an establishment or to provide a higher rank than allowed. Local rank carries no entitlement to pay, allowances or pension rights and is to be sparingly granted. Local rank may not be granted for employment in FTRS posts.

b. Authority to grant local rank is vested in Div and Brigade Commander or Commanders Army Reserve/CRHQs, advised where necessary by heads of arms or services as applicable.

c. Application for the grant of local rank is to contain, in addition to the regimental particulars of the soldier for whom such rank is requested, statements giving the reasons for the request and the length of time for which the grant of local rank is required. The approving officer referred to above may vary the period for which local rank is granted if, in his opinion any variation is required.

d. Application for the grant of local rank is normally to be confined to one rank higher than the substantive rank which the soldier is actually holding. Where the application is made for the grant of higher local rank than the one above the soldier's substantive rank the authorizing officer referred to above may grant such a rank should he consider it desirable to do so.

e. The grant, withdrawal or cessation of local rank is to be published in unit Routine Orders.

f. For disciplinary purposes no account is to be taken of local rank. If a soldier holding such a rank is to be dealt with by his commanding officer it is a matter for his discretion whether or not the soldier should be administratively deprived of that rank before trial.

01.05.126. Subject to para 01.05.125, local rank is to be relinquished on the date that the holder ceases to fulfil the function for which local rank was granted, and also on call-out either as an individual or with the unit in which the soldier has been granted the local rank.

Substitution Pay

01.05.126A. Substitution Pay (SUPA) is not an entitlement, but may be paid to an officer or other rank (OR) who is required temporarily to undertake the full range of duties and responsibilities of a post established for an officer, OR, or civil servant of a rank/grade higher than his/her own which is vacant, subject to the exceptions within JSP 754.

01.05.126B. COs have authority to approve SUPA for periods up to six months. Beyond six months, approval must be sought from the appropriate Service Manning authority. Further details may be found in JSP 754.

01.05.126C. DM(A) may authorize SUPA for a WO1 due to deploy on operations in an officer PID.

Qualifications for Promotion

01.05.127. Military Qualifications. Details of military qualifications required for substantive promotion are to be published in arms or corps instructions.

Recommendations

01.05.128. All promotions require the prior recommendation of the commanding officer or his delegated authority, to no lower that Captain.

Relinquishment of Rank

01.05.129.

a. **Voluntary Reversion in Rank.** Warrant officers or NCOs may, with their commanding officer's consent, voluntarily revert to a lower rank. They are not allowed to do so as an alternative to disciplinary action without the sanction of an officer not below the rank of brigadier. (See also QR(Army) para 9.176.)

b. **Reduction in Rank.** The provisions of AGAI 67 (Administrative Sanction) and QR(Army) paras 9.176 (voluntary reversion) and 9.178 (unsuitability after a three month warning order) are to apply. Regulations in respect of pay are at JSP 754, Chapter 3, Section 7 & 9.

Final Approval

01.05.130. All promotions and appointments are conditional on final approval by the relevant Career Management Branch APC.

Precedence

01.05.131. Warrant officers and NCOs of the Army Reserve are to take precedence as junior of their rank when serving or parading with any element of the Regular Army.

Officers Training Corps

01.05.132. The rules for promotion given in paras 01.05.121 – 01.05.126 do not apply to officer cadets of the OTC. They may be promoted to the rank of senior and junior under officer in accordance with the special instructions issued from time to time by Army HQ (Cadets & OTC). 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. (See also para 01.03.057).

Permanent Service and FTRS

01.05.133. Promotion. Any Army Reserve soldier who is selected for promotion prior to mobilization/FTRS with an effective date after mobilization/FTRS, or who is selected during mobilized service/FTRS may be promoted to his new rank and paid as such provided:

a. He is occupying a rank-ranged position in the lower rank.

b. There is a vacancy in the unit with which he is serving for a soldier of higher rank.

c. The promotion is approved by the commanding officer of the unit with which he is serving.

If the above criteria cannot be satisfied, the promotion is not to be effected until the completion of mobilized service/FTRS, when it is to be backdated for seniority, but not pay, purposes to the date it would have been effective had the soldier not been mobilized or in FTRS.

Tenure of Appointment

01.05.134. WOs and NCOs tenure of appointment shall normally be for three years, although this may be varied in the interests of the service.

01.05.135. Commanding officers are to ensure that WOs and NCOs assuming appointments are aware of the planned length of tenure of appointment. They are to ensure that such WOs and NCOs are informed of any change to the employment plot that would alter the tenure of appointment.

01.05.136. The provisions of paras 01.05.134 and 01.05.135 are applicable to all appointments whether in an individual's parent unit or another unit or HQ, including ATUs, RTCs and OTCs. Where a WO or NCO is assigned to another unit or HQ or transfers, the tenure of appointment will normally be shown in the assignment order. When this is not the case, the provisions of these paragraphs are to apply.

01.05.137 - 01.05.140. Reserved.

SECTION 4 - RE-ENGAGEMENT

General Instructions

01.05.141. Soldiers of the Army Reserve who wish to re-engage may do so no more than 12 months before and no less than three months before the expiration of their current term of service. Soldiers are to make the declaration on AFE 7546. When a soldier applies to re-engage his medical assessment is to be noted as Part 3 of AFE 7546.

a. The Commanding Officer considers it necessary.

b. Current instructions regarding the routine review have not been carried out.

01.05.142. Application to re-engage from soldiers for further periods of six, 12 or less years will, except as provided for in para 01.05.144, be subject to:

a. The soldier's conduct efficiency. The minimum grading on the up to date SJAR is to be C(-) or better or Grade D or better on the up to date Annual Assessment report.

b. The soldier's medical standard being within that laid down in PULHHEEMS Administrative Pamphlet 2010 (PAP 10) (see paras 01.05.068 – 01.05.073).

c. The soldier's age after re-engagement being less than 55 years or within the appropriate upper limit in his arm or service. Normal Retirement Age (NRA) for AMS Professionally Qualified Soldiers (PQS) is the day before their 60th birthday.

d. Recommendation by his commanding officer. (See also Annex A/5).

e. A vacancy being available. Where the soldier meets the requirements for re-enlistment specified above, but no suitable vacancy is available in his unit, the case is to be forwarded to the Command/Functional Bde HQ or HQ FTC, as appropriate, for consideration by a Review Board. If the Review Board agrees that there is no suitable vacancy in the soldier's own unit and no suitable vacancies can be found elsewhere, the soldier is to be offered the opportunity to transfer to the Army Reserve Reinforcement Group (ARRG), List B. If a suitable vacancy is available elsewhere, the soldier is to be offered the opportunity to transfer as laid down in Section 5 of this Chapter. If he rejects the option to transfer to another unit and/or the Army Reserve Reinforcement Group (ARRG), he is to be discharged on completion of his engagement under para 01.05.186.

01.05.142A. Non-Recommendation for Re-Engagement.

a. When a commanding officer considers a soldier's re-engagement to be undesirable on account of inefficiency, poor attendance, persistent minor breaches of discipline each in isolation insufficient in itself to warrant discharge for misconduct or other similar causes under para 01.05.202, he is to take action in accordance with the provisions of AGAI 67 and inform the soldier of his shortcomings and warn him in writing that if his efficiency, attendance record or conduct does not improve within three months, his application to re-engage will not be approved. (If feasible, the soldier should be assigned to another sub-unit under the same commanding officer from the commencement of the initial formal warning.) A copy of the formal warning is to be forwarded to the relevant Career Management Branch, APC. Discharge is to be authorized on AFB 130A(D). (See also Annex A/5).

b. Three months in an Army Reserve unit will invariably be insufficient time to allow a soldier to show that he has overcome his shortcomings. A commanding officer may therefore impose further formal warning periods consecutively.

c. The soldier is to sign the formal warning in acknowledgement. The issue of the formal warning is a mandatory requirement and a commanding officer's refusal to recommend re-engagement will be disregarded unless it has been given.

d. If the soldier fails to achieve a satisfactory improvement within the warning period and a further formal warning is not imposed, the commanding officer is to ensure that his decision not to recommend re-engagement is forwarded to reach the relevant Career Management Branch, APC (Soldiers ROS) within seven days of the end of the warning period. If notice that the commanding officer does not recommend re-engagement is not received by the relevant Career Management Branch, APC (Soldiers ROS) within seven days of the end of the warning period, the application is deemed to have been approved and is to be forwarded to the relevant Career Management Branch, APC (Soldiers ROS) in accordance with para 01.05.143. Where notification is made by signal it is to be confirmed by letter within seven days.

e. If a soldier wishes to appeal against the commanding officer's decision not to recommend re-engagement, he is to do so under the authority of Section 334 of the Armed Forces Act 2006.

01.05.143. All applications to re-engage are to be submitted on AFE 20038.

01.05.144. Unit Commanding Officers may finally approve applications submitted under para 01.05.141 above provided that:

a. The period of re-engagement will not bring the soldier above the NRA or the age limit for his rank prescribed for his arm in his arm or service.

b. A vacancy exists for the soldier in both his rank and trade.

Special Re-engagement

01.05.145. The term 'special re-engagement' is applied to cases in which a commanding officer is not empowered to proceed with the re-engagement without the approval of the Army HQ DM(A).

01.05.146. The upper age limit for each corps is 55 years except where different ages are given by specific Arms or Service Directorates. If a soldier, who is above the upper age limit, wishes to re-engage and his retention is considered to be in the interests of the Service, units are to submit AF E 20038 through Chain of Command with a supporting case to the relevant Career Management Branch, APC for recommendation and forwarding on to DM(A) not more than 12 months or less than three months before the current run out date. Part 3 of AFE 20038, must be signed by a Medical Officer with an in year Medical Assessment.

01.05.147. Medical Waivers. Units wishing to re-engage soldiers who are below the minimum medical retention standards laid down in PULHHEEMS Administrative Pamphlet 2010 (PAP 10), are to ensure that Appendix 8 process has been completed and authorised prior to following the procedures outlined in para 01.05.146.

01.05.148. A soldier who is in receipt of a disability award and for whom the original engagement or previous re-engagement was approved by the Ministry of Defence may have a further application approved by unit Commanding Officers provided that:

a. The PULHHEEMS assessment has not been changed.

b. The disability award has not been altered or revised in any way.

c. The applicant's previous engagement had not expired on the date of application.

01.05.149. A fresh **F** Med 1 is not required provided the applicant has been regularly examined as required by PULHHEEMS Administrative Pamphlet 2010 (PAP 10), para 0206.

Final Approval

01.05.150. The re-engagement is completed as soon as it has been finally approved by unit Commanding Officers. The date of re-engagement is to be the date immediately after the completion of the existing engagement.

Notification of Employers

01.05.151. Reserved.

01.05.152. 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 four weeks of re-engagement. The unit is then to contact the employer to explain the commitment the soldier has taken on as well as the employer's obligations and rights in law.

a. In exceptional circumstances individuals may request a waiver of Employer Notification for up to 12 months.

b. Members of the Special Forces and Army Reserve personnel resident, serving or employed in Northern Ireland are excused compulsory Employer Notification.

c. These provisions do not apply to personnel who are unemployed, self-employed or who are students in full time studies.

01.05.153 – 01.05.154. Reserved.

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SECTION 5 – TRANSFERS

Voluntary Transfer

01.05.155. Subject to the conditions of paras 01.05.158 and 01.05.159 a soldier of the Army Reserve may be permitted to transfer voluntarily to another corps or between the units of the same corps to complete the unexpired period of his current engagement. AFE 7547 is to be completed by the soldier's present commanding officer and the commanding officer of the unit to which he wishes to transfer. Additionally, the Army Reserve Reinforcement Group (ARRG) is a holding unit for Army Reserve personnel who are between assignments or who are unable, temporarily, to give full commitment to the Army Reserve. The terms and conditions of service and application procedures are laid down in Chapter 3, Section 14. The soldier wishing to transfer is to complete Part B of AFE 7547.

01.05.156. Subject to the conditions of paras 01.05.158 and 01.05.159 a soldier who wishes to transfer from one group to another may be permitted to transfer voluntarily to a unit of his choice to complete the remainder of his current engagement, but only provided that he is eligible, a vacancy exists, and the transfer is in the interests of the Service.

01.05.157. Recommendations and Procedures. The commanding officer of the donor unit is to forward full details of the soldier's service, including details of training attended in the current training year to the receiving unit commanding officer. Once the transfer is approved the donor unit is to ensure that all personal documents held by the unit, and an updated record of all training attended, including MATTs attended and the results, is forwarded to the receiving unit without delay. The receiving unit is responsible for the issue of the CO's Certificate of Efficiency at the end of the current bounty earning year.

01.05.158. Voluntary transfer is only to be permitted when it is in the interest of the Service. In all cases transfers are to be subject to:

a. Existence of a vacancy.

b. Consent of the commanding officers of both units.

01.05.159. Pay Classification. Soldiers who transfer to another Corps or to another employment in the interests of the Service, retain their pre-transfer rate of pay, in accordance with JSP 754, Ch 3.

Compulsory Transfer on Call-Out

01.05.160. The circumstances under which a soldier when called out for whole time may be transferred from one corps to another are given in para 01.01.049. On return to part time service he may apply to rejoin his original unit.

Transfers to Regular Army

01.05.161. Army Reserve soldiers may be invited or volunteer to transfer to the Regular Army on a full time basis in the following circumstances:

a. To make good Regular Army shortfalls.

b. To fill Regular Army positions (because of their specialist knowledge) which are additional or supernumerary to establishment.

Soldiers will either be required to enter an FTRS agreement or in certain instances to apply for discharge from the Army Reserve and seek enlistment on engagements in the Regular Army. (See para 01.05.204). As an essential preliminary, responsibility for seeking temporary manning authority or short term establishment cover in the name of the individual concerned rests with the Regular Army unit or headquarters concerned. Until this has been obtained, no action should be taken to complete an FTRS agreement or discharge the soldier from the Army Reserve.

Temporary Attachments

01.05.162. As an exceptional measure, where a soldier's experience or specialized knowledge may be of particular use in the interests of the Service, he may be temporarily attached to the Ministry of Defence (Army), Army HQ, a Div or Command/Functional Bde HQ or a unit (not necessarily of the individual soldier's own parent arm or service). Such attachments may be authorized as FTRS.

Transfers to Section D of the Regular Reserve

01.05.163.

a. Personnel wishing to transfer to Section D of the Regular Reserve on completion of their Army Reserve engagement are to apply using AFE 7547. Parts A, B and C are to be completed in full, the commanding officer of the new unit being the officer in charge of the appropriate manning and record office. Part B is to be completed as follows:

'I wish to be assigned to* (unit) .....
transferred to* (Corps) Regular Army Reserve
for service in Section D located at
My place of residence will be .....
I desire an assignment* / a transfer*
because .....

Part D is not to be completed.

01.05.164.

a. The completed AFE 7547 is to be submitted to CM Ops APC RAR Mail Point 588. The individuals JPA record will be examined and if appropriate the reservist will be accepted as a member of the Regular Reserve with a liability for call-out for up to 4 years. Both the reservist and the unit will be informed of this decision as well as if the reservist is unsuitable and the application is rejected. Reservists who are to become members will also be informed of their liability and responsibilities as well as the full implications. The JPS process for entering the details on to the JPA Record will be completed by CM Ops RAR. It should be noted that membership of the Regular Reserve will only become effective from the date of termination from the Volunteer Reserve but the application should not delay that process. Membership of the Regular Reserve will be measured against suitability as well as the employability of the reservist. Those who have not met their existing commitments may not be considered suitable.

b. On receipt of formal acceptance from CM Ops APC, and if the soldier still so wishes, the unit is to enlist him into Section D of the Regular Reserve using the modified form AFD 459A. At the same time the unit is to make a Part 2 Order entry showing that the individual has been discharged from the Army Reserve under the provisions of para 01.05.196b(2). The words 'for enlistment in Section D' are to be added to the cause of discharge.

01.05.165. Transfers and/or Assignments. All JPA Army Reserve transfers and assignments between Arms and Service/units are to be carried out at unit level for all soldiers. All internal unit transfers are to be carried out by unit personnel. APC CM Ops will only action transfers/assignments when the Dist/Bde/units do not have the required JPA access/authority to administrate the function.

Transfer to SAS(R)

01.05.166. Introduction. The Special Air Service (Reserves) (SAS(R)) consists of 21 and 23 SAS(R) Regiments. SAS(R) Regiments are located throughout Great Britain and unit contact details are given at Appx 1 to Annex M/5. Soldiers wishing to transfer to the SAS(R) are required to undertake and pass a rigorous selection procedure lasting up to 12 months. Employment opportunities also exist for support staff in various Corps and trades. Volunteers for these positions are not subject to SAS(R) selection. A list of the Corps and trade groups is given at Annex M/5.

01.05.167. Selection Volunteers. Volunteers for SAS(R) must be Phase 1 trained Soldiers. Potential volunteers are to apply through the chain of command. Parent units are to contact the PSAO of the designated SAS(R) unit as shown at Appx 1 to Annex M/5.

01.05.168. Support Staff Volunteers. Support staff volunteering to join SAS(R) are to apply through the chain of command. Parent units are to contact the Adjutant of the designated SAS(R) unit as shown at Appx 1 to Annex M/5. Appointments will be limited to three years, after which personnel are expected to return to their original units or voluntarily join another unit/transfer to the Army Reserve Reinforcement Group (ARRG).

01.05.169. Medical - Selection Volunteers. Volunteers for SAS(R) selection must meet the medical standards laid down in PAP 10.

01.05.170. Medical - Support Staff Volunteers. Minimum medical classifications are required as appropriate for the intended position.

01.05.171. Military Conduct. Soldiers must have a minimum military conduct assessment of "Very Good" as defined by QR(Army) para 9.457, but deserving cases, where soldiers qualify only for an assessment of "Satisfactory", may be considered on its merits. The final arbitration in such cases rests with either CO 21 or 23 SAS(R).

01.05.172. Rank. Regardless of the rank held with a soldier's parent unit, upon successful completion of the SAS(R) selection procedure, volunteers will be required to revert to the rank of Trooper. Support staff will be accepted for service in their current rank subject to establishment vacancies.

01.05.173. Administration.

a. **Volunteers for SAS(R) Selection.** During the selection process, the costs of training a volunteer fall to 21 or 23 SAS(R) - the receiving unit. Therefore, once a volunteer is accepted on SAS(R) selection the following action is to be taken:

(1) After a candidate has successfully completed his first selection weekend, the donor unit and receiving unit are to agree a date on which the volunteer is to be taken on strength by the receiving unit.

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

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

(4) The donor unit is to complete AFE 7547 to Part C and despatch it to the receiving unit.

b. **Soldiers Withdrawing from SAS(R) Selection.** In some cases soldiers may either be RTU or withdraw voluntarily from selection. In such cases the following action will occur:

(1) The receiving unit will notify the donor unit that the volunteer has been withdrawn from SAS(R) selection and agree a date on which the individual is to return to his parent unit.

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

(3) On receipt of the assignment order, both units are to take the appropriate JPA Action.

(4) The receiving unit is to complete AFE 7547 and despatch it to the donor unit.

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

(1) The receiving unit is to inform the donor unit and APC CM Ops.

(2) The receiving unit will complete AFE 7547, Part D submitting it to APC CM Ops to affect the individual's transfer to the SAS(R).

d. **Support Staff.** Applications for transfer of volunteers for employment in support staff are to be in accordance with normal procedures for voluntary assignment.

01.05.174. Equal Opportunities. In accordance with current Government policy on the employment of women in the Armed Forces, service in the SAS(R) is only open to male volunteers, however appointments do exist throughout the UKSF(R) for female volunteers in the support role.

01.05.175 - 01.05.180. Reserved.

SECTION 6 – DISCHARGE

General Introduction

01.05.181.

a. **General.** Instructions on the procedures to be adopted for the discharge of all soldiers are given in paras 01.05.185 – 01.05.206. (See also Annex A/5). Soldiers are to be discharged under the authority of the paragraph which covers the cause of their discharge. (See also para 01.05.184.)

b. **AGAI 67 - Formal Warning.**

(1) Before a soldier is discharged for failure to fulfil his training obligations without good cause (para 01.05.189), unsuitability or inefficiency, or failure of special to arm training (para 01.05.192), or persistent misconduct or inefficiency while subject to military law or other misconduct detrimental to the Army Reserve (para 01.05.202), he is to be informed of his shortcomings by the commanding officer and in accordance with the provisions of AGAI 67 given a formal warning that if his attendance at training, efficiency, training standards or conduct (as appropriate) does not improve within three months, he will be discharged from the Army Reserve. (If feasible, the soldier is to be internally cross-assigned to another sub-unit under the same commanding officer from the commencement of the formal warning.)

(2) Exceptionally, in the circumstances described in para 01.05.202d (2) this warning need not be given.

(3) Three months in an Army Reserve unit will invariably be insufficient time to allow a soldier to show that he has overcome his failings. A commanding officer may therefore impose further formal warning periods consecutively.

(4) The soldier is to sign the formal warning in acknowledgement. The issue of the formal warning is a mandatory requirement and the soldier's discharge under paras 01.05.189, 01.05.192 or 01.05.202 will not be authorized unless it has been given.

(5) If a soldier fails to achieve a satisfactory improvement within the warning period and a further formal warning is not imposed, the commanding officer is to ensure that discharge action under paras 01.05.189 or 01.05.192 (if appropriate) is completed or, if discharge is to be effected under para 01.05.202, procedures laid down under para 01.05.202 are initiated without delay. In all cases the relevant Career Management Branch, APC is to be notified within seven days of the end of the warning period (by signal if necessary) of the commanding officer's intentions. If notification of intention to discharge or to impose a further formal warning is not despatched to the relevant Career Management Branch, APC within seven days of the end of the warning period, the warning period is deemed to have lapsed and no discharge action under paras 01.05.189 or 01.05.192 or action under para 01.05.202 is permissible. All notifications by signal are to be confirmed by letter within seven days.

(6) A copy of the signed warning and any subsequent consecutive warning is to be sent to the relevant Career Management Branch, APC. These copies are to be retained unless the soldier is notified that the unit does not intend to proceed with discharge action under paras 01.05.189 or 01.05.192 or to initiate action under para 01.05.202.

c. **Appeals against Discharge.** Soldiers who are to be discharged under paras 01.05.189, 01.05.192 or 01.05.202 are to be reminded of their right to appeal against discharge.

d. **Discharge of Soldiers on FTRS or Permanent Service.** Army Reserve soldiers serving on FTRS or who have been mobilized, are still members of the Army Reserve and can only be discharged under the appropriate paragraphs in these Regulations. FTRS agreements to be drawn up to ensure that the individual has returned to his parent Army Reserve unit before his run out date, although Section 17(1) provides that if his engagement does expire he is not entitled to be discharged until his period of FTRS is complete. When discharge is for reasons other than completion of engagement or having reached the age for discharge, action should be initiated by the regular unit with which the soldier is serving, although when on an operational tour or overseas, the soldier would then be returned to UK for the completion of discharge procedures. Soldiers are eligible to receive discharge certificates as laid down in QR(Army), para 9.347.

e. **Completion of Tenure of Appointment.** Soldiers who have not reached retirement age for their rank or Corps and who have not been selected for another appointment are to seek a transfer to another unit or the Army Reserve Reinforcement Group (ARRG). Alternatively they may elect to be discharged for service in Section D of the Regular Reserve under the provisions of para 01.05.196b(2). Failure to submit an application for transfer or discharge to the Regular Reserve within 28 days of completion of tenure of appointment will cause the soldier to be transferred to the Army Reserve Reinforcement Group (ARRG). If an application to transfer to another unit is unsuccessful, the soldier will be transferred to the Army Reserve Reinforcement Group (ARRG). (See also paras 01.03.501 – 01.03.515, Chapter 3 Section 14 and 01.05.134 – 01.05.136).

01.05.182. The competent military authority for each cause of discharge is the officer stated in each relevant paragraph and all officers superior in command to that officer. The Director of Manning (Army) may authorize discharge under any of the relevant paras 01.05.185 – 01.05.208 and may exceptionally do so even if the terms applicable to any particular paragraph concerned have not been fully complied with.

01.05.183. The date on which a discharge is to be authorized as follows:

a. Under para 01.05.186 with effect from date on which the soldier's engagement is complete. (It should be noted that discharge dates may be postponed under various provisions in RFA 80 and RFA 96).

b. Under para 01.05.187 with effect from the day preceding the soldier's birthday.

c. Under paragraphs other than 01.05.186, 01.05.187, 01.05.203 and 01.05.204 with effect from the date on which discharge is authorized by the competent officer.

01.05.184. The words in italics at the beginning of each paragraph are to be used for recording the cause of discharge and are not to be varied except as given in paras 01.05.190 and 01.05.191.

Causes of Discharge

01.05.185.

a. Cause of Discharge - Having been Attested and not Finally Approved.

b. The competent authority to authorize discharge is the commanding officer.

01.05.186.

a. Cause of Discharge - Termination of Engagement.

b. The competent military authority to authorize discharge is the Commanding Officer.

c. Discharge is to be confirmed from the date on which the soldier completes his engagement. (It should be noted that discharge dates may be postponed under various provisions in RFA 80 and RFA 96).

d. This paragraph is also to be used for soldiers who have completed the maximum authorized period on the Army Reserve Reinforcement Group (ARRG) for whom discharge under another paragraph is not more appropriate.

e. A serving soldier who has given notice to terminate, may only withdraw this notice with the approval of the CO.

01.05.187.

a. Cause of Discharge - Having Reached the Age for Discharge.

b. Applies to soldiers who have reached the upper age limit for discharge.

c. The competent military authority to authorize discharge is the commanding officer.

01.05.188.

a. Cause of Discharge - At Own Request using AFE 20037.

b. The competent military authority to authorize discharge is the commanding officer.

c. Applies to those who take their discharge before completing this period of engagement and cannot be discharged under any other heading. This is subject to the conditions stated in Section 16(4) of the Reserve Forces Act 1996 (ie three months notice is given in writing to the commanding officer, unless the commanding officer dispenses with this requirement).

d. While a Call-Out Order under Sections 52 or 54 of the Reserve Forces Act 1996 is in force if the powers of Section 17(4) RFA 96 have been invoked, soldiers are no longer entitled to discharge under this paragraph and applications may be rejected.

01.05.189.

a. Cause of Discharge - Failing to Fulfil Training Obligation.

b. The competent military authority to authorize discharge is the commanding officer. Discharge is to be authorized on AFB 130A(D). (See also Annex A/5).

c. Applies to soldiers who, without good reason, fail to fulfil their training obligations as laid down in paras 01.02.002 – 01.02.004 and whose discharge has been recommended by the commanding officer. The non-attendee soldier is defined as ‘a person who has not attended training in each quarterly period of the Training Year, has not gained a written leave of absence or has not been granted a Lower Training Commitment by his commanding officer’.

d. Discharges are not to be effected until procedures laid down at para 01.05.181b have been completed. The soldier is also to be reminded of his right to appeal against discharge under this paragraph (see paras 01.03.086c and 01.05.181c.

e. When a non-attender cannot be contacted in person, a letter is to be sent by recorded delivery to his last known address ordering him to report for duty on the next training night or to contact his unit giving good reasons for being unable to do so and arranging an alternative day and time. If he fails to attend or respond satisfactorily to that letter, a further two letters are to be sent, at two week intervals, by recorded delivery from the commanding officer formally warning him that continued non-attendance for training will result in his discharge from the Army Reserve under the provisions of para 01.05.189 of these Regulations. Copies of both letters are to be sent to the relevant Career Management Branch, APC for retention.

f. The unit is to ensure that they retain proof of assignment and delivery of any recorded letter despatched.

01.05.190.

a. Cause of Discharge - Not Likely to Become an Efficient Soldier.

b. Applies only to recruits who are not likely to become efficient soldiers of the Army Reserve and cannot be discharged under any other paragraph. Discharge is to be authorized on AFB 130A(D). (See also Annex A/5).

c. The competent military authority to authorize discharge under this paragraph is:

(1) For Regional units - Div or Command/Functional Bde Commander.

(2) For National units - Commander Army Reserve/CRHQ.

If the Army Reserve/CRHQ Commander is below the rank of lieutenant colonel discharge is to be authorized by an officer not below the rank of colonel of the corps concerned.

d. The cause of discharge under this paragraph is to be amplified in cases where it will benefit the individual concerned.

01.05.191.

a. Cause of Discharge - Services being No Longer Required.

b. Applies to:

(1) Soldiers who cannot be discharged under any other paragraph, or

(2) Soldiers who enlist for the purpose of obtaining a commission and are found unsuitable while serving as an officer cadet, or

(3) Soldiers who are to be administratively discharged and whose circumstances are covered by the provisions of QR(Army) para 9.414. Applications for such discharges are to be made on AFB 130(D) and the case submitted through the chain of command as laid down in QR(Army) para 9.414. The competent military authority to authorize discharge is DM(A).

c. The competent military authority to authorize discharges under para 01.05.191b(1) and 01.05.191b(2) is:

(1) For Regional units – Div or Command/Functional Bde Commander.

(2) For National units – Commander Army Reserve/CRHQ. If the commander is below the rank of Lieutenant Colonel, discharge is to be authorized by an officer of the Corps concerned who is not below the rank of Colonel.

d. The competent military authority to authorize discharge under para 01.05.191b is:

(1) For Regional units - Div or Command/Functional Bde Commander.

(2) For National units - Commander Army Reserve/CRHQ.

(3) For discharges under para 01.05.191c - DM(A).

If the Army Reserve/CRHQ Commander is below the rank of lieutenant colonel discharge is to be authorized by an officer not below the rank of colonel of the corps concerned.

01.05.192.

a. Cause of Discharge - Unsuitable for the Army Reserve.

b. Applies to soldiers who have proved themselves unsuitable for the duties in their category/corps or inefficient in their rank. Discharge is to be authorized on AFB 130A(D). (See also Annex A/5).

c. This paragraph is also to be used for soldiers who fail special to arm or service training required for their rank or appointment. Where this is the case documents are to be annotated accordingly.

d. Discharges are not to be effected until procedures laid down at para 01.05.181b(1) have been completed. The soldier is also to be reminded of his rights to appeal against discharge under this paragraph.

e. The competent authority to authorize discharge is the commanding officer.

01.05.193.

a. Cause of Discharge - Services as a Volunteer being No Longer Required.

b. Applies to soldiers who do not consent to reallocation to another unit or corps.

c. The competent military to authorize discharge is the commanding officer.

01.05.194.

a. Cause of Discharge - Having made a False Answer at Attestation.

b. When a soldier has made a false answer the commanding officer is to decide whether he is to be retained or not.

c. The competent military authority to authorize discharge is the commanding officer.

01.05.195.

a. Cause of Discharge - Having been Irregularly Enlisted.

b. Discharges under this paragraph are provided for in para 4 of Schedule 1 of the 1996 Act.

c. The competent military authority to authorize the discharge is the Director of Manning (Army).

01.05.196.

a. Cause of Discharge - For Service with the Army Reserve on Completion of Army Reserve Engagement.

b.

(1) Applies to soldiers with Reserve liability who are members of the Army Reserve, or

(2) Soldiers with no Army Reserve liability who voluntarily signify their wish to enlist in Section D of the Regular Reserve, and are accepted by CM Ops APC.

c. In the case of soldiers discharged to join Section D of the Regular Reserve, the words: 'for enlistment in Section D' are to be added to the cause of discharge.

d. The competent military authority to authorize discharge is the commanding officer. Discharge for the purpose of enlisting in Section D of the Regular Reserve is not to be authorized until the application for enlistment into Section D has been approved by CM Ops APC. (See also paras 01.05.163 – 01.05.164).

01.05.197.

a. Cause of Discharge - Having made a Misstatement as to Age on Enlistment.

b. Applies to a soldier who, on enlistment, stated his age as not less than the appropriate minimum and for whom free discharge application is made by his parents on the grounds that he was less than the appropriate minimum age at the date of application.

c. The competent military authority to authorize the discharge is the commanding officer.

01.05.198.

a. Cause of Discharge - Medically Unfit under Existing Army Reserve Medical Standards.

b. Applies to a soldier who is below the retention standard for his arm but may be fit for some form of military service in time of national emergency. (See also AGAI 49, paras 49.085 - 49.093 and 49.121 - 49.137).

c. F Med 23 is to be completed by the medical officer in all cases under this paragraph.

d. Dependent upon the nature of the disability, the medical report from the civilian doctor will usually be acceptable and is to form the basis of F Med 23. Where doubt exists as to the fitness for further service the soldier is to be examined by a medical officer and finally, if necessary, by a full medical board.

e. Where unfitness for further service may be attributed to service a full medical board is to be held.

f. The competent military authority to authorize discharge is the commanding officer.

01.05.199.

a. Cause of Discharge - Medically Unfit for any Form of Army Service.

b. Applies to a soldier who is considered to be permanently unfit for any form of military service. (See also AGAI 49, paras 49.085 - 49.093 and 49.121 - 49.137).

c. F Med 23 is to be completed by the medical officer in all cases under this paragraph.

d. Dependent upon the nature of the disability, the medical report from the civilian doctor will usually be acceptable and is to form the basis of F Med 23. Where doubt exists as to the fitness for further service the soldier is to be examined by a medical officer and finally, by a full medical board.

e. Where unfitness for any form of military service may be attributed to service a full board is to be held.

f. The competent military authority to authorize discharge is the commanding officer.

01.05.200. Reserved.

01.05.201.

a. Cause of Discharge - Dismissal by Court-Martial or Commanding Officer.

b. This paragraph applies to a soldier dismissed from the Service by a sentence of a Court Martial under the Army Act 1955, the Naval Discipline Act 1957 or the Air Force Act 1955 (applies also to soldiers deemed to have been so sentenced under Section 7(c) of the Army Act 1955) or the Armed Forces Act 2006.

c. Termination is to be authorized on AFB 130.

01.05.202.

a. Cause of Discharge - Misconduct or Inefficiency.

b. The competent military authority to authorize discharge is the Brigade Commander.

c. Subject to sub-para d below, an Army Reserve soldier, not being a commissioned officer, should normally have their service terminated using the AGAI 67 process enclosing an AFB 130(D), in the following circumstances:-

(1) If they have been convicted by a court (civil court, court martial or summary hearing) of any of the following offences (to include attempts and aiding and abetting); Homicide, serious assault (excluding common assault, battery and ABH), racially aggravated offences, serious sexual offences, firearms and explosive offences, serious offences of dishonesty, road traffic offences involving death, arson and other instances of serious criminal damage, public order offences (riot, violent disorder), cultivation, importation, possession and supply of drugs.

(2) If they receive sentence of imprisonment or any other sentence such that the person is no longer freely available for employment.

d. If a CO is of the opinion, despite a conviction listed in c(1) above, that exceptional circumstances do exist and that termination of service is not merited, AGAI 67 action is still to be taken and a lesser sanction considered. Before awarding another sanction the CO should take legal advice and consult with his Higher Authority.

e. Other misconduct or inefficiency which does not result in disciplinary action in accordance with AFA 06 may still be dealt with by the process contained in AGAI 67 and discharge may result.

f. Any Army Reserve officer, who commits any offence mentioned in c(1) or receives a sentence such as those mentioned in c(2) above should normally have his service terminated. Officers have their services terminated following the procedures laid down in AGAI 67.

01.05.203.

a. Cause of Discharge - For the Purpose of being Appointed to a Commission.

b. Applies to servicemen who are granted commissions in the Royal Navy, Regular Army, Royal Marines, Royal Air Force and their respective Reserves and to soldiers appointed to commissions in the Army Reserve. For soldiers appointed to commissions in the Army Reserve the entry in the London Gazette is to be quoted as the authority for discharge under this paragraph.

c. The competent military authority to authorize discharge is the commanding officer.

01.05.204.

a. Cause of Discharge - Having enlisted into the Royal Navy, the Regular Army (state regiment or corps), the Royal Marines, The Royal Air Force, or respective Reserves of those forces, as the case may be.

b. The competent authority to authorize discharge is the commanding officer.

c. On enlistment being notified discharge will be confirmed for the day before such enlistment. (See para 01.05.224).

01.05.205.

a. Cause of Discharge - Having Enlisted into the Army on a Special S Type Engagement (state Regiment or Corps).

b. The component authority to authorize discharge is the commanding officer.

c. On enlistment being notified, discharge will be confirmed for the day before such enlistment (see para 01.05.224c).

01.05.206.

a. Cause of Discharge - Change in Strength Composition or Function of his Corps on Reduction in the Establishment of his Corps.

b. The competent military authority to authorize discharge is the Director General Army Personnel Centre.

c. This paragraph applies to a soldier who is redundant through a reduction of establishment.

d. The authority of this paragraph is only to be invoked on the direction of the Army HQ (Director of Manning (Army)).

01.05.207.

a. Cause of Discharge - Change in his Corps' Requirements.

b. The competent military authority to authorize discharge is:

(1) For Regional units - Div or Command/Functional Bde Commander.

(2) For National units - Commander Army Reserve/CRHQ. If the Army Reserve/CRHQ commander is below the rank of lieutenant colonel discharge is to be authorized by an officer not below the rank of colonel of the corps concerned.

c. This paragraph applies only to a soldier who is surplus to requirements of his corps, for reasons other than redundancy, arising from reduction in establishment. Discharge under this authority is only to be effected on the direction of the Army HQ (Director of Manning (Army)).

01.05.208.

a. Cause of Discharge – Defect in Enlistment Procedure.

b. Applies to a soldier in respect of whom the current regulations for enlistment have been improperly or incorrectly complied with.

c. A soldier who after enlistment or attestation is found to have been medically unfit for acceptance on account of a condition that was overlooked, inappropriately assessed or not declared by the soldier as part of his former medical history at the time of his initial examination is to be discharged under this paragraph.

d. The competent military authority to authorize discharge is the commanding officer.

01.05.209 – 01.05.210. Reserved.

Special Procedures

01.05.211. Cases of discharge in circumstances other than those specified in paras 01.05.185 – 01.05.206 are to be submitted to the Div HQ concerned for a decision as to the particulars under which the discharge is to be carried out. If in doubt Div HQ is to refer the case to DM(A) – see para 01.05.182.

01.05.212. Reserved.

Long Absence Abroad

01.05.213. Except where authority has been specially granted for enlistment and service overseas or retention in the service while abroad under para 01.03.021, a soldier who is absent from the United Kingdom for more than 12 months or takes up permanent residence abroad is to be discharged. (This rule does not apply to soldiers of the RLC/EFI.)

Move of Residence Outside Recruiting Area of Unit

01.05.214. When a soldier moves his permanent residence to a place outside the recruiting area of his unit, he must elect either to be assigned or transferred to another regiment or corps in his new locality, or to be discharged. In the case of election to transfer the procedure laid down in paras 01.05.155 – 01.05.159 are to be observed. Discharge in this case is to be carried out under para 01.05.188.

The Returning of Public Property on Discharge

01.05.215. Before his discharge, a soldier of the Army Reserve is to hand over in good order, fair wear and tear excepted, at such time and place as may be ordered by his commanding officer (usually at his last annual camp), all arms, clothing and equipment issued to him, being public property. Where this is not done he is to pay the full value of any item which is not handed over. (See para 01.03.113). In addition his commanding officer is to ascertain from the RAO whether there is a requirement to refund the advance of training bounty and, as necessary, arrange recovery. (See also LFSO 6102).

Eligibility for Efficiency Medal on Discharge

01.05.216. Before a soldier of the Army Reserve is finally discharged his commanding officer is to ascertain whether he is eligible for the Volunteer Reserves Service Medal (see para 01.03.241 and Annex C/3). If so and he is prepared to recommend him for the award, he is to inform the soldier and submit an application on F Hons 1009. If the soldier is otherwise eligible but is not recommended by his commanding officer for the award, a certificate to that effect is to be forwarded to the officer in charge of manning and records concerned for retention with the original attestation.

Valedictory Letter

01.05.216A. Any soldier who is discharged having completed six years unbroken voluntary service in the Army Reserve is, subject to his commanding officer's recommendation, eligible for a valedictory letter signed by the Adjutant General. Before a soldier is finally discharged from the Army Reserve, his commanding officer is to ascertain whether he is eligible for a valedictory letter. If so, and if he is prepared to recommend the soldier for a valedictory letter, he is to inform the soldier, complete the proforma at AFE 20036 and forward it to the relevant Career Management Branch, APC. If the soldier is otherwise eligible but is not recommended by his commanding officer, the Certificate at AFE 20036 is to be endorsed accordingly and despatched to the relevant Career Management Branch, APC for retention with the soldier's original attestation.

Discharge Certificates

01.05.217. Subject to para 01.05.219 each soldier on discharge is to be furnished with a discharge certificate (JPA Certificate of Service) by the Army Reserve unit. In the case of a soldier who has not handed over his arms, clothing and equipment, the unit or Army Reserve/CRHQ may retain the certificate pending their return, for a period not exceeding 14 days, but this procedure is not to

affect that date of discharge. No such certificate, however, will be necessary when a soldier is appointed to a commission in the Army Reserve while serving in the ranks of this force.

Discharge on Conviction by a Civil Power, Endorsement on Discharge Certificate

01.05.218. When a soldier of the Army Reserve is discharged under para 01.05.200 the cause of discharge is to be written in red ink. In addition, the following entry is to be made in red ink across the face of the certificate and signed by the officer in charge of the relevant CM Branch APC:

> 'Caution. It is a criminal offence knowingly to make a false answer in an attestation paper. Persons who have been discharged from Her Majesty's forces for misconduct or who have been dismissed or dismissed with disgrace from those forces are cautioned against attempting to re-enlist by concealing the circumstances of their discharge or dismissal unless the conviction has become spent by virtue of the Rehabilitation of Offenders Act 1974.'

Discharge During Call-Out

01.05.219. In the case of a soldier of the Army Reserve being discharged during a period of call-out, a certificate of discharge is to be issued under the provisions of QR(Army), Chapter 9, Part 6.

01.05.220 – 01.05.221. Reserved.

Retention of Rank and Wearing of Uniform after Discharge

01.05.222. Warrant officers and NCOs after not less than 10 years service in or above the rank of sergeant may, if specially recommended, be permitted to retain their rank on discharge with the right to wear the uniform of their corps on the written authority of the competent officer who authorizes 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. Service on call-out may be counted as double for the purpose of assessing service under this paragraph.

Orders under Mental Health Act

01.05.223. A soldier of the Army Reserve dealt with before enlistment by an order under the Mental Health Act 1983 and still subject to its provisions is not to be permitted to remain in the Army Reserve. If it is brought to notice that a soldier of the Army Reserve has been subject to action under the Act referred to, a report is to be forwarded to DM(A) in order that the question of his discharge may be considered.

Enlistment into Regular Army and Other Services

01.05.224.

a. Soldiers of the Army Reserve may enlist into the Royal Navy, Royal Naval Reserve, Regular Army, Royal Marines Reserve, Royal Air Force or Royal Air Force Reserve. On final approval of any such enlistment the relevant DBS form is to be submitted to DBS by the gaining Army Reserve unit/other single Service admin.

b. They may also apply to enlist into an auxiliary or reserve force of another Service, but discharge for the purposes of enlistment is to be approved only when supported by strong reasons, and is to be subject to the approval of the unit Commanding Officer. Soldiers enlisting from the Army Reserve into one of the above named forces are to hand over in good order all equipment, clothing, etc., issued to them as stated in para 01.05.215 to the losing unit.

Medical Re-examination after Medical Rejection for Regular Army

01.05.225. When a soldier of the Army Reserve seeking to enlist into the Regular Army is rejected on medical grounds the fact is to be notified by the recruiting officer to the commanding officer of the Army Reserve unit or Army Reserve/CRHQ concerned, who is forthwith to take steps to have the soldier medically examined at the first available opportunity in order that his fitness for retention in the Army Reserve may be decided. No grant is to be made in respect of this examination and no expense to the public must be incurred.

Documentation

01.05.226. All documentation for discharge is to be carried out as laid down in the JPA Business Process Guides and forwarded to DHC Mail Point 490.

01.05.227 – 01.05.300. Reserved.

ANNEX A TO CHAPTER 5

COMPULSORY PREMATURE DISCHARGE OF ARMY RESERVE SOLDIERS AND NON-RECOMMENDATION FOR RE-ENGAGEMENT

(PARAS 01.05.142, 01.05.142A AND 01.05.181 REFER)

General

1. It is in the interest of the Service to have fair and effective measures to achieve the discharge of soldiers whose retention has become undesirable. Authority for compulsory premature discharges of soldiers, possibly against their will, under paras 01.05.190, 01.05.191, 01.05.200 and 01.05.201 rests at the appropriate level in the chain of command, or in the case of discharges under paras 01.05.189, 01.05.192 and 01.05.202 with the commanding officer.

2. Although necessary in the interests of the Service, compulsory premature discharge or refusal to recommend re-engagement can have serious consequences for the individual concerned. In addition, it deprives an NRPS soldier of employment and pension prospects and often involves a soldier's family. It may result in premature discharge without prior warning or at minimal notice, with the forfeiture of time to cushion the transfer to civilian life and seek alternative employment. This instruction therefore sets out the principles and procedures to be followed to ensure that all discharges listed in para 1 above, or refusal to recommend re-engagement, are seen to be carried out with scrupulous fairness.

Principles

3. Whatever the nature of the case, or level of authority responsible for examining it and, where appropriate, authorizing discharge or non-recommendation for re-engagement, the following principles should invariably apply unless insuperable practical considerations render any of them impossible to achieve.

a. Discharge proceedings, or action to recommend that a soldier should not be re-engaged, should never be instituted without the soldier being formally advised that his discharge is being applied for, or that he is not to be recommended for re-engagement, told the reasons for it, and given an opportunity to plead his case. This should be done by means of a formal interview, a record of which should be maintained. Such interviews should be conducted by the commanding officer. Only in exceptional circumstances should the interview be carried out by another officer and he should not be below field rank. In circumstances where the soldier is undergoing a sentence in a civil prison or institution he should be visited by a unit officer (or where necessary by an officer from the nominated unit, Brigade or Div headquarters) for the purpose of conducting the necessary interview.

b. In cases where there is a realistic possibility for the soldier to remedy the circumstances which would otherwise lead to discharge proceedings being initiated, or recommendation for re-engagement being refused, he should first be given formal warning under paras 01.05.142A or 01.05.181, as appropriate. This will allow him an appropriate period of time (not normally less than three months and in the case of Army Reservists, often longer) to show the necessary improvement. Prior formal warning is a mandatory requirement in cases where discharge is subsequently sought under the provisions of paras 01.05.189, 01.05.192 and 01.05.202, or when a commanding officer subsequently refuses to recommend re-engagement. Formal warning should be regarded as equally important in all other cases to which it would be appropriate.

c. In reviewing an application for discharge, refusal to recommend re-engagement, or a subsequent appeal under Section 15(2) of the Reserve Forces Act 1996 or a complaint under Sect 334 of the Armed Forces Act 2006, the authorizing officer or chain of command

must be in a position to take full account of all relevant factors, including the soldier's service record, any representation which he may have submitted, and any mitigating factors.

4. When an initiating officer is satisfied that he should apply to the appropriate superior authority for compulsory premature discharge of a soldier, he is to submit his application on an AFB 130A(D). In those cases where the commanding officer is the appropriate authority (paras 01.05.189, 01.05.192 and 01.05.202),or when recommendation for re-engagement is to be refused (paras 01.05.142 and 01.05.142A) this procedure is still to be followed. Part 2 is to be completed by the commanding officer in accordance with para 5 below.

5. In compiling his statement at Part 2 of the AFB 130A(D) or in explaining his justification for not recommending a soldier's re-engagement, the commanding officer should cover:

a. A concise description of the reasons for his decision for discharging the soldier and the full circumstances of the case.

b. Details of any warnings given.

c. Explicit reasons why continuation in the service would not be in the interests of the Service.

d. In cases arising out of a soldier's unemployability consequent upon loss of employment qualification, or failure to achieve the qualifications required for his rank or appointment, full reason for such loss of trade or failure is to be given. An explanation is also to be given of why remustering to another employment within his parent unit or transfer to another unit has not been possible.

e. A general assessment of the soldier based on his performance and potential set against the needs of the unit.

f. Any mitigating or compassionate factors.

6. The soldier must see the statement at Part 2 to enable him to decide whether he wishes to submit a representation against discharge or non-recommendation for re-engagement in Part 3. If a soldier explicitly recognizes that premature discharge or non-recommendation for re-engagement would be in his own best interests, he should acknowledge this in Part 3. If he is unwilling to be discharged or refuses to accept that he is not recommended for re-engagement, he should be advised that it is in his own best interests to submit a reasoned argument for consideration by the appropriate authority. The soldier should be given at least 48 hours during which to prepare any representation, and should be given the assistance of an officer if he so wishes.

7. When a soldier makes a representation at Part 3 of the report, the commanding officer may, if he deems it necessary, comment further at Part 4. It will be unusual for any such further comment to be required other than to rebut any unfounded allegations or misrepresentation of the facts in the soldier's statement. Where a soldier has made a representation at Part 3 but the commanding officer does not wish to comment then he should insert 'Seen' at Part 4 and sign and date it.

8. Applications should always be accompanied by any relevant documentary evidence which will assist the appropriate authority in deciding the case, or in dealing with any subsequent appeal. In particular:

a. Whenever formal warning has preceded the initiation of discharge action or refusal to recommend re-engagement, copies of the relevant warning certificates must be submitted.

b. Copies of AFB 120 and AFB 121 together with copies of any known civilian convictions should be attached to all cases where the application for discharge is made under para 01.05.202 when unsatisfactory conduct or indiscipline is a material cause.

c. Copies of SIB reports or reports by officers attending the civil trial of a soldier may be appropriate supporting evidence in cases where application for discharge is made under para 01.05.200.

d. AFB 130A(D) will be returned to the initiating unit if the Soldiers Statement is not completed (unless there is a suitable unit explanation included in the submission).

Complaints

9. The soldier's right to submit a representation against discharge in no way subsequently diminishes his right to make a complaint under Sect 334 of the Armed Forces Act 2006 or an appeal under Section 15(2) of the Reserve Forces Act 1996, as appropriate if the decision is taken to discharge him or not recommend his re-engagement (see 01.05.089, 01.05.192 and 01.05.202).

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ANNEX B TO CHAPTER 5

TERMS OF EMPLOYMENT WITH THE NAVY, ARMY AND AIR FORCE INSTITUTES

(PARA 01.05.021 REFERS)

1. The instructions contained in these Regulations apply equally to soldiers employed with NAAFI except where such regulations are at variance with the details in this Annex.

2. **Liability for Call-Out on Permanent Service.** Soldiers are to have the same call-out liabilities as other members of the same Army Reserve group but are only to be called out and put on permanent service when required for service with NAAFI.

3. **Enlistment.**

a. Enlistment will be in a Group 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/EFI.

b. Written evidence that they are employees of NAAFI and/or that NAAFI is prepared to recommend their enlistment into the RLC/EFI is to be required by the Army recruiting officer.

4. **Age Limits and Medical Standards.** Applicants must be between the ages of 19 and 45 years. The PULHHEEMS standard required is to be the minimum standard permissible in the theatre to which the soldier is to be deployed. A PULHHEEMS standard below P3 must be referred to the National Recruiting Centre.

5. **Training.** RLC/EFI soldiers, including those employed overseas, are required to complete MATTs annually. Additional training may be undertaken on a voluntary basis, under arrangements agreed between the Ministry of Defence and NAAFI.

6. **Pay, Allowances and Bounties.**

a. Soldiers are to receive no pay, allowances or bounties from Army funds except to the extent provided in Army Order 8 of 1970 but are to be remunerated by NAAFI in accordance with the terms of their employment with that organization.

b. Rates of bounty and the conditions under which they are payable by NAAFI are to be the same as those applicable to other members of the same group of “Army Reserve”.

7. **Ranks and Promotion.** Enlistment is to be in the rank of private. There is to be no promotion above the rank of warrant officer class 2. Criteria for ranks and promotions are to be in accordance with Corps Instructions published by HQ DRLC.

8. **Discharge.** Discharge is to be carried out in accordance with paras 01.05.181 – 01.05.206.

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ANNEX C TO CHAPTER 5

Reserved

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ANNEX D TO CHAPTER 5

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ANNEX E TO CHAPTER 5

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ANNEX F TO CHAPTER 5

BRITISH NATIONALITY

Notes for Guidance on the Meaning of the Terms Commonwealth Citizen British Protected Person and Citizen of the Republic of Ireland.

Commonwealth Citizen

1. A person having the status of Commonwealth citizen is one who, under the provisions of the British Nationality Act 1981, is a British citizen, a British Dependent Territories citizen, a British Overseas citizen, a British subject or a citizen of an independent Commonwealth country. The following is a list of British Dependent Territories and Independent Commonwealth countries:

British Dependent Territories (Colonies)

Anguilla
Bermuda
British Antarctic Territory
British Indian Ocean Territory
British Virgin Islands
Cayman Islands
Cyprus
(Sovereign Base Areas only)
Falkland Islands and Dependencies
Gibraltar
Montserrat
Pitcairn
St Helena and Dependencies
Ascension Island
Gough Island
Inaccessible Island
Nightingale Island
Tristan da Cunha
Turks and Caicos Islands

Independent Commonwealth Countries

The United Kingdom (incl Channel Isles and Isle of Man)
Australia incl
Christmas Island (Indian Ocean))
Cocos (Keeling Island, Norfolk Island
Antigua
Bahamas
Bangladesh
Barbados
Belize
Botswana
Brunei
Canada
Cameroons
Cyprus
Dominica
Fiji
Ghana
Grenada
Guyana
India
Jamaica
Kenya
Kiribati
Lesotho
Malawi
Malaysia
Malta
Mauritius
Mozambique
Namibia
Nauru
New Hebrides (Vanuatu)
New Zealand (incl Cook Islands, Niue Island and Tokela Islands)
Nigeria
Pakistan[1]
Papua New Guinea

[1] Note 1. As amended by the British Nationality (Pakistan) Order 1989, effective 1 October 1989.

St Kitts & Nevis
St Lucia
St Vincent and The Grenadines
Seychelles
Sierra Leone
Singapore
Solomon Islands
South Africa
Sri Lanka
Swaziland
Tanzania
Tonga
Trinidad and Tobago
Tuvalu (formerly Ellice Islands)
Uganda
Western Samoa
Zambia

British Citizen

2. A British citizen is a person who has a right of abode in the United Kingdom. A person who is not a British citizen may become such a person by registration or naturalization.

3. A British Dependent Territories citizen is a person who is a citizen of one of the British Dependent Territories listed above.

British Overseas Citizens

4. A British Overseas citizen is a person who was a citizen of the United Kingdom and Colonies immediately before commencement of the British Nationality Act 1981 and who did not at commencement become either a British citizen or a British Dependent Territories citizen. The category is very much a residual one.

British Subject

5. A British subject is a person of similar status to a British Overseas Citizen.

Citizen of an Independent Commonwealth Country

6. A Citizen of an Independent Commonwealth country is a citizen of one of the independent Commonwealth countries listed above.

British Protected Person

7. A British protected person is a person who was born, or whose father was born in a protectorate or who is the subject of a protected state. A British protected person has no right of abode in the United Kingdom and to obtain such a right he must apply for naturalization as a British citizen.

Citizen of the Republic of Ireland

8. Citizens of the Republic of Ireland who were born on or before 31 December 1948 are deemed to have remained British subjects. Under the British Nationality Act 1948 those born on or after 1 January 1949 were able to be specially registered as British subjects after five years

residence in the United Kingdom, which period could be reduced in certain circumstances. The British Nationality Act 1981 provides that these persons may now obtain British citizenship by naturalization only after qualification of five years residence in the United Kingdom or, alternatively, by being in Crown service overseas at the date of application.

9. Notes for Guidance on the Meaning of the Terms Commonwealth Citizen British Protected Person and Citizen of the Republic of Ireland are contained in the relevant DIN on Commonwealth Recruiting.

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ANNEX G TO CHAPTER 5

ARMY RESERVE ENLISTMENT - NOTICE AND ATTESTATION PAPERS

(PARA 01.05.081 REFERS)

1. These Regulations govern enlistment into the Army Reserve and came into operation on the first day of April 1997.

2. The notice to be given to a person offering to enlist in the Army Reserve Groups A and B, and the questions to be put to a recruit on attestation into the Army reserve in Group A or B, shall be as set out in AFE 7545A The Notice Paper (Groups A and B) - to these Regulations in accordance with para 1(2) of Schedule 1 to the Reserve Forces Act 1996. The declaration to be made by persons offering to re-engage for a further term of service in the Army Reserve is at AFE 20035.

3. The notice to be given to a person offering to enlist in the Army Reserve Group C, and the questions to be put to a recruit on attestation into the Army Reserve in Group C, shall be as set out in AFE 7545B - The Notice Paper (Group C) - to these Regulations in accordance with para 1(2) of Schedule 1 to the Reserve Forces Act 1996. The declaration to be made by persons offering to re-engage for a further term of service in the Army Reserve is at AFE 20035.

4. In compliance with the provisions of para 1(2) of Schedule 1 to the Reserve Forces Act 1996, AFE 20035 and AFE 7545B are to set out the general conditions of the engagement to be entered into and such other matters as may be prescribed. AFE 20035 and AFE 7545B are therefore to be amended as necessary to take account of any changes in terms and conditions of service as may be authorized from time to time.

5. In compliance with normal Army custom and practice, the term Attesting Officer as defined at paras 01.05.082 and 01.05.083 is used in AFE 20035 and form 3. For the purpose of these regulations it has the same meaning as Enlistment Officer as defined in Section 9(2) of the Reserve Forces Act 1996 as modified by para 01.05.083.

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APPENDIX 1 TO ANNEX G TO CHAPTER 5

Reserved

(Replaced by AFE 7545A)

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APPENDIX 2 TO ANNEX G TO CHAPTER 5

Reserved

(Replaced by AFE 20035)

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APPENDIX 3 TO ANNEX G TO CHAPTER 5

Reserved

(Replaced by AFE 7545A)

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ANNEX H TO CHAPTER 5

Reserved

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ANNEX I TO CHAPTER 5

Reserved

(Replaced by AFE 20036)

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ANNEX J TO CHAPTER 5

Reserved

(Replaced by AFE 20037)

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ANNEX K TO CHAPTER 5

ARMY RESERVE GROUP C - SPONSORED RESERVE SOLDIERS SPECIAL TERMS AND CONDITIONS OF SERVICE

(SEE ALSO ANNEX J/1 FOR GENERAL TERMS AND CONDITIONS OF SERVICE FOR GP C RESERVISTS)

1. 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 particular at paras 01.01.061 – 01.01.073, Annex J/1, 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 will normally be administered by nominated Army Reserve/CRHQs.

2. **Nationality.** As laid down in para 01.05.037.

3. **Age Limits.** See para 15 of Annex J/1.

4. **Medical Standards.** See para 16 of Annex J/1.

5. **Classification and Pay Banding.** Soldiers may be classified and banded for pay purposes in accordance with their civilian qualifications as laid down in paras 01.05.052 and 01.05.054.

6. **Residence.** See para 17 of Annex J/1.

7. **Enlistment.** Sponsored Reserve soldiers are eligible for attestation subject to obtaining CTC (when required), 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 APC if a candidate is rejected for any reason, or fails to be attested by the date shown in the Employee Agreement. The APC 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 APC is to inform the person to whom he is under contract to provide services as a Sponsored Reservist. (See para 11 of Annex J/1).

8. **Special Enlistment (Sponsored Reserves(SR)).**

   a. Exceptionally, a potential Sponsored Reserve recruit will seek to enlist before his Employee Agreement has been finalized. 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. (See para 7 of Annex J/1).

   b. Provided an Employer's Consent Form has been issued and authorization 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 mobilization. (See para 01.01.062).

   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.

9. **Enlistment Documentation.** In addition to normal enlistment documentation, the following extra forms are required (see Annex J/1):

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 (their employer), or as self-employed persons under sub-contract) for the specified arrangement made in accordance with Part V of the 1996 Act. (For Special Enlistment (SR) cases these instructions will not be complete.)

b. The Employer's Consent Form.

c. The Employee Agreement except in cases of special enlistment.

10. **Training.** Soldiers of the Sponsored Reserves are required to undergo the military training required to meet the minimum standards laid down by ATB and attend the number of days annual training laid down in the MOD Arrangement and specified in the Employee Agreement. See para 20 of Annex J/1 and paras 01.02.033, 01.02.034, 01.02.037 and Annex B/2.

11. **Rank on Appointment and Promotion.** See paras 18 and 19 of Annex J/1.

12. **Transfers.**

a. Within Group C. See para 39 of Annex J/1.

b. To Group A or B. See para 40 of Annex J/1.

c. To Group C from Groups A or B. See paras 13, 18b and 41 of Annex J/1.

13. **Re-Engagement.** Soldiers of the Sponsored Reserve may re-engage in Group C as laid down in Section 4 of Chapter 5 provided that their civilian employment contract still requires them to be a Sponsored Reservist as laid down in Part V of the 1996 Act.

14. **Discharge.**

a. **General.** 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 DMCM, they are normally to be discharged from the Army Reserve under the provisions of para 01.05.191 (endorsed "Sponsored Reserve Contract ended"). However, if they seek to transfer to Groups A or B, have an outstanding liability for service in Groups A or B, or an outstanding Regular Reserve liability (see para 01.05.196) appropriate action is to be taken. In all instances the APC is to inform the employer, in writing, when a soldier's discharge is effected.

b. **Voluntary Discharge.** A soldier considering voluntary discharge before his obligations as a Sponsored Reservist have ceased is to be warned that such action could have adverse implications on his civilian employment. He is to be instructed to inform his employer of his intentions before he submits an application for voluntary discharge. If he is self employed and under contract to provide services as a Sponsored Reservist, he is to inform the person to whom he is under contract. His application, is not required to be submitted more than three calendar months before the proposed date of discharge, and is to be accompanied by a letter confirming that he has warned his employer, or if self-employed the person to whom he is under contract, of his intentions. His employer is to be notified as soon as an application is received.

c. **Action to be taken when Sponsored Reserve Liabilities cease.** In the event that a soldier ceases to have any Sponsored Reserve liabilities for any reason:

(1) His duties and liabilities, unless he has transferred to Group A or B, shall only be those essential to effect his discharge.

(2) His employer is to be informed of any duties associated with the processing of his discharge, including return of clothing and equipment issued to him as laid down in para 01.05.215, which will require him to be absent from his civilian place of work.

15. **Reckonable Service.** See paras 42 and 43 of Annex J to Chapter 1.

16. **Transitional Members.** See para 44 of Annex J to Chapter 1.

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ANNEX L TO CHAPTER 5

Reserved

(Replaced by AFE 20038)

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ANNEX M TO CHAPTER 5

SUPPORT STAFF
EMPLOYMENT OPPORTUNITIES IN THE SAS(R)

(PARA 01.05.166 REFERS)

Corps	CEG	Rank Range
R SIGNALS	Sys Engr Tech (SF R) ICS Op (SF R)	LCpl-SSgt Sgt
RLC	Chef Dvr	Pte-WO2 Pte-SSgt
RAMC	Cbt Med Tech	LCpl-WO2
REME	VM B Veh Elec Armr	Cfn-Sgt Cpl LCpl-Cpl
AGC (SPS)	Mil Clk	Pte-WO2

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APPENDIX 1 TO ANNEX M TO CHAPTER 5

SAS ARMY RESERVE CENTRE LOCATIONS AND TELEPHONE NUMBERS

(PARAS 01.05.167- 01.05.168 REFER)

Location	**Telephone Number**
23 SAS RHQ Birmingham	Civil: 0121 386 8224 Military: 94421 8224
21 SAS Bramley	Civil: 01256 880113 No military line
21 SAS Cambridge	Civil: 01223 246634 Military: 94658 5623
23 SAS Dundee	Civil: 01382 562458 Military: 94747 4780
23 SAS Hamilton	Civil: 01698 285927 No military line
23 SAS Leeds	Civil: 01904 668612 Military: 94771 8612
21 SAS RHQ Central London	Civil: 0207 756 2362 Military: 94630 2362
23 SAS Manchester	Civil: 0161 862 9237 Military: 94571 3271
23 SAS Newcastle	Civil: 0191 428 6337 No military line
21 SAS Newport	Civil: 01633 214061 Military: 94355 3059

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CHAPTER 6

THE 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, commanding officers, 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 para 01.09.001 and 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 Chapter 10.

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 Oct 05. This category is referred to as NRPS (75).

(2) Personnel selected for their first NRPS appointment on or after 1 Oct 05. This second category is referred to as NRPS (05) and includes personnel who are selected on or after 1 Oct 05 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 five years only unless exceptionally, they exceed the entrance upper age limit (see sub-paras 01.06.045a and 01.06.106a). On completion of the five 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 authorizes 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 selection board.

b. The tenure of appointment of an Army Reserve officer as adjutant is to be for two or three years as ordered by CM Ops APC.

c. To be eligible for an appointment of adjutant, an Army Reserve officer must hold the 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 CM Ops.

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 CM Ops.

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 APC CM Ops 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 (see also para 01.06.047). Applications for changes in authorized establishment of the permanent staff of a unit are to be submitted by the commanding officer 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 six months accumulated in accordance with JSP 464.

Medical and Dental Treatment

01.06.014. NRPS personnel are entitled to receive the same medical and dental treatment from Service sources as Regular Army personnel, including a release medical, see para 01.03.208c and QR(Army) paras 5.325, 5.326 and 9.342 and AGAI 38, para 38.025. 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 the same mandatory annual training tests laid down in Military Annual Training Tests (MATTs) as all other Army Reserve personnel. They are to attend training nights, training weekends and camp (whether at home or abroad) if required to do so by the commanding officer.

01.06.016. NRPS officers who volunteer to be deployed on an operational tour are to submit their application to the commanding officer who is to justify to the Command/Functional 1* 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 authorized absence from the Army Reserve unit for up to nine 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 (ie in a unit with an NRPS QM and an Army Reserve Gp A QM(V), 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 normally 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 his 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 commanding officer 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. Commanding officers, 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.

Non Regular Permanent Staff

01.06.025. NRPS personnel are to be employed in Army Reserve units or posts that are directly and wholly responsible for Army Reserve in order to maintain the NRPS status. The NRPS scheme is now closed to new entrants and those currently employed in NRPS appointments will continue under the same Terms of Service. NRPS commitments will not be extended but re-engagements may occur. NRPS personnel are to be employed in a similar fashion to their regular counterparts and do not have conditioned hours of work, eg RAOWO, military clerk, storeman, and may be detailed for routine duties, eg Duty Officer/WO/SNCO by their parent Army Reserve unit or higher formation HQ. (During periods of collective training or duties such as camp, routine duties at the training location are to be carried out by Army Reserve volunteers). A soldier of the NRPS is not to be called upon to perform any duties which are specifically those of a volunteer warrant officer or NCO if that WO or NCO is present. Exceptionally, when a volunteer WO or NCO is unable to attend for duty, and no suitable volunteer is available, an NRPS soldier may be nominated to carry out these duties to ensure that unit or sub-unit training may be carried out satisfactorily. He is required to undertake those duties with which his appointment is concerned and, if a NCO, give instruction on related military subjects and to assist with unit and sub-unit training.

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.

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 Chapter 4 Sections 1-3 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 DM(A), to positions in Army Reserve units or positions which are established for NRPS officers throughout the chain of command.

Eligibility

01.06.042.

a. Candidates should have served as officers with the Regular Army, Army Reserve, TAVR, UDR or R IRISH(HS) and have military experience suitable for the appointment.

b. Candidates may have been accepted who had similar experience and qualifications in the other armed forces of the Crown (including Commonwealth Forces).

c. In exceptional cases (unless there were Commissioned Officer candidates available), candidates who had served as warrant officers in the Regular Army, Army Reserve, TAVR, UDR or R IRISH(HS) and who had military experience suitable for the appointment may have been accepted on APC CM Ops authority. In such cases candidates must have:

(1) Passed an AOSB within a year of the date of application.

(2) Passed an Army Reserve Selection Board within a year of the date of application.

(3) Been offered a regular DE or LE commission within one year of the date of application.

d. Candidates without the qualifications shown above were only accepted in exceptional circumstances and after prior reference to the Ministry of Defence DM(A) and the Arm or Service Directorate concerned.

e. Cases that fall outside of paras 01.06.042a-d can be staffed through the chain of command to DM(A) by exception.

Consideration by RFCAs

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 PAP 10.

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 five year tenure of appointment but would be required to resign or retire on reaching the normal retiring age as laid down in sub-para 01.06.045c unless they were subsequently granted an exceptional re-engagement of service.

b. **Normal Retiring 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 the PULHHEEMS Administrative Pamphlet 2010.

01.06.045A – 01.06.046A. Reserved.

Positions open to NRPS Officers

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 Aug 2010). Transferring between posts will require conversion of the vacated post to FTRS (if continued funding is agreed by the SALC) 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 his residence the proposed transfer is to be cancelled.

b. If the officer is unwilling to change his residence and the proposed transfer is due to the disestablishment of his appointment, the officer is to be made redundant unless an alternative appointment that does not require change of residence can be identified and he is selected for that position (see para 01.06.076).

c. Financial terms for transfer and consequent change of residence are shown in paras 01.09.104 and 01.09.105.

01.06.049 – 01.06.050. Reserved.

Tenure of Appointment

01.06.051.

a. **NRPS Officers Selected for their First NRPS Appointment before 1 Oct 05.** It is assumed that an officer wishes to continue his employment in the NRPS to age 60 unless he submits his resignation, is removed from his appointment (see paras 01.06.071 – 01.06.075),

is invalided out of the service or made redundant. (See paras 01.06.076 and 01.09.121 and Annexes D/6 and E/6 for redundancy provisions).

b. **NRPS (05).** NRPS (05) officers were granted a Land Forces commission to cover their tenure of appointment of five years or a shorter period if they were above the upper age limit for entrants (see sub-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 his employment until completion of tenure unless he submits his resignation, is removed from his appointment (see paras 01.06.071 - 01.06.075), is invalided out of the service or made redundant. (See paras 01.06.076 and 01.09.121 and Annexes D/6 and E/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 commanding officers. Where especially long hours are worked including occasional weekends, time off in lieu may be permitted at the discretion of commanding officers. 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 the Ministry of Defence under 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 commanding officer 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 fireman.

(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 Commanding Officer, 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 two years to take up employment in this field on leaving the Service.

h. The advice of the MoD (PS2(A)) 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 QR(Army) para J5.078. NRPS personnel holding appointments in the cadet forces are therefore entitled to receive pay 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. Reserved.

Rank on Appointment and Promotion Policy

01.06.058. Reserved.

01.06.059. Promotion. All officers fill an initial and any subsequent NRPS position for the first year in a probationary appointment.

a. Candidates for promotion are to be considered by a Brigade Review Board. They must have gained recommendations for promotion from their first and second reporting officers, and in the case of RAOs, endorsement from the Commander SPS, for not less than two successive years before they may be promoted to Major. Successful candidates should be substantively promoted with effect from the date they become eligible for promotion.

b. Serving NRPS officers of the rank of Captain, who are subsequently selected to fill another established position for a Major are required to have served for not less than three years as NRPS officers since satisfactory completion of the probationary year.

c. When the rank of an existing officer position is upgraded to Major, the incumbent may be considered for promotion if he has formerly held the rank of Major, or if he fulfils the

provisions laid down in sub-paras 01.06.059a and 01.06.059b. Recommendations for promotion gained while in the position prior to change of rank will be valid provided the duties of the position have not radically changed. Similarly, where an officer has been carrying out specific duties that are subsequently incorporated into a new position, any recommendations received in the old position should be valid for promotion purposes provided that he is qualified in all other respects in accordance with Army Reserve Gp A Officer Career Development (OCD). This is particularly relevant to the HQ Sqn/Bty/Coy PSAO position in which the incumbent also carried out the duties of the unit RAO because no separate RAO position was established.

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 his own position he 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 3, Section 8 and single service policy laid down by DM(A).

Call-Out Liability

01.06.061. All NRPS officers are to have the call-out liability of Army Reserve Group B, at para 01.01.043, 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.

Miscellaneous Conditions

01.06.062.

a. Conditions regarding pay are contained in paras 01.09.001 – 01.09.010.

b. Conditions regarding terminal benefits are contained in para 01.09.021.

c. Conditions regarding allowances are contained in para 01.09.011 (RRA London).

d. Conditions regarding part time employment are contained in para 01.06.054.

Absence Through Sickness

01.06.063.

a. Where an officer is prevented from returning to duty due to sickness, a medical certificate to this effect is to be obtained and submitted to his 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 AGAI 99.

b. Officers may be allowed sick leave on the rates of pay laid down in para 01.09.001 (as amended by the annual pay award) for up to 182 days in any 12 month period. If eventual return to full duties is expected, this period of 182 days 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) and APC CM Ops for final approval.

c. An officer whose aggregated periods of sick leave exceed 364 days in any four year period or who is considered by a medical board to be permanently unfit to return to duty is to have his appointment terminated once he has exhausted his sick leave entitlement, ie if the board recommends medical discharge during the initial 182 days sick leave the officer is to have his appointment terminated after 182 days sick leave have been exhausted or as soon thereafter as is reasonable. If the board recommends medical discharge after a period of 182 days sick leave has expired the officer is to be discharged as soon as is reasonable.

d. In the event that an officer is unable to perform his duties due to sickness and a medical board has recommended a medical discharge, the unit is to take action to recruit a permanent replacement on FTRS (HC) TACOS.

e. Officers whose appointments are terminated on medical grounds may be entitled to benefits as laid down in Chapter 9, Section 3.

Absence Without Leave

01.06.064. When an officer absents himself without leave, he is not entitled to pay for the period of his absence unless he gives an explanation of his absence which is satisfactory to the Defence Council or an officer authorized by them.

Temporary Appointments

01.06.065. The Command/Functional Bde Commander is authorized to appoint any officer as a temporary measure to fill a vacant position or an appointment held by an administrative officer who is prevented from performing his duties due to sickness, absence on duty or for other Service reasons. The officer holding the temporary appointment is to receive Army Reserve rates of pay. The temporary appointment is to be reported immediately to Army HQ DPS(A) PS4A (Res) and APC CM Ops.

01.06.066 – 01.06.070. Reserved.

Removal from Appointment subsequent to Probationary Period

01.06.071. An officer who fails to carry out his duties satisfactorily other than during the probationary period should, where possible, be warned of this in writing. If he fails to reach a satisfactory standard after this warning, a request for termination of his appointment should be made on AFB 9926 in accordance with QR(Army), Chapter 5, paras 5.511c and 5.511d. (See AGAI 67 for detailed instructions.).

01.06.072. The officer is to be advised that he may submit an appeal or representation against the request in accordance with QR(Army), para 5.511d(6**)**. He is also to be advised of the opportunities to seek interview afforded by the provisions of AGAI 67, Annex F. He is also to be advised that, if the request is upheld, he may make application in the manner specified in **para 01.06.068** and that, if he fails to make such application, the Army Board may have no alternative but to call for his compulsory retirement or resignation of commission under the provisions of **para 01.04.176** (**para 01.06.068**e refers). The application, or a statement that the officer has declined to submit an application, is to be forwarded with the request.

01.06.073. A decision regarding termination of appointment (and compulsory retirement or resignation (see **para 01.06.068** will be taken by the Army Board and the officer will be given two months notice of termination of appointment (and resignation or retirement). Where an application under **para 01.06.068**a, b or c is approved, the necessary authority will be issued by APC CM Ops. Similarly the action to effect voluntary retirement or resignation (see **para 01.06.068**d) will be taken by APC CM Ops.

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 his commission for other reasons under the provisions of paras 01.04.173 or 01.04.175 whether during or after the probationary period will automatically forfeit his 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 his appointment concurrently with his resignation or retirement.

01.06.075. Removal for Misconduct. An officer who is removed from the Army Reserve for misconduct under the terms of para 01.04.173 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 his 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 DPS(A) PS2A. That branch will inform the officer in writing of the date sufficiently far ahead for him 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 six months written warning of redundancy (see Annex D/6). They are to receive formal notification of compulsory redundancy (see Annex E/6). Officers who are compulsorily retired as redundees are eligible for redundancy compensation contained in the current Defence Council Regulation. DM(A) will issue procedural guidance and may amend the format of Annexes D/6 and E/6 as appropriate to the structural change activity.

Voluntary Relinquishment of Appointment

01.06.077. An NRPS officer who wishes to relinquish his appointment voluntary is required to give 61 days notice. If a suitable replacement is available, or if it is administratively possible, he may be released from his 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 his notice against his will.

01.06.079. Interview. Any non regular permanent staff officer who is called upon to submit an application to retire or to resign his commission may, should he wish, include a request to be accorded an interview with a military member of the Army Board, or his deputy, to further state his case. No expense may be charged to the public for such an interview. Requests for interviews are to be forwarded to APC CM Ops. 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 he feels he has just cause or to seek an interview with the Div Commander under the terms of AGAI 67, Annex F.

01.06.080 – 01.06.100. Reserved.

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 Oct 05**. 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 three years. The initial engagement may be extended by up to four 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 his appointment on his 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 three years. Engagements may be extended during the third year of service for a further two 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 five year limit.

c. **Group B NRPS.** All Group B NRPS are to be appointed initially for one year. If proved satisfactory, the engagement may be extended by one 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 commanding officers. Where especially long hours are worked including occasional weekends, time off in lieu may be permitted at the discretion of commanding officers. 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.

Medical Standards

01.06.105. The minimum entry medical standards for NRPS appointments and retention are the same. They are laid down in the PULHHEEMS Administrative Pamphlet 2010 (Army Code No 13371) 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 five 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 Oct 05 including those who, for whatever reason, are selected for an alternative appointment on or after 1 Oct 05, 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 Oct 05, 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 five 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 PULHHEEMS Administrative Pamphlet 2010.

01.06.106A. Tenure of Appointment.

a. **Group A soldiers selected for their first NRPS appointment before 1 Oct 05.** It is to be assumed that a soldier wishes to continue his employment in the NRPS to age 60 unless he submits his resignation, is removed from his appointment for misconduct, inefficiency or other cause, is medically discharged or made redundant. (See paras 01.06.076 and 01.09.121 and Annexes D/6 and E/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 his employment until completion of tenure of appointment unless he submits his resignation, is removed from his appointment for misconduct, inefficiency or other cause, is medically discharged or made redundant. (See paras 01.06.076 and 01.09.121 and Annexes D/6 and E/6 for redundancy provisions).

01.06.107. Extensions of Service.

a. **General.** All applications for extensions of service are to be submitted to APC CM Ops not more than nine months, and not less than three months, before Run Out Date.

b. **Extension of NRPS (05) Tenures of Appointment.** Exceptional authority will no longer be granted by APC CM Ops.

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.

01.06.108 – 01.06.109. Reserved.

Re-engagement

01.06.110. A soldier under the age of 55 may, subject to the conditions laid down in paras 01.05.141, 01.05.142, 01.06.106 and 01.06.106A, re-engage for one, two, three or four years at a time. A soldier aged 55 or over may, subject to receiving satisfactory biennial medical reports, re-engage for up to two years at a time, his last engagement being tailored to end on the day preceding his 60th birthday or at the end of his tenure of appointment, as appropriate. An entry on JPA is to be made showing that the soldier is to continue in his appointment on the appropriate rate of pay for the same periods as for that which he 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 01.01.043, regardless of the unit to which he is assigned, except that he is 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, he is not to be called out on that other liability whilst serving in the Army Reserve. If, on termination of his service as a member of the Army Reserve, he still retains his original call-out liability, he is to be reinstated in his original reserve. (See also paras 01.05.196 and 01.05.204).

01.06.112A. NRPS soldiers who volunteer to be deployed on an operational tour are to submit their application to the commanding officer who is to justify to the Command/Functional 1* 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 authorized absence from the Army Reserve unit for up to nine 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 mobilization.

Pay

01.06.113. Conditions of pay are laid down in para 01.09.001 and in JSP 754.

01.06.113A. 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 his own position he 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 DM(A).

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, etc. 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 9 Sections 3 and 5.

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 one 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 his military duties without the sanction of his commanding officer. At the time of his appointment he is to give an undertaking that he 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 his 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 laid down at para 01.09.001 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 four year period or who is considered by a medical board to be permanently unfit to return to duty is to

be discharged once he has exhausted his sick leave entitlement, ie 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 his 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 9, Section 3.

01.06.123. Reserved.

Absence Without Leave

01.06.124. A soldier who absents himself without leave is not to receive pay for the period that he is absent, unless he gives 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 para 01.05.201 or 01.05.202 is to have his engagement automatically cancelled with effect from the date of his discharge.

b. **On Redundancy.** Soldiers whose positions are to be disestablished are to be given not less than six months written warning of redundancy (see Annex D/6). They are to receive formal notification of compulsory redundancy (see Annex E/6). Soldiers who are compulsorily discharged as redundees are eligible for redundancy compensation contained in the current Defence Council Regulation. DM(A) will issue procedural guidance and may amend the format of Annexes D/6 and E/6 as appropriate to the structural change activity. Discharges for redundancy are to be carried out under the terms of para 01.05.206.

c. **Voluntary Relinquishment.** A soldier who wishes voluntarily to relinquish his appointment is required to give 61 days notice. After giving such notice he is not to be held beyond the date of expiry of his notice against his will. Subject to a suitable vacancy being available, if the soldier so wishes he 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.

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ANNEX A TO CHAPTER 6

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ANNEX B TO CHAPTER 6

RECRUITING AND SELECTION OF ARMY RESERVE NON REGULAR PERMANENT STAFF (NRPS)

(PARA 01.06.012 REFERS)

General

1. The scope of NRPS appointments for full time service within Army Reserve units and Army Reserve formations includes:

a. Regional Training Team staff.

b. Army Reserve unit RAOs and Regimental Operations Support Officer (ROSOs).

c. Sub-unit PSAOs.

d. Officers, WOs, SNCOs, Cpls and below in Army Reserve units.

e. Formation HQ staff and unit appointments authorized by DM(A).

2. NRPS personnel are established primarily to undertake administrative duties essential for the day to day running of Army Reserve units, including equipment maintenance tasks, and to fill Army Reserve and Cadet orientated staff appointments in the chain of command. Personnel in some appointments may be called upon to assist in Army Reserve training and instruction, but this is a secondary responsibility because Army Reserve NRPS are not established to take the place of Training Majors or Regular Army Permanent Staff Instructors (PSIs)s in Army Reserve units.

3. NRPS personnel are full time members of the Army Reserve. Their terms and conditions of service are the same as those for the remainder of the Army Reserve except where modified by Chapter 9 of these regulations, and excluding regulations related to Army Reserve Bounty. They are however subject to the Army mandatory training objectives which are applicable to the whole of the Army Reserve.

Recruitment and Selection

4. NRPS recruitment ceased on 16 August 2010 (see para 01.06.012).

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ANNEX C TO CHAPTER 6

NRPS JOB SPECIFICATIONS

1. Examples of some of the relevant factors which might be shown on a job description are:

   a. Ability to instruct on equipments/procedures relevant to a unit's new role, eg Ptarmigan instead of Bruin or FH 70 instead of 105mm Pack Howitzer may be shown as desirable but not essential. (NRPS personnel are not established to take the place of Regular Army training staff.)

   b. Ability to supervise maintenance of new equipments.

   c. Ability to supervise on equipments/procedures exclusive to a particular Arm or Service, whether or not there has been any change in equipments or procedures. Exceptionally, instructional ability may be shown as desirable.

   d. For NRPS staff appointments in HQs eligibility qualifications could include staff qualifications (psc or sq), recent staff experience in the subjects relevant to the appointment, and availability to fill the appointment on its implementation date.

   e. Need to hold LGV Cat C, C+E or other driving licence(s).

   f. Range management qualifications for small arms and/or support weapons appropriate to rank.

   g. Special to Arm/Service qualifications required by rank and appointment.

2. Regional Comd/Force Troops Command is responsible for the promulgation of Joint Regional Liaison Officer job descriptions to which no changes are to be made without the prior approval of the Standing Joint Commander.

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ANNEX D TO CHAPTER 6

TEXT OF LETTER WARNING NRPS OF REDUNDANCY SELECTION

(PARAS 01.06.076 AND 01.06.125b REFER)

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 9 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 Commanding Officer 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 six months after the date of the letter.] If you have strong reasons for preferring an earlier date you should inform your Commanding Officer 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 six 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 xxxxxxxxxxxxxxxx
President xxxxxxxxxxx
Review Board

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ANNEX E TO CHAPTER 6

NRPS - NOTIFICATION OF COMPULSORY REDUNDANCY

(PARAS 01.06.076 AND 01.06.125b REFER)

1. Any Army Reserve NRPS potential redundee is to be sent a personal letter confirming the date on which he will be compulsorily discharged as a redundee. The letter is to be written and signed by the individual's commanding officer. 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, he is 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 CM Ops 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 CM Ops or the chain of command to an individual thanking him for his 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 Reserve Land Forces Regulations, para 01.05.206 '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 men 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 [Officer's Mess/WOs and Sergeant's 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: **www.britishlegion.org.uk/can-we-help/civvy-street**]
[appropriate salutation]

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CHAPTER 7

FINANCIAL CONDITIONS OF SERVICE

SECTION 1 - GENERAL RULES

Introduction

01.07.001. The regulations for Army Reserve pay, allowances, bounty and charges are laid down in JSP 752 (Allowances) and JSP 754 (Tri Service Regulations for Pay and Charges) The rules for pension and compensation are contained in JSP 764 Part 3 Armed Forces Pension Scheme 15 (AFPS 15), 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 JSPs 752 & 754. Pay rates are published each year in the MOD directed letter.

a. **Ex Regular Pension and Lump Sum (AFPS 05).** Where an individual has been awarded Early Departure Payment (EDP) benefits, the EDP income (monthly) payments will stop upon undertaking (FTRS) service, but will resume on leaving this employment. An individual will 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 FTRS service.

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 754, or this chapter which relates to any period more than six 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 http://www.hmrc.gov.uk. 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 authorize 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 3, Section 8 & 9. For the avoidance of doubt, absence on detached duty includes absence due to FTRS, Additional Duties Commitments, Voluntary Additional Training or Duties.

SECTION 2 – PAY

Training Periods Eligible for Pay

01.07.011. See JSP 754, Chapter 4, Section 2.

01.07.012 – 01.07.015. Reserved.

Attendance at Rifle Association Meetings

01.07.016. See JSP 754, Chapter 4, Section 2 para 04.0212 – 04.0214.

Attendance of Army Reserve Members at Commissioning or Selection Boards

01.07.017. See JSP 754, Chapter 4, Section 2 para 04.0212.

Attendance of Regular Reserve Force Members at Training

01.07.018. See JSP 754, Chapter 4, Section 2 para 04.0216.

Soldiers Awaiting Enlistment or Re-engagement Approval

01.07.019. See JSP 754, Chapter 4, Section 3 para 04.0311.

Disability and Illness during Training

01.07.020. See JSP 754, Chapter 4, Section 2.

Travelling Time

01.07.021. See JSP 754, Chapter 4, Section 2 paras 04.0221 - 04.0222.

Pay during Trial by Court-Martial

01.07.022. See JSP 754, Chapter 4, Section 2 para 04.0215.

Candidates for a Commission

01.07.023. A potential officer who is waiting for confirmation of commission and who is permitted to attend Annual Continuous Training or other training under para 01.04.051, is to be paid in his substantive rank. Rations, or the appropriate cash equivalent, may be issued on Annual Continuous Training, wholetime courses and attachments, weekend and similar training where the continuous attendance for training is eight hours or more. If the appointment to a commission is approved and is antedated to before the training took place, the difference between the pay and allowances received while attending training and emoluments which have been withheld are to be issued. Where antedating is authorized this period will also count towards incremental progression.

Medical Officers

01.07.024. See JSP 754, Chapter 4, Section 2 para 04.0217.

Pay

01.07.025. General. The regulations governing the terminology, structure, incremental progression and changes of circumstance that impact on pay levels, such as transfers or reduction in rank are laid down in JSP 754, Chapter 3. The supplementary regulations specific to the special circumstances of the Reserve Forces are laid down in JSP 754, Chapter 4.

01.07.026 – 01.07.027. Reserved.

01.07.028. Former WOs and NCOs granted a Commission. See JSP 754, Chapter 5 Section 3 and Chapter 3 Section 12.

01.07.028A. Reserved

01.07.028B. Reserved

01.07.029 – 01.07.029C. Reserved.

Issue of Pay to Officers while they are attending Camp or Courses

01.07.030. See JSP 754, Chapter 2 Section 5.

01.07.031 - 01.07.038. Reserved.

AGC (Pro) Pay

01.07.039. See JSP 754, Chapter 3 Section 2.

Issue of Pay to Soldiers while they are attending Camp or Courses

01.07.040. See JSP 754, Chapter 2 Section 5.

01.07.041 – 01.07.042. Reserved.

Officer Cadets

01.07.043. See JSP 754, Chapter 4 Section 3.

Recruitment and Retention Payment

01.07.044. See JSP 754, Chapter 6.

01.07.045 – 01.07.050. Reserved.

SECTION 3 – BOUNTIES

01.07.051. The regulations for the award of bounty are laid down in JSP 754, Chapter 4, Section 5.

01.07.052 – 01.07.100. Reserved.

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SECTION 4 - ALLOWANCES AND CHARGES

General

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 1, Section 4. 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 AFO 1700 completed. Failure to report may result in the issue of incorrect allowances.

Meals Out Allowance

01.07.102. The special eligibility provisions for Meals Out Expenses (MOE) applicable to Army Reserve and Regular Reserve personnel as appropriate are laid down in JSP 752, Chapter 3, Section 3.

01.07.103. Ceremonial Duties.

a. If a guard of honour, street lining party or travelling escort is provided under para 01.02.209 for the Sovereign, the Heir Presumptive or Apparent, or any member of the Royal Family expressly representing the Sovereign, pay may be issued for attendance at the parade and one rehearsal and both events are eligible to count for MEA. If the employment of members of the Army Reserve would result in a total cost in excess of that involved in the employment of the Regular Army, CLF is to refer the proposal for the sanction of the Defence Council, with an estimate of the comparative cost and a statement of the circumstances in which he considers the employment of the Army Reserve desirable.

b. Attendance at Remembrance Sunday parades and services is to count for pay and MOE.

c. No expenditure is to be admitted against either Army or Association funds in connection with guards of honour, escorts or other ceremonies, unless previously sanctioned by the Defence Council.

01.07.104. Reserved.

Official Hospitality

01.07.105. Official Hospitality (OH) rules for Commanding Officers is laid down in JSP 915.

Free Issue of Clothing and Uniform Upkeep Grant

01.07.106. Scales for all Reserve Forces personnel are contained in Scales for the Army. An initial free issue of items authorised in the scales is made once only; thereafter replacements are on repayment unless stated otherwise. Operational clothing is issued and maintained free unless stated otherwise. Army Dress Regulations (ADRs) Part 7 details the Dress Regulations for all ranks of the Army. Part 10 provides details of the entitlements, Grants and Allowances available to Reservists. Officers and SNCOs are entitled to specific uniform grants and there are allowances for uniform upkeep and cleaning.

01.07.107 – 01.07.109. Reserved.

01.07.110. Honorary Colonels. Honorary colonels on appointment, if they are not already serving, are entitled to receive the same scales of uniforms as any other Reserve Officer but do not receive No 2 Dress accoutrements such as Forage Cap, Sam Browne or other appropriate belt or appropriate shoes which must be provided at non-public expense. Note that Honorary Colonels are not entitled to wear General Staff gorget patches or the General Staff cap when wearing the uniform of their Army Reserve regiment or Corps.

01.07.111. Reserved.

01.07.112. Reserved.

01.07.113 – 01.07.114. Reserved.

01.07.115. Regulations governing the return of free issue clothing are laid down in JSP 752, Chapter 8, Section 1.

01.07.116. Promotion Grants and Appointment. Regulations for Promotion Grants are in JSP 752, Chapter 8, Section 1 as well as in Part 6 of Army Dress Regulations. The current rates of the various Promotion Grants are published in Part 10 of Army Dress Regulations. Reserve officers appointed to particular posts that require additional items of clothing and/or accoutrements will be provided on free issue with all they require for the duration of the appointment. In case of doubt for any ceremonial appointment, advice is to be taken from PS12 (Army).

01.07.117 – 01.07.118. Reserved.

Charges for Accommodation

01.07.119.

a. Occupation of SLA by Army Reserve personnel does not signal any general entitlement to Service Accommodation and must not result in any Regular or FTRS-FC personnel having to be placed in substitute equivalents. For the purpose of assessing an individual's liability to accommodation charges a member of the Army Reserve is to be regarded as having been granted permission to live out at a Residence at Work Address (RWA) at the duty station; a residence occupied by a Service person from which they commute to and from their place of duty on a daily basis without detriment to the satisfactory performance of their military duties. A RWA is normally within 50 miles or 90 minutes travelling time by public transport of the duty station.

b. Army Reservists training under RFA 96 Sect 22 (1) Obligatory Training for Bounty will not pay SLA charges when detached from their duty station. Those employed on Sect 27 Voluntary Training Other Duties (VTOD) and Section 25 Additional Duties Commitment (ADC), are not entitled to SLA, but may occupy SLA where available, at entitled rates. They should only be employed where surplus SLA is genuinely available and likely to be so for the duration of the arrangement. Eligibility for accommodation is under the authority of JSP 464 Vol 3. Part 1: the Tri Service Accommodation Regulations, a policy document that is subject to periodic review. See also JSP 754 Chapter 7 Section 2 for accommodation charges and Section 10 for food charges.

01.07.120. When food is provided under Service arrangements Army Reserve members may be liable to pay food and meal charges. The instructions which deal with meal charges and liability and exemptions to food charges are set out in JSP 754, Chapter 7, Section 2. Potential recruits

undergoing selection prior to enlistment are to be taken on the ration strength of units and fed at public expense. No charge is to be made to the individual until such time as he has enlisted.

01.07.121. In addition officers, warrant officers and NCOs may be required to pay extra messing charges.

Local Overseas Allowance (LOA)

01.07.122. Reserved.

01.07.123. Local Overseas Allowances. The regulations for Local Overseas Allowances are laid down in JSP 752, Chapter 6, Section 4.

01.07.124. Reserved.

Longer Separation Allowance (LSA)

01.07.125. Longer Separation Allowance (LSA). Regulations governing LSA are laid down in JSP 752, Chapter 5, Section 4.

01.07.126 – 01.07.127. Reserved.

01.07.128. Reserved.

01.07.129 – 01.07.200. Reserved.

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SECTION 5 - PAY, BOUNTIES AND GRATUITY ON CALL-OUT

General

01.07.201. See JSP 754, Chapter 4.

01.07.202 – 01.07.207. Reserved.

Mobilization and Bounty

01.07.208. See JSP 754, Chapter 4, paras 04.0516 and 04.0525.

Call-Out Gratuity

01.07.209. See JSP 754, Chapter 4, Section 6.

01.07.210 – 01.07.280. Reserved.

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SECTION 6 - TRAVELLING ALLOWANCES AND REFUNDS OF TRAVELLING AND OTHER INCIDENTAL EXPENSES

General

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 4.

01.07.282 – 01.07.285. Reserved.

01.07.286. Overseas Travel.

a. Travel outside the United Kingdom at public expense does not normally require special Ministry of Defence authorization when this is associated with planned scheduled exercises (Regular Army or Army Reserve), annual continuous training or other authorized training attachments to a Regular or Army Reserve unit or authorized course.

b. Overseas travel other than in the circumstances described above would be exceptional, in which case prior authority from Bde HQ is necessary.

c. **Conveyance of Baggage.** Members of the Army Reserve are only eligible for the free conveyance of their baggage under the terms of JSP 752, Chapter 7, Section 2, when travelling by air to and from different theatres on Service duty.

01.07.287. Unpaid Training Category C-2. Travel to Category C-2 unpaid training (see para 01.02.016) is only allowed when such training is authorized by Army HQ, ATB, or it is sports travel as defined at in JSP 752, Chapter 4, Section 2.

01.07.288. Method of Travel. HDT claimants must choose the means by which they travel to work and are then expected to travel by the most direct and cost efficient route. Having made that choice, if they subsequently wish to change their method of travel or route for more than 5 days a month, they may only do so on change of personal circumstances and must seek authority for their different route or method of travel from unit Admin. In the case of members of the Army Reserve the cost of pay and allowances of those travelling should also be taken into account in deciding which is the most cost effective method of travel to authorize.

Travel between Residence or Place of Employment and Place of Duty

01.07.289. The regulations for Home to Duty (HTD) travel are laid down in JSP 752, Chapter 4, Section 7. Reservists and Cadet Force Adult Volunteers, like Regular Service personnel, are limited to the 50 mile rate, even if travelling farther. However, certain specialist Reservists[1] may be eligible for HDT rates in excess of 50 miles (eg due to the location of alternative Specialist units). Permission to travel daily over 50 miles and claim special rates is to be sought from COs, who in turn must seek appropriate financial authority through the chain of command. Automatic payments of specially approved rates are not permitted.

01.07.290 – 01.07.295. Reserved.

01.07.296. Use of Private Vehicles for Duty Journeys. Regulations for claiming motor mileage and passenger allowances for duty journeys, including the use of private vehicles to and from

[1] For the Army, this includes: Nationally Recruited Reservists (‘Group A’ personnel – formerly known as Specialist Reservists) and other reservists who the unit CO considers key to unit capability. The CO must have written financial authority from the chain of command.

Annual Continuous Training, recompense for tolls, ferry charges, garage parking and parking meter fees and insurance cover requirements are laid down in JSP 752, Chapter 4 Sect 6.

01.07.297. Use of Bicycles for Duty Journeys. Motor mileage allowance at the pedal cycle rate is admissible in accordance with JSP 752, Chapter 4 Section 6.

01.07.298 – 01.07.309. Reserved.

Use of Private Vehicles Travelling to and from Annual Continuous Training

01.07.310 – 01.07.319. Reserved.

01.07.320. Home to Duty Travel. Regulations governing home to duty travel (HTD) are laid down in JSP 752, Chapter 4, Section 7.

01.07.321 – 01.07.323. Reserved.

Subsistence Expenses and Allowances

01.07.324. Eligibility for Subsistence Expenses, including Meals Out Allowance, Day & Night Subsistence and Incidental Expenses are laid down in JSP 752, Chapter 3.

01.07.325. Accommodation and Allowances. Eligibility for subsistence allowances is shown in **JSP 752**, Chapter 3, Section 1.

01.07.326. Reserved.

01.07.327 – 01.07.345. Reserved.

Compensation for Lost or Damaged Personal Effects

01.07.346. Members of the Army Reserve may be eligible for compensation for lost or damaged personal effects in accordance with the provisions of JSP 752, Chapter 10, Section 6.

01.07.347 – 01.07.399. Reserved.

SECTION 7 – PENSIONS ARRANGEMENTS FOR FULL TIME RESERVE SERVICE, PERMANENT SERVICE, ADDITIONAL DUTIES COMMITMENTS,SHORT SERVICE VOLUNTEER COMMISSIONS AND SPECIAL S TYPE ENGAGEMENTS

(See also the Army Pensions Warrant 1977, Part 14, Section 29)

General

01.07.400. All Reserve Forces personnel are eligible to be members of the Armed Forces Pension Scheme 2015 (AFPS 15).

01.07.401 – 01.07.999. Reserved.

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CHAPTER 8

DISABILITY ALLOWANCES AND AWARDS, AND DEATH ARISING FROM MILITARY DUTY

SECTION 1 - DISABILITY ALLOWANCES AND AWARDS

General

01.08.001. 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, ie 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 B/2.

(3) Occurring while proceeding directly to and from training, or duties (see Appx 2 to Annex A/8).

b. Injuries incurred during rest and recuperation (R&R) activities carried out during camp 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, eg challenge pursuits, adventurous training activities and sport must be organized and supervised in accordance with AGAI Vol 1 Chapter 11 and 18 (for Adventurous Training and Hazards of Water and AGAI Vol 1 Chapter 5 for Sport or Games as appropriate. (Claims are to be accompanied by the R&R programme and details of the authority under which the activity was authorized/supervised.)

c. In this chapter, any reference to a man, the male gender, a wife or widow, is a reference to a person of either sex who is a member of, or the spouse or widow/widower of a member of the Army Reserve or Regular Reserve.

01.08.002. 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 Reservist (including RARO) training with the Army Reserve, is laid down in Chapter 3, paras 01.03.212 – 01.03.217 and JSP 751. These instructions are amplified at Annex E/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 01.08.007 for instructions on the disposal of documents). Regulations governing the provision of treatment are at paras 01.03.207 and 01.08.006.

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 servicemen 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 F/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/8, and an algorithm outlining Disability Allowance procedures, for the assistance of unit staff, is at Appx 1 to Annex A/8.

d. **Units Standing Orders.** It is essential that all officers and instructors are aware of the provisions of Annexes E/3 and F/3, and Part 1 and Annex A/8. Failure to initiate procedures without delay may financially penalize the injured Reservist and could ultimately deprive him 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.)

01.08.003. 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).

01.08.004. 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 01.08.011 and 01.08.016. 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 Chapter 4 Sect 2). The commanding officer 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 he should be so. (See also paras 01.08.018e and 01.08.019f).

c. **Partial Incapacity.** Where a member suffers a wound or injury which results in partial incapacity, the provisions of para 01.08.019 apply.

01.08.005. 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 commanding officer 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 his case. (See also para 01.08.019d).

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 01.08.019g(3)).

01.08.006. 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, he should be referred to the nearest suitable Service medical facility for treatment. Where this is impracticable, he is to be referred to the nearest NHS hospital, or be treated under normal NHS arrangements. (See also para 01.03.208).

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.

(3) **DMSD Address and Telephone Number.** The contact point is: Director Health Care, Zone D, 7th Floor, St George's Court 2 – 12 Bloomsbury Way, LONDON WC2H 2SH. Tel; Mil; 96305 2791 Civ; 020 7305 2791 e-Mail: DMSD-DGH-Director-Healthcare.

(4) DDCS1, HQ Defence Dental Agency, MOD, RAF Halton, Aylesbury, Buckinghamshire HP22 5PG.

Claims

01.08.007. 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 MOD F 510, Attendance Record, Training Programme and the Non Statutory Inquiry proceedings (if held) are to be forwarded with the claim form (AFO 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 01.08.016.

b. **Claims for Disease or Illness.** The AFO 1699, accompanied by a statement of the alleged cause (see also para 01.08.014b) is to be forwarded as outlined above.

c. **Action where No Claim is Submitted.** Documents listed at para 01.08.007a are to be forwarded to APC CM Ops 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.

01.08.008. Prompt Action.

a. The importance of prompt attention to claims to disablement awards cannot be over-emphasized. Commanding Officers 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, he or a member of his family must be informed of his entitlement to claim. Where necessary the commanding officer is to take steps to initiate a claim on the member's behalf, and in all cases he is to ensure that the member or his family is given every assistance in correspondence relating to any disability awards.

b. To prevent delays in correspondence, commanding officers 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 one month from the start of total incapacity.

Eligibility to Receive Pay

01.08.009. Non-Attributable Disabilities. Where a disability not due to military service (see also para 01.08.001) 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.

01.08.010. Attributable Disabilities.

a. Where an attributable disability occurs (see also para 01.08.001) which results in total incapacity, the commanding officer 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 commanding officer is to take steps to enable the member to submit a claim for Disability Allowance as laid down in paras 01.08.013 – 01.08.014.

Assessment of Disability Allowance

01.08.011.

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[1] held by the member.

[1.] Acting rank will only be taken into account if it has been held for the qualifying periods designated in Article 143 of the Army Pensions Warrant 1977.

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 01.08.016). Disability Allowance for partial incapacity is paid at the appropriate pension rate dependant on the degree of disability. (See also para 01.08.019c).

Notes:
1. Acting rank will only be taken into account if it has been held for the qualifying periods designated in Article 143 of the Army Pensions Warrant 1977.
2. 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

01.08.012. 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 01.08.006. The statement, which is to be personally endorsed by the commanding officer, must confirm that the claimant is totally incapable of performing any type of military duty.

01.08.013. 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, through his commanding officer on AFO 1699, accompanied by a medical certificate showing:

(1) The nature of his disability.

(2) Whether he is totally incapacitated.

(3) The date the incapacity began.

(4) The expected duration of the incapacity, if possible.

(5) Whether he has been, or probably will be admitted to hospital as a patient.

If the member is unable himself to submit an application, it may be made by some other responsible person on his 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 01.03.212 and 01.08.007, 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 01.08.007a.

c. **Authorization.** 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 01.08.001, the Exceptions Team SPVA (G) will authorize the issue of Disability Allowance.

d. **Assessment.** DBS is to assess and issue Disability Allowance as provided in paras 01.08.004, 01.08.011 and 01.08.017 for the period of total incapacity.

01.08.014. 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, eg exposure to, or stress of training being the direct or contributory cause, is to submit an application, in duplicate, through his commanding officer on AFO 1699, accompanied by a medical certificate showing:

(1) The nature of his 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 he is totally incapacitated.

(3) The date the incapacity began.

(4) The expected duration of the incapacity, if possible.

(5) Whether he has 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 01.08.012, 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 Commanding Officer.** The commanding officer 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.

01.08.015. 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 A/8).

c. **Delayed Disablement.** If the disablement did not begin within one 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 commanding officer 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, eg Board of Inquiry Proceedings, is to be submitted.

Payment

01.08.016.

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 he first was totally incapacitated. (See also para 01.08.011b).

b. **Additional Pay.** Where full Army Reserve pay includes a major form of additional pay, eg 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 01.08.010), but claims he is still suffering partial incapacity due to the wound or injury, the case is to be dealt with as laid down in para 01.08.019h.

(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 01.08.007a, 01.08.011a and 01.08.015. The Command/Functional Bde HQ is then to forward its comments and the case papers to APC CM Ops APC for record purposes. (See also para 01.08.007c).

e. **Start of Payment.** If an attributable disability extends beyond the period of training, Disability Allowance will become issuable as laid down in paras 01.08.004, 01.08.011, 01.08.017 and 01.08.019.

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 01.08.018c).

Medical Reports and Boards

01.08.017. 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 **MOD 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 two weeks, whichever is the shorter period.

b. **Self Certification.** Self certification is admissible for the first seven days.

c. **Additional Requirements.** The Exceptions Team DBS is to obtain from the claimant any additional documents considered necessary to substantiate his 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 his entitlement to the issue of Disability Allowance, eg the cessation of total incapacity.

e. **Action after Six Weeks Total Disablement.**

(1) Where total incapacity continues or is expected to continue for six weeks or more, and the claimant is not a patient in hospital, the situation is to be reported by the Exceptions Team SPVA (G) to the unit Commanding Officer and copied to the Command/Functional Bde HQ concerned and the Exceptions Team DBS.

(2) If, in the light of the medical report, the commanding officer has any doubt as to the claimant's continued entitlement to Disability Allowance for total incapacity, he is to refer the case (with a copy of the medical report) to the Exceptions Team DBS.

01.08.018. Continuous Total Incapacity: Examination by a Medical Board after Four Months Total Disablement.

a. **Convening a Board.** If after four 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 two months, the Commanding Officer is to arrange with Regioanl Comd/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.** Regional Comd 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.**

(1) If it is decided that the Reservist should be retired or discharged on medical grounds, the Exceptions Team DBS is to inform APC CM Ops 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 CM Ops 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 Apr 05 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 01.08.018a and b above are taken without delay on completion of a period of four months incapacity, so that the Ministry of Defence can consider the question of retirement or discharge before the six 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 01.08.018h and 01.08.024, procedures for the retirement of an officer or discharge of a soldier for medical unfitness are to be initiated as soon as he is 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 he was enlisted.

h. An officer or soldier who is graded MLD, but is considered to be fit for the duties of his unit, may be retained provided such duties are not likely to cause any worsening of the disability from which he is suffering. Each case is to be submitted through the chain of command to Army HQ DM(A) 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, his case is to be referred to the Exceptions Team DBS. Normal claim documentation as required by para 01.08.007 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 his claim.

j. **Other Claims.** If a member submits a claim for Disability Allowance for total incapacity under any circumstances not covered above, his claim with full particulars of his case, is to be forwarded by the commanding officer to the Exceptions Team DBS, through the Command/Functional Bde HQ in accordance with para 01.08.007a or 01.08.007b.

Partial Incapacity

01.08.019.

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 he wishes 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 authorize 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 authorized.

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. Failure to attend training without good cause is deemed to be inefficiency under the provisions of AGAI 67 and would justify the commanding officer issuing a formal warning to the claimant for failing to attend for duty, followed by discharge under para 01.05.189 if this fault was not rectified.

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 he is either discharged from the Service or regains full fitness, ie nil % disability. Medical board review findings will be used to authorize 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 01.08.018d. Action will then be taken as laid down in paras 01.08.018e, 01.08.018f and 01.08.018g.

f. **Review of Run Out Date.**

(1) **General.** The commanding officer is to review the run out date (ROD) of any claimant in receipt of Disability Allowance. He is 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 Six Months prior to ROD.** The commanding officer is to review the case of any member in receipt of Disability Allowance at pension rates, six months prior to ROD. A decision on retention or discharge at the ROD is to be taken in consultation with APC CM Ops 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 authorize 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 his 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 commanding officer is to ensure that the member is informed of the decision made on completion of his review. If possible the member should be informed by the commanding officer during an interview. Exceptionally, he may be informed by his 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 CM Ops 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 authorize 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 eight weeks:

(a) The member must either be hospitalized undergoing treatment as an in-patient, or attending hospital as an out-patient at least three 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, his claim with full particulars of his case, is to be forwarded by the commanding officer to the Exceptions Team DBS, through the Command/Functional Bde HQ in accordance with paras 01.08.007a or 01.08.007b.

Belated Claims

01.08.020.

a. **Reporting.** If an officer or soldier should become incapacitated, or require treatment which he considers attributable to former training or duties, he is to report the matter at once to his superior officer. He is 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 him, or necessitate treatment.

b. **Action by Superior Officer.** The superior officer is to arrange for the completion of AFO 1699 by the claimant and refer the claim, together with all supporting documents (see also para 01.08.007), 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 01.08.007a).

c. In the case of demobilized Army Reserve and Regular Reserve personnel, payment is to commence from the day after demobilization or the date on which he reports his incapacity to his superior officer, whichever is the later. Facilities are to be provided at the Demobilization Centre to allow personnel who are incapacitated due to an attributable injury or illness, and who are being demobilized, to complete AFO 1699 and for the claim to be forwarded as required in para 01.08.020b.

Payment of Allowance to Spouses

01.08.021. 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

01.08.022. 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 13 in respect of negligence.

01.08.023. Reserved.

Payment of Allowances and Awards after Leaving the Service

01.08.024. Allowances. Disability Allowance is not to be paid to a member after he has 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 01.08.004a and 01.08.018e). After notification of a medical board's recommendation for medical discharge, the Exceptions Team DBS will, on discharge, take the action detailed in para 01.08.018f(1).

01.08.025. Awards.

a. **General.** Disability awards after retirement or discharge, and awards to widows, widowers, children and dependants of Army Reserve personnel are administered by the Ministry of Defence. (See also paras 01.08.018f and 01.08.026).

b. **Belated Awards.** If on or after retirement or discharge, a member (other than those discharged under the provisions of paras 01.08.018e and 01.08.018f) wishes to claim a disability award for incapacity he attributes to an injury or illness/disease incurred during his service, he should submit his 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 Dependants (In Service)

01.08.026. The regulations governing Survivor Benefits are contained in JSP 764 Part 3 and JSP 765 The Armed Forces Compensation Scheme for death or injury occurring on or after 6 Apr 05. For death or injury up to and including 5 Apr 05 the regulations are contained in the Pensions Warrant 1977, Part 6.

01.08.027 – 01.08.040. Reserved.

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SECTION 2 - DEATH ARISING FROM MILITARY DUTY

General

01.08.041. 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

01.08.042.

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 4 Section 11 apply for visits by relatives and friends.

Funeral Arrangements and Costs

01.08.043. When 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.

01.08.044 – 01.08.999. Reserved.

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ANNEX A TO CHAPTER 8

A GUIDE TO BENEFITS

(PARA 01.08.002C REFERS)

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 serviceman or servicewoman:

Army Reserve

Officers of the Combined Cadet Forces[1]

Regular Reserve of Officers[1]

Regular Reserve

3. These provisions apply to:

a. Personnel injured on normal training or duties.

b. Mobilized personnel who have been injured while on permanent service or recalled to the Colours, who are still incapacitated on demobilization, or who, while still serving in the Army Reserve and Regular Reserve after demobilization, 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 4 Section 4.

[1] These officers will be eligible for the benefits described in this Guide only when they are undergoing training with the Regular or Reserve Forces unless a wider entitlement is specified.

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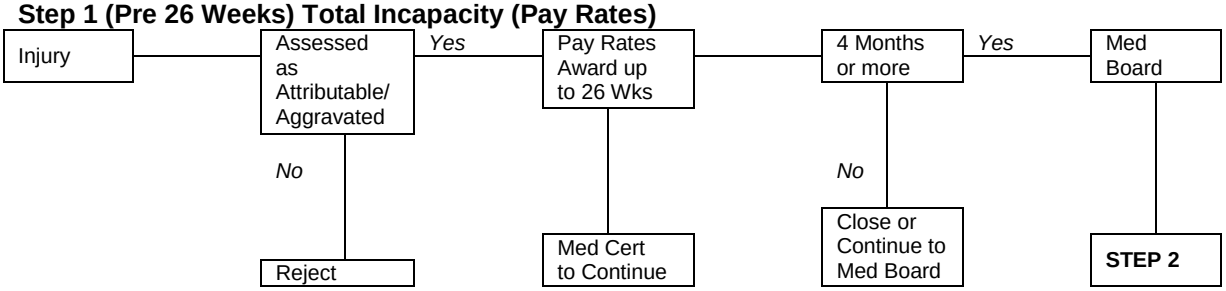
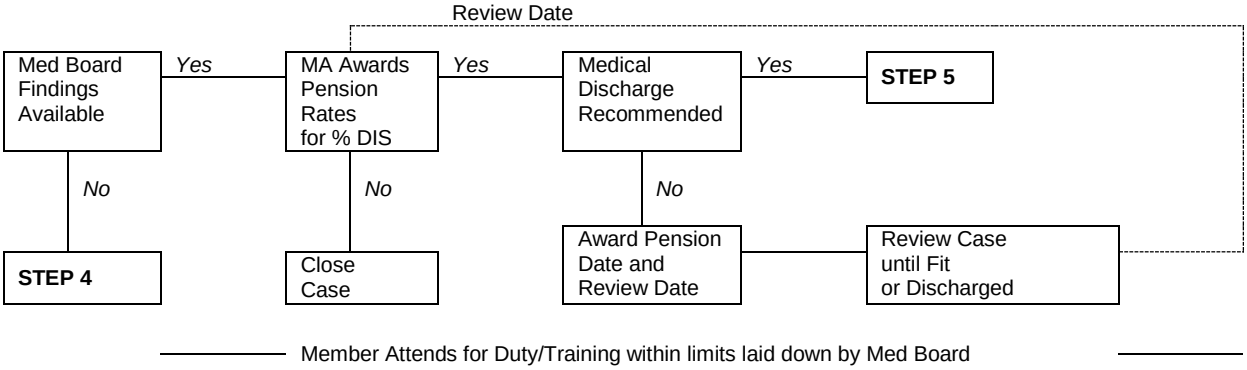
APPENDIX 1 TO ANNEX A TO CHAPTER 8
A GUIDE TO ARMY RESERVE DISABLEMENT BENEFITS

Notes:	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
	SPVA	= Service Personnel and Veterans Agency
APO Contacts:	EO	Glasgow Mil 2567
	AO	Glasgow Mil 2325
		Civil 0141 224 - Ext

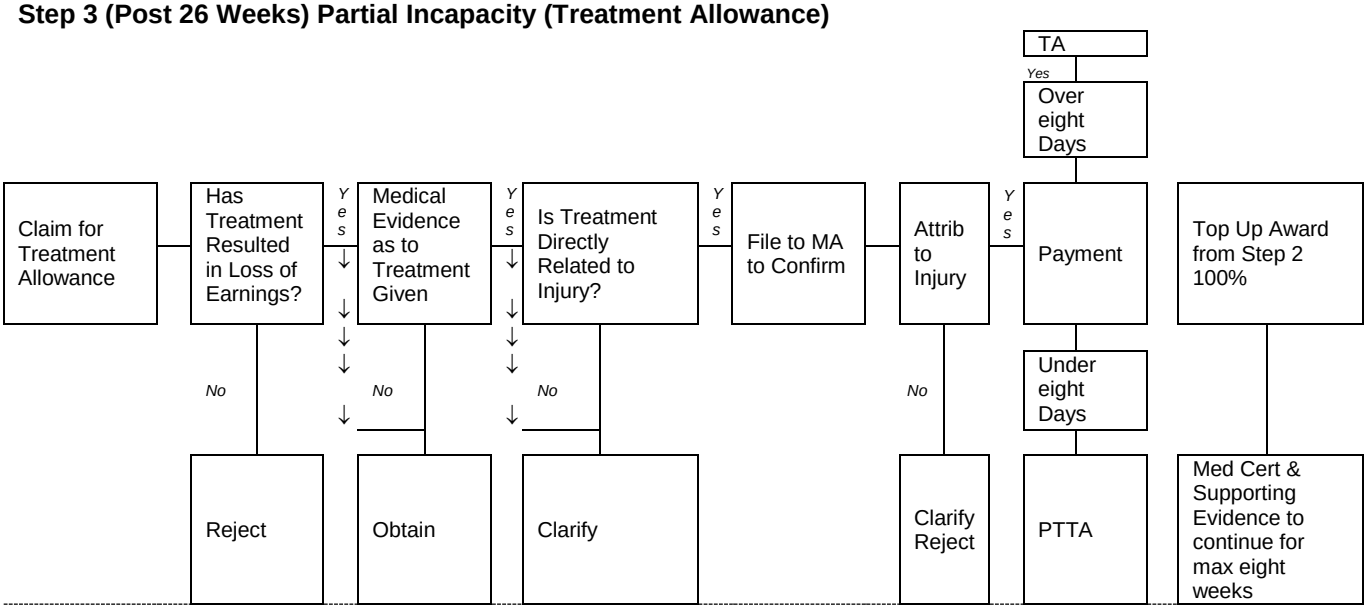
Step 1 (Pre 26 Weeks) Total Incapacity (Pay Rates)



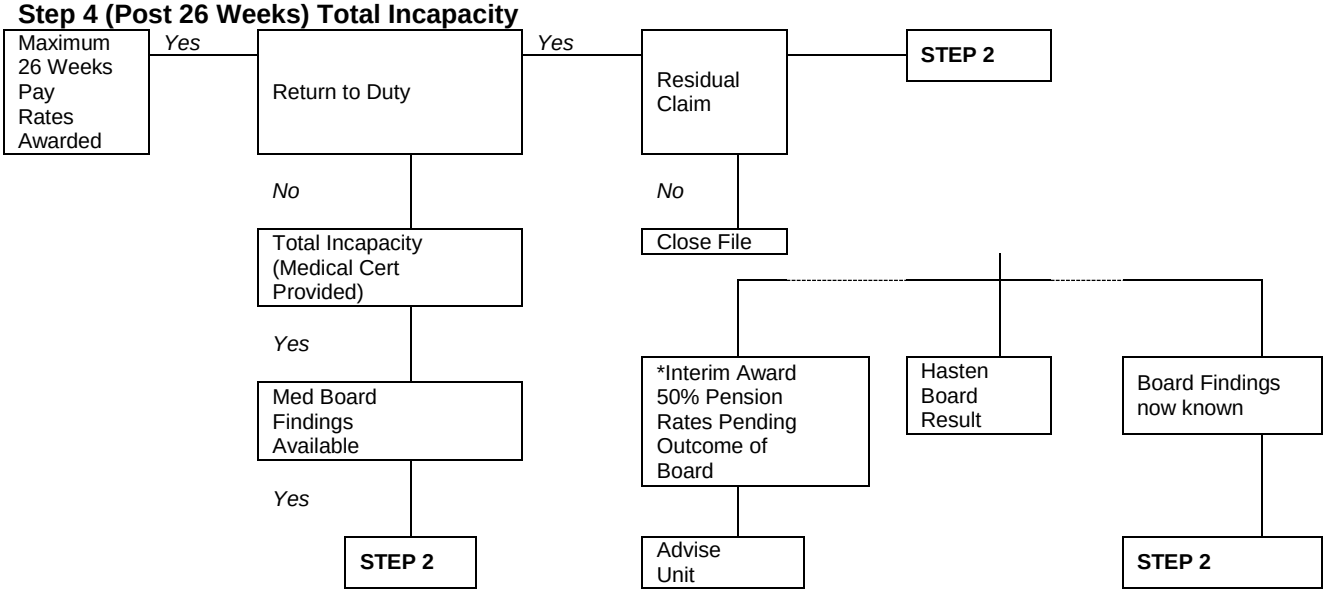
Step 2 (Post 26 Weeks) Partial Incapacity (Pension Rates)



Step 3 (Post 26 Weeks) Partial Incapacity (Treatment Allowance)

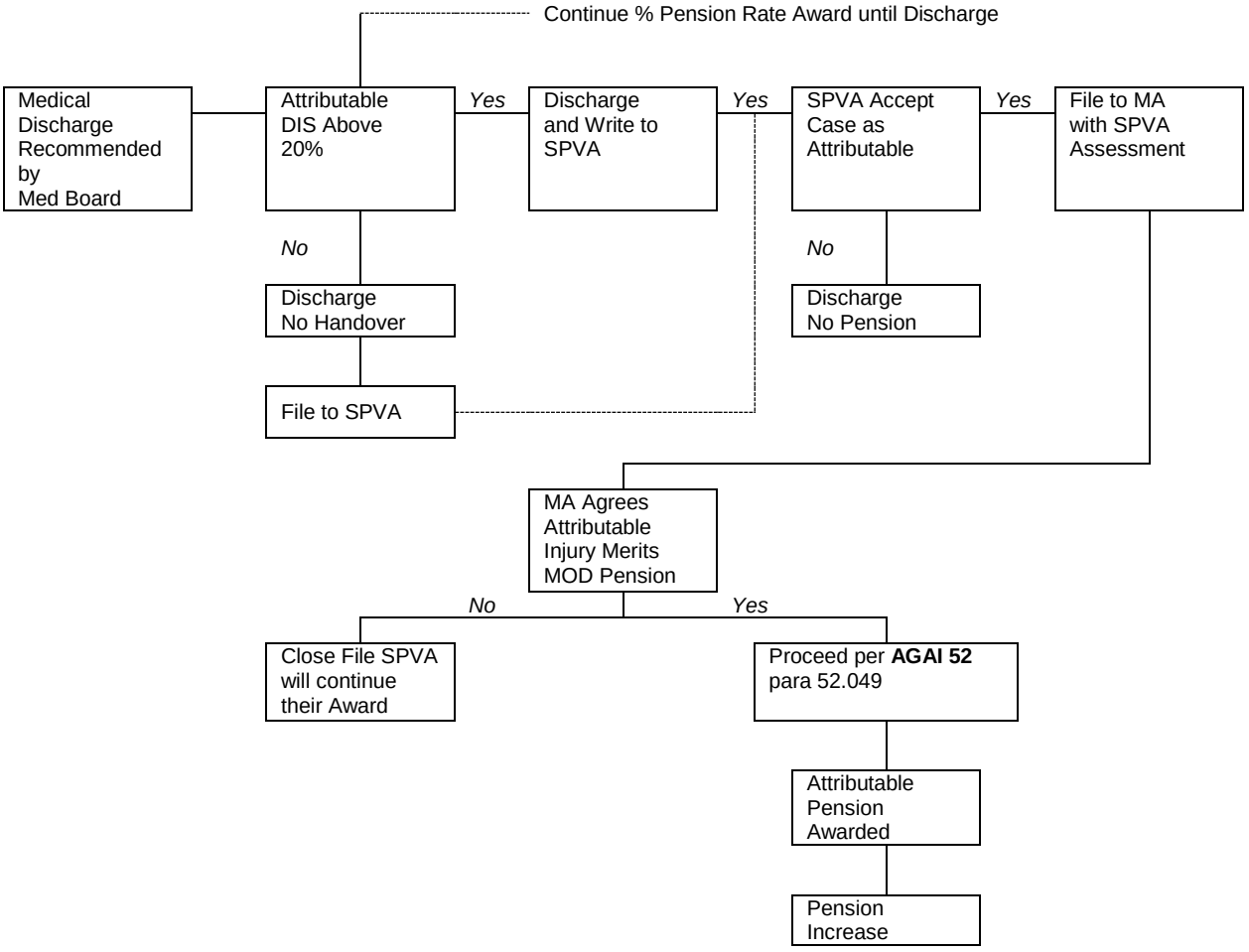


Step 4 (Post 26 Weeks) Total Incapacity



* Unless Total Incapacity can be proven

Step 5 Medical Discharge



APPENDIX 2 TO ANNEX A TO CHAPTER 8

ATTRIBUTABLE BENEFITS - TRAVEL TO AND FROM TRAINING

1. The purpose of this Appendix is to clarify the meaning of para 01.08.001a(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 01.08.001a(3):

a. All training falling into Categories A, B, or C-1 as defined in Annex B/2 to these regulations.

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 01.08.001a(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 authorized 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 01.08.001a(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 01.08.001a(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 01.08.001a(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, eg careless or dangerous driving.

b. Injuries incurred on a journey which is either extended or broken for social, domestic, recreational or business purposes.

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CHAPTER 9

NON REGULAR PERMANENT STAFF: PAY, GRATUITIES, PENSIONS, ALLOWANCES AND CHARGES

SECTION 1 – PAY

Rates of Pay

01.09.001. The regulations for NRPS pay are laid down in JSP 754, Chapter 5, Section 12.

01.09.002 – 01.09.004. Reserved.

Issue of Pay during Progress of Disciplinary Proceedings

01.09.005. An officer or soldier who while holding a permanent staff appointment is charged with an offence to be tried by court-martial and who before or during the trial ceases to be entitled to pay under para 01.09.001 is nevertheless to continue to receive such pay and incremental pay progression in accordance with the provisions of JSP 754, until the charge is dismissed, he is acquitted, or he is found guilty and such finding is promulgated.

Recovery of Public or Service Claims

01.09.006. The pay of an officer or soldier of the non regular permanent staff is liable to be stopped on order of the Defence Council, or an officer authorized by them, to meet wholly or partly the amount of any public or Service claim or claims by a RFCA that may be made against him.

Time Bar on Claims for Emoluments

01.09.007. No claim is to be admitted for pay, allowances, or other financial advantages granted by this Chapter, JSP 752 or JSP 754 which relates to any period more than six years antecedent to the date of the claim.

01.09.008 – 01.09.010. Reserved.

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SECTION 2 - RECRUITING AND RETENTION ALLOWANCE (LONDON)

General

01.09.011. Recruiting and Retention Allowance (London) (RRA(L)) was introduced on 1 Apr 97 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 6, Section 12.

01.09.012 – 01.09.020. Reserved.

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SECTION 3 - TERMINAL BENEFITS

01.09.021. The Reserve Forces Non Regular Permanent Staff (Pensions and Attributable Benefits Scheme) Regulations 2011 have replaced Reserve Land Forces Regulations Chapter 9 Section 3.

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 dependants 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 unauthorized 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 dependants are payable for life.

c. **The Reserve Forces Non Regular Permanent Staff (Pensions and Attributable Benefits Scheme) Regulations 2011** can be found at website:

http://www.mod.uk/DefenceInternet/AboutDefence/WhatWeDo/Personnel/Pensions/ArmedForcesPensionsAndRedundancy.htm

01.09.022 – 01.09.100. Reserved.

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SECTION 4 - ALLOWANCES AND CHARGES

(The regulations for allowances and charges applicable to the NRPS are laid down in JSPs 752 and 754).

Travel by Non Regular Officers and Soldiers of the Permanent Staff

01.09.101. The regulations governing duty travel are laid down in JSP 752, Chapter 4, Section 11.

Home to Duty Travel

01.09.102. The regulations for NRPS HTD travel laid down in JSP 752, Chapter 4, Section 7.

Accommodation Charges

01.09.103.

a. Members of the NRPS are expected to make their own domestic accommodation arrangements and have no entitlement to officially provided Service accommodation at their normal duty station although they are entitled to be accommodated when at camp, on detachments or courses away from their normal duty station. The commanding officer may, however, exceptionally allow members of the NRPS to occupy Service accommodation for a limited period of time not normally exceeding six months provided it is not to the detriment of a regular serviceman. (This exception is only to apply to newly joined NRPS personnel, or those who have moved in the interests of the service, who are having to find and purchase private accommodation.)

b. NRPS personnel who exceptionally occupy Service single or Service families accommodation are required to pay charges as directed by JSP 464 Part 1.

c. Accommodation charges at the appropriate grade are to be raised for the whole period the accommodation is retained, including absences on leave etc..

d. The above arrangements are made under authority of JSP 464, and apply to Service families' accommodation and to all ranks single accommodation but not MOD hostels. Any enquiries arising out of these rules should be addressed to JPAC (PACC).

Food Charges

01.09.103A. Personnel who have exceptionally been granted permission to occupy service accommodation at their normal duty station and who are on ration strength for which DMR is claimed, are required to pay food charges, applicable to their marital status, at the same rates as those laid down for the Regular Army. Charges are to be deducted on a continuous basis from the pay account of a serviceman unless he is exempt in accordance with JSP 754, Chapter 9.

Removal Expenses

01.09.104. An officer or soldier paid under para 01.09.001 transferred from one duty station to another in the interests of the Service is eligible to be refunded the cost of removal of furniture and effects. The arrangements for removal are to comply with the provisions laid down in JSP 752, Chapter 7, Section 2.

01.09.105. Married and single personnel who qualify for reimbursement of removal expenses are eligible to claim disturbance allowance as laid down in JSP 752, Chapter 7, Section 1.

Meals Out Allowance

01.09.106. Non regular permanent staff and administrative staff of Army sections of the CCF may qualify for meals out allowance in the circumstances set out in current regulations. Claims are to be made in accordance with JSP 752, Chapter 3 Section 4.

Interview and Medical Examinations

01.09.107. The regulations for travel at public expense when an applicant applies for a NRPS appointment and is granted an interview or required to attend a medical examination are laid down in JSP 752, Chapter 4, Section 1.

01.09.108. The regulations for subsistence allowances when, in connection with attendance at the interview or medical examination, it is necessary for the individual to spend one or more nights away from his home or Regular Army unit, and he cannot be accommodated under Service arrangements are laid down in JSP 752, Chapter 3, Section 1.

Civilian Clothing Allowance/Grant

01.09.109. Where all the conditions of JSP 752, Chapter 8 are fulfilled, an NRPS soldier is eligible to receive this allowance or grant.

Allowances and Charges – Reconciliation

01.09.110. Reserved.

01.09.111. LSA. The regulations governing LSA are laid down in JSP 752, Chapter 5, Section 1.

01.09.112 – 01.09.120. Reserved.

SECTION 5 - REDUNDANCY SCHEME

01.09.121. The NRPS Redundancy package is confirmed in the most recent Defence Council Regulation.

01.09.122 – 01.09.999. Reserved.

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CHAPTER 10

FULL TIME RESERVE SERVICE (FTRS)

SECTION 1 – FTRS COMMITMENTS AND DURATION

General

01.10.001. Authority[1]**.** Under the authority of Section 24 of the Reserve Forces Act 1996 individual members of the Reserve Forces (Army Reserve, RARO and Regular Reservists) may voluntarily enter into a full-time service commitment, known in these regulations as 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, except for minor procedural differences dictated by individual Service organizations and practice. Service personnel remain members of the Army Reserve or Regular Reserve throughout their FTRS service.

01.10.002. Diversity Impact Assessment. This policy 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.

01.10.003. Commitment Types. There are currently three types of FTRS commitment, the general Conditions of Service (CoS) may be found in Chapter 10, Section 2.

a. **FTRS (Full Commitment) (FC).** FTRS(FC) is used as a manning expedient to fill temporarily vacant Regular Army posts, (UKP or otherwise authorized by a TMA). Further detail may be found at Annex A.

b. **FTRS (Limited Commitment) (LC).** Personnel employed at FTRS(LC) will fulfil a full range of duties based in one location (which may be overseas). FTRS(LC) is a rare commitment only used in exceptional cases authorised by DM(A). Further detail may be found at Annex B.

c. **FTRS (Home Commitment (HC)).** Unless specified, the provisions laid out in this paragraph refer to all FTRS(HC) personnel including Reserve staff Group (RSG). Personnel will fulfil the full range of duties appropriate to the post, without conditioned hours, but usually in a single restricted location. This is normally at the duty station but including attendance at, eg training events (including Annual Continuous Training, overseas exercises, adventurous training), courts martial, duties (ie Duty Officer) and routine meetings which may require travel. This does not extend to travel to an Operational Theatre. In the case of members of the Regular Reserve resident abroad, the duty station may be overseas. FTRS(HC) personnel cannot be employed in an Operational Theatre or Role unless mobilised (see para **01.10.039**). Further details may be found at Annex C.

Duration

01.10.004. The length of FTRS Commitments will be determined by the appropriate authority. Following completion of their FTRS commitment(s) personnel return to the Reserves. Where an individual would reach Normal Retirement Age (NRA) before the end of commitment then the employment will end at NRA[2]. The specific ages for each FTRS commitment can be found in Annexes A-C.

[1] Detailed administrative procedures and manning policy may be amended periodically in a DIN on the authority of DM(A).

[2] Throughout this chapter references to NRAs such as 55 or 60 mean the day before the 55th or 60th birthday. Hence serving in a commitment type with an NRA of 55 means that the last day of paid service is the day before the 55th birthday.

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SECTION 2 – FTRS TERMS AND CONDITIONS OF SERVICE

01.10.005. Eligibility.

a. **Liability for Call-Out.** An FTRS commitment can only be granted to personnel with liability for call-out. Applicants without such liability must agree to such liability under RFA 96 prior to signing their commitment. The Regulations for Regular Reserve liability are to be found in the Compendium of Reservist Regulations and Administrative Instructions for the Army 1997 (AC 63819).

b. **FTRS Right to Work.** The Home Office (HO) immigration rules are quite clear in that Reserves who are subject to immigration control cannot be granted Mobilised Reserves exemption or Regular Service exemption for an FTRS commitment and that Reserve service cannot be used as an employment reason to extend a civilian visa under the Armed Forces rules. This would be breaking the HO immigration rules. Units are to ensure that Reservists understand the immigration implications before applying for FTRS.

c. **Reservist and Unit Responsisbilities.** When a F&C Reservist applies for FTRS it is the responsibility of:

(1) The Reservist to have a valid right to work visa to undertake any FTRS commitment.

(2) The parent unit to conduct a right to work check to determine if the Reservist has settlement (ILR) or has a valid UK entry and right to work visa.

(3) Career managers to ensure that the completion date of an FTRS commitment does not exceed the expiry date of the Reservists civilian right to work visa.

d. **Action on Ineligibilty due to Immigration Rules.** If in the course of a right to work check by the parent unit or Mission Training and Mobilisation Centre (MTMC), it is found that the Reservist still has a previous exemption in their passport that has not been cancelled, the unit or MTMC are to:

(1) Immediately put a hold on the FTRS process, complete Appendix 1 to Annex E of the “Unit Guide to Supporting Non-British Nationals” (Distributed by Army HQ PersCap PersSvsc (SO2 Welfare).

(2) Inform the HO that they are conducting either a delayed discharge action (Regular exemption) or a delay demobilised action (Reserve exemption).

This is to prevent the MOD from creating the conditions for illegal employment. The Reservist cannot resume reserve training until they have regularised their immigration status and a unit right to work check has been conducted.

e. **FTRS Employment outside of UK.** Reservists on FTRS (FC, LC and FC) who are subject to immigration control should not be employed outside the UK as any extended period outside the UK may affect their immigration status when they try to return to the UK. It is the parent unit’s responsibility to ensure that any Reservist subject to immigration control and wishing undertake FTRS, arrives at MTMC with the correct immigration paperwork to cover the full period of the FTRS commitment. See also 2014DIN01-181 Employment of Foreign and Commonwealth Reserve Service Personnel.

01.10.006. Medical Standards. Candidates for FTRS are to meet the medical standards as laid down in the PULHHEEMS Administration Pamphlet 2010[1]. Applicants who are below this standard but whose service is thought to be desirable may only be accepted subject to DM(A) approval via APC in the following conditions:

a. The duties specified in the Job Description permit this standard.

b. The selected individual is the best suited and qualified for the post following a period of 12 weeks aggregated advertising and no other eligible candidate running for the post.

c. Occ Med advises that the medical grading is consistent with the duties of the proposed employment and will have no detrimental effect on the individual.

01.10.007. Regular Army Personnel. Serving members of the Regular Army will only exceptionally be considered for FTRS if in their final year of service or already accepted for PVR. Serving Members of the Regular Army will not be permitted to take up an FTRS appointment prior to the date of discharge from Regular Service. Leave to apply during later years of Regular service (over the age of 50) may be given in exceptional cases, subject to the individual having or establishing a Reserve liability on retirement. In all cases, applicants must have a Reserve liability to cover the expected duration of the FTRS Commitment before any application can be authorised[2].

01.10.008. High Readiness Reserve (HRR). Personnel 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 seven days notice. Conversely, personnel who have entered into an FTRS commitment may not be accepted into the HRR until that commitment has ended.

01.10.009. Army Reserve Group B. Army Reserve Group B personnel, 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). CCF/ACF personnel without a call-out liability are not eligible to serve on FTRS.

01.10.010. Army Reserve Group C Sponsored Reserves (SR). SR are only eligible to enter an FTRS commitment if arrangements have been agreed with their employer[3].

01.10.011. Transitional Members. Transitional Members will normally only be considered for FTRS (FC) if they elect to cease to be a Transitional Member as provided for in para 4 of Schedule 9 to the Reserve Forces Act 1996.

01.10.012. Service overseas and trawls. With the exception of FTRS (FC) who have the same employment obligations as a Regular serviceperson, FTRS personnel may not respond to or be directed to undertake a trawl task. They may only be deployed overseas if the conditions of service (pay and medical etc.) are equitable with other participants (ie Army Reserve and Regular counterparts) and confirmed in advance. They may only be required to perform duties overseas that are directly relevant to their appointment duties as articulated in the job description.

01.10.013. Dual Employment.

a. Personnel in receipt of full time rates of pay from the MOD may not be paid in addition for attendance at Army Reserve training. As personnel on FTRS have a full time liability to

[1] Table 5 for officers and Table 6 for soldiers.
[2] Where members of the Army Reserve are beyond Normal Retirement Age (NRA) for their rank and capbadge they may retain/establish Reserve liability by volunteering for the Regular Reserve (RARO 2 for officers and Regular Reserve, Section D for soldiers.
[3] Reserve Land Forces Regulations Ch 1 Annex J/1 para 4.

the FTRS appointment/assignment, they may not simultaneously be on the assigned strength of another unit.

b. Cadet Force Appointments. Personnel in FTRS may be granted permission to hold appointments in the ACF or CCF provided that cadet activities do not involve the use of official time or interfere with the performance of their military duties. Such employment falls under the provisions of QR(Army) para J5.078. Personnel holding appointments in the cadet forces are therefore entitled to receive pay for their cadet force activities in addition to their normal military salary.

01.10.014. Civilian Employment. FTRS is not mobilised service but permanent service. Reservists are not entitled to reinstatement in civilian employment under the terms of the Reserve Forces (Safeguard of Employment) Act 1985. Reservists applying for FTRS are to be free to take up FTRS commitments. Applicants are to have no outstanding obligations to a civilian employer that may interfere with their military duties[4]. Individuals 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 who may be required to confirm a career break, its length and administrative arrangements involved. Other civilian employment may be entered into provided the provisions of QR(Army), paras J5.076 - 5.079A are adhered to.

01.10.015. Career Management Policy. COs are responsible for career management of FTRS personnel under their command. Accordingly soldiers and officers are to be afforded the opportunity to attend such career and other courses as are considered appropriate. COs of Army Reserve units are to brief COs of Regular Army units on the career aspirations and potential of individuals taking up FTRS. Where Army Reserve COs consider that career courses will be essential during the FTRS Commitment this is to be clearly stated on the application form (AFE 20045 at Part C).

a. Parent Army Reserve units and Command/Functional Bdes are to maintain a watching brief over the careers of Army Reserve personnel who are serving on FTRS, liaising across brigade boundaries if required. Army Reserve commanders are reminded that individuals who serve on FTRS are gaining skills, experience and knowledge which will be of value to the Army Reserve. Every effort is to be made to ensure that these skills and experience are considered when conducting promotion and appointment boards, and considering the subsequent employment of FTRS personnel. FTRS reports are to be subject to unit grading reports for promotion and those above the quality line should be selected for promotion if a vacant post is available.

b. Army Reserve officers and soldiers are to be granted the right to return to their parent Army Reserve unit unless they are beyond NRA[5]. If no Army Reserve unit vacancy exists individuals may be held in excess of establishment controlled by Col CM Ops, APC including in the higher rank if selected for promotion.

c. Army Reserve officers and soldiers are to be given notification of their Army Reserve career plan by the CO of their parent unit on receipt of an assignment order returning the individual to the parent unit at end of FTRS.

01.10.016. Promotion. FTRS is normally entered as a short term, one-off tour, in the substantive rank held by the individual. For those that are in the Army Reserve, FTRS (less (HC) RSG) should be considered a career assignment that should benefit a continuing Army Reserve career; it is not structured to offer a FTRS career. Individuals should be aware that extended periods away from a

[4] For example, no individual will be appointed to FTRS who is suspended from civilian employment or is on sick leave or maternity leave.
[5] In this case they will return to the Army Reserve parent unit for discharge procedures. Liability may be confirmed via CM Ops, APC Glasgow.

parent Army Reserve unit may affect a Army Reserve career. Posts are not necessarily kept open and it is possible that a parent Army Reserve unit will have to recruit or promote into a vacant post in order to maintain unit efficiency. The longer the FTRS Commitment the more likely this becomes and it will be inevitable if an individual serves on more than one FTRS commitment. Therefore, it is unlikely that an individual will be promoted while serving on FTRS. However, in exceptional cases the following rules are to apply:

a. Individuals applying for a Commitment may volunteer for a post or appointment of lower rank in which case they are voluntarily to revert to the appropriate lower rank for the duration of the Commitment. This is to be indicated in the application and confirmed in the commitment. In this case they are to wear the badge of rank commensurate with the post. The individual will return to the higher substantive rank on return to the Reserves, without cause for Pension abatement to be recalculated.

b. Personnel on FTRS may be permitted to hold acting rank with the authority of APC FTRS Sect. Acting Rank will normally only be granted to officers and soldiers qualified to hold the higher rank and only for the duration of the Commitment the appropriate APC CM Branch will determine eligibility for Acting Rank. Service personnel who are not substantively promoted by the end of a Commitment will revert to their substantive rank. Acting Rank may not be given for the higher rank in a rank ranged post, individuals must be employed in their substantive rank.

c. FTRS personnel are eligible for SUPA in accordance with normal rules as they apply to Regular officers and soldiers. Those personnel recruited below the required rank and possibly eligible for SUPA should have an application forwarded to DM(A) by FTRS Sect, APC before a commitment is offered.

d. If a member of the Army Reserve holding Acting rank is selected for promotion and a post by the parent Army Reserve unit or APC board (as appropriate) while serving on FTRS, he or she may be promoted substantively to his or her new rank and be paid for it on the day the results are released provided that the criteria in Chapter 4 are met. Substantive promotion may not be granted on the basis of occupying a rank ranged post. If these criteria cannot be satisfied, promotion may not be effected until completion of the FTRS Commitment. Promotion is then to be backdated, for seniority purposes only, to the date on which it would otherwise have been effective. Where a Army Reserve officer or soldier is subject to time promotion, then service on FTRS is to be reckonable.

e. All such substantive promotions are subject to approval by APC MS 6 in consultation with the relevant Regular MS Branch. In cases where the conditions for substantive promotion cannot be met, for example, where there may be no vacancy in the parent Army Reserve unit on termination of the FTRS Commitment, acting rank, if appropriate, and substitution pay may be authorized. All such acting arrangements are subject to approval by APC MS 6 in consultation with the relevant Regular MS Branch.

f. Local Rank may not be granted for FTRS Appointments.

01.10.017. Appraisal Reporting. Appraisal Reports are to be completed in accordance with the Regular Army cycle. Where an officer or soldier is employed on FTRS for a period of three months or more but less than the period required for a normal report the employing unit is to initiate an Insert Slip. FTRS over five months requires a full Appraisal Report. Mid Year Appraisal Reports are to be raised in the normal way. Appraisal Reports for all FTRS personnel are to be in Officer or Soldier's Joint Appraisal Report format.

01.10.018. Training. While serving on FTRS, an individual will be required to carry out such training as may be required by the employing unit. Any MATT completed will be recorded on the

JPA record and, if returning to an Army Reserve unit during the Army Reserve training year, these tests may count towards bounty earning requirements. FTRS (HC) and (LC) personnel are to complete MATTs at level 3. A member of the Army Reserve serving on FTRS is not required and may not be instructed to undertake any training with the Army Reserve.

Changes to an FTRS Commitment

01.10.019. An FTRS Commitment may:

a. At any time be superseded or varied in any way, including its length, the duties to be carried out or the geographic limits (for FTRS(LC) and (HC)) within which the duties are to be performed, with the consent of the individual concerned and CM Ops, FTRS. Should the individual not be content with the proposed variation of the Commitment, the obligations under the original Commitment remain unaffected unless the organization has relocated.

b. Be revoked before the start of the specified period by written notice from the MS Res (FTRS Sect). If the Commitment is revoked it is treated as if it had never been made. Both the individual and MoD therefore cease to have any obligations under the commitment.

Any change in the rank of the FTRS(HC) post, or significant changes in role, will result in the post being exposed to competition.

01.10.020. Transition from NRPS to FTRS. Current NRPS personnel who are eligible to serve on FTRS (HC) may apply to transfer at any time. In order to be considered for transfer, Standing Army Liability Committee (SALC) will have to formally confirm (via SALC Minutes) that the post will continue, in the same rank as the incumbent. Any change in the rank of the post, or significant changes in role, will result in the post being exposed to competition. Posts considered at SALC may not continue to be funded or may be considered for civilianization as part of the routine process. Individual eligibility requirements are a minimum of six months remaining to the relevant NRA, achieving satisfactory medical standard as required by the Job Specification, a satisfactory performance standard currently defined as a current OPG of B or better, and support for the transfer by the employing CO. Above NRA extensions will not be granted in order to compete for FTRS selection. Current NRPS personnel wishing to transfer should submit an FTRS application at AFE 20045. Those transferring to FTRS should join the FTRS pay increment level commensurate with (but no worse than) the 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.

01.10.021. FTRS Extensions. Prior to submitting an application to extend an FTRS commitment, originators are to ensure that the liability for the post which the individual is intended to fill remains valid for the period of intended extension. Where it is not, establishment action described in Annexes A to E of the main document is to be taken. The process for extensions is covered on the Army Forms web page.

01.10.022. If the individual was a member of AFPS 75-FTRS, when they start a new Commitment they will automatically become a member of the Armed Forces Pension Scheme 15 (AFPS 15).

01.10.023. If second and subsequent, consecutive Commitments are entered into, employment is to be considered continuous and carries with it entitlement to re-location allowances, provided the provisions laid down in JSP 752 are met.

Dismount Procedures

01.10.024. All individuals, (less RSG and HC as long as not deployed), are to dismount from FTRS through the MTMC. The process will be initiated by APC (FTRS Sect) issuing a Dismount

Instruction to the employing unit, copied to MTMC and the parent Army Reserve unit (if applicable). Employing units are to arrange for FTRS personnel to undergo a pre-release medical within two weeks of dismount. The results of this medical together with F Med 4 are to be brought to MTMC by the dismounting individual.

01.10.025. Completion of FTRS. On completion of the specified period of FTRS service, unless a new Commitment is or has been negotiated and signed, the individual will return to his former status with the Terms and Conditions of an Army Reservist.

01.10.026. Voluntary Termination of FTRS. An individual may terminate an FTRS Commitment before expiry of the stated period in the same circumstances under which a Regular officer or soldier is permitted early release. Shorter notice terminations or exceptional cases, with supporting justification, may be submitted by APC (FTRS Sect) for consideration. Applications for termination[6] normally giving a minimum of six months' notice will normally be accepted unless the employing unit can indicate an overriding operational imperative. Any variations to this will be decided on an individual basis.

01.10.027. Termination of FTRS by the Service. A termination of an FTRS Commitment prematurely will normally be by consent. However officers and soldiers on FTRS are subject to AGAI Vol 2 Chapter 67. The Army also retains the power to invite officers to resign, retire or relinquish their commission or to discharge a soldier on disciplinary grounds, or for reasons which would give rise to retirement or administrative discharge.

01.10.028. Structural Change. When structural change or relocation of units or formations is planned, FTRS personnel should be given at least seven months notice by the employing unit. The individual should then either confirm an intent to terminate the FTRS commitment or continue employment in the new location. If the individual chooses to terminate the FTRS commitment, the Army will attempt to offer alternative employment through the same process as post disestablishment.

01.10.029. Disestablishment and Preferred Candidate Service. If the FTRS post is disestablished during the period of a Commitment, the Army will make every effort to find a suitable alternative post. However, the needs of the Service have priority and there can be no guarantee of specific assignments or locations being offered. Should it not be possible to offer an alternative post, or if that which is offered is not accepted, then the Commitment will be terminated with no entitlement to any compensation. This process is known as 'Preferred Candidate Status'.

01.10.030. If an FTRS Commitment is terminated early, personnel may be considered to be a Preferred Candidate[7] only for the duration of the seven month period of notice. Personnel selected for an alternative post should be issued a new commitment to the end date of their previous commitment or for the new post as advertised, whichever is later. This remains bounded by the end date of their current Army Reserve TACOS or NRA.

01.10.031. FTRS(HC) RSG Officers will be permitted to apply for an FTRS(HC) post, but retain their current Commitment end date. Beyond this, individuals are employed on FTRS (HC) Terms.

01.10.032. Preferred candidates will not be offered a post, rather, they will be permitted to apply for any post for which they are qualified. They are to be considered by the employing unit ahead of any other applicants of their substantive rank and if deemed suitable, be offered the appointment.

[6] In accordance with AGAI 38 (Officers) or QR(Army) Chapter 9 (Soldiers).
[7] Preferred Candidate Status may not be offered, for example, where a commitment is terminated due to Major Administrative Action.

01.10.033. FTRS Personnel given seven months notice of early termination and subject to ongoing discipline, administrative action or medical fitness review may not be considered a Preferred Candidate without advice from DM(A).

01.10.034. NRPS personnel may not be considered as preferred candidates for FTRS appointments unless they are applying for their current post, where the liability is unchanged and they are converting to FTRS. In this case, FTRS personnel may not apply for the same post as a preferred candidate. For all other FTRS posts, NRPS personnel will apply in open competition.

01.10.035. If the liability of a post is shorter than the FTRS Commitment, an individual should be allowed to continue in post provided the liability is renewed. Should the liability not be renewed, the individual will be managed in accordance with this re-employment policy. This may still be amended by Reserve Forces Act 1996 (RFA 96) (ie in terms of discipline and medical fitness).

01.10.036. All personnel considered by APC to have 'Preferred Candidate Status' may apply for any post as a Preferred Candidate in their substantive rank and be considered as such, providing that they are suitably qualified and eligible. Individuals may only be considered unsuitable if they are unable to fulfil the requirements of the advert or job description. It is expected that the majority will be accepted by the employing unit. If a candidate is deemed unsuitable, the Commanding Officer should confirm, in writing, to the FTRS Section the reasons they consider an individual unsuited to the post. Where there is more than one preferred candidate, all should be graded and the most suitable candidate selected. Personnel are not obliged to apply only for a post within their current structure, programme or role as this will restrict their potential re-employment.

01.10.037. FTRS personnel may only have two applications under consideration concurrently. This is the same policy constraint for all FTRS applicants and a practical volume that APC can manage. The Reserve Army Opportunities List (RAOL) will not indicate that a post is subject to closed competition. The implementation of this Re-Employment Policy may cause any post to be filled by a Preferred Candidate; a fact that may not be determined until applications close.

01.10.038. NRPS personnel have been permitted to continue in their current appointment, without competition if the post remains unchanged as communicated in 2010 when the NRPS Scheme was closed. This will not be compromised by FTRS Preferred Candidates as they are able to apply for any other post. In line with RFA 96, former NRPS personnel are permitted to apply for any FTRS Post, provided they are eligible, but will not have any 'Preferred Candidate Status'.

Mobilisation

01.10.039. FTRS is not the same as mobilisation, whereby individuals may be called out to serve on an operational tour for a specified period. Mobilisation is subject to separate rules and regulations. Personnel serving on FTRS may be mobilised, either as individual augmentees or as part of their parent Army Reserve unit. However, personnel serving on FTRS (LC) and (HC) will not be authorized to respond to a trawl for voluntary mobilisation. As FTRS (FC) is a fully deployable commitment, personnel serving on FTRS (FC) can be deployed worldwide without the need for mobilisation. In the event that an individual serving on an FTRS Commitment is mobilised, the regulations covering re-employment in paras 01.10.040 and 01.10.041 apply.

01.10.040. Demobilisation before an FTRS Commitment has Expired. Under the authority of Section 24(7)(b) of the RFA 96 he is entitled on demobilisation to return to complete the unexpired portion of that FTRS Commitment. Should a Reservist wish to be offered such reinstatement in FTRS for the unexpired portion of the Commitment after the period of permanent service[8] has

[8] Permanent Service is the term used in RFA 96 for called out or recalled service. It is frequently called "mobilisation" or "mobilised service". Permanent Service = mobilised service.

expired, the Reservist is to apply in writing to APC, FTRS Sect by the third Monday after the permanent service expired.

01.10.041. Demobilisation after an FTRS Commitment has Expired. An amended end of Commitment date will be calculated and revised instructions issued to include Post Operational Leave, FTRS Terminal Leave, any annual leave and Graduated Resettlement Time that the individual may have accrued.

Bounties, Pay and Pensions

01.10.042. Training Bounty.

a. FTRS service in its own right is not eligible to count as bounty earning service. However, personnel who have fulfilled their bounty earning obligations for the training year in which they enter an FTRS Commitment are eligible to receive 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 their bounty at the end of that Training Year from their Army Reserve unit. Bounty earning training completed before entering an 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 commanding officer of an individual's Army Reserve parent unit is satisfied that a period of 15 days or more FTRS service was relevant to the individual's role as a member of the Army Reserve, that service is to be counted in lieu of Camp for bounty earning purposes but not in lieu of non-continuous training requirement, for bounty earning purposes and is subject to the conditions in JSP 760, Ch4, para 04.0525d.

d. Where an individual has qualified for bounty, the total aggregation of his 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.

01.10.043. Pay. 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. When serving on FTRS (FC) and occupying a post designated Specialist Pay (SP) or SP Related (SP R) individuals 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 SPVA Pay and Allowances Casework and Complaints Cell (PACCC). Personnel serving on FTRS (HC) and (LC) must not fill posts which are liable for SP and are not eligible to receive SP.

a. **Pay Queries.** Individuals 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 as shown below. 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 SPVA Pay and Allowances Casework and Complaints Cell (PACCC). Detailed guidance on the preparation and submission of pay and allowance casework, including the appeals process, can be found in JSP 752 Chapter 1 for allowances and JSP 754 for pay.

01.10.044. Maternity Pay. Female personnel on FTRS are entitled to receive Maternity Pay in accordance with Service regulations[9].

01.10.045. Pensions. FTRS is a pensionable form of service. On taking up a commitment individuals will be auto-enrolled into the Armed Forces Pension Scheme 15 (AFPS 15) although they may opt out at any time. Reckonable service starts on the first day of paid service, irrespective of age. The normal retirement age for the scheme is 60 but individuals who leave before 60 will have pension benefits preserved until age 65 unless the individual applies for early payment of pension with actuarial reduction[10]. Ill-health and dependants' benefits are payable subject to two years qualifying service. Full details are available from SPVA Pensions Division, MOD Website[11] and in RFPS Regulations. Personnel may apply to transfer benefits from other occupational pension schemes into the RFPS within 12 months of joining RFPS[12]. The method and feasibility of transferring NRPS PS benefits into RFPS is currently under review by PS10(A).

a. Pension Information. The FTRS Pension DIN[13] is applicable to all types of FTRS service and gives illustrative examples of pension abatement. Further sources of information are:

(1) The Reserves Forces Pension and Compensation Benefits Booklet (MMP/123).

(2) The Re-employment Booklet (MMP/116).

(3) Defence Intranet –

http://defenceintranet.diiweb.r.mil.uk/DefenceIntranet/Admin/FindOutAboutArmedForcesPensions/

(4) Internet –

http://www.mod.uk/DefenceInternet/AboutDefence/WhatWeDo/Personnel/Pensions/ArmedForcesPensions/

01.10.046. Gap between Regular and FTRS. A period of 10 working days is recommended between the end of regular service and starting a FTRS commitment, this allows for pension benefits and Early Departure Payments to be calculated and abatements applied where applicable. Individuals are advised to seek confirmation from DBS on the financial impact of taking an FTRS appointment prior to signing the commitment.

01.10.047. Abatement of Pension. In accordance with Treasury rules, those in receipt of an Armed Forces pension are liable to have that pension abated on re-employment in the Forces if the combined income from basic pay and pension exceeds the basic pay on their last day of Regular Service (up-rated by RPI since leaving Regular service). Thus individuals will only be allowed to retain the amount of pension which, when added to their basic pay on re-employment on FTRS, equals the basic pay that they received on the last day of Regular Service (updated by CPI[14]). In cases where the total remuneration is greater than the level permitted, the AFPS pension in payment will be abated or suspended until the FTRS commitment is complete. Where an individual has received resettlement commutation and their pension in payment is subject to abatement in whole or in part, a reduction equal to the amount of pension commuted will be taken

[9] JSP 760, Chapter 20.
[10] JSP 764, Part 1, para 0313.
[11] **http://www.mod.uk/DefenceInternet/AboutDefence/WhatWeDo/Personnel/Pensions/ArmedForcesPensions/**
[12] Full details are in Booklet MMP/123 "Reserve Forces Pension and Compensation Benefits".
[13] 2009DIN01-058.
[14] Commercial Price Index (CPI) replaced Retail Price Index (RPI) with effect from 1 Apr 2011.

from their pension. Full details are in Reference I. Reservists should take advice from SPVA regarding the implications of an FTRS commitment on AFPS 75 or AFPS 05 and its effect on LS and EDP payments.

a. **Abatement Estimate.** Accurate Pension Abatement calculations can only be produced on confirmation of FTRS Basic Pay, which occurs post appointment selection. A forecast estimate may be obtained by request in writing to the address below. Estimates will not be provided less that 12 months prior to the end date of the current commitment.

Pensions Division
Mail Point 480
Kentigern House
65 Brown Street
GLASGOW G2 8EX

01.10.048. Abatement of Resettlement Commutation. Where an individual 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, partly from pay, where there is insufficient pension remaining. Where the pension is fully abated, the commutation reduction will be taken wholly from pay.

01.10.049. Awards for Death, Injury and Sickness. Personnel serving on FTRS are entitled to benefits under the Armed Forces Compensation Scheme[15] where the injury or condition is attributable to service on or after 6 Apr 05. Those occurring earlier are paid under the War Pension Scheme.

Allowances, Charges and Entitlements

01.10.050. Allowances. Personnel serving on FTRS commitments may claim allowances, where they qualify in all other respects, in accordance with the existing Tri-Service Regulations for Allowances as they pertain at the time of the occurrence and which are contained in JSP 752. It should be noted that allowance policy, together with the rates payable, can be varied or cancelled at any time.

01.10.051. FTRS personnel are not authorized to claim or be paid the following allowances:

a. Home to Duty Travel (HDT) (Private) except for FTRS (FC) personnel. FTRS (LC) and FTRS (HC) personnel may exceptionally claim HDT (Private) when serving in Central London[16] in a post which is eligible for Recruiting and Retention Allowance (London) RRA(L).

b. Relocation Allowances (Removal & storage of personal effects, Disturbance Allowance, Refund of Legal Fees and travel & subsistence costs as a result of a service move) except as provided for in JSP 752.

c. Continuity of Education Allowance.

d. Forces Help to Buy.

01.10.052. Relocation Expenses. FTRS(FC) personnel are entitled to receive Disturbance Allowance on moving from Phase 1 to Phase 2 Training and subsequent moves. All personnel

[15] The Armed Forces Compensation Scheme for Injury, Illness and Death due to Service, JSP 765.
[16] For the purposes of HDT Central London is defined as being within the area for which RRA(L) is paid, less Hounslow and Woolwich. FTRS(LC) and FTRS(HC) may exceptionally claim HDT in other circumstances when authorised to do so by the SPVA Pay and Allowances Casework Cell (PACC).

serving on other FTRS terms of service who for Service reasons are invited to relocate within the term of their present commitment, and accept, are entitled to claim the appropriate relocation allowances and/or HDT in accordance with JSP 752. Similarly, individuals who serve on consecutive commitments without a break in service are deemed to be in continuous service and, if required to move in order to take up a second or subsequent commitment for service reasons, may move at public expense in accordance with JSP 752.

01.10.053. Service Accommodation. FTRS (LC and HC) commitments do not carry an entitlement to single Service Living Accommodation (SLA), however, surplus accommodation may be applied for in accordance with JSP 464 or single Service guidance where there is a variance within the Army TLB.

01.10.054. Service Families Accommodation. FTRS (LC and HC) commitments do not carry an entitlement to Service Families Accommodation (SFA), however, surplus accommodation may be applied for in accordance with JSP 464.

a. FTRS (FC). Personnel employed on FTRS (FC) Commitments are entitled to apply for Service Accommodation in accordance with Tri-Service Accommodation Regulations (JSP 464), Part 1 (TSARs).

b. Army Reserve personnel living in local authority housing should consider carefully whether to give up this housing to undertake FTRS. The local authority may be unable to re-house a Reservist on completion of the Commitment. Similarly, private home owners should be advised to let rather than sell their homes because of the difficulties that may be incurred in trying to find a new home on completion of FTRS.

01.10.055. Leave. Personnel on FTRS are granted the same leave entitlements as Regular personnel[17]. This provides up to 38 working days annual leave on a pro rata basis. Personnel deployed on PJHQ sponsored operations in operational theatres may also accrue up to 20 working days Post Operational Leave.

a. FTRS Service will not be extended for the purpose of leave untaken, with the exception of Terminal Leave under the circumstances laid down in JSP 760. All projected leave is to be included in the period of the commitment articulated at the outset. Full details can be found in JSP 760, Tri Service Regulations for Leave and Other Types of Absences.

b. Personnel serving on FTRS Army Reserve Conditions of Service are not entitled to take career breaks. They may, however, dependent on exceptional personal circumstances, apply for Special Unpaid Leave (see JSP 760, Ch 17). Applications should in the first instance be made to APC, FTRS Sect through the unit CO.

c. **Annual Leave Allowance (ALA).**

(1) FTRS of 15 days or less carries no leave entitlement.

(2) Three working days leave for each month of FTRS with part months calculated proportionately. On completion of the final calculation of eligibility, any fraction is to be rounded up to the nearest full day.

(3) Any leave (other than that granted as a statutory entitlement, compassionate and R&R during an operational tour) taken during FTRS is to be deducted from the accrued ALA.

[17] Full details in JSP 760 Tri Service Regulations for Leave and Other Types of Absence.

(4) FTRS commitments will not be extended for the purposes of covering leave not taken.

d. **Post Operational Leave (POL).** Personnel deployed on sponsored operations to operational theatres are entitled to POL at the rate of one day's leave for every nine days deployed. R&R leave not taken during a period of operational deployment will be lost and cannot be added to POL.

e. **Temporary Relocation Leave (TRL).** Individuals deployed outside the UK to non-operational theatres for three to six months will be entitled to normal ALA plus TRL for an additional five working days. Those employed for a period in excess of six months will be entitled to 10 working days TRL. Individuals will not be entitled to Post Operational Leave (POL) as well as TRL.

f. **Terminal Leave.** Terminal leave is to be granted on a scale of one day per month served on an FTRS commitment, up to a maximum of 10 working days leave for commitments up to 42 months. Where the original commitment was extended in the same post, the maximum terminal leave allowable remains 10 days, and will be taken at the end of the consecutive period of FTRS service. Terminal leave may not be carried forward into new commitments and will only be granted on completion of final commitment[18].

g. **Maternity, Paternity, Adoption Leave and DOMCOL.** Personnel on FTRS commitments are to be granted the same entitlements to maternity, paternity, adoption leave as Regular personnel. DOMCOL may be considered on an individual basis. This will not alter the last day of a FTRS Commitment.

h. **Flexible Working (Non-Standard Working Hours).** Flexible working arrangements allow an individual to have a degree of freedom when attempting to balance their work and personal life. Being able to maintain a balance between personal life and Service commitments may be a contributory factor towards recruitment, retention and the overall effectiveness of the Armed Forces. Any individual on the trained strength of either the Regular or Reserve Forces may apply to their CO to work flexibly. This includes personnel engaged on FTRS commitments. For full details see 2015DIN01-182 and JSP 760.

01.10.056. Resettlement. FTRS personnel are not normally eligible for resettlement training[19] but a resettlement interview may be arranged, if requested, prior to completion of a period of FTRS. A Reservist who has completed aggregated, consecutive periods of FTRS Service, which total a minimum of six years, with no more than 4 calendar months between appointments, will be entitled for the same resettlement package as for Regular service personnel[20].

01.10.057. Medical and Dental Care. Service personnel on FTRS, unless on FC or deployed on LC, are not entitled to Service medical and dental care. In all cases of emergency at their place of duty, all FTRS personnel may be treated by Service medical or dental staff. Occupational Health (OH) is applicable to Reservists including FTRS. OH includes rehabilitation for injuries sustained during training. See also JSP 950 Leaflet 1-3-6.

01.10.058. Uniform. FTRS personnel are expected to wear uniform. The normal dress for RSG officers will be civilian clothes unless the wearing of uniform is specifically stated as a requirement in the job specification.

[18] Note the requirement for medical examination – QR(Army) para 9.342.
[19] Those being medically discharged from the Service during their FTRS commitment have the same entitlement as that for Regular Service personnel – JSP 534 Sect 6.
[20] JSP 534 paras 0310 and 0311.

01.10.059. Rank in Uniform. All FTRS personnel required to wear uniform, will wear the rank of the post or the substantive rank, whichever is lowest.

01.10.060. Clothing and Equipment. Army Reserve personnel are to report for FTRS with their issued Army Reserve scales in accordance with JSP 886, Vol 6. Parent units are to forward the AFH 1157 to MTMC. All personnel appointed to FTRS will be brought to Regular Army scales at MTMC including winter and summer supplements where applicable. Failure to present AFH 1157 may delay signing of the Commitment. Ceremonial Dress, No 2 Dress and accoutrements will not be issued by MTMC but, where appropriate, by receiving units in accordance with JSP 886.

01.10.061. Disability Allowance. Army Reserve Disability Allowance is payable to individuals who are injured whilst on their FTRS commitment and are incapable of performing any type of military duty on their return to the Army Reserve in the same way as those who are mobilised. The details of the Disability Allowance are at Chapter 8 and JSP 754, Chapter 4, Section 4. Incidents causing attributable injuries/illness are to be recorded on form MOD F 510.

Miscellaneous Provisions

01.10.062. Discipline and Administrative Action. All FTRS are subject to AGAI 67 and service law for the duration of the period stated in the FTRS commitment or until released from FTRS, whichever is the sooner. Personnel serving on FTRS are subject to AGAI 67 and Service Law for the duration of the period stated in the FTRS Commitment or until released from FTRS, whichever is the sooner. FTRS personnel should meet Army Values and Standards and are subject to Administrative Action at all times as are all Regular and Reserve personnel.

01.10.063. Compulsory Drug Testing (CDT). Personnel serving on FTRS are liable for Compulsory Drug Testing.

01.10.064. Efficiency Awards and the Volunteer Reserves Service Medal (VRSM). Service on FTRS will reckon as qualifying service towards efficiency awards[21].

01.10.065. Electoral Registration. Personnel employed on FTRS are not eligible to register as Service voters except as shown below:

a. **Personnel Stationed Overseas.** Reservists 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. Individuals 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. **Personnel Stationed in UK.** Personnel stationed in the UK away from the place at which they are registered as electors, may apply to the electoral registration officer for their constituency for the form RPF9/9A. This will enable them to vote by post in all elections.

c. The APC is to bring this to the notice of FTRS applicants. Units are to encourage soldiers and officers to register as an overseas voter or for a postal or proxy vote as appropriate.

01.10.066. Jury Service. Officers and soldiers 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.

[21] Details are in Chapter 3.

01.10.067. Political Activity. Personnel in FTRS are not to take an active part in the affairs of any political organization, 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. Full details of these restrictions are at paras 01.03.307 – 01.03.308.

01.10.068. Welfare Support. Officers and soldiers 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 as defined in AGAI 81. In addition, FTRS personnel serving on overseas emergency operational tours are entitled to the Deployment Welfare Package (Overseas) DWP(O). On completion of the FTRS commitment personnel will have continued access to the ex-Services welfare sector such as SSAFA Forces Help and The Royal British Legion.

01.10.069. Army Dependants' Trust. FTRS personnel are entitled to join the Army Dependants' Trust[22].

01.10.070. Insurance and Wills. All personnel undertaking a period of FTRS are to be advised to consider taking out appropriate insurance in respect of personal accident, life and property (including military equipment or clothing in their charge). Personnel may apply to join Personal Accident Insurance (PAX) and Service Life Insurance (SLI). Before undertaking a commitment all FTRS personnel are to complete a Life and Personal Accident Declaration. FTRS personnel may complete an Army Will and are advised to complete Nomination of Armed Forces Pension Scheme 15 (AFPS 15) Death Benefit/Preserved Pension Lump Sum to ensure that any lump sum due on death is paid to the intended beneficiary.

01.10.071. Bank Account. Officers and soldiers undertaking 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 to the individual.

01.10.072. Career Breaks and Special Unpaid Leave. Personnel serving on FTRS Army Reserve CoS are not entitled to take career breaks. They may, however, dependent on exceptional personal circumstances, apply for Special Unpaid Leave[23]. Applications should in the first instance be made to FTRS Sect, APC through the unit CO.

01.10.073. ID Cards. ID Cards are to be issued by the parent unit to Army Reserve personnel and by MTMC to Regular Reservists. Should an ID Card not be available for Reservists, MTMC is to issue a Temporary Identity Card (**F Ident 693**).

01.10.074. Travel Documentation. The necessary outward travel arrangements to MTMC will be made by the Army Reserve unit for Army Reserve personnel and by MTMC for Regular Reservists including RARO. Costs for the initial admin visit to MTMC will be borne by MTMC. 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.

Contacts

01.10.075. Further Information. Where units encounter difficulty with their understanding of FTRS they should contact APC, FTRS Section for clarification. These regulations may be updated on an interim basis by DM(A) issued policy.

[22] See AGAI 88.
[23] JSP 760, Chapter 17.

Points of Contact. The following points of contact are available for advice in their subject areas:

a. DM(A) (Policy & Terms of Service): SO2 Reserves	Tel: 94393 6274 Civ: 01264 386274
b. Army HQ Org (Man Estbs): SO1	Tel: 94393 6224
c. Army Pers Cap Pers Svcs (Non Financial Conditions of Service): SO2	Tel: 94393 6055
d. PS10(A) (Financial Conditions of Service): SO2	Tel: 9621 89378 Civ: 020 721 89378
e. APC (FTRS Helpdesk):	Tel: 94561x2343 Civ: 0141 224 2343 Mil Fax: 94561x8746 Civ Fax: 0141 2248746
f. APC (Reserve Liability):	Tel: 94561 8808/8810 Civ: 0141 224 8808/8810 Fax 94561x8746
g. MTMC Admin	Tel: 01159572149
h. Army Hq Cts (SO2 G3/5 Indiv Cts):	Tel: 94393 6484

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ANNEX A TO CHAPTER 10

ARRANGEMENTS FOR FTRS (FC)

1. **General.** FTRS(FC) is used as a manning expedient to fill temporarily vacant Regular Army posts.

2. **Process to Establish FTRS(FC).** Regular APC Glasgow desk officers must consult with CM Ops (FTRS) and DM(A) prior to authorizing the employment of FTRS in vacant or gapped regular posts.

3. **Duration.** Commitments will normally only be offered as advertised in the FTRS Trawl by Full Time Reserve Section (FTRS Sect), APC. The length of engagement or extension will be determined and authorised by DM(A) subject to Service need. Extensions beyond this point must be approved by DM(A) following APC Glasgow confirmation that a Regular is not available to fill the post. It should be understood that it may be decided to gap the post. The length of engagement or extension will be determined and authorised by DM(A) and will be subject to Service need.

Conditions of Service for FTRS (FC)

4. **Age Limits**[1]. The upper age limit is the day before the 55th birthday for both Officers and Soldiers..

5. **Liability for Deployment.** Personnel on FTRS(FC) undertake the same range of duties and have the same world wide deployment liability as Regular soldiers or officers. Individuals serving on FTRS(FC) should be aware that they may, as may Regular officers and soldiers, be offered up during their commitment as augmentees for operational tours or exercises. Commitments will be drawn up in such a way as to permit this.

6. **Mobilisation.** Personnel on FTRS(FC) are not liable for mobilisation.

7. **Single Living Accommodation (SLA).** Single/married unaccompanied personnel employed on FTRS(FC) are entitled to be accommodated in Service SLA or SSSA at their duty station.

8. **Service Family Accommodation (SFA).** Personnel employed on FTRS(FC) are entitled to SFA or SSFA in accordance with Tri Service Accommodation Regulations, JSP 464 Part 1. Normal entitled rates are to be charged.

9. **Pay.** Personnel on FTRS(FC) are to be paid at the Regular Army rate of pay including full X factor appropriate to their rank, employment qualification and seniority (including former reckonable service where appropriate). Previous Regular, Permanent (mobilised), FTRS or Additional Duties Commitment (ADC) service is reckonable for pay purposes.

10. **Medical and Dental Care.** Personnel serving on FTRS(FC) are to receive the same medical and dental treatment from Service sources as their Regular counterparts. Occupational Health (OH) is applicable to Reservists including FTRS. OH includes rehabilitation for injuries sustained during training. See also JSP 950 Leaflet 1-3-6.

11. **Training**. Attendance at MTMC for J1/J4 administration and successful completion of MATT assessment is mandatory for all personnel on FTRS (FC). Failure to complete MATTs successfully

[1] The upper age limit follows the NRA for the Regular Army and is normally 55 for officers and soldiers; which will only be varied in order to meet the Service need and with prior authority of DM(A). However, the normal retirement age for RFPS purposes is age 60 and only personnel retiring on or after their 60th birthday will receive an immediate pension; all other pensions will be preserved until 65.

may lead to the cancellation of a commitment. MATTs are to be completed annually in the employing unit and to the same standard expected of a Regular Officer or Soldier. MATTs are to be recorded on JPA.

12. FTRS personnel who are due to deploy on operations but fail to attain the MATT standard may be required to delay their deployment to reach the required standard or for APC Glasgow to conduct a medical risk assessment. Individuals that do not meet the required standard are liable to have their commitment terminated.

FTRS(FC) Commitment Renewal

13. The opportunity to renew a commitment without an obligation for new competition does not exist for FTRS(FC). UKP posts should be filled by a Regular Officer or Soldier at the earliest opportunity. The non-availability of a Regular does not imply an automatic extension of FTRS commitment.

ANNEX B TO CHAPTER 10

ARRANGEMENTS FOR FTRS (LC)

1. **General.** Personnel employed at FTRS(LC) will fulfil a full range of duties based in one location (which may be overseas). They have a liability for compulsory operational deployment or operational detachment of up to 35 days in any one year with no single detachment lasting in excess of 21 days. An exception to this detachment limitation is for scheduled exercises inherent in the employing unit's annual programme, which should be made known to the individual during the selection process. Personnel on FTRS(LC) may be mobilised but may not respond to a voluntary trawl.

2. **Liability.** FTRS(LC) is a rare commitment only used in exceptional cases authorized by DM(A). The creation of an FTRS(LC) position requires the submission of a UKP Compensating Reduction (CR) or where no CR is available, approval to waive this requirement must be agreed by the Standing Army Liability Committee (SALC).

3. **Duration.** The length of engagement or extension will be determined and authorised by DM(A) subject to Service need, which may only be renewed or extended with the authority of DM(A).

Conditions of Service for FTRS (LC)

4. **Age Limits.** The upper age limit is normally 55; this will only be varied in exceptional cases in order to meet the Service need. However, the normal retirement age for AFPS 15 purposes is age 60 and only personnel retiring on or after their 60 birthday will receive an immediate pension; all other pensions will be preserved until 65.

5. **Liability for Deployment.** Personnel employed on FTRS(LC) have a liability for compulsory operational deployment or detachment of up to 35 days in any one year with no single detachment lasting in excess of 21 days[1].

6. **Mobilisation.** Personnel on FTRS(LC) may be mobilised but may not respond to a voluntary trawl.

7. **Single Living Accommodation (SLA).**

   a. FTRS(LC) commitments do not carry an entitlement to SLA. However, where accommodation is available and permission has been given by the commanding officer, individuals may exceptionally occupy SLA at the Market Rate but only in the duty station's SLA. If accommodation is subsequently required for entitled personnel then the FTRS(LC) personnel will be required to vacate with no subsequent rights to further accommodation, although they may reapply as above.

   b. Claims for Substitute SLA (SSLA) for posts outside London are not authorized. For posts which carry an entitlement to Recruiting & Retention Allowance (London) RRA (L), FTRS(LC) personnel may exceptionally be permitted to claim Substitute Single Service Accommodation (SSSA). Applications to occupy SSSA must be submitted through the chain of command in accordance with instructions published by the appropriate TLB prior to commencement of the commitment. Personnel occupying SSLA will be charged the entitled accommodation rates irrespective of age and marital status. Such personnel will not be entitled to Food and Incidentals Allowance (FIA) and will not pay food charges.

[1] An exception to this detachment limitation is for scheduled exercises inherent in the employing unit's annual programme, which should be made known to the individual during the selection process.

c. Personnel may occupy SLA when temporarily detached from their parent unit location or undergoing further training at a Defence or Army school or training unit, or on a duty away from their duty station that requires overnight accommodation.

d. Should an individual serving on FTRS(LC) be moved to meet the needs of the Service during a commitment and where the new duty station location is not within reasonable daily commuting distance from their permanent home address[2], whilst remaining non-entitled the individual may, subject to the staffing of a case to the appropriate deciding authority, be eligible to occupy SLA at entitled rates or receive HDT. This does not apply to FTRS(LC) taking up initial or subsequent commitments.

8. **Service Family Accommodation (SFA).** Personnel employed on FTRS(LC) are not entitled to SFA. If available, eligibility to live in surplus SFA may be granted by their commanding officer in which case Market Rates are to be charged[3]. If accommodation is subsequently required for entitled personnel then the FTRS(LC) personnel will be required to vacate the SFA with no subsequent rights to further accommodation, although they may reapply as above.

9. **Pay.** Personnel on FTRS(LC) are to be paid the basic military salary with a 5% X Factor, at the rate appropriate to their rank, (and, in the case of soldiers, their Employment Qualification) and increment earned through reckonable service. Previous Regular, permanent, FTRS or ADC service is reckonable for pay purposes.

10. **Medical and Dental Care.** Personnel serving on FTRS(LC) are entitled to medical and dental treatment from Service sources when they are on deployments or detachments, or when they are paying entitled rates for SLA. However, in all cases of emergency at their place of duty, FTRS(LC) may be treated by Service medical or dental staff. Occupational Health (OH) is applicable to Reservists including FTRS. OH includes rehabilitation for injuries sustained during training. See also JSP 950 Leaflet 1-3-6.

11. **Training.** Attendance at MTMC for J1/J4 administration and successful completion of MATT assessment is mandatory for all personnel on FTRS (FC). Failure to complete MATTs successfully may lead to the cancellation of a commitment. MATTs are to be completed annually in the employing unit and to the same standard expected of a Regular Officer or Soldier. MATTs are to be recorded on JPA.

12. FTRS personnel who are due to deploy on operations but fail to attain the MATT standard may be required to delay their deployment to reach the required standard or for APC Glasgow to conduct a medical risk assessment. Individuals that do not meet the required standard are liable to have their commitment terminated.

FTRS(LC) Commitment Renewal

13. The opportunity to renew a commitment without an obligation for new competition does not exist for FTRS(LC). UKP posts should be filled by a Regular Officer or Soldier at the earliest opportunity. The non-availability of a Regular does not imply an automatic extension of FTRS commitment.

[2] JSP 752 stipulates 1.5 hours or 50 miles as the normal guideline for commuting.
[3] JSP 464 Part 1 Chapter 10 Annex A para 17.

ANNEX C TO CHAPTER 10

ARRANGEMENTS FOR FTRS (HC)

1. Unless specified, the provisions laid out in this Annex refer to all FTRS(HC) personnel including RSG.

2. **Establishment of FTRS(HC).** These posts are to be created and marked on JPA with a Person Category of FTRS (HC) or ERA. Regular personnel cannot be employed in FTRS posts.

3. **Manpower Control.** The approval for the establishment of FTRS(HC) RSG posts is reserved to DM(A), but exercised through the SALC process. DM(A) scrutiny is extended to those posts that are due to be created by another TLB, but requiring an Army fill. Future selections for FTRS(HC) RSG posts are to be taken by No6 Board and endorsed through No's 2 & 4 Boards if applicable.

4. **Duration.**

(a) Short-term lifed commitments will normally be used for posts or specific tasks for which Regular Army manpower is unavailable and where such liability requirements are confirmed by the TLB and created on JPA. Such commitments are normally for a six months up to a maximum of 3 years (extensions for these type of posts beyond 3 years will only exceptionally be authorized by DM(A)).

(b) Longer-term enduring commitments are normally used to fill Army Reserve Support and military continuity posts (some former NRPS posts and FTRS(HC) RSG) that do not require the mobility or deployability of UKP personnel. Continuity posts will be identified in the remarks column of the establishment as shown on SLIM. Long-term enduring commitments are initially for 2 years with up to 5 year extensions subject to the continuing needs of the Service, performance[1] and the criteria at para 01.10.005.

Periods of service of less than six months may be arranged, by exception, with the agreement of FTRS Sect, APC.

Personnel on FTRS(HC) are widely used to fill both short term and longer term commitments.

5. **FTRS(HC) RSG.** The establishment of FTRS(HC) RSG posts is subject to additional scrutiny by DM(A) in support of the SALC process. Posts must justify the strict RSG criteria: The experience needed for these posts is likely to require successful applicants to have held a full career in the Regular Army spanning numerous disciplines on operations and at staff as well as having completed formal staff training and have experience working on the Staff. Personnel may only be appointed on FTRS(HC) RSG terms to former UKP, RO or MSF posts redesignated by a TLB or in newly created RSG posts.

6. The continuity and long term employment prospects of FTRS(HC) RSG posts is most likely to be incompatible with continuing Army Reserve service or long term retention on the Army Reserve Reinforcement Group (ARRG). Personnel in FTRS(HC) RSG employment who hold a higher substantive rank on retirement from Regular service, or who are awarded higher honorary rank on retirement, retain their right to use the title of their rank, followed by the suffix (Retired), when employed in an RSG post of lower rank. Pay remains at the rate appropriate to the post in which employed. Clear and persuasive justification that the post could not effectively be undertaken by an MSF Officer.

[1] OPG Grade B or higher in the last two Appraisal Reports, with a positive recommendation for continued FTRS employment, supported by the 2RO.

A continuity staff post in a HQ where extensive military experience and Staff credibility, likely to have been gained from a full career in the Army spanning numerous disciplines including operations and at staff, is considered an essential prerequisite.

7. **Employment Considerations for FTRS(HC) and FTRS(HC) (RSG).** Both cohorts of FTRS(HC) do not benefit from the same Conditions of Service that apply to their Regular counterparts with whom they would frequently work alongside. Employing officers must, therefore, be aware of the limitations of such employment which is underpinned by the Conditions of Service which reflect 'Home Commitment'. The main limitations are:

a. X-Factor rated at 0%.

b. No Home to Duty (HTD) travel allowance.

c. No access to Defence Primary Health Care (DPHC) (unless in an emergency).

d. Limited access to Single Living Accommodation (SLA) with no right of tenure.

8. **Job Specifications.** Job specifications must reflect accurately the expected duties and tasks required of each FTRS (HC) individual and must be tailored to the environment in which they are to be performed. They must also take into consideration the austere Conditions of Service associated with FTRS (HC). The environments fit broadly into four areas:

a. Army Reserve Gp A and B units (National and Regional).

b. Army Headquarters and Formation HQs.

c. Army Training Units and Training Providers.

d. ARTD / ITG and Recruiting centres.

All will have different work patterns and/or varying staff rhythms, however, all employing officers must be fully aware of their responsibilities to adhere to the Working Time Regulations (WTRs) (see para 9).

9. **Working Time Regulations.** Whilst the phrase 'without conditioned hours' (see para 01.10.003.c) allows a degree of flexibility in the hours expected to be worked, employers must be aware that FTRS (HC) personnel do not have the same Conditions of Service that apply to that of a Regular Officer or Soldier. Furthermore commanders must have in mind the provisions of the Working Time Regulations 1998 which place restrictions on the number of hours that all service personnel (which includes all FTRS personnel) can work.

The Regulations state that the average working week (calculated over a period of 17 weeks) should not exceed 48 hours per week. Whilst the armed forces have an exemption from this provision of the Regulations where characteristics peculiar to the armed forces inevitably conflict with the Regulations, this has been interpreted narrowly by the courts and so the exemption would not cover the 'routine activities' of the armed forces which are likely to include just about all activities carried out by FTRS (HC). Commanders are referred to 2015DIN01-144: Guidance on the Working Time Regulations – Service Personnel, containing guidance on the interpretation of the Working Time Regulations within the Armed Forces as part of the EU Working Time Directive which became part of British law on 1 October 1998.

10. **Duties.** Duties such as Duty Officer/WO/SNCO may be conducted under FTRS (HC).

11. **Age Limits.** FTRS(HC) posts are designated lifed, or enduring and have different retirement ages. The age limits shown below may be varied with DM(A) authority in order to meet a Service need.

a. The NRA for both officers and ORs, whether in a lifed or enduring post wil be 60 years[2].

b. FTRS HC (RSG). The day before 65th birthday. This Term of Service is available to Officers only and entry is normally limited to those aged 50-60 with an NRA of 65, subject to annual confirmation of medical fitness after the age of 60.

12. The normal retirement age for AFPS 15 purposes is age 60 and only personnel retiring on or after their 60th birthday will receive an immediate pension; all other pensions will be preserved until 65.

13. **Qualification.** FTRS(HC) personnel should be selected with suitable experience and without requirement to conduct career courses for the post. It is accepted that there will be a requirement for Employment Training is some cases. FTRS(HC) RSG applicants are required to have completed formal staff training.

14. **Liability for Deployment**. Personnel on FTRS(HC) have no liability for operational deployment.

15. **Mobilisation**. Personnel on FTRS(HC) may be mobilised without restriction in their Reservist capacity[3] although mobilisation is not expected unless in exceptional circumstances. The Chain of Command would balance any such mobilisation request against the requirements of the FTRS appointment being currently filled.

16. **FTRS(HC) Commitment Renewal.** Applications are made on AFE 20058.

17. **Service Accommodation (SA).** FTRS (LC and HC) commitments do not carry an entitlement to single Service Living Accomodation (SLA), however, surplus accommodation may be applied for in accordance with JSP 464 or single Service guidance where there is a variance within the Army TLB.

18. **Service Families Accommodation (SFA).** FTRS (LC and HC) commitments do not carry an entitlement to Service Families Accommodation (SFA), however, surplus accommodation may be applied for in accordance with JSP 464.

19. **Pay.** Personnel on FTRS (HC) are to be paid at rates equating to the basic military salary with a 0% X factor appropriate to the rank or grade of the post occupied (and, in the case of soldiers, their Employment Qualification). Previous Regular, permanent[4], FTRS or ADC service is reckonable for pay purposes. Those personnel transitioning from NRPS to FTRS will have their pay reckoned as a new entrant to FTRS. The FTRS Pay Increment Level will be at least equal to the current NRPS increment level.

20. **Uniform.** FTRS(HC) personnel are expected to wear uniform. The normal dress for RSG officers will be civilian clothes unless the wearing of uniform is specifically stated as a requirement in the job specification.

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[2] ORs in lifed posts will be given the opportunity to continue to the new NRA of 60 where supported by the employer. Commitment lengths will not be altered until a current commitment finishes and a new extension is approved.
[3] For Mobilisation see para 01.10.069.
[4] 'Permanent' service is used to refer to mobilised service and not NRPS.

21. **Medical and Dental Care.** Personnel serving on FTRS(HC) are not entitled to receive Primary Health, Medical or Dental care from Service sources. However, in all cases of emergency at their place of duty, (which includes Exercises/Out of Camp training/OTXs) FTRS(HC) personnel may be treated by Service medical or dental staff. Occupational Health (OH) is applicable to Reservists including FTRS. OH includes rehabilitation for injuries sustained during training. See also JSP 950 Leaflet 1-3-6.

22. **Training.** Personnel on FTRS (HC) (including (HC) RSG) are to attend the J1/J4 administration and Military Annual Training Tests (MATT) 6 (Values and Standards) briefings. MATT 6 is to be repeated annually within the employing unit. Training events (including annual continuous training (ACT), overseas exercises, adventurous training), are admissible. However, in conducting MATT 2 (Fitness) Training, Employing Officers must take into consideration that FTRS (HC) personnel do not enjoy DPHC access. Any physical development training must comply with the policy maintained by ATB. LF/DTrgA/ITrg/Phys Dev/27/08 dated 31 Mar 14 refers.

ANNEX D TO CHAPTER 10

PROCEDURES FOR ESTABLISHING AND RECRUITING FTRS.

1. The procedure for establishing and recruiting FTRS is illustrated on the **Army Forms** web page.

2. **FTRS.** Within the Army TLB FTRS establishment action is the responsibility of D Plans and is executed through the Standing Army Liability Committee (SALC). All applications for post extensions or post enhancements must be approved by SALC before recruitment can commence or commitments be extended. All proposed establishment changes are to be staffed to the SALC for approval and no establishment action may take place until SALC approval has been granted. Applications must be resource neutral. Enhancement requests (new FTRS (HC) posts) must have a valid compensating reduction. For existing NRPS posts the application must be to convert to FTRS (HC) and subsequently recruit into the new FTRS (HC) post.

3. **Submissions.** Changes to establishments submitted to the SALC must be presented in the ALAF format.

4. **FTRS in Army Reserve Units.** Individuals may also be employed within Army Reserve units but only in gapped regular posts. Exceptionally, posts may be considered for FTRS (ie Commanding Officer), only with DM(A) authority (the process is covered in 2015DIN01-013).

5. **Manning Controls.**

   a. Manning levers are subject to change, determined and periodically reviewed by DM(A).

   b. All FTRS personnel are to be assigned to a valid and appropriate JPA PID prior to commencing employment.

   c. Army Reserve officers and soldiers already selected for appointments in a Army Reserve unit (eg Commanding Officer) are not to be employed in such posts on FTRS without exceptional authority granted for such employment by DM(A).

   d. FTRS (LC) and FTRS(HC) RSG posts are subject to DM(A) approval as part of the establishment process. TLBs other than LF wishing to employ Army personnel on FTRS(LC) or (HC) RSG Terms are also to seek prior approval from DM(A) as part of the establishment process. This is to control the growth of Army FTRS strength and ensure that (HC) RSG, which is a single service term of service is not used inappropriately. Selections for FTRS(HC) RSG posts are to be taken by No6 Board and endorsed through No's 2 & 4 Boards if applicable.

Procedures for Taking Up FTRS

6. **Advertising.** FTRS vacancies are advertised on the Reserves Assignments Opportunities List (RAOL), this is managed and maintained by CM OPS FTRS Section and updated on a weekly basis. All posts are advertised a minimum of 1 calendar month and the RAOL can be found on the Internet, the MOD intranet and the Army's web site using the links below.

Internet:

http://www.army.mod.uk/reserve/31788.aspx

Intranet:

http://defenceintranet.diif.r.mil.uk/Organisations/Orgs/Army/Organisations/Orgs/msweb/JobLists/Pages/JobListsHome.aspx

ArmyNET:

https://www.armynet.mod.uk/club/login.php

7. Employing units and headquarters should aim to submit their authorised bids to CM Ops FTRS section a minimum of 4 months before the required FTRS start date. The entire process from start to finish takes on average 6 months.

8. All applications to advertise FTRS posts should be submitted using the FTRS advert request form accompanied by an up to date Job Description in the MS format.

Essential:

a. Details of the authorisation to recruit or extend the post from SALC or DM(A) or relevant authority at the Regional Brigade HQ.

b. An up to date Job Spec with post title, rank, employing unit, details of the unit roles and position role and responsibilities and essential qualifications.

c. Unit Point of Contact and details of board secretariat if different.

d. Tenure of post.

e. Medical and Dental standards as required.

f. Level of security clearance required, SC, DV or Base Check.

g. CRB/MS referral requirements.

h. Any special conditions that may apply to the post. Examples - include Essential Training, Qualifications, Experience, need to travel in post either at home or overseas and possible future re-location of the post. These are by no means exhaustive as each post may have differing requirements.

Application Processing

9. All applications from individuals for FTRS posts should be submitted on the FTRS application form AFE 20045. Applicants should provide their army service details and details of the post(s) applied for complete with CV if required. Applications must be submitted to CM Ops FTRS Sect at APC Glasgow to arrive before the specified closing date of the RAOL advert for each specific post. In addition:

a. Applicants from the Army Reserve are to submit their applications through their unit or CRHQ as the applications require their CO's signature or authorised representative.

b. Applicants from the Regular Reserve or Regular Army in their last year of regular service are to apply directly to CM Ops FTRS Sect.

c. On receipt of an application CM Ops FTRS Sect will endeavour to acknowledge receipt of the application(s) within 5 working days.

d. APC, CM Ops FTRS will forward applicants' details to the Employing Unit Selection Boards (EUSB) within an average of 5 working days of the advertised closing date.

Selection and Boarding

10. FTRS(HC) personnel should be selected with suitable experience and without requirement to conduct career courses for the post. It is accepted that there will be a requirement for Employment Training in some cases.

11. All personnel taking up new FTRS appointments are to be inducted through MTMC, reporting as instructed by APC. On completion of the induction phase, MTMC will inform the employing unit of any training deficiencies and recommend remedial action. Attendance at MTMC for J1/J4 administration and successful completion of MATT assessment is mandatory for all personnel on FTRS (FC) or (LC) terms. The MATT requirement is laid down in AGAI B-D. All FTRS personnel must complete a WIP (Work Induction Programme) package in accordance with LF Policy requirements.

12. All Army Reserve personnel provisionally selected for an FTRS appointment are to report to MTMC with all medical and dental documentation. CM Ops, APC will arrange to forward medical and dental documents for non-Army Reserve Reservists to Med Wing, MTMC prior to reporting.

Board Assurance

13. The EUSB has a maximum of 4 weeks to complete the boarding process and return the paperwork to CM Ops FTRS.

14. Care should be taken to ensure that the board composition meets the required rank and number of board members as per the FTRS selection Policy, (FTRS P&P).

15. The selection boards will normally only consider applications from individuals who are the substantive rank or higher for the post.

16. Non sub rank applicants will only be considered if there are no other suitably qualified applicants in the stated required rank. This is subject to agreement between the employing unit and CM Ops. Acting rank will only be granted after the appropriate checks have been made to confirm the applicant is suitably qualified.

17. Once completed all EUSB results should be sent to CM Ops FTRS Bds. Employing units can advise applicants informally of their position on the board with the caveat subject to confirmation by CM Ops FTRS.

18. CM Ops FTRS will carry out board assurance and notify the board secretary of any points which need rectified prior to finalising the board assurance.

19. Once assured CM OPS FTRS Sect will contact each applicant individually to inform them if they were successful or not. Successful applicants will be invited to contact the MTMC in order to confirm their place on the FTRS Preparation and induction day complete with Medical and Dental checks as necessary.

20. CM Ops FTRS will also initiate any specific MS Referral requirements and advise the units concerning any specific security clearance action required.

21. If an individual requires further information on the board results they should contact the board secretary.

Induction

22. The MTMC induction day is designed to ensure that the successful applicants meet the required Physical and Medical standards for their FTRS commitment. Attendance at MTMC will include briefings on the FTRS Terms and Conditions. Medical and Dental examinations as necessary and MATT's as required.

23. It should be noted that if the individual fails to pass the medical or other tests at any stage it may result in a commitment being deferred or cancelled.

In Unit Briefing

24. In addition to attendance at MTMC induction, Army Reserve units are to ensure that applicants from their units are correctly briefed on the scheme, its terms and conditions of service and the possible impact on a Army Reserve career.

Commitment Offer

25. Once CM Ops FTRS have received confirmation that the appropriate checks and tests have been successfully completed they will liaise with the employing unit, individual and losing unit as required, to confirm the individuals FTRS start date. Only when this agreement has been reached may the FTRS commitment be issued. This commitment offer will include Job spec, tenure details, rates of pay and any pension payment abatement or suspension due to prior service.

26. The formal commitment form will be sent to an agreed point of contact normally by Fax to be signed, witnessed by a serving commissioned officer and returned to the APC by the applicant.

27. Every effort will be made to ensure that the start and end dates of the commitment meet the expectations of both the individual and the employing unit.

Commitment Acceptance

28. Only after the commitment has been correctly completed, signed and returned to the APC will CM Ops FTRS set up the individuals FTRS account on JPA. The JPA account will be set up so that the individual's record is live at their FTRS unit on the appropriate start date without an assignment order being issued.

Commencing Work

29. Employing units should ensure that no individual commences work on FTRS before the start date authorised in their FTRS commitment. Individuals should note that they will only be paid for FTRS employment from the agreed start date of the FTRS commitment.

> **Note:** FTRS Sect APC is the sole authority for issuing FTRS Commitments and units must be careful not to unwittingly enter into a verbal contract with the applicant on the Army's behalf. Doing so not only causes administrative difficulties but is a breach of financial propriety.

30. **Assignment**. Commitments can only be authorized by APC FTRS Sect. The Commitment is to be issued by FTRS Sect prior to commencement of employment. No person may commence employment without such a Commitment. COs and Line Managers are to ensure that Reservists are aware that any verbal or written reference to possible employment on FTRS terms, prior to the completed Commitment being signed by both parties, does not constitute an official offer of FTRS employment.

31. **FTRS Extensions**. Personnel may only apply for extensions where the liability endures (confirmed through the SALC). Personnel serving on FTRS may apply for extensions to their commitment (using AFE 20047) without competition, up to the relevant maximum retirement age or the life of the post, whichever is sooner, provided they meet the eligibility criteria for that Term of Service.

32. Prior to authorising an FTRS commitment extension FTRS Sect, APC is to confirm that the JPA position is valid for the period of extension. FTRS Sect, APC is to notify the chain of command, the employing unit and, if the individual is a member of the Army Reserve, the parent unit of any variation to the length of a Commitment.

33. In Pension terms, an extension in the interests of the Service does not constitute a new Commitment and pension abatement will not be reassessed.

34. Incumbents must meet the performance criteria[1] or QR(Army) para J 5.586. Commanders retain the right to conduct a new competition at the end of the current commitment regardless of the incumbents' aspirations or Appraisal Reports.

35. This policy does not apply to FTRS(FC) or (LC) personnel. UKP posts should be filled by a Regular Officer or Soldier at the earliest opportunity. The non-availability of a Regular does not imply an automatic extension of FTRS commitment.

36. If second and subsequent, consecutive Commitments are entered into, employment is to be considered continuous and carries with it entitlement to re-location allowances, provided the provisions laid down in JSP 752 are met.

[1] OPG Grade B or higher in the last two Appraisal Reports, with a positive recommendation for continued FTRS employment, supported by the 2RO.

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CHAPTER 11

ADDITIONAL DUTIES COMMITMENTS (ADC)

General

01.11.001. The ADC Concept.

a. Under Section 25 of the Reserve Forces Act 1996 individual members of the Reserve Forces may voluntarily undertake intermittent or part-time employment under an ADC, where they are committed to attending for duty on days or part-days each week at a nominated place of duty as specified in the commitment. ADC attendance is mandatory once the commitment has been entered into and failure to attend for duties as laid down is an offence. Personnel may only undertake one ADC at a time and ADC may not be used on deployed operations.

b. Purpose of ADC. ADC applies equally to officers and soldiers. An ADC may be used for one of the following three purposes:

(1) Extended Duties – To carry out additional duties which are relevant to an individual's appointment but are beyond their mandatory training obligations.

(2) Secondary Duties – To carry out additional duties that are not necessarily specific to an individual's post or parent Army Reserve unit, including duties that enable operational training.

(3) Authorized Backfill – To fill a vacant established post in a parent unit or Regular unit or elsewhere, on a part time basis.

c. The terms and conditions of service, procedures and the ADC Forms are common to all three Services except for minor procedural differences dictated by individual Service organizations and practice. Duties carried out in compliance with an ADC are additional to any other obligations an individual has as a member of the Reserves. ADC may be carried out in addition to other obligations such as High Readiness Reserves (HRR) liability, mandatory training and VTOD. During the course of the week and whilst holding an HRR liability, an individual could be separately employed on:

(1) A training night and/or a training week-end.

(2) A day or part day VTOD.

(3) Part time employment on ADC.

d. Although the Services are not subject to all aspects of UK and European Employment law, the tri-Service template for ADC regulations mirrors civilian employment legislation as closely as Service conditions permit and places obligations on the Services as an employer. These regulations may be updated on an interim basis by DM(A) issued policy. ADC employment is available to both Regular Reservists and Army Reserve personnel; this chapter of Reserve Land Forces Regulations contains detail specific to the Army Reserve.

01.11.002. Overseas Employment. Personnel may be permitted to enter into an ADC for service overseas of not more than 180 days. The period of ADC service is bounded by the Training Year. Such employments are restricted to non-Operational Theatres.

01.11.002A. Employment in Northern Ireland. Personnel may be permitted to enter into an ADC for non-operational tasks in Northern Ireland of not more than 180 days. The period of ADC service is bounded by the Training Year. Exceptionally, personnel who are not domiciled in Northern Ireland may apply for ADC employment on a case by case basis through HQ 38 Bde. For these exceptional cases, HQ 38 Bde G2 will provide security advice.

Manpower Costs

01.11.003. The costs of personnel engaged on ADC are to be borne by the employing unit or task sponsor and charged against that UIN using the mechanism of Man Training Days (MTD). Pay is issued on an attendance basis as for routine Army Reserve duties. The use of ADC requires budgetary authority in accordance with TLB financial instructions. An authorized funding certificate on AFE 20057 is to be provided by the sponsor with justification.

01.11.004. ADC tasks are only available when it is necessary to use this Term of Service to meet the needs of the Army.

01.11.005. ADC funding must be in place before an ADC task is advertised or an individual is invited to sign a commitment. If an ADC task is authorized by MS Reserves, the funding certificate is to be forwarded to the APC, Reserve Manpower Augmentation Cell (RMAC).

Procedures for Taking up ADC

01.11.006. Eligibility. Service under ADC TACOS is only available to members of the Reserve Forces (Army Reserve or Reg Res/RARO).

a. **Employment Criteria.** Employment will usually be in a post that is compatible with:

(1) The rank and capabilities of the officer, or,

(2) The rank, CEG, classification, qualifications, experience and, normally, cap-badge of the soldier.

(3) Individuals must be medically and dentally fit to the standard required for that post and should not require routine medical PULHHEEMS assessment.

b. **Dual Employment.** Reservists in receipt of full time military rates of pay from the MoD may not be paid in addition for attendance at Army Reserve Training or ADC. ADC is not therefore available to any personnel serving on FTRS/NRPS or mobilized service. Personnel are not eligible to start an ADC until the FTRS commitment has ended. However, it is possible to hold a simultaneous ACF/CCF appointment whilst on ADC.

01.11.007. Applicants are to apply for ADC using the form on AFE 20048, allowing sufficient time prior to appointment for processing to be completed. An ADC will be issued and must be signed before taking up an appointment. It is an individual responsibility to ensure understanding of the personal and financial implications of ADC employment; generic information is available in MMP/123.

01.11.008. Authorization of a Commitment.

a. **Annex D** specifies the types of ADC employment, and the requirement for advertising, funding and selection. The rank of the individual nominated for ADC requires the following authority for selection:

(1) Lt Cols and above – to be selected by relevant Manning Desk at APC.

(2) Majors – to be selected by Bde Board.

(3) Capts and below – to be selected by CO.

b. Following endorsement of the application by the Authorizing Officer, as specified at **Annex D**, APC, Bde or Commanding Officer of the employing unit is to countersign the declaration to an Additional Duties Commitment on AFE 20048.

01.11.009. There is no requirement for an ADC employee to be inducted through MTMC. Individuals must be in date with MATT 6 and conduct the WIP requirements of the employing unit.

01.11.010. Duration of Service - Minimum and Maximum. Individual commitments may be issued for a maximum of 12 months (bounded by the training year). Reserve liability must not end before the expiry date of the ADC. The application form is on AFE 20048. Note that the minimum commitment for ADC is one day (or part days that aggregate to one day) per week for a minimum of four weeks. The maximum in any 12 month period (bounded by the Training Year) is limited to 180 days, which includes all entitled leave. Reserve liability must not end before the ADC expiry date.

01.11.011. Reserve Liability. If an extension of Reserve liability is not granted prior to an ADC starting, the commitment is to be limited to the current retirement date. The length of commitment between the maximum and minimum is to be by mutual agreement of the applicant, and the employing unit or branch, in agreement with the Authorizing Officer.

01.11.012. Voluntary Training or Other Duties. Voluntary Training or Other Duties (VTOD) may be granted in addition to ADC provided that the combination with ADC does not exceed 180 days. The minimum Mandatory Training under Section 22 of RFA 96 may take place in addition to the maximum 180 days.

01.11.013. High Readiness Reserve (HRR). Individuals are permitted to start an ADC whilst currently holding an HRR liability, provided this is declared to the ADC employing unit during the selection process. Once employed on ADC, employment on all other forms of Reserve liability (including mobilisation or HRR) can only be entered into with the prior approval of the parent and ADC employing units. Such change will require the completion of a Variation Order.

01.11.014. Army Reserve Group C – Sponsored Reserves. Sponsored Reserves (SR) are only eligible to enter into an ADC if arrangements have been agreed with their employer and confirmed in writing.

01.11.015. Transitional Members. Transitional members have a liability to call-out under RFA 80 that is more restricted than under RFA 96. On 1 Oct 14 the Defence Reform Act created a second Transitional Class, ie those members of the Reserve who are subject to call-out under RFA 96 Sect 56. All Transitional members must voluntarily transfer to RFA 96 (DRA 14) prior to starting an ADC as per RFA 96, Schedule 9, para 4.

Military Training

01.11.016. Army Reserve appointments can continue to be held during a period on ADC, but training must not interfere with ADC duties. However, if the Reservist is deployed on overseas Exercises or detachments in excess of 16 days they may be eligible for training bounty.

01.11.017. Any MATTs completed are to be recorded on JPA and confirmed to the parent unit.

01.11.018. Personnel on ADC from the Regular Reserve are not eligible to earn a bounty.

01.11.019. Special Training. In addition to normal Army Reserve unit training and MATTs, specific training required to ensure that an individual can perform his primary ADC duties safely and effectively is to be provided or arranged by his ADC employment sponsor. ADC employment should not usually require significant training. Where such training makes the individual liable to give a minimum period of service after completion of the training, or to amortize training costs, Reservist are to be informed of this fact before being invited to sign an ADC Commitment.

Procedures for Joining

01.11.020. The Trawl. Tasks that are not for the extended employment of a specific individual or a combination of extended and secondary duties that are best carried out by the same individual are to be advertised as follows:

a. **Unit Tasks.** Tasks for which a unit or units have been nominated to provide personnel are to be advertised within the units concerned.

b. **Secondary Tasks.** Secondary tasks are to be advertised through Brigade, Divisional and Command Routine Orders and may be included on the APC sponsored, Reserves Assignments Opportunity List (RAOL).

c. **Authorized Backfill.** ADC employment to fill gapped/vacant UKP or FTRS posts are to be advertised through Brigade, Divisional and Command Routine Orders and included on the RAOL.

01.11.021. Advertisement. The advertisement is to include the following information:

a. Job title, rank, the title of the employing unit or HQ.

b. Job description including the responsibilities the individual will be required to perform.

c. The location of the post at which the duties are to be performed.

d. The period of the ADC showing start and finish dates for each period of duty.

e. Details of the work commitment, ie the number of days or part days per week throughout the period. (The ADC is to specify the days of the week and, for periods of work of less than one working day, the start and finish time of duties for each day.)

f. Medical standards acceptable for the post.

g. Qualifications and skills required for the post.

h. Details of any special training to be undertaken before taking up the post, and if appropriate, whether attendance at such training carries any time bar on discharge and/or financial penalty if the required length of service is not given.

i. Details of terms of revocation.

Career Management

01.11.022. Rank, Promotion and Career Management Policy. ADC is not a career in itself. Army Reserve careers and promotion are based on normal Army Reserve service. Time spent on ADC outside an Army Reserve unit is to be reported on, and taken into account by Promotion Boards and Career Managers. ADC is entered into in the substantive rank held by the individual.

01.11.023. Rank. Rank on appointment will be appropriate to that of the establishment vacancy or as determined for the Commitment. Normally personnel on ADC will retain the same rank they hold in the Army Reserve although they can elect to apply for a post with a lower rank in which case they are both paid at, and wear, the lower rank.

01.11.024. Promotion.

a. Reservists selected for promotion by parent Army Reserve units while serving on ADC, may be promoted to the new rank and paid as such provided:

(1) The Reservist is filling a rank-ranged ADC appointment and holds the appropriate lower rank.

(2) There is a vacancy in the unit/HQ with which the Reservist is serving for an officer/soldier of that rank, and

(3) The promotion is approved by the commanding officer of the ADC employing unit and relevant manning desk at APC.

If these criteria cannot be satisfied, promotion may not be effected until completion of the ADC commitment, whereupon promotion is to be backdated for seniority purposes only, to the date on which it otherwise would have been effective.

b. **Acting Rank.** Reservists serving on ADC may be permitted to hold acting rank with the authority of APC CM Ops or to receive substitution pay in accordance with JSP 752. Acting rank will normally only be granted to those qualified to hold the higher rank. Officers and soldiers of the Regular Reserve may only be granted Acting Rank for the duration of an ADC.

01.11.025. Career Development. The responsibility for career management of ADC personnel 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.

01.11.026. Annual Reporting. Reports are to be completed in accordance with JSP 757.

Changes to an ADC Engagement

01.11.027. Variations. Under the authority of Sect 25(4) (a) RFA 96 an ADC may be varied by completion and distribution of a Variation Order (VO) as specified in AFE 20043. Both the employing officer and ADC employee must agree to the variation. If either party does not, then the original commitment stands. Variation orders are not intended to allow unlimited freedom and are used to change the days or hours of attendance. Alternatively, an ADC can be supported by VTOD, but the combination must not exceed 180 days. Once employed on ADC, employment on all other forms of Reserve liability (including mobilization or HRR) will require the completion of a Variation Order.

01.11.028. Extension/Reduction in Days. An extension or reduction in days to an ADC is to be treated as a new commitment, not a variation and a new ADC must be entered into in accordance with the extant rules.

Ending a Commitment

01.11.029. Conclusion of an ADC. On completion of the specified period of ADC, unless a new commitment is to be entered into, the individual will revert to the Service person's former status as a member of the Reserves.

01.11.030. Revocation by an Authorized Officer (Sect 25(4)(b) RFA 96. An ADC may be revoked before the start of employment by written notice from the Authorizing Officer. If a commitment is revoked it is treated as if it were never made. Once started, an ADC may be revoked at any time, with 30 calendar days notice by CM Ops APC (see Reserve Forces(Army) Regulations 1997, Schedule 8, Regulation 16).

01.11.031. Termination through Discipline Action. All officers and soldiers are subject to military law and therefore the normal disciplinary rules apply at all times. Individuals on ADC are subject to AGAI 67 in the event of misconduct or inefficiency.

01.11.032. Task Ceases. In the event that the foreseen requirement for a particular task ceases by disestablishment of the post or similar event, the Army may terminate an ADC with 30 calendar days notice.

01.11.033. Mutual Consent. Any ADC may be terminated by mutual consent.

01.11.034. Termination of Service. An individual whose normal engagement/service ends before completion of an ADC is not entitled to be discharged or to retire/resign until the ADC is completed. Action is to be taken by the individual's parent unit to ensure that an extension of service is granted before entering into any ADC.

01.11.035. Outstanding Leave. In all circumstances, outstanding leave must be taken within the ADC commitment and terminal leave must be taken in the final 30 days of a commitment. On completion of the specified period of an ADC, unless a variation or a new Commitment is or has been negotiated and signed to be continuous with the current ADC, the individual will return to his former status and terms and conditions of service as a member of the Army Reserve.

01.11.036. Applications for Reinstatement in ADC Service. Should a Reservist wish to be offered reinstatement in ADC after his period of permanent service has expired, he is to apply in writing to APC CM Ops by the third Monday after his permanent service expired.

01.11.037. Mobilized Service. Personnel serving on ADC are liable for call-out in accordance with their pre-existing Reserve status. Whilst called out their ADC liability ceases, but the commitment funding and duration remain unchanged. On demobilization there are two scenarios:

a. Demobilization before ADC Expiry. The Reservist is entitled to return and complete the unexpired portion of that ADC, in accordance with the original end date.

b. Demobilization after ADC Expiry. If it is reasonable and practicable to do so, the individual is to be offered continued service in the same or a similar post to that in which the Reservist served in ADC prior to mobilization, under terms and conditions of service no less favourable than those in force for that prior Commitment. The individual is to be treated as if the Reserve Forces (Safeguard of Employment) Act 1985 applied, with the Army as the former employer.

01.11.038. Civilian Employment and Educational Commitments. An ADC cannot be entered into unless an applicant can ensure that his normal civilian employment or educational commitments will permit the Reservist to undertake the specified duties on the days and at the times agreed.

Bounties, Pay and Pensions

01.11.039. Training Bounties. ADC service does not normally count towards bounty earning requirements. These must be completed under Mandatory Training (Section 22 RFA 96) as a member of the Army Reserve. However, bounty may be admissible in the following exceptional cases:

a. Deployment or attachments on overseas Exercises or tasks in excess of 16 days.

b. Attachments on UK Exercises with Regular Army units in excess of 16 days.

c. Attendance on UK or overseas courses in excess of 16 days.

In all cases, authority to class such activity as bounty earning rests with the Commanding Officer. All MATT tests completed while on ADC duties are to be recorded by the ADC sponsor unit and the details passed to the Army Reserve parent unit with a copy of the appropriate certificate/nominal roll. Failure to comply with this instruction could deny a Reservist eligibility to claim bounty. These documents are supporting vouchers for the Imprest account and the Army Reserve parent unit CO's Certificate of Efficiency. They must therefore be retained by the parent unit for six years in accordance with JSP 501.

01.11.040. Unit Personnel Administration. Personnel are to be administered by their employing unit for all pay and documentation matters relating to the ADC. At the Start of the ADC they are to have a new ADC contract and assignment created on JPA; this becomes the primary assignment. The new contract and assignment are in addition to the existing Army Reserve contract and Assignment.

01.11.041. Pay Documentation. Attendance Registers (AR) recording only ADC attendance are to be submitted to the employing unit's administration staff. The abbreviation "ADC" is to be printed underneath the AR title and the "Trg Code" column is to be annotated as 'Training Code F'. The certificate is to be signed by the employing officer in the host unit and retained for audit purposes in accordance with para 3.50 of JSP 501. Attendance Register details, for ADC personnel, are to be transferred onto JS JPA Form E019 spreadsheet for upload to the individuals JPA record and payment on the next JPA pay run.

01.11.042. Rate of Pay. Personnel on ADC duties are to be paid the normal Army Reserve rate of pay, in accordance with JSP 754. Depending on the duration of duties, individuals are to be paid for quarter, half, three quarter and whole days as laid down in JSP 754, Chapter 4, Section 2.

01.11.043. Reckonable Service. Calendar periods of ADC count as reckonable service for pay purposes. (Paid days include working days, paid leave days, stand down days and public holidays.)

01.11.044. On Call Status. If a Commitment specifies that an individual is to be on call during specified dates and times, then this is to count as paid working time on ADC. If an individual is called in for extra duties at any other time, then the commitment is to be varied with the agreement of the individual concerned.

01.11.045. Sick Pay. Personnel 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.

01.11.046. Maternity Pay. Female personnel on ADC are entitled to receive Maternity Pay in accordance with Service regulations but only for the days that their ADC required them to work. Female personnel are not to have their ADC terminated on grounds of pregnancy.

01.11.047. Pensions. ADC paid days are reckonable for pension purposes in accordance with the Armed Forces Pension Scheme 15 (AFPS 15) and qualifying service may be aggregated with periods of FTRS or mobilized service. ADC cannot be aggregated with former Regular service under either AFPS 75 or AFPS 05 for pension purposes. Full details are available from the Defence Business Services.

01.11.048. Abatement of Pension. In accordance with HM Treasury rules, anyone in receipt of an Armed Forces pension is liable to have that pension abated on re-employment within the Services. The Authorising Officer is to ensure that any serviceman considering an ADC, who is already in receipt of an AFPS pension, is warned of the risk of Service pension, Service Capital Payment (SCP) or Early Departure Payment (EDP) abatement, repayment or suspension from the start of the commitment. The rules are complicated and individuals must seek advice before entering into an ADC.

Allowances, Charges and Entitlements

01.11.049. Allowances. Personnel serving on ADC are entitled to allowances in accordance with the eligibility criteria of the relevant sections in JSP 752. Any exceptional case must be approved by JPAC before a commitment is signed.

01.11.050. Resettlement. There is no entitlement to any resettlement allowances or package associated with ADC service.

01.11.051. Annual Leave Allowance. Personnel on ADC are granted leave in accordance with JSP 760 Ch 1. Currently this is three days leave for every 26 working days completed and one day of terminal leave for every 21 working days. Leave is not normally taken until the first three weeks of the Commitment have passed.

01.11.052. Public Holidays. A Reservist will be eligible to be paid for a proportion of the public holidays and stand downs granted (normally up to eight days a year); these are to be calculated on a pro-rata basis in accordance with JSP 760. Currently, within every 26 paid duty days, there is an entitlement to one day of public holidays/stand down.

01.11.053. Terminal Leave. Terminal leave is to be granted up to a maximum of seven days, on the basis of one days leave for every 21 days paid working days. Terminal leave cannot be carried forward into the next Training Year.

01.11.054. 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 untaken.

01.11.055. Maternity Leave. Pregnant servicewomen on ADC are to be granted the same entitlements as Regular personnel for the days they would have been committed to work, ie one day per week would entitle the servicewomen to a day's pay per week for the first 26 weeks or the end of the commitment, whichever comes first. This will not alter the last day of ADC. Detailed regulations are in 2010DIN01-073.

01.11.056. Flexible Working (Non-Standard Working Hours). Flexible working arrangements allow an individual to have a degree of freedom when attempting to balance their work and personal life. Being able to maintain a balance between personal life and Service commitments

may be a contributory factor towards recruitment, retention and the overall effectiveness of the Armed Forces. Any individual on the trained strength of either the Regular or Reserve Forces may apply to their CO to work flexibly. This includes personnel engaged on ADC. For full details see 2015DIN01-182 and JSP 760.

01.11.057. Medical and Dental Care. Personnel serving on ADC are not entitled to Service medical and dental care. In all cases of emergency at their place of duty, all ADC personnel may be treated by Service medical or dental staff.

a. Where an attributable disability occurs during a period of ADC duty, the individual will be entitled to the benefits laid down in JSP 754, Chapter 4, Section 4. The employing unit is to initiate the appropriate MOD Forms as laid down in Chapter 8 of these Regulations.

b. 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.

c. Where a period of sickness is for less than seven calendar days, ie when there is no medical certificate due to self certification, individuals are to comply with their employing unit's Standing Orders.

01.11.058. Clothing and Equipment. There is no entitlement to additional clothing or equipment solely on the basis of ADC employment. If the nature of the appointment requires additional clothing or equipment, it is to be provided to the appropriate scales.

01.11.059. Charges for Accommodation and Food.

a. Occupation of SLA by Army Reserve personnel must not result in any Regular or FTRS-FC personnel having to be placed in SSSA. For the purpose of assessing an individual's liability to accommodation charges a member of the Army Reserve is to be regarded as having been granted permission to live out at a Residence at Work Address (RWA) at the duty station. A residence occupied by a Service person from which they commute to and from their place of duty on a daily basis without detriment to the satisfactory performance of their military duties. A RWA is normally within 50 miles or 90 minutes travelling time by public transport of the duty station.

b. Army Reservists training under RFA 96 Sect 22 (1) Obligatory Training for Bounty will not pay SLA charges when detached from their duty station. Those employed on Section 27 Voluntary Training Other Duties (VTOD) and Section 25 Additional Duties Commitment (ADC) are not entitled to SLA, but may occupy SLA where available, at entitled rates. Eligibility for accommodation is under the authority of JSP 464: Tri Service Accommodation Regulations, a policy document that is subject to periodic review. See also JSP 464 Chapter 3, Vol 3, Part 1 (Accommodation) and JSP 754 Chapter 7, Section 2 (Food).

01.11.060. Service Family Accommodation (SFA). Personnel employed on ADC duties are not entitled to SFA.

Miscellaneous Provisions

01.11.061. Discipline. Personnel serving on an ADC are subject to Service Law during each day or part day that they are carrying out ADC duties within the specified hours. While attending for duty on an ADC, the Commanding Officer is the CO of the ADC employing unit or HQ.

01.11.062. Compulsory Drugs Testing. All ADC personnel are liable to compulsory drug testing.

01.11.063. Electoral Register. ADC personnel are not entitled to register as Service Voters.

01.11.064. Jury Service. Officers and soldiers are not excused jury service as of right under the **Juries Act 1974**. To claim exemption, the same rules apply as for Regular personnel via the unit CO.

01.11.065. Welfare Support. Officers and soldiers on ADC are entitled to the same level of welfare support as any other non-deployed Army Reserve or Reg personnel.

01.11.066. Career Breaks. Personnel serving on ADC TACOS are not entitled to Career Breaks (CB). They may, however, apply exceptionally for Special Unpaid Leave (SUL) in accordance with JSP 760 Ch 17.

Contacts

01.11.067. The following points of contact are available to give advice in their subject areas:

a. Terms of Service. DM(A) – SO2 Pol Res Pol	94393 7620.
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.

ANNEX A TO CHAPTER 11

Reserved

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ANNEX B TO CHAPTER 11

Reserved

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ANNEX C TO CHAPTER 11

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ANNEX D TO CHAPTER 11

CATEGORIES OF EMPLOYMENT AND RESPONSIBILITIES

Cat	Purpose	Examples	Sponsor	Authorizing Officer	Advertiser	Funder
(a)	(b)	(c)	(d)	(e)	(f)	(g)
Extended Duties	For Army Reserve personnel to carry out duties relevant to their appointments, but beyond mandatory training liability.	Army Reserve Recruiting Activities. Army Reserve Welfare duties	Unit CO	Command / Functional Bde HQ / Div Comd Fmn Comd	CO	CO
Secondary Duties	To meet local requirements for part time Army Reserve manpower in addition to or separate from extended duties but relevant to their normal appointment. Assistance to other Units or Parent Fmn HQ due to pinch trade shortfalls, eg RLC Chef assisting at other unit.	Units nominated to provide personnel for specific tasks such as training support, RF Bde Exercise Staff or Project Teams. Task Sponsor	Comd / Functional Bde HQ / Fmn Comd	Advertise through Routine / Unit Orders. Bde & Unit Websites	CO (Employing Unit)	RF Bde HQ / TAC / CRHQ.
	To meet national requirements for part time Army Reserve or Reg Res manpower tasks not allocated to specific units.	a. Appraisal Project Teams b. Trg Sp c. Supernumerary posts established through temporary manning authority	Task Sponsor	Respective Manning Desk at APC	RAOL and/or Bde/Unit Websites	Task Sponsor
Authorized Backfill	To fill an established UKTAP appointment on a part time basis (possibly job)	Personnel returning part time from maternity leave Army Reserve personnel backfilling a gapped Regular on a part-time basis.	Task Sponsor	Respective Manning Desk at APC	RAOL and/or Bde/Unit Websites	Task Sponsor

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PART 2 – THE REGULAR RESERVE

CHAPTER 1

THE REGULAR RESERVE

Introduction

02.01.001. This Part 2 of the Reserve Land Forces Regulations supersedes the Compendium of Reservist Regulations and Administrative Instructions for the Army 1997.

02.01.002. The Army Regular Reserve provide an integral component of the UK defence capability, as part of the Whole Force Approach[1]. The power to maintain a reserve force is granted under the Reserve Forces Act 1996 (RFA 96), as amended by the Armed Forces Acts of 2006 (AFA 06) and 2011 and the Defence Reform Act 2014 (DRA 14). RFA 96 enables the call-out of Reserve Forces into permanent service. It also provides for the Recall in a national emergency of all Service Personnel[2]. This process is referred to as 'mobilisation' and serves as the primary mechanism for Reservists to undertake military operations or other authorised tasks. The Tri-Service Regulations covering the generic implementation of mobilisation are covered in JSP 753 – Regulations for the Mobilisation of UK Reserve Forces.

02.01.003. For the purposes of this Part 2 of Reserve Land Forces Regulations, mobilisation is the process by which an individual Reservist, or group of Reservists, are brought into permanent service. Mobilisation is compulsory but Reservists and their employers have the right to apply for an exemption, revocation or for their mobilisation to be deferred or revoked[3]. Clear time limits are in place for the duration of, and liability for, mobilisation. Once brought into permanent service, Reservists attract all of the same rights and benefits as their Regular counterparts. In addition, their civilian employment rights are protected[4] and both the employer and Reservist may be entitled to claim financial assistance[5].

02.01.004. DRA 14 amended RFA 96 to allow the Secretary of State for Defence to authorise the mobilisation of Reserve Forces for any purpose for which members of the Regular services may be used[6]. This amendment significantly broadened the roles which could be undertaken by Reservists. The intent of DRA 14, as a key component of the Future Reserve 2020 programme, was to enable Reservists to be effectively integrated within the Whole Force, making a valuable, flexible and sustainable contribution to Defence capability.

02.01.005. Pursuant to Section 4 of RFA 96 the aim of these regulations is to provide a guide for units which are responsible for processing and administering officers and soldiers when they leave Regular service for service in the Reserve Land Forces. It details the liabilities and responsibilities of individual Reservists and outlines the Mobilisation system.

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[1] The Whole Force Concept was introduced in the 2011 Defence reform review and seeks to ensure that Defence is supported by the most sustainable, effective, integrated and affordable balance of Regular military personnel, Reservists, MOD civilians and contractors. It has subsequently been re-titled the Whole Force Approach.
[2] Subject to the restrictions of Section 66(2) RFA 96.
[3] Statutory Instrument (SI) 1997 No 307 – The Reserve Forces (Call Out and Recall)(Exemptions etc) Regulations 1997.
[4] Safeguard of Employment Act 1985.
[5] Statutory Instrument (SI) 2005 No 859 – The Reserve Forces (Call-out and Recall)(Financial Assistance) Regulations 2005. Updated by SI 2015 No 460.
[6] The mobilisation aspects of DRA 14 only apply to those Reservists who have joined after 1 Oct 14, or who have since elected to transfer to the new terms. See Para 02.01.007 for transitional measures.

The Army Reserve

02.01.006. In accordance with the provisions of Section 44(2) of DRA 14, with effect from 1 Oct 14 the Territorial Army was renamed the "Army Reserve". Sections 13(3) and 13(4)) of RFA 96 provides for those who join the Army Reserve to cease to be members of the Regular Reserve whilst serving in the Army Reserve. It further provides for such persons to "again be a member of the Regular Reserve if, on leaving the Army Reserve, there is still a period of unexpired reserve liability remaining".

The Regular Reserve

02.01.007. In accordance with the provisions of Section 44(1) of DRA 14, with effect from 1 Oct 14 the Army Reserve was renamed the Regular Reserve. Most officers and virtually all soldiers have a reserve liability on termination of their regular service. The Regular Reserve consists of the Regular Army Reserve of Officers (RARO), which comprises both compulsory and voluntary members and two Sections: A and D for other ranks. The detailed provision of that reserve liability is covered at:

a. Officers – Part 2, Chapter 2.

b. Soldiers – Part 2, Chapter 3.

Transitional members of the Reserve

02.01.008. Certain members of the Army and Regular Reserve have call-out provisions under RFA 80 and RFA 96 and those enlisted or commissioned with effect from 1 Oct 14 will usually have a call out provision in accordance with RFA 96 as amended by DRA 14. The implications of these differing call-out provisions are covered in detail at Part 1, Chapter 2, to JSP 753.

02.01.009. Transitional Reservists serving either on RARO or the Regular Reserve post 1 Oct 14 are to be encouraged to elect to transfer to the DRA 14 amended provisions by completing an AF E 10001. This election process is not bound by any specific timeframe and can therefore be undertaken at any future date.

02.01.010. Those personnel serving in the Regular Army prior to 1 Oct 14 who continue to have a legacy call-out provision linked to RFA 80 and RFA 96 are to be encouraged to elect to transfer to the DRA 14 amended provisions by completing an AFE 10002. This election process is not bound by any specific timeframe and can therefore be undertaken at any future date.

Duties of Reservists

02.01.011. A Reservist shall:

a. **Recall Reservists only**[7]**.** Within 14 days after being transferred to the Reserve fulfil the requirements of SI 1997 No 308 (as amended by SI 2005 No 3118) that is to say The Reserve Forces (Provision of Information by Persons Liable to be Recalled) Regulations 1997. There is also a legal obligation to continually update the information required from these legal instruments such as a change of address, any periods of absence from the United Kingdom for over 3 months etc.

b. Retain and maintain in good order such public or service property previously issued to them for retention on release from Regular Service (see para 02.01.018).

[7] See Chapter 4 and Section 75 of RFA 96

c. Report for the purpose of training, medical assessment, accounting for money and public or service 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 Colonel CM Ops, Army Personnel Centre (APC).

d. Notify Colonel CM Ops, APC, in writing[8] if they believe they are medically unfit for military service and are likely to remain so for a period exceeding 3 months and further notify the same recipient if at a later date they believe they are fit to continue to be subject to call-out or recall.

Exemptions from and deferral of Call-out or Recall

02.01.012. RFA 96 and associated SI 1997 No 307 allows Reservists and/or their employers to make an application for a Reservist's, or officers and soldiers subject to recall, exemption from or deferral or revocation from call-out into permanent service. The Act also allows Reservists to make an application to be released from permanent service, if they are already in service. The details of this are covered in Part 2, Chapter 2 to JSP 753.

Failure to attend on Call-out or Recall

02.01.013. COs of mobilisation units/centres are to pass details of any individuals who fail to report to the APC for action. The APC, after having checked if the Reservist called out or those subject to recall has been deferred or revoked for any reason, will arrange for a second call-out or recall 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 CoI CM Ops is to take the necessary follow up and, where appropriate, disciplinary action (following receipt of Army Legal Services advice).

Safeguard of Employment

02.01.014. All Reservists called out or officers and soldiers subject to recall are subject to the provisions of the Reserve Forces (Safeguard of Employment Act 1985 (SOE 85)) and are to be briefed on these provisions prior to the commencement of any pre-deployment training[9].

The Reserve and Auxiliary Forces (Protection of Civil Interests) Act 1951

02.01.015. All Reservists called out or officers and soldiers subject to be recalled are to be briefed on the provisions of this Act prior to the commencement of any pre-deployment training[10].

Financial Assistance on Call-out

02.01.016. 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. This is recognised within the provisions of SI 2005/859 as amended by SI 2015 No 460 (The Reserve Forces (Call-out and Recall) (Financial Assistance) Regulations 2005). The details of the application process are covered in Part 2, Chapter 1 to JSP 753.

Opportunities for Army and Regular Reservists

02.01.017. Units are to brief all Regular Personnel departing Regular service as follows:

[8] Electronic correspondence is deemed acceptable. Also see Para 02.01.0024 for further detail.
[9] See Chapter 4 to Part 1 to JSP 753 for details.
[10] See Chapter 4 to Part 1 to JSP 753 for details.

a. RCMOs or equivalent, are to brief personnel on the opportunities of employment available in either the Army Reserve or Regular Reserve. Additional details can be obtained by visiting: www.armyjobs.mod.uk and further information can be found in the MOD Service Leavers Guide.

b. In accordance with the Unit Administration Manual, Chapter 5, Pers Admin staff are to brief Service leavers on any applicable Reserve Liability and the legal requirement for a Reservist to notify any change of circumstance covered within SI 1997 No 308 (as amended by SI 2005 No 3118) to the APC during the period of their respective Recall liability.

Voluntary Service

02.01.018. Officers serving on RARO (see Chapter 2) and Soldiers serving on Section A or D of the Regular Reserve (see Chapter 3) may volunteer to serve in the following areas:

a. **As a High Readiness Reservist.** 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 Reservists with specific skills that are in short supply in the Regular Army. The purpose of the Army HRR is to provide individual reinforcements to the Regular Army at short notice when it is necessary to respond to unforeseen operational contingencies. The details on application, training, call-out liability etc are contained within Reserve Land Forces Regulations at para 01.01.005 and Annex E to Chapter 1.

b. **For Full Time Reserve Service (FTRS).** Under the authority of Section 24 of RFA 96 individual members of the Reserve Forces (Army Reserve, RARO and Regular Reservists) may voluntarily enter into a full-time service commitment, known as 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, except for minor procedural differences dictated by individual Service organisations and practice. Service personnel remain members of the Army Reserve or Regular Reserve throughout their FTRS service. The details of this provision are covered in Chapter 10 of Reserve Land Forces Regulations.

c. **For Additional Duties Commitments (ADC).** Under Section 25 of RFA 96 individual members of the Reserve Forces may voluntarily undertake intermittent or part-time employment under an ADC, where they are committed to attending for duty on days or part-days each week at a nominated place of duty as specified in the commitment for up to 180 days per annum[11]. These duties are additional to any other obligations as a member of the Reserve Forces, including mandatory training obligations under Section 22 of RFA 96 and/or Voluntary Training Other Duties (VTOD) activities under Section 27 of RFA 96. ADC attendance is mandatory once the commitment has been entered into and failure to attend for duties as laid down is an offence. Personnel may only undertake one ADC at a time and ADCs may not be used on deployed operations. The details of this provision are covered in Chapter 11 of Reserve Land Forces Regulations.

d. **Voluntary activities.** Under Section 27 of RFA 96 both Officers and Soldiers may volunteer to undertake training or other duties on a non-obligatory attendance based pay basis.

e. **Sponsored Reserve.** Sponsored Reserves (SR) are employees whose employers have an arrangement (usually a contract) with the MOD for the provision of support services

[11] 2015DIN01-061 is notification that ADC can be extended to Reservists wishing to undertake long courses or overseas training within the parameters of the maximum of 180 per annum.

and who have become special members of a Reserve Force (under Part V of RFA 96). SRs have a liability for training and call-out so that they can be called out to continue to support MOD on operations, utilising their civilian skills, but as service personnel. Further details on SRs can be found in Chapter 1 and Annex J to Reserve Land Forces Regulations. Detailed arrangements for call-out can be found at para 01.01.061 – 01.01.073 and Annex J to Chapter 1 to Reserve Land Forces Regulations.

Reservist Retention Scales

02.01.019. Those leaving the Service with a Regular Reserve liability are normally to retain equipment as outlined in the Reservist Retention Scales (RRS) of the Army and Civilian Supported clothing scales covered in JSP 768 as follows:

a. Officers: Section 1, Scale 7.

b. Soldiers: Section 3, Scales 5 & 6.

02.01.020. Those retired or discharged and subject to Recall who have previously served in either RARO or the Regular Reserve and are in receipt of RRS will not have that equipment withdrawn unless, exceptionally, they apply for it to be handed in. Any such holding is purely voluntary and therefore any shortages should be made good, free of charge, on Mobilisation.

Change of address and change of circumstances

02.01.021. There is a mandatory requirement for all SPs proceeding on to all elements of the Reserve to ensure they keep the appropriate authorities informed of any changes to their personal circumstances. For those subject to Recall there is a statutory obligation to comply to the provisions of SI 1997 No 308 (as amended by SI 2005 No 3118) that is to say The Reserve Forces (Provision of Information by Persons Liable to be Recalled) Regulations 1997. All changes in circumstances are to be reported to APC CM Ops RAR by email or telephone or annotated on the annual postal reporting certificate; **APC-CMOps-RegRes Mailbox@mod.uk**. Helpdesk 0800 3896385.

Medical Standards

02.01.022. The medical standards for transfer to, commissioning, enlistment, re-engagement and re-instatement into the Reserve are covered in the PULHHEEMS Administrative Pamphlet 2010 (PAP 10).

02.01.023. The provision for invaliding officers and soldiers, during a period of call-out or recall is covered in PAP 10.

02.01.024. Those officers and soldiers at the point of release with a JMES category of MND(P) should not be transferred to RARO or the Regular Reserve but may be subject to recall under the provisions of Section 68 of RFA 96.

02.01.025. In accordance with Regulation 3 (e) and (f) of SI 1997 No 308 (as amended by SI 2005 No 3118), there is a legal requirement for those subject to Recall to inform CoI CM Ops, APC, if they become medically unfit for a period in excess of 3 months. They also have an obligation to notify the same point of contact when they believe they are fit again for call-out or recall[12].

[12] This may be conveyed by all electronic means and, if requested by the relevant CM APC, supported by a certified GP medical certificate.

Rank in the Reserve

02.01.026. Officers.

a. 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.

b. Officers commissioned under the provisions of para 02.02.004.f to these Regulations will be granted a rank appropriate to the duties and responsibilities for which they are being commissioned to undertake[13]. Clergy who have not previously been commissioned as a Chaplain will be appointed as a Chaplain 4th Class.

02.01.027. Soldiers.

a. Soldiers transferred to the Reserve under the provisions of the AFA 06, 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 service in Section D, will retain any substantive rank held at the completion of their last period of service.

c. The rank of a person enlisted into Section D[14], who has no previous military experience, will be subject to special instructions by the Director of Manning (Army).

Promotion in the Regular Reserve

02.01.028. Officers. A second lieutenant serving on RARO may be promoted to lieutenant on completion of 2 years service in the Reserve.

02.01.029. All other officers and soldiers serve, either on RARO or the Regular Reserve, in their substantive rank. With the exception of para 02.01.026 and 02.01.028 there is no provision for promotion for non-active members of the Regular Reserve.

02.01.030. Promotion rules when called out or recalled.

a. Those members of the Regular Reserve called out or those subject to recall for permanent service, will be subject to the normal rules for promotion applicable to Active List officers and Regular soldiers at that time. If when called out or recalled on permanent service a Reservist or officer or soldier subject to recall receives substantive promotion to a higher rank, they will retain that higher rank when released from permanent service.

b. For training or employment on FTRS a Reservist may, according to current rules for Active List officers and Regular soldiers, be granted acting rank appropriate to any appointment which they are required to fill whilst in permanent service.

Command

02.01.031. The Colonel CM Ops, APC, is the commanding officer for members of the Regular Reserve and for those subject to recall. In the case of a Regular Reservist undergoing a period of

[13] This decision is to be taken by the Army Commissions Board.
[14] In accordance with Section 9 of RFA 96.

FTRS or ADCs, their commanding officer is the commanding officer of the employing unit to which the Reservist has been assigned.

Service Law

02.01.032. Officers and soldiers in the Regular Reserve are to be subject to Service Law in accordance with the provisions of JSP 830 during such periods when they are called out[15], recalled into service, undertaking FTRS or ADC commitments or undergoing training.

02.01.033. Officers or soldiers who are deemed to have deserted or found to be absent without leave in accordance with Sections 96 – 102 of RFA 96 are to be dealt with in accordance with Section 8, 9 and Annex A to Chapter 10 of AFA 06 and have such offences recorded in accordance with Section 102 of RFA 96.

Annual Postal Reporting Letter

02.01.034. A postal reporting letter[16] will be sent to all those subject to recall on an annual basis until their respective recall liability ceases. Although this is a legal obligation under SI 1997 No 308 (amended by SI 2005 No 3118) those who return the completed information within 14 days of receipt will be entitled to a bounty payment[17]. The details of this grant are covered in Chapter 4, Section 7 to JSP 754.

Annual Training

02.01.035. In accordance with Section 22(1) of RFA 96 a Regular Reservist may be required for training for[18]:

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.

02.01.036. Call-out for training under Section 22 of RFA 96 shall be effected by the Reservist being served by a formal training notice signed by their Commanding Officer specifying:

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.

02.01.037. A training notice shall be served on a Reservist by either delivering it to them personally, sending it by “Recorded signed for mail” or e-mailing it to the last known e-mail address held on their JPA record.

02.01.038. A training notice may be revoked by a notice served in the same way as a training notice.

02.01.039. Reservists who receive a notice[19] 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

[15] This includes those called out on HRR or SR commitments.
[16] **JPA Form 015**.
[17] From Aug 2015 both officers and soldiers will be subject to this annual postal reporting grant but only for the first 5 years of any period of liability.
[18] This provision is currently suspended. Also see Chapter 5 of JSP 516 and Chapter 1 to Reserve Land Forces Regulations.
[19] 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.

write to Colonel CM Ops, APC, enclosing either a doctor's certificate or written proof as to why it would be unreasonable for them to attend. CM Ops, APC, are 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.

Pay and Allowances while undergoing training or other duties

02.01.040. Pay, allowances, gratuities and bounties may be issued to any Regular Reservist in accordance with the provisions of Chapter 4 of JSP 754.

02.01.041. Those officers and soldiers subject to recall who have notified Col CM Ops, APC, that they are permanently resident outside the UK, in accordance with Regulation 3(c) of SI 1997 No 308 (as amended by SI 2005 No 3118) and are called out for permanent service shall be entitled to a refund of travelling expenses at public expense. Officers and soldiers subject to recall who are temporarily abroad at the time of call-out notice being issued shall not be entitled to travelling expenses outside the UK.

CHAPTER 2

THE REGULAR RESERVE OF OFFICERS

Classes of RARO

02.02.001. The Regular Reserve of Officers is divided into four classes as follows:

a. **Class 1.** Officers transferred under para 02.02.002 and 02.02.003 below.

b. **Class 2.** Officers transferred voluntarily. See para 02.02.004 below.

c. **Class 3.** Comprising of officers of the following categories (are only liable for call-out under Section 52 of RFA 96):

(1) Officers transferred under Article 198 of the Promotions and Appointments Warrant 2009 (PVR).

(2) Officers transferred voluntarily from the Army Reserve Group B.

(3) Other voluntary members, including voluntary members of class 1 and 2 transferred at their own request.

d. **Class 5.** 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.

e. Notwithstanding the above, 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.

f. Voluntary members of RARO may apply to resign their commission at any time, or to retire from the Reserve if eligible for retirement. Such applications will not normally be accepted during a national emergency or when the officer is called out for permanent service.

02.02.002. Officers serving in the Regular Army on Regular/Regular (Late Entry), Intermediate Regular/Intermediate Regular (Late Entry) or Short Service (Late Entry) commission shall, on leaving the Active List, be a compulsory member of RARO Class 1 until they reach the age limit provided in para 02.02.008.

02.02.003. Officers serving in the Regular Army on a Short Service Commission with a liability for a fixed period of Reserve service shall, on leaving the Active List, be a compulsory member of RARO Class 1 for that fixed period.

02.02.004. Voluntary members of the Regular Army Reserve of Officers (RARO). Persons of the following classes may be appointed as voluntary members of the Regular Army Reserve of Officers, normally into Class 2 unless otherwise shown, but in any case with their consent:

a. Compulsory members at the end of their period of service.

b. Officers transferring from the Army Reserve Group A.

c. Officers transferring from the Army Reserve Group B normally to be appointed to Class 3.

d. Officers, who hold an active or non-active commission in the Land Forces provided that their service has been satisfactory throughout. However, see para 02.02.005 below.

e. Clergymen ordained and duly accredited by a recognised religious denomination for duty with the Royal Army Chaplain's Department.

f. Such other persons as may be approved by the Defence Council.

02.02.005. Officers leaving the Active List or the Army Reserve by resigning or by having their commission terminated will not normally 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 Commissions Board.

02.02.006. 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 Commissions Board (see para 02.02.004.f), individuals may be invited to be commissioned into RARO to provide a niche capability at a time of national need.

02.02.007. Officers may, at the discretion of the Military Secretary, be relieved of their liability to serve in RARO.

Age Limits

02.02.008. With effect from the date of the introduction of these Regulations, Officers of the Regular Army or Army Reserve, with the exception of those mentioned at para 02.02.003, are to normally retire from RARO at the age of 60, however, voluntary members covered under para 02.02.004 may apply to Col CM Ops, APC, to extend their RARO commitment beyond that age subject to capability output need and the medical standards covered in PAP 10. Those commissioned before the commencement of these Regulations continue to have a reserve liability as outlined in the Compendium of Reservist Regulations and Administrative Instructions for the Army 1997.

02.02.009. Voluntary RARO service under para 02.02.004 will not normally be granted to a candidate who exceeds the following ages:

a. For appointment as:

(1) Subaltern, Captain or Major - 45

(2) Lieutenant Colonel - 50

(3) Chaplain to the Forces - 50

Exceptions to these age restrictions may be considered on a case by case basis by DM(A).

Liabilities for Call-out/Recall

02.02.010. The guidelines for the call-out and recall of RARO can be found in Chapters 3 & 4 of JSP 753.

02.02.011. All officers leaving RARO and subject to reall[1] 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).

02.02.012. Failure to conform to the provisions of para 02.02.011[2] has the following consequences:

a. An officer 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. An officer 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).

Misconduct

02.02.013. An officer may at any time be called upon by the Defence Council to resign their commission or to retire from the RARO or be removed from the Reserve for misconduct.

[1] See Section 66(1)(a) of RFA 96.
[2] See Section 75(4) of RFA 96 for details.

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CHAPTER 3

LIABILITY FOR SERVICE IN SECTION A AND D OF THE REGULAR RESERVE

General

02.03.001. Soldiers enlisting into the Regular Army will usually have a statutory liability for further service in one or both of the following areas:

a. The Regular Reserve[1].

b. Be subject to recall into permenant service. (This element includes what was previously referred to as the Long Term Reserve and Army Pensioners).

02.03.002. The length and type of an individual's compulsory Reserve service is primarily dependent upon their type of engagement and the length of their Regular service.

02.03.003. Those soldiers enlisting into the Regular Army, and who will eventually terminate their service in accordance with QR(Army) para 9.373 - 9.377, incur a liability upon enlistment to serve in the Regular Reserve at the end of that engagement.

02.03.004. Ex-Regular soldiers transferring to the Army Reserve with a Regular Reserve liability will have that Army Reserve service counted concurrently against the 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[2].

02.03.005. Those leaving under the provisions of QR(Army) para 9.379 – 9.414 are all discharged, which means they do not become Regular Reservists. Such soldiers therefore move directly from Regular service:

a. Become subject to recall or

b. Are exempt from the Recall due to them being in the following categories:

(1) Those who have served in the Regular Army only on Home Service Full Time or Home Service Part Time engagements or on the Military Local Service Engagements.

(2) A recruit who claims their statutory right to terminate their service under the provisions of the Army Terms of Service Regulations 2007.

(3) Any soldier under the age of 18 who's Regular Service is terminated prematurely for any reason other than or in addition to that given in sub-para (2) above.

(4) A person in holy orders or a regular minister of any religious denomination.

(5) A person with a medical category of MND(P) on or subsequently after retirement or discharge.

(6) A person discharged with an unspent conviction in accordance with the Legal Aid Sentencing and Punishment of Offenders Act 2012.

[1] Less women who enlisted prior to 1 Apr 87 who have no Reserve Liability.
[2] Both the Army Regular/Recall Reserve and Army Reserve liability is listed as a supplementary role on the JPA Record. The Army Reserve liability takes precedence but on termination the Sldr reverts back to any outstanding Regular/Recall Reserve liability.

Classes of the Regular Reserve

02.03.006. The Regular Reserve for all Army Personnel less officers comprises of:

a. **Section A.** Soldiers who have a compulsory transfer to the Regular Reserve in accordance with QR(Army) para 9.373 – 9.377.

b. **Section D.** Soldiers terminating under QR(Army) para 9.373 – 9.377 who have completed their respective Regular Reserve liability or those who are discharged under QR (Army) para 9.379 – 9.414, subject to certain limitations[3], may volunteer to serve in the Regular Reserve.

Liability for Compulsory Service in the Reserve (Section A)

02.03.007. The period of Reserve service for enlisted Soldiers who have a Section A liability and exercise their statutory right to terminate is conferred by:

a. Regulation 11 or 12 of the Army Terms of Service Regulations 2007 is to be 6 years or 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 application for transfer to the Reserve approved, whichever is the sooner.

b. Regulation 5 or 6 of the Army Terms of Service Regulations 1992 is to be 6 years or the balance of 22 years reckonable service, whichever is the sooner, or such shorter period as may be approved by the relevant Colonel CM at the APC.

Voluntary Service in the Reserve (Section D)

02.03.008. Ex-servicemen/women, who either have no compulsory Reserve service liability or who have completed that service may volunteer for service in the Reserve Section D. If accepted through this provision, those Reservists subject to a transitional provision will cease to be a member of that transitional group.

02.03.009. Those discharged under para 9.379 – 9414 of QR(Army) may be considered for enlistment into Section D of the Reserve subject to provisions of the medical enlistment standards of PAP 10, suitability and those released from the Service with due spent convictions.

Enlistment in the Reserve (Section D)

02.03.010. A person enlisting into Section D of the Reserve, in accordance with Schedule 1 to RFA 96, does so for a period whichever is the shorter of:

a. A term of four years or:

b. A term ending on the day on which the individual attains the age of 55.

02.03.011. 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 Her Majesty's forces, on the day next after that on which that service[4] is complete.

a. The notice, as covered in an AFD 459A, is to be given to a person offering to enlist in Section D.

[3] See para 02.03.009.
[4] Regular or Reserve.

b. The authorised enlisting officer is to complete the attestation paper of a recruit enlisting into the Reserve by completing an AFD 459. The form is then to be forwarded to the appropriate Col CM Ops RAR, APC.

Re-engagement in the Reserve (Section D)

02.03.012. The term of service for which a person may be re-engaged in pursuance of RFA 96 shall be one of the following:

a. In the case of a person who has been transferred to the Reserve whichever is the shorter of:

(1) A term of four years; or

(2) A term ending normally on the day they attain the age of 55 years.

b. In the case of any individual who has been enlisted or re-engaged in the Reserve on a previous occasion – a term of one, two, three or four years, or a term of less than four years ending normally on the day they attain the age of 55 years.

02.03.013. The term of re-engagement of a Reservist who has been re-engaged in pursuance of RFA 96 shall begin on the day next after that on which his existing service is completed.

02.03.014. A person may be re-engaged to serve if approved, by Col CM Ops APC, which should be recorded on an AFD 441.

02.03.015. A person whose re-engagement has been approved shall make the declaration on an AFE 7546, in the presence of the Colonel CM Ops, APC, or any officer authorised by him to witness such a declaration.

02.03.016. In accordance with Section 12 of RFA 96 soldiers enlisting or re-enlisting into the Regular Reserve will be 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.

Information to be furnished without demand and on demand.

02.03.017. All soldiers who become subject to recall 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).

02.03.018. Failure to conform to the provisions of para 02.03.013[5] 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).

[5] See Section 75 of RFA 96 for details.

02.03.019. The guidelines for the call-out and recall for those serving on Section A and D of the Regular Reserve can be found in Chapters 3 & 4 of JSP 753.

Discharge

02.03.020. The various causes for discharge from the Regular Reserve to the Recall Reserve are set out in Annex A to this chapter. Such discharge does not prejudice any subsequent statutory recall liability.

02.03.021. Soldiers serving on Section A 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[6] by:

a. Giving their respective COs 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[7].

02.03.022. In accordance with Section 14(2) of RFA 96, the Col CM Ops, APC, and any officer on his staff authorised by him in writing, is an authorised officer for the purpose of discharging a member of the Regular Reserve.

02.03.023. A soldier shall be discharged:

a. If their discharge is directed by the Defence Council or the Colonel CM Ops, APC; or

b. If they are tried by court-martial and sentenced to be dismissed or dismissed with disgrace.

02.03.024. 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 Her Majesty and any foreign power, or when an order by Her Majesty under Section 52 of RFA 96 is in force.

Recall to Permanent Service

02.03.025. Detailed recall provisions for those subject toRecall, ie those soldiers who may be recalled under Section 34 of RFA 80 or Section 68 of RFA 96 can be found at Chapter 4.

[6] In accordance with Section 16 of RFA 96.
[7] COs may, if it appears that the reasons for which the discharge is claimed are of sufficient urgency or weight, dispense either wholly or in part with either or both of the conditions outlined in para 02.03.016 above.

CAUSES OF DISCHARGE PERTAINING TO THE REGULAR RESERVE

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 Queen's Regulations for the Army 1975. Applications are to be submitted on an AF 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 CM Ops, 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 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.

On discharge the documents of a Reservist are to be disposed of by the Colonel CM, APC, in accordance with the procedure for the disposal of the documents of a regular soldier.

CHAPTER 4

RECALL FOR SERVICE OF OFFICERS AND FORMER SERVICEMEN[1]

02.04.001. These provisions should be read in conjunction with, RFA 96 and SI No 308 (as amended by SI 2005 No 3118), the DRA 14 and JSP 753.

02.04.002. For the purpose of these Regulations a person shall be treated as being within the United Kingdom if they are within the boundaries of the United Kingdom, the Channel Islands and the Isle of Man[2]. References to an individual being absent from departing from or returning to the United Kingdom shall be construed accordingly.

Composition of those officers and soldiers recalled for further Regular Service

02.04.003. This chapter covers the recall provision of those officers and soldiers liable to recall into the Regular Army under Section 34 of RFA 80 or Section 68 of RFA 96:

a. Section 34 of RFA 80 applies to former male soldiers under the age of 45 who:

(1) Enlisted before 1 April 1997 and has not become liable to recall under Section 68 of RFA 96 (see sub-para b below).

(2) Is not a member of any Regular Service or Reserve Force[3].

(3) Has not been granted a commission as an officer.

(4) Is exempt under the provisions of Schedule 2 to RFA 80.

b. Section 68 of RFA 96 applies to a soldier under the age of 55 who:

(1) Either:

(a) Enlisted in the Regular Army on or after 1 Apr 97 or,

(b) Enlisted in the Regular Army before 1 Apr 97 and has re-enlisted, re-engaged, extended his service or elected to become a non-transitional member of RFA 80 since that date or,

(2) Is not a member of any Regular Service or Reserve Force[31].

(3) Has not since his discharge from the Regular Army enlisted in the Royal Navy, the Royal Marines or the Royal Air Force.

(4) Has not been granted a commission.

(5) Was discharged or transferred to the Reserve from the Regular Army, before the end of the period of 18 years beginning with the day on which they were discharged or transferred.

[1] Previously know as the Long Term Reserve.
[2] See Section 77 RFA 96 for details.
[3] Reserve Force: That is the Army Reserve, the Regular Reserve, RARO or their Naval or RAF equivalents.

Relaxing Recall liability

02.04.004. Although the liability for recall is imposed as a result of enlistment into the Regular Army, persons 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.

02.04.005. Col CM Ops, 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 due to:

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[4].

c. A soldier in one of the categories described in para 02.03.005.

d. An adult recruit or young soldier discharged as an unsatisfactory recruit under the provisions of QR(Army) para 9.383.

e. A soldier who was prematurely discharged from Colour Service free on compassionate grounds.

f. A soldier who is permanently resident outside the United Kingdom and its dependencies.

g. A soldier who has been processed in accordance with AGAI 55 as a conscientious objector.

h. A soldier who is convicted of an offence that attracts a custodial sentence.

i. A person discharged with an unspent conviction in accordance with the Legal Aid Sentencing and Punishment of Offenders Act 2012.

02.04.006. Those considered unsuitable for recall service are to have their JPA record and AF A 2026/AF B 9999 updated accordingly.

Liabilities for Recall for Permanent Service

02.04.007. Officers and soldiers subject to recall under Section 66 of RFA 96 may be recalled to the Regular Army whenever a recall order under Section 68 of RFA 96 is in force (that is when it appears to Her Majesty that national danger is imminent or a great emergency has arisen, or in the event of an actual or apprehended attack on the United Kingdom). Those who are recalled are entitled to be discharged from permanent service when:

a. Their services are no longer required, or

b. The recall order under which they are serving is revoked, or

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 3 years (or 5 years if an order under Section 69(6) of RFA 96 is in force).

[4] See PAP 10 for details.

02.04.008. The officer or soldiers agrees to defer entitlement to discharge as described in para 02.04.007c for up to 12 months at a time, so long as there is in force a recall order under which, if they were not in permanent service, they could be recalled.

Liabilities for Retention

02.04.009. On deferment of Discharge under Regulation 8 of the Armed Forces (Discharge and Transfer to the Reserve Forces) (No 2) Regulations 2009 a Recall Reservist recalled as in para 02.04.008 above may be retained in Army service for a period not exceeding 12 months from the date on which they would otherwise fall to be discharged if:

a. A state of war exists, or

b. Those subject to recall remain called out as specified in para 02.04.007, or

c. They are serving outside the United Kingdom.

Information to be furnished without demand or on demand.

02.04.010. All soldiers recalled into permanent service 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).

02.04.011. Failure to conform to the provisions of para 02.04.010 [5] 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).

Training

02.04.012. Those subject to recall have no training obligation.

Discharge of soldiers subject to Recall

02.04.013. Those soldiers liable for recall in accordance with para 02.04.003 are to be subject to Recall the day following their discharge from the Regular Army, the Regular Reserve, the Army Reserve or any other Reserve Force.

02.04.014. Soldiers subject to Recall will be informed annually of their recall liability up until:

a. Section 34(2) of RFA 80. For male soldiers[6] only, on attaining the age of 45.

b. Section 66(2) of RFA 96. All soldiers:

[5] See Section 75 of RFA 96 for details.
[6] Female soldier had no recall liability under this section.

(1) They attain the age of 55.

(2) In the case of a soldier who was discharged or transferred to the Reserve from the Regular Army or the Royal Air Force, before the end of the period of 18 years beginning with the day on which they were so discharged or transferred; or

(3) In the case of a soldier who was discharged or transferred to the Reserve from the Royal Navy or the Royal Marines, before the end of the period of 6 years beginning with the day on which he was so discharged or transferred.

c. Those exempt who become exempt as outlined in para 02.04.005 above.

Released from Recall Liability

02.04.015. Officers or soldiers subject to Recall who are serving in any category of the Reserves at the time they cease to be liable for recall are to be released on their due date.

02.04.016. No notification of termination of recall liability is required and there is no need for a officer or soldier subject to Recall to personally report, when their liability for recall as described in para 02.04.005 ceases.

Rank

02.04.017. Officers or soldiers subject to Recall are to commence their permanent service with the substantive rank they held on their last discharge/retired, whether from the Regular Army (including discharged recalled permanent service), the Regular Reserve or the Army Reserve. If that discharge/retirement was 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 DM(A).

02.04.018. Those recalled into service are to be subject to the normal Regular Army promotion rules in force at the time.

Pay and Travel

02.04.019. Officers and soldiers Recalled into service are not paid except when recalled for permanent service.

02.04.020. Those recalled for Permanent service will be entitled to pay and allowances as covered in **JSP 754, Chapter 4**.

02.04.021. When recalled for and released from permanent service, officers and soldiers are eligible for travelling expenses to and from their home within the United Kingdom and Ireland. Details are contained within JSP 754, Chapter 4.

CHAPTER 5

GENERAL PROVISIONS FOR THE CALLOUT OF THE RESERVES AND RECALL OF THOSE OFFICERS AND SOLDIERS SUBJECT TO RECALL

02.05.001. Except where otherwise indicated, this Chapter applies to members of the Army Reserve and Regular Reserve liable to call-out or recall under Part VII of RFA 96.

Exemptions from and Relaxation of, Liability for call-out or recall

02.05.002. The following officers and soldiers are to be exempt from call-out or recall:

a. Those who have served on Home Service Full Time or Home Service Part Time engagements or on a Local Service Engagement.

b. Recruits who claim their statutory right to terminate their service under the provisions of SI 2007 No 3382 – Army Terms of Service Regulations 2007, Regulation 9.

c. Any soldier under the age of 18 who's Colour Service is terminated prematurely for any reason other than or in addition to that given in sub-para b. above.

d. A person in holy orders or a regular minister of any religious denomination.

e. A person who is graded MND(P) or invalided from the Service.

f. A person discharged with an unspent conviction in accordance with the Legal Aid Sentencing and Punishment of Offenders Act 2012.

Issue, Variation and Revocation of call-out and recall

02.05.003. Officers and soldiers liable to call-out and recall are to be processed in accordance with the JPA BPG for mobilisation and notified on JPA Form C 004.

Informing an individual who has been called out or recalled that they are accepted in permanent Service

02.05.004. The process for undertaking this is to be in accordance with the appropriate JPA BPG for mobilisation. They are to be notified on JPA Form C 018.

Non-acceptance into Permanent Service of those who respond to a call-out and recall notice

02.05.005. The process for undertaking this is to be in accordance with the appropriate JPA BPG for mobilisation. They are to be notified on JPA Form C 019.

Release or Discharge from Permanent Service

02.05.006. An officer or soldier entitled to release or discharge from permanent service in accordance with the provisions of Section 34, 45, 60 or 72 of RFA 96 shall be sent to the United Kingdom and shall there be released, unless at their request they are released at the place where they are then serving.

02.05.007. A person released or discharged from permanent service shall be entitled to be conveyed free of cost from the place at which they are released to the place where they were

residing when called out or recalled or to any place in the United Kingdom where they intend to reside or to which they can be conveyed at no greater cost[1].

02.05.008. Terminations are to be conducted in accordance with the provisions of the JPA Terminations BPG.

Calculation of date of release of those called out or recalled for Service

02.05.009. Reservists, and those subject to recall, who have been accepted into service after the day on which they were required to present themselves for service pursuant to a call-out or recall notice may be treated under Sections 34(4), 60(3) or 72(3) of RFA 96 as having been accepted into service on an earlier day than that on which they were actually accepted into service provided that the Col CM Ops, APC, is satisfied that the delay in presenting themselves for acceptance into service was not the Officer and soldier's fault. They are to be informed as quickly as possible of the date from which his service reckons.

Extension of Permanent Service

02.05.010. A person's period of permanent service may be extended with their written agreement in accordance with Sections 45(6), 53(7), 55(7), 57(7) and 69(3) of RFA 96. This process is to be conducted by the completion of JPA Form C 021 in accordance with the JPA mobilisation BPG.

[1] See JSP 754 for details and Section 18 of RFA 96.