



**Ministry  
of Defence**

**JSP 534  
The Tri-Service Resettlement and Employment  
Support Manual**

**Part 2: Guidance**

# Foreword

Resettlement and Employment Support of Service Leavers represents a moral obligation from HM Armed Forces to every individual who has volunteered for full-time service. The decision to serve in the military provides the volunteer with a range of experiences, training, skills and an identity that are rarely available in civilian careers. A comprehensive resettlement policy and ongoing employment support exists to smooth the transition of service leavers into civilian life. This policy and employment support exists as a key part of a wider strategy to enable a service leaver to use their military experiences, training, skills and identity to undertake meaningful activities in civilian life.

Service personnel leave the Armed Forces under a range of circumstances and this policy aims to recognise the varying needs of service leavers. The entitlement to resettlement support is not based on rank or commendations but rather time spent in service. The greater the length of service the greater the provision of resettlement and employment support. However, the MoD also recognises the impact of being medically discharged and leaving early in an individual's service so specific support exists to these Service leavers.

The successful resettlement of service leavers requires diligence from administrators, selflessness from Commanders and thorough planning from the departing individual. The vast majority of service leavers have a very successful life post-discharge and represent the best of society. Service leavers are ambassadors of the Armed Forces in our society; a final positive experience will shape their message to potential future volunteers to serve.

**Chief of Defence People  
People Functional Owner**

# Preface

## How to use this JSP

1. JSP 534 is intended as the authoritative document for tri-service resettlement and employment support policy and procedures throughout Defence and within the 3 services. It is designed to be used by staff responsible for providing resettlement and employment support to Service Leavers but must also be available to Service Leavers themselves. This JSP contains the policy and direction on Tri-Service Resettlement and Employment Support. Part 2 of this JSP contains guidance on the processes involved and best practice to apply this policy. This JSP will be reviewed at least annually, and any significant changes will be endorsed at the Talent, Skills, Learning & Development (TSLD) Policy and Assurance Group (PAG).
2. The JSP is structured in two parts:
  - a. Part 1 - Directive, which provides the direction that must be followed in accordance with statute or policy mandated by Defence or on Defence by Central Government.
  - b. Part 2 - Guidance, which provides the guidance and best practice that will assist the user to comply with the Directives detailed in Part 1.

## Coherence with other Policy and Guidance

3. Where applicable, this document contains links to other relevant JSPs, some of which may be published by different Functions. Where particular dependencies exist, these other Functions have been consulted in the formulation of the policy and guidance detailed in this publication.

Related JSP	Title
JSP 100	Defence Holistic Transition Policy
JSP 464	Tri-Service Accommodation Regulations (TSARs)
JSP 752	Tri-Service Regulations for Expenses and Allowances
JSP 754	Tri-Service Regulations for Pay
JSP 757	Tri-Service Appraisal Reporting Instructions
JSP 764	The Armed Forces Pension Scheme 2005 (AFPS 05)
JSP 765	MOD Compensation Schemes Statement of Policy
JSP 766	The Defence Directive on Employer Support (ES) and Employer Notification (EN)
JSP 794	Defence Policy for Administration of Personal and Professional Development (AP&PD) on JPA
JSP 822	Defence Direction and Guidance for Training and Education
JSP 835	Alcohol and Substance Misuse and Testing
JSP 893	Policy on Safeguarding Vulnerable Groups
JSP 950	Medical Policy
AGAI Vol 2 Ch 78	PULHHEEMS Administrative Pamphlet

## Training

4. All Resettlement Information Staff must complete the Resettlement Information Staff (RIS) course or equivalent training in the time period prescribed within Part 1 Sect 2.2. Any other personnel that are involved in Resettlement are encouraged to attend a RIS course.

## Further Advice and Feedback – Contacts

5. The owner of this JSP is Talent, Skills, Learning & Development (TSLD), under Chief of Defence People (CDP), within the Ministry of Defence (MOD). For further information on any aspect of this guide, or questions not answered within the subsequent sections, or to provide feedback on the content, contact:

Job title/e-mail	Project focus	Telephone
<a href="#">People-TSLD-Resettlement Pol SO2</a>	Resettlement Policy & Plans	0300 154 9481

# Amendment Record

Issue/Change Number	Authority	Date of Insertion
Issue 1	Director of Resettlement	1 Sep 02
Issue 2	Director of Resettlement	1 Apr 04
Issue 3	Director of Resettlement	1 Apr 05
Issue 4	Director of Resettlement	18 Oct 06
Issue 5	Director of Resettlement	1 Feb 08
Issue 6	Director of Resettlement	6 Feb 09
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Issue 7 - Admt 1 Change to para 0434 addition of para 0435.	Head of TESRR	17 Mar 10
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Issue 9	Head of TESRR	11 Feb 13
Issue 10	Head of TESRR	May 13
Issue 11	Head of TESRR	10 Mar 14
Issue 12	Head of TESRR	24 Feb 15
Issue 13 - Major change to resettlement duty journeys and travel allowances.	Head of TESRR	1 Apr 15
Issue 14 - Incorporation of JSP 575 and inclusion of new resettlement contract.	Head of TESRR	1 Oct 15
Issue 15 - Incorporation of new Sect 10 Spouse Employment Support (SES) Trial	Head of TESRR	26 Oct 15
Issue 16 - Incorporation of new Sect 11 Reservist Employment Support (SES) Trial	Head of TESRR	16 May 16
Issue 16 - Admt 1 Update of revised ESL Hub contact numbers (para 0352, Annexes H, I & J).	Head of TESRR	27 Jan 17
Issue 17 - General policy updates, new transfer of Regular resettlement entitlement into FTRS (para 0312) & advance notice of 50/30 Rule ceasing (para 0403).	Head of TESRR	11 Sept 17
Issue 18 - JSP division into Direction and Guidance, primacy of JPA over MOD Forms, reinstatement of 50/30 rule.	Head of TESRR	1 Jun 18
Issue 19 - Incorporation of new compulsory discharge policy and COVID-19 changes.	Head of TESRR	1 Aug 20
Issue 20 - Clarification of entitlements for SP seeking Early release, change to 50/30, incorporation of JSP 100, amendment to F1746 and removal of F1748.	Head of TESRR	26 Aug 21

Issue 21 - Removal of Opt-In requirement.	Head of TESRR	31 Oct 22
Issue 22 – Terminology changes, inclusion of administrative discharge on medical grounds within medical discharge entitlements and updates to Annex E, Army resettlement on Medical Discharge procedures.	Head of TSLD	5 May 23

# Glossary of Acronyms

ADC	Additional Duties Commitment
AEC	Army Education Centre
AFPS	Armed Forces Pension Scheme
AGC	Adjutant General's Corps
AHd TLD	Assistant Head, Through Life Development (of TSLD)
AML	Additional Maternity Leave
APL	Approved Providers List (for ELCAS)
BPG	Business Process Guide(s)
CBIC	Course Booking and Information Centre
CC	Career Consultant
CDP	Chief of Defence People
CF	Contract Funded
CRE	Core Recovery Event
CRP	Core Resettlement Programme
CST	Central Support Team
CTP	Career Transition Partnership
CTP Future Horizons	Career Transition Partnership Future Horizons
CTW	Career Transition Workshop(s)
CWA	Civilian Work Attachment
DBS	Defence Business Services
DER	Directed Early Retirement
DIO	Defence Infrastructure Organisation
DIN	Defence Instructions and Notices
DL	Distance Learning
DMT	Defence Management Training
DRC	Defence Recovery Capability
DRM	Defence Relationship Management
DTS	Defence Transition Services
EA	Employment Advisor
ELC	Enhanced Learning Credits
ELCAS	Enhanced Learning Credit Administration Service
ERM	Employment Relationship Manager
ERO	Education and Resettlement Officer
ESL	Early Service Leaver(s)
ESP	Employment Support Programme
ETS	Educational and Training Services
FAR	Financial Aspects of Resettlement
FTRS	Full Time Reserve Service
GRT	Graduated Resettlement Time
HMRC	His Majesty's Revenue and Customs
HR	Human Resource(s)
IERO	Individual Education and Resettlement Officer [Army]
ILA	Individual Leave Allowance
IRP	Individual Resettlement Preparation (for resettlement)
IRP	Individual Recovery Plan (for recovery)

IRTC	Individual Resettlement Training Costs (Grant)
IT	Information Technology
JPA	Joint Personnel Administration
JSP	Joint Service Publication
LDA	Learning and Development Advisor
LM	Line Manager
LoS	Length of Service
MD	Medical Discharge
MDB	Medical Discharge Board
MIS	Management Information System(s)
MPGS	Military Provost Guard Service
NCF	Non-Contract Funded
NHS	National Health Service
NI	Northern Ireland
NRIO	Naval Resettlement Information Officer [Royal Navy]
NRPS	Non-Regular Permanent Staff
NTT	Notice to Terminate
OA	Officers' Association
OGD	Other Government Department(s)
OR	Other Rank(s)
ORA	Overseas Resettlement Activities
PDR	Post-Discharge Resettlement
PEP	Personal Employment Plan (for RES Trial)
PersPol(A)	Personnel Policy Branch (Army)
PRP	Personal Resettlement Plan
PRU	Personnel Recovery Unit
PSL	Preferred Suppliers List
PSO	Personnel Selection Officer
PVR	Premature Voluntary Release
RAB	Resettlement Advisory Brief
RAO	Regimental Administrative Office(r)
REC	Resettlement and Education Co-ordinator
RES	Reservist Employment Support (Trial)
RFEA	Regular Forces' Employment Association
RG	Royal Gibraltar Regiment
RIS	Resettlement Information Staff
RML	Right Management Limited
ROHT	Regional Occupational Health Team
ROI	Republic of Ireland
RRO	Regional Resettlement Officer [RAF]
RRC	Regional Resettlement Centre(s)
RTC	Resettlement Training Centre
RWG	Resettlement Working Group
SDE	Service Director(s) of Education
SDP	Spouse Development Plan (for SES Trial)
SEC	Specialist Employment Consultant
SES	Spouse Employment Support (Trial)
SL	Service Leaver(s)
SLC	Standard Learning Credit

SSP	Specialist Support Programme
SP	Service Person/Personnel
SPACES	Single Persons Accommodation Centre for the Ex Services
SRA	Service Resettlement Adviser(s) [MOD]
sS	Single Service(s)
TAB	Transition Assessment Board
T&S	Travel and Subsistence
TSLD	Talent, Skills, Learning & Development, Division of CDP, MOD
TSRESM	Tri-Service Resettlement and Employment Support Manual
UAO	Unit Administration Office
UBO	Unit Briefing Officer
UIN	Unit Identification Number
UIO	Unit Interviewing Officer
URC	Unit Resettlement Clerk
URB	Unit Resettlement Brief
URI	Unit Resettlement Interview
URO	Unit Resettlement Officer
VWS	Veterans Welfare Service
WIS	Wounded, Injured and Sick

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## **JSP 534 Part 2 Annexes**

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<b>Annex J:</b>	<a href="#"><u>MOD Form 1173A - Early Service Leavers - Record of Resettlement Interviews</u></a>
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<b>Annex N:</b>	<a href="#"><u>Application for CTP Assist Provision</u></a>
<b>Annex O:</b>	<a href="#"><u>Application to Undertake a Recovery Activity, Event or Opportunity</u></a>

# 1 Guidance for MOD Personnel

## 1.1 Guidance for Unit Briefing Officer (UBO)

101. The UBO is to be a suitably competent SNCO or equivalent status civilian staff appointed by the CO. Training for the UBO will be conducted by the appropriate SRA. The UBO is to arrange and conduct a mandatory Resettlement Brief with the ESL as soon as possible once their discharge process is underway.

102. An ESL Resettlement Brief PowerPoint Slide presentation is available on the CTP website at <https://www.ctp.org.uk/futurehorizons>. This is a mandatory brief to be delivered to all ESLs. Note that this has an embedded voiceover, and the next Slide needs to be clicked to advance via the arrows at the bottom of the embedded video screen.

103. On completion of the Resettlement Brief, the UBO is to confirm the ESL post-discharge address has been recorded on JPA, complete JPA 1173A Part 3, and ensure it is countersigned by the ESL who is confirming receipt of the briefing.

## 1.2 Guidance for Unit ESL Coordinator (UEC)

104. After the UBO has completed the resettlement briefing and completed their JPA actions, the UEC is to ensure that the ESL has recorded their choice to Opt-in or Opt-out of CTP FH on JPA. It is stressed that this is a mandatory process – the ESL must either Opt-in or Opt-out and complete this JPA action.

105. The UEC is responsible for ensuring that CTP FH registration is completed prior to the ESL discharge date. The UEC should check JPA 1173A Part 3 has been completed by the UBO and the ESL has Opted-in or Opted-out of CTP FH. The UEC then actions JPA 1173A Part 4 to complete the registration. Unit Administrative Offices should not allow ESLs to complete their clearance until they produce a copy of their JPA 1173A with all required signatures and a record of their completed CTP FH Opt-in or Opt-out.

a. If the ESL does not have JPA access, the UEC can complete the registration by proxy via Oracle. The UEC must follow the [JPA Business Process Guide Resettlement Process – Early Service Leaver](#), giving a signed paper copy of the JPA 1173A to the ESL and retaining a copy for auditing (see Part 1 Sect 2.2).

b. In exceptional circumstances (see Part 1 Sect 1.5) and for all untrained strength ESLs, the UEC must arrange for all completed CTP FH Opt-in (Annex J) or Opt-out (Annex K) forms to be emailed/faxed to the appropriate CTP FH ESL Regional Hub (see Sect 2.1 and Annex L).

c. In exceptional circumstances (see Part 1 Sect 1.5) and for all untrained strength ESLs, a paper version of MOD Form 1173A (Annex M) should be completed in accordance with the instructions at Annex N.

106. The points of contact for SRAs are at Annex O.

107. ESLs may also be provided with additional support materials and guides as required by the single Services<sup>1</sup>.

### 1.3 Guidance for Service Leavers

108. **Information Security and the Official Secrets Act.** SL have particular skills and knowledge of tactics, technologies, and capabilities which are fundamental to retaining Defence' strategic advantage. Such skills and knowledge are highly valuable to an adversary. All SL are reminded that they remain bound by the Official Secrets Act 1989, even upon leaving Service. Personnel may be guilty of an offence if they make a damaging disclosure, without legal authority, of any information, document or other article relating to Defence which has been in their possession by virtue of their employment in the MOD. Additionally, such employment is likely to have serious vetting implications and it will be very difficult for such personnel to work within the wider UK Defence and National Security sectors in the future. JSP 440, The Defence Manual of Security provides detailed direction and guidance.

109. **Discipline.** The civilian staff of training and educational establishments and of private firms, where SL are undergoing training or CWA, cannot give lawful commands as superior officers within the meaning of the Armed Forces Act 06. However, SL are to comply with any reasonable instructions given to them by the civilian staff in the course of their training or CWA. Any breach of such instructions is to be dealt with as an act to the prejudice of good order and Service discipline.

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<sup>1</sup> The Army version of 'Transition to Civilian Life - A Welfare Guide' is available from central sources.

# 2 Career Transition Partnership Programmes

## 2.1 CTP Future Horizons

201. **Early Service Leavers (ESL).** ESL resettlement support is provided through the CTP delivering through the bespoke CTP Future Horizons and offering ESL ‘behind the wire’ interventions which includes a needs assessment with appropriate referral to tackle barriers to employment, and a post discharge tracking service to ensure ESL gain a route into sustainable employment, education or further training. CTP Future Horizons support is available to ESL, for up to 2 years post-discharge.

202. **CTP Future Horizons.** The CTP delivers support to ESL via CTP Future Horizons. The provision comprises of:

- a. a needs assessment.
- b. engagement and access to RightJob.
- c. ongoing support delivered by an Employment Advisor (Community) or CST depending on the ESL needs.
- d. early onward referral or signposting to DTS and other relevant organisations and agencies when required.

203. **ESL Mandatory Opt-in / Opt-out.** It is a mandatory requirement that ESL either Opt-in or Opt-out of the CTP Future Horizons provision and Units are responsible for ensuring that this process is conducted and recorded. ESL may choose to Opt-out of the provision, if they so wish, but it is important to note that by doing so, they will not receive any immediate MOD support in their resettlement and any interventions required for their personal circumstances (unless the ESL has been referred to the Veterans Welfare Service (VWS) by their Unit, in which case the VWS will assist with welfare needs). ESL may also approach the VWS directly themselves post discharge, should they wish to do so, and details are contained at Part 1 Sect 2.4.

204. **ESL VWS/DTS Registration.** Once the Specialist consultant has contacted an ESL, CTP Future Horizons will also register those ESL who may benefit from ongoing specialist (non-employment) advice, information, and support, by virtue of their disabling conditions, perceived or actual needs of welfare support, or where there are transitional issues that will not be resolved prior to discharge where the Unit has not referred them previously with the VWS. VWS and DTS are part of MOD’s Veterans UK support function within Defence Business Services and are the Government’s in-house provider of support to SP and Veterans. For more information about VWS/DTS, please see JSP435, Part 1, para 234. Full details about the VWS and the referral responsibilities are contained at Part 1 Sect 2.4.

205. **CTP Future Horizons at a Glance.**

<b>&lt;4 Years’ Service</b>	
Career	Employment, training and education advice and guidance.
Time	GRT – <b>no entitlement.</b>

Financial support	IRTC – <b>no entitlement</b> . GRT Travel warrants – <b>no entitlement</b> . Housing Brief and FAR Brief – one travel warrant per event. CTP Future Horizons Interview – one warrant.
Advice	Mandatory Unit briefing. CTP Future Horizons Interview.
Briefs and Workshops	Civilian Housing Brief. Financial Aspects of Resettlement Brief (including Pensions). AFC(H) workshop. CTC RM & ITC (Catterick) central brief. Employment events.
Vocational Training	No entitlement.
Post-Discharge Support	Post-Discharge CTP Future Horizons Support (up to 2 years). The Forces Employment Charity support for life. CST Tracking and Support.

206. **Access to CTP Future Horizons Employment Advisors (Transitions).** Whenever possible, an ESL should be interviewed in person by a CTP Future Horizons Employment Advisor (Transitions) at their local CTP FH hub. The catchment areas outlined are for guidance and should not hinder more convenient arrangements on a case-by-case basis.

207. **ESL Duty Travel.** Where possible for an ESL to have a face-to-face interview with a CTP Future Horizons Employment Advisor (Transitions), one return travel warrant is authorised. Travel warrants are also authorised where an ESL attends a Civilian Housing Brief and/or a Financial Aspects of Resettlement Briefing. A JPA Non-GRT Absence request (in exceptional circumstances a MOD Form 363) must be used as the authority.

208. **CTP Future Horizons Regional Hubs.** To ensure all ESL can access the CTP Future Horizons ESL support the following regional hubs have been established:

Hub	ESL Catchment Area	CTP Lead Employment Advisor (Transition) Contact Details
Pirbright	ATC Pirbright and units based in and around the Aldershot, Winchester and Colchester area and <b>all</b> UK based RAF units ( <b>less</b> RAF North East units). All military units based outside UK. All ESL discharges from MCTC.	Email: <a href="mailto:FHPirbright@ctp.org.uk">FHPirbright@ctp.org.uk</a> Mobile: 07975 944736 Fax: 0333 307 4018
Catterick	<b>All</b> UK based Army Units including AFC Harrogate ( <b>less</b> Pirbright and its catchment area) and <b>RAF North East</b> Units.	Email: <a href="mailto:FHCatterick@ctp.org.uk">FHCatterick@ctp.org.uk</a> Mobile: 07794 656702 Fax: 0333 307 4018
Plymouth	<b>All</b> RN and RM units.	Email: <a href="mailto:FHPlymouth@ctp.org.uk">FHPlymouth@ctp.org.uk</a> Mobile: 07794 656862 Fax: 0333 307 4018

209. **CTP FH Opt-in.** Where the ESL Opts-in, there are 2 types of registration and assessment processes, depending on the location of the unit and its proximity to a regional hub, as follows:

- a. Where it is possible for the ESL to be seen face to face in the regional hub, or where the CTP FH staff arrange with individual units to visit the unit on a regular basis,

a face-to-face assessment will take place. Units where this is applicable will make local arrangements with the CTP FH staff in the relevant hub to facilitate this.

b. Where it is impractical for the ESL to be able to be seen face to face by a CTP Future Horizons Employment Advisor (Transitions), registrations will be conducted with the shared information recorded on JPA. Each ESL's JPA records must include a completed JPA 1173A, a record of Opting-in to CTP FH and completed post-discharge contact details.

210. **sS SDE Quality Control.** sS SDE are responsible for conducting formal quality control of the execution and administration of ESL activities within their respective Service to the point of delivery of the ESL to CTP Future Horizons.

## 2.2 Employment Support Programme

211. SL on the ESP are not entitled to GRT or IRTC but are entitled to receive resettlement advice from an SRA and maintain rights, under present regulations, to Standard Learning Credits (SLC) (see Part 1 Sect 2.4 and 3.6). SL who are entitled to access the ESP and who have registered with the CTP may attend the ESP workshop as a non-GRT event and may also apply to attend CTP in-house training (CF and NCF) on a standby basis, using annual or terminal leave, providing places are available. All SL<sup>2</sup> are also eligible to attend FAR and the DEFENCE TRANSITION SERVICES (PART OF DBS) civilian housing briefings (see Part 1 Sect 2.3 and 2.4) and employment fairs (see Sect 3.3).

212. Following registration on the ESP, SL can access the elements of the CTP provision to which they are entitled including access to RightJob. All CTP registered ex-Service personnel may access the The Forces Employment Charity<sup>3</sup> throughout their working life.

### 213. Employment Support Programme at a Glance.

<b>&gt;4 &lt;6 Years' Service</b>	
Career	Job Finding Service. 'RightJob' Access.
Time	GRT – <b>no entitlement.</b>
Financial support	IRTC – <b>no entitlement.</b> GRT Travel warrants – <b>no entitlement.</b> Housing Brief and FAR Brief travel warrants – one per event.
Advice	Mandatory SRA briefing. Consultant Interview.
Briefs and Workshops	Civilian Housing Brief. Employment Support Workshop. Financial Aspects of Resettlement Brief (including Pensions). A number of Employment Fairs are also held and SL may attend.
Vocational Training	Access (on a Standby basis) to over 50 Various Resettlement Training Centre Courses.
Post-Discharge Support	Access to RightJob and employment support (up to 2 years). THE FORCES EMPLOYMENT CHARITY support for life. CST Tracking and Support.

<sup>2</sup> Including ESL only if there is sufficient time before discharge.

<sup>3</sup> Formerly separate charities; Regular Forces Employment Charity (RFEA) and Officers' Association (OA).

## 2.3 Core Resettlement Programme (CRP)

214. The complete range of resettlement entitlements are available to SL on the CRP. The amount of some entitlements is based on length of service but includes training grants, allowances, travel warrants, resettlement absence, transition workshops, one-to-one career guidance support, subsidised vocational training support, housing advice, financial briefs and job finding support.

### 215. Core Resettlement Programme at a Glance.

<b>&gt;6 Years Service or Medically Discharged</b>	
Career	'RightJob' Access. 'my Plan' online career assessment and tools.
Time	Graduated Resettlement Time (up to 35 days).
Financial support	IRTC Grant. Travel Warrants (up to 7).
Advice	Personal Career Consultant allocated. Personal Resettlement Plan (PRP) devised.
Briefs and Workshops	Mandatory SRA briefing. Career Transition Workshop (3 days) or CTP Self Employment Awareness (1 day) or New Horizons in Retirement (1 day). Other Workshops include: <ul style="list-style-type: none"> <li>• Final Approach (1day).</li> <li>• Webinars.</li> </ul> Financial Aspects of Resettlement Brief (including Pensions). Civilian Housing Brief.
Vocational Training	Access to over 50 Various Resettlement Training Centre Courses.
Post-Discharge Support	Post-Discharge Consultant Support (up to 2 years). THE FORCES EMPLOYMENT CHARITY support for life. CST Tracking and Support.

216. **Career Transition Workshops.** The CTW is a vital element of the CRP and should normally be attended following the interview by the SRA and before any other resettlement activities (with the possible exception of FAR and DEFENCE TRANSITION SERVICES (PART OF DBS) briefings). CTWs should be undertaken at the earliest opportunity once the SL is registered. The dates of CTWs and all other CTP events can be obtained from the RRCs, SRA and the CTP website at [www.ctp.org.uk](http://www.ctp.org.uk). SL, except ESL, cannot access any CTP services unless they have attended the mandatory 2nd Line Resettlement Advisory Briefing (RAB) and have registered with the CTP. CTP registration requires SLs to accept the JPA workflow 'Action Required to Complete Resettlement Registration' which is generated after completing their RAB.

217. **Other Workshops and Seminars.** SL may access other supporting workshops and seminars (eg New Horizons in Retirement, CTP Self Employment Awareness (SEA), Final Approach & Webinars). Information on these workshops and seminars can be obtained from the CTP website at [www.ctp.org.uk](http://www.ctp.org.uk), or from the RRC.

218. **Personal Resettlement Plan (PRP).** Each SL registered for the CRP is allocated a Career Consultant who will be available to work with them during the period leading up to discharge and for up to 2 years post-discharge. The Career Consultant will assist the SL to prepare a PRP detailing the SL's aims and the best route to achieve them, including events

that they should attend. The PRP may identify resettlement activities which will require the individual to submit a JPA GRT absence request. A SL may prefer to see a CTP consultant before deciding to attend a CTW in which case they should discuss this preference with their SRA prior to contacting the RRC to arrange this.

# 3 Resettlement Time

## 3.1 Use of Resettlement Time

301. Resettlement Time is flexible time which may be set aside for SL to use to complete resettlement activities and enables SL to combine any of the elements available for resettlement provision.

302. **Graduated Resettlement Time (GRT)**. GRT entitlement is automatically entered onto JPA Form 1711, if errors are identified SRA or UAO are authorised to amend. It is mandatory to submit a GRT absence request via JPA (see Part 1 Sect 3.5) for the activities listed below:

- a. Training Courses (virtual or face-to-face) (see Sect 3.4):
  - (1) CTP Contract Funded training courses.
  - (2) CTP Non-Contract Funded training courses.
  - (3) training provided by external training providers on the CTP Preferred Suppliers List (PSL).
  - (4) training provided by external training providers not on the CTP Preferred Suppliers List (PSL).
- b. Individual Resettlement Preparation (IRP) (see Sect 3.5).
- c. Civilian Work Attachment (CWA) (see Sect 6.3).
- d. Other CTP-provided workshops, briefings, activities and events that do not qualify as non-absence GRT events which are exempt from use of GRT.

303. **Non-Graduated Resettlement Time (Non-GRT)**. It is mandatory to submit a non-GRT absence request via JPA for the activities listed below:

- a. CTP workshops<sup>4</sup>, briefings and other events (see Part 1 Sect 3.4):
  - (1) Career Transition Workshop (CTW) / CTP Self Employment Awareness (SEA) workshop/ Employment Support Programme (ESP) Workshop<sup>5</sup> / New Horizons in Retirement.
  - (2) Financial Aspects of Resettlement (FAR) and DEFENCE TRANSITION SERVICES (PART OF DBS) Housing Briefings.
  - (3) Interviews with SRA and CTP consultants.

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<sup>4</sup> As a non-GRT entitlement, SLs can only attend **either** a CTW, SEA, ESP or New Horizons in Retirement; if a SL attends more than one event then GRT must be used for the additional workshops.

<sup>5</sup> ESP Workshop is to be recorded on JPA as a Non-Absence GRT Activity under 'Career Consultant Interview' and then annotate in comments that it is an ESP Workshop.

304. Individuals who fail to conduct the necessary mandatory JPA absence procedures for resettlement activities may have disciplinary action taken against them.

305. **Deferment of Discharge to Complete GRT Activities.** In exceptional circumstances, when SL have been unable to utilise all their GRT entitlement, for Service, Medical or Compassionate/Welfare reasons, it may be possible to defer discharge<sup>6</sup>. The amount of GRT for which a SL is entitled will be considered when calculating the deferred discharge date. Applications must be fully supported and endorsed in writing by the CO. The authority to defer such discharges/retirements lies with the sS manning authorities.

306. Where deferment is either inappropriate or impracticable, post-discharge resettlement may be applicable (see Part 1 Sect 3.6).

### 3.2 Use of GRT Leave Entitlements

307. **Use of GRT and Leave.** When a SL undertakes authorised resettlement activities, they must initially use GRT. If all the SL's GRT allocation has been used or allocated to future resettlement activities as part of their resettlement plan, then Annual leave can be approved. Terminal leave can only be authorised for resettlement activities after a SL's GRT and Annual Leave have been exhausted.

308. **GRT in Lieu of Leave.** SL may apply, on the recommendation of an SRA and subject to their CO's approval, to undertake GRT in lieu of annual or terminal leave, as an exception, and up to the maximum GRT to which the SL is entitled, if there is no other opportunity for the SL to undertake resettlement activities. Under these criteria, the SL will be 'on duty' and may claim subsistence, if appropriate, and utilise GRT travel warrants. The application must be made in advance, using a JPA GRT Absence request or JPA GRT request for Training in Theatre as appropriate.

309. **Paid Employment During Resettlement.** Service personnel are not permitted to undertake paid civilian employment during their GRT (including IRP) as personnel using GRT are on duty. However, SL may undertake a CWA as this is unpaid employment. If, however, trade union organisations insist that firms should pay the SL, then such a payment should be made through the appropriate Service administrative office (normally at unit level for the SL's employing unit). The latter is to credit sums received to public funds after refunding to the SL any dues paid to trade unions. The procedure to be used for receipt of monies paid is as follows:

- a. the UIN should be the SL's employing unit's UIN.
- b. the following RAC codes should be used:
  - (1) **RNB004 Receipt Pay Related.** If the SL has been paid directly and the amount is then required to be recovered from the SL's military salary.
  - (2) **RNB005 Salary Receipts.** Claims against 3<sup>rd</sup> Parties, where the employer is paying the MOD directly.

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<sup>6</sup> Deferral of discharge is an entitlement if Service reasons preclude GRT being utilised.

### 3.3 Use of Other Leave Entitlements

310. **Additional Activities During Leave.** If all GRT has been used, annual or terminal leave may be used to complete resettlement activities provided that all activities for which payment is claimed are completed before the SL's discharge date. Additionally:

- a. SL may attend CTP in-house courses (CF) on a payment/standby basis (see Sect 6.1), provided they have registered with the CTP and there are places available.
- b. any outstanding GRT travel warrants may be used but subsistence cannot be claimed.
- c. resettlement activities undertaken during annual or terminal leave, when GRT has been exhausted, will not be counted as 'on duty' and appropriate personal injury and indemnity insurance should be arranged by the SL.

311. **Paid Employment.** SP may undertake paid civilian employment:

- a. during Terminal Leave subject to the provisos relating to employment in an operational theatre, dress & reputation requirements, and CO's permission as contained within single Service direction<sup>7</sup>.
- b. during Annual Leave, with their CO's permission.
- c. during off duty periods, with their CO's permission.

312. In accordance with JSP 754, where an individual commences civilian employment pending discharge from the Service, payment from both sources may be received during the terminal leave period in almost all circumstances. However, where the civilian employment is also with the MOD (e.g. a civil service appointment, including as an officer in the Ministry of Defence Police, or a fee-based consultancy engagement) it is inappropriate for MOD to pay the same individual twice for their working time.

### 3.4 CTP Events

313. **Employment Fairs.** The CTP runs a series of regional employment fairs and employer briefs including live chats. Details of these events are published on the CTP website ([www.ctp.org.uk](http://www.ctp.org.uk)) and occur at commercial premises, employer premises or online, dependent on type of event. Attendance on these events may count against GRT. However, as they are open to all Service personnel, they may be attended during leave or at the discretion of the individual's Commanding Officer. Attendance at Employment fairs will count against a SL's GRT if a GRT travel warrant is used and the SL's GRT has not been exhausted.

314. **CTP Events away from RRC.** RRC staff may arrange for CTP events to take place away from RRC as follows:

- a. **Consultant Interviews.** When there is a minimum of 8 entitled SL at a specific unit location which is not within reasonable travelling distance of an RRC, on-site consultations may be provided. The provision of appropriate facilities being made available to the visiting CTP consultant is the responsibility of unit staff. In exceptional circumstances appointments can be arranged, out of normal working hours.

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<sup>7</sup> QRs for the Army 1975 AC 13206 - Amendment no 37 para 5.079d, BRd2-QRRN Article J8403 (Royal Navy), QR (RAF) J910.

- b. **Career Transition Workshops.** Where there are at least 8 entitled SL who wish to attend a CTW, a request can be made to hold the event on-site at a unit location, providing adequate facilities are made available by the unit.

315. Units are to pass requests for satellite provision of Consultant Interviews or CTW to the respective SRA to forward to the appropriate RRC Manager once the availability of the necessary facilities are confirmed by the unit. Requests for the provision of CTW and consultant visits overseas should be referred through sS resettlement chains of command to TSLD.

### 3.5 Resettlement Training

316. **Resettlement Training.** SL may use GRT to undertake resettlement training at an appropriate time after they have registered for resettlement services. CTP-run courses are conducted at the RTC Aldershot, certain RRC and some Associate's premises (see Sect 6.1). External Training Providers may also be used (see Sect 6.2). SL may also attend CTP run courses (Contract Funded and Non-Contract Funded) on a standby basis (see Sect 6.1) for up to 2 years post-discharge.

### 3.6 Individual Resettlement Preparation (IRP) Time

317. **Individual Resettlement Preparation (IRP).** IRP is defined as GRT used for resettlement activities that do not fall into the other categories. As a guideline, IRP should be interpreted in the broadest sense for resettlement purposes and may include periods spent applying for jobs, attending interviews, employment and recruitment fairs and preparing CVs. IRP may also be used for activities related to post discharge rehousing requirements and relocating children in school. No allowances can be claimed for IRP except GRT travel warrants, unless substantial distances or travelling time are incurred which would necessitate an overnight stay<sup>8</sup> (see Sect 5.2). IRP may be undertaken at any stage during resettlement. SL shall not undertake paid employment during IRP. SL wishing to undertake employment with their future employer whilst using any portion of their GRT must arrange to do so as a CWA (see Sections 3.1, 3.3 and 6.3 for the regulations regarding paid employment).

318. Although IRP will normally be undertaken in the UK, SL intending to settle overseas may use their GRT to undertake IRP overseas. However, in such circumstances, no allowances can be claimed for IRP except GRT travel warrants within the UK, to and from the point of exit from, or entry to, the UK. Requests to undertake IRP overseas require the prior approval of the relevant SDE staff. Requests to undertake IRP overseas should be made by submitting a JPA GRT Absence request for Individual Resettlement Preparation and be supported by the SL's written justification. Personnel serving overseas may undertake IRP local to their base accommodation and may use GRT travel warrants for local travel.

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<sup>8</sup> 'If an event for which IRP is being taken is a substantial distance or travelling time from the SL's unit, then, at the discretion of the SRA (and if supported by the SL's unit finance team), overnight subsistence may be approved. This is liable to involve the SL using additional GRT to facilitate this.'

# 4 Individual Resettlement Training Costs (IRTC) Grant

## 4.1 Introduction

401. An essential element of resettlement is access to training to enhance skills and gain qualifications that will improve employment opportunities. Entitlement to the IRTC grant is stated in Part 1 Sect 3.1. The IRTC grant exists to help towards the cost of resettlement training through the CTP or External Training Providers. The IRTC grant cannot be used for CWAs (see Sect 3.5) but may be used in concert with a Learning Credit; Standard (SLC) or Enhanced (ELC), for any course that is completed prior to the SL leaving the Service and subject to the relevant criteria of either scheme. IRTC may also be used where necessary to pay for examination fees. See JSP 822 Part 1 Section 6.4 for SLC and Section 6.5 for ELC.

402. The IRTC grant is £534 and is non-taxable. A full refund for fees paid up to this limit may be claimed, regardless of the length of the course being undertaken but the maximum amount claimable is reduced pro-rata for any CTP in-house Contract Funded training courses attended (see Sect 6.1). The CTW and other CTP workshops and seminars are provided to entitled SL at no cost to their IRTC grant.

## 4.2 Claiming the IRTC Grant

403. Claiming of the IRTC grant is a two-phase process:

a. **Phase One.** SL must first submit a JPA GRT absence request for the training event that includes input of the amount of IRTC that they intend to use from their entitlement.

(1) Inputting an amount greater than zero shows the SL's intention to use their IRTC grant but it does not generate payment of the IRTC grant to the SL).

(2) If the SL does not intend to use IRTC then a zero should be entered in the IRTC box and this action will negate use of IRTC for the activity.

(3) The SL must ensure that the activity is approved by a SRA prior to attendance.

b. **Phase Two.** SL must use MOD Form 1746 (Annex P) to request payment of the IRTC grant.

(1) Providing the IRTC grant amount input by the SL on the JPA GRT absence request during phase one was greater than zero and the sum input agrees with the amount of IRTC grant being requested by the SL via MOD Form 1746 then this action will generate, when authorised payment of the IRTC grant to the SL.

404. **MOD Form 1746.** MOD Form 1746 - Advance and Refund of Individual Resettlement Training Costs (IRTC) for Training Activities **must** be completed and submitted to an SRA for approval of all IRTC claims.

a. Form 1746 should be completed as follows:

- (1) **Part 1 - Particulars of SL.** Completed by SL.
- (2) **Part 2 - Details of Training Activity.** Completed by SL.
- (3) **Part 3 - Application for Advance of IRTC.** Completed, signed and dated by SL.
- (4) **Part 4 - Authorisation by SRA.** Completed, signed and dated by SRA on receipt of completed parts 1, 2 and 3 prior to the commencement of **any** training.
- (5) **Part 5 - Application for a Refund of IRTC.** Completed, signed and dated by SL where an advance of IRTC is required. Where a refund is required, complete parts 1,2 and 5.
- (6) **Part 6 - Authorisation by SRA.** Completed, signed and dated by SRA on receipt of completed parts 1, 2 and 5, with proof of course completion.

405. **Advance of IRTC Fees.** An advance of up to 80% of the fees or 80% of the IRTC grant, whichever is the lesser, may be made subject to extant Allowances regulations and the following conditions:

- a. submission prior to the event of JPA GRT Absence request and MOD Form 1746 with Parts 1, 2, and 3 completed.
- b. submission of an invoice for the fees to be paid.
- c. any advance shall be repaid in full if the resettlement training is not completed and certified on MOD Form 1746.
- d. payment is to be appropriately recorded for future reference by unit staff.

406. **Refund of IRTC Fees.** Actual expenditure on course tuition fees, within the permitted maximum, will be reimbursed subject to extant Allowance regulations and the following conditions:

- a. submission of a MOD Form 1746 (Annex M) with parts 1, 2 and 5 completed.
- b. submission of a receipt for the fees paid.
- c. submission of proof of course completion.
- d. payment is to be appropriately recorded by unit staff for future reference.

407. **Single Service Payment Arrangements.** IRTC grant expenditure is to be charged to the following UINs within each Service:

- a. **RN.** RAC NGA 003, using UIN N5308Z to indicate source of spend. This RAC is centrally funded.
- b. **Army.** RAC: PDA 002. Sub Code 01E1 1403, using the paying unit's UIN for tracking purposes only. This IAC/RAC is funded from a central budget.

- c. **RAF.** Through local unit funding.

408. **Distance Learning.** The IRTC grant may be used to pay for Distance Learning (DL) courses, or courses which extend beyond the GRT boundaries (for instance, where the SL uses ILA for GRT), provided that the course (or module) is completed and the claim for payment is made prior to discharge<sup>9</sup>. No GRT is to be deducted from a SL's entitlement for DL unless the SL undertakes the DL during normal duty hours, or it is part of a blended training solution, in which case GRT should only be deducted for the time the SL spends on the attendance element of the training course. For DL activities, the following caveats apply:

- a. MOD Form 1746 (Annex M) must be completed by the SL and submitted and approved by the SRA only where an advance or refund of IRTC is required.
- b. the SL must supply original receipted fees statements and a results letter/exam certificate for the DL activity undertaken and being claimed for.

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<sup>9</sup> Except for those SL who are undertaking post-discharge resettlement.

# 5 Travel and Subsistence Allowances

## 5.1 Guidance

501. Individual entitlements to allowances are laid down in JSP 752 and other single Service regulations. The interpretations of these regulations and the decisions to approve/reject claims are a matter for unit Pay/Admin staff and the individual SL. This section provides advice for SRAs to pass to their SL, who should be advised that the granting/rejection of any subsequent claim for T&S associated with a resettlement activity, is in the end between them and the unit Pay/Admin staff.

## 5.2 Travel Warrants

502. Travel warrants, or travel claims in lieu, may be authorised to support access to resettlement activities conducted under GRT, as outlined at para 307. The entitlement is as follows:

GRT in working days	10	20	25	30	35
No of return warrants	4	4	5	6	7

503. **Early Service Leavers.** ESL duty travel entitlement is at Sect 2.1.

504. **Employment Support Programme.** SL registered for the ESP and who do not qualify for GRT travel warrants are allocated one resettlement travel warrant for an ESP workshop at an RRC or an interview with a CTP consultant either at an RRC/ THE FORCES EMPLOYMENT CHARITY office.

505. If the SL is in receipt of Get You Home (GYH) Travel (see [JSP 752](#) Part 2 Chapter 5 Section 5) whilst on their GRT that allowance takes precedence and negates the use of warrants during the course of training or CWA. GRT warrants should still be used, as appropriate, at the start and finish of the training or CWA. If a SL is not already in receipt of GYH then GRT warrants can be used for the duration of the activity and GYH should not be imposed.

506. Resettlement travel warrants are designed to get a SL from their residence to a resettlement event or activity, and back (ie a return journey). They are also designed to permit SL to return home at weekends when on longer resettlement training courses (2 weeks or more). Thus, one warrant relates to one return journey. Where the SL attends a number of resettlement events or activities in the same week or month (for example, a job interview, a job fair and a one-day training activity) then each separate resettlement activity requires a separate GRT warrant to be used. The SL may not combine the multiple resettlement activities for travel purposes, into one GRT warrant, unless these activities are all occurring in the same location, the SL is not returning to their RWA address each evening, and no further travel is required between the separate events.

507. If the SL is attending a resettlement activity which is within reasonable daily travelling distance from their residence at work address (RWA), as defined at para 611 and accommodation at the course location is not mandatory, they should travel daily and claim Home to Duty Travel costs in accordance with [JSP 752](#) Part 2 Chapter 4 Section 7. Where HDT is claimed, Service transport or hire car is utilised or a claim in lieu is submitted by the SL for travel to the location of the resettlement training, each claim will reduce the SL's

entitlement of up to 7 GRT journeys by one GRT journey for every 5 days of continuous GRT activity the travel is claimed for. Where the continuous GRT activity period claimed is less than 5 days, this will still reduce the SL's entitlement by one GRT journey.

**508. Use of Travel Warrants during Leave.** Where GRT has been spent and leave is being utilised to complete resettlement courses, remaining GRT travel warrants may be used, providing the criteria in Sect 3.1 are satisfied. This does not attract subsistence allowances and the SL is not counted as being 'on duty'.

**509. Additional Warrants for Non-GRT Activities.** The following provisions for warrants apply for FAR and DEFENCE TRANSITION SERVICES (PART OF DBS) briefings and visits to SRA and CTP consultants:

- a. Exceptionally, up to 3 additional travel warrants are available to SL in order to visit a CTP consultant. These are not part of the normal GRT allocation and are only to be authorised for SL who have difficulty accessing a CTP consultant (eg when serving in a remote location). The issue of these additional warrants will be at the discretion of the SRA, are only available to SL who are registered for the CRP and should be used to visit the nearest RRC.
- b. Visits to attend FAR and DEFENCE TRANSITION SERVICES (PART OF DBS) briefings can be claimed as entitlements with duty travel. In which case they will not count against GRT warrants.
- c. Visits to SRA may also be claimed as duty travel and do not count against GRT warrants.
- d. Travel to attend a CTW, CTP SEA, New Horizons in Retirement or Employment Support Programme workshop may also be claimed as duty travel and does not count against GRT warrants (see Sect 3.1).

There is **no** additional warrant provision where SL are serving overseas and claiming duty travel to return to the UK for resettlement purposes. The correct accounting of such duty travel (which must be against the SL's GRT entitlement) is stated at Sect 5.4.

### **5.3 Subsistence**

**510. Entitlement.** All resettlement activities undertaken during GRT, except IRP (see Sect 3.6), may attract subsistence payments where appropriate. Subsistence may be claimed over the full GRT period to which a SL is entitled. Units are responsible for authorising subsistence; if the resettlement activity is not available within a reasonable travelling distance from the SL's residence (as defined at para 611) or available Service accommodation, the SL is responsible for booking accommodation through the appropriate channels as directed in JSP 752, notwithstanding the priority order of resettlement training options at Sect 6.2 which is to be followed.

**511. Residential Resettlement Courses.**

- a. **CTP Courses.** If Service accommodation is used and all meals are supplied by the MOD, there is no entitlement to subsistence allowance and SL will pay food and accommodation charges as appropriate under normal regulations.

b. **Residential CWA and External Training Courses.** Some courses may have a tied residential element due to location or where an arrangement has been agreed with MOD to reduce overall costs to the Department. In all cases where courses have a tied accommodation element the SL is at the earliest opportunity to discuss the requirement with their SRA. If the requirement is agreed (see para 630) then the SRA will issue the SL with an authorisation code that the SL can use on their JPA GRT Absence request for Training in Theatre to enable their subsistence claim. Unit admin staffs are to ensure that the administration of this process is in accordance with the extant regulations.

512. **Weekend Accommodation.** 20 days of GRT can provide a maximum of 28 days' absence on duty for the purpose of subsistence allowance, provided that the SL is absent from work for no more than 20 working days. This calculation may be extrapolated for all GRT levels. Thus, claims for expenses may, if necessary, be submitted for up to a maximum of 49 nights (35 days' GRT). Actual receipted costs, in accordance with JSP 752, may be paid to a SL in order to retain accommodation over weekends. If weekend accommodation is not occupied, subsistence allowances may not be claimed unless the SL is able to produce prior written proof that weekend payment is required regardless of occupation, in which case subsistence less food may be claimed. Travel costs home may be claimed using outstanding GRT warrants.

## 5.4 Overseas

513. **Resettlement Activities Overseas.** SL authorised for overseas resettlement activity qualify for subsistence rates in accordance with extant regulations. A GRT travel warrant from normal place of duty within the theatre of operations within which they are serving to the point of departure for overseas, and return, may be authorised.

514. **CTP in Germany.** Due to the drawdown of bases in Germany, CTP will only provide a limited service within country, all other provision will require return to UK law para 515.

515. **Resettlement Duty Travel and Allowances.** SL serving abroad are entitled to travel at public expense to the UK for resettlement events. The specifics relating to resettlement duty travel and the appropriate claims for allowances are as follows:

a. **Public Expense Travel Journeys.** The number of public expense journeys available to a SL serving abroad for return to the UK for resettlement events is identical to and included within the SL's individual GRT return warrant entitlements (see Sect 5.1). These public expense journeys to the UK and GRT warrants are one and the same entitlement. SL may use a public expense journey to the UK for both non-GRT and GRT authorised resettlement activities, but this will always be counted against the SL's GRT warrant entitlement. SLs serving abroad may only claim by exception additional public expense journeys to the UK in excess of their GRT warrant entitlement, for CTP workshops only (see Sect 5.2).

b. **UK Subsistence Allowance.** Where SL returning to the UK attend resettlement events, subsistence allowances are payable, subject to extant regulations.

c. **Service Personnel Assigned Overseas Travelling Back to the UK.** Eligible SL may travel at public expense from an overseas duty station to the UK to undertake authorised resettlement activities as specified in Part 1 Sect 3.5. Eligible personnel are to use the official specified country flight booking procedures (if applicable, Air Trooping

Flights) through unit movement/HR staffs and may claim the return terminal travel costs between the airports of departure/arrival and the location of the GRT activity/RWA. Each publicly funded return journey for authorised resettlement activities will reduce the SLs entitlement by one GRT journey. Where the SL is attending additional resettlement activities in a separate location to that of the original terminal travel location, then these additional return journeys will reduce the SL's entitlement by one GRT journey for each additional resettlement event undertaken (unless all resettlement activities are taking place at the terminal travel location and no further travel is required between the separate events).

d. **Travel from NWE to the UK.** Travel from NWE to the UK to undertake authorised resettlement activities is to be by the most cost-effective method of travel and must follow the same 'reduction of the SL's GRT journey entitlement' principles as stated at para 515c above.

e. **SRA Advice.** SL based overseas should discuss their public expense travel journeys with their SRA as part of their resettlement process.

516. **Training and CWA Undertaken Overseas.** All SL stationed overseas who are entitled may undertake resettlement training or CWA locally. The application procedure is the same as in the UK. SL are strongly advised to take out personal insurance for the duration of the training or CWA. The following allowances are available:

a. **Travel at Public Expense.** Travel at public expense is permitted for attachments within the theatre of operations<sup>10</sup> where the SL is based. Alternatively, costs to other countries where the overseas-based SL has a legitimate and authorised resettlement event (see Part 1 3.5), will be permitted up to the cost of the return to UK option at para 515<sup>11</sup>. An applicant who is emigrating or who is entitled to repatriation at public expense may claim travel in accordance with extant regulations.

b. **Subsistence Allowance.** Service accommodation must be used whenever possible. When none is available, subsistence allowance may be claimed.

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<sup>10</sup> This specifically excludes travel from overseas to the UK (but see para 515).

<sup>11</sup> This is designed to support overseas-based SL who are conducting authorised resettlement events overseas in accordance with their Personal Resettlement Plan and where they do not intend to return to and settle in the UK on discharge. The travel costs are capped at the equivalent cost to return to the UK in accordance with para 515.

# 6 Resettlement Training and Civilian Work Attachments

## 6.1 CTP Training Courses

601. **CTP Preferential Access to SL.** The MOD has an established contract, through the CTP, with mandated quality control standards, governance and accountability to deliver resettlement, employment support and training courses for SL. This is delivered through a wide-reaching CTP footprint with direct access to SL. Accordingly, it is inappropriate for resettlement organisations (which includes those offering resettlement advice, training and/or employment options) other than the CTP to promote their services within military premises, by being given preferential access to SP/SL. Unit COs are advised that preferential access to military sites by commercial / not for profit / charitable suppliers for resettlement purposes, except as part of a formal approved contract, cannot be granted and that any such organisations should not be invited into their barracks. Also see Sect 6.2 for the 'one-off' rule.

602. **Resettlement Training.** The CTP provides a broad range of skills enhancement courses run at the Resettlement Training Centre (RTC), at certain RRCs or on the premises of Associate Trainers. All such courses are treated as if provided at the RTC. These are provided both through a central MOD contract at a discount to the SL (Contract Funded (CF) courses), or through Non-Contract Funded (NCF) provision (where the SL can use their IRTC grant). Only SL registered for the CRP have automatic access to the CTP in-house training courses. SL registered for the ESP may also be permitted to book CTP in-house (CF and NCF) training courses on a standby basis (See para 606). SL may only book on one course of the same title; furthermore, once a SL has either a provisional or confirmed booking on a course, the SL will not be allocated reserve spaces for the same course on different dates. Details of CTP in-house courses are published by the CTP and can be accessed via RRC, SRA, unit resettlement staff and the CTP website. The [Terms and Conditions](#) for booking and cancellation of CTP's Training Course are available in the FAQ section of the CTP website.

603. **Booking Procedure for CTP Courses.** To be eligible to book any CTP Resettlement training courses the SL must be registered with the CTP via JPA after their mandatory RAB. MOD Form 1746 is **not** required for CTP courses<sup>12</sup>. For specific CTP Resettlement training courses, the following procedures are to be followed:

- a. **Contracted Funded (CF) Courses.** SL may provisionally book places on CTP 'Contract Funded' courses by telephone. SL may not provisionally book courses which go beyond their CF entitlement and/or which have overlapping dates. However, places on CF courses will only be secured when the Course Booking and Information Centre (CBIC) receives a completed JPA GRT Absence request for Training in Theatre. **If the JPA confirmation is not received within 28 days of the provisional booking the CBIC will reallocate the course place.** If booking a course less than 28 days prior to the start date of the course, the JPA GRT Absence request for 'Training in Theatre' must be received by the CBIC as soon as possible to confirm the booking a place on the course. It should be noted that reserve/waiting lists for courses will be prioritised by earliest termination date for all SL.

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<sup>12</sup> Unless an IRTC advance is being sought to cover additional costs, i.e. exam fee.

- b. **Non-Contract Funded (NCF) Courses.** SL may book places on CTP Non-Contract Funded courses by telephone. However, places on Non-Contract Funded courses will only be secured when CBIC receive the JPA GRT Absence request for 'Training in Theatre' and payment of the necessary fees.

604. **Payment for Contract Funded Courses.** Contract Funded training courses are centrally funded by the MOD. A SL's available IRTC grant will be reduced by 5% (£26.70) for each day of such training undertaken to offset the cost of that training already borne by the MOD, up to a maximum of 20 working days.

605. **Payment of Non-Contract Funded Course Deposits.** All CTP Non-Contract Funded courses must be secured by the SL paying a deposit at the time of booking. For the majority of courses, the deposit is currently £50 but Right Management Limited can charge a higher amount at their discretion. The exact amount of the deposit will be specified in the specific course literature and at time of booking. All deposits are non-refundable if the course place is cancelled within 6 weeks of the course start date. The procedures to be followed are:

- a. SL calls the Course Booking and Information Centre (CBIC) to book a non-Contract Funded resettlement training course.
- b. CBIC takes a provisional booking and a deposit for the course.
- c. SL issued with receipt confirming the amount of the deposit paid and stating the balance due.
- d. CBIC amend the SL's record on Bond-Adapt (database) to state 'Deposit Paid'.
- e. CBIC inform SL at time of booking that if they cancel the place the deposit will be:
  - (1) transferred to another Non-Contract Funded resettlement training course of their choosing.
  - (2) only refunded if the cancellation is made earlier than 6 weeks prior to the course start date.
  - (3) only refunded within the 6-week period if it is for operational, medical or compassionate reasons for which unit proof will be required.
- f. No booking will be taken without a deposit.
- g. If the SL calls to cancel the course place, CBIC will:
  - (1) offer to transfer the SL to another resettlement course.
  - (2) only provide a refund if a transfer is not possible and it is more than 6 weeks prior to the course start date.
  - (3) offer no refund if the course start date is within 6 weeks and the reason for cancellation is not operational, medical or compassionate.

606. **Standby Training.** At times, scheduled in-house courses (CF funded) at the RTC or RRCs are under-subscribed and spare places may be offered to CTP registered SL on a standby basis. Standby training is booked in the normal way but is only confirmed 10 days before the beginning of the course (immediately prior to the course for post discharge personnel). In the case of standby booking, the full course fees must be paid by the SL at the start of the course<sup>13</sup>. **Failure to pay the standby fees by 0900 on the first day will result in instant dismissal of the SL from the course by the CTP.** SLs with unpaid standby fees from courses previously attended will be pursued through administrative action. The following SL are eligible for Standby Training vacancies:

- a. SL registered for the CRP who have exhausted their IRTC grant but have GRT remaining. This applies to notional GRT in the case of SL undertaking Deferred Resettlement.
- b. SL registered for the CRP who have exhausted their GRT entitlement and wish to undertake further courses using Leave.
- c. SL registered for the ESP, who are not entitled to GRT and wish to attend using Leave.
- d. SL registered for the CRP or ESP and who are in the 2-year post discharge phase of their resettlement.

607. **Examination Fees.** Examination and associated fees levied by awarding bodies must be paid prior to attending courses. SL may be able to reclaim 80% of these costs through Standard Learning Credits (SLC), up to the maximum as published in JSP 822 Part 1 Section 6.4 (see Part 1 Sect 2.4 and 3.6). IRTC may also be used where necessary to pay for examination fees (at 100% reimbursement, should sufficient IRTC balance be available).

## 6.2 External Training

608. **CTP First.** The CTP is the single source for all official Armed Forces resettlement services and MOD promotes a principle of 'CTP first'. CTP Programmes are funded through the MOD at no cost to the SL. For those SL entitled to vocational training, where there is a CTP course available (whether contract funded or non-contract funded), these **must** be used before accessing external training. External training must then only be accessed in accordance with the mandatory priority order at para 613.

609. **Preferred Suppliers.** The Preferred Supplier List (PSL) is published on the CTP website at [www.ctp.org.uk](http://www.ctp.org.uk). In order to qualify for the PSL, the training organisation is obliged to complete documentation which requires evidence of financial reliability, appropriate insurance cover, past performance, future plans, training facilities, accreditation levels and quality standards. Preferred Supplier status is subject to continuous evaluation, on each course by the SL, by the CTP and by annual review.

610. **Training Providers.** External training may be arranged through any training provider (see para 611), subject to the order of priority detailed at para 613. Advice is available through the RRC and, in exceptional circumstances where for legitimate operational Service reasons such advice cannot be obtained through the RRC in a timely manner, from a SRA.

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<sup>13</sup> The daily charge for standby training is at a rate of £26.70 per day.

SRA may in such cases be authorised to approve JPA GRT Absence request for 'Training in Theatre' if prior approval is obtained from the SDE POC on a 'case-by-case' basis.

**611. Local Training.** Resettlement training through external Training Providers should, wherever possible, be undertaken local to ie within a 10-mile radius by road or 45 minutes travelling time (one way) by public transport, private vehicle or military transport (JSP 752 refers) the SL's unit SLA, other available SLA local to the Training Provider (with priority for the PSL in the first instance) within the travelling distances/times quoted here, or home accommodation. Resettlement training that will incur subsistence costs should only be authorised if there is no available CTP in-house training (either Contract-Funded (CF) or Non-Contract Funded (NCF) or Training Providers (with priority for the PSL in the first instance) that can deliver an equivalent training outcome local to the SL's home accommodation, SL's unit SLA or other available SLA local to the Training Provider within the travelling distances/times quoted here. The CTP PSL should be used, in the first instance, to identify appropriate Training Providers local to the SL as these are accredited sources of value for money courses from financially robust suppliers. For personnel serving overseas, subsistence costs should only be authorised if there is no CTP in-house training (CF or NCF) or Training Providers (with priority for the PSL in the first instance) that can deliver an equivalent training outcome local to their overseas base accommodation, UK home accommodation or available UK SLA local to the Training Provider within the travelling distances/times quoted here. This para should be read in conjunction with the mandated order of priority of resettlement training options.

**612. Geographical Caveats.** In accordance with the 'Local Training' directive at para 611, training may be undertaken in the UK, but certain restrictions apply in Northern Ireland (see Sect 6.5). Training may also be undertaken overseas, subject to clearance (see Part 1 Sect 3.5).

**613. Order of Priority of Resettlement Training Options.** Following the rationale given at paras 608 and 611, the **mandated** order of priority of resettlement training options to be followed, and which must be strictly enforced through sS SDE governance procedures, is:

- a. **Priority 1.** CTP Contract-Funded (CF) courses.
- b. **Priority 2.** CTP Non-Contract-Funded (NCF) courses.
- c. **Priority 3.** Resettlement Preferred Supplier List (PSL) and/or ELCAS Approved Provider List (APL) courses.
- d. **Priority 4.** External training suppliers not on PSL and ELCAS APL.

Resettlement staff and SL are to ensure that this priority order is followed (Priority 1 being the highest). Only when a particular training option is not offered at the higher priority, may the SL then seek to attend a training option on the next lower priority. CTP CF and NCF courses must always be accessed as a training option at first and second priority **regardless of the course location** (as these options have a high availability of Service single accommodation) and support the 'CTP First' direction.

**614. Payment.** Costs of external training can be met through a combination of existing grants and personal contribution. T&S allowances may be claimed, in accordance with extant regulations, should no local training be available (see para 611). Details are in Section 5 but also note Part 1 Sect 3.3. SL are to note that the contract for the supply of services, in

all cases, is between the SL (not the MOD) and the trainer/training company/provider of services. They should note that costs should meet the standard test of 'reasonableness'. They should be particularly aware of training providers who may include accommodation and subsistence charges within the course fees but these must be shown separately (see para 619) and should satisfy themselves that the accommodation and subsistence provided meets the appropriate standard (see para 628). If dissatisfied, they should challenge the training provider at the time. SL are **not** authorised to stay in tied accommodation below the minimum standard specified at para 628.

**615. Liability for Cost of External Training.** The SL is liable for the costs of any external training or CWA. The MOD accepts no liability or responsibility for the payment of fees or any other costs howsoever arising in connection with external training or CWA.

**616. Financial Regularity, Propriety and Value for Money.** Training Providers are to ensure that any charges to a SL for food and accommodation are used for those purposes only; the MOD's preference is for SL to attend training local to their home base area or to an area where Service accommodation is available in the priority order detailed at para 613 (also see para 608). Where this is not the case, Training Providers may provide an acceptable standard of food and accommodation at a price that compares with local facilities (subject to training providers being able to fully justify why tied accommodation, rather than local hotel accommodation is required – see para 628) or advise SL on the availability of such local facilities. The charges for food/accommodation and the course training costs must be separately identified and these costs must be such that the Department obtains value for money. Training providers must not use food/accommodation charges to 'subsidise' training costs. Training providers may not arrange 'deals' with local hotels or B&Bs nor require the SL to book such third-party accommodation through them as a training provider. Training providers are not permitted to insist upon a SL staying in their accommodation (eg the SL lives within the travelling and distance limits specified at para 611, or the SL rejects the accommodation offered because it is deemed below standard (see para 628) or makes their own arrangements to be accommodated elsewhere, or they wish to 'live out' privately). In such cases Training Providers must not then increase the cost of the training portion of their course to the SL (because their own accommodation is not being used) as this indicates that the food/accommodation cost is being used to 'subsidise' the training cost, and a SL will not be authorised to claim any increase in cost. For Training Providers who advertise, charge or implement differential pricing for the same training course (one training course price for those who take the tied accommodation route and a different training cost for those who do not take the accommodation option), then in the event of either occurrence, such training providers will no longer be authorised for any public monies to be claimed by SLs and neither will a SL be authorised to claim any increase in training costs. TSLD will also investigate instances where SLs are being charged a higher course training fee and/or other course elements and/or accommodation pricing than the nearest equivalent 'non-military pricing' for the same or substantially similar course. Such cases described here will result in the training provider(s) concerned not being authorised for public monies to be spent by SLs with them and/or being suspended or removed from the PSL. For training providers who are also represented on the ELCAS Approved Providers List (APL), for resettlement training purposes, they will also be suspended or removed from the APL in such instances. TSLD will conduct Tri-Service notification of these eventualities. Abuses of the resettlement training system, IRTC, allowances and subsistence by training providers or SLs, will not be tolerated.

**617. Disputes.** TSLD and the single Services have a remit to ensure that public monies are spent appropriately, that value for money is obtained and that any abuse of the system is

prevented. Should there be any dispute over what constitutes a 'dwelling' and/or whether inappropriate accommodation is being used, supplied or provided by a Training provider, or whether there is good reason to provide tied accommodation or not, or the value for money element to the Department is under scrutiny, or any matter in relation to abuses of the system stated within para 616, then TSLD's decision will be final and unequivocal. The onus is on training providers, when challenged by TSLD, to justify and prove to TSLD that quality training is being provided, that a tied accommodation requirement exists and that where this is so, all the other requirements for accommodation and subsistence charges are met and applied as detailed in JSP 534 Part 2 Sect 6.3, together with justification that value for money is being obtained by the Department. The Department strives to ensure that SLs obtain quality training and value for money for their resettlement and as a caring employer, the Department therefore has to take appropriate action where and when identified, in order to reduce potential risks to the Department and the SL. Consequently, the Department, through TSLD, reserves the right to implement immediate withdrawal of authorisation for public monies to be spent with a specified training provider at any time.

**618. Personal/Professional Development Courses and 'Behind the Wire Access'.** The MOD permits via other contracts and arrangements, the use of certain MOD sites by some commercial training providers to deliver certain personal/professional development courses. This is termed 'behind the wire access' to Service Personnel (SP). In order to prevent contract 'clash' it is important to note that the MOD resettlement contract permits only one contractor (Right Management Limited as part of the CTP) to have preferential access to SLs for resettlement purposes behind the wire on MOD sites. In order to ensure that there is no inadvertent clash on resettlement provision behind the wire, the following must be adhered to in determining whether a SL is attending a training course under resettlement or personal development regulations:

- a. If the SP is within their resettlement window (e.g. last 2 years) and they are claiming resettlement financial support (ELC via resettlement, SLC via resettlement and/or IRTC, and/or GRT travel warrants) then this is a resettlement course and the 'preferential access' to SLs policy has been breached. This means that such an individual could not undertake the training option with an 'on unit' provider as personal/professional development because it is classed as resettlement training.
- b. If the SP is not within their resettlement window, they are therefore ineligible to claim resettlement financial support, and so they may take this training option as personal/professional development.
- c. If the SP is within their resettlement window, and they are financing the personal/professional development training option totally from personal funds and are not claiming any resettlement financial support (ie no IRTC, no SLC or ELC for resettlement purposes and no resettlement travel warrants) and they are attending during annual leave (or on duty if local CO has authorised such duty attendance) and are not claiming GRT absence – then this is classed as personal/professional development and the SP may attend.

In sum, by applying the policy above, SLs must attend resettlement training courses delivered behind the wire on MOD owned sites, by the CTP only. The use of any 'behind the wire' training provider other than the CTP for resettlement training courses is not permitted.

**619. Access to Garrison Facilities.** Base/Garrison/Station Commanders may permit commercial / not for profit / charitable organisations for resettlement purposes to have the

use of garrison facilities, e.g. sports grounds / cinema / welfare, as long as all the following requirements are met:

- a. the event is not held in 'behind-the-wire government-owned facilities'.
- b. SP are made fully aware that:
  - (1) the organisation(s) is/are not endorsed by MOD.
  - (2) advice given to SP is outside the confines of MOD policy.
  - (3) there is no redress to MOD if SP/SLs enter into paid arrangements with or implement any advice given by the organisation(s).
  - (4) all the services of the CTP are provided free to the SL and that by entering into a paid arrangement with a non-CTP organisation they may be paying for something which is available free of charge via the CTP.

620. **The 'One-off' Rule.** Base/Garrison/Station Commanders and Unit COs may invite a local organisation to present on a particular resettlement matter on a 'one-off non-recurring basis' behind the wire. It should be noted that multiple 'one-off' visits by the same organisation, but to different Bases/Garrisons/Stations and/or Units, fails the 'one-off' test and such multiple visits are not permitted. sS SDEs are required to monitor multiple visit attempts within their own jurisdictions. Any queries by Unit COs on the 'one-off' rule should be addressed in the first instance through the CoC to the respective sS SDE.

### 6.3 Civilian Work Attachments

621. **Civilian Work Attachment (CWA).** A CWA is an attachment that does not include formal course instruction. The principal purpose of the CWA is to gain on-job training and sector specific work experience. This provides an opportunity to undertake a placement and allows a SL to experience a job without being committed to it, by spending time observing or helping someone doing the job. The CWA can be undertaken at any time during the last 2 years of service.

622. **Overseas Civilian Work Attachments.** CWAs should, wherever possible, be undertaken in the UK, or if serving overseas local to the SL's base accommodation. Overseas CWA must meet the requirements given in Part 1 Sect 3.5.

623. Personnel on a CWA, taken under their GRT, are 'on duty'. If the CWA is taken using GRT the SL may claim T&S. CWAs do not attract IRTC funding. If taken at the end of service, it can allow a SL to commence unpaid work for an employer some weeks earlier than otherwise would be possible (see paras 306, 308 and 626).

624. Any entitled SL may undertake a CWA, providing it is considered by the relevant SRA or CTP consultant to be in the best interests of the SL and has been approved on a JPA GRT Absence request.

625. A CWA may be undertaken anywhere in the United Kingdom. However, restrictions apply to civilian attachments undertaken in both Northern Ireland and the Republic of Ireland (see Sect 6.5). CWA may also be taken overseas subject to the necessary clearance (see Part 1 Sect 3.5).

626. No payment is to be accepted by the SL for work done during a CWA unless he is on Annual/Terminal Leave (when he is deemed not to be on duty). If, however, trade union organisations insist that firms should pay the SL, then such a payment should be made through the appropriate single Service administrative office. The latter is to credit sums received to public funds after refunding to SL any dues paid to trade unions (see para 306).

## 6.4 Accommodation

627. **Service Accommodation.** SLs are to use service accommodation if available near to the CWA or training event (see para 611). If no service accommodation is available SLs are to book accommodation under unit arrangements through Defence Travel Cell and must ensure that they are issued with an authorisation code to enable resultant claim for allowable costs. In cases where tied residential accommodation is required SLs are not required to book via the Defence Travel Cell but instead are to discuss the need for tied accommodation with their SRA who will if the need is agreed issue an SRA authorisation code to enable SL submission of a claim against allowable costs.

- a. Under no circumstances are SLs to self-book accommodation and in all cases payment only up to the maximum allowed by extant rules will be made.
- b. A record of all resettlement related expense claims will automatically be recorded on JPA but SLs are responsible for complying with unit T&S policy, retaining non-availability certificates and receipts to support their claims and for ensuring that they are readily available for audit purposes.

628. **Accommodation Standard.** Where Service accommodation is provided, the SL should satisfy themselves that the accommodation being offered is conducive to the requirements of their resettlement course, such as being a single room with appropriate study facilities (chair, desk and table lamp), for example, where this is deemed necessary for training involving study and examinations. If there is any dispute over the standard or type of accommodation being offered/provided, the SL is to raise this matter with their own functional chain of command at the earliest opportunity in order to seek resolution. It is emphasised that this is a functional chain of command matter for resolution and not a resettlement staff matter.

629. **Non-Service Accommodation.** If the resettlement activity is not available within a reasonable travelling distance from the SL's residence (as defined at para 611) or available Service accommodation, the SL is responsible for booking non-Service accommodation through the appropriate channels as directed in JSP 752. Where non-Service accommodation needs to be booked, the SL must obtain an accommodation non-availability certificate from the nearest military establishment to the resettlement training location, if there is one within the prescribed travelling distances and times specified in para 611 in relation to the location of the training provider. This certificate should be kept with the hard copy of the JPA expense claim made by the SL for audit purposes.

630. **Tied Accommodation.** There may be circumstances where some courses may have a tied residential element due to location or where an arrangement has been agreed with MOD to reduce overall costs to the Department. Examples of these circumstances may include late night/weekend working or coursework revision. Tied accommodation **must** be clearly and separately priced on invoices (ie accommodation, food and training costs must all be separately detailed and itemised) and **must** be of a minimum standard, equivalent to

an accepted 3-star B&B/hotel standard. Specifically, this accommodation must be of the following minimum standard:

- a. of a purpose-built nature (e.g. barrack SLA Z Type/Hall of Residence/hotel style).
- b. single accommodation with en-suite ablution facilities (WC, washbasin and shower or shower/bath combined) with appropriate floor area to permit uncramped living conditions.
- c. inclusive of a dedicated bed, desk, desk chair, desk lamp, bedside cabinet, bedside light, armchair, coffee table, fridge, wardrobe, chest of drawers and TV.
- d. tea and coffee making facilities.
- e. easy access to a restaurant for meals (ie same or adjacent building within 500m).

Training Providers must not offer tied accommodation if these minimum standards cannot be met by them. Additionally, Tied Accommodation below this minimum standard is not authorised to be used by SLs. Tied accommodation cannot be provided in a residential property or dwelling (see para 616) (regardless of ownership status, whether privately, company, trust owned or otherwise), and regardless of whether the property has a House of Multiple Occupation (HMO) licence or not. For these purposes the definition of a residential property/dwelling is accepted as that provided by HMRC under their technical guidance note RPSM07109060 at [www.hmrc.gov.uk](http://www.hmrc.gov.uk) (available via their website search tool) and any subsequent revisions to this note.

631. **Documentation and Authorisation Code.** Where courses have a tied residential element, the JPA GRT Absence request for 'Training in Theatre' is to be annotated accordingly and the authorisation code issued by the SRA must be recorded. Unit HR admin staff are to ensure that the administration of this process is in accordance with extant regulations.

## 6.5 Northern Ireland and the Republic of Ireland

632. SRAs are to advise SLs on the process to obtain an appropriate security brief for Northern Ireland (NI) or Republic of Ireland (ROI) based resettlement activities. The CTP in NI are to remind SLs when they book activities, about the security requirements and their responsibilities. It is the sole responsibility of the SL to action the requirement. When initially seeking to conduct a CTA, CWA or IRP, or any duty resettlement activity which will take place in NI or ROI, the SL is to contact G2 Branch, 38 (Irish) Bde via the Single Point of Entry (SPOE); 9491 61559 or 38X-OpsNI-Int-G2-SPOE (MULTIUSER) an absolute minimum of 8 weeks before the planned activity date of travel to NI or ROI in order to get an assessment of the situation in NI or ROI before any move to the province/ROI and whether any changes to their planned activities would be required as a result. All personnel must visit the [NI Garrison Security Awareness Site](#) allowing individuals to have an awareness of the security situation in Northern Ireland.

633. No later than 8 weeks prior to resettlement activities, it is the sole responsibility of the SL to again contact G2 Branch, 38 (Irish) Bde NI to get an up-to-date assessment of the area and to provide HQ NI with their personal details (NI or ROI address, activities, dates etc). These details will be placed on the G2 database for the duration. SLs should note that

failure to adhere to these requirements is likely to lead to their authority to undertake their resettlement activities in NI or ROI being revoked.

634. All military personnel are required to provide the details of any leave or duty travel to NI or ROI to the Central Risk Assessment Cell (CRAC) at HQ 38 (Irish) Bde **at least 24 hrs prior to travelling**. Individuals/units must complete all details fully on the leave/duty form linked below or authority for leave in Northern Ireland may not be granted. The form is then to be emailed to 38X-OpsNI-Int-G2-SPOE (MULTIUSER) (Cc Jamieson, Scott CSgt (38X-OpsNI-Int-CRAC-SNCO1) **and** Magowan, Basil Sgt (38X-OpsNI-Int-CRAC-SNCO2)). At least one telephone number per person **MUST** be provided. Unit personnel **MUST** inform the CRAC cell of any changes to leave details after submission of this form on 9491 61245. Units are requested to use the leave/duty form linked below when sending bulk submissions. **ALL SERVICE PERSONNEL** must read the Northern Ireland Leave Brief at the link below and are to check restrictions of movement (ROM) and out of bounds (OOB) areas/establishments on the [NIGSAS Sharepoint site](#) prior to travelling.

635. Full instructions for use of the NI/ROI leave/duty travel form are below and can be found [here](#):

- a. open this link: [Leave/Duty Application Form](#) – click file, save as, and save a copy of the file to your personal folder.
- b. open the saved file and add the required information – do not leave any blank fields in the form (the only exception being ‘additional telephones’).
- c. email the file to 38X-Int-CRAC-SNCO1 **and** 38X-Int-CRAC-SNCO2.
- d. NI-based personnel are to use this leave procedure to book travel anywhere in the ROI.
- e. UK mainland (and all other locations outside NI) based personnel are to use this procedure when visiting NI or the ROI.
- f. personnel undertaking temporary duty in NI or the ROI are also to use this procedure.

636. NI-based personnel are **NOT** required to submit a local leave form using this process. However, if they live out of barracks, they are to ensure that they are registered on the CRAC database using the [Registration Form](#).

# 7 Guidance for Units on Career Transition Partnership Assist Provision (CTP Assist) and/or Recovery Activities

## 7.1 General

701. **Function of CTP Assist.** The CTP Assist resettlement pathway delivers an individualised, needs-based service to those Service Personnel (SP) who face the greatest barriers to employment as a consequence of their existing medical condition(s). This provision operates as part of the wider Defence Recovery Capability (DRC).

702. Much of the content discussed in this section sits on the interface between recovery duty activities and resettlement duty activities. It is recognised that friction can be created between the prioritisation of recovery and resettlement activities, at various stages of a SP's recovery pathway. Whilst the medical needs of the SP must always take primacy, it is a Chain of Command (CoC) responsibility, in consultation with the SP, to prioritise activities and engagement in opportunities that will maximise the SP's chances of a full recovery and successful transition to civilian life.

703. This section details the comprehensive employment / resettlement support available to SP subject to Medical Discharge (MD) in order to maximise their chances of a full recovery. Personnel may face lengthy recovery pathways and have prolonged periods of time between episodes of care or pending administration decisions. During these periods, recovery activities, events and opportunities can play an important part in the recovery process.

704. It is the responsibility of unit COs to ensure that they assure all recovery activities as being suitable and safe, and that all necessary terms, conditions and insurances are in place prior to Wounded, Injured and Sick (WIS) SP attending recovery activities<sup>14</sup>.

## 7.2 Eligibility and Access to CTP Assist

705. **Eligibility.** Any individual being MD is eligible for CTP Assist<sup>15</sup>. It is a CoC decision to determine whether an individual's resettlement needs are best met by accessing CTP Assist provision. It is to be remembered that the CTP Assist provision is a finite resource, and only those identified as having the greatest barriers to employment, as a consequence of their medical condition(s) should be considered for CTP Assist.

706. In keeping with the principle of early engagement<sup>16</sup>, and to avoid delay in an individual accessing their resettlement entitlement, units are to register individuals for resettlement when the Unit Health Committee (Army), Station Welfare Committee (RAF) or RN WIS CoC assesses that a SP is likely to discharge and is ready to engage with their resettlement. In the event of an individual being deemed fit to return to duty, once resettlement entitlements

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<sup>14</sup> Early engagement with the relevant stakeholders involved is essential to determine the suitability of the activity, event or opportunity. This will enable the CO to reach an informed decision, for safeguarding purposes, regarding the suitability of the WIS person to undertake an activity.

<sup>15</sup> Irrespective of MD administrative management pathway (WIS, PAP or RECU).

<sup>16</sup> See paras 601 to 605.

have been accessed, that individual will receive the full resettlement entitlement upon subsequent discharge from service<sup>17</sup>.

707. The Vocational Assessment (VA) may be accessed without registering for resettlement and the process for doing so is detailed at Part 1 para 413a (1).

708. **Access to CTP Assist.** The decision to access CTP Assist for a SP within the recovery pathway is ultimately the decision of the SP's CO<sup>18</sup>, at the point the individual meets both the following criteria:

- a. likely to MD.
- b. ready to engage with their resettlement.

The decision is made at the appropriate sS committee as follows:

<b>Service</b>	<b>Non-PRU personnel</b>	<b>PRU personnel</b>
Royal Navy and Royal Marines	SO1 CRM for all Naval SP not assigned to HaSler Naval Services recovery Centre (NSRC)	HaSler NSRC – OC HaSler, after MDT assessment
Army	Unit Health Committee	PRU at the 28 Day Case Conference
RAF	RAF PRU via sS HARDFACTS referral	PRU at the 28 Day Case Conference

709. sS mechanisms will determine those SP with the greatest needs and potential barriers to a subsequent career. Those with the greatest need will be allocated to CTP Assist. It is assessed that the majority of MD SL's will have their employment needs met via the mainstream CTP provision.

710. Before accessing CTP Assist provision, individuals must attend a Resettlement Advisory Brief (RAB) with a Service Resettlement Advisor at which they can opt-in and register with the CTP.

711. **CTP Assist Application Form.** sSs are to ensure that all applications for CTP Assist are submitted using Annex N 'Application for CTP Assist Provision'. This is a single form for Tri-Service referral.

712. COs are responsible for all CTP Assist applications. COs should seek advice from the SP's medical and resettlement CoC to ensure that all stakeholders, such as Regimental / Unit Medical Officers (RMO / UMO), Clinical Facilitators (CF) and SRA / RIO involved in the recovery / resettlement pathway are appraised of the application for CTP Assist.

713. All personnel being discharged for medical reasons are eligible to access the SSP Portal. The portal is a platform that enables MD SL to engage in vocational opportunities in support of their preferred employment outcome. It designed to be used in conjunction with the CTP RightJob. Individual MD SL will be allocated a SSP Internet web-portal username and login by their CTP career consultant or Specialist Employment Consultant.

<sup>17</sup> See Part 1 para 419 for full details.

<sup>18</sup> Or appropriate sS CoC structure.

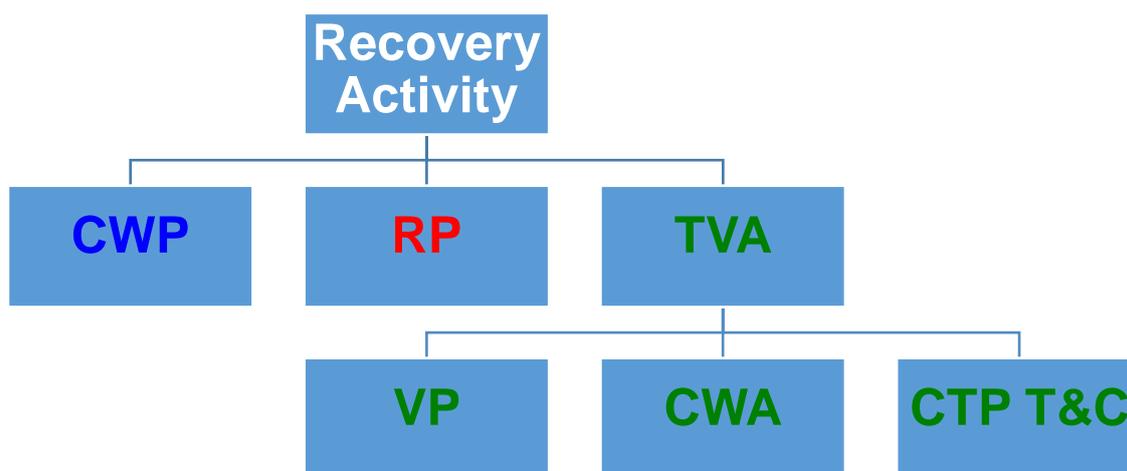
## 7.3 Definitions of Recovery Activities

714. Recovery/resettlement activities are divided into three groups:

- a. Clinical Work Placements (CWP).
- b. Recovery Placements (RP).
- c. Targeted Vocational Activity (TVA). TVAs are further sub-divided into the following 3 groups:
  - (1) Vocational placements (VP).
  - (2) Civilian Work Attachment CWA).
  - (3) CTP Training / Courses (CTP T&C).

Recovery activities may be incorporated into elements of an individual's Graduated Return to Work (GRoW) programme, but this would be a decision taken on a case-by-case basis by the SP's CoC, in line with the requirements of an SP's Individual Recovery Plan (IRP).

715. The recovery activity pathway with associated responsibilities is below:



Activity	Responsibility	Relevant Forms
CWP	CO / CF	JSP 534 Annex S
RP	CO	JSP 534 Annex S
VP	CO	JSP 534 Annex S
CWA	SRA / RIO	JPA Absence Request <sup>19</sup> & MOD Form 1746
CTP T&C	SRA / RIO	JPA Absence Request & MOD Form 1746

716. **A Clinical Work Placement (CWP)**<sup>20</sup> is defined as: 'a clinically-supervised activity which assesses a SP's ability to undertake some form of work'. CWP, through an individualised and structured programme, facilitates a SP's transition back to work. These activities, agreed as appropriate by all stakeholders in the SP's ongoing care (including the

<sup>19</sup> When SP does not access to JPA, JPA Absence requests should be conducted by an authorised proxy.

<sup>20</sup> Further details of the CWP programme, as well as CoC actions required pre- and post-CWP can be found in AGAI 99, para 99.311.

SP), may be facilitated within a military or civilian work environment. CWPs are to be authorised by the CO of the SP undertaking CWP, after consultation with the individual SP's medical CoC to ensure that all of the SP's clinical needs are met, and all appropriate safeguards pertaining to the SP, prior to attending CWP are identified and put in place. A CWP can be part of the process in determining a vocational outcome.

717. **A Recovery Placement (RP)** is defined as: 'any non-vocationally focused activity that supports a SP's IRP, across HARDFACTS<sup>21</sup> (less T, which is the focus of TVAs)'. RP are to be authorised by the CO of the SP undertaking RP; medical CoC advice may be sought but is not mandatory. Examples of RP activities include Rolling Recovery Programme (RRP) activities, as hosted by the Personnel Recovery Centres (PRC), sport and adventurous training (able bodied or adaptive) or any activity that facilitates an improvement in one or more elements of an SP's HARDFACTS. The justification for attendance of any activity, under the caveat of RP is a CoC function.

718. **A Targeted Vocational Activity (TVA)** is defined as: 'any activity that specifically focuses on achieving an employment or vocational outcome for SP'. TVAs enhance and improve an SP's employment prospects, qualifications or current experience, or facilitate further experiences of civilian working environments. The reasons for the further sub-division of TVAs are explained below.

719. **A Vocational Placement (VP)** is defined as: 'any vocationally focused activity<sup>22</sup> that provides SP recovering from injury or illness, and likely to medically discharge, with temporary work placements with industry partners in preparation for a transition to civilian life'. VP are to be authorised by the CO of the SP undertaking VP. Clinical input should be sought from the SP's medical CoC prior to the SP attending any VP opportunity, as well as consultation with the SP's Career Consultant (CC), Employment Consultant (EC) or Specialist Employment Consultant (SEC) as appropriate.

720. **A Civilian Work Attachment (CWA)** is defined as: 'an attachment that does not include formal course instruction'. The principal purpose of the CWA is to gain on-the-job training and sector specific work experience. CWA are to be authorised by the SP's SRA / RIO and are undertaken as part of an SP's Graduated Resettlement Time (GRT) entitlement.

721. **CTP Training & Courses (CTP T&C)** are defined as: 'any training activity that enhances an SP's employment prospects, including Distance Learning (DL) opportunities'. The CTP holds a list of preferred suppliers and runs courses across the UK.

## 7.4 Benefits of Targeted Vocational Activities

722. Recovery activities are designed and / or selected according to each individual's needs and must be integrated into the SP's IRP. Individuals should be encouraged to undertake recovery activities when they can provide SP with:

- a. opportunities to develop skills that may be of use following recovery.
- b. experience of civilian working environments for those SP likely to MD.

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<sup>21</sup> HARDFACTS: **H**ealth; **A**ccommodation; **R**elocation; **D**rugs, Alcohol & Stress; **F**inance & Benefits; **A**ttitude, Thinking, Behaviour and Welfare; **C**hildren & Family; **T**raining, Education & Employment; **S**upporting Agencies.

<sup>22</sup> A list of example activities can be found at para 723.

- c. a potential route to meaningful employment.
- d. training or education support for future career development.
- e. enable an individual to discount a potential future field of employment.

723. Examples of Vocational Placements include:

- a. **Volunteering.** Any activity that involves spending time, unpaid, doing something that aims to benefit the environment, wider society, groups or individuals.
- b. **Mentoring.** Being supported by the provision of employment advice, coaching and support.
- c. **Training and Education.** A period of study / practical experience, resulting in a recognisable qualification or skill on completion.
- d. **Career Support and Activities.** CV advice, networking opportunities, guidance on industry relevant qualifications and courses.
- e. **Job Shadowing.** Activity in which an individual spends time with a worker on the job, observing actual workplace tasks in order to explore a potential career interest.
- f. **Taster Visits.** Industry familiarisation visits.
- g. **Work Attachment.** A period spent in industry which is likely to include being given responsibility for a piece of work and making a contribution; being part of a team and picking up industry experience.
- h. **Apprenticeship/Internship.** Employment under an apprenticeship or Internship scheme, combining employment and regular study leading to a recognised qualification.
- i. **Employment.** Paid work or likely to lead to paid work, permanent or temporary, part-time or full-time.
- j. **Challenges and Motivational Activities.** Tasks or challenges building on the individual's abilities to generate a feeling of enthusiasm and achievement in support of future employment.
- k. **Other.** An activity which does not fall into any of the above categories but is deemed beneficial to the SP and suitable for inclusion in an IRP. Note that CTP Assist provides vocational placements only (and not sport or AT placements).

## 7.5 Responsibilities of the Individual Service Person

724. During authorised recovery activities, the individual SP continues to be on duty and subject to the Armed Forces Act. Moreover, the individual SP is responsible for ensuring that they understand what will be required of them during any recovery activity. This is especially pertinent if a SP is attending a recovery activity whilst on leave, including terminal

leave. CoC personnel should ensure that SP are made aware of their responsibilities under para 730, if attending recovery activities whilst on leave<sup>23</sup>.

725. Individuals preparing for recovery activities are to ensure that they communicate any reservations or concerns they may have to their CoC, prior to attending CWP, VP or CWA. They must also take responsibility to raise concerns during a recovery activity, not only with their CoC, but with the civilian workplace provider also, if applicable.

726. Advisory documentation explaining various workplace procedures, such as reasonable adjustment and impact requests, can be found on the SSP web portal. These may be utilised by Personal Recovery Officers (PRO), SRA / RIO and Unit Welfare Officers (UWO) to assist SP in their preparation for recovery activities.

## 7.6 Use of Resettlement Entitlements

727. Once a suitable recovery activity has been identified, taking into account medical advice and recommendations, and suitability has been agreed by the CC/SEC and the individual, the SRA / RIO will determine the allowances that are to be used: GRT and MOD financial entitlements (for example the IRTC grant or ELC scheme must be considered for utilisation first. In principle, only once these allowances are exhausted, should other sources of finance be considered. In exceptional circumstances, where an individual is unable to engage with resettlement due to medical reasons determined by the medical chain of command, an application may be made by the SRA to defer the individual's resettlement entitlement post-discharge and if authorised, other sources of non-public finance should be considered for recovery activities.

728. The relevant authority must be obtained and recorded and appropriate application forms must be completed prior to the start of any activity that involves using MOD/CTP Resettlement entitlements or MOD training and education entitlements: these can be found in JSP 534 and JSP 822 Part 1 Sections 6.4, 6.5 and 6.6, as well as the ELCAS website [here](#). SRA / RIO can provide guidance as required.

## 7.7 Use of Non-GRT and Non-MOD Funding

729. Once individuals have exhausted all their Resettlement entitlements, they must use JSP 534 Annex S 'Application to Undertake a Recovery Activity', signed off by the CoC, to participate in further recovery-related activities that necessitates absence from the normal place of duty. The CoC is responsible for ensuring that this form is completed prior to any activity commencing. The form authorises the individual to be absent from his/her normal place of duty for the duration of the activity while still covered by MOD employer's liability insurance indemnity.

## 7.8 MOD Employer's Liability Insurance Indemnity

730. The following indemnity applies when an individual is undertaking a recovery / resettlement activity:

- a. **Injury or Damage Caused by Service Personnel.** The MOD will indemnify individuals in respect of any claim for personal injury or damage to property brought by an individual for any injury or damage to property caused by an individual whilst he /

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<sup>23</sup> Further detail regarding attending recovery activities whilst on leave can be found in paras 357-361.

she is on an authorised recovery activities, provided that the MOD is legally liable as the individual's employer for the injury or damage to property caused, and provided that the individual does not settle or otherwise compromise the claim without the MOD's prior written consent. The individual must notify the MOD of the claim within 14 days. At any stage prior to or after legal proceedings are commenced, the MOD reserves the right to take over conduct of the claim and / or to appoint legal advisers of its choice to handle the claim. The MOD will give no such indemnity if the individual is attending a recovery duty activity, event or opportunity whilst on leave. If personnel are concerned about their personal liability, they should take out appropriate insurance.

**b. Injury or Damage Caused to Service Personnel.** Individuals attending a recovery activity, as part of GRT or other recovery activity will be subject to Service regulations covering injury or damage to property whilst on duty. The MOD will compensate the individual in accordance with its legal obligations for any injury or damage to property sustained whilst attending a recovery activity, during GRT or other recovery activity, where it is legally liable for the injury or damage to property as the individual's employer. The MOD will give no such indemnity if the individual is attending a recovery activity whilst on leave (ie not using GRT or recovery activity time). If SP are concerned about their personal liability, they should take out appropriate insurance

**c. Activity during Annual Leave and Terminal leave.** There are some instances where an individual wishes to use their Annual Leave and Terminal Leave to undertake a recovery activity, particularly a work placement which will lead to employment on discharge. The MOD will not indemnify the individual in respect of any claim for personal injury or damage to property brought by an individual for any injury or damage to property caused by an individual or caused to an individual whilst they are attending such an opportunity whilst on leave. If an individual is concerned about their personal liability, they should take out appropriate insurance.

**731. Summary Table.** The table below summarises the employer's liability insurance cover requirements and shows the Forms that are to be used to attend CTP Resettlement activities at 1(b) and 1(c) and recovery activities at 4(c):

	<b>Description</b>	<b>CTP Resettlement Activity (Training or CWA)</b>	<b>Recovery Activity</b>	<b>Remarks</b>
	(a)	(b)	(c)	(d)
1	Graduated Resettlement Time (GRT)	MOD Insurance applies (GRT Absence request and MOD Form 1746)	MOD Insurance applies (GRT Absence request and MOD Form 1746)	35 working days maximum
2	Terminal Leave (TL)	Own employer's liability insurance required	Own employer's liability insurance required	20 working days maximum
3	Individual Leave Allowance	Own employer's liability insurance required	Own employer's liability insurance required	
4	Duty	Not applicable	MOD insurance applies (JSP 534 Annex S)	Opportunity must be included in SP's IRP

## 7.9 Administration

732. **Reimbursement or Payment for Participating in a Recovery Activity.** No payment is to be accepted by an individual for work done during a recovery activity. During annual and terminal leave, SP may be paid for individual work as long as this has prior approval of the CO. If trade union organisations insist that firms should pay the individual, then such a payment should be made through the appropriate sS administrative office (normally at unit level for the individual's employing unit). The latter is to credit sums received to public funds after refunding to the individual any dues paid to trade unions. The procedure to be used for receipt of funds paid is given at para 102. During annual and terminal leave, SP may be paid for individual work as long as this has the prior approval of the CO.

733. **Command and Control.** SP remain subject to Service law at all times and remain subject to all powers exercisable by the Service authorities. For disciplinary purposes, personnel will be under the command and control of their CO.

734. **Personnel Administration.** Personnel continue to be administered in accordance with normal Service procedures. Sponsors should ensure that there is a suitable mechanism to access functions normally conducted on JPA.

735. **Pay and Allowances.** Personnel on a recovery duty activity, event or opportunity continue to receive pay and allowances commensurate with their military rank and in accordance with regulations laid down in JSP 754 and JSP 752 respectively.

736. **Expenses.** Any associated business costs directly incurred by the individual in fulfilling the activity, eg office accommodation and facilities, business travel and subsistence are the responsibility of the Provider.

737. **Accommodation.** Accommodation will be provided as required, in accordance with Joint Service regulations either at a nearby Service establishment or under Substitute Service Accommodation (SSA) rules. Where there is a requirement for adapted accommodation, this will be arranged and paid for by the TLB in accordance with JSP 464.

738. **Medical and Dental Treatment.** Medical and dental treatment will be provided through normal Service arrangements. Sponsors must confirm with the appropriate clinician that appropriate cover is available during the activity. Partners must release the SP to attend medical appointments or for in-patient treatment as appropriate, so the clinical care pathway is not delayed or deferred by attendance at a recovery duty activity, event or opportunity. Equally, the SP has a duty to inform the Partners of any such appointments as soon as is practical.

739. **Dress.** The subject of dress should be agreed and included in the pre-activity meeting. SP are generally not required to wear uniform during normal placement activities, because this may be inappropriate in some organisations or work environments.

740. **Media Engagement.** Whilst SP are engaged in a recovery activity, they may be approached by the Partner organisation, or others, to engage with both internal and external media engagements. Personnel are reminded that all media engagements must be cleared in advance by the MOD. If in any doubt, the SP should refer any requests to participate in media activities to their PRO / UWO. SP administrative staff should seek guidance from SO1 Strategic Communications in Army HQ at the earliest opportunity.

741. **Annual Appraisal Report.** Appraisal reports continue to be raised in accordance with Joint Service Appraisal Reports Procedures and governed by instructions issued by Personnel Branches. For longer activities, Sponsors may wish to discuss with the Personnel branches the option of the Partner raising an insert Slip. Even when this is not the case, the Partner should provide a report to the Sponsor on how the individual has performed during the placement.

742. **Feedback.** Individuals, partners and external funding providers must complete feedback on the recovery activity. This will be done via the CC or SEC for individuals and partners. The Certificate of Attendance at Part 2 of MOD Form 1748 or Section 5 of JSP 534 Annex S must be completed following a recovery activity.

# 8 The Armed Forces Covenant

## 8.1 What is the Armed Forces Covenant?

801. The Armed Forces Covenant is an agreement between the Armed Forces Community (Regulars Reserves, veterans, and their families), the Nation and the Government. The two key principles are:

- a. **Members of the Armed Forces Community should face no disadvantage compared to other citizens in the provision of public and commercial services.**
- b. **Special consideration is appropriate in some cases, especially for those who have given the most such as the injured or the bereaved.**

802. The Armed Forces Covenant sets out the framework for how the Armed Forces Community can expect to be treated and serves as a guide to influence decision making in key areas of Service Personnel policy including: Terms and Conditions of Service; Healthcare; Education; Housing; Benefits; Commercial Services; Transition; Support After Service and Recognition.

803. The **Armed Forces Act 2011** enshrined these principles in law placing an obligation on the Government, through the Defence Secretary, to report annually to Parliament on progress against Covenant achievements. The latest annual report can be viewed via: <https://www.gov.uk/government/collections/armed-forces-covenant-annual-reports>.

804. The Covenant is supported by the **Community Covenant** and **Corporate Covenant**. The Community Covenant encourages local authorities to support the Armed Forces Community in their area, promote public understanding and awareness with the aim to embed and sustain activity and to ensure that members of the Armed Forces Community receive the support they need in their local communities. Every Local Authority at district level in Great Britain has signed a Community Covenant and they are expected to develop individual plans after signing. The Corporate Covenant is a publicised voluntary pledge from businesses and other organisations who wish to demonstrate their support for the Armed Forces Community. Interested businesses and other organisations are encouraged to offer support in ways most appropriate to their situation and capacity. A Corporate Covenant can be adopted by a business/organisation of any size, and from any industry, whether they are an employer of a member of the Armed Forces Community or simply wish to acknowledge publicly their support for the Armed Forces Community. Over 600 companies/organisations large and small have signed a Corporate Covenant; these include major names such as Tesco, Asda, Vodafone, Virgin Media, Everton FC and Liverpool FC. Recognising the Armed Forces Community unites the country and demonstrates the value of their contribution.

805. You are encouraged to declare that you are a Veteran when using the services of your local council, this will help to ensure you receive the support the council has signed up to deliver in recognition of your Service. It will also help them to make improvements to the services they provide as they gain a better understanding of the Armed Forces Community's requirements. For the same reason, you should tell companies or organisations that you are ex-Service/Reserve when you come into contact with them.

## 8.2 Examples of Support

806. Examples of the support for veterans provided under the Covenant are:

- a. In healthcare, the Covenant aims to ensure that you receive priority treatment (subject to the clinical needs of others) for treatment relating to a condition resulting from your Service. In his 2014 Autumn statement, the Chancellor allocated £10M to support Veterans with service-related hearing issues.
- b. In education, we have provided help through the payment of tuition fees for those leaving the service to go onto higher/further education.
- c. In housing, the Department for Communities and Local Government (DCLG) have policies in place to ensure that you are not disadvantaged in terms of access to social housing.
- d. The Department of Work and Pensions (DWP) have Armed Forces Champions who identify Service leavers to ensure they are provided with the most appropriate help according to their circumstances and also to help them navigate through the benefit system as they make a claim and begin their job search. Champions also work across Local Authority boundaries to make sure that people get the best possible service.
- e. The MOD has launched a Defence Discount Service, entitling all members of the Armed Forces Community to a range of discounts on goods and services both online and on the high street. You can apply for a Defence Privilege card through the Discount Service.
- f. The MOD has ensured that seriously injured veterans receive an Armed Forces Independence Payment and will receive at least as much under this arrangement as they are currently do from the highest rates of Disability Living Allowance or Personal Independence Payment.
- g. The MOD has allocated £40M to support 16 Accommodation Projects designed to help veterans across Great Britain by offering a range of specially adapted accommodation to adjust to civilian life after serving. The Royal British Legion Industries will be using £1.95m of this to build 20 homes at its village in Kent to help Service Personnel transitioning from the Forces to civilian life.
- h. You will have access to a network of support providers, including Service charities such as the Royal British Legion.
- i. Provision of the [Service Leaver's Guide](#), which provides help and advice on a range of topics as you plan for your transition into civilian life.
- j. You should also receive an e-mail or letter from the Veterans Information Service 12 months following your discharge by way of introduction to the services they provide.
- k. You can apply (free of charge) to receive an Armed Forces Veterans Badge, in recognition of your achievements and contribution to society.

### 8.3 Useful Websites

807. A list of useful links is provided below:

a. Veterans UK who administer the Armed Forces Pension Schemes, compensation schemes and provide welfare support:

<https://www.gov.uk/government/organisations/veterans-uk>.

b. To find out more about the Armed Forces Covenant:

<https://www.gov.uk/government/policies/armed-forces-covenant>.

c. A list of companies and organisations who have signed the Corporate Covenant:

<https://www.gov.uk/government/policies/armed-forces-covenant>.

## CTP FUTURE HORIZONS ESL PROCESS FLOWCHART

To ensure all ESL can access CTP Future Horizons support, the following regional hubs have been established.

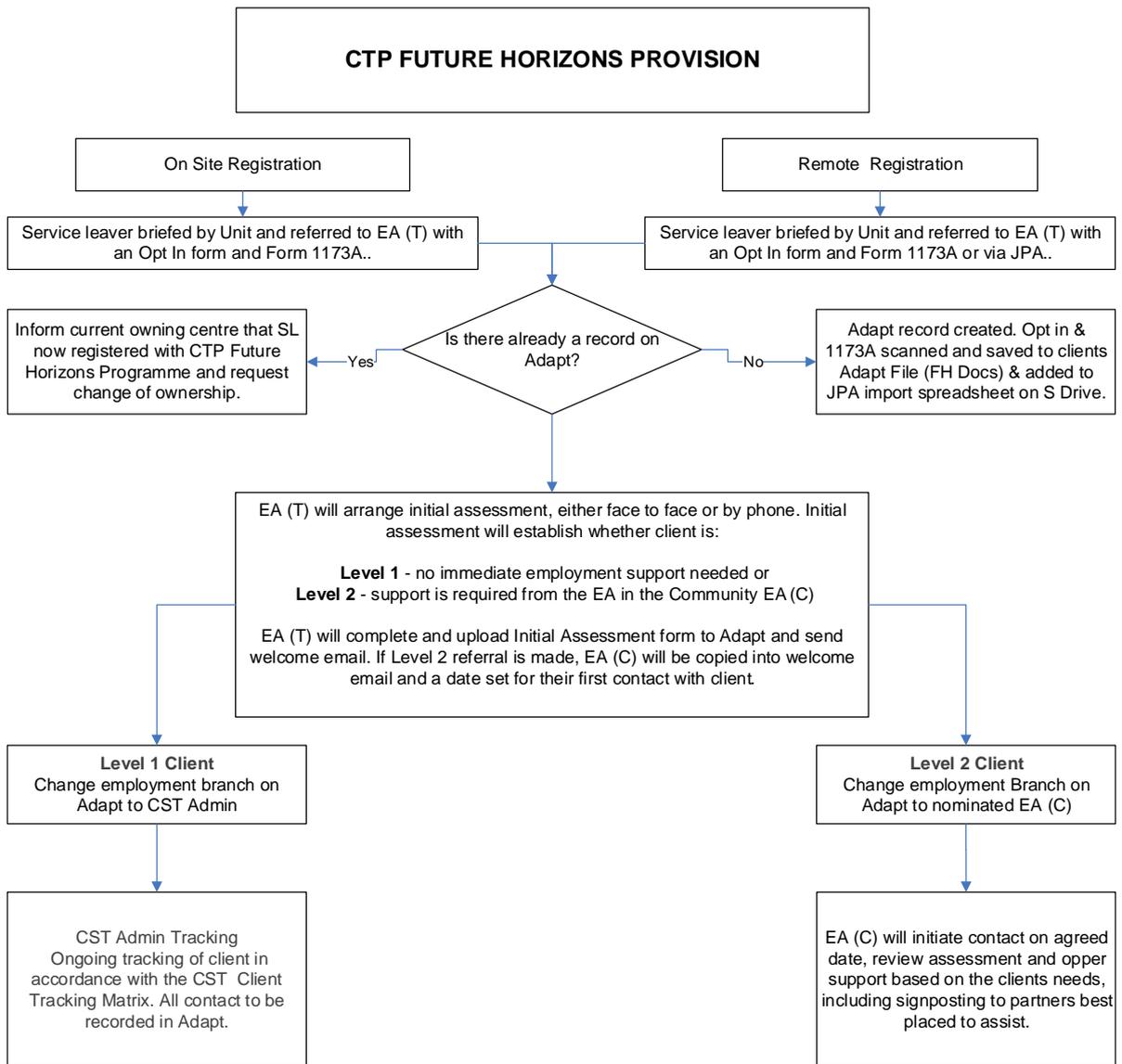
**For Non-Training Units:**

The ESL JPA Workflow MUST be completed. Manual forms may not be used.

**For Training Units Only:**

Fax or Email a copy of the FHP Opt in/Opt out form and the front sheet of the 1173a to the relevant hub to be processed.

<p><b>Catterick HUB</b></p> <p><b>CTP Future Horizons</b> Regional Resettlement Centre Catterick St Aidens Road Catterick Garrison DL9 3AY</p> <p>Email: <a href="mailto:FHCatterick@ctp.org.uk">FHCatterick@ctp.org.uk</a> Mobile: 07794 656702 Fax: 0333 307 4018</p>	<p><b>Pirbright HUB</b></p> <p><b>CTP Future Horizons</b> ATC Pirbright Alexander Barracks Pirbright Woking GU24 0QQ</p> <p>Email: <a href="mailto:FHPirbright@ctp.org.uk">FHPirbright@ctp.org.uk</a> Mobile: 07975 944736 Fax: 0333 307 4018</p>
<p><b>Plymouth HUB</b></p> <p><b>CTP Future Horizons</b> Regional Centre Building B133 HMS Drake Plymouth PL2 2BG</p> <p>Email: <a href="mailto:FHPlymouth@ctp.org.uk">FHPlymouth@ctp.org.uk</a> Mobile: 07852 287799 Fax: 0333 307 4018</p>	<p><b>CTP Future Horizons Programme Manager</b></p> <p><b>Richard Jones</b> Mobile: 07428 705770 Email: <a href="mailto:RJones@ctp.org.uk">RJones@ctp.org.uk</a></p>



**MOD FORM 1173A - EARLY SERVICE LEAVERS - RECORD OF  
RESETTLEMENT INTERVIEWS****Part 1 - PERSONAL DETAILS**

<b>Surname:</b>	<b>Forenames:</b>	<b>Rank:</b>	<b>Title:</b> Mr/ Mrs/ Miss/Ms/Other .....	<b>Date of Birth:</b>
<b>Service Number:</b>	<b>Date of Enlistment:</b>	<b>Service:</b> (delete as appropriate)  RN / RM / Army / RAF		<b>Discharged from:</b> (Tick one)  Trained Strength <input type="checkbox"/>  Untrained Strength <input type="checkbox"/>
<b>National Insurance Number:</b>	<b>Date of Discharge:</b>			
<b>Current Work Address:</b>		<b>Post-Discharge Contact Address:</b> (If not yet known, give a 'care of' address from where your mail will be forwarded.)		
Post Code:		Post Code:		
<b>Tel:</b>	<b>Mobile No:</b>	<b>Tel:</b>	<b>Mobile No:</b>	
email:		email:		
<b>Confirmation by the Unit Administration Office</b>		<b>Unit Stamp and Date:</b>		
Signed:				
Name (Print):				
Rank/Grade:				
Appointment:				

**Part 2 - DATA PROTECTION AND PRIVACY**

The data provided by you and by the MOD will be kept both as paper record and on a computer database, but either way will be kept confidential and with the highest standards of security. Any information processed will be by means of a computer database, or other means, under strictly regulated conditions in accordance with the provision of the Data Protection Act 1998. This form is used for accounting and general statistical purposes or other resettlement purposes and will be kept for 6 years after you leave the Armed Forces.

Any personal data provided by you or by the MOD will only be used for the following purposes:

- a. maintaining, updating and enhancing your records as held in the resettlement database.
- b. this data will be shared with the contracted resettlement partner to provide the most effective and efficient resettlement advice for you and for analysis and statistical purposes.
- c. to compile overall statistical data on employment of Service personnel once they have left the Services using records held by the Department for Work and Pensions and records held by HM Revenue and Customs. The data will be passed in confidence to DWP, only for the purpose of producing these statistics. Your personal details will not be visible at any time during or after this process.

OFFICIAL-SENSITIVE-PERSONAL (when completed)

**Part 3 - RECORD OF MANDATORY RESETTLEMENT BRIEF – UNIT LEVEL**

<p>The Service Leaver has been briefed on the Career Transition Partnership (CTP) Future Horizons (FHP) provision for Early Service Leavers in sufficient detail to be able to make an informed decision about whether they wish to use the service or not. They have also been briefed that their details will be forwarded to the CTP and they may Opt-out of the CTP FHP ESL provision at any stage.</p>	
<p><b>Confirmation by the Unit Briefing Officer</b></p> <p>Signed:</p> <p>Name (Print):</p> <p>Rank/Grade:</p> <p>Appointment:</p> <p>Date:</p>	<p><b>Service Leaver</b></p> <p>I confirm that I have been briefed on the above.</p> <p>Signed:</p> <p>Date:</p>

**Part 4 - CTP FUTURE HORIZONS PROGRAMME REFERRAL**

<p><b>To be signed by the Unit ELC Coordinator:</b></p> <p>This 1173A has been completed and transmitted to the applicable regional hub.</p> <p>Signed:</p> <p>Name (Print):</p> <p>Rank/Grade:</p> <p>Appointment:</p> <p>Date:</p>
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To access CTP Future Horizons, please email/fax this form to the applicable Regional Hub (tick ONE box only):

<b>Hub</b>	<input type="checkbox"/> <b>Catterick</b>	<input type="checkbox"/> <b>Pirbright</b>	<input type="checkbox"/> <b>Plymouth</b>
<b>Email</b>	<a href="mailto:FHCatterick@ctp.org.uk">FHCatterick@ctp.org.uk</a>	<a href="mailto:FHPirbright@ctp.org.uk">FHPirbright@ctp.org.uk</a>	<a href="mailto:FHPlymouth@ctp.org.uk">FHPlymouth@ctp.org.uk</a>
<b>Phone</b>	<b>07794 656702</b>	<b>07975 944736</b>	<b>07794 656862</b>
<b>Central Fax</b>	<b>03333 074018</b>		

## INSTRUCTIONS FOR COMPLETION OF MOD FORM 1173A

### JPA PROCESS - FOR ALL TRAINED STRENGTH ESLs

1. ESL staff are to ensure that they have the necessary JPA authorisation and have familiarised themselves with the relevant Ops Bulletins and Business Process Guides hosted on the JPA portal.
2. All trained strength ESL MUST be administrated for resettlement CTP FH by JPA.
3. When a Service Person's record is revised to record them as an ESL in JPA, an immediate Workflow notification is generated and sent to the UBO, UEC (formerly termed the UIO)<sup>24</sup> and LM. The UBO and UEC complete their respective briefs and administrative actions.
4. The JPA version of the MOD1173A form is to be completed at the time of the ESL interview with the UEC. The UBO will complete Part 3, the UEC Part 4. The ESL's acknowledgement of the record is recorded in JPA and a copy of the entire 1173A printed and given to the ESL. In the event that an ESL is not able to access their JPA account the UEC is to record the ESL's acknowledgement and DPA consent by Proxy. In such an event, single Services are to maintain a copy of the signed paper 1173A given to the ESL as a quality record.
5. All trained strength ESL are to be administered using JPA. However, in the event of a failure of JPA, the paper-based form will remain as a fall-back option.

### PAPER-BASED PROCESS - FOR ALL UNTRAINED STRENGTH ESLs

6. All untrained strength ESL (Phase 1 and Phase 2 trainees) may continue to be administered via the existing manual form 1173A.
7. MOD Form 1173A should be completed within the unit as follows:
  - a. **Part 1** - personal details:
    - (1) ESL completes personal details.
    - (2) Unit Administrative Office checks details and signs to that effect, including Unit stamp.
  - b. **Part 2** - ESL completes Part 2 and the Unit Administration Office forwards MOD Form 1173A to the UBO.
  - c. **Part 3** - Record of Mandatory Resettlement Brief - Unit Level:
    - (1) A resettlement brief is to take place.

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<sup>24</sup> The former terminology was Unit Interviewing Officer (UIO). This term is no longer to be used.

(2) MOD Form 1173A is forwarded to the Unit Briefing Officer, who signs that a brief has taken place.

(3) The ESL countersigns that he has received a brief.

(4) MOD Form 1173A is forwarded to the UEC.

d. **Part 4** - both the UEC and the ESL complete this part to confirm that the ESL understands that they have been automatically opted in to CTP support.

e. For **remote manual registration** - the UEC must then email the completed form 1173A to the appropriate CTP FH regional hub.

f. For **onsite manual registration** with a CTP Future Horizons Assessor – the UEC must then hand the completed form to the onsite CTP FH Assessor.

#### **SECURE TRANSPORTATION OF COMPLETED 1173A AND CTP FH OPT-IN/OPT-OUT FORMS**

8. Manually completed 1173A forms are sensitive documents as they contain personal details of Service personnel. As such, they must be handled securely. F1173A from units are to be sent, appropriately packaged for the sensitivity of the contents, possibly through the single Service Command structures, as directed to SDE by internal (MOD) mail and from SDE to TSLD by internal mail.

## SERVICE RESETTLEMENT ADVISORS (SRAs): CONTACT INFORMATION

### ROYAL NAVY / ROYAL MARINES

NRIO Portsmouth Naval Resettlement Centre HMS NELSON Portsmouth PO1 3HH Portsmouth Mil (9380) 24127 Civ 02392 724127	NRIO Scotland Education Office HMS NEPTUNE FaSlane G84 8HL Clyde HMNB Mil (93255) 3241 Civ 01436 677207	NRIO West HMS DRAKE Devonport Naval Base Devon PL2 2BG Devonport Mil (9375) 65300 Civ 01752 557668
ANRIO Scotland Scottish Resettlement Centre HMS CALEDONIA Rosyth KY11 2XT Rosyth Mil (9355) 63862 Civ 01383 425975	NRIO Medical* Institute of Naval Medicine Alverstoke Gosport PO12 2DL Portsmouth Mil (9380) 68060 Civ 02392 768060	NRIO Yeovilton** Resettlement Centre HMS HERON Yeovilton BA22 8HT Yeovilton RNAS Mil (93510) 5391 Civ 01935 455391
NRIO Culdrose Resettlement Office Education Centre RNAS Culdrose Helston Cornwall TR12 7RH Culdrose RNAS Mil (93781) 2147 Civ 01326 552147	Personnel Selection Officer's Department*** CTCRM Lympstone Exmouth Devon EX8 5AR Lympstone RM Mil (93785) 4236 Civ 01392 414236	

\**Medical Discharges*

\*\**Fleet Air Arm*

\*\*\**Royal Marines for ESLs only*

## SERVICE RESETTLEMENT ADVISORS (SRAs): CONTACT INFORMATION

### ARMY

#### ETS North

<p>3 AEC Gp (Catterick) IEROs Vimy Barracks Catterick Garrison North Yorks DL9 3PE</p> <p><a href="mailto:ETSN-3AEC-0Mailbox@mod.gov.uk">ETSN-3AEC-0Mailbox@mod.gov.uk</a></p>	<p>3 AEC Gp (York) IERO Imphal Barracks Fulford Road York YO10 4AU</p> <p><a href="mailto:ETSN-3AEC-York-0Mailbox@mod.gov.uk">ETSN-3AEC-York-0Mailbox@mod.gov.uk</a></p>	<p>20 AEC Gp (Bramcote and Stafford) IERO Gamecock Barracks Nuneaton Warwickshire CV11 6QN</p> <p><a href="mailto:ETSN-20AEC-Rstlmnt-0Mailbox@mod.gov.uk">ETSN-20AEC-Rstlmnt-0Mailbox@mod.gov.uk</a></p>
<p>20 AEC Gp (Chepstow) IERO Beachley Barracks Chepstow Monmouthshire NP6 7YG</p> <p><a href="mailto:ETSN-20AEC-Chepstow-0Mailbox@mod.gov.uk">ETSN-20AEC-Chepstow-0Mailbox@mod.gov.uk</a></p>	<p>27 AEC Gp (Edinburgh) IERO Redford Cavalry Barracks Colinton Road Edinburgh EH13 0PP</p> <p><a href="mailto:ETSN-27AEC-Rstlmnt-0Mailbox@mod.gov.uk">ETSN-27AEC-Rstlmnt-0Mailbox@mod.gov.uk</a></p>	<p>27 AEC Gp (Kinloss/Fort George) IERO Kinloss Barracks Building 410 Moray IV36 3UH</p> <p><a href="mailto:ETSN-27AEC-Rstlmnt-0Mailbox@mod.gov.uk">ETSN-27AEC-Rstlmnt-0Mailbox@mod.gov.uk</a></p>
<p>32 AEC Gp (Preston) IERO Fulwood Barracks Watling Street Road Preston PR2 8AA</p> <p><a href="mailto:ETSN-32AEC-Rstlmnt-0Mailbox@mod.gov.uk">ETSN-32AEC-Rstlmnt-0Mailbox@mod.gov.uk</a></p>	<p>32 AEC Gp (Lisburn) IERO Thiepval Barracks Lisburn BFPO 801</p> <p><a href="mailto:ETSN-32AEC-0Mailbox@mod.gov.uk">ETSN-32AEC-0Mailbox@mod.gov.uk</a></p>	<p>55 AEC IERO Episkopi Cyprus BFPO 53</p> <p><a href="mailto:BFC-JETS-55AEC-EPI-MBFCGpMailbox@mod.gov.uk">BFC-JETS-55AEC-EPI-MBFCGpMailbox@mod.gov.uk</a></p>

## ETS South

<p>10 AEC Gp (Tidworth) IERO Jellalabad Barracks Tidworth Wilts SP9 7BN</p> <p><a href="mailto:ETSS-10AECGp-Tidworth-0Mailbox@mod.gov.uk">ETSS-10AECGp-Tidworth-0Mailbox@mod.gov.uk</a></p>	<p>12 AEC Gp (Larkhill) IERO Royal Artillery Barracks Larkhill Wilts SP4 8QT</p> <p><a href="mailto:ETSS-12AEC-0Mailbox@mod.gov.uk">ETSS-12AEC-0Mailbox@mod.gov.uk</a></p>	<p>12 AEC Gp (Warminster) IERO Battlesbury Barracks Warminster Wilts BA12 9BT</p> <p><a href="mailto:ETSS-12AEC-0Mailbox@mod.gov.uk">ETSS-12AEC-0Mailbox@mod.gov.uk</a></p>
<p>18 AEC Gp (Colchester) IERO Merville Barracks Colchester Essex CO2 7UT</p> <p><a href="mailto:ETSS-18AECGp-Col-0Mailbox@mod.gov.uk">ETSS-18AECGp-Col-0Mailbox@mod.gov.uk</a></p>	<p>18 AEC Gp (NLuffenham) IERO St George's Barracks North Luffenham Rutland LE15 8RL</p> <p><a href="mailto:ETSS-18AECGp-NLuff-0Mailbox@mod.gov.uk">ETSS-18AECGp-NLuff-0Mailbox@mod.gov.uk</a></p>	<p>18 AEC Gp (Wattisham) IERO Wattisham Airfield Ipswich Suffolk IP7 7RA</p> <p><a href="mailto:ETSS-18AECGp-Watt-0Mailbox@mod.gov.uk">ETSS-18AECGp-Watt-0Mailbox@mod.gov.uk</a></p>
<p>30 AEC Gp (Woolwich) IERO RA Barracks Repository Road London SE18 4BB</p> <p><a href="mailto:ETSS-30AEC-Rstlmnt-0Mailbox@mod.gov.uk">ETSS-30AEC-Rstlmnt-0Mailbox@mod.gov.uk</a></p>	<p>30 AEC Gp (Chatham) IERO Brompton Barracks Chatham Kent ME4 4UG</p> <p><a href="mailto:ETSS-30AEC-Rstlmnt-0Mailbox@mod.gov.uk">ETSS-30AEC-Rstlmnt-0Mailbox@mod.gov.uk</a></p>	<p>30 AEC Gp (Windsor) IERO Combermere Barracks St Leonard's Road Windsor SL4 3DN</p> <p><a href="mailto:ETSS-30AEC-Rstlmnt-0Mailbox@mod.gov.uk">ETSS-30AEC-Rstlmnt-0Mailbox@mod.gov.uk</a></p>
<p>77 AEC Gp (Aldershot) IERO St Omer Barracks Aldershot GU11 2BG</p> <p><a href="mailto:ETSS-77AECGp-Aldershot-0Mailbox@mod.gov.uk">ETSS-77AECGp-Aldershot-0Mailbox@mod.gov.uk</a></p>	<p>77 AEC Gp (Bicester) IERO Ambroseden Bicester Oxfordshire OX25 2LD</p> <p><a href="mailto:ETSS-77AECGp-Bicester-0Mailbox@mod.gov.uk">ETSS-77AECGp-Bicester-0Mailbox@mod.gov.uk</a></p>	

*Note: IERO Woolwich AEC is IERO for Overseas Personnel (less Germany & Cyprus).*

*Email contacts for all AECs can be found on the ELCAS website:*

[ARMY Contact List.pdf \(modelc.com\)](http://modelc.com)

## **SERVICE RESETTLEMENT ADVISORS (SRAs): CONTACT INFORMATION**

### **ROYAL AIR FORCE**

RRO East Midlands	Skype - 0300 163 8886
RRO Scotland	Skype - 0300 154 0731
RRO North East	Skype - 0300 157 1652
RRO Lincolnshire	Skype - 0300 155 8226
RRO West Midlands & North Wales	Skype - 0300 154 9197
RRO East Anglia	Skype - 0300 157 3377
RRO Chiltern	Skype - 0300 155 7258
RRO South East	Skype - 0300 155 6609
RRO South	Skype - 0300 164 1333
RRO South West	Skype - 0300 167 2875

**MOD FORM 1746 - ADVANCE AND REFUND OF INDIVIDUAL  
RESETTLEMENT TRAINING COSTS (IRTC) FOR TRAINING ACTIVITIES**

This form is to be completed by all SP that require an advance of IRTC funding and/or a refund of IRTC costs. You must also ensure your activity is on JPA and approved by the SRA.

**Parts 1 & 2** must be completed by the SL in all cases.

**Part 3** should only be completed if the SL requires an advance of IRTC prior to the activity. Proof of course cost must be provided (e.g. invoice or quote confirmation from provider).

**Part 5** should be completed on completion of the activity to claim a refund of IRTC. Proof of course completion must be provided (e.g. certificate or email confirmation from the provider) along with proof of payment.

<b>Part 1: Particulars of Service Leaver (SL)</b>		Service:	Service No:
Rank:	Name:		
Unit:	Location:		
Mobile No:	Email:		
<b>Part 2: Details of Training Activity</b>			
Course Title:			
Provider:		Inclusive Dates:	
		From:	To:
<b>Part 3: Application for Advance of Individual Resettlement Training Costs (IRTC)</b>			
I request an advance of £            against training course fees of £            (maximum 80% of £534 or 80% of Course fees, whichever is the lesser sum) to be paid by me for the resettlement course detailed at Part 2. I understand that any balance of refund will be paid to me on completion of the course and declare that any refund due to Public Funds will be paid by me. I am aware that, in accordance with JSP 534, if I do not use any or all the advance of MOD Funds/Allowances for resettlement for their intended purpose, I will have to return the unused amount in full.			
Signature of SL:			
<b>Part 4: Authorisation by the Service Resettlement Adviser (SRA)</b>			
I approve the payment of an advance of £            from:			
UIN:	Cost Centre:	RAC:	
Signature:			
<b>Part 5: Application for Refund of IRTC</b>			
I attach proof of course completion of my resettlement training course (and for DL a results letter/exam certificate). I declare that the total that I have claimed in respect of resettlement training does not, with this claim, exceed the permitted maximum.			
Signature of SL:			
<b>Part 6: Authorisation by the Service Resettlement Adviser (SRA)</b>			
In addition to the £            advanced for this course (if applicable), the applicant has already received £            under the IRTC Scheme for previous courses.			
I am satisfied that the claimant has made satisfactory progress/completed the course. The total of all claims made by the claimant does not exceed limits, including any abatement of the allowance in respect of courses undertaken or booked at a CTP-authorized centre. I approve the refund of £			
UIN:	Cost Centre:	RAC:	
Signature:			

**APPLICATION FOR CTP ASSIST PROVISION**

**PART 1 - WIS / PAP SERVICE PERSONS (SP) CONTACT DETAILS**

Service Number:	Home address (including postcode):
Rank:	
Full Name:	
Home Tel No:	
Mobile Tel No:	
Email:	
MD Date (if known)	

**PART 2 - PRO / UNIT CONTACT DETAILS**

Rank:	Contact Tel No:
Full Name:	Email:
Unit:	

**PART 3 - SRA / RIO DETAILS**

SRA / RIO Full Name:
SRA / RIO Email:
The above-named SP has attended a Resettlement Advisory Brief (RAB) – <b>YES / NO*</b>
Date RAB attended:
The SP is assessed as ready to engage in their resettlement – <b>YES / NO*</b>
*Delete as appropriate

**PART 4 - COMMANDING OFFICERS DECLARATION<sup>25</sup>**

I confirm and agree that the above-named SP is:		
<ul style="list-style-type: none"><li>• likely to be discharged from the Service on medical grounds.</li><li>• ready to engage meaningfully in the Resettlement process.</li><li>• requires the services of a Specialist Employment Consultant (SEC).</li></ul>		
The above-named SP's medical discharge date is confirmed as:		
Rank & Name:	Signature:	Date:
Email address:		
<b>RN only</b> – once this form is complete, send to: <a href="mailto:NAVYNPS-PEOPLESPTCRMSO1@mod.gov.uk">NAVYNPS-PEOPLESPTCRMSO1@mod.gov.uk</a> for approval		
<b>Army &amp; RAF</b> – once complete, send this form to <a href="mailto:RC-Pers-ARC-0Mailbox@mod.gov.uk">RC-Pers-ARC-0Mailbox@mod.gov.uk</a>		

<sup>25</sup> Or appropriate sS CoC representative.

**APPLICATION TO UNDERTAKE A RECOVERY DUTY ACTIVITY, EVENT  
OR OPPORTUNITY****GUIDANCE NOTES FOR THE COMPLETION OF THIS FORM**

**Use:** Wounded, injured and sick (WIS) Service personnel who wish to participate in recovery duty activities, events or opportunities not covered by the appropriate JSP 534 Annexes are to use this form.

The following five sections are to be fully completed for each recovery duty activity, event or opportunity:

<b>Section</b>	<b>Content</b>	<b>Timing</b>
1	Service Person's Details	BEFORE the recovery duty activity
2	The proposed recovery duty activity, event or opportunity	BEFORE the recovery duty activity
3	Service Person's Declaration	BEFORE the recovery duty activity
4	Part 1 - Unit or Personal Recovery Officer's Agreement Part 2 - Commanding Officer's Authorisation	BEFORE the recovery duty activity
5	Part 1 - Employing Organisation's Confirmation of Completion Part 2 - Commanding Officer's Confirmation of Completion	AFTER the recovery duty activity

Please read the instructions for completing each Section carefully: it is important that each section is completed fully and accurately if you are to be authorised to be absent from your place of duty for Recovery purposes. When it is completed, this form is also the authority for submitting JPA claims resulting from the recovery duty activity, event or opportunity.

**SECTION 1 - SERVICE PERSON'S DETAILS**

This section is to be completed by the Service person.

Service Number:	Rank:
Name:	Contact Telephone(s):
Contact Address:	
Postcode:	
Contact email address:	
UNIT TITLE:	
Name of Unit Welfare Officer (UWO)/ Personnel Recovery Officer (PRO):	
Telephone Number:	
Contact email address:	

**DATA PROTECTION AND PRIVACY**

The data provided by you and by the MOD will be kept both as a paper record and on a computer database, but either way will be kept confidential and with the highest standards of security. Any information processed will be by means of a computer database, or other means, under strictly regulated conditions in accordance with the provisions of the Data Protection Act 1998. This form is used for accounting and general statistical purposes or other resettlement purposes and will be kept for 6 years after you leave the Armed Services.

Any personal data provided by you or by the MOD will only be used for the following purposes (unless you consent to sign Section 2):

- maintaining, updating and enhancing your records as held in the resettlement databases.
- to provide the most effective and efficient resettlement advice for you.

By signing below, you are consenting to the processing of your personal data for the purposes and by the means set out above.

Signed: ..... (Service Person)      Date: ...../...../.....

Part 2 Section 2. If you consent, data provided in this form will be used to compile overall statistical data on employment of Service personnel once they have left the Services using records held by the Department for Work and Pensions and records held by HM Revenue and Customs. The data will be passed in confidence to DWP, only for the purpose of producing these statistics. Your personal details will not be visible at any time during or after this process. Please sign below if you consent to your details being used in compiling statistical data.

Signed: ..... (Service Person)      Date: ...../...../.....

**SECTION 2 - THE PROPOSED RECOVERY DUTY ACTIVITY, EVENT OR OPPORTUNITY**

This section is to be completed by the organisation.

Description of activity, event or opportunity:	
Location of activity, event or opportunity:	
Statement of undertaking by organisation offering the recovery duty activity, event or opportunity:	
<p>1. We agree to allow access by a representative of the Ministry of Defence (MOD) to visit the applicant during this activity, event or opportunity.</p> <p>2. No claims will be made on MOD public funds for the cost of materials or tools used by the Service Person. Where there is a set fee for an established training course, this will be charged to the Service person.</p> <p>3. We have the necessary insurance in place to cover accidental injury or death caused to a Service person where we have a legal liability and will inform the Service immediately of any such injury through the unit details given in Part 1.</p> <p>4. We agree to complete section 5 of this form and return it to the Service person on completion of the activity.</p> <p>5. We undertake to notify the Service person's unit at Part 1, within 5 working days, if the individual fails to attend, or ceases to attend, the recovery duty activity, event or opportunity.</p>	
Name of Provider:	
Address of Provider:	
Postcode:	
Provider's contact email address:	
Tel & Fax Nos:	
Date from: (inclusive)	Date to: (inclusive)
Name:	Appointment:
Date:	Signature:

### SECTION 3 - SERVICE PERSON'S DECLARATION

The Service person is to read the statements at Section 3, complete his/her full name, sign and date Section 3 to confirm that they wish to attend the agreed recovery duty activity, event or opportunity specified in Part 2, and that they have read, understood and agree to paras 1-4 of these instructions below.

#### **COSTS**

1. The Service person is liable for the payment of any costs associated with any recovery duty activity, event or opportunity regardless of whether, or not, they are to be subsequently claimed against any relevant allowance. The MOD accepts no liability or responsibility for the payment of fees or any other costs howsoever arising in connection with the recovery duty activity, event or opportunity.

#### **MINISTRY OF DEFENCE EMPLOYER'S LIABILITY INDEMNITY INSURANCE**

2. **Injury or Damage Caused by Service Personnel.** The MOD will indemnify WIS Service personnel in respect of any claim for personal injury brought by an individual injured by a WIS Service person while they are on any recovery duty activity, event or opportunity provided that the MOD is legally liable as the WIS Service person's employer for the injury caused and provided that the WIS Service person does not settle or otherwise compromise the claim without the MOD's prior written consent. The WIS Service person must notify the MOD of the claim within 14 days. At any stage prior to or after legal proceedings are commenced, the MOD reserves the right to take over conduct of the claim and/or to appoint legal advisers of its choice to handle the claim. The MOD will give no such indemnity if the WIS Service person is attending a recovery duty activity, event or opportunity whilst on annual individual leave or terminal leave. If personnel are concerned about their personal liability, they should consider taking out appropriate insurance cover.

3. **Injury Caused to Service Personnel.** WIS Service personnel attending any recovery duty activity, event or opportunity will be subject to Service regulations covering injury whilst on duty. The MOD will compensate the WIS Service person in accordance with its legal obligations for any injury sustained whilst attending a recovery duty activity, event or opportunity where it is legally liable for the injury as the WIS Service person's employer. The MOD will give no such indemnity if the WIS Service person is attending a recovery duty activity, event or opportunity whilst on leave or without having completed this form. If personnel are concerned about their personal liability, they should consider taking out appropriate insurance cover.

#### **DISCIPLINE**

4. The civilian staff providing recovery activities, events or opportunities to WIS Service personnel cannot give lawful commands as superior officers within the meaning of the Armed Forces Act 2006. However, WIS Service personnel must comply with any reasonable instructions given to them by the civilian staff in the course of any recovery duty activity, event or opportunity. Any failure to comply with such instructions is to be reported to the appropriate Recovery point of contact, from where it will be notified to the appropriate single Service dealt with as an act to the prejudice of good order and Service discipline.

#### **DECLARATION**

I wish to attend the above recovery duty activity, event or opportunity, and acknowledge that I must obtain agreement from both my Unit or Personal Recovery Officer and my Commanding Officer's authority at Section 4 below to be released from my unit. I have read understood and agree to paras 1-4 above.

Name:

Signature:

Date:

**SECTION 4 - UNIT OR PERSONAL RECOVERY OFFICER'S AGREEMENT AND COMMANDING OFFICER'S AUTHORITY**

Part 1 is to be completed by the Unit Recovery Officer (URO) or Personal Recovery Officer (PRO) to confirm that the recovery duty activity specified in Section 2 above is appropriate to the WIS Service person's Individual Recovery Plan requirements. When the Service person cannot attend a face-to-face interview with a URO / PRO the interview may, by exception, be conducted by telephone and the form sent by facsimile machine (FAX) or e-mail for signature, as required.

Part 2 is to be completed by the Commanding Officer, or delegated officer, to authorise the WIS Service person's attendance on the recovery duty activity specified in Section 2 above.

On Completion, the Service person's unit is to ensure that: one copy of the Form is to be held with the Service Person's Record, a copy is to be provided to the Service person and a further copy is forwarded to the URO / PRO. In the event of the CO, or delegated officer, declining to release the Service person to attend the recovery duty activity, event or opportunity specified in Section 2, the form must be retained / distributed as above.

**PART 1 - URO / PRO'S AGREEMENT**

I have discussed attendance on the recovery duty activity, event or opportunity with the Service person, believe that it is/is not appropriate to his/her Individual Recovery Plan (IRP) and in accordance with the Service person's current Medical Appendix 9 / 10 / 11 / 12 (delete as appropriate).	
Name:	Signature:
Appointment:	Date:
Contact Telephone:	Contact email address:

**PART 2 - COMMANDING OFFICER'S AUTHORISATION**

I hereby authorise/do not authorise (delete as applicable) absence from the individual's normal place of duty for the purpose of attending the recovery duty activity, event or opportunity specified at Section 2.		
Signature:	Rank:	Name (Print):
Date:	Appointment:	

**SECTION 5 - CERTIFICATE OF ATTENDANCE AT A RECOVERY DUTY ACTIVITY, EVENT OR OPPORTUNITY**

**PART 1 - EMPLOYING ORGANISATION'S CONFIRMATION OF COMPLETION**

Name & Address of Provider:		
Tel & Fax Nos:	Date from: (inclusive)	Date to: (inclusive)
I/We certify that the above named has completed a recovery duty activity, event or opportunity with this company/organisation, and was in attendance throughout the period in question.		
Reason for any absences:		
Name:	Company/Organisation Stamp:	
Appointment:		
Signature:		
Date:		

**PART 2 - COMMANDING OFFICER'S CONFIRMATION OF COMPLETION**

I confirm that the WIS Service leaver has completed the recovery duty activity, event or opportunity as described:		
Name:	Rank:	Signature: