

AUTHORITY TO ATTEND RESETTLEMENT ACTIVITIES

(Complete in **BLOCK CAPITALS** and in accordance with JSP534 and all Guidance Notes.

This Form is only to be used for Resettlement Activities (including CTW) other than Resettlement Training. MOD Form 363T is to be used for Resettlement Training Activities.

PART 1 – PERSONAL DETAILS

Surname & Initials:	Rank:	Service: RN / RM / Army / RAF
Service Number:	Enlistment Date:	Discharge Date: (Last day of service)
Current Work Address:	Telephone Number	
Post Code:	UIN:	e-mail:
		Mobile Number:

PART 2 - REQUESTED RESETTLEMENT ACTIVITIES (NOT RESETTLEMENT TRAINING)

(see guidance notes)

	Resettlement Activity 1	Resettlement Activity 2	Resettlement Activity 3
a. Resettlement Activity Description (Completed by the SL in conjunction with the SRA or CTP Consultant)			
b. Location of Resettlement Activity (Postal Town) (Completed by the SL in conjunction with the SRA or CTP Consultant)			
c. Provider of Resettlement Activity (Completed by the SL in conjunction with the SRA or CTP Consultant)			
d. Dates of Resettlement Activity (Completed by the SL in conjunction with the SRA or CTP Consultant)	From To	From To	From To
e. GRT to be Used (If Applicable) (Completed by F1711 controller)	Days	Days	Days

Guidance Notes.

1. If accommodation is required for any activity applied for above, it is up to the individual and the Unit to make the necessary arrangements.
2. If a Civilian Work Attachment has been applied for, the Form of Agreement – MOD Form 1746 must be completed in full.

PART 3: SRA OR CTP CONSULTANT: I have discussed with the individual attendance on the above Resettlement activity/activities and agreed it/them as appropriate to the individual's personal Resettlement requirements.

Signature:

SRA/RRC Stamp:

Name (Print):

PART 4: INDIVIDUAL: I wish to attend the above Resettlement activity/activities, and acknowledge that I must obtain authority at Part 6 to be released from my unit. I have read and understood paragraphs 4, 5, 6 & 7 of the Instructions for Completion of MOD Form 363.

Signature:

Date:

PART 5: MOD FORM 1711 CONTROLLER: (SRA for RN, RIS or Unit Administration Staff for Army and RAF)

Part 5a: GRT: (* Delete as appropriate)

*The individual HAS sufficient GRT remaining to undertake the Resettlement activity/activities specified at Part 2.

*The individual DOES NOT HAVE sufficient GRT remaining to undertake the Resettlement activity/activities specified at Part 2.

Signature:

Name (Print):

Date:

Part 5b: Travel(* Delete as appropriate)

*The Individual HAS sufficient Resettlement travel warrants remaining to undertake the Resettlement activities specified at Part 2.

*The Individual DOES NOT HAVE sufficient Resettlement travel warrants remaining to undertake the Resettlement activities specified at Part 2.

Signature:

Name (Print):

Date:

PART 6: AUTHORITY TO ATTEND BY COMMANDING OFFICER OR DELEGATED OFFICER

I hereby authorise/do not authorise (delete as applicable) absence from the individual's normal place of duty for the purpose of attending the Resettlement activity/activities specified at Part 2.

Signature:

Name (Print):

Rank: