

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

### Guidance Notes.

- If accommodation is required for any activity applied for above, it is up to the individual and the Unit to make the necessary arrangements.
- If a CWA has been applied for, the Agreement for CWA/CTA and Advance of Fees – MOD Form 1746 must be completed in full.

**PART 3: SRA:** 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:

## GUIDANCE NOTES FOR THE COMPLETION OF MOD FORM 363

1. **Use:** Resettlement activities requiring the completion of a MOD Form 363 include: Financial Aspects of Resettlement (FAR) briefings, Housing briefings, Civilian Work Attachments (CWA), Individual Resettlement Preparation (IRP), Career Transition Workshops (CTW) and all other CTP<sup>1</sup> events (Not RTC training). The MOD Form 363T is to be used for Resettlement training.
  
2. **Purpose:** The MOD Form 363, when fully completed, provides the Service leaver (SL) with the AUTHORITY to attend Resettlement activities requiring absence from the SL's place of duty, other than Resettlement training activities. The MOD Form 363 is the pre-requisite for payment of any allowances claimed by the SL as a result of attending any Resettlement activity, other than Resettlement training activities.
  
3. **Responsibilities:** Completion of the MOD Form 363 is to be in accordance with the following sequence:
  - a. **Part 1:** To be completed by the SL.
  
  - b. **Part 2 a – d:** To be completed by the SL, in conjunction with the SRA<sup>2</sup> or CTP Consultant.
  
  - c. **Part 2e:** To be completed by the MOD Form 1711 controller. In the Royal Navy this function is undertaken by the SRA. In the Army and Royal Air Force this function is undertaken by the Resettlement Information Staff (RIS) or Unit Administration Staff.
  
  - d. **Part 3:** To be completed by the SRA, to confirm that the Resettlement activities specified in Part 2 are appropriate to the SL's personal Resettlement requirements, once Parts 1 and 2(a – d) have been fully completed. **SRA's cannot approve overseas Civilian Work Attachments. Where an overseas CWA is requested the MOD Form 363 and supporting justification must be submitted to the appropriate SDE POC at least 8 weeks prior to the intended date of departure.**  
*Note 1: The SRA must rule through (in ink) any unused columns in Part 2 prior to signing Part 3.*  
*Note 2: Where the Resettlement activity is a CWA, the SRA, or CTP Consultant, is to raise a MOD Form 1746 in conjunction with the SL, and instruct the SL on its purpose and further completion.*  
*Note 3: When the SL cannot attend a face to face interview with a SRA or CTP Consultant, the interview may, by exception, be conducted by telephone and the MOD Form 363 sent by facsimile machine (FAX) for signature, as required.*
  
  - e. **Part 4:** To be completed by the SL to confirm that they wish to attend the agreed activities specified in Part 2, and that they have read, and understood, paragraphs 4,5,6 and 7 of these Instructions.
  
  - f. **Part 5a:** To be completed by the MOD Form 1711 Controller (SRA/RIS, Etc as appropriate) to confirm, or otherwise, that the SL has sufficient Graduated Resettlement Time (GRT) remaining to undertake the Resettlement activities specified at Part 2.  
*Note: Where the SL does not have sufficient GRT any remaining Annual Leave Allowance, or Terminal Leave may be used at the Commanding Officer's discretion. The SL is to be*

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<sup>1</sup> CTP – Career Transition Partnership

<sup>2</sup> SRA – Service Resettlement Adviser

*briefed with regard to the personal liability/indemnity situation (see Paragraphs 5 and 6 below) if leave is to be used for a Resettlement activity.*

g. **Part 5b:** To be completed by the MOD Form 1711 Controller (SRA/RIS, Etc as appropriate) to confirm, or otherwise, that the SL has sufficient Resettlement travel warrants remaining to undertake the Resettlement activity/activities specified at Part 2.

*Note: Where this information is not available to the SRA/RIS as a result of the introduction of JPA, this box should be annotated "controlled by JPA" and not signed or dated.*

h. **Part 6:** To be completed by the Commanding Officer, or delegated officer, to authorise the SL's attendance on the Resettlement activities specified in Part 2. In the event of the CO, or delegated officer, declining to release the SL to attend the Resettlement activities specified in Part 2, the MOD Form 363 must be retained/distributed in accordance with paragraph 3.i. below, to enable its use as supporting evidence for any subsequent request, by the SL, for either an extension to his/her service to complete their GRT entitlement, or a request for post discharge resettlement.

i. **On Completion:** One copy of the MOD Form 363 is to be held with the SL's Record of Resettlement Provision (MOD Form 1711), a copy of the MOD Form 363 is to be provided to the SL and a further copy is to be forwarded to the appropriate SRA. It is the responsibility of the MOD Form 1711 controller to ensure that the completed original MOD Form 363 is retained with the MOD Form 1711 and copies are provided to the SL and SRA.

## COSTS

4. The SL is liable for the payment of any costs associated with any Resettlement activity (including CWA) 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 a CWA.

## INDEMNITY (INCLUDING CIVILIAN WORK ATTACHMENTS (CWA))

5. **Injury or Damage Caused by Service Personnel.** The MOD will indemnify SL in respect of any claim for personal injury brought by an individual injured by a SL while they are on any Resettlement activity, including CWA, during GRT, provided that the MOD is legally liable as the SL's employer for the injury caused and provided that the SL does not settle or otherwise compromise the claim without the MOD's prior written consent. The SL 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 SL is attending a Resettlement activity, including CWA, whilst on leave. If personnel are concerned about their personal liability, they should consider taking out appropriate insurance cover.

6. **Injury Caused to Service Personnel.** SL attending any Resettlement activity, including CWA, as part of GRT will be subject to Service regulations covering injury whilst on duty. The MOD will compensate the SL in accordance with its legal obligations for any injury sustained whilst attending a Resettlement activity, including CWA, during GRT where it is legally liable for the injury as the SL's employer. The MOD will give no such indemnity if the SL is attending a Resettlement activity, including CWA, whilst on leave. If personnel are concerned about their personal liability, they should consider taking out appropriate insurance cover.

DISCIPLINE

7. The civilian staff providing Resettlement activities/support to SL cannot give lawful commands as superior officers within the meaning of the Service Discipline Acts. However, SL must comply with any reasonable instructions given to them by the civilian staff in the course of any Resettlement activity. Any failure to comply with such instructions is to be reported to the respective Service Director of Education (SDE) point of contact (see below), where it will be dealt with as an act to the prejudice of good order and Service discipline.

SERVICE DIRECTOR OF EDUCATION POINTS OF CONTACT

<p><b>Royal Navy:</b></p> <p>Short Title: SO3 Resettlement</p> <p>Tel: 93 832 5954</p> <p>e-mail: FLEET-FOST-TE EL3R RESET SO3C</p>	<p>Postal Address: Mail Point 3.3 Leach Building Whale Island HMS EXCELLENT Portsmouth Hampshire PO2 8BY</p>
<p><b>Army:</b></p> <p>Short Title: SO2 Ops Support</p> <p>Tel: 94 344 8711</p> <p>e-mail: LF-DETS(A)-ETS2-OffrEd-SO2</p>	<p>Postal Address: HQ DETS(A) Trenchard Lines Upavon Pewsey Wiltshire SN9 6BE</p>
<p><b>Royal Air Force:</b></p> <p>Short Title: SO1 Resettlement (RAF)</p> <p>Tel: 95 221 5943</p> <p>e-mail: AIR 22 TrgGp-Rstlmnt RAF SO1</p>	<p>Postal Address: 22 (Trg) Gp Room 21 Hunter Block RAF High Wycombe Buckinghamshire HP14 4UE</p>