

EARLY SERVICE LEAVERS – RECORD OF RESETTLEMENT INTERVIEWS

Part 1 – PERSONAL DETAILS.

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

Part 2 – DATA PROTECTION AND PRIVACY (Section 1 to be signed by all Service Leavers).

Part 2 Section 1. 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):

- o maintaining, updating and enhancing your records as held in the resettlement databases.
- o 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 Leaver) 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 Leaver) Date:/...../.....

Part 3 – RECORD OF MANDATORY RESETTLEMENT BRIEF – UNIT LEVEL

<p>The Service Leaver has been briefed on the following areas (tick the relevant statement):</p> <ul style="list-style-type: none"> a. Housing and Accommodation issues. b. Ex-Services charities/welfare organisations. c. Financial aspects – pension rights and other entitlements. d. Employment: DWP – Access to Job Centre Plus/Connexions (or DELNI Jobs and Benefits Office/JobCentre in NI). RFEA Specialist Assistance project. 	
<p>Confirmation by the Unit Briefing Officer</p> <p>Signed:</p> <p>Name (Print):</p> <p>Rank/Grade:</p> <p>Appointment:</p> <p>Date:</p>	<p>Service Leaver</p> <p>I confirm that I have been briefed on the above and have received a copy of the ESL Leaflet.</p> <p>I have been given the Ex-Service Charities Contact Consent form (* Please delete as appropriate).</p> <p>*I want to be contacted and I have completed and sent the form.</p> <p>*I do not want to be contacted and I have not completed the form at this time.</p> <p>Signed: _____ Date: _____</p>

Part 4 – RECORD OF MANDATORY RESETTLEMENT INTERVIEW – UNIT LEVEL

<p>The Service Leaver has been interviewed by me. The following actions have been taken (tick the relevant statement):</p> <ul style="list-style-type: none"> a. The ESL has been given contact details of his/her nearest Job Centre. b. The ESL has arranged an appointment with his/her nearest Job Centre. c. The ESL has been given information on contacting the JSHAO. d. Contact has been made with SPACES on the Service Leaver's behalf. e. The ESL has been briefed on registering with the RFEA Specialist Assistance project. f. The ESL has been given information on or referred to an Ex-Service Welfare organisation. g. Proposed actions have addressed all relevant issues and no further action is required. h. The ESL has been referred to a SRA, for the following reasons: i. The ESL has been referred to a CTP consultant (annotate Part 6 accordingly), for the following reasons. <p>The Service Leaver's discharge date is.....</p>	
<p>Confirmation by the Unit Interviewing Officer</p> <p>Signed:</p> <p>Name (Print):</p> <p>Rank/Grade:</p> <p>Appointment:</p> <p>Date:</p>	<p>Service Leaver</p> <p>Signed: _____ Date: _____</p>

Part 5 – RECORD OF RESETTLEMENT INTERVIEW BY SRA (AS REQUIRED)

The Service Leaver has been interviewed by me. The following actions have been taken (tick the relevant statement):

- a. The ESL has been given contact details of his/her nearest Job Centre.
- b. The ESL has arranged an appointment with his/her nearest Job Centre.
- c. The ESL has been given information on contacting the JSHAO.
- d. Contact has been made with SPACES on the Service Leaver's behalf.
- e. The ESL has been briefed on registering with the RFEA Specialist Assistance project.
- f. The ESL has been given information on or referred to an Ex-Service Welfare organisation.
- g. Proposed actions have addressed all relevant issues and no further action is required.
- h. The ESL has been referred to a CTP consultant (annotate Part 6 accordingly), for the following reasons:

.....

Additional Information:

Confirmation by the SRA

Service Leaver

Signed:

Name (Print):

Date:

Signed:

Date:

Part 6 – REFERRAL TO A CAREER TRANSITION PARTNERSHIP CONSULTANT

To be signed by the Unit Interviewing Officer or by SRA:

An interview has been arranged with a CTP consultant on:

.....

Signed:

Name (Print):

Rank/Grade:

Appointment:

Date:

To be signed by the CTP consultant:

The Service Leaver has been interviewed by me and a record of actions recorded electronically.

Signed:

Name (Print):

Date:

RRC Stamp

Service Leaver

Signed:

Date:

INSTRUCTIONS FOR COMPLETION OF MOD FORM 1173A

1. From the date of activation all those Service personnel who are discharged as ESL will complete their resettlement administration using JPA. ESL staff are to complete the online form in the same way that they would the paper based version and submit it through workflow notifications as appropriate.

JPA process.

2. 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 JPA.

3. From the date of activation, all those Service personnel who are discharged as ESL will complete their resettlement administration using JPA. Those who are already within the process at that date are to remain administered via the paper-based system. Any SL undergoing resettlement prior to the activation date, who is subsequently reclassified as an ESL on or after the date of activation, will complete their resettlement administration using JPA.

4. 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, UIO and LM. The UBO and UIO complete their respective briefs and interview (and the SRA should the UIO refer the ESL onwards). The JPA version of the MOD1173A form is to be completed as appropriate. The UBO will complete Part 3, the UIO Part 4 and where the ESL is referred to the SRA, they will complete Part 5. The ESL's acknowledgement of the record and any consent regarding the Data Protection Act (DPA) is recorded in JPA and a copy of the entire 1173A printed and given to the ESL. If the SRA refers the ESL to the CTP for consultancy services, this will occur outside the JPA environment. In the event that an ESL is not able to access their JPA account the UIO (or SRA if referred) 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 ESL are to be administered using JPA, however, in the event of a failure of JPA, and for those who register prior to the go-live date, the paper-based form will remain as for the immediate future and will be reviewed for the next issue.

Paper-based Process.

6. MOD Form 1173A should be completed within the unit as follows:

a. Part 1 – Personal details:

- (1) Early Service Leaver completes personal details.
- (2) Unit Administrative Office checks details and signs to that effect, including Unit stamp.

b. Part 2 – Early Service Leaver completes Part 2 and the Unit Administration Office forwards MOD Form 1173A to the Unit Briefing Officer.

c. Part 3- Record of Mandatory Resettlement Brief – Unit Level:

- (1) A resettlement brief is to take place.
- (2) MOD Form 1173A is forwarded to the Unit Briefing Officer, who signs that a brief has taken place.
- (3) The Early Service Leaver countersigns that he has received a brief, the ESL Leaflet and the Consent for Release of Personal Contact Details to Specific Ex-Service Charities Form (Annex D).
- (4) MOD Form 1173A is forwarded to the Unit Interviewing Officer.

d. Part 4 – Record of Mandatory Resettlement Interview – Unit Level.

- (1) Those actions which are **not** part of the action plan are ruled through.
- (2) The Interviewing Officer signs that the interview has taken place and that the action plan has been agreed with the Early Service Leaver.
- (3) The Early Service Leaver countersigns.
- (4) For those referred to a SRA, MOD Form 1173A is forwarded to the SRA – by Fax if necessary, but followed up with the original. The SRA will record actions taken at Part 5, keep a copy for his/her own records, and return the original to the Unit Administrative Office for retention, informing the Unit Interviewing Officer of actions taken.
- (5) For those referred directly to a CTP consultant at the nearest RRC, the relevant section of Part 6 is signed and a copy of MOD Form 1173A is immediately forwarded to the RRC – by Fax if necessary, but backed up by hard copy. The original is forwarded to the Unit Administrative Office for retention and a copy sent to the SRA. The RRC consultant will sign the relevant section of Part 6 and inform the UIO of action taken.
- (6) In all other cases, MOD Form 1173A is forwarded to the Unit Administrative Office for retention and a copy sent to the SRA.

e. Part 5 – SRA completes.

f. Part 6 – SRA/Unit Interviewing Officer and CTP consultant completes.

Secure Transportation of Completed Fs 1173A.

7. SRAs are to ensure that copies of all MOD Form 1173As are submitted monthly to their Service Directors of Education (SDEs).
8. Completed 1173A are sensitive documents as they contain personal details of Service personnel. As such, they must be handled securely. Fs1173A from units are to be sent, appropriately packaged for the sensitivity of the contents, possibly through the single Service Command structures, as directed to SDEs by internal (MOD) mail and from SDEs to D Resettlement by internal mail. Fs1173A of any ESLs which are processed at RRCs are to be handled in the same manner as for Fs1173, notably transported from the RRCs to Right Management Ltd's Head Office by Registered Post and subsequently hand-delivered to D Resettlement.