

P-PERSONAL DATA (when completed).
MOD Form 1173 revision (03/10)

APPLICATION FOR RESETTLEMENT SERVICES

(This is an accountable document and is to be completed **once only** per individual Service Leaver. Complete in **BLOCK CAPITALS** and in accordance with JSP534 (TSRM))

Part 1 – PERSONAL DETAILS.

Attended CTW/1-to-1 on

RRC use only

Surname:		Forenames:		Title:	Date of Birth:			
Rank:	Service Number:	National Insurance Number		Service: RN <input type="checkbox"/> RM <input type="checkbox"/> Army <input type="checkbox"/> RAF <input type="checkbox"/>	Branch or Regt/Corps:			
Enlistment Date (A):	Discharge Date (Last day of Service) (B):	Time Served (A to B):	Driving Licence type:	Discharged from: Trained Strength <input type="checkbox"/> Untrained Strength <input type="checkbox"/>	Medical Discharge: Y <input type="checkbox"/> N <input type="checkbox"/> Provisionally <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:	Fax:	Tel:		Mobile No:				
e-mail:			e-mail:					
Civilian and Service Educational Qualifications:			Service Trade and Specialist Experience:					
Confirmation by the Unit (Not to be signed by the individual): I certify that the Service details given above are correct.								
Signed:				Unit Stamp:				
Name (Print):				<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>				
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):

- a. maintaining, updating and enhancing your records as held in the resettlement databases.
- b. 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:/...../.....

Now pass to the Service Resettlement Adviser (SRA) for completion of Parts 3 – 5.

Part 3 – ENTITLEMENT TO GRADUATED RESETTLEMENT TIME (GRT) AND THE CAREER TRANSITION PARTNERSHIP (CTP) (as applicable).

SL Name:	SL Service Number:
<p>The individual is entitled to working days of GRT.</p> <p><u>OR:</u> The individual is not entitled to GRT.</p> <p>Based on the information contained in Part 1, I certify the applicant is entitled to all or part of the CTP's services and that these have been discussed. The individual wishes to register for the following:</p>	
<p>CTP Full Resettlement Programme (FRP) at RRC <input type="checkbox"/></p> <p>CTP Employment Support Programme (ESP) Service at RRC..... <input type="checkbox"/></p> <p>The individual does not wish to register with the CTP* <input type="checkbox"/></p> <p style="text-align: center;">or</p> <p>wishes to register for ESP although entitled to FRP* <input type="checkbox"/></p> <p>* Please give reason (MOD Form 1173 to be sent to D Resettlement):</p>	<div style="border: 1px solid black; width: 100%; height: 100%; text-align: center; padding: 20px;"> SRA Stamp </div>
<p>Signed: _____ Name (Print): _____ Rank/Grade: _____</p>	

Part 4 – INTERVIEW BY SRA.

Choice of area to resettle in:	Choice of civilian occupation:					
Subjects to be included during the briefing (as applicable) – tick if discussed:						
Retention		Entitlement to Graduated Resettlement Time (GRT)		Career Transition Partnership (CTP) Resettlement Services (FRP and ESP)		Attendance on a Career Transition Workshops (CTW) or Options for the Future Workshop (OFW)
Access to Financial Aspects of Resettlement & Housing Briefings		Individual Resettlement Preparation (IRP)		Civilian Work Attachments (CWA) (including MOD Form 1746)		Internal & External Resettlement Training (including MOD Form 1746 for external training)
Allowances/Funding for Resettlement Activities/ MOD Forms 363 and 363T		Self Employment		Post Discharge Support including RFEA OA and other ex-Service Charities		Disabilities Advice and Medical Discharge Procedures (where appropriate)
Job Search		AFCS / War Pension Scheme as appropriate		CV		Interviews
Job Centre Facilities and Unemployment Benefits		Recruitment and Employment Agencies		Professional Bodies and Trade Unions		Further Education
<p>Additional Information for RRC (eg dates away on operations, exercise, leave etc/any specific requirements, preferred dates for CTW) and additional subjects included in the interview :</p> 						
Continuation Sheet Used: YES / NO						
<p>Service Leaver: I confirm that the above is an accurate summary of the interview with the SRA.</p> <p>Signature: _____</p> <p>Date: / /</p>				<p>SRA: I confirm that a copy of the completed form will be given to the individual.</p> <p>Signature: _____</p> <p>Date: / /</p>		

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SL Name:

SL Service Number:

CONTINUATION SHEET:

Additional Subjects Included in the Interview

Service Leaver: I confirm that the above is an accurate summary of the interview with the SRA.

Signature:

Date: / /

SRA: I confirm that a copy of the completed form will be given to the individual.

Signature:

Date: / /

Instructions for Completion of MOD Form 1173

1. Part 1 - Personal Details (RIS) - for all SL:

- a. SL completes personal details.
- b. RIS checks Service details and signs to that effect (including Unit stamp).
- c. RIS forwards MOD Form 1173 to SRA.
- d. For personnel who may be discharged medically, the provisional discharge date should be inserted in the 'Medical Discharge' box and the discharge date left blank.¹

2. Parts 2 - 4 (Completed, as appropriate by the SRA for all SL):

- a. SL signs Data Protection and Privacy at Part 2 (Part 2 Section 2 is optional).
- b. SRA determines entitlement to GRT and CTP resettlement services from 'Time Served' in Part 1.
- c. SRA briefs SL in accordance with Part 4 instructions, as appropriate to SL's entitlement and stated intentions.
- d. SL and SRA sign in the respective signature blocks at the end of Part 4.

3. SL Registering for CTP Resettlement Services (FRP or ESP): If the SL is entitled to, and wishes to register for, CTP resettlement services, the SRA is to forward the completed MOD Form 1173 to the CTP for use by the appropriate RRC, and forward a copy of the completed MOD Form 1173 to the SL's unit for retention with their MOD Form 1711, and is to give a copy of the completed MOD Form 1173 to the SL.

4. Entitled SL Electing not to Register for CTP Resettlement Services If an entitled SL does not wish to register for CTP resettlement services the SRA is to complete Part 3 stating the reason why the individual does not wish to register with the CTP. The SRA is to forward the completed MOD Form 1173 to SO2PM in D Resettlement. A copy of the completed MOD Form 1173 is to be forwarded to the SL's unit for retention with their MOD Form 1711, and a copy of the completed MOD Form 1173 is to be given to the SL.

5. SL not Entitled to Register for CTP Resettlement Services: If the SL is not entitled to register for CTP resettlement services, the SRA is to forward the completed MOD Form 1173 to the SL's unit for retention with their MOD Form 1711, and is to give a copy of the completed MOD Form 1173 to the SL.

Secure Transportation of Completed Fs1173.

6. Completed Fs1173 are sensitive documents as they contain personal details of Service personnel. As such, they must be handled securely. Fs1173 are to be transported from the RRCs to Right Management Ltd's Head Office by Registered Post and subsequently hand-delivered to D Resettlement.

¹ This detail should be checked by SRA.