

AUTHORITY TO ATTEND RESETTLEMENT ACTIVITIES

This Form is to be used for all resettlement activities where Service Leaver (SL) no longer has JPA access and only on the authority of the Service Resettlement Adviser (SRA)

Part 1 – Service Leavers Personal Details

Service No	Rank	Surname & Initials	Service
			RN/RM Army RAF
Unit & Location		Enlistment Date	Discharge Date
Personal Email Address		Mobile Number	

Part 2 – Resettlement Activities (Complete either 2a or 2b as required)

a. Non-Graduated Resettlement Time Activity

Resettlement Activity Description	Location of Activity	Start Date	End Date

b. Graduated Resettlement Time Activity

Resettlement Activity Type	Civilian Work Attachment (CWA) Training Individual Resettlement Preparation (IRP)		
Activity Title			
Name of Provider			
Location of Activity			
Start Date		End Date	

Course Cost	£	IRTC to be used	£
GRT to be used		No of Warrants	

Part 3 – Travel & Accommodation (to be completed as required for both GRT & Non-GRT absence request)

Travel Method		Accommodation to be used	
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Note: If travel and/or accommodation is required for any activity applied for above, it is the responsibility of the Service leaver to make the necessary arrangements in accordance with single-Service procedures.

Part 4

AUTHORITY TO ATTEND BY COMMANDING OFFICER OR DELEGATED OFFICER (Only required for JNCO & below)

Rank:		Signature:	
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SL to send form to 1711 CONTROLLER (SRA for RN, RIS for Army and REC for RAF)

Part 5

MOD FORM 1711 CONTROLLER (SRA for RN, RIS for Army and REC for RAF). (RIS/REC – Forward form to SRA for approval). I confirm that the service leaver has enough GRT, IRTC and Travel Warrants for the above activity/activities and they have been recorded on the SL's MOD Form 1711.
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Signature:	
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REC/RIS – Send completed form to SRA for approval.

Part 6

Service Resettlement Advisor (IERO for Army, RRO for RAF)
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Signature:	
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