

MOD Form 1173A - Early Service Leaver Record of Resettlement Interviews

Part 1 - PERSONAL DETAILS

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

Part 2 - DATA PROTECTION AND PRIVACY

The data provided by you and by the MOD will be kept both as an electronic record 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 provision 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 Forces.

Any personal data provided by you or by the MOD will only be used for the following purposes:

- a. maintaining, updating and enhancing your records as held in the resettlement database.
- b. this data will be shared with the contracted resettlement partner to provide the most effective and efficient resettlement advice for you and for analysis and statistical purposes.
- c. 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.

OFFICIAL-SENSITIVE-PERSONAL (when complete)

Part 3 - RECORD OF MANDATORY RESETTLEMENT BRIEF – UNIT LEVEL

<p>The Service Leaver has been briefed on the Career Transition Partnership (CTP) Future Horizons (FHP) provision for Early Service Leavers in sufficient detail to be able to make an informed decision about whether they wish to use the service or not. They have also been briefed that their details will be forwarded to the CTP and they may Opt-out of the CTP FHP ESL provision at any stage.</p>	
<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.</p> <p>Signed:</p> <p>Date:</p>

Part 4 - CTP FUTURE HORIZONS PROGRAMME REFERRAL

<p>To be signed by the Unit ELC Coordinator:</p> <p>This 1173A has been completed and transmitted to the applicable regional hub.</p> <p>Signed:</p> <p>Name (Print):</p> <p>Rank/Grade:</p> <p>Appointment:</p> <p>Date:</p>
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To access CTP Future Horizons, please email/fax this form to the applicable Regional Hub (tick ONE box only):

Hub	<input type="checkbox"/> Catterick	<input type="checkbox"/> Pirbright	<input type="checkbox"/> Plymouth
Email	FHCatterick@ctp.org.uk	FHPirbright@ctp.org.uk	FHPlymouth@ctp.org.uk
Phone	07794 656702	07975 944736	07794 656862
Central Fax	03333 074018		

OFFICIAL-SENSITIVE-PERSONAL (when complete)