

RECORD OF RESETTLEMENT PROVISION (Complete in **BLOCK CAPITALS** and in accordance with JSP534 (TSRESM))

PART 1

Surname & Initials:	Rank:	Service No:
Unit Address:	Discharge Type (delete as appropriate):	Discharge Date (last day of service):
	Normal / Medical / ESL	
Tel No:	Enlistment Date:	Terminal Leave Date:
SRA Details:	RRC Details:	PART 2 - ENTITLEMENT
Address:	Address:	GRT (Working Days):
Tel No:	Tel No:	Number of GRT Warrants:

PART 3

Dates Attended		Event	Location	GRT		IRTC		Warrants		SLC	
From	To			Used	Remains	Used	Remains	Used	Remains	Used	FY
		SRA Interview									
		CTW									
		FAR Briefing									
		Civilian Housing Briefing									
		Mandatory Document Check									
		9-Month Interview									

MOD Form 1711 Part 3 Continued

Dates Attended		Event	Location	GRT		IRTC		Warrants		SLC	
From	To			Used	Remains	Used	Remains	Used	Remains	Used	FY

TIMING OF RESETTLEMENT ACTIVITIES

#	WHEN	WHAT	WHO	HOW
(a)	(b)	(c)	(d)	(e)
1.	At 2 year point or on giving or receiving notice to leave.	Start resettlement process.	SL RIS	Open MOD Form 1711 . Complete Part 1 to MOD Form 1173 and send to SRA.
2.	As soon as possible after Serial 1 (ideally within 1 month but extendable at CO's discretion for operational reasons).	Attend Brief/Interview with SRA.	SL SRA	Complete Parts 2, 3 and 4 of MOD Form 1173 . Send original to RRC or to TESRR. Copy to unit (to be retained with MOD Form 1711), SRA and SL.
3.	If entitled to the CTP Full Resettlement Programme: As soon as convenient after SRA brief, but, for those able to register earlier, not more than 2 years before proposed exit.	SL books onto a CTW. Attend CTW and meet with CTP Consultant. Develop PRP. Identify resettlement activities.	RRC SL SRA	CTP Consultant signs Part 2 of MOD Form 363T , or SRA/CTP Consultant signs part 2 of MOD Form 363 to state that training and or Civilian Work Attachment, respectively has been discussed, and is appropriate to the SL resettlement requirements. SRA or Certifying Officer signs that SL has sufficient GRT. Unit authorises activity at Part 3. Copy sent to SRA. Unit retains completed MOD Form 363/363T with MOD Form 1711 .
	If entitled to the Employment Support Programme: Ideally within one month of submitting notice but at least 6 months before discharge.	Identify resettlement activities – RFEA/Financial & Civilian Housing briefs. 6 months before discharge - contact RRC or RFEA/OA for registration interview.	SL SRA	SL, SRA complete Parts 1 and 2 of MOD Form 363 . Unit authorises activity at Part 3. Copy sent to SRA. Unit retains completed MOD Form 363 with MOD Form 1711 .
4.	If entitled to the CTP Full Resettlement Programme: After Consultant advice and normally in last 9 months of service.	Book and attend training courses, and/or CWA (CWA up to 2 years before discharge) And/or complete IRP.	SL	Training booked using MOD Form 363T . Claim advance of 80% IRTC, 90% subsistence and 100% travel if appropriate. SL to contact RIS for CWA/External Training admin and claim of IRTC. CWA booked using MOD Form 363.
	If entitled to the Employment Support Programme: After SRA advice and normally in last 9 months of service.	Book and attend resettlement briefings and employment fairs.	SL RIS SRA	Claim advance 100% travel if appropriate. SL to contact RIS.
5.	At least 6 months prior to discharge.	Resettlement progress check.	RIS SL	Check and initial MOD Form 1711 .
6.	As required.	Further interviews with SRA or CTP consultant (if entitled).	SL SRA CTP/RRC (if entitled)	Booked by telephone or in writing.
7.	On completion of External Training (if eligible).	Claim balance due for IRTC (if entitled), T&S as appropriate.	SL SRA RIS	SL to contact RIS.