

OFFICIAL SENSITIVE PERSONAL (when completed)

**EARLY SERVICE LEAVERS – RECORD OF RESETTLEMENT INTERVIEWS****Part 1 – PERSONAL DETAILS.**

<b>Surname:</b>		<b>Forenames:</b>		<b>Rank:</b>	<b>Title:</b> Mr/ Mrs/ Miss/Ms/Other .....	<b>Date of Birth:</b>
<b>Service Number:</b>	<b>National Insurance Number:</b>	<b>Date of Enlistment:</b>	<b>Service:</b> (delete as appropriate)  RN / RM / Army / RAF		<b>Discharged from:</b> (Tick one)  Trained Strength <input type="checkbox"/>  Untrained Strength <input type="checkbox"/>	
<b>Current Work Address:</b>			<b>Post-Discharge Contact Address:</b> (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:			
<b>Confirmation by the Unit Administration Office</b>						
Signed:			Unit Stamp and Date:			
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 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 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 (unless you consent to sign section 2):

- a. Maintaining, updating and enhancing your records as held in the resettlement database
- b. To provide the most effective and efficient resettlement advice for you
- c. This data will be shared with the contracted resettlement partner. If you do NOT wish your data to be shared with the contracted resettlement partner please score this sub para c out. This will result in a loss of resettlement provision provided by the contracted resettlement partner.

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.

Signed: ..... (Service Leaver) Date: ...../...../.....

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**Part 3 – RECORD OF MANDATORY RESETTLEMENT BRIEF – UNIT LEVEL**

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 it is a mandatory requirement to make their choice to either Opt-in, or to Opt-out of the CTP FHP ESL provision.

<p><b>Confirmation by the Unit Briefing Officer</b></p> <p>Signed:</p> <p>Name (Print):</p> <p>Rank/Grade:</p> <p>Appointment:</p> <p>Date:</p>	<p><b>Service Leaver</b></p> <p>I confirm that I have been briefed on the above.</p> <p>Signed: _____ Date: _____</p>
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**Part 4 – CTP FUTURE HORIZONS PROGRAMME REFERRAL**

<p><b>To be signed by the Unit ELC Coordinator:</b></p> <p>The appropriate CTP FHP Opt-in/*Opt-out form has been completed and faxed to the applicable regional hub.</p> <p>* Delete as applicable</p> <p>Signed:</p> <p>Name (Print):</p> <p>Rank/Grade:</p> <p>Appointment:</p> <p>Date:</p>	<p><b>To be signed by the Early Service Leaver:</b></p> <p>The appropriate CTP FHP Opt-in/*Opt-out form has been completed by me.</p> <p>* Delete as applicable</p> <p>Signed: _____ Date: _____</p>
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## **INSTRUCTIONS FOR COMPLETION OF MOD FORM 1173A AND THE CTP FH OPT-IN / OPT-OUT FORM**

### **JPA PROCESS – FOR ALL TRAINED STRENGTH ESLs**

1. 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 the JPA portal.
2. All trained strength ESLs **MUST** be administrated for resettlement CTP FH by JPA.
3. 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, UEC (formerly termed the UIO)<sup>79</sup> and LM. The UBO and UEC complete their respective briefs and administrative actions.
4. The JPA version of the MOD1173A form is to be completed as appropriate. The UBO will complete Part 3, the UEC Part 4. The ESL's acknowledgement of the record is recorded in JPA and a copy of the entire 1173A printed and given to the ESL. In the event that an ESL is not able to access their JPA account the UEC 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 trained strength ESL are to be administered using JPA. However, in the event of a failure of JPA, the paper-based form will remain as a fall back option.
6. The JPA CTP FH Opt-in/Opt-out is then to be completed.

### **PAPER BASED PROCESS – FOR ALL UNTRAINED STRENGTH ESLs**

7. All untrained strength ESLs (Phase 1 and Phase 2 trainees) may continue to be administered via the existing manual forms (1173A and Opt-in/Opt-out).
8. MOD Form 1173A should be completed within the unit as follows:
  - a. **Part 1** – Personal details:
    - (1) ESL completes personal details.
    - (2) Unit Administrative Office checks details and signs to that effect, including Unit stamp.
  - b. **Part 2** – ESL completes Part 2 and the Unit Administration Office forwards MOD Form 1173A to the UBO.
  - c. **Part 3** - Record of Mandatory Resettlement Brief – Unit Level:
    - (1) A resettlement brief is to take place.

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<sup>79</sup> The former terminology was Unit Interviewing Officer (UIO). This term is no longer to be used.

(2) MOD Form 1173A is forwarded to the Unit Briefing Officer, who signs that a brief has taken place.

(3) The ESL countersigns that he has received a brief.

(4) MOD Form 1173A is forwarded to the UEC.

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e. **Part 4.** Both the UEC and the ESL complete this part to confirm that the mandatory Opt-in / Opt-out choice has been made and actions taken.

f. **CTP Future Horizons ESL Opt-in / Opt-out form** – The UEC is responsible for ensuring the mandatory requirement that the ESL completes one of these forms depending on the ESL's choice.

g. For **remote manual registration** - The UEC must then fax the completed form (either the Opt-in or the Opt-out form) to the appropriate FHP regional hub together with a copy of the MOD Form 1173A. The 1173A **only** accompanies the Opt-in form, it is **NOT** to accompany the Opt-out form.

h. For **onsite manual registration** with a CTP Future Horizons Assessor – The UEC must then hand the completed form (either the Opt-in or the Opt-out form) to the onsite FHP Assessor together with a copy of the MOD Form 1173A. The 1173A **only** accompanies the Opt-in form, it is **NOT** to accompany the Opt-out form.

## **SECURE TRANSPORTATION OF COMPLETED FS 1173A AND FHP OPT-IN/OPT-OUT FORMS**

9. Manually completed 1173A and CTP Future Horizons Opt-in / Opt-out forms 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 TESRR by internal mail.