

MOD FORM 1173A – EARLY SERVICE LEAVERS - 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: (delete as appropriate) RN / RM / Army / RAF		Discharged from: (Tick one)
National Insurance Number:				Trained Strength <input type="checkbox"/> Untrained Strength <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:	Mobile No:	Tel:	Mobile No:	
e-mail:		e-mail:		
Confirmation by the Unit Administration Office		Unit Stamp and Date:		
Signed:				
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:/...../.....

OFFICIAL SENSITIVE PERSONAL (when completed)

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.	
Confirmation by the Unit Briefing Officer	Service leaver
Signed:	I confirm that I have been briefed on the above.
Name (Print):	
Rank/Grade:	Signed:
Appointment:	Date:
Date:	

Part 4 – CTP FUTURE HORIZONS PROGRAMME REFERRAL

To be signed by the Unit Early SI Coordinator:	To be signed by the Early Service leaver:
The appropriate CTP FHP Opt-in/*Opt-out form has been completed and emailed/faxed to the applicable regional hub.	The appropriate CTP FHP Opt-in/*Opt-out form has been completed by me.
* Delete as applicable	* Delete as applicable
Signed:	Signed:
Name (Print):	Date:
Rank/Grade:	
Appointment:	
Date:	