OFFICIAL SENSITIVE PERSONAL (when completed)

APPLICATION FOR RESETTLEMENT SERVICES

(This is an accountable document and is to be completed once only per individual Service Leaver. Complete in **BLOCK CAPITALS** and in accordance with JSP534 (TSRESM))

Part 1 - PERSONAL DETAILS.

| ANNEX | M | TO | JSP | 534 | (09/1 | 7) |
|-------|---|----|-----|-----|-------|----|
| | | | | _ | | |

RRC use only

MOD Form 1173

| Attended CTW/1-to-1 on | | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Surname: | Surname: Forenames | | Forenames: | | Title: | Date of Birth: |
| Rank: | Service Number: | | National Insura | nce Number | Service: RN RM Army RAF | Branch or Regt/Corps: |
| Enlistment Date (A): | Discharge (Last day Service) | of | Time Served (A to B): | Driving Licence type: | Discharged from: Trained Strength Untrained Strength | Medical Discharge: Y N N Provisionally |
| Current Work | k Address: | | 1 | | l e Contact Address: (If where your mail will be | f not yet known, give a "care of" e forwarded.) |
| Post Code: | Post Code: | | Post Code: | | | |
| Tel: | | Fax: | | Tel: | | Mobile No: |
| e-mail: | e-mail: | | e-mail: | | | |
| Confirmatio | | | Qualifications: o be signed by t | | and Specialist Experience | ce details given above are |
| correct. | | | | | | |
| Signed: Name (Print) | : | | | | Unit Stamp: | |
| Rank/Grade: | | | | | | |
| Appointment | Appointment: | | | | | |
| Section 1. The onfidential and wi strictly regulated ical purposes or cersonal data prova. Maintair b. To provic. This dat resettlement resettlement | data provided ith the highest conditions in a other resettler ided by you on hing, updating ide the most e a will be share partner please partner. | I by you a standard accordance the purport by the Mand enhale and enhale the score the score the score the score and enterprise and enterpris | and by the MOD will als of security. Any ince with the provision oses and will be keep MOD will only be use ancing your records and efficient resettle the contracted resettle is sub para c out. T | nformation procession of the Data Prote pt for 6 years after yed for the following as as held in the resement advice for you lement partner. If you his will result in a least second of the process. | aper record and on a comed will be by means of a action Act 1998. This form you leave the Armed For purposes (unless you contile the Armed Edulary of the Ar | onsent to sign section 2): ata to be shared with the contracted ision provided by the contracted |
| ning below, you are consenting to the processing of your personal data for the purposes and by the means set out above. | | | | | | |
| • | | | | (Service Lea | , | |
| hey have left the | Services using confidence to D | g records | held by the Depart | tment for Work and | Pensions and records h | n employment of Service personnel neld by HM Revenue and Customs. Th details will not be visible at any time |

(Service Leaver)

Date:/.....

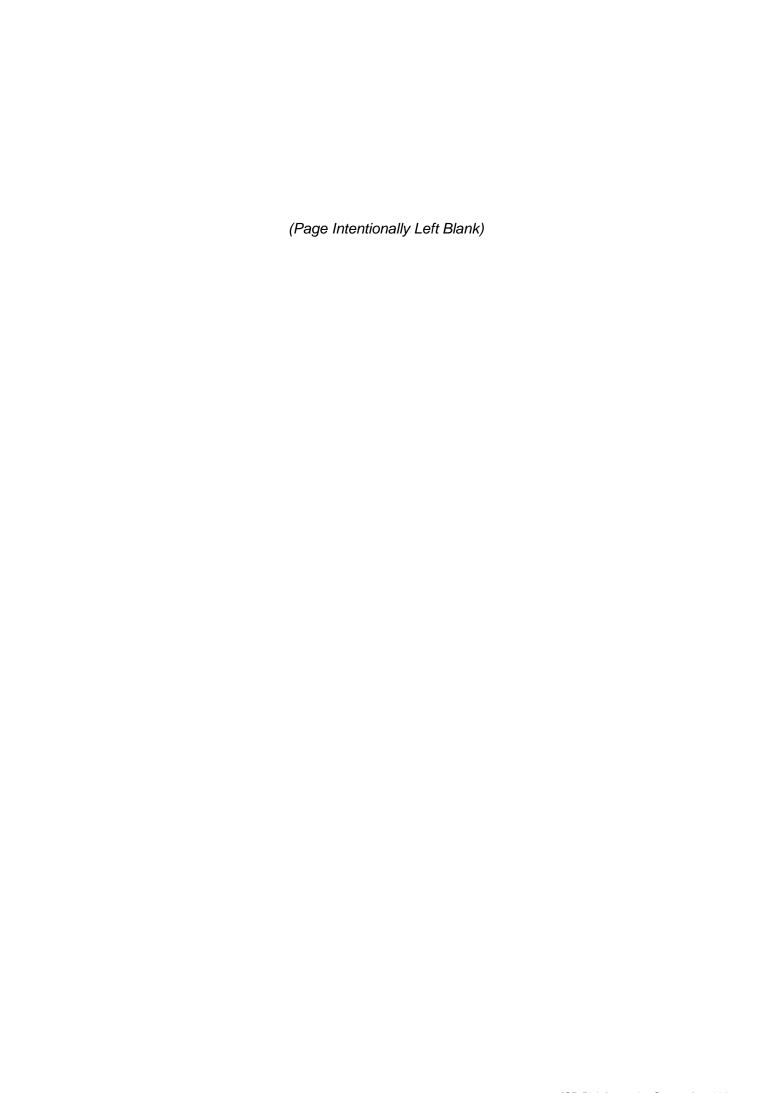
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Part 3 – ENTITLEMENT TO GRADUATED RESETTLEMENT TIME (GRT) AND THE CAREER TRANSITION PARTNERSHIP (CTP) (as applicable).

| The individual is entitled to | n working days of G | :PT | |
|------------------------------------------------------------------|----------------------------|------------------------------------------------------------------|---------------------------------------------------------------|
| | | uxi. | |
| OR: The individual is not e | ntitled to GRT. | | |
| Based on the information couthese have been discussed. | | the applicant is entitled to all or pregister for the following: | part of the CTP's services and the SRA Stamp |
| CTP Full Resettlement Pro | gramme (FRP) at RRC . | | |
| CTP Employment Support | Programme (ESP) Servi | ice at RRC | |
| The individual does not wi | sh to register with the C | TP* | |
| wishes to register for ESP | although entitled to FRI | P* | |
| * Please give reason (MOD | Form 1173 to be sent to | o TESRR): | |
| Signed: | Name | e (Print): | Rank/Grade: |
| INTERVIEW BY SRA. | | | |
| Choice of area to resettle in: | | Choice of civilian occupa | ation: |
| | | | |
| | | | |
| Subjects to be included du | iring the briefing (as app | olicable) - tick if discussed: | |
| Retention | Entitlement to | Career Transition | Attendance on a Career |
| | Graduated | Partnership (CTP) | Transition Workshop |
| | Resettlement Time (GRT) | Resettlement Services (FRP and ESP) | (CTW) |
| Access to Financial | Individual | Civilian Work | Internal & External |
| Aspects of | Resettlement | Attachments (CWA) | Resettlement Training |
| Resettlement & Civilian | Preparation (IRP) | (including MOD Form | (including MOD Form 1746 |
| Housing Briefings | 0.15 | 1746) | for external training) |
| Allowances/Funding for Resettlement Activities/ | Self Employment | Post Discharge Support including RFEA OA and | Disabilities Advice and Medical Discharge |
| MOD Forms 363 and | Self Marketing | other ex-Service | Procedures (where |
| 363T | och Warketing | Charities | appropriate) |
| Job Search | AFCS / War | CV | Interviews |
| | Pension Scheme | | |
| Jah Cantra Facilities | as appropriate | Drofessional Dadies | Custo on Education |
| Job Centre Facilities and Unemployment | Recruitment and Employment | Professional Bodies and Trade Unions | Further Education |
| Benefits | Agencies | and riddo official | |
| Additional Information for | RRC (eg dates away on c | pperations, exercise, leave etc/an | y specific requirements, prefer |
| dates for CTW) and addition | nal subjects included in | the interview : | |
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| | | | |
| | | | Continuation Sheet Used: VE |
| Service Leaver: I confirm th | at the above is an accura | te SRA: I confirm that a | Continuation Sheet Used: YES |
| Service Leaver: I confirm th summary of the interview wit | | te SRA: I confirm that a given to the individual | Continuation Sheet Used: YES copy of the completed form will. |
| summary of the interview wit | | given to the individual | copy of the completed form wil |
| | | | copy of the completed form w |

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| SL Name: | SL Service Number: |
|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| CONTINUATION SHEET: | , |
| Additional Subjects Included in the Interview | |
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| Service Leaver: I confirm that the above is an accurate summary of the interview with the SRA. | SRA: I confirm that a copy of the completed form will be given to the individual. |
| | |
| Signature: | Signature: |
| Date: / / | Date: / / |



Instructions for Completion of MOD Form 1173

- 1. Part 1 Personal Details (RIS) for all SL:
 - a. SL completes personal details.
 - b. RIS checks Service details and signs to that effect (including Unit stamp).
 - c. RIS forwards MOD Form 1173 to SRA.
 - d. For personnel who may be discharged medically, the provisional discharge date should be inserted in the 'Medical Discharge' box and the discharge date left blank.⁸⁰
- 2. Parts 2 4 (Completed, as appropriate by the SRA for all SL):
 - a. SL signs Data Protection and Privacy at Part 2 (Part 2 Section 2 is optional).
 - b. SRA determines entitlement to GRT and CTP resettlement services from 'Time Served' in Part 1.
 - c. SRA briefs SL in accordance with Part 4 instructions, as appropriate to SL's entitlement and stated intentions.
 - d. SL and SRA sign in the respective signature blocks at the end of Part 4.
- 3. **SL Registering for CTP Resettlement Services (FRP or ESP)**: If the SL is entitled to, and wishes to register for, CTP resettlement services, the SRA is to forward the completed MOD Form 1173 to the CTP for use by the appropriate RRC, and forward a copy of the completed MOD Form 1173 to the SL's unit for retention with their MOD Form 1711, and is to give a copy of the completed MOD Form 1173 to the SL.
- 4. **Entitled SL Electing not to Register for CTP Resettlement Services** If an entitled SL does not wish to register for CTP resettlement services the SRA is to complete Part 3 stating the reason why the individual does not wish to register with the CTP. The SRA is to forward the completed MOD Form 1173 to SO2PM in TESRR. A copy of the completed MOD Form 1173 is to be forwarded to the SL's unit for retention with their MOD Form 1711, and a copy of the completed MOD Form 1173 is to be given to the SL.
- 5. **SL** not Entitled to Register for CTP Resettlement Services: If the SL is not entitled to register for CTP resettlement services, the SRA is to forward the completed MOD Form 1173 to the SL's unit for retention with their MOD Form 1711, and is to give a copy of the completed MOD Form 1173 to the SL.

Secure Transportation of Completed Fs1173.

6. Completed Fs1173 are sensitive documents as they contain personal details of Service personnel. As such, they must be handled securely. Fs1173 are to be transported from the RRCs to Right Management Limited's Head Office by Registered Post and subsequently hand-delivered to TESRR.

 $^{^{\}rm 80}$ This detail should be checked by SRA.