

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.

RRC use only

Attended CTW/1-to-1 on

Surname:		Forenames:		Title:	Date of Birth:
Rank:	Service Number:	National Insurance Number		Service: RN <input type="checkbox"/> RM <input type="checkbox"/> Army <input type="checkbox"/> RAF <input type="checkbox"/>	Branch or Regt/Corps:
Enlistment Date (A):	Discharge Date (Last day of Service) (B):	Time Served (A to B):	Driving Licence type:	Discharged from: Trained Strength <input type="checkbox"/> Untrained Strength <input type="checkbox"/>	Medical Discharge: Y <input type="checkbox"/> N <input type="checkbox"/> Provisionally <input type="checkbox"/>
Current Work Address: Post Code:			Post-Discharge Contact Address: (If not yet known, give a "care of" address from where your mail will be forwarded.) Post Code:		
Tel:		Fax:		Tel:	
e-mail:		e-mail:			
Civilian and Service Educational Qualifications:			Service Trade and Specialist Experience:		
<p>Confirmation by the Unit (Not to be signed by the individual): I certify that the Service details given above are correct.</p> <p>Signed: _____ Unit Stamp: </p> <p>Name (Print): _____</p> <p>Rank/Grade: _____</p> <p>Appointment: _____</p>					

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:/...../.....

Now pass to the Service Resettlement Adviser (SRA) for completion of Parts 3 – 5.

OFFICIAL SENSITIVE PERSONAL (when completed)

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

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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.

⁸⁰ This detail should be checked by SRA.