

OFFICIAL SENSITIVE PERSONAL
(when completed)

MOD Form 1173 (02/24)

APPLICATION FOR RESETTLEMENT SERVICES

This is an accountable document and is to be completed **once only** per individual Service Leaver only if this process cannot be completed via JPA. **Complete and sign electronically.** If completed in hard copy use black ink and scan and send by e-mail or fax to authorised recipients.

Part 1 – PERSONAL DETAILS

RRC use only

Surname:		Forenames:		Title:	Date of Birth:
Rank:		Service Number:		Service: RN RM Army RAF	Branch or Regt/Corps:
Enlistment Date (A):	Discharge Date (Last day of Service) (B):	Time Served (A to B):	Engagement type: Regular FTRS Other	Discharged from: Trained Strength Untrained Strength	Medical Discharge: Y N Provisionally
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:			Tel (mobile preferred):		
e-mail:			e-mail:		
Details of any breaks in Service including dates from and to (if applicable):					
Confirmation by the Unit (Not to be signed by the individual): I certify that the Service details given above are correct.					
Signed:				Unit Stamp:	
Name (Print):					
Rank/Grade:					
Appointment:					

Part 2 - DATA PROTECTION AND PRIVACY

The data provided by you and by the MOD will be kept both as an electronic record 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:

- a. maintaining, updating and enhancing your records as held in the resettlement database.
- b. this data will be shared with the contracted resettlement partner to provide the most effective and efficient resettlement advice for you and for analysis and statistical purposes.
- c. 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.

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

<p>The individual is entitled to working days of GRT.</p> <p>Based on the information contained in Part 1, I certify the applicant is entitled to all or part of the CTP's services and that these have been briefed. The individual will be registered for one of the following CTP programmes (the individual has been informed they may opt-out of CTP services by contacting the CTP post registration):</p> <p>CTP Core Resettlement Programme (CRP) at RRC CTP Employment Support Programme (ESP) at RRC</p>

RECORD OF RESETTLEMENT ADVISORY BRIEF

<p>The Service Leaver has been briefed on the Career Transition Partnership (CTP) programme that they are entitled to and the corresponding amount of resettlement allowances they are entitled to draw upon in accordance with JSP 534. They have also been briefed that their details will be forwarded to the CTP and they may opt-out by directly contacting the CTP after they have been initially registered any stage.</p>	
<p>Confirmation by the SRA</p> <p>Signed:</p> <p>Name (Print):</p> <p>Rank/Grade:</p> <p>Appointment:</p> <p>Date:</p>	<p>Service Leaver</p> <p>I confirm that I have been briefed on the above.</p> <p>Signed:</p> <p>Date:</p>

ADDITIONAL INFORMATION (OPTIONAL)

Information below, to be completed by the Service Leaver, will help resettlement staff and the CTP partner with tailoring resettlement support and advice and guidance.

Choice of area to resettle in:	Choice of civilian occupation:
Highest Civilian and Service Educational Qualifications:	Service Trade and Specialist Experience:
<p>Additional Information for RRC (eg dates away on operations, exercise, leave etc/any specific requirements, preferred dates for CTW) and additional subjects included in the interview:</p>	

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Part 4 - Record of Follow up interview by SRA (if requested by Service Leaver after the RAB)

Subjects discussed in the Interview							
Retention		Entitlement to Graduated Resettlement Time (GRT)		Career Transition Partnership (CTP) Resettlement Services (CRP and ESP)		Attendance on a Career Transition Workshops (CTW) or Options for the Future Workshop (OFW)	
Access to Financial Aspects of Resettlement & Housing Briefings		Individual Resettlement Preparation (IRP)		Civilian Work Attachments (CWA) (including MOD Form 1746)		Internal & External Resettlement Training (including MOD Form 1746 for external training)	
Allowances/Funding for Resettlement Activities/ MOD Forms 363 and 363T		Self Employment		Post Discharge Support including RFEA OA and other ex-Service Charities		Disabilities Advice and Medical Discharge Procedures (where appropriate)	
		Self Marketing					
Job Search		AFCS / War Pension Scheme as appropriate		CV		Interviews	
Job Centre Facilities and Unemployment Benefits		Recruitment and Employment Agencies		Professional Bodies and Trade Unions		Further Education	
Summary of discussion							
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:			

Guidance Notes for Completion of non-JPA MOD Form 1173

This form is only to be used if the JPA process cannot be accessed.

1. Part 1 - Personal Details:

- a. SL completes personal details.
- b. RIS/REC/SRA checks Service details and signs to that effect (including Unit stamp if hard copy).
- c. RIS/REC forwards MOD Form 1173 to SRA if not already completed by SRA.
- a. 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.

2. Parts 2 - 4 (Completed, as appropriate by the SRA and SL):

- a. SRA determines entitlement to GRT and CTP resettlement programme.
- b. SRA briefs SL in accordance with Part 3 instructions, as appropriate to SL entitlement. SRA and SL to sign confirming brief has taken place.
- c. SL and SRA sign in the respective signature blocks at the end of Part 4 if record of interview is used.

3. Follow up action on completion of non-JPA F1173:

The completed F1173 can be used by the SRA to complete 1173 action by-proxy on JPA on behalf of the SL. If this is not possible, the SRA can forward the completed MOD Form 1173 to the CTP by e-mail or fax (hard copy forms will not be accepted) at the earliest opportunity so that the SL can be registered in a timely manner. A copy of the 1173 is to be forwarded to the SL and their Unit staff for record.

4. Secure Transfer and storage of Completed F1173

Completed F1173 are sensitive documents as they contain personal details of Service personnel. As such, they must be handled securely and in accordance with sS Data Protection procedures. F1173 are to be transferred electronically and handled in the same, confidential manner by CTP staff.