

ANNEX F

RESETTLEMENT PROVISION

1. All personnel selected for redundancy are eligible to make use of the full facilities of the Tri-Service Resettlement Service in accordance with JSP 534 para 0701. This comprehensive service comprises:

a. 1st Line. The provision of 1st Line resettlement support is the responsibility of the unit/establishment Commanding Officer (CO) and the personnel who perform this function on the CO's behalf are:

(1)RN. Education and Resettlement Officers (ERO) in all units and establishments.

(2)Army. Unit Resettlement Officers (URO) and Unit Resettlement Clerks (URC).

(3)RAF. Resettlement and Education Co-ordinators (REC) on stations.

b. 2nd Line. The principal task of 2nd Line is to provide advice and guidance on the resettlement package that will best suit the individual Service Leaver (SL). The personnel who perform this function are known generically as Service Resettlement Advisors (SRAs) and are as follows:

(1)RN. Naval Resettlement Information Officers (NRIO), normally located at Base Learning Centres, are accountable through Base Higher Authority and are under the functional authority of DACOS (TA) in FLEET. For medical discharges the RN has a single 2nd Line point of contact referred to as NRIO (Medical) based in the Institute of Naval Medicine, Gosport.

(2)Army. Individual Education and Resettlement Officers (IERO) and AGC(ETS) Officers are located at Army Education Centres (AEC) and Theatre Education Centres (TEC). AGC(ETS) Officers may deliver 2nd Line resettlement advice when deployed on operations and occasionally when IERO are unavailable. IERO and AGC(ETS) Officers are under the command of the OC ETS and operate under the Divisional Commander Educational and Training Services (ETS) to the functional authority of HQ DETS(A).

(3)RAF. Each Regional Resettlement Adviser (RRA) is allocated a group of RAF stations to visit on a regular programmed basis. They are accountable to the local chain of command and are under the functional authority of DACOS Trg Plans through the SO1 Resettlement (RAF).

c. 3rd Line. The Career Transition Partnership (CTP) provides tri-Service resettlement briefings, training courses, job finding and individual counselling, focussing on coaching, CV preparation, analysis of transferable competencies and conversion and skills enhancement training and information service. The Regular Forces Employment Association (RFEA) and Officers' Association (OA) provide a job finding service for eligible personnel.

2. Personnel qualify for the Graduated Resettlement Time (GRT) for which they would have been eligible had they completed the commission/engagement on which they were

serving when they were made redundant. GRT can be used for MOD provided/sponsored training courses, non-MOD provided external training courses or civilian work attachments or resettlement activities (called Individual Resettlement Preparation) such as a job or house hunting, or a combination of all these. Funding towards the cost of resettlement training courses is available up to £534 in the form of an Individual Resettlement Training Costs (IRTC) grant. The value of the IRTC grant is abated by 5% (£26.70) for each day spent on a MOD provided course. Therefore, up to 4 weeks of training can be provided free of any cost to the individual on a MOD provided course.

Resettlement Advice

3. All personnel being made redundant are strongly recommended to seek the advice of the tri-Service Resettlement Service before making any major decision regarding their future employment. Spouses/Civil Partners should also attend the interview wherever possible.

4. This advice will aim to:

- a. Review an individual's experience, training and qualifications and future financial and domestic circumstances.
- b. Guide individuals on other appropriate sources of advice and, in particular, indicate which Tri-Service briefings would be of value.
- c. Suggest possible employment areas.
- d. Advise, where applicable, on appropriate pre-release and post-release vocational training for employment.
- e. Advise on job search techniques, including networking and CV writing.
- f. Discuss other individual factors, such as housing and the education of children.

Applications for Resettlement

5. Initial Applications. All Naval Service personnel selected for redundancy will have their Projected Termination Date amended within JPA by the Fleet Redundancy Cell (FRC) This will trigger an automatic JPA Resettlement Notification Workflow to the individual advising the individual to review their resettlement-related details and to arrange a mandatory interview with their local SRA at the earliest opportunity. Personnel will be able to access further resettlement support and benefits, including the services of the Career Transition Partnership (CTP), following completion of this mandatory interview and the follow-up JPA actions required. It is imperative that personnel routinely check their JPA workflow and act on it soonest in order to access their resettlement support in a timely manner.

Final Resettlement Interviews

6. Despite the possibility of a relatively short time between the mandatory initial interview with the 2nd Line SRA and the retirement/discharge date, all SP should consider arranging additional Resettlement Interviews with the SRA, in order to follow up resettlement actions that underpin the completion of their Personal Resettlement Plan. It

is the responsibility of the SP to book additional interviews, as required, with their respective SRA, should they wish to avail themselves of this facility.

Briefings and Pre-Release Training

7. All personnel selected for redundancy are eligible for the full CTP service in accordance with entitlements detailed in The Tri-Service Resettlement Manual (JSP 534). In particular, individuals are recommended to attend the CTP Career Transition Workshop, which is specifically designed to help personnel analyse their marketable skills, the job market place and improve their job application skills.

8. Further information on pre-release and post-release training can be obtained from 2nd Line SRAs. The Jobcentreplus and Benefits offices establishments also hold information about post release training for which redundees may be eligible.

Allowances during Resettlement

9. The regulations for all resettlement entitlements are set out in JSP 534. In most circumstances travel and subsistence within the UK may be authorised. However, travel from an overseas duty station or deployed unit to undertake specific resettlement briefings and activity in the UK is not permitted.

Housing

10. Those personnel who do not own their own home are encouraged to make accommodation arrangements at the earliest opportunity. Initial housing advice can be found from the following sources:

- a. Communities and Local Government on the web at www.communities.gov.uk
- b. Local Authorities
- c. Housing Associations
- d. Annington Homes (Sale of surplus SFA)
- e. Estate agents
- f. Mortgage advisers or brokers
- g. Service Insurance and Investment Advisory Panel (SIAP) via unit/establishment HR admin staff.

11. Further information can be obtained from the Joint Service Housing Advice Office (JSHAO) at Building 183, Trenchard Lines, Upavon, Pewsey, Wilts, SN9 6BE. Tel: 94344 5520. The JSHAO provide regular "Housing – The Options" briefings throughout the UK, Germany, Cyprus and Gibraltar. Further information on future dates, timings and how to attend are available from 2nd Line SRAs or can be found on the web at www.CTP.org.uk

12. SP serving overseas who require Service Accommodation in the UK prior to being discharged should apply in accordance with para 70 of this document.

Financial Advice

13. A programme of financial briefings (Financial Aspects of Resettlement (FAR)) are provided regularly throughout the UK, Germany and Cyprus for SL and their spouses. In addition to general financial advice from a professional Financial Adviser and information on the Forces Pension Schemes from the Forces Pension Society, it will be possible to arrange for a session of individual one-to-one financial advice at your home or an office (there may be a charge for this follow-up session). Further information on future dates, timings and how to attend are available from 2nd Line SRAs or can be found on the web at www.CTP.org.uk.

14. The White Ensign Association (WEA) provide a series of tailored briefings at no cost for those affected by redundancy details of which will be available on the WEA website at www.whiteensign.co.uk

Employment Training

15. The CTP Resettlement Training Centre (RTC) Aldershot offers around 40 job-related courses. These MOD provided in-house courses cover a wide range of subjects, from management training in various employment fields, through to IT, trade skills, police, prison service and security. Many courses result in recognised qualifications whilst others can lead to employment with companies who have established close links with the RTC. Some of these courses are also delivered at Regional Resettlement Centres (RRCs) of which 9 are regionally based around the UK and one in Germany.

16. The take up of employment training through MOD in-house courses is not mandatory. Redundees who do not choose the MOD provided route (via the RTC or RRCs) may opt to make use of the Individual Resettlement Training Costs (IRTC) grant which is available to use in aid of civilian (external) training courses, evening classes or modules of longer term courses. Further information regarding the IRTC grant is available from 2nd Line SRAs. Some courses may attract Enhanced Learning Credits (ELC) funding but individuals must seek advice in advance to check qualification criteria (consult 2nd Line SRAs and via the web at www.enhancedlearningcredits.co.uk)

17. The CTP operates a nationwide job finding service, which is also available on-line (RightJob). All eligible personnel may register prior to discharge and remain on the register for up to 2 years after discharge. Eligible personnel will be allocated a code to enable them to gain access to RightJob.

18. In addition, the services of the Regular Forces Employment Association (RFEA), Officers' Association (OA) and of the Jobcentreplus and Benefits Offices are available free of charge to individuals seeking employment.

19. All the above aspects of resettlement are covered in great depth in 2nd Line and 3rd Line Resettlement Interviews.