

## Naval Service Redundancy Programme: Tranche 2

January 2012

This document tells you where the MOD is looking to make reductions in manpower through redundancy and gives the maximum size of those reductions. The Selection Boards will decide who, from the groups (known as redundancy fields) published in this document, will be made redundant – you can let them know that you would like to be made redundant by applying to be considered. If on 12 Jun 12 you are already on, or are preparing for shore based operations<sup>1</sup> for which you will be in receipt of the Operational Allowance (for the vast majority of you this will mean Afghanistan), you will not be made redundant unless you are an applicant.

### Introduction

1. The Strategic Defence and Security Review outlined a requirement to restructure the Naval Service and reduce to a strength of 30,000 by 31 Mar 15. The measures required to achieve this reduction, in addition to normal manning controls and natural wastage, include a redundancy programme. The Army and RAF are undertaking similar programmes within the overall Armed Forces Redundancy Programme, with minor adaptations taking into account the differing needs and terms of service.

2. Eligible personnel (who fall within the redundancy fields) will be invited to apply to be considered for compulsory redundancy. As a guiding principle, applicants will normally be selected before non-applicants are considered but, to ensure the long-term balance and structure of the Service, it may be necessary to reject some applicants and select non-applicants. Personnel should note that they have no right to be made redundant and that redundancy is only used where it is in the best interests of the Service.

3. The Navy Board reaffirms its determination to deal with the reduction in numbers in a way which is fair both to those who have to leave the Service and to those who remain.

### Aim

4. This document, which builds on and takes priority over 2010DIN01-187 (Regular Armed Forces Redundancy Programme) dated Oct 10, aims to inform all Naval Service personnel and the Chain of Command of the details of Tranche 2 of the redundancy programme, for personnel up to and including the rank of OF6 (Cdre/Brig). Those personnel made redundant in Tranche 1 will be governed by the policy laid out in 2011DIN01-100 dated Apr 11. 2011DIN01-016 (excluded cadres) remains extant.

### Terminology

5. Personnel should familiarise themselves with the terminology and definitions in the table below prior to reading the remainder of this document.

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<sup>1</sup> See para 11c for definition of shore based operations.

Ser	Redundancy Term	Definition
(a)	(b)	(c)
	Applicant	An individual who has elected to apply to be considered for compulsory redundancy.
	Non-applicant	An individual who has not elected to apply to be considered but is selected for compulsory redundancy.
	Tranche	A phase of redundancy.
	Candidate	An individual within a cohort in a given Redundancy Field.
	Cohort	All those candidates within a given Redundancy Field.
	Redundancy Yield	The number of candidates that is required to be made redundant within a given cohort.
	Redundancy Field Criteria	The high level criteria applied to the Naval Service to outline the population to be made redundant based on the next 10 years' demand.
	Exclusion Criteria	Those criteria which will result in an individual being excluded from consideration and/or selection for redundancy.
	Redundancy Selection Criteria	Those criteria applied to a Redundancy Field to identify the people who will be considered by a Redundancy Selection Board.
	Substantive Rank	The Substantive Rank as at 01 Jan 12. Where a person holds AHR the rank to be used will be their Substantive Rank.
	Branch, Main Trade, Sub-branch/Cap badge <sup>2</sup> .	As held in JPA on 01 Jan 12.
	Length of Service (LoS)	The difference between 01 Jan 12 and the date that person joined the respective Officer or Rating cadre. Information will be taken from the date joined field in JPA. For Officers who were previously Ratings / Other Ranks (SUY/UY/SCC(RM)) date joined will relate to the date that the person joined BRNC/CTCRM
	Time in rank	The difference between 01 Jan 12 and the Seniority date recorded in JPA. Seniority is normally <sup>3</sup> the date that substantive rank is achieved and does not include any acting higher rank time.
	Time left to serve	The difference between 01 Jan 12 and individual's Engagement Expiry Date (EED) as shown in JPA.
	Engagement Expiry Date (EED)	The date on which an individual's current engagement expires.
	Commission Type	Officers only - As held in JPA on 01 Jan 12.
	Engagement Type	Ratings only - As held in JPA on 01 Jan 12.
	Appellant	An individual who makes an appeal.

<sup>2</sup> Commonly referred to as Specialisation (spec).

<sup>3</sup> Except where pre-existing regulations in BR3 provide otherwise.

## Scope

6. The redundancy programme is scheduled to run until 31 Mar 14. This document covers the Naval Service redundancy programme for the second Tranche (T2) only. Current permanent assignment location will not be a factor in selection. The arrangements outlined in this document are applicable to all Regular Naval Service personnel including both trained and untrained personnel up to and including the rank of OF6 (Cdre/Brig). The document covers eligibility, the process, compensation/entitlements and resettlement. A separate document was published for Tranche 1(2011DIN01-100).

## Redundancy Timetable

7. Key dates for T2 are as follows:

DATE	EVENT
28 Feb 12	Closure date for applications for redundancy
Mar 12	Selection Boards consider applicants and non-applicants T2
12 Jun 12	Notification date. Personnel selected for redundancy in T2 to be notified
11 Dec 12	Applicants selected for redundancy in T2 to have left the Service
11 Jun 13	Non-applicants selected for redundancy in T2 to have left the Service

Firm timetables for subsequent tranches, if required, together with details of those eligible for selection for redundancy, will be published in due course.

## General Eligibility Criteria for Redundancy

8. **Redundancy Fields.** For the purposes of eligibility, personnel are broken down into redundancy fields by Substantive Rank, Branch, Main Trade, Specialisation, Time left to Serve, Length of Service and Commission/Engagement type as at 01 Jan 12. Individuals may apply and therefore express their wish to leave the Naval Service on redundancy terms provided they fall within the eligibility criteria. Those who apply are known as applicants. Those selected who did not apply are known as non-applicants. The specific redundancy fields for T2 are at Annex A. Personnel not included in the redundancy fields at Annex A are not eligible to apply for redundancy T2.

9. The redundancy fields have been set suitably wide so that, as the future shape of the Department emerges from Defence Transformation activities in the next few months, the greatest use can be made of T2 and, in turn the number of cadres that can be excluded from future redundancy following this tranche can be maximised. Consequently, Redundancy Yield numbers might be significantly lower than the Maximum Numbers Required detailed in Annex A.

**10. Personnel on Operations.** Naval Service personnel who are serving at sea in operational units will be included in the consideration for redundancy. The flexibility and operational agility of Units at sea – with the possibility of redeployment and re-employment in areas of differing operational demands and risks – means that it is not possible to accurately differentiate one Unit from another. However, the caveat at paragraph **11d** below should be noted. Consideration of personnel engaged in shore-based operations is addressed at paragraph **11c** below.

**11. Exclusion Criteria.** In addition to those personnel not in a redundancy field, those who meet the criteria below will also be excluded from T2:

a. Engagement Expiry Date within the SDSR drawdown period. Personnel who have an Engagement Expiry Date (EED) before and including 01 Apr 15 will be excluded from redundancy. This includes:

(1) Request for Early Termination (ET). Personnel who have submitted their ET application, and had it accepted in JPA by the Career Manager before 17 Jan 12, will not be permitted to apply for redundancy.

(2) Personnel who are notified to leave the Service between 17 Jan 12 and 12 Jun 12 notification date.

(i) Personnel who have submitted their ET application, and had it accepted in JPA by the Career Manager between 17 Jan 12 and 12 Jun 12, will be excluded from redundancy whether they are an applicant or not. Personnel in this category will not be able to withdraw their ET request.

(ii) Personnel who are notified of a Medical Discharge by the Naval Service Medical Employability Board (NSMEB) that sits between 17 Jan 12 and 12 Jun 12 will be excluded from the redundancy programme and will leave under the medical discharge route whether they are an applicant or not.

b. Those personnel who are currently or subsequently assigned to HASLER Company<sup>4</sup> as patients will be excluded from redundancy whether they are an applicant or not.

**c. Shore based Operations.** For the purposes of the Naval Service redundancy boarding and selection process the following will apply:

(1) With the exception of applicants, personnel will not be considered for redundancy if, on 12 Jun 12, they:

are deployed to,

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<sup>4</sup> BR3 Chapter 33 Annex 33A. The Naval Service has experienced a significant increase in the number of personnel who have sustained serious injuries or wounds through current operations which have the potential to be 'service limiting'. Recognising this and the need to ensure sufficient and appropriate specialist medical and welfare provision and support is available to those with such severe injuries, the Naval Service has developed and established HASLER Company in HMNB Devonport, which specifically manages and co-ordinates the needs of the seriously injured and prepares them for return to military duties or discharge from the service according to their circumstances.

or

have received an assignment order to or are serving in a formed unit that is directed to deploy to,

or

are serving in a position that is to deploy for a period of 90 days or more, as part of an agreed roulement plan, within the succeeding 6 months to,

or

are on Post-Operational Leave (POL) following deployment to,

a **shore based** position, in a capacity that attracts an entitlement to payment of the Operational Allowance Package.

(2) By 20 Feb 12, Augmentation, Crisis Manpower & Planning Cell (ACMP) in liaison with Career Managers and formed units as required are to provide a list to the Fleet Redundancy Cell (FRC) that details those personnel who fall into any of the exclusion categories detailed at sub-para (1) above.

(3) Applicants who are selected for redundancy will be required to fulfil their Shore Based operational commitment. Their Notice Period will commence following their Post Operational Leave (POL).

d. **Sea Based Operational Allowance (OA) Earning Operations.** The recent OP Ellamy, in support of the UN-sanctioned, and NATO-controlled, no-fly zone over Libya has graphically illustrated the dynamic nature of conflict. In addition to exclusions detailed in paragraph c above, there may be other Naval Service personnel who, on 12 Jun 12 when the redundancy notices are issued, should be excluded as they are engaged in sea based conflict. Those identified will not be selected for redundancy, unless they are applicants. Further details will be promulgated at a later date if appropriate.

e. Those personnel who were excluded from the whole redundancy programme as detailed in 2011DIN01-016 dated Jan 11.

**12. Other Exclusion Criteria.** In order to protect promotion flow and transfer to a longer commission or Extended Career (EC), the following will apply:

a. **Selected for Promotion.**

(1) Non-applicants who, on 01 Jan 12 have been selected for substantive promotion<sup>5</sup> to the next rank/rate, but who have not yet been substantively promoted, will be excluded from consideration for redundancy at both the lower and higher rank.

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<sup>5</sup> This also applies to those Ratings or Other Ranks who have been selected for SUY by signal from the relevant SUY FSB.

(2) Applicants who, on 01 Jan 12 have been selected for substantive promotion to the next rank/rate but who have not been substantively promoted may apply for redundancy at their substantive rank/rate if it forms part of a redundancy field.

**b. Selected for Commission Transfer or new EC.**

(1) Non-applicants who, on 01 Jan 12 have been selected for and have accepted a Commission Transfer or Extended Career, but who have not yet been transferred/extended will be excluded from consideration for redundancy at both the longer and shorter engagement.

(2) Applicants who, on 01 Jan 12 have been selected for and have accepted a Commission Transfer or Extended Career, but who have not yet been transferred/extended may apply for redundancy at their current engagement/commission if it forms part of a redundancy field.

c. Applicants who meet the criteria in sub-para a(2) or b(2) and who are subsequently notified of redundancy will be promoted, transferred or extended on their due date provided this is on or before their Exit date.

**13. Inclusions.** The following factors will not exclude personnel from consideration for redundancy:

a. **Discipline.** Personnel who are the subject of disciplinary or administrative procedures that have not yet completed remain eligible for selection for redundancy. Individuals in this category who are selected for redundancy but who subsequently retire or resign, or are discharged or dismissed from Her Majesty's Service for disciplinary or administrative reasons prior to exit on redundancy, will not be eligible for redundancy benefits. For those selected for redundancy, departure from the Service **will not** be deferred to allow disciplinary or administrative action to conclude, although for a period of up to 6 months after departure (longer where exceptional provisions are made) individuals may still be prosecuted by Court Martial. Once selected for redundancy, changes to an individual's status as a result of disciplinary or administrative action, such as disrating or reduction in rank, will have no bearing on their selection; although there will be a commensurate reduction in the Special Capital Payment (SCP) and Compensation Lump Sum (CLS) to which they are entitled. Where applicants or non-applicants request early release but are awaiting disciplinary or administrative proceedings their requests will be considered on a case-by-case basis and legal advice should be sought in these circumstances.

b. **Medical.** With the exception of those excluded at para 11b, an individual's medical category will not form part of the selection criteria for the redundancy programme.

c. **Special Paid and Unpaid Leave.** Personnel on Maternity, Adoption and Additional Paternity Leave, Special Paid or Unpaid Leave (e.g. career breaks) will be eligible for selection for redundancy in the same manner as others of their rank and branch. Those selected for redundancy will have the same exit date as others in T2, irrespective of the date they were due to return to service.

14. **Return of Service (RoS).** All personnel with an extant RoS in respect of training, an FRI, or maternity, or adoption leave may still be considered for redundancy as applicants and non-applicants. Any outstanding RoS will be waived if selected for redundancy. Selection for redundancy will depend upon the overriding requirements of the Service. However, see Para 57 for the policy concerning the RoS associated with Financial Incentive Schemes.

#### **Commission Transfer/Extended Careers**

15. Officers selected for redundancy will not be eligible for transfer to a Career Commission (CC), Full Term Commission (FTC), FTC(Aviation) or, in the case of Medical and Dental Officers, to a Medium Commission (MC) or Full Commission (FC); moreover selection for any training or education that attracts a RoS commitment will not be permitted unless it is in the interests of the Service.

16. Ratings selected for redundancy will not be eligible for transfer to an Extended Career (EC). Furthermore, selection for any training or education that attracts a RoS commitment will not be permitted unless it is in the interests of the Service.

#### **Promotion**

17. Personnel who are selected for redundancy will not be boarded for substantive promotion to the higher rank or considered for the acting higher rank (other than on a local acting basis). Where already held, acting rank (paid or unpaid) may be retained until the point of discharge by those who are selected for redundancy but this is strictly dependent on individuals continuing to occupy a post that justifies its retention and meeting all relevant promotion criteria. If, at the point of selection for redundancy, an individual is holding the local acting higher rank without having yet completed a scheduled Leadership Course, the higher rank may be retained (subject to meeting the previously mentioned criteria) even if the place on Leadership Course is subsequently withdrawn. Following selection for redundancy, Commanding Officers may still continue to utilise individuals on a local acting basis if it is deemed appropriate.

#### **Selection Boards and Grading Criteria**

18. **Selection Board Composition.** The Selection Board composition is based on that used for the promotion and transfer process. Individual Board members will be selected to ensure, within available staff effort, appropriate employment experience. Selection Board members will receive training in the consistent application of the selection criteria. Board Instructions will be issued before each Board sits and will be an amplification of the relevant policy laid down in BR3 and the Boards' responsibilities to observe the principles of Equality and Diversity.

19. **Selection Criteria.** The following Redundancy Selection Criteria will be applied to determine which individuals shall be selected for redundancy. They are objective, thus satisfying legal requirements, relevant to current and future business need and can be applied consistently across the redundancy selection process:

a. **Applicant Status.** Whether or not an individual is an applicant for redundancy.

b. **Performance and Potential.** These are measures of an individual's employability and so indicate which individuals would best meet future business needs. Objective evidence of a

person's Performance and Potential, and thus employability is therefore provided by the annual appraisal system (OJAR/SJAR). Boards will consider the text supporting grades and recommendations made in the current and relevant historic annual appraisal reports and score candidates on a positive scale for Performance and Potential with a high score given to those who are most employable.

**c. Competencies.**

(1) Total Exclusion. When each cohort has been constructed, and before it is presented to the Selection Board, Naval Personnel Team (NPT) Requirement Managers will scrutinise the list for specific competencies<sup>6</sup> required to maintain capability. Both applicants and non-applicants who meet these criteria will not be presented to the Selection Board. Specific competencies that are applied and the rationale as to why they were selected will be recorded formally at each board.

(2) Selective Exclusion. As well as the required Redundancy Yield, Boards will, where applicable, be given a maximum number of selectees who possess a specific competency<sup>7</sup>. Specific competencies that are applied and the rationale as to why they were selected will be recorded formally at each board.

**d. Physical Fitness.** It is the duty of all Naval Service personnel to be in date for their Fitness Test. An individual will attract a negative score (rather than a zero score) if JPA records show on 28 Feb 12 that they are not in date for their Fitness Test; unless a valid waiver, or valid extension is correctly recorded on their JPA competence. Personnel should ensure they read, understand, and take the appropriate actions laid down in 2010DIN01-024 (particularly paragraph 9) and ensure a Fitness Test competence is correctly recorded and updated on JPA.

**e. Discipline.** Records of unspent civil and/or Service convictions and unexpunged administrative sanctions (e.g. administrative censures) will be placed before the redundancy selection boards. An unspent disciplinary conviction or unexpunged administrative sanction will result in a negative score.

**20. Weighting of the Redundancy Selection Criteria.** To reflect their relative importance, the redundancy selection criteria at paras 19b, d and e will be weighted and the individual scores for each criterion will then be aggregated to derive an overall total.

**21. Application of Redundancy Selection Criteria.** The Redundancy Selection Process will identify the required Redundancy Yield using the following methodology:

a. Applicants will be selected in preference to non-applicants, to meet the required Redundancy Yield, subject to the Service retaining applicants whose specific competencies

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<sup>6</sup> This is a broader definition than purely JPA competencies and may include for example specific equipment, operational and maintenance skills and selection for Promotion or further training.

<sup>7</sup> See footnote 6 above.

as defined in para 19c(1) are needed to preserve future business needs and Operational Capability.

b. Applicants will be scored, using the redundancy selection criteria at paras 19b, d and e, and provisionally selected, beginning with the lowest scoring, up to the redundancy yield.

c. If the yield is not achieved with applicants, those who have not applied will be scored and provisionally selected to fill the shortfall in the yield, again beginning with the lowest scoring (see redundancy selection criteria at paras 19b, d and e).

d. The provisional selections will then be checked against the specific competency constraints as defined in para 19c (2) applied by the Requirement Manager. Where the total number of personnel with the competency exceeds the constraint the highest scored holders (using the redundancy selection criteria at paras 19b, d and e) will be de-selected – whether or not they are applicants – and replaced by the next lowest scored applicant, if available, or non-applicant if not.

### **Equality and Diversity Impact Assessment (EDIA)**

22. An EDIA has been undertaken to ensure that the redundancy fields do not indirectly discriminate against the relevant Protected Characteristics as defined in the Equality Act 2010. Furthermore, the outcome of each Redundancy board will be subject to an EDIA. The data reviewed will be taken from that held on JPA.

a. The Protected Characteristic groups that will be included in the assessment are:

- (1) Sex.
- (2) Religion or Belief.
- (3) Race - two aspects:
  - (i) Nationality.
  - (ii) Ethnicity.

b. The Protected Characteristic groups that will not be analysed using JPA data are:

- (1) Age (Armed Forces exemption from discrimination legislation).
- (2) Disability (Armed Forces exemption from discrimination legislation).
- (3) Sexual Orientation (Not monitored).
- (4) Transgender (Not monitored).
- (5) Maternity/Paternity/Adoption (Insufficient data available).
- (6) Marital/Civil partnerships (EDIA not required iaw Public Sector Equality Duty (PSED)).

23. In the event that indirect discrimination is found to be particularly likely within any of the redundancy fields, an Objective Justification analysis will be conducted and the results held centrally.

### **Redundancy Terms**

24. There are 2 redundancy schemes for personnel leaving the Service under this redundancy programme as follows:

- a. The Armed Forces Redundancy Scheme 2006 (AFRS 06) for AFPS 05 members<sup>8</sup>.
- b. The Armed Forces Redundancy Scheme 10 (AFRS 10) for AFPS 75 members<sup>9</sup>.

25. Compensation terms are summarised at Annex B, Appendices 2 and 3. Personnel intending to submit an application for redundancy are strongly encouraged to seek an estimate of their pension and redundancy entitlements. These can be obtained using the Armed Forces Redundancy Calculator which can be accessed via the Internet at [www.mod-rc.co.uk](http://www.mod-rc.co.uk). **Personnel should ensure that they use Version 2.2, or a later version, of the Armed Forces Redundancy Calculator when producing their forecast of redundancy financial award.** Personnel should also read carefully the notes published on the Armed Forces Redundancy Calculator as these give clear guidance on the correct use of the calculator. SPVA will only provide a hard copy redundancy forecast for those deployed personnel without access to the internet, which can be obtained on request via the Fleet Redundancy Cell. Under no circumstances are requests for redundancy forecasts to be made directly to SPVA.

26. The information provided by the Armed Forces Redundancy Calculator, and in the hard copy redundancy forecast, is only indicative and does not constitute a formal statement of the payments that an individual will receive on exit from the Service on redundancy. The Naval Service and MOD do not offer any undertaking as to the accuracy of this information and do not accept any liability should the information later prove to be inaccurate. Personnel considering applying for redundancy may wish to seek independent financial advice, for example from the White Ensign Association at: [www.whiteensign.co.uk](http://www.whiteensign.co.uk).

27. Personnel should note that their total financial award (which includes Special Capital Payment (SCP), Compensation Lump Sum (CLS), Pension if applicable and any other payments associated with the termination of Service) may take up to 35 working days after their final exit date to reach individual bank accounts.

28. **Financial impact of certain types of further employment.** In certain circumstances, personnel made redundant who are subsequently employed within the Ministry of Defence or other Government departments will be required to repay the SCP/CLS either in full or in part (see Annex B, Appendices 2 and 3 for further details). An abatement or cessation of pension may also be required in addition to repayment of gratuity. Personnel considering applying for such appointments are

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<sup>8</sup> Detailed in the Armed Forces Redundancy Scheme Order 06 – a statutory instrument not routinely available to read but summarised at Appendix 2 to Annex B and DIN 01-056 (2011).

<sup>9</sup> Detailed in the Armed Forces (Redundancy, Resettlement and Gratuity Earnings Schemes (No2) Order 2010 – a statutory instrument not routinely available to read but summarised at Appendix 3 to Annex B and DIN 01-056 (2011).

advised to obtain details of the effect on their financial award from the SPVA Joint Personnel Administration Centre.

## **Procedures**

**29. Handling of applications.** The following general principles will apply to the handling of all applications:

- a. Applications for redundancy are to be made on an individual basis and are not required to go through the Chain of Command. Once applications have been received details will be treated in strictest confidence and no details will be released outside the Redundancy Boarding process.
- b. All applications will be dealt with in strict accordance with the laws governing data protection.
- c. Individuals' promotion and employment opportunities will not be affected by an unsuccessful application for redundancy. The Chain of Command **will not** be informed of unsuccessful applications.
- d. Separate applications will be required for each tranche. Applications **will not** be carried forward to subsequent tranches even if an individual remains eligible.

**30. Submission of applications.**

- a. All officers and senior rates who wish to receive careers advice before deciding whether or not to apply for redundancy should contact their respective Career Managers within DNPers. Junior rates should seek advice from the Divisional and Regimental System/Line Manager.
- b. Personnel who are eligible for redundancy in Tranche 2, and who wish to be considered for redundancy under the terms of this document, are to submit an application in signed hard copy in the exact format shown at Annex C to arrive in the Fleet Redundancy Cell by 1700Z 28 Feb 12; applications which vary from Annex C will not be accepted. Applications should be sent directly to:

Fleet Redundancy Cell (FRC)  
Room G43  
West Battery  
Whale Island  
Portsmouth  
Hants  
12  
PO2 8DX

- c. In exceptional circumstances where an individual believes their application will not arrive before the closure date, they are to contact the FRC by e-mail or telephone to inform them of the potential delay. A signed, hard copy application will still be required and must be despatched as soon as possible.

d. The FRC will acknowledge all applications by letter within 5 working days from receipt of the application. Personnel who have not received an acknowledgement within 10 working days of the date of their application may contact the FRC to enquire whether their application has been received.

e. **Requests to withdraw a redundancy application.** Personnel will be permitted to withdraw their application for redundancy in Tranche 2 up until **1700Z on 28 Feb 12**. Applications for withdrawal must be provided in signed hard copy to the FRC in the form that is at Annex D. An acknowledgment of applications to withdraw will be dispatched within 5 working days by letter from the FRC. Personnel who have not received an acknowledgement of an application to withdraw within 10 working days of submitting it may contact the FRC to enquire whether their application has been received. In exceptional circumstances where an individual believes their request to withdraw an application will not arrive before the closure date, they are to contact the FRC by e-mail or telephone to inform them of the potential delay. A signed, hard copy of their request will still be required and must be despatched as soon as possible.

**31. Flowchart guide to redundancy.** A flowchart which provides an overview of the redundancy process is at Annex E.

**32. Exclusions Applied After Selection but before Notification.** The only personnel who may be excluded after selection but before notification will be:

a. non-applicants who have been warned for shore based operations for which they will be in receipt of the Operational Allowance but were not identified at para 11c(2) above,

**or**

b. personnel covered at para 11 a, b and d above,

**33. Personnel on Maternity Leave, Adoption Leave or Additional Paternity Leave.** Special provisions may apply for non-applicants who will be on such leave on their proposed redundancy exit date. The key principles are:

a. Applicants will be treated in the same manner as applicants not on such leave.

b. Non-applicants who will be on Maternity Leave, Adoption Leave or Additional Paternity Leave at the redundancy exit date (at the expiry of the 12-month notice period), will have additional protection from redundancy. In such circumstances the Service must determine whether a practical opportunity exists for the Serviceperson to be given suitable alternative employment, either within or out with their current organisation. This does not preclude selection for redundancy, and individual cases will be reviewed by single Service legal teams (in consultation with MOD Central Legal Services, if necessary). After the conclusion of the selection process, those selected personnel who are likely to be on Maternity Leave, Adoption Leave or Additional Paternity Leave at the redundancy exit date will be reviewed to assess whether suitable alternative employment is available. A mechanism for identifying any new applications for Maternity Leave, Adoption Leave or Additional Paternity Leave prior to the redundancy exit date will also be established, and where those personnel are

likely to still be on such leave at the exit date a similar review of available, suitable alternative employment will be conducted. The process for this will be published at a later date.

c. The 12-month return of service for maternity leave is waived for all redundees, whether applicants or non-applicants, in line with the policy for other returns of service.

d. Where the redundancy exit date will fall within Ordinary Maternity Leave (OML) or Additional Maternity Leave (AML), Adoption Leave (AdL) or Additional Paternity Leave (APL), all outstanding annual leave should be taken in advance of OML/AML/AdL/APL where possible. Terminal Leave and Graduated Resettlement Time should also be taken, where possible, before the start of OML/AML/AdL/APL; however, they are discretionary forms of leave, and will be forfeited if not taken prior to the redundancy exit date. After the redundancy exit date, Statutory Maternity Pay (SMP)<sup>10</sup> will be paid until the end of week 39 (subject to meeting SMP qualifying criteria – see [www.direct.gov.uk](http://www.direct.gov.uk)).

e. Where the redundancy exit date falls after OML/AML, outstanding Annual Leave, Terminal Leave and Graduated Resettlement Time should be taken as normal, noting the provision at sub-para (f), below.

f. Redundancy notice periods will not be extended in the event that all such leave cannot be taken prior to the redundancy exit date. However, in such circumstances unpaid Resettlement Training may be completed, and the associated allowances may be claimed, up to two years after the redundancy date, subject to approval of individual cases by the single Service Director of Education.<sup>11</sup>

## **Notification**

34. All personnel selected for redundancy will be notified by individual letter via their Chain of Command, who must inform the FRC immediately once the individual has been notified. No information will be disclosed in advance of notification, and units and individuals are not to contact the FRC or Career Managers to attempt to obtain early advice.

## **35. Medical Discharge post notification**

a. Ordinarily, those in their last year<sup>12</sup> of Service will not be referred to the Naval Service Medical Board of Survey (NSMBOS). However, those leaving on redundancy Terms, may be assessed by their Regional Occupational Health Consultant (ROHC) and or called to attend the NSMBOS. Cases will be dealt with on an individual basis.

b. Applicants or non-applicants who are selected for redundancy and who are subsequently boarded at NSMBOS and then referred to the Naval Service Medical Employability Board

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<sup>10</sup> Refer to 2011DIN01-115 released Apr 11.

<sup>11</sup> In accordance with JSP 534 Issue 7 Articles 0703-0705

<sup>12</sup> 12 BR 1991 1809a

(NSMEB)<sup>13</sup> and then discharged on the grounds of employability will leave the Service under the medical discharge route rather than under redundancy terms.

**36. Applicants for redundancy not selected.** Different arrangements apply for those applicants not selected for redundancy. They will be notified by letter separately and directly from the FRC to the address stated on their application form. In order to protect confidentiality, the Chain of Command will not be involved in this process. Letters will be dispatched 12 Jun 12 in order not to arrive before redundees have formally been notified. This may mean a small delay before those applicants not selected for redundancy are notified. However, applicants may contact the FRC after 1500Z on 12 Jun 12 if they require confirmation of their selection/non selection.

**37. Inter and Intra-Service Transfers.** Personnel who have been selected for redundancy remain eligible to apply to transfer between Services (Army or RAF) or between branches and specialisations within the Naval Service (including Royal Marines). Based on the overall principle of employability, transfers will only be considered into areas of shortage in the current or future force, such as Operational Pinch Points (OPPs) and Critical Manning Groups (CMGs). Confirmatory instructions and specific transfer opportunities will be published in a DIN prior to the Tranche 2 Redundancy Notification on 12 Jun 12. These instructions will include details on the process to be followed and timelines to be met should an individual wish to apply. Opportunities are expected to be very limited.

**38. Employment in Commonwealth Forces.** There may be some vacancies for employment with Commonwealth Forces without prejudice to redundancy compensation benefits. Specific vacancies and special interview arrangements will be promulgated from time to time in Resettlement Notices. The Service will not transfer anyone to Commonwealth Forces, and prospects for employment are a matter for negotiation between the individuals concerned and the intended employer. Although negotiations with Commonwealth Forces may be carried out while personnel are still serving in the Naval Service, any offer of employment will not entitle individuals to automatic selection for redundancy, nor to early release. Applications for Early Termination in order to join Commonwealth Forces are unaffected by this document. Further information can be found in BR3 Chapter 52.

**39. Impact of Redundancy on Foreign and Commonwealth (F&C) members of the Naval Service.** If selected for redundancy, individuals who are sole non-British nationals will be eligible to apply for Indefinite Leave to Remain (ILR) (otherwise known as settlement) up to 10 weeks before their final day in paid service if, by this point, they will have completed more than 4 years' service in the Naval Service. The granting of ILR will allow individuals to live and work legally in the UK once their Naval Service career comes to an end. As an alternative to settlement, there is also an opportunity for individuals who are selected for redundancy to apply for naturalisation (otherwise known as citizenship) immediately or when satisfying the UK Border Agency's eligibility criteria which include a requirement to have been resident in the UK continuously for a minimum of 5 years at the point of application. The costs of applying for both settlement and naturalisation must be met by the individual applicant. Following the notification of who has been selected for redundancy, the Navy Command Headquarters Terms of Service team will send out letters to all F&C personnel affected,

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<sup>13</sup> In accordance with the regulations in BR 1991 Chapter 18.

providing more information about the options that will be available should individuals and their family wish to stay in the UK beyond the last day of paid service. In the meantime, further information can be obtained by visiting the UK Border Agency's website on [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) or by contacting the Terms of Service team on 93832 8900 or 8655.

**40. Notice Period.** Whilst all other terms of redundancy apply equally to applicants and non-applicants selected for redundancy, the notice period is different.

- a. Applicants selected for redundancy will be entitled to 6 months' notice to leave. Applicants will leave the Service 11 Dec 12.
- b. Applicants who have a shore based operational commitment as defined in para 11c will commence their notice period on completion of their POL entitlement.
- c. Non-applicants who are selected for redundancy will be entitled to 12 months' notice to leave. Non-applicants will leave the Service 11 Jun 13 .
- d. All notice periods give sufficient time to include Annual Leave, Graduated Resettlement Training, Terminal Leave (where applicable) and POL (where applicable).

**41. Change of Exit Date.** Personnel notified for redundancy and who wish to leave before their redundancy notice period expires may apply to their Career Manager via email; not using the Early Termination process within JPA. Permission to leave early will be granted if consistent with the interests of the Service. It is expected that a maximum of 6 weeks notice will be required in order to allow SPVA to complete all redundancy entitlements processes. Personnel seeking to take this course of action should be aware that this may affect their entitlement to Job Seekers' Allowance. In addition, personnel who leave early will have their pension and gratuity rates and redundancy payment based on their actual date of exit and not their original notice date. Individuals will need to use the Armed Forces Redundancy calculator to calculate their new redundancy benefits as SPVA will not issue a new forecast. There will be no extension to the exit date stated on the notification of redundancy letter for reasons of taking of Annual Leave, Seagoing Leave, Terminal Leave and or GRT.

### **Reserve liability**

42. An individual has a compulsory reserve liability when leaving the Regular Forces. The length of the liability is dependant upon the Service, rank and type of commission or engagement and whether the individual is subject to the Reserve Forces Act 1980 (RFA 80) or the Reserve Forces Act 1996 (RFA 96).

43. Ratings/Other Ranks and Officers selected for redundancy may apply to have their reserve liability waived by the Registrar of Reserves (Team Leader, NPT (Reserves)) in accordance with BR 61, The Regulations for the Royal Fleet Reserve and Recall Reserve.

44. Where a reserve liability has been retained by an individual who has been made redundant under the current redundancy programme, they will be subject to the legislation contained in RFA 80 and RFA 96 and the usual liabilities articulated in BR61. It is not anticipated that they would be subject to call out under existing circumstances. However, a significant change in the operational environment may prompt a review of this assumption.

46. For reference, the usual liabilities are:

a. Ex-Regular Ratings/Other Ranks with less than 22 years service who joined the Regular Service before 1 Apr 97 will have a call-out liability for 3 years. Those joining after 1 Apr 97 have a call-out liability for 6 years.

b. Ex-Regular Ratings/Other Ranks who served 22 years or more in the Regular Service and joined before 1 Apr 97 will have a Recall Reserve Liability to their 55th birthday. Those joining after 1 Apr 97 have a call-out liability for 6 years.

c. Officers holding permanent commissions in the Royal Navy or Royal Marines will have a call-out liability until age 60. Those serving less than 16 years have a call-out liability for 4 years.

d. Female personnel who joined the Regular Service before 1 Apr 97 have no reserve liability. Those joining after 1 Apr 97 have the liability stated above in paras a-c.

### **Appeals**

47. See DIN 2011DIN01-184 Naval Service Redundancy Programme – Appeals Procedure.

### **Arrangements for Personnel Deployed Overseas**

48. Arrangements for personnel who are deployed overseas are as follows:

a. Applicants who are selected for redundancy will normally remain deployed for the majority of their notice period but will, wherever the interests of the Service allow, be returned to the UK in time to allow them to undertake resettlement training and Terminal Leave.

b. Non-applicants who are selected for redundancy will be returned to the UK wherever the interests of the Service allow, in sufficient time for them to serve at least their last 6 months service in the UK.

### **Leave**

49. Leave entitlements will be in accordance with the regulations contained in JSP 760. The main provisions are outlined below:

a. **Annual Leave.** Annual Leave will be calculated on a proportional basis of leave already taken in the leave year and time left to serve. Personnel will be expected to take all Annual Leave before their exit date.

b. **Graduated Resettlement Time (GRT).** GRT is designed to ensure that all personnel have access to timely and accurate resettlement information and advice before leaving the Service. This may include, for example, workshops, further training and job finding. All personnel selected for redundancy will qualify for the GRT for which they would have been eligible had they completed the commission/engagement on which they are serving. Personnel should refer to Annex F, JSP534 and JSP 760 Chap 9 for further information.

c. **Terminal Leave.** Terminal Leave is designed to assist resettlement and is to be granted to qualifying personnel on completion of service. Personnel may be granted up to 20 working days Terminal Leave in proportion to time served (see JSP 760 Chap 19).

### **Resettlement**

50. When considering whether to apply for redundancy, personnel are strongly encouraged to seek early resettlement advice from their Regional Resettlement Advisor. All personnel selected for redundancy will qualify for the resettlement provision for which they would have been eligible had they completed the commission/engagement on which they are serving. Full details of the policy and procedures for resettlement are laid down in JSP 534, the Tri-Service Resettlement Manual. Those selected for redundancy should register for the resettlement service as soon as they receive formal notification. Further details on resettlement can be found at Annex F.

### **Civilian Employment**

51. Personnel should not accept offers of civilian employment until they have been notified formally in writing of their selection for redundancy and have been given their exit date. Restrictions on acceptance of civilian employment whilst still in the Naval Service remain extant (QRRN Chap 84 refers).

### **Recovery of Public Debt**

52. SPVA will seek to recover any unpaid public debt including LSAP (see Para 59), from an individual's final pay or immediate terminal benefits on termination of service. Where an individual's final pay is insufficient to repay fully SPVA will continue to seek recovery following termination.

### **Job Seekers' Allowance (JSA)**

53. Personnel are advised that those who choose to leave before the notified date of their redundancy may, if they are unable to show good cause, be debarred from claiming JSA for the period that they could have worked. Successful applicants for redundancy and non-applicants selected for compulsory redundancy should bear this ruling in mind if they apply for an earlier exit date. Further advice on eligibility for JSA may be obtained from local Job Centre Plus offices.

### **Final Appraisal Reports**

54. Those leaving the Service early on redundancy terms who have not received an Appraisal Report (AR) within the last 3 months (officers) or 6 months (ratings/other ranks) should receive a final AR entitled End of Tour (officers) or Prior to Retirement (ratings/other ranks). These should not mention the reasons for early retirement – e.g. redundancy – unless the Subject of the AR specifically requests that such information is included. All final ARs are to contain recommendations as to the Subject's suitability for "further naval service".

### **Effects of Redundancy on other Conditions of Service**

55. For the purpose of Service retired pay, pension, resettlement and terminal benefits, all personnel who leave the Service under the terms of this document will be regarded as compulsorily retired or terminated. Those leaving the Service early on redundancy terms will continue to serve under

normal conditions of service until their date of exit and will receive pay increments and allowances if appropriate between the date of their selection for redundancy and their date of exit.

56. **Specialist Pay.** Those leaving the Service early on redundancy terms who are in receipt of Specialist Pay at the point of notification of redundancy will have their rate of Specialist Pay assessed in accordance with the policy for handling personnel who elect to leave the Service at a recognised exit point. Such personnel will thus not have their rate of Specialist Pay reduced as a result of applying, or being selected for, redundancy. JSP 754 Chap 6 refers.

57. **Financial Incentive Schemes.** The policy for handling the various kinds of recruitment and retention payments is as follows:

a. **Commitment Bonus (CB).** All those leaving under this redundancy programme will be entitled to receive any eligible CB available under the Enhanced CB Scheme for any reckonable service completed before their last day of service. Service reckoning towards the award of CBs is to be calculated as service from age 18 or date of enlistment, whichever is the later. The Old or Interim CB schemes will only be paid to those selected for redundancy if it is possible for the individual to complete the requisite RoS before their last day of service. Both applicants and non-applicants made redundant who have already been paid an Old or Interim CB and who fail to fulfil their CB RoS will not be required to make any refund of sums already paid.

b. **Financial Retention Incentive (FRI).** Applicants and non-applicants who, at the time of their selection for redundancy, have received a FRI for which they have not provided the requisite RoS before their last day of service will not be expected to repay their FRI. Applicants for redundancy will not be eligible for a FRI from the date that the redundancy fields are promulgated (those who accept a FRI after this promulgation and subsequently apply and are selected for redundancy will be required to repay this in accordance with the extant rules detailed in JSP 754 Chap 7 Sect 4). Non-applicants who have been selected for redundancy are not eligible to receive a FRI.

c. **Golden Hello (GH).** Applicants and non-applicants for redundancy who, at the time of their selection for redundancy, have received a GH for which they have not provided the requisite RoS before their last day of service will not be expected to repay their GH. Applicants for redundancy will not be eligible for a GH from the date of the announcement of the redundancy fields (those who accept a GH after this date and subsequently apply for and are selected for redundancy will be required to repay in accordance with the extant rules detailed in JSP 754 Chap 7 Sect 4). Non-applicants who have been selected for redundancy are not eligible for any GH.

d. **The Medical Officer/Dental Officer (MODO) Bonus Scheme.** This scheme is different from other bonus schemes in that it replaces the EDP part of the pension scheme, rather than being a stand-alone FRI/GH etc with a return of service. The bonus payment will normally be recovered from the EDP lump sum where the required return of service has not been completed. No repayment will be required where an applicant or non-applicant who is made redundant is not eligible for EDP. For more information on the MODO bonus scheme and redundancy, see JSP 764, Pt 4, Ch 7. The Armed Forces Redundancy Calculator will not

provide EDP details for Medical and Dental Officers (MODOs) who have at least 18 years service and are aged 40 or over. However, it will provide a forecast for a compensation lump sum and pension benefits at age 65. If you have any queries, or require a full redundancy forecast, please contact the Fleet Redundancy Cell.

## **Allowances**

**58. Overarching Policy.** The definitive reference for all allowances remains JSP 752. Where any ambiguity arises over entitlements, JSP 752 will have primacy. Eligibility will be determined by policies and rates that are in force at the time the activity takes place; both policies and rates may change. If in doubt personnel are advised to seek guidance from UPOs at the earliest opportunity. Any overpayments of allowances that come to light after termination may still be recovered. JSP 752 para 01.0119 refers.

**59. Long Service Advance of Pay (LSAP).** Upon notification of selection for redundancy, LSAP claimants must make arrangements for the full repayment of their outstanding balance prior to discharge, either by paying a lump sum, increasing monthly repayments, or by requesting that repayment is deducted from any terminal benefits that are due. JSP 752 para 02.0428 refers. Under current policy, personnel who have applied for, or who have been given notice of, redundancy may still apply for LSAP to assist them with their initial house purchase costs, providing they still have 6 months left to serve and meet all other qualifying criteria. JSP 752 para 02.0409c(5) refers.

**60. Get You Home (Travel) (GYH(T)) and Home to Duty Travel (HDT).** GYH(T) and HDT (Auto) will automatically cease from the first day of Terminal Leave. JSP 752 Chap 5 Sect 2 (GYH(T)) and JSP 752 Chap 4 Sect 13 (HDT) apply.

### **61. Removals and Disturbance Allowance (DA) (Within the UK).**

a. If, on selection for redundancy, personnel are returning to live in a property which their family have continued to occupy during their absence, or if they are a single homeowner/ householder and are returning to a property that has not been let in their absence, they will be ineligible for any publicly funded removals or DA. JSP 752 Chap 7 Sect 1 and 2 refer.

b. A redundee will be ineligible for any publicly funded removals or DA if they wish to settle in the geographical area in which they are already serving, i.e. within 50 miles or 90 minutes travelling time of their final duty station.

c. A redundee may be eligible for publicly funded removals and DA if they wish to settle in excess of 50 miles or 90 minutes travelling time of their final duty station, i.e. beyond the geographical area in which they are already serving, providing they are not otherwise ineligible under JSP 752 Chap 7 Sect 1 and 2.

(1) To ascertain eligibility personnel must first apply for a Final Tour of Duty (FTOD). FTOD applications will be permitted for those selected for redundancy. Applications should be submitted at the earliest opportunity and must be approved prior to commencing the final 6 months of service.

Successful applicants for redundancy may exceptionally have their applications for FTOD approved no more than 30 days after having received notification of selection for redundancy, regardless of their length of time left to serve. JSP 752 para 07.0415 refers.

(2) FTOD will be granted only if personnel wish to settle near (within 50 miles or 90 minutes travelling time of) another duty station at which there is a post that their rank and specialisation could occupy if it were vacant.

(3) Personnel may not claim the FTOD provision from one Selected Place of Residence (SPR) to another.

**62. Removals, Disturbance Allowance (DA) and Storage (Returning from Overseas).** Personnel who are notified of or selected for redundancy while permanently assigned overseas will be eligible for a single relocation back to the UK, either to a Selected Place of Residence (SPR) or to Service accommodation as close to their preferred final settlement area as possible (which they will then have to vacate upon redundancy). They will be able to claim DA at the prevailing Service rates, but will be ineligible for any other relocation thereafter.

a. Personnel who are made redundant while permanently assigned overseas and who wish to settle overseas may claim notional costs (of a theoretical move to Catterick Garrison) to put towards their relocation, and claim DA. JSP 752 para 07.0206 refers.

b. Entitlement to storage ceases 28 days after the official date of return to the UK. Items in storage will be conveyed at public expense to anywhere within the UK, or the UK port of exit only. The delivery of items in storage may be deferred beyond 28 days, but personnel will be liable for all storage charges after the 28 day point. Delivery from storage at public expense cannot be extended beyond the date of discharge. JSP 752 para 07.0217 refers. Any requirement to store Personal Effects beyond the date of discharge must be approved in advance by the SPVA PACCC. Casework is to be submitted iaw JSP 752 Annex A to Sect 1 to Chap 1.

63. If an individual elects to serve accompanied at the duty station to which they have been assigned for the purpose of redundancy and occupies Service Families Accommodation for at least 6 months, they will be eligible for a publicly funded move as described in para 61 above and may claim DA at the prevailing Service rates. They will be ineligible for any further publicly funded moves: therefore on discharge they will be required to move from publicly funded accommodation to the Selected Place of Residence where they choose to settle at their own expense. Personnel should consider their options carefully when considering whether to serve accompanied or unaccompanied at their final duty station as this decision may affect entitlement to other allowances.

**64. Local Overseas Allowance (LOA).** For personnel assigned overseas who wish to settle overseas, entitlement to LOA ceases from the first day of Terminal Leave. For personnel who return to the UK, LOA will cease on the day they depart the LOA area. LOA is not payable during periods of relocation leave taken overseas before the commencement of the overseas assignment or after its completion. JSP 752 paras 06.0118-06.0119 refers.

**65. Refund of Legal Expenses (RLE).** Personnel who have been made redundant are ineligible to claim RLE for their final relocation. Those who have sold a Residence at Work Address (RWA) and are awaiting purchase of a new RWA at the time of being informed of compulsory redundancy may submit a case to the Pay & Allowances Casework & Complaints Cell (PACCC) for consideration.

**66. Continuity of Education Allowance (CEA)<sup>14</sup>.** No initial claims for CEA will be considered after a Notice of Redundancy has been issued. An initial claim is the first claim for an eligible child or the first claim after a break in CEA, whilst continuation at the same institution, or a change of institution for sixth form where CEA is already in payment, is a continuation claim, not an initial claim. However, if CEA is already in payment on the date that the Redundancy Notice is issued, the final term for which claims will be paid is determined by the child's school year on the claimant's last day of service, as set out in 2011DIN01-092 and JSP 752 para 09.0134.

**a. In Public Examinations Phase.** Where, on the claimant's last day of service, a child has already started the 2 academic years leading to public examinations (English years 10-11 or 12-13 and equivalent) CEA will continue to be paid up to the end of the academic term in which the child takes the examinations, i.e. completion of GCSEs or A-levels.

**b. Outside of Public Examinations Phase.** The CEA claimant is expected to give notice to the school upon receipt of the Redundancy Notice, and thus will be able to give up to 6 months' (for applicants) or up to 12 months' (for non-applicants) notice to the school. CEA will cease:

(1) Where the last day of service is during a school holiday, at the end of the preceding school term.

(2) Where the last day of service is during the school term, at the end of that term.

(3) Where the extant notice required by the school exceeds the redundancy notice period (e.g. where a claimant's request to bring forward their exit date is approved) a case should be made to the SPVA PACCC for continuation to the end of the school's legal notice period.

**67. CEA (Guardians)** may continue to be paid while the child remains in the care of the guardian and attends the same school for a maximum period of 13 weeks from the last day of service of the Service parent. JSP 752 para 09.0611 refers.

**68. CEA claimants** who are selected for redundancy may, after a Redundancy Notice has been issued, elect to serve unaccompanied at their duty station until their exit date. Personnel in these circumstances will be classified as VOLSEP for allowance purposes although they will exceptionally, and without the need to submit casework to the PACCC, remain eligible to continue to claim CEA, subject to all other eligibility criteria being met, until their exit date. All other aspects of JSP 752 Chap 9 apply.

**69. Service Schools Overseas.** The provision of education for children in Service schools overseas, particularly those children who are taking GCSEs or 'A' level studies, is set out in JSP 342 Education

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<sup>14</sup> This includes all forms of CEA: CEA(Boarding), CEA(SENA), CEA (Day), CEA (SENA) (Day), CEA(Guardians), DSA(NW).

of Service Children. These provisions do not confer any other Service related benefits such as pay or allowance entitlements.

**70. Allowances during Terminal Leave.** If not stopped beforehand upon change of circumstances, the majority of allowances will automatically stop upon commencement of Terminal Leave, which is normally taken as the period immediately preceding discharge (exceptions are CEA, Overseas Rental Allowance and Lodging Allowance, which may continue during Terminal Leave in some circumstances – advice should be sought from UPOs). Travel entitlements on termination of service which apply to the Service person and their accompanying immediate family, will be as set out in JSP 752 para 04.0106.

**a. Service personnel attested in the UK and serving in the UK.** Where Service personnel choose to settle overseas, they will be entitled to travel at public expense from their last place of duty to the point of departure from the UK.

**b. Service personnel attested in the UK and serving overseas.** Where Service personnel choose to settle overseas, they will be entitled to travel at public expense from their last place of duty to the overseas location of their choice, up to the notional cost of a move from the overseas duty station to Catterick Garrison.

**c. Service personnel attested overseas and serving in the UK.** On termination of service, Service personnel who were conveyed at public expense to the UK can return to their home in the country from which they were attested at public expense. Where personnel choose to settle in another country overseas, they will be entitled to travel at public expense from their last place of duty to that overseas location up to the cost of the move from the UK to their home in their country of origin.

**d. Service personnel attested overseas and serving overseas.** On termination of service overseas, Service personnel who were conveyed at public expense to the UK can return to their home in the country from which they were attested at public expense. Where personnel choose to settle in another country overseas, they will be entitled to travel at public expense from their last place of duty overseas to that alternative overseas location up to the cost of the move from the overseas country where they are serving to their home in the country of origin.

**71. Allowances during Resettlement.** The regulations for all resettlement entitlements are set out within JSP 534, the Tri-Service Resettlement Manual. Travel and subsistence may be authorised within the UK in most circumstances, but there is no entitlement to journeys at public expense from an overseas duty station to undertake specific resettlement activity in the UK. Those Service personnel who do travel to the UK may claim for the return cost of travel between the point of entry to the UK and the location of the resettlement activity. Personnel may continue to claim GYH(T) or HDT from their place of resettlement training, subject to meeting the criteria.

### **Service Living Accommodation**

**72.** Normal rules apply for the entitlement, occupation and vacation of Service living accommodation including:

- a. Service Family Accommodation (SFA) in accordance with Part 1 of JSP 464 Chaps 3 and 8 for UK occupants and Part 2 of JSP 464 Chap 7 for those overseas.
- b. Substitute Service Family Accommodation (SSFA) in accordance with Part 1 JSP 464 Annex C to Chap 6.
- c. Single Living Accommodation (SLA) in accordance with Part 3 of JSP 464 Chap 3.
- d. Substitute Service Single Accommodation (SSSA) in accordance with Part 3 of JSP 464 Chap 8.

73. On notification of selection for redundancy, personnel occupying SFA or SSFA are to immediately (within 14 days) inform their local DIO Ops Accommodation Housing Information Centre (HIC) of their exit date.

74. On notification of selection for redundancy, personnel occupying SSSA are to immediately inform HCR Ltd. and unit accommodation staff of their exit date.

75. On notification of selection for redundancy, personnel occupying SLA are to immediately inform unit accommodation staffs of their exit date.

76. Those personnel who find themselves in immediate housing difficulty on leaving the Service may be able to occupy surplus SFA where available. In addition, vacant SFA will be made available to personnel made redundant and returning from overseas who have fewer than six months but more than three months to serve. Applications for surplus SFA are to be submitted to the DIO Ops Accommodation. For UK-based personnel details of the application process are contained within JSP 464 Part 1 Chap 10 Para 1007c and Annex B para 22. Personnel located overseas should refer to JSP 464 Part 2 Chap 9, para 0906c.

77. Personnel considering applying for redundancy who occupy SFA or SSFA are advised to seek early advice from DIO Ops Accommodation Housing staff at their local HIC to discuss individual circumstances and any future SFA requirement. Personnel requiring advice on future civilian housing options are advised to contact the Joint Service Housing Advice Office (JSHAO) on 01980 618925 or DFTS 94344 8925 or visit

<http://www.mod.uk/DefenceInternet/DefenceFor/ServiceCommunity/Housing/>

#### **Armed Forces Home Ownership Scheme (Pilot) (AFHOS)**

78. Redundees who have purchased a property through the AFHOS will be subject to transitional arrangements on leaving the Service which will normally include the payment of stepped fees. Further details can be obtained from the Scheme Agent on 0800 028 1980.

#### **Point of Contact**

79. For any queries regarding the content of the document, personnel are encouraged to contact their Divisional Officer/Line Manager in the first instance. There are dedicated redundancy web pages on the Defence Intranet and RNCOM which provide links to information and key documents, along with links to other sites including the Armed Forces Redundancy Calculator. These web pages

should be visited before contacting the Fleet Redundancy Cell for queries relating to the redundancy process. The FRC can be contacted as follows:

Fleet Redundancy Cell (FRC)

Room G43

West Battery

Whale Island

Portsmouth

24

Hants

PO2 8DX

☎ Mil: 93832 8987 ☎ Civ: +44 (0) 2392 628987

☎ DII: FLEET-REDUNDANCY CELL MAILBOX

☎ Internet: FLEET-REDUNDANCYCELLMAILBOX@MOD.UK

80. The policy contained within this document has been Equality and Diversity Impact Assessed in accordance with Departmental policy. This resulted in completion of Part 1 screening only (no direct discrimination or adverse impact identified). This policy is due for review Jun 12.

#### **Annexes:**

**All annexes are available on the Defence Intranet.**

A. List of Cadres (as qualified at 1 Jan 12) who will be considered for Compulsory Redundancy in Tranche 2.

B. Redundancy Compensation Terms.

C. Application for Termination on Compulsory Redundancy Terms.

D. Application for Withdrawal Of Termination Application On Compulsory Redundancy Terms.

E. Flowchart Guide to Redundancy.

F. Resettlement.