



## **FULL TIME RESERVE SERVICE - TERMS AND CONDITIONS OF SERVICE FOR THE NAVAL SERVICE**

### **Scope**

- 1 Application to volunteer to undertake Full Time Reserve Service (FTRS) may be made by any officer, rating or other rank in the Royal Fleet Reserve (RFR), Royal Naval Reserve (RNR) or Royal Marine Reserve (RMR) within the age range, rank and category authorised by the NPT (Res) providing that the applicant:
- a. can satisfy the NPT (Res) that he is prepared to undertake a set period of service as stipulated in a written commitment;
  - b. holds the required rank/rate (or is prepared to serve at a lower rank/rate);
  - c. has completed the necessary professional training to undertake the specified duties;
  - d. at the time of application is medically fit for Service. (Personnel are required to be Medically Fit for Deployment (MFD); however, those in a reduced category may exceptionally be considered by INM SE SO1 in consultation with NPT (Res);
  - e. for RNR/RMR is recommended by his Commanding Officer;
  - f. is not a Transitional Member of the Reserve Forces.

### **Effect on Reserve Status**

- 2 RFR Reservists undertaking FTRS will retain their reserve status. Officers will not be discharged from the Emergency or Retired Lists; nor will ratings or other ranks be discharged from the RFR.
- 3 RNR/RMR Reservists undertaking FTRS will retain their volunteer Reserve status; they will not be discharged from the RNR/RMR. They will be permitted to undertake Reserve training during off-duty hours and leave periods, this will attract no further pay, nor will it count for bounty qualification purposes; but it will count towards the individual's certificate of efficiency. (See JSP 754 articles 04.0524 and 04.0525)
- 4 Reservists undertaking FTRS will not be eligible to become High Readiness Reservists.

## **TERMS OF SERVICE**

### **Commitment**

5 The Reservist undertaking a period of FTRS is required to sign a Commitment, which will be countersigned by an Authorised Officer from the NPT (Res). The Reservist will be provided with a copy of the commitment as will the Employing Unit.

### **Terms of the Commitment**

6 The Commitment will:

- a. define the length of FTRS that is to be undertaken (other than in exceptional circumstances, this will be a minimum of 3 months and will not exceed 3 years);
- b. specify, in broad terms, the duties the Reservist will be expected to undertake, and his Parent Unit;
- c. specify that the Reservist will be expected to serve worldwide. This may require service in operational areas or war zones, should the duties being undertaken so require. (This applies to FC FTRS only);
- d. contain details of any specialised training that the Reservist has to undergo either before taking up duties or during his FTRS;
- e. refer the Reservist to these regulations for his full Terms of Service;

### **Types Of Reserve Service Commitment**

7 The types of Commitment under which a member of the Reserve Forces may undertake a period of FTRS are:

- a. *Full Commitment.* Fulfilling the same range of duties and deployment liability as a Regular Service person with generally the same pay and allowances package;
- b. *Limited Commitment.* Fulfilling a full range of duties generally in one location, but with a liability for compulsory detachment for up to 35 days in the UK or overseas in any one year, with no single detachment lasting in excess of 21 days. Pay is less 9% X-factor and no allowance;
- c. *Home Commitment.* Fulfilling a limited range of duties in a restricted location; compulsory detachments are to be confined to training periods and other limited duties specified in the individual's FTRS Commitment. Pay is less 14.5% X-factor and no allowance package;

### **Age Limits**

8 The maximum normal retirement age limits are given below although there is no guarantee of employment to these age limits:

- a. FTRS FC personnel - 55
- b. FTRS HC/LC personnel - 60 (for those in military continuity posts)

### **Application**

9 Following the identification of an operational requirement by NPT(Res)/NPT(RM) (as appropriate) for a Reservist to undertake a period of FTRS, the NPT (Res) will initiate a trawl for suitable applicants. This will either take the form of advertising posts or trawling for personnel directly from the FTRS database.

10 An applicant is to apply to NPT(Res) by completing the Application for Full Time Reserve Service Form Part A and returning it to NPT(Res).

11 RNR/RMR Reservists also require their Commanding Officer to complete the Application for Full Time Reserve Service Form Part B and return it to NPT(Res).

12 NPT (Res) is to be satisfied that the applicant is suitable in all respects and arrange for the commitment paperwork to be completed. A copy of the signed commitment will then be passed to

the Reservist by NPT(Res) before he commences FTRS. The Employing Unit will also be sent a copy of the commitment before the period of FTRS commences.

13 Alternatively, Reservists may register their general interest in undertaking FTRS by completing an FTRS Employment Preference Form and forwarding it to NPT (Res).

### **Appeals Against Non-Selection for FTRS**

14 No Reservist has any right to undertake a period of FTRS and NPT (Res)'s decision is final.

### **Additional Periods of FTRS**

15 Once a commitment for a period of FTRS has been completed, further commitments for additional periods of FTRS may be made between all parties, providing the requirement is confirmed by the NPT (Res) and NPT (RM) (if appropriate).

### **Completion of FTRS Commitment**

16 On completion of a FTRS Commitment, unless a new agreement is entered into, the individual will return to his original Reserve status but will be fully subject to RFA 96.

17 On completion of FTRS, the Employing Unit is to complete the Certificate of Release which confirms the date of discharge from FTRS. A copy of the form is to be sent to the NPT (Res).

18 Should an RNR/RMR Reservist wish to withdraw from Volunteer Reserve Service at this time he must notify his Reserve Commanding Officer in accordance with current regulations.

19 Once an individual has completed their FTRS Commitment they may, at their own request, remain on the NPT(Res) register of interest for further FTRS.

### **Termination of a FTRS Commitment**

NPT(Res) may at any time revoke, in writing, an FTRS commitment before the beginning of the specified period of full-time service, whether at the request of the individual or not.

#### **TERMINATION BY THE INDIVIDUAL**

20 FC FTRS personnel who wish to terminate their service before the expiry of their conditioned term will be required to give a minimum of 6 months notice unless the reasons are sufficient to warrant compassionate discharge in accordance with regulations for Regular Service personnel. Personnel who are serving on a commitment of less than 6 months, or who have less than 6 months of their commitment still to serve will not be able to terminate their service early, except on compassionate grounds.

21 LC and HC FTRS personnel who wish to terminate their service before the expiry of their conditioned term will be allowed to do so, but the following notice is required:

<u>Length of Service Completed on Current Commitment</u>	<u>Notice Required</u>
a. One to 3 months	2 weeks
b. Over 3 months	1 month

#### **TERMINATION BY THE SERVICE**

22 It would be unusual for the RN or RM to terminate a commitment other than with the consent of the Reservist, or on disciplinary or inefficiency grounds (see BR 3). Should the RN or RM wish to

terminate a commitment on grounds other than the aforementioned, a case is to be forwarded to DCDS(Pers) RFC for further advice. Notice to be given to a Reservist who has been continuously employed and whose service has been terminated prematurely other than on disciplinary or inefficiency grounds is 6 months for FC Reservists, and as follows for LC and HC Reservists:

Length of Service Completed  
on Current Commitment

Notice Required

- |                    |         |
|--------------------|---------|
| a. One to 3 months | 2 weeks |
| b. Over 3 months   | 1 month |

23 A Reservist who terminates his service under para 21. or 22. above, or whose commitment is terminated by the Service on disciplinary or inefficiency grounds, is liable to repay any training costs incurred under para 47.

### **Grievance Procedures**

24 The usual grievances procedures will apply if appropriate (QRRN Chapter 42).

### **Medical Fitness**

25 To ensure that a Reservist is medically fit before commencement, and immediately on completion, of a FTRS Commitment, it is essential that a Medical Certificate, provided by NPT(Res) is completed on both occasions by a Medical Officer at a Service Medical Centre. It is the responsibility of the Employing Unit to ensure that this procedure is carried out and that a copy of the completed Medical Certificate is returned to the NPT (Res). A fresh Medical Certificate is required for every new Commitment.

26 Where a Reservist fails to meet the minimum MFD status, the examining Medical Officer is to be provided with details of the duties relating to the FTRS Commitment (TOR), in order to assess the individual's fitness for employment. Should the Reservist be considered medically fit to undertake the FTRS Commitment, but in a temporarily reduced medical category, the Medical Officer should annotate this fact on the medical certificate together with an estimated duration of medical downgrading. Where it is considered that the cause of the medical downgrading is likely to be of a permanent nature, the case is to be referred to INM-MES SE SO1 who will determine if the individual may be employed on FTRS and any requirements for referral to Medical Board of Survey.

27 If a Reservist on FTRS becomes permanently medically unfit for Service he will be subject to the same medical discharge procedures as apply to Regular personnel. A Reservist who, in the opinion of a Medical Officer, is likely to recover from his injury or illness so that he may resume Reserve Service, is to continue to be borne on his FTRS pay and allowances up to the day on which he would normally have completed his FTRS Commitment.

28 Any Reservist who needs to be medically downgraded whilst on FTRS will be subject to the same regulations as Regular personnel.

### **Medical and Dental Care**

29 FC FTRS Reservists are entitled to receive the full range of medical and dental care afforded to Regular personnel.

30 LC and HC FTRS personnel should remain registered with their local civilian medical and dental practitioners. Those serving on LC FTRS will, however, be entitled to receive emergency medical and dental treatment from Service sources when they are serving overseas, or on detached duty in the UK and living in Service Single Accommodation. When they are required to undergo medical treatment by virtue of their Service duties (i.e. inoculations prior to proceeding

overseas), they are entitled to such treatment from Service sources or receive reimbursement from Service funds for treatment received from their Medical Practitioner.

### **Compulsory Drug Testing**

31 Reservists undertaking periods of FTRS, who have served more than 6 weeks of their FTRS Commitment, may be subject to compulsory drug testing.

### **Maternity Leave and Benefits**

32 Reservists serving on FTRS will be eligible for maternity/paternity/parental leave and benefits in accordance with both Statutory and Service maternity provisions.

33 Additional Maternity Leave (AML) does not count as Reckonable Service for pension purposes. Reservists who have taken AML may be given the option, in accordance with Tri-Service regulations, to extend their commitment to make up any shortfall in their pensionable service.

### **Entry/Re-entry into the Regular Forces**

34 A Reservist undertaking FTRS may apply to enter/re-enter the Regular Forces. Although subject to the mandatory notice period prescribed above, exceptional consideration may be given to premature termination of the FTRS Commitment where a relief can be appointed/drafted, or if it is acceptable for the FTRS billet to be gapped.

### **Call-Out whilst on FTRS**

35 A Reservist on FTRS will remain subject to the Call-Out powers under RFA 96 as a result of his liability from previous Regular or Voluntary Reserve Service.

### **Service, Advancement, Promotion**

36 A RFR Reservist undertaking FTRS will be selected in accordance with the operational requirement. They will usually serve in the same rank/rate that they held on completion of their Regular Service. Local or Acting advancement/promotion to a higher rank/rate may be allowed if, in exceptional circumstances, there is an operational requirement to promote a Reservist undertaking FTRS.

37 Time spent in an Acting Higher Rank during FTRS is not reckonable towards Honorary Rank on the Retired List. Reservists, at the discretion of the NPT (Res) (and NPT (RM), if appropriate), will be able to undertake periods of FTRS even if they are over the maximum age specified for the rank/rate for the Branch in which they are to serve. Reservists will not be eligible for substantive promotion/advancement during FTRS.

38 RNR/RMR Reservists undertaking FTRS will also be selected in accordance with the operational requirement. They will usually serve in the same rank/rate that they hold in the RNR/RMR. Acting promotion to a higher rank/rate may be allowed if, in exceptional circumstances, there is an operational requirement to promote a Reservist undertaking FTRS.

39 RNR/RMR Reservists, at NPT(RM) and the NPT (Res)'s discretion, will be able to undertake periods of FTRS even if they are over the maximum age specified for the rank/rate for the Branch in which they are to serve. A period of FTRS will count towards advancement/promotion in the RMR; any qualifications gained during FTRS will, if appropriate, also be considered.

40 If Promoted/Advanced in the RNR/RMR whilst serving on FTRS, the promotion/advancement may either:

- a. be authorised immediately by the Employing Unit subject to operational considerations and budgetary approval, or

- b. be put into abeyance until completion of the FTRS Commitment, or
- c. be made as a Local Advancement, which entitles the recipient to wear the uniform of a higher rate but continue to be paid in the lower one until completion of the FTRS Commitment.

### **Honours and Awards**

41 Service on FTRS for counts as Reckonable Service for the Volunteer Reserves Service Medal, and for RN/RM Good Conduct Badges (GCB). Applications for the VRSM should be forwarded to the Reservist's Unit and those for GCBs are to be actioned within the Employing Unit, following the same procedure as for Regular Service personnel.

### **42 Annual Reports**

43 RFR Reservists undertaking FTRS will be subject to the same reporting procedures as Regular personnel.

44 RNR/RMR Reservists undertaking FTRS should have insert slips forwarded annually to their RNR/RMR unit so that promotion reports for individuals can be raised using the same procedures as Regular personnel.

### **Security**

45 All Reservists undertaking FTRS will hold, as a minimum, a Security Check clearance. Units may take personnel on risk awaiting clearance. However, where a unit will not take an individual on risk or a CRB is required that person is not to commence their commitment until all clearances have been received. Commitment start date and end dates may be adjusted accordingly.

### **Discipline**

46 Reservists undertaking FTRS are at all times subject to the provisions of the Armed Forces Act 2006 for the period specified in the FTRS Commitment or until released from FTRS, whichever is the sooner.

### **Pre-Employment Training**

47 Specific pre-employment training will be provided for FTRS Reservists who require additional essential specialist skills in order to perform their duties safely and effectively. Known training requirements will be reflected in the FTRS Commitment.

### **Amortization of Training Costs**

48 A Reservist who fails to complete a FTRS Commitment may be required to amortise the costs of the training referred to above. Such costs may be recovered by deduction from any pay or allowances due to the Reservist. In the event that any outstanding pay or allowances were insufficient to cover repayment of such training costs, the Reservist may be required to refund the difference to the MOD.

### **Pay**

49 FTRS Reservists will be paid rates of pay as published in the Reserves' Annual Pay Letter, a copy of which is distributed by the originator to all Commanding Officers and major organisations within the Service. (Extracts from this Pay Letter may be provided to Reservists as required.) Those serving on FC FTRS will receive the full 14.5% Factor, those on LC FTRS, 5% 'X' Factor, whilst those on HC FTRS will not receive 'X' Factor.

- a. Previous Reckonable Service - The pay Incremental Base Date (IBD) held in previous FTRS or Regular Service will be adjusted to reflect the period of time spent outside of the Service and the resulting IBD, along with any reported qualifications, will determine the increment level to be awarded on entry to the scheme. All future incremental progression will also be based on this revised IBD.
- b. Additional Pay - Additional pay is to be paid in accordance with Regulations for the Regular Forces.
- c. Maternity Pay - Entitlement to maternity pay for female FC FTRS Reservists is to be in accordance with Service Regulations.
- d. Method - Throughout the period of FTRS, Reservists will transfer to the RN Pay system and be paid on the last working day of the month.

### **Allowances and Charges**

50 Allowances and charges for FTRS are to be in accordance with regulations for the Regular Forces. The following specific points should, however, be noted:

- a. Only those FC FTRS Reservists who travel daily to their place of duty will be entitled to receive Home to Duty Travel (Public).
- b. There will be no entitlement to any form of education allowance designed to assist with children's education.
- c. Other than in the most exceptional circumstances there will be no entitlement to relocation expenses or Recompense In Lieu Of Relocation (RILOR).
- d. There will be no entitlement to the Long Service Advance of Pay Scheme (LSAP).

### **FTRS Effect on Ex-Regular Preserved Pensions, Resettlement Grants, Special Capital Payments or Compensation Lump Sums.**

51 For full details of the affects of FTRS on Ex-Regular Preserved Pensions, Resettlement Grants, Special Capital Payments or Compensation Lump Sums see SPVA Booklet MMP/116 Re-employment. However some outline details are as follows:

- a. Effect on Compensation Lump Sums (CLS) - If an individual received a CLS under the Armed Forces Redundancy Scheme 2006 (AFRS 06) they will be required to repay part of the CLS if they are re-employed on an FTRS contract (including ADC) within the relevant period. The relevant period is the period of time that is represented by the value of the CLS. Eg if the CLS was worth 730 days' pay there is no requirement to repay any of it if employed after a break of two years or more. For more information see the Tri-Scheme booklet: ***"The Armed Forces Redundancy Schemes" – MMP/138.***
- b. Effect on Early Departure Payments (EDP) - EDP is, in part, compensation for not having an Armed Forces career much beyond the EDP 18/40 Point. It does not make sense to compensate on the one hand, and re-employ on the other, and there are therefore implications for those who rejoin the Regular Armed Forces in an FTRS post (including ADC) as follows:
  - i) EDP Income - If an individual rejoins the Armed Forces in an FTRS contract (including ADC) their EDP income will stop.
  - ii) EDP Lump Sum - If an individual rejoins the Regular Armed Forces in an FTRS appointment (including ADC) without a break of at least the period represented by the EDP lump sum they will have to pay back the un-expired portion. For example the EDP

lump sum at the EDP 18/40 Point is equivalent to approximately 282 days' pay. Thus an individual who rejoined the Armed Forces in FTRS contract three months (or 91 days) after receiving this lump sum would have to repay (282 – 91) 191/282 of his lump sum.

- c. Effect on Immediate Pension (IP) under AFPS 75 or Pension under AFPS 05 - If an individual leaves with an IP then rejoins the Armed Forces in an FTRS post (including ADC), their IP will be reduced or suspended so that their new rate of pay together with their IP does not exceed their old rate of pay (adjusted to take account of changes to the Retail Prices Index (RPI)). This abatement continues throughout the period of re-employment. The same rule applies to AFPS 05 pensioners as applies to those receiving an IP.

## **Accommodation**

52 FC FTRS Reservists undertaking FC FTRS are entitled to occupy Single Service Accommodation or Service Families Accommodation in accordance with RN regulations. Other than in the most exceptional circumstances, however, there will be no entitlement to Substitute Service Family Accommodation (SSFA). Reservists who are accommodated in Single Service Accommodation for periods in excess of 28 days, may seek exemption from accommodation charges for up to 12 months providing they certify that they have a continuing commitment to pay a mortgage or rent, and that their property is not let or sublet.

53 LC and HC FTRS Reservists undertaking LC and HC FTRS have no entitlement to occupy SFA. However, surplus SFA may be occupied at non-entitled rates subject to the approval of the Commanding Officer. Exceptionally, if a Reservist serving on LC and HC FTRS is posted, he may be permitted to occupy surplus SFA at entitled rates for a short period whilst looking for permanent accommodation.

54 LC and HC FTRS Reservists are permitted to occupy Service Single Accommodation at the non-entitled rate for messing and accommodation.

## **Leave**

55 Leave and free leave travel entitlement will be granted on a pro-rata basis in accordance with the rules laid down in BR 8587 for Regular personnel. Previous service in either the regular or the Reserve Forces should be taken into account when establishing entitlement to free leave travel. This should be done on the same basis as for calculating entitlement to Longer Separated Service Allowance and Longer Service at Sea Bonus (see JSP 754).

56 All leave must be taken within the specified leave year, unless approval to carry over leave is granted by the Commanding Officer. The TLB Holder's approval should be sought for authority to carry forward leave in excess of 15 days.

57 Terminal leave will be granted on a scale of 1 day per calendar month paid up to a maximum of 10 working days. Any leave not taken before completion of the FTRS Commitment will be forfeited.

58 Terminal leave will be given at the end of each separate FTRS commitment. However, where an individual is extended in post or a continuous FTRS commitment is raised, they would not be eligible for terminal leave until completion of that extended or continuous commitment.

## **Uniforms**

59 RFR Reservist Officers undertaking FTRS will have their uniform made up to a minimum scale commensurate with the duties being undertaken. The regulations covering the issue of uniform or uniform grants are contained in JSP 752.

60 RFR Reservist Ratings and Other Ranks will have their Home Retention Scale of Kit made up to minimum scale in accordance with BR 3.



61 RNR/RMR Reservist kit scales will be brought up to the level which will be required for the duties to be undertaken. This additional kit will be issued from the nearest suitable Service Establishment.

### **Resettlement**

62 A resettlement interview will be arranged, if requested, prior to completion of a period of FTRS, but there will be no eligibility for Graduated Resettlement Time (GRT) unless a Reservist has completed 6 years continuous service on FTRS, or falls into the GRT Medical Discharge category. In this case, they will be eligible for the same resettlement package as Regular Service personnel, in accordance with JSP 534.

### **Electoral Registration**

63 Reservists undertaking FTRS in the UK are not eligible to register as Service Voters. They are, however, entitled to proxy or postal votes in the same way as civilian electors. FTRS personnel serving overseas may register to vote as an overseas elector (the Representation of the Peoples Act 2000 refers). Personnel should contact their local electoral officer prior to posting overseas.

### **Jury Service**

64 Reservists undertaking FTRS may no longer be excused jury service as of right under the Jury Act 1974. In order to be excused, the unit CO must certify to the Summoning Officer that it would be prejudicial to the efficiency of the Service if the individual was required to be absent from duty.

### **Welfare Support**

65 A Reservist on FTRS is entitled to the usual welfare support provided for Regular personnel.

### **Electoral Candidature**

66 The restrictions which apply to members of the Regular Forces, set out in QRRN Chapter 66 also apply to Reservists serving on FTRS.

67 No member of the Reserve Forces serving on FTRS may be either a declared prospective or elected member of a Local Authority, a National Assembly, the House of Commons, the European Parliament or any other Legislative Assembly.

68 A Reservist who wishes to stand for election to one of the bodies mentioned in para 08116.b. must apply to the NPT (Res) through his Commanding Officer to terminate his FTRS Commitment. In his own interests, he should apply as early as possible. Approval of applications for release which do not give the 6 months notice prescribed in para 8, will depend on the exigencies of the Service and operational considerations in particular.

69 An unsuccessful candidate will have no right to resume his FTRS.