CHAPTER 102

FULL TIME RESERVE SERVICE - TERMS AND CONDITIONS OF SERVICE (TO BE READ IN CONJUNCTION WITH BRd 3(2) CHAPTER 18)

(Sponsor: NAVY PEOPLE-PSP EMP POL RESSO1)

CONTENTS

SECTION 1 - SCOPE

Para
10201. Policy and Accountability
10202. Regular Positions
10203. FTRS Only Positions
10204. Eligibility of Personnel
10205. Applying for FTRS

SECTION 2 - EMPLOYMENT PROCEDURES

10206. Advertising Positions
10207. Offers of Employment
10208. The Commitment

SECTION 3 - TERMS AND CONDITIONS OF SERVICE

10209. General
10210. Definitions
10211. Age Limits
10212. Completion of Commitments
10213. Extension of FTRS Commitments and Further Periods of FTRS
10214. Grievance Procedures
10215. Medical Fitness
10216. Long Term Medical and Dental Care
10217. Sickness or Other Absence
10218. Medical Downgrading
10219. Medical Discharge from Service
10220. Attributable Benefits
10221. Compulsory Drug Testing
10222. DMT/NCT, RN Personal Employment Standard (RNPES), RM Fitness Test
10223. Maternity/Adoption Benefits
10224. Transfer/Re-entry into the Regular Forces or Maritime Reserves
10225. Service, Advancement, Promotion
10226. Honours and Awards
10227. Annual Reports
10228. Security Clearance
10229. Pre-Employment Training
10230. Spare
10231. Pay

10232. Allowances and Charges
10233. Pension
10234. Leave
10235. Uniform
10236. Resettlement
10237. Electoral Registration
10238. Jury Service
10239. Welfare Support
10240. Electoral Candidature

FULL TIME RESERVE SERVICE - TERMS AND CONDITIONS OF SERVICE

SECTION 1

SCOPE

10201. Policy and Accountability

The policy for the requirement of FTRS to fill both Regular positions and the creation of FTRS fill only (FTRS-only) positions, including coherence with Workforce Delegation, is determined by PSP SO1 Supply on behalf of DDPS. FTRS strength and liability is monitored and reported monthly by PSP SO1 Supply. CM RES SO1 (Registrar of Reserves) is responsible for both the Career Management of Reserve Force personnel employed on FTRS and the issuing and managing of commitments.

10202. Regular Positions

FTRS may be used, subject to approval, to fill Regular liability-driving positions. Requests to fill Regular non-liability driving positions are to be staffed via the same process as FTRS-only positions. When FTRS is used to fill Regular Positions the Regular Career Manager for that position should complete an FTRS Request form that informs the Cell of the JPA Position Number, the employer's details and the proposed start date. The FTRS Cell will engage with the Line Manager who will provide the TORs and complete an FTRS Commitment Level Justification Form. This will be forwarded by the FTRS Cell to the Regular Branch Manager, requesting an FTRS fill. The FTRS Cell will then seek CM RES SO1 and the appropriate Branch Manager's approval prior to initiating the recruitment process.

10203. FTRS Only Positions

a. FTRS-only positions constitute any position to be filled by FTRS that is not a Regular liability-driving position. As well as standard TLB-funded FTRS-only positions, FTRS-only positions include all non-Regular RN Careers Service positions, FTRS positions funded from the Treasury Reserve (i.e. under RfR2 funding arrangements) and any third party funded FTRS position.

b. Authority for the creation, extension and/or enrichment/de-enrichment of FTRS-only positions rests with the WFPT who should ensure that:

(1) Advice on the feasibility of recruiting into the post has been obtained from the CM RES SO1.

(2) An audit trail of the financial authority from the appropriate TLB has been received.

c. Regular personnel are not to fill FTRS only positions.

d. The CM RES SO1 will career manage these FTRS-only positions and recruit and apply extensions of service or further periods of FTRS, to those positions as required in accordance with these regulations.

e. FTRS commitment lengths will, other than in exceptional circumstances, be a minimum of 3 months and not normally exceed 3 years.

10204. Eligibility of Personnel

a. Application to volunteer to undertake FTRS may be made by any officer, rating or other rank in the Royal Fleet Reserve (RFR), Royal Naval Reserve (RNR) or Royal Marines Reserve (RMR) within the age range, rank and category authorised by the FTRS Cell providing that the applicant is able to meet the following criteria:

(1) Can satisfy the FTRS Cell that they are prepared to undertake a set period of service as stipulated in a written commitment.

(2) Holds the minimum required rank/rate or is prepared to serve at a lower rank/rate.

(3) Is Trained Strength and has completed the necessary professional training to undertake the specified duties in the role and rank/rate of the position.

(4) At the time of application and commencement of the commitment is medically fit for service in the commitment for which they apply.

(5) Is not a Transitional Member of the Reserve Forces who has irrevocably elected to become fully subject to the call out powers in RFA96, as extended by the Defence Reform Act 2014, including section 56(b) of RFA 96. See BRd 3(2) for further policy guidance.

b. Application to volunteer to undertake FTRS may be made by any officer, rating or other rank in the RNR or RMR who are approaching the end of their commission or engagement, providing the applicant is able to meet the following criteria:

(1) Are in their last two years of service.

(2) Have no RFR liability.

(3) Have not submitted their notice.

(4) Are applying for a new FTRS that commences prior to their termination date or who are seeking a further period of FTRS that will require an extension to their RNR/ RMR commission or engagement.

(5) All other eligibility criteria and minimum medical standards in Para 10204.a.

10205. Applying for FTRS

The sole method of applying for FTRS is via SERVE.

a. Once received all applications will be acknowledged via an automated SERVE message. Eligible candidates are to be processed to a suitability interview. Personnel should be aware that applications do not always result in being forwarded to a suitability interview or an offer of a commitment. Reservists should not jeopardise any current employment until a firm offer has been made.

b. Only the FTRS Cell can make an offer of FTRS employment; individuals should be aware that any verbal or written reference to possible employment on FTRS terms, prior to the commitment being signed by both parties, does not constitute an official offer of FTRS employment.

c. For personnel already in the regular service and wishing to apply for the scheme when they leave, selection criteria will be applied. Specifically, the applicant must be:

(1) Medically fit for further Naval Service and/or the type of commitment applied for beyond termination.

(2) Security Cleared beyond their Termination Date.

(3) Recommended for further service in their final OJAR/SJAR.

d. Regular personnel who are electing to submit notice to enter FTRS will normally have to complete the standard notice period before taking up FTRS employment; any deviation from this policy must be approved by the regular Branch and Career Managers.

e. For RNR and RMR personnel who are applying for FTRS in accordance with Para 10204.b, the following application procedure applies:

(1) The applicant must submit a List-4 Application[1] [2] to NAVY PEOPLE-CM RES CPO, cc'ing NAVY PEOPLE-CM RES FTRS WO1, ensuring that the justification in Part-2 references the FTRS role the applicant wishes to apply for[3]. Applications made within the last 8-weeks of service will be rejected as there will be insufficient time to process the List-4 transfer and undertake FTRS applicant sift and interview.

(2) Applications will be presented at the next available EOS and List-4 Transfer Board. Successful applicants will be notified by the NAVY PEOPLE-CM RES CPO that their application is conditional on being offered the FTRS role applied for. Unsuccessful applicants may re-apply for EOS with List-4 Transfer if they apply for a subsequent FTRS post, however, their existing MR commission/ engagement termination remains extant unless successful at both list transfer and being offered the FTRS role.

(3) EOS with List-4 Transfer applications for FTRS advertisements that commence prior to their termination date, must be made no later than 8 weeks prior to their last date in service.

[1] https://modgovuk.sharepoint.com/teams/61290
[2] Part 2 of this form must be completed by the Capability/ Specialisation SO1 for new applications, or the FTRS Employer for extension applications for continued employment in the same role.
[3] Only one List-4 application can be submitted at any one time and a separate List-4 application is required for each FTRS role.

(4) If successful at interview, the FTRS Cell will notify NAVY PEOPLE-CM RES CPO who will action the List-4 transfer and align the applicant's commission/engagement end-date with the FTRS end-date. This will be no longer than 24-months and will be reflected in the applicant's FTRS TACOS. Transfer on to List-4 will only be effective from original termination date and personnel transferred to List-4 will remain subject to the extant conditions for this List.

SECTION 2

EMPLOYMENT PROCEDURES

10206. Advertising Positions

a. FTRS positions are normally advertised no more than 6 months before FAD in order to attract the widest pool of candidates. At the CM RES SO1 discretion, however, in exceptional circumstances individuals can be offered an FTRS commitment without advertising the vacancy[4]. Approval to dispense with an FTRS advert can be authorised by CM RES SO1 and is limited to a maximum of two dispensations. Under no circumstances are employers to make the decision to dispense with an advert. Whilst not exhaustive, waivers may be granted by CM RES SO1 in the following circumstances:

(1) Advertising would not meet short notice demand considered urgent. In this context, short notice demand should be considered as anything up to 3 months.

(2) Where known skills are generally in short supply or where retention of an individual's experience is highly desirable.

(3) Where known locations or positions are difficult to recruit to and where an individual is readily available.

b. In cases where there is sufficient time to trawl for specific skills and competence, or where a wider trawl of potential candidates might be beneficial, opportunities will be advertised and subject to the standard recruitment process.

c. FTRS-only PIDs, or regular PIDs filled by FTRS, that have had previous dispensation not to be advertised or have been filled with the same incumbent for six years or more are to be re-advertised at the next rotation. This is to ensure open and fair competition, to provide opportunity to increase KSE for the employing unit, to reduce the burden of single points of failure and to allow for change of ToRs. If eligible, the current incumbent[5] can also re-apply for the role. Requests for exemptions to the six-year rule will be considered in exceptional cases only, which are to be submitted to the FTRS Cell for SO1 Res CM to consider no earlier than 6-months prior to the end of the current incumbent's commitment end-date.

10207. Offer of Employment

a. When an applicant has been successful at interview or 'career managed' into the post by CM RES SO1 and the staff checks have been completed, FTRS WO1 will forward an offer of employment for consideration, signature and return. **Under no circumstances are employers to offer a position to an individual.** It is possible that the offer of employment may differ from that applied for; for instance, the tenure offered may be shorter or longer.

[4] For example, if the fill is required under 2 months' notice.
[5] If the current incumbent holds AHR/AHR on a LA basis, they may apply for the role and be considered by the employer alongside other applicants.

b. FTRS is subject to the needs of the Service and no Reservist has any right to undertake a period of FTRS.

10208. The Commitment

a. Personnel who are offered FTRS commitments should read the associated document carefully. If satisfied, they should sign acknowledging their acceptance of the terms of the commitment and return the signed paperwork to the FTRS Section. Commitments that are dispatched and not returned and signed within 14 calendar days of the date on that commitment may be revoked.

b. The Registrar of Reserves or delegated personnel will countersign the commitment documentation within 14 calendar days to bring the individual into Service and a copy will be returned to the individual as the authority to commence service on the date specified. Personnel should not anticipate commencing FTRS, however, until their commitment has been agreed and signed by both parties.

c. Employers of RNR or RMR personnel on FTRS are encouraged to support reasonable requests by those individuals to undertake Maritime Reserve activity during the period of their Commitment.

SECTION 3

TERMS AND CONDITIONS OF SERVICE

10209. General

Section 24 of RFA 96 provides for a member of the Reserve Forces to enter into a commitment in writing to undertake a period of FTRS performing specified duties for a specified period, in a broadly similar way to Regular personnel. This is a formal binding commitment under which the Reservist agrees to undertake duties.[6] There are three central, full-time types of FTRS: Full Commitment (FC), Limited Commitment (LC), and Home Commitment (HC). Each commitment comes with a different liability and attracts different benefits and entitlements.[7] JSP 753 provides policy guidance on the Terms and Conditions (TACOS) of several Reserve commitment types. FTRS personnel are posted to a specific assignment within a unit. They should normally be employed in the assignment stated and may not be moved to alternative employment without the agreement of the individual, the FTRS Cell and the Workforce Planning Team (WFPT).

10210. Definitions

The following are owned centrally by Reserve Forces and Cadets (RF&C). They cannot be altered without consultation with AH PolStrat RF&C. The policy intent is to ensure a 'golden thread' runs between primary legislation (RFA 96), central policy (JSPs), and single Service Regulations:

a. **Full Commitment (FC).** Routinely only used to either (1) fill vacant Regular posts for a defined term, **or** (2) where the terms of reference of the post require more than 35 days of Separated Service[8] (in the UK or overseas) per year, for Service reasons. In both cases, the Reservist may undertake the same range of duties and worldwide deployment liability as Regular SP. Periods of Separated Service are to be 'Move and Track' recorded on JPA. There are no limits on voluntary Separated Service, associated with the role.[9] Within role, the Reservist may deploy to an operational theatre or attend exercises or training without the need for mobilisation; however, the liability of a Reservist to be mobilised and called into permanent service as per RFA 96 remains. In addition, FTRS (FC) Reservists are liable to short-notice trawls to augment Defence activity.[10] A declaration acknowledging this must be included in individual commitments, signed by the Reservist. The nature of the trawl will determine if FTRS (FC) TACOS <u>or</u> mobilisation are more appropriate).[11] Within the description of the role (specified in the commitment and/or job specification), continuous 24/7/365 liability for duty if required.

---

[6] Commitments are not (employment) contracts that are subject to the Employment Rights Act 1996. For this reason, outside of HR systems (i.e. JPA), FTRS commitments are not referred to as contracts. Commitments, like all forms of military employment, are subject to the Equality Act 2010, albeit it with a total exemption on age and disability and a partial exemption on sex, and the Working Time Regulations 1998.

[7] The Royal Navy and British Army also utilise the FTRS framework to provide bespoke employment models (that largely mirror FTRS(HC) for posts that require military continuity and expertise. The RN Naval Career Service (NCS) and Army Reserve Staff Group (RSG) constructs are not determined centrally; see single Service publications.

[8] As defined in JSP 756.

[9] Both JSP 756 and single Service regulations concerning Individual Harmony Guidelines must be adhered to.

[10] This may include augmentation, exercises, and operational tours not related to the primary FTRS role.

[11] Employing organisation will assess the nature, location, and threat level of the task to help determine the most appropriate mechanism (mobilisation, or under the existing FTRS (FC) commitment). Consideration should also be given to the mechanism that provides the Reservist with the same protections and benefits as any Regular personnel they will serve alongside; they should not be disadvantaged by the selection.

b. **Limited Commitment (LC).** Fulfils a range of duties in one assigned location, with limited liability for role-related compulsory Separated Service in the UK or overseas (including operational theatres) for up to 35 days in one year, with no single period of Separated Service typically lasting in excess of 21 days.[12] In addition, if required the Reservist will have liability for compulsory Separated Service to complete mandated training courses necessary for the current post (or future progression) which does not contribute to the 35 days. Periods of Separated Service are to be 'Move and Track' recorded on JPA. There are no limits on voluntary Separated Service, associated with the role. The Reservist may be mobilised and called into Permanent Service (for example, but not limited to, under Section 52), but should not routinely respond to (and cannot be directed to) undertake a trawl task. Within the description of the role (specified in the commitment and/or job specification), continuous 24/7/365 liability for duty is required.

c. **Home Commitment (HC).** Fulfils a range of duties in one assigned location, with no liability for compulsory Separated Service in the UK or overseas, with the exception of mandated training courses necessary for the current post (or future progression). There are no limits on voluntary Separated Service, associated with the role. Periods of Separated Service are to be 'Move and Track' recorded on JPA. The Reservist may be mobilised and called into Permanent Service (for example, but not limited to, under Section 52) - and must be for deployment to an operational theatre - but cannot respond to or be directed to undertake a trawl task. Within the description of the role (specified in the commitment and/or job specification), continuous 24/7/365 liability for duty if required.

10211. Age Limits

a. Applicants for FTRS should normally be under the age of 60. The maximum normal retirement age limits for FTRS are given below; there is no guarantee of employment to these age limits. Any employment past these age limits will be by exception only[13] and require the approval of CM RES SO1:

(1) All FTRS FC personnel - 60

(2) FTRS HC/LC personnel - 60

(3) FTRS RNCS personnel - 55

b. All FTRS posts are to be advertised when a further commitment is sought and the current incumbent is, or will be, over 60 when the further commitment commences. If eligible, the current incumbent[14] can apply for the role. Requests for exemptions to this rule will be considered in exceptional cases only, which are to be submitted to the FTRS Cell for SO1 Res CM to consider no earlier than 6-months prior to the end of the current incumbent's commitment end-date.

[12] Where essential for scheduled exercises inherent in the employing Units planned annual programme (for example but not limited to, Cadet Training Teams), an extended maximum continuous Separated Service of 28 days will apply. Where this is the case, it is to be clearly listed on the post's Job Specification and made known to the individual applying during the selection process.

[13] Examples may include (but are not limited to) niche SQEP, DPP/SPP cadres, time bound projects, difficult to recruit to geographic areas, and where a position has been advertised and attracted no applicants.

[14] If the current incumbent holds AHR/AHR on a LA basis, they may apply for the role and be considered by the employer alongside other applicants.

10212. Completion of Commitments

a. Where FTRS personnel do not wish to apply to renew on completion of their commitment they should inform the FTRS Cell no less than three months prior to the last day of service. All accrued annual leave and terminal leave[15] must be taken before the last day of the commitment. Where a Reservist finishes one commitment in order to take up a new post and there is no break in service between the old and new commitment, or the period of time between one commitment and another is less than one month, there is no entitlement to terminal leave on the change of commitment. However, where there is a break in service of one month or more between one commitment and the take up of another, terminal leave is admissible on completion of the former commitment. The same entitlement applies if the change of commitment is to ADC or vice versa. Individuals who consider that their employing unit is not taking adequate steps to ensure that they receive their entitled leave prior to their last paid day of FTRS are to bring this to the attention of their local Chain of Command[16]. The amount of FTRS terminal leave is calculated in accordance with JSP 760.

b. Where personnel are transferring from FTRS to an Additional Duties Commitment (ADC) they are entitled to their accrued FTRS terminal leave before commencing ADC.

c. Notice periods are as follows:

(1) FTRS (FC) - 6 months

(2) FTRS (LC) - 3 months

(3) FTRS (HC) - 4 weeks

10213. Extension of FTRS Commitments and Further Periods of FTRS

a. There is no automatic right to an extension to a FTRS commitment or for further periods of FTRS. A Reservist accepting an FTRS commitment must be conscious that opportunity for further periods of FTRS are entirely dependent on a continuing Service requirement and suitability (including medical fitness) for the role. Additionally, a positive recommendation for further Naval Service on their Appraisal report is required.

b. **Extensions.** Extensions to extant FTRS Commitments extend the final date of FTRS service. The Commitment cannot be revoked before the beginning of the specified period of extension, whether at the request of individual or the Service. FTRS Commitments extensions will normally be instigated by CM RES SO1 up to a maximum of 6 months. Authority for longer periods of extension rests with Hd PSP.

[15] Terminal leave may only be taken once, and at the end of continuous commitments.
[16] The FTRS Cell will assign individuals into an appropriate MA5 position for their Terminal Leave.

c. **Further Periods of Full Time Service**. Further periods of full-time Service can be applied to extant Commitments but the FTRS Cell may at any time revoke, in writing this further period of FTRS Service before the start of the specified period. Applications to further periods of FTRS may be made as follows:

(1) **FTRS Commitments in Regular Positions (Reg (FTRS)).** Applications should be made by the Employing Unit to the FTRS Cell of at least six months before the current commitment expires. FTRS Cell will seek approval from the position CM to continue the fill with FTRS and once formal clearance has been given, approval by Regular BM and Strat WFPT is to be obtained.

(2) **FTRS only Positions.** Applications may be made by the Employing Unit up to 6 months before the current commitment expires. Employing Units are to ensure the position End Date is not compromised or is sufficient to cover the further period of FTRS requested. Commitment Level Justification will be required for all further periods of FTRS with evidence of Separated Service produced.

10214. Grievance Procedures

The normal grievances procedures will apply if appropriate (BR 2 (KRRN) Chapter 42). Individuals should also be aware of their rights to submit a Service Complaint in accordance with JSP 831 and BRd 3(1) Chapter 23.

10215. Medical Fitness

Reservists must be medically fit for the FTRS role they are undertaking and when required by their commitment level, be medically fit to undertake the same range of duties and worldwide deployment as Regular SP. It is the responsibility of the Reservist to inform their Employer of any change to their medical fitness that could affect their ability to undertake their FTRS roles and responsibilities. When required a Reservist is to ensure the Service has the authorisation to access their civilian medical records if needed to make a medical assessment for fitness for role. If a Reservist refuses to allow a service medical practitioner access to civilian medical records or refuses to attend a service medical appointment to ascertain medical fitness, the FTRS Commitment will be terminated. To ensure that a Reservist is medically fit to undertake the role tied to their commitment, it is essential that the Medical Certificates supplied with the FTRS Commitment are completed and the relevant JMES reviewed prior to application.

a. If an Ex-Regular has been medically discharged from Regular Service with a Joint Medical Employability Standard (JMES) that includes L6 or M6[17], they are not eligible to be members of a Reserve Force and therefore not eligible to apply for or undertake FTRS, ADC or VeRRs. An individual who has been discharged via a RNMBOS/RNMEB post Jun 25, in a lesser category than M6/L6 (i.e. MND or MLD with a JMES of 1 – 5 inclusive) will have reserve liability and may apply and be considered for FTRS/ADC/VERRs in line with their JMES. Those who were discharged MND may only apply for FTRS HC roles. Those discharged MLD will need to be able to meet the full range of the ToRs for the role and if applying for FTRS FC need be able to meet the trawl and deployable element of FC.

[17] Joint Medical Employment Standard of L6 “Unfit for service in the land environment” and M6 “Unfit for any duties in the maritime environment”.

b. Medical standards for FTRS commitments are iaw BRd 3(2) Chapter 18. Medical Certificates are to be forwarded to the FTRS Cell within two weeks of commencement of the Commitment. The medical is to be carried out by Defence Primary Health Care (DPHC). The following regulations apply:

(1) 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 sent to the FTRS Cell. If there is any change in the JMES of the individual up to the start of a further period the FTRS Cell should be informed immediately.

(2) A fresh Medical Certificate is required for every new period of FTRS commitment, including further periods of FTRS. Personnel who have a valid JMES that meets the minimum medical standard for the role and was conducted by DPHC within the last 6 months can make a self-declaration to the FTRS Cell that there has been no change in their medical circumstances since that date. This will be accepted in lieu of a Medical Certificate. The FTRS Cell will conduct checks of the JMES on JPA for all Personnel making a self-declaration.

(3) In order to assess an individual's fitness for employment, the examining Medical Officer is to be provided with a Job Description/Terms of Reference (ToR) relating to the FTRS role. 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. On completion of the JMES assessment, the paperwork is to be forwarded to the FTRS Cell who, in consultation with CM RES SO1, will make the final decision on whether to approve an FTRS commitment.

(4) It is the responsibility of the Reservist to inform their Employer of any change to their medical fitness that could affect their ability to undertake their FTRS roles and responsibilities. When required a Reservist is to ensure the Service has the authorisation to access their Civilian Medical records. If a Reservist refuses to allow a service medical practitioner access to civilian medical records, the FTRS Commitment will be terminated.

(5) Service Personnel medically discharged prior to Jun 25 and in a medical category lower than L6 or M6[18], who were not awarded Reserve Liability on discharge, but subsequently wish to apply for a FTRS role, should contact NAVY PEOPLE-MR RES MOB SO2 to be considered for the award of Reserve Liability. Each application will be considered on a case-by-case basis, and the Pre-entry MEB will consider medical suitability as required.

[18] i.e. MND A4 L5 M5 E5 and lower.

10216. Long Term Medical and Dental Care

Policy guidance for Medical and Dental care is in accordance with JSP 950[19]. FTRS LC and HC personnel should remain registered with their local civilian medical and dental practitioners. They will, however, be entitled to receive emergency medical and dental treatment from Service sources. When they are required to undergo medical treatment by virtue of their Service duties (e.g. 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.

10217. Sickness or Other Absence

a. If a Reservist is absent from work through injury, sickness or for any other reason, they are to inform their CoC, wherever possible, on the first day of absence, of the cause and likely duration of their absence.

b. If a Reservist is absent for more than seven consecutive calendar days due to sickness or injury, they are to provide their CoC with a doctor's Fitness to Work certificate. For prolonged periods of sickness (over 3 months), an individual will be required to be examined by a Service Medical Officer[20]. Provided that this procedure is observed, a Reservist will be entitled to sick absence with pay, in respect of the days on which they would normally have worked, subject to the timescales in para 10219. If the required procedure is not followed, or if abuse of the sick absence with pay arrangement is suspected, the MOD may withhold the Reservist's pay for the relevant period and may initiate disciplinary action.

10218. Medical Downgrading

Any Reservist who is medically downgraded whilst on FTRS will be subject to the same regulations as Regular personnel, save that those serving on FTRS HC or LC will have no entitlement to appear before the Royal Navy Medical Board of Survey and/or to discharge on medical employability grounds.

10219. Medical Discharge from Service

If a Reservist serving on FTRS(FC) becomes permanently medically unfit for service, they 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 their injury or illness so that they may resume Reserve Service is to continue to be borne on their FTRS pay and allowances up to the day on which they would normally have completed their FTRS Commitment. Reservists serving on FTRS (LC) or (HC) who become permanently medically unfit for service will be placed in the medical margin until the end of their present commitment length if that is in less than 12 months. Those in commitment lengths longer than 12 months will be reviewed on a case-by-case basis and legal advice sought for termination of commitment.

10220. Attributable Benefits

The next-of-kin of any Reservist serving on FTRS will be eligible for the appropriate 'attributable' benefits if they suffer death or injury which is attributable to, or aggravated by, their service.

[19] See also DIN 2019DIN01-080.
[20] Failure to attend for a medical appointment could result in termination of commitment.

10221. Compulsory Drug Testing

Reservists undertaking periods of FTRS are subject to compulsory drug testing.

10222. DMT/NCT, RN Personal Employment Standard (RNPES), RM Fitness Test

Reserve personnel serving on FTRS are, if required, to maintain currency in DMT/NCT. Personnel serving on FTRS(FC) and/or are in the RNR/RMR are to be in date for RNPES/RM Fitness Test in accordance with BRd 51.

10223. Maternity/Paternity/Adoption Benefits

Entitlement to maternity/paternity/adoption benefits for a Reservist serving on FTRS will be in accordance with current Service regulations.

10224. Transfer/Re-entry into the Regular Forces or Maritime Reserves

A Reservist undertaking FTRS may apply to transfer to the Regular Forces or the MR. Although subject to the mandatory notice period prescribed in BRd 3(2) Ch 18, exceptional consideration may be given to premature termination of the FTRS Commitment where a relief can be assigned, or if it is acceptable for the FTRS billet to be gapped.

10225. Service, Advancement, Promotion

a. An 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 exceptionally be allowed, if there are no suitable substantive applicants, in accordance with Part 8 of this BR. Approval for Local or Acting advancement/promotion rests with CM RES SO1. Individuals who elect to serve in a lower ranked position are to wear the uniform of, and are to be paid in, the rate/rank appropriate to the position.

b. Time spent in an Acting Higher Rank during FTRS is reckonable towards Honorary Rank on the Retired List and may be considered when determining the rank/rate and seniority an individual is granted upon a transfer to the MR.

c. Notwithstanding the general FTRS age restrictions, Reservists, at the discretion of the FTRS Cell, 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.

d. 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. Local or Acting advancement/promotion to a higher rank/rate may exceptionally be allowed, if there are no suitable substantive applicants, in accordance with Part 8 of this BR. Approval for Local or Acting advancement/promotion rests with CM RES SO1. Individuals who elect to serve in a lower ranked position are to wear the uniform of, and are to be paid in, the rate/rank appropriate to the position.

e. The policy to award AHR (on a local acting basis) of WO2 and WO1 is subject to the following caveats:

(1) AHR (on a local acting basis) of WO2 and WO1 will only be considered in **exceptional circumstances**[21],and for a specific commitment. At the end of that commitment, the role is to be re-advertised to allow for those holding the rank substantively to apply. Incumbents are eligible to reapply for their position on a local AHR basis but there is no guarantee of a subsequent commitment offer. This ensures that AHR is by exception in line with Regular Service.

(2) Hd CM must give final approval for the award of AHR (on a local acting basis) of WO2, and DDPD for the award of WO1.

f. A period of FTRS will count towards advancement/promotion in the RNR/RMR; any qualifications gained during FTRS will, if appropriate, also be considered.

g. If Promoted/Advanced[22] in the RNR/RMR whilst already serving on FTRS, the promotion/advancement may either:

(1) Be authorised immediately by the FTRS Cell, subject to operational considerations, budgetary approval and position rank/rate requirement, or

(2) Be placed in abeyance until completion of the FTRS Commitment.

h. If selected for the Pool[23] in the RNR/RMR whilst already serving in the AHR on FTRS, promotion to the substantive rank will be effective from the start of the Pool year.

i. If selected for the Pool in the RNR/RMR whilst already serving in the AHR in the MR, promotion to the substantive rank will be effective from the start of the Pool year.

j. If selected for the Pool in the RNR/RMR, and secure an FTRS role in the next higher rank during the Pool year, promotion to the substantive rank will be effective from the start of the FTRS commitment.

k. Subject to having the requisite SQEP for the role, a member of the RNR/RMR who transfers back to the RFR may return on FTRS in the rank/rate gained whilst serving in the RNR/RMR/RNCS if it is higher than that originally held in the RFR. However, personnel promoted to CA1 (Honorary WO) whilst serving in the RNCS will not retain honorary status on return to RFR employment and will be required to revert to substantive rate (OR7). Honorary CA1(WO) status can only be retained on retirement from the Naval Service.

[21] This includes personnel re-entering the RN in the AHR, which will open up a pathway for substantive promotion to WO2.
[22] To OR2 – OR7, or OF3.
[23] To OR8, OR9, OF4 and OF5.

10226. Honours and Awards

Service on FTRS counts as reckonable service for the Volunteer Reserves Service Medal (VRSM) or the Long Service and Good Conduct Medal (LS&GC). FTRS Service also counts towards RN/RM Good Conduct Badges (GCB). GCBs for RNR/RMR are to be administered within the Employing Unit, following the same procedure as for Regular Service personnel.

10227. Annual Reports

a. RFR Reservists undertaking FTRS will be subject to the same reporting procedures and timings as Regular personnel. They should be reported on with regard to their potential for further Service with recommendations for promotion, even though RFR Reservists are not eligible for promotion.

b. RNR/RMR Reservists undertaking FTRS should have reports raised by their Employing Unit which is to include a Short Appraisal Report (SAR) by the MR Capability Areas.

10228. Security Clearance

All Reservists undertaking FTRS will hold, as a minimum, a Security Check clearance. FTRS Commitments will be suspended if PSyA suspends an SC and if an SC is withdrawn, the FTRS Commitment is to be terminated. A Reservist is not to commence their commitment until all clearances have been received. Commitment start date and end date may be adjusted accordingly.

10229. Pre-Employment Training

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. All training requirements are to be booked by the employing unit via the Course Booking Cell.

10230. Spare

10231. Pay

FTRS Reservists will be paid in accordance with current Service regulations. Rates of pay are as published in the Annual Armed Forces Pay Review Body Directed Letter.

10232. Allowances and Charges

Allowances and charges for FTRS are in accordance with current Service regulations.

10233. Pension

Full details of attributable pension and the effects of FTRS on Ex-Regular Preserved Pensions, Resettlement Grants, Special Capital Payments or Compensation Lump Sums are available from the Defence Business Services (DBS) Organisation.

10234. Leave

Those Regular service personnel who seamlessly enter FTRS should ensure that they take all outstanding leave prior to termination from Regular Service: it cannot be carried forward into an FTRS commitment. Similarly, leave cannot be carried forward between FTRS commitments in different roles. Allocation of leave for FTRS is in accordance with current Service regulations.

10235. Uniform

Reservists will normally wear the uniform of, for RNR/RMR, the rank/rate they hold, or for RFR the rank/rate they held in regular Service. If they accept FTRS service in a lower rank/rate, they are to be paid as and wear the uniform of the lower rate/rank until completion of the FTRS commitment. Any additional items of uniform clothing will be issued as follows:

a. RFR Officers undertaking FTRS will have their uniform made up to a minimum scale commensurate with the duties being undertaken.

b. RFR Reservist Ratings and Other Ranks will have their uniform made up to the minimum scale in accordance with BRd 3(1) Part 6, on the production of a signed commitment. Additional kit will be issued from the nearest suitable Service Establishment.

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

10236. Resettlement

Those Regular service personnel who seamlessly enter FTRS should contact their Resettlement Centre to ensure that they either take their remaining Graduated Resettlement Time prior to entry or have it transferred across to their FTRS. The entitlement for Graduated Resettlement Time for FTRS is in accordance with current Service regulations.

10237. Electoral Registration

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.

10238. Jury Service

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.

10239. Welfare Support

All Reservists serving on FTRS are eligible to receive an appropriate level of service welfare support. Although recommendations for compassionate drafts will not be appropriate, welfare investigations may be required to support recommendations for compassionate leave or early termination of a Commitment.

0240. Electoral Candidature

The restrictions which apply to members of the Regular Forces, set out in BRd 2 Chapter 66 also apply to Reservists serving on FTRS.

a. 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.

b. A Reservist who wishes to stand for election must apply to the FTRS Cell through their Commanding Officer to terminate their FTRS commitment. It is in the individual Reservist's own interests to apply as early as possible. Approval of applications for release not in compliance with the terms of the FTRS commitment will depend on the exigencies of the Service and operational considerations in particular.

c. An unsuccessful candidate will have no right to resume their FTRS commitment.