

A Brief Guide to Terms and Conditions of Service in the Army Reserve

Contract Types

Commitment

Applicants aged 18 or over, as adult soldiers WEF 1 April 2007 the initial term of enlistment is 12 years.

VTOD

Voluntary Training Other Duties (VTOD). Reserve Forces may voluntarily undertake intermittent or part-time employment under an Additional Duties Commitment, in which they undertake military duties at specified times on specified days. These duties are additional to any other obligations as a member of the Reserve Forces and are classed as VTOD.

MTD

Regional unit personnel may not aggregate more than 117, and national unit personnel more than 109 Man Training Days (MTDs) a year on training or duties. All MTDs in excess of 27 days will normally be regarded as voluntary training or other duties. VTOD must not be used for more than 90 days; continued employment above this threshold must be on ADC or the MoD will breach the Working Time Regulations 1998.

Bounty

Bounties are paid to entitled individuals who complete a specified annual training requirement. If for any reason a bounty is withheld, in the following year an individual will be entitled to the bounty they would have received in the preceding year. For example, if a bounty is withheld in the first year, but the individual qualifies for a bounty in their second year, then the bounty will be payable at the year 1 rate. This will also apply in succeeding years so the year 2 rate will be payable in year 3 and so on. Previous full-time service in any of HM Regular Forces, or service in any of the Reserve Forces in which the full training bounty has been earned by the completion of obligatory training, may count towards qualifying service for higher rates of bounty, provided such service terminated less than 3 years before joining/re-joining any of the volunteer Reserve Forces. Previous Regular service does not automatically entitle an individual to the Year 5 bounty rate.

ADC Commitment

Not less than four continuous (not aggregated) working weeks that must include the estimated leave entitlement. During this period an individual is to attend for at least one whole days duty or part days' duty that aggregate to not less than one whole day in each of those weeks. An individual entering an ADC commitment is committed to attending for duty on days or part-days each week at a nominated place of duty as specified in the commitment. The maximum ADC commitment in any 12 month period is a total of 180 full (i.e. aggregated) working days, which must include all entitled leave. The maximum period of ADC employment is 42 months, with individual commitments issued for a maximum of 12 months (bounded by the training year). Reserve liability must not end before the ADC expiry date. If an extension of Reserve liability is not granted prior to an ADC starting, the commitment is to be limited to the current retirement date. The length of commitment between the maximum and minimum is to be by mutual agreement of the applicant, and the employing unit or branch, in agreement with the Authorizing Office.

Pension

In accordance with HM Treasury Rules, anyone in receipt of an Armed Forces Pension is liable to have that pension abated on re-employment within the services. The Authorizing Officer is to ensure that any ex-regular service pensioner, i.e. any serviceman in receipt of an AFPS pension, considering an ADC is warned that he may be liable to Service pension, Service Capital Payment (SCP) or Early Departure Payment (EDP) abatement, repayment or suspension from the start of the commitment. ADC paid days are reckonable for pension purposes in accordance with the Reserve Forces Pension Scheme (RFPS) and qualifying service may be aggregated with periods of FTRS, mobilized or permanent service. Personnel are reminded that ADC duties cannot be

aggregated with former Regular service under either AFPS 75 or 05 for pension purposes. Units are to ensure that individuals on ADCs are notified to SPVA on JPA.

Leave

Leave entitlements are set out in JSP 760. ADC Commitments may not be extended for the purpose of leave. Untaken leave will be lost and cannot be carried forward to a new commitment.

Sickness

Personnel on ADC are to remain registered with their usual civilian GP who will retain primary medical responsibility for the individual. Personnel serving on ADC are not entitled to Service medical and dental care. In all cases of emergency at their place of duty, all ADC personnel may be treated by Service medical or dental staff.

FTRS

Types of FTRS. The Army employs three types of FTRS commitment as shown below.

Full Commitment (FC).

Limited Commitment (LC).

Home Commitment (HC).

Personnel employed in the Staff environment in specific roles to enhance continuity

Selection

FTRS(FC). FTRS(FC) is used as a manning expedient to fill temporarily vacant Regular Army posts. The normal maximum engagement will be for 42 months. Extensions beyond this point must be approved by DM(A). Failure to complete MATTs successfully may lead to the cancellation of a commitment. MATTs are to be completed annually in the employing Unit and to the same standard expected of a Regular Officer or Soldier.

FTRS(LC). Personnel employed at FTRS(LC) will fulfil a full range of duties based in one location (which may be overseas). FTRS(LC) is a rare commitment only used in exceptional cases authorized by DM(A). The maximum initial commitment is 42 months which may only be renewed or extended with the authority of DM(A). Personnel employed on FTRS(LC) have a liability for compulsory operational deployment or operational detachment of up to 35 days in any one year with no single detachment lasting in excess of 21 days.

FTRS (HC). Personnel will fulfil the full range of duties appropriate to the post, without conditioned hours, but usually in a single restricted location. This is normally at the duty station but including attendance at, e.g. training events, courts martial, and routine meetings which may require travel. This does not extend to travel to an Operational Theatre. Compulsory detachments will be restricted to training periods or Regional operational events and should be specified in the individual's commitment and job specification. FTRS(HC) personnel cannot be employed in an Operational Theatre or Role unless mobilized. Personnel on FTRS(HC) are widely used to fill both short-term and longer-term commitments. Short-term commitments can be for a minimum of six months up to a maximum of 42 months. Long-term commitments can be up to a maximum of five years and are renewable, subject to the continuing needs of the Service. All FTRS personnel required to wear uniform will wear the rank of the post or their substantive rank, whichever is lowest.

Pension

FTRS is a pensionable form of service. Reckonable service starts on the first day of paid service, irrespective of age. The normal retirement age for the scheme is 60 but individuals who leave before 60 will have pension benefits preserved until age 65 unless the individual applies for early payment of pension with actuarial reduction. Personnel may currently apply to transfer benefits from other occupational pension schemes into the RFPS within 12 months of joining RFPS.

Medical and Dental

Service personnel on FTRS, unless on FC or deployed on LC, are not entitled to Service medical and dental care. In all cases of emergency at their place of duty, all FTRS personnel may be treated by Service medical or dental staff.

Personnel serving on FTRS (FC) are to receive the same medical and dental treatment from Service sources as their Regular counterparts.

Leave

Personnel on FTRS are granted the same leave entitlements as Regular personnel. This provides up to 38 working days annual leave on a pro rata basis. Personnel deployed on PJHQ sponsored operations in operational theatres may also accrue up to 20 working days Post Operational Leave.

ATTENDANCE BASED PAY AND ALLOWANCES

Filling in the Attendance Register.

Individual or Nominal Roll based attendance registers are printed from Blenheim. They are completed on the day of the event and signed by the individual, who completes their timings and method of travel. The Employing Officer then countersigns the register authorising accuracy. The attendance register is produced by the HR Staff and it is the individuals responsibility to complete their details with timings ensuring these equate correctly to the amount of a days pay box they tick.

What constitutes $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$ and 1 days pay.

An individual will be entitled to a full days pay when undertaking a period of annual continuous training or annual camp. In all other cases pay is based on the total hours attended in each day. If the total number of paid duty hours is less than 2 hrs, then no pay is applicable.

If the total number of paid duty hours is between 2 hrs and 3.59 (inclusive) then a quarter of a days pay is applicable.

If the total number of paid duty hours is between 4 hrs and 5.59 (inclusive) then a half of a days pay is applicable.

If the total number of paid duty hours is between 6 hrs and 7.59 (inclusive) then three-quarters of a days pay is applicable.

If the total number of paid duty hours is equal or greater than 8 hrs, then a full days pay is applicable.

HTD Code

When completing the attendance register care should be taken when completing the Home To Duty (HTD) Code under the 'Method of Travel' column. The distance from home to duty will have already been input onto JPA, so this area gives you the number of times you travelled and are entitled to this allowance. If a normal return journey was made the code 'N' should be used which will give you the allowance. If other means of travel have been taken, ie a hire car, then code 'X' should be used, which will not give you the HTD allowance for the event.

Credit of Pay run

Credit of pay is the same as for the Regular Army and any changes should be made or the pay upload in order to pay reservists is done by mid month in order to action for the end of that month.