

Notice Paper - Army Reserve Soldier (Groups A and B)

NOTICE TO BE GIVEN UNDER PARAGRAPH 1 OF SCHEDULE 1 TO THE RESERVE FORCES ACT 1996

EXPLANATORY NOTES

This paper sets out:

- The engagement open to you
- The conditions of enlistment
- The training and call-out liabilities

The questions you will be asked by the officer who will attest you (that is formally enlist you) for Her Majesty's Army Reserve and which you must answer.

GENERAL INFORMATION

1. The Army Reserve is a reserve force of the Army. It is maintained and called out under the Reserve Forces Act 1996.
2. The Army Reserve is organised as follows:
 - a. **Group A.** This group is made up of Regional and National headquarters, units of personnel required to provide a national reserve available for employment at home and overseas in time of emergency.
 - b. **Group B.** This group consists of the Officers Training Corps, the Non Regular Permanent Staff (NRPS) and certain other miscellaneous units of personnel with varying liabilities.
 - c. **Group C.** The Sponsored Reserve. This group consists of personnel who have voluntarily joined the Army Reserve due to their employer's obligations to MOD for maintenance of services under operational conditions as laid down in Part V of the Reserve Forces Act 1996. The terms of service for Group C are set out in a separate Notice Paper and no further reference is made to them in this Notice Paper.
3. Units within the Groups are recruited and administered in two ways.
 - a. **National Units.** Personnel with technical skills which cannot be recruited in sufficient numbers in a particular locality are centralised in these units. Such units are recruited from the country as a whole and are administered and trained by central headquarters. If you have a specialist civilian skill which is needed by the Army Reserve in one of these technical units you may wish to enlist in a specialist unit.
 - b. **Regional Units.** These are units raised on a local basis and in the main are units and sub-units of the combatant arms and services. They have a regional connection and are recruited and trained by their own permanent staff based on an Army Reserve Centre.

GENERAL CONDITIONS OF ENLISTMENT

4. Your service will be part-time only unless you are called out for permanent service (see paragraph 13 below), or you volunteer and are accepted for full-time service either as a member of the permanent staff or for Full Time Reserve Service under section 24 of the Reserve Forces Act 1996. Part-time service consists of mandatory periods of out-of-camp training and in-camp training. In addition you may voluntarily attend further periods of training. The periods of mandatory training will vary according to the nature of the unit in which you are enlisted and whether you are a recruit or a trained soldier.
5. Out-of-camp training for Regional units is usually carried out at a Army Reserve Centre but if it includes a weekend it would usually be away from the Centre at a range or field training area. In camp training is usually carried out on a major field training area or at a special camp and may be anywhere in the United Kingdom and, on occasions, overseas.
6. Out-of-camp training for National units is usually at a weekend at camps organised by the Army Reserve/Central Reserve Headquarters. In-camp training is organised in the same way as for Regional units.
7. You will be subject to military law when in permanent service (see paragraph 13 below), when in Full Time Reserve Service or an Additional Duties Commitment, when undertaking any training or duty, or serving on the permanent staff of the Army Reserve. You will be subject at all times to the more limited disciplinary provisions of section 95 of the Reserve Forces Act 1996.
8. Her Majesty and the military authorities have the right to discharge you at any time if your services are no longer required.

TERMS OF ENLISTMENT

9. You may enlist for a period up to 12 years or up to NRA, whichever is the sooner. During the last year of service you may apply to re-engage normally for a further period of 1, 2, 3 or 4 years. Subsequently you may apply to re-engage for further periods of service until such time as you reach the upper age limit for your rank, and regiment/corps or group.
10. If you are able to be enlisted for an appointment as a member of the permanent staff you must enlist initially for a period of 3 years which may be extended by re-engagements for so long as you are to be employed or until you reach the upper age limits for such appointments

LIABILITIES

Training

11. The mandatory training required of you will depend on your status, i.e. as a recruit or a trained soldier and the Group and type of unit you wish to join.

The normal annual training periods are as follows:

- a. **Out-of-camp training**

Group A Regional Units	
Recruits	16 days in first year of service
Parachute roled personnel	18 days
All others	12 days
Group A National Units	4 days
Group A Parachute roled National Units	10 days
Group B	
OTC officer cadets	15 days (minimum of 2 hours per day)
Others	Nil unless attached to Group A units
- b. **In camp training**

Group A units and OTC officer cadets	16 days
Other Group B units	Nil unless attached to Group A units

(If you are seeking to join a unit with special training requirements, which differ from those shown above, you will be informed by the unit recruiting staff.)
In addition you may voluntarily attend further training periods.

Call Out

12. You will be liable to be called out for permanent service in any part of the world whenever an Order is in force authorising your call-out in support of urgent work of national importance.
 - a. **Groups A and B.** By Her Majesty if it appears to Her that national danger is imminent or a great emergency has arisen; or in the event of actual or apprehended attack on the United Kingdom.
 - b. **Group A and NRPS soldiers employed as Royal Signals Instructors.** By the Secretary of State if it appears to him that warlike operations are in preparation or progress.
 - c. **Group A and NRPS soldiers employed as Royal Signals Instructors.** By the Secretary of State if it appears to him that it is necessary or desirable to use armed forces on certain purposes where it is necessary or desirable to use Reserves for any purpose for which Regular Forces may be used.

LIABILITIES cont

Call Out cont

13. If without leave of absence, sickness or other reasonable excuse you fail to report at the time and place as specified in your call-out notice calling you out for permanent service, you will render yourself liable to be charged with desertion or absence without leave.

Choice of Corps

14. You will be enlisted for service in such regiment/corps and posted to such unit as you select from among those for which you are eligible and in which there are vacancies.

Employment

15. As a soldier of the Army Reserve you will be required to carry out whatever duties may be ordered by those in authority over you. The nature of your employment is always subject to the needs of the Service, and no guarantee can be given that you will be employed in any particular employment. Nevertheless, if you are enlisted for a particular employment with the view to being trained and employed in it you will normally be so trained and employed.

Transfer

16. In peace-time, without your consent, you may not be transferred from the corps in which you enlisted nor posted from the unit you selected to join. Should you change your place of residence, or for any other reason wish to transfer to another Army Reserve unit you may apply to do so.

17. When you are in permanent service as described in paragraph 13, you may without your consent be posted to another unit within your corps or be transferred to another corps.

18. If you are posted to another unit or transferred to another corps while in permanent service, at the end of the period of call out you may claim to serve again in the corps and unit in which you were serving before you were called out.

Premature Termination of Service

19. Unless you are in permanent service or in Full Time Reserve Service under Section 24 of the Reserve Forces Act 1996, or an Order is in force authorising the call out of the reserves in the circumstances described in paragraph 13a and b, you are entitled to be discharged before the end of the period for which you enlisted or re-engaged, if you give 3 months' notice in writing and return clothing and other public property issued to you in good order or pay for the deficiencies.

20. You may be discharged if you make a false answer to any of the questions at the end of this paper or because of any other irregularities concerned with your enlistment.

21. Other examples of the grounds for which you may be discharged are:

- a. If your services are no longer required, or
- b. Unfitness on medical grounds, or
- c. Failure to fulfil your training obligations, or
- d. By your commanding officer for disobedience, neglect of duty or misconduct.

Unless your discharge has been specifically authorised by the Defence Council, you have the right to appeal to it against discharge.

Retention in Service

22. If, at the time when you would otherwise be entitled to be discharged at the end of your term of service and you are not in permanent service or on Full Time Reserve Service an Order under Section 52 of the Reserve Forces Act 1996 is in force authorising the call out of members of a Reserve Force because it appears that national danger is imminent, or a great emergency has arisen, or the United Kingdom is under actual or apprehended attack, you may be retained in service for a further period of up to 12 months.

23. If you are in permanent service under an Order under Section 52 of the Reserve Forces Act 1996 at the time when you would otherwise be entitled to be discharged at the end of your term of service, you may be required to serve for a further period of up to 12 months. The extension may not require you to complete more than an aggregate of 3 years' permanent service, counting the current period and any such service in the previous 6 years. The 3 year aggregate may be extended to 5 years by Order of Her Majesty.

24. If you are called into permanent service for the reasons given in Section 54 of the Reserve Forces Act 1996, (when warlike operations are in preparation or progress), and you would otherwise be entitled to be discharged at the end of your term of service, you may be required to serve for a further period of up to 12 months. The extension may not require you to complete more than an aggregate of 12 months' permanent service, counting the current period and any such service in the previous 3 years. The 12 months aggregate may be extended to 2 years by Order of Her Majesty.

25. If you are called into permanent service for the reasons given in Section 56 of the Reserve Forces Act 1996, (for certain purposes where it is necessary or desirable to use Reserves for any purpose which Regular Forces may be used) and you would otherwise be entitled to be discharged at the end of your term of service, you may be required to serve for a further period of up to 12 months. The extension may not require you to complete more than an aggregate of 12 months' permanent service, counting the current period and any such service in the previous 27 months.

Questions to be answered

26. On attestation you will be asked by the officer or other person authorised to attest recruits to answer the questions as given on the next page.

QUESTIONS TO BE PUT TO THE RECRUIT ON ATTESTATION

1. Do you understand that under the provisions of paragraph 5 of Schedule 1 to the Reserve Forces Act 1996, if you knowingly or recklessly give a false answer to any of the following questions answered during your attestation you will render yourself liable to punishment? Yes No

2. a. What is your Surname? (block letters)

b. What are your Forename(s) (block letters)

c. Date of Birth Day Month Year

d. Place of Birth (1) Town or Village

(2) County (3) Country

3. What is your nationality? a. At birth b. Now

4. Are you? Single Married Divorced Widowed

5. How many children are dependent on you?

6. What is your religious denomination?

7. Do you belong to, or have you ever served in, Her Majesty's Naval, Military or Air Forces or in any Commonwealth or Colonial Force? Yes No

If 'Yes' please state: Force Unit(s)

Service No Service from to

Rank on discharge Date of discharge

Reason for discharge

8. Have you ever been a member of the Combined Cadet Force or the Army Cadet Force, the Sea Cadet Corps or the Air Training Corps? Yes No

If 'Yes' please state: Unit Service from to

Certificate(s) awarded

9. a. In which Corps do you wish to serve?

b. To which unit or regiment of the Corps of your choice do you wish to be posted? National Oceanography Centre
Waterfront Campus

10. a. What is your civilian trade or employment?

b. If an ex-serviceman, what was your former service employment?

Employers Certificate

Required if the applicant is employed by Government Departments or one of the Authorities listed in the 'Army Reserve Enlistment Instructions'.

There is no objection on grounds of civil employment to the enlistment of this applicant into the Army Reserve.

I/We understand that enlistment into the Army Reserve renders the applicant liable to be called out in time of mobilisation leading to War or similar national emergency.

Date Signature of Employer Name and Address of Firm/Dept/Auth

QUESTIONS TO BE PUT TO THE RECRUIT ON ATTESTATION cont

11. Have you ever been rejected for service in Her Majesty's Naval, Military or Air Forces or in any Commonwealth or Colonial Force? Yes No

If 'Yes' please state reasons:

12. Have you ever been found guilty of an offence by any court?(Offences "spent" under the Rehabilitation of Offenders Act 1974 need not be mentioned here unless you are told that particulars of such an offence are required for entry into a specific Corps). Yes No

If so then in respect of each offence, what was:

The date of hearing?

The court of hearing?

The offence?

The sentence or order?

Is any alleged offence outstanding against you? Yes No

13. Have you received a Notice Paper setting out the questions to be answered on attestation and the general conditions of the enlistment to be entered into? Yes No

Have all of the questions been answered satisfactorily? Yes No

Do you understand the contents of the Notice Paper and wish to be enlisted? Yes No

14. Provided Her Majesty shall so long require your services, are you willing to serve Her Majesty as a man/woman of the Army Reserve for a period of up to 12 years or up to age 55, whichever is the sooner? Yes No

SOLEMN DECLARATION

15. I, do solemnly declare that the above answers made by me to the above questions are true, and that I am willing to fulfil the engagement made.

Date

Signature of Recruit

Signature of Attesting Officer

Rank/Appointment