

SECTION 7 - TRANSFER TO THE RESERVE

606. Transfer to Reserve Headings.

Sponsor: RAF Employment Policy

The transfer of a regular airman to the RAF Reserve of Airmen is to be effected under one of the following headings. Only the words in *italics* in column 1 are to be used for recording the cause of transfer on termination documentation.

Cause of Transfer	Competent Authority to Authorise Transfer of			Channel for Submission of Applications	Special Instructions
	Personnel in Ground Trades	Non-Commissioned Aircrew	Master Aircrew/Warrant Officers		
(1)	(2)	(3)	(4)	(5)	(6)
(1) <i>On expiration of his period of regular air force service.</i>	Air Secretary	Air Secretary	Air Secretary	-	
(2) <i>At own request before expiration of his period of regular service.</i> (a) Within 3 months of the end of the full term of his engagement, in order to take up civil employment which cannot be held open.	Air Secretary	Air Secretary	Air Secretary	Direct	Documentary evidence of the offer of employment is required, and the CO of the unit, before submitting the application, is to verify that the offer is genuine. <i>Note:</i> Airmen whose premature transfer to the Reserve is approved to take up full time studies at University, College, etc, entry to which cannot be deferred, are to be transferred under this heading.
(b) For any other reason except as in (c) below.	Air Secretary	Air Secretary	Air Secretary	Normal	
(c) Having given 18 months notice.	Air Secretary	Air Secretary	Air Secretary	Direct	Applicable to: (1) Airmen serving on the Notice engagement who, having completed the requisite period of qualifying service, exercise their right to be transferred to the Reserve. (2) Female personnel serving on the Notice engagement who enlisted on or after 1 Apr 86 and, having completed the requisite period of qualifying service,

Cause of Transfer	Competent Authority to Authorise Transfer of			Channel for	Special Instructions
	Personnel in Ground Trades	Non-Commissioned Aircrew	Master Aircrew/Warrant Officers	Submission of Applications	
(1)	(2)	(3)	(4)	(5)	(6)
					<p>exercise their right to be transferred to the Reserve.</p> <p>(3) Male airmen serving on engagements undertaken on or after 1 Apr 83 who have completed 10 years but less than 22 years reckonable service after exercising their general right to be transferred to the Reserve.</p> <p>(4) Female personnel serving on engagements undertaken on or after 1 Apr 86 who have completed 10 years but less than 22 years reckonable service after exercising their general right to be transferred to the Reserve.</p> <p>(5) Male airmen enlisted before 1 Apr 83 who accept invitation to serve in the Reserve.</p> <p>(6) Female personnel enlisted before 1 Apr 86 who undertake a voluntary period of reserve service (see Note 2 to para 485(ii)).</p> <p>(7) Male non-commissioned aircrew (direct entrant only) serving on the 1 October 1989 non-commissioned aircrew terms of service who having completed the requisite period of qualifying service, exercise their right to be transferred to the Reserve. See para 584(5).</p>
(3) On Redundancy.	Air Secretary	Air Secretary	Air Secretary	Direct	Applicable to airmen transferred to the Reserve prematurely on grounds

Cause of Transfer	Competent Authority to Authorise Transfer of			Channel for	Special Instructions
	Personnel in Ground Trades	Non-Commissioned Aircrew	Master Aircrew/Warrant Officers	Submission of Applications	
(1)	(2)	(3)	(4)	(5)	(6)
(4) <i>(Omitted)</i> (5) <i>(Omitted)</i> (6) <i>(Omitted)</i> (7) <i>At own request.</i> On Premature Voluntary Release (less than 22 years Service)	Air Secretary	Air Secretary	Air Secretary	Direct	of redundancy. Applicable to: 1. Male airmen serving on engagements undertaken on or after 1 Apr 83. 2. Female personnel serving on engagements undertaken on or after 1 Apr 86.

SECTION 8 - DISCHARGE

607. Discharge Headings.

Sponsor: RAF Employment Policy

The discharge of an airman is to be effected under one of the following headings. Only the words in italics in column 1 are to be used for recording the cause of discharge on termination documentation.

Cause of Transfer	Competent Authority to Authorise Transfer of			Channel for	Special Instructions
	Personnel in Ground Trades	Non-Commissioned Aircrew	Master Aircrew/Warrant Officers	Submission of Applications	
(1)	(2)	(3)	(4)	(5)	(6)
(1) <i>On expiration of engagement.</i> (2) <i>With a view to Service Pension.</i> (a) Having completed time for pension.	Air Secretary	Air Secretary	Air Secretary	-	Applicable to all airmen who have completed their engagement except those discharged to Service pension; applicable to those airmen with lowered JMES who would normally have attracted Reserve Service but for their JMES. Applicable to airmen re-engaged for 22 or more years service who have
	Air Secretary	Air Secretary	Air Secretary	Direct. Applications only	

Cause of Transfer	Competent Authority to Authorise Transfer of			Channel for	Special Instructions
	Personnel in Ground Trades	Non-Commissioned Aircrew	Master Aircrew/Warrant Officers	Submission of Applications	
				required for an airman serving on continuation under para 571 on giving 3 months notice.	completed their full period of service and to airmen who, on completion of the regular portion of their current engagement, have given a total of not less than 22 years service reckonable for pension.
(b) Within 3 months of the end of the period for which re-engaged, in order to take up civil employment which cannot be held open.	Air Secretary	Air Secretary	Air Secretary	Direct	Documentary evidence of the offer of employment is required and the CO of the unit, before submitting the application, is to verify that the offer is genuine. Airmen whose premature discharge is approved to take up full time studies at Universities, Colleges, etc, entry to which cannot be deferred, are to be discharged under this heading.
(3) At own request with a view to Service Pension.					
(a) On Premature Voluntary Release having completed time for Service Pension (except as in (2b)).	Air Secretary	Air Secretary	Air Secretary	Direct	Applicable to airmen who are allowed to take their discharge prematurely after completion of 22 or more years service reckonable for Service pension except as provided in 2(b).
(b) Having given 18 months notice.	Air Secretary	Air Secretary	Air Secretary	Direct	Applicable to airmen who exercise the general right to be discharged after completion of 22 or more years service reckonable for Service pension.

Cause of Transfer	Competent Authority to Authorise Transfer of			Channel for	Special Instructions
	Personnel in Ground Trades	Non-Commissioned Aircrew	Master Aircrew/Warrant Officers	Submission of Applications	
(1)	(2)	(3)	(4)	(5)	(6)
(4) At own request.					
(a) Para 623A .	N/A	N/A	Air Secretary	Normal	Applicable only to a Warrant Officer who is reduced to the ranks and claims discharge under Section 331(3) Armed Forces Act 2006 (see para 623A).
(b) Having given 18 months notice.	Air Secretary	Air Secretary	Air Secretary	Direct	(b) of Col 1 is applicable to airmen serving on engagements undertaken before 1 Apr 83 who have completed 12 years but less than 22 years reckonable service and who exercise the general right to be discharged; also to female personnel serving on the notice engagement who enlisted before 1 Apr 86 and who having completed the requisite qualifying period of service, exercise their right to be discharged. This latter provision applies equally to female personnel extended or re-engaged before 1 Apr 86 who, having changed their terms of service and transferred to a fixed engagement subsequently give notice of their intention to be discharged.
(5) <i>(Omitted)</i>					
(6) (a) Dismissed with disgrace.	Court-martial Sentence	Court-martial Sentence	Court-martial Sentence	See paras 1118 and 1119	
(b) Discharged with disgrace following civil conviction.	CinC	Air Force Board	Air Force Board	Normal	It is for the discharging authority to decide whether or not the offence under (b) or the misconduct under (c) is such as to justify discharge with disgrace. Discharges following a court-martial sentence of imprisonment, where

Cause of Transfer	Competent Authority to Authorise Transfer of			Channel for	Special Instructions
	Personnel in Ground Trades	Non-Commissioned Aircrew	Master Aircrew/Warrant Officers	Submission of Applications	
(1)	(2)	(3)	(4)	(5)	(6)
<p>(c) Discharged with disgrace for misconduct.</p> <p>(7) (a) Dismissed.</p> <p>(b) Discharged following civil conviction.</p> <p>(c) Discharged for misconduct.</p> <p>(8) (Omitted).</p> <p>(9) (Omitted).</p> <p>(10) Free as an indulgence.</p> <p>(a) At own request.</p>	<p>CinC</p> <p>Court-martial Sentence</p> <p>CinC</p> <p>CinC</p> <p>(i) Air Secretary</p> <p>(ii) Commandant RAF College and Director of Recruitment (RAF)</p>	<p>Air Force Board</p> <p>Court-martial Sentence</p> <p>Air Force Board</p> <p>Air Force Board</p> <p>(i) Air Secretary</p> <p>(ii) Commanding Officer</p>	<p>Air Force Board</p> <p>Court-martial Sentence</p> <p>Air Force Board</p> <p>Air Force Board</p> <p>Air Secretary</p>	<p>Normal</p> <p>See paras 1118 and 1119</p> <p>Normal</p> <p>Normal</p> <p>Direct</p>	<p>dismissal is not part of the sentence, will fall under the “Discharged with disgrace for misconduct” heading (6)(c).</p> <p>See Note under (b) above.</p> <p>See Note to (6)(b) above.</p> <p>See Note to (6)(b) above.</p> <p>(i) of Col 2 applies to airmen who voluntarily transfer to other Services.</p> <p>(ii) of Col 2 applies to officer cadets undergoing IOT who voluntarily withdraw from training.</p> <p>(i) of Col 3 applies to non-commissioned aircrew who voluntarily transfer to other services.</p>

	Competent Authority to Authorise Transfer of	Channel for	
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QR(RAF) 10-29 *AL31/Feb 13*

Cause of Transfer	Personnel in Ground Trades	Non-Commissioned Aircrew	Master Aircrew/ Warrant Officers	Submission of Applications	Special Instructions
(1)	(2)	(3)	(4)	(5)	(6)
unacceptably affected his career prospects.					
(11) Compassionate Grounds.	Air Secretary	Air Secretary	N/A	See para 626	
(12) For irregular enlistment. Free on claiming discharge under Section 18 of the AFA before 3 months service.	Air Secretary	Air Secretary	N/A	Direct	
(13) Omitted.					
(14) On appointment to a commission.	Commanding Officer	Commanding Officer	Commanding Officer	N/A	
(15) On medical grounds:					
(a) Invalided, being below current air force medical standards.	Air Secretary	Air Secretary	Air Secretary	See para 621 and Appx 9B	The words “for the trade in which he is mustered and cannot be re-mustered” are to be added to those shown under (a) of the heading, where appropriate.
(b) Physically unfit for air force service as aircrew.	N/A	Air Secretary	Air Secretary	See para 621 and Appx 9B	Applies to non-commissioned aircrew referred to in para 526A(4) who are physically fit for service in a ground trade. (See also clause (17)).
(16) Not likely to maintain the required air force medical standard.					
(a) Airmen whose disabilities are discovered on medical examination within 21 days after the date of enlistment.	Commanding Officer	Commanding Officer	N/A	-	Only airmen who, on medical examination within 21 days after the date of enlistment, are found to be suffering from a disability incurred before entry and are deemed unlikely to

	Competent Authority to Authorise Transfer of	Channel for	
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Cause of Transfer	Personnel in Ground Trades	Non- Commission ed Aircrew	Master Aircrew/ Warrant Officers	Submission of Applications	Special Instructions
(1)	(2)	(3)	(4)	(5)	(6)
(b) Other airmen whose disabilities are discovered on medical examination within 6 months of the date of enlistment as unlikely to become efficient on medical grounds.	Commanding Officer	Commanding Officer	N/A	See Col 6.	become fit for duty within the appropriate maximum period specified in para 620 , are to be discharged under (a) of this heading. When discharge is proposed under (a) or (b) of this heading a report is to be prepared on Form 1085 by the medical officer of the unit and submitted to the CO for transmission to the competent medical authority, who is to complete part (b) Section 1 or 2 of the form and dispose of it as indicated in the Section completed. Where the airman made a mis-statement on enlistment, the case is to be submitted for discharge under clause (23).
(17) Medically unsuitable for air force service as aircrew but not physically unfit for service as an airman on ground duties.	N/A	(i) Air Secretary (ii) Commanding Officer in the case of directly entered aircrew cadets	Air Secretary	Normal	Applies to non-commissioned aircrew and aircrew cadets who satisfy standards of physical fitness for aircrew or ground duties but who nevertheless are medically unsuitable for aircrew and for whom invaliding under clause (15)(b) is inappropriate.
(18) Unsuited to a Service environment.	Air Secretary	Air Secretary	Air Force Board	See Col. 6	Applicable to airmen recommended as temperamentally unsuitable for air force service.
(19) <i>(Omitted).</i>					
(20) Having given a false answer on attestation.	Air Secretary	Air Secretary	N/A	Normal	Applies to airmen convicted summarily or by court-martial under Section 328(3) of the
Competent Authority to Authorise Transfer of				Channel for	

Cause of Transfer	Personnel in Ground Trades	Non- Commission ed Aircrew	Master Aircrew/ Warrant Officers	Submission of Applications	Special Instructions
(1)	(2)	(3)	(4)	(5)	(6)
(21) <i>For inefficiency.</i>	CinC	Air Force Board	Air Force Board	Normal	Armed Forces Act 2006 or to airmen found guilty by the civil power under Section 19. Certificates of unspent civil convictions (if any) are to be attached to the CO's recommendation for discharge.
(22) <i>Services no Longer required.</i>					
(a) If found unsuitable during recruit training.	Commanding Officer	N/A	N/A	Normal	
(b) In other circumstances (except as in (d) below).	CinC	Air Force Board	Air Force Board	Normal	(b) of Col 1 applies to those airmen considered to be unsuitable in trade, category or rank. For discharge under (b) of Col 1 the MOD will decide whether the airman is to lose his resettlement grant, and this decision is to be recorded by the ACOS Manning in the airman's permanent record.
(c) <i>(Omitted).</i>					
(d) <i>Being unable to meet Service obligations.</i>					
(i) <i>through circumstances beyond their control.</i>	Air Secretary	Air Secretary	Air Secretary	Normal	(i) Applies to airmen who through circumstances beyond their control cannot be allowed to continue in the Service (but see clause (10) above).
(ii) <i>due to a permanently reduced medical employment standard.</i>	Air Secretary	Air Secretary	Air Secretary	Normal	(ii) Applies to airmen who have a permanently reduced medical employment standard and for whom an invaliding discharge
Competent Authority to Authorise Transfer of				Channel for	

Cause of Transfer	Personnel in Ground Trades	Non- Commission ed Aircrew	Master Aircrew/ Warrant Officers	Submission of Applications	Special Instructions
(1)	(2)	(3)	(4)	(5)	(6)
<p>(23) <i>Having made a mis-statement on enlistment.</i></p> <p>(24) <i>Not likely to reach standard required for Air Force service.</i></p> <p>(a) As an officer.</p> <p>(b) As non-commissioned aircrew</p> <p>(25) <i>Below the standard for Air Force service.</i></p> <p>(a) As non-commissioned aircrew other than at (b).</p> <p>(b) As aircrew under training.</p> <p>(26) <i>(Omitted)</i></p> <p>(27) <i>(Omitted)</i></p> <p>(28) <i>On Redundancy.</i></p> <p>(29) <i>(Omitted)</i></p>	<p>Air Secretary</p> <p>Commandant RAF College and Director of Recruitment (RAF)</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>Air Secretary</p> <p>Air Secretary</p> <p>Air Secretary</p> <p>Air Secretary</p>	<p>Air Secretary</p> <p>N/A</p> <p>Commanding officer</p> <p>Air Secretary</p> <p>Air Secretary</p> <p>Air Secretary</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>Air Secretary</p>	<p>Normal</p> <p>Normal</p> <p>Normal</p> <p>Normal</p> <p>Normal</p> <p>Direct</p>	<p>under QR 607(15)(a) would not be appropriate. Applies where discharge under clause (20) is inappropriate.</p> <p>Applies to officer cadets who fail IOT. When recording the cause of discharge, the actual branch (and aircrew category where applicable) is to be stated.</p> <p>Applies to trainee non-commissioned aircrew who fail training prior to the award of a flying badge as prescribed in para. J727.</p> <p>Applies to aircrew, other than those in (b) of Col 1, found to be below the required standard by the MOD.</p> <p>Applies to non-commissioned aircrew who fail initial OCU training .</p> <p>Applicable to airmen discharged prematurely on grounds of redundancy.</p>
	Competent Authority to Authorise Transfer of			Channel for	

Cause of Transfer	Personnel in Ground Trades	Non-Commissioned Aircrew	Master Aircrew/Warrant Officers	Submission of Applications	Special Instructions
(1)	(2)	(3)	(4)	(5)	(6)
(30) <i>Surplus to requirement in a trade.</i>	Air Secretary	Air Secretary	Air Secretary	Direct	Applicable only in accordance with MOD instructions to airmen surplus to requirements in specific trades and ranks.
(31) <i>(Omitted)</i>					
(32) <i>At own request.</i> As a statutory right under para 584 .	Commanding Officer	Commanding Officer	N/A	See para 584 .	Recruits have the right to claim discharge within 6 months of enlistment on giving 14 days notice in writing to their CO, provided that they will have completed 28 days service, excluding leave, on the discharge date. Applies to personnel under the age of 18 who have passed the 6 month Statutory Right (DAOR) point (from enlistment) provided they apply before their 18 th birthday.
(33) <i>At own request.</i> On Premature Voluntary Release (less than 22 years).	Air Secretary	Air Secretary	Air Secretary	Direct	Applies to those individuals not eligible for, or with no liability for reserve service.

608. Medical Examination and Disability Claims.*Sponsor: RAF Employment Policy*

- (1) Airmen who are discharged otherwise than under headings (15), (16) and (17) of para 607 are to be medically examined by the unit medical officer prior to discharge. The result of the examination is to be recorded in accordance with the procedure laid down in AP 1269A.
- (2) On discharge under heading (15) of para **607** or, on discharge or transfer to the reserve in the circumstances outlined in para **620(9)**, Manning is to prepare and forward Form 200, together with all medical documents, to the DSS, for consideration of non-effective entitlement.
- (3) Airmen, other than those in clause (2), who, on discharge or transfer to the reserve, wish to make a claim for a non-effective award in respect of a wound, injury or disease which they consider caused, or made worse, by their service, are to be advised to write without delay to the Chief Welfare Officer of the DSS, whose address can be obtained at any Post Office.

609-610. *(Omitted)***611. Retention of Uniform Clothing on Discharge or Transfer to the Reserve.***Sponsor: RAF Employment Policy*

(1) The conditions under which airmen may be permitted to retain certain articles of uniform clothing on their discharge or transfer to the reserve are laid down in JSP 886 Vol 6 Pt 5.

(2) To avoid the uneconomical exchange of service clothing replacements to airmen whose discharge or transfer to the reserve has been notified are to be confined to the replacement of deficiencies and unserviceable garments, where health or hygiene would otherwise be adversely affected.

612. Documents

Sponsor: RAF Employment Policy

(1) In order to avoid any necessity for the airman's recall, all documents are to be completed and his signature obtained, where necessary, before he leaves the discharging unit.

(2) When an airman is discharged with a view to pension, SPVA Pensions will assess the pension entitlement.

(3) When an airman is discharged on appointment to a commission, the Manning is to dispose of the airman's documents as laid down in para **2011**.

(4) Where an airman is discharged locally abroad on medical grounds or where an airman dies abroad, his medical and service documents are to be dispatched immediately to Manning. When FMed4 is not accessible, all available medical data relative to treatment in hospital, etc (including post-mortem reports where applicable) should accompany the service documents.

(5) A discharge or transfer to the reserve is to be shown on all documents, etc, as carried out "on" a certain date. The date is to be the last day of regular service, ie, the last day of terminal leave, if granted, and pay and other emoluments will be admissible for that day. Where an airman is transferred to the Reserve, reserve service and entitlement to reserve pay will therefore commence on the day following transfer.

(6) On discharge of an airman appointed to a commission, a new identity card will be issued by the JPAC on receipt of a completed application form accompanied by two prints of a photograph showing the applicant in officer's uniform. The identity card held prior to being commissioned is to be disposed of in accordance with JSP 440.

613-618. (Omitted)

618A. Completion of FMed133.

Sponsor: DGMS(RAF)

(1) Following discharge of personnel from the Service, it is imperative that details of individual's Service Medical History are available to their National Health Service General Practitioner. In order to achieve this, the Medical Officer is to complete a F Med 133 in accordance with the instructions contained in AP1269A (RAF Manual – Assessment of Medical Fitness).

(2) Arrangements are to be made for a F Med 133 to be raised in duplicate for all personnel on discharge from the Service. The completing Medical Officer or President of the Medical Board is to ensure that one copy is given to the individual and the other copy retained within the F Med 4 as detailed in AP 1269 (RAF Manual of Medical Management and Administration).

619. Notification of the Discharge of Airmen to the Department of Social Security.

Sponsor: RAF Employment Policy

(1) Immediately the date of an airman's discharge is known, FIns47, except as provided in clause (2), is to be completed by the discharging unit, signed and dated by an officer, and dispatched to the DSS (CB/HMF), Newcastle-on-Tyne 3. It is most important that FIns 47 should be completed and dispatched to the DSS not later than the day on which an airman leaves the unit. Pending the receipt of FIns 47 the DSS is unable to issue a civilian insurance card without which a discharged airman is unable to obtain civilian employment.

(2) FIns 47 is to be completed and dispatched by HQ Air Command, in the following circumstances:

(a) Discharges under para **607**(6) and (7), where discharge is affected while the individual is undergoing a term of imprisonment.

- (b) Discharges or transfers to the reserve abroad.
- (c) Airmen repatriated on discharge to country of domicile.
- (d) In cases of illegal absence.
- (e) On death.

620. Retention in the Service or Invaliding, etc, of Airmen who are Absent from Duty on account of Sickness or Injury.

Sponsor: RAF Employment Policy

(1) A decision whether an airman who is absent from duty on account of sickness or injury should be retained in the Service or invalided is to be made in the light of the rules in clauses (2) to (13). There is no difference of entitlement under this paragraph between airmen who are suffering from one type of disability and another or between airmen who are suffering from disabilities which are due to Service conditions and those which are not.

(2) Subject to the provisions of clauses (7) to (9) and (13), airmen who are unfit for duty are to be retained in the Service for a period, reckoned from the date of cessation of duty and excluding terminal and invaliding leave, not exceeding that stated below. The maximum periods are:

- (a) For all regular airmen serving on normal regular engagements, eighteen months.
- (b) Personnel undergoing initial training who are given a temporary JMES below A4 L2 M1 E1, and who are unable to continue with their training, will be given 6 months to regain a permanent JMES which meets the minimum selection criteria for their chosen Trade/Non-Commissioned Aircrew Category. Exceptionally, this timescale may be reduced, or increased, if it is considered to be in the best interests of the Service and/or the individual. For the ground employment component of the JMES, this should not be less than L2. Personnel failing to meet this requirement will be discharged from the Service but will be invited to re-apply if their medical condition improves such that they can meet the JMES criteria.

Provided an airman continues to require in-patient treatment in a hospital, convalescent home or rehabilitation centre, he is eligible to be retained in the Service for a minimum period of 5 months, reckoned as above; this is regardless of the normal date of expiry of the airman's full time service or of the probability of his becoming fit for further service.

(3) For the purpose of calculating the periods mentioned in clause (2) all periods of absence from duty due to the same disability are to be aggregated, except when they are separated by a continuous period of not less than six months. Periods of absence from duty due to different disabilities are to be aggregated only if they are consecutive.

(4) For the purpose of determining whether or not there is, or continues to be, a reasonable probability that the airman will become fit for duty within the appropriate period specified in clause (2), he is to be brought before a medical board:

- (a) Five months after the date of cessation of duty, if he still requires in-patient treatment in hospital or in a convalescent or rehabilitation centre, and, thereafter, subject to the provisions of clauses (5) and (7) to (9), at intervals not exceeding four months; or
- (b) on ceasing to require such in-patient treatment.

(5) An airman who has been absent from duty for five months or more, who continues to require in-patient treatment, and whose service is due to expire before the end of the appropriate maximum period laid down in clause (2), is to be brought before a further and final medical board two months before the date for termination of his service, unless a medical board is to be held, under the provisions of clause (4), during the preceding month, in which event this latter board is to be the final board to be held.

(6) If a medical board is in doubt whether there is a reasonable probability that an airman will be

fit to return to duty within the appropriate period specified in clause (2), this is to be stated in the medical board's report, and the board are to give the best assessment of the case that is possible in the circumstances; assessments such as "doubtful", "to be assessed", are not to be used.

(7) If at any time a medical board, held in accordance with clause (4) or (5), certifies that there is no reasonable probability that an airman will become fit for duty within the appropriate maximum period specified in clause (2), or if an airman, who has been retained in the Service in the expectation that he will become fit, is still unfit at the end of the appropriate period, invaliding action is to be taken. Where exceptionally a medical board certifies that invaliding should be postponed beyond the maximum period specified in clause (2) under the provisions of AP 1269A, Manning may authorise postponement of invaliding for a period to be reviewed at intervals of not more than 4 months.

(8) An airman who, on medical examination within twenty one days of joining for duty, is found to be unfit for service from a disability incurred before entry, and who is unlikely to become fit for service within the appropriate period specified in clause (2), is at once to be discharged (under heading 16(a) of para 607).

(9) When a medical board, held in accordance with clause (4) or (5), has certified that there is a reasonable probability that an airman will become fit for duty within the appropriate maximum period, but the service of the airman is due to expire before the end of that period, or the normal date of his transfer to the reserve or discharge has already passed, the airman is to be transferred to the reserve or discharged on the normal date, or as soon as possible thereafter, in the usual manner. In exceptional circumstances, however, the Defence Council may decide that an airman who is unfit for duty should be discharged under para 607(15) before the normal date for termination of service.

(10) As an airman whose service is terminated under the provisions of clause (9) may be temporarily unfit for civilian employment, the papers relating to his case are to be referred to the DSS as if he had been invalided, to enable that department to assess entitlement, if any, to a non-effective award (see para 608, clause (2)).

<http://defenceintranet.diiweb.r.mil.uk/DefenceIntranet/Library/BrowseDocumentCategories/Personnel/WorkingHoursAndLeave/Leave/jsp760.htm>

(11) Reference in this paragraph to airmen who "require in-patient treatment" is to be interpreted as covering only those airmen who are actually under treatment as in-patients in a hospital or in a convalescent or rehabilitation centre, or for whom such treatment has been prescribed by a responsible RAF medical authority as being immediately required. The term also covers airmen who are granted periods of leave between successive stages of in-patient treatment (eg, where a surgical operation is performed in two or more stages); it does not, however, cover airmen who are sick, who may eventually require in-patient treatment, but for whom such treatment or further treatment cannot be immediately and affirmatively diagnosed as necessary.

(12) (a) Airmen who are discharged under para 607(15) and (16)(b) are to be granted terminal leave and invaliding leave in accordance with JSP 760.

(b) Leave is to commence as from the date stated in the letter from Manning officially notifying the decision that the airman is to be discharged.

(c) Airmen, who under the provisions of clause (9), are transferred to the reserve or discharged, will not be entitled to invaliding leave, but will be entitled to terminal leave.

(d) Action is to be taken to ensure that, wherever possible, invaliding leave and terminal leave does not extend beyond the date on which the airman's period of service is due to end. When this is not possible, or when it would be inconsistent with the terms of clauses (4) or (13), the leave will nevertheless be granted, even though this involves the continuance of pay beyond the normal date of termination of service.

(13) Airmen serving abroad are to be subject to the rules in clauses (1) to (12) except that those who are to be invalided are to be returned to the UK as soon as possible, and will remain entitled to pay (and allowances, as appropriate) until they are medically boarded after disembarkation, and for the period of invaliding leave and terminal leave to which they are entitled, even though this may involve

the continuance of pay beyond the appropriate period specified in clause (2), or beyond the normal date for termination of service.

(14) The arrangements in clauses (1) to (12) apply also to an airman who is admitted to hospital during terminal or invaliding leave provided that he has not otherwise already received the minimum entitlement to retention under clause (2) above. The remaining leave will be suspended during the period of in-patient treatment. An airman requiring continuous in-patient treatment who has been retained beyond his normal discharge date is to be discharged or invalided as appropriate at the end of the 5 months period, after taking the balance of outstanding leave.

621. Discharge on Medical Grounds for Airmen awarded a JMES A4 L5 M5 E5.

Sponsor: RAF Employment Policy

(1) The conditions to be fulfilled before an airman given a permanent medical employment standard A4G5 can be considered for discharge on medical grounds are:

- (a) He must be declared permanently unfit for all forms of RAF service by a medical board convened:
 - (i) At the RAF Medical Board , at RAF Centre of Aviation Medicine.
 - (ii) At a Defence Secondary Care Establishment, if so authorised in AP1269A.
 - (iii) Exceptionally, under other arrangements as directed by DGMS(RAF).
- (b) Manning must agree to accept the recommendations of the medical board.
- (c) The medical board does not recommend postponement of invaliding as provided in para 620(7).

(2) A decision to discharge an airman under the invaliding clause does not give him an automatic right to invaliding benefits. The award and amount of such benefits are at the discretion of the Defence Council. If there are factors involved that require the exercise of this discretion (eg if the disability appears to be due to causes partly or wholly within the airman's control) Manning will refer the case to the Discretionary Awards Panel.

(3) The detailed procedures set out in [Appendix 9B](#) are to be followed as soon as an airman is assessed by a medical board as permanently unfit for all forms of RAF service.

622. Disposal of Airmen Suffering from Psychiatric or Psychological Disorders.

Sponsor: RAF Employment Policy

(1) Airmen suffering from a psychiatric or psychological disorder will be given treatment, if they are considered suitable for it, up to the maximum period to which they are entitled under para 620(2), in accordance with AP1269A.

(2) If, at the end of the period of treatment, or when the medical condition has stabilized, an airman is considered unfit for service he is to be invalided in accordance with para 620 and 621, Appendix 9B and the direction given in Surgeon Generals Policy Letter 11/05.

(3) Should an airman, who still requires in-patient treatment either voluntarily or compulsorily, become due for discharge or transfer to the reserve before it has been possible to arrange for his disposal in accordance with clause (2), his discharge is to be delayed until such arrangements have been completed. Every endeavor is to be made to ensure that the arrangements are carried out with as little delay as possible.

(4) An airman due for discharge or invaliding action is to be released in accordance with extant discharge procedures.

623. Discharge for Medical Reasons of Airmen undergoing Sentence. *Sponsor: RAF Employment Policy*

(1) When an airman undergoing a sentence of detention is considered to be unfit for further service, he is to be brought before a medical board. If the medical board recommends that he should be invalided, a further opinion is to be recorded in the board's proceedings (FMed 21) as to whether or not

he is considered to be:

- (a) Fit to carry out full duties at a corrective establishment or detention barrack, or,
 - (b) Fit to complete a modified form of detention.
- (2) (a) Where detention was awarded by a court-martial, the medical board's proceedings are then to be referred as follows:
- (i) If less than five months of the sentence have been served, to the HQ Air (Casework 4) provided that such reference is practicable and will not entail undue delay;
 - (ii) in all other cases, to the group in which the airman may be for the time being.
- (b) Where detention is awarded summarily, the medical board's proceedings are to be forwarded to the AOC the group who is superior in command to the CO who awarded the punishment.
- (3) The competent authority of the group to which the proceedings are sent under clause (2), if he approves invaliding, is to sign FMed 21 and forward the medical board's proceedings to the AOC who is to reconsider the sentence (see para 1234) or review the summary award (see para 1077). When an airman has been sentenced to dismissal with disgrace under para 607(6), or discharge is contemplated under para 607(6) or 607(7) following a civil conviction, under 607(6) or 607(7) for misconduct, or under 607(20) having given a false answer on attestation, no action is to be taken to effect the airman's discharge on medical grounds until the question of disciplinary discharge has been considered by the competent authority. In the event of the competent authority authorizing discharge on disciplinary grounds, discharge under para 607(6), (7), or (20) as appropriate is to be effected in lieu of any invaliding action recommended by the competent medical authority. The following points are to be borne in mind:
- (a) Although an airman may not be fit for full duties at a corrective establishment or detention barrack, he may be able to undergo a modified form of detention. But an airman is not to be sent to a corrective establishment or detention barrack if his medical condition requires treatment in a hospital.
 - (b) The fact that an airman requires hospital treatment is not necessarily a sufficient reason for remitting, suspending, or commuting a sentence or varying a summary award. The utilization of manpower and the inconvenience involved in providing an escort in a hospital should be balanced against the interests of discipline which may require that the full award should appear on the airman's conduct sheet and that he should suffer the penal forfeiture of pay incidental to detention.
 - (c) Only unsatisfactory conduct subsequent to suspension of a sentence would normally justify an order to put a suspended sentence into execution (see para 1240).
 - (d) Evidence contained in the proceedings of a medical board tending to show that the airman was wrongfully convicted may properly be disregarded if the offender had full opportunity of adducing such evidence at his trial and may have refrained from doing so in order to avoid a finding under Section 168 Armed Forces Act 2006. (See also the MAFL, Chapter VII, para 31).
- (4) When the sentence of a court-martial has been reconsidered, the AOC is to record the result on Form 1375 and forward the medical board's proceedings, together with his decision, to Manning, who is to take the necessary action.
- (5) When an airman under sentence awaiting committal to a military prison and detention barrack, corrective establishment or a civil prison is considered to be unfit for further service, action is to be taken in accordance with clauses (1) to (4).

623A. Discharge of Warrant Officer on Reduction to the Ranks. *Sponsor: RAF Employment Policy*

A warrant officer (including airman holding master aircrew rank) who is reduced to the ranks in accordance with para 1027 or by sentence of a court-martial, may in accordance with Section 331(3), Armed Forces Act 2006 claim his discharge in accordance with para 607 (4)(a). This provision does not apply when state of war exists or

men of the reserve are called out on permanent service.

624. Discharge from Prison or Detention Barracks.

Sponsor: RAF Employment Policy

- (1) If an airman is to be discharged in accordance with [para 1118](#), or [para 1119](#), action as indicated in the following clauses is to be taken.
- (2) Manning is to issue the necessary discharge instructions to the airman's parent unit. Unless instructions to the contrary have been given by Manning the effective date of discharge is the date the Competent Authority made the decision. Discharge action as laid down in [para 2229](#) and Appendix 8 is to be completed in full and the documents, including Forms 856, 856A, B and C, to be given to the airman, together with any credit balance of pay, are to be sent to the CO of the detention barrack or prison, to be handed to the airman on discharge from detention or imprisonment. It should be noted that completion of Forms 856 and 856B and related personnel documentation is not to be delayed because full unit clearance cannot be given at that stage.
- (3) If the airman claims a disability, he is to be examined by the MO of the detention barrack or prison and a statement of his case on FMed 19 (Revised) and FMed 24 is to be submitted, through Manning, to the competent medical authority of the area in which the barrack or prison is situated. If the competent medical authority concurs in the need for a medical board, he is to arrange for the airman to be examined. This board is normally to consist of one air force MO and the MO of the detention barrack or prison. FMed 19 (Revised) and FMed 24 are to be completed and returned to Manning.
- (4) When an airman is sentenced to imprisonment or detention at the expiration of which he will not return to regular air force service, he is to be permitted, prior to committal to the removal of his private property, then in his possession, at public expense in accordance with current regulations. Similarly, if not too bulky, his possessions may be taken with him on committal and transferred to the custody of the civil prison or military or air force establishment except that if he is in possession of civilian clothing, this he will invariably take with him on committal for wear at the time of his discharge. If he declines or fails to express a preference as to disposal or takes no disposal action, any articles remaining in air force charge after committal are to be sold by auction and the proceeds credited to his account. This action together with that specified in [para 1124](#)(4) will be taken by the unit to which the airman belonged at the time of committal.
- (5) Clause (4) will not apply to deserters and airmen convicted of an offence, whose property is to be dealt with as laid down in [paras 1301 and 1302](#).
- (6) See [Appendix 28C](#), Section 4 as to disposal of medals, etc.
- (7) Where an airman is discharged following the imposition of a sentence of imprisonment by a civil court, the effective date of discharge is the date the Competent Authority made the decision; unless instructions to the contrary are given by Manning.

624A. (Omitted)

625. Discharge or Transfer to the Reserve Abroad.

Sponsor: RAF Employment Policy

Airmen serving abroad who are due for discharge or transfer to the Reserve may apply to be discharged or transferred to the Reserve locally.

626. Discharge on Extreme Compassionate Grounds.

Sponsor: RAF Employment Policy

- (1) An airman serving on a regular engagement may submit an application for free discharge on extreme compassionate grounds. Discharge will normally only be granted where there is satisfactory evidence to show that his retention in the Service would cause real distress.
- (2) Discharge on extreme compassionate grounds is to be approved by Manning APC 4. Any debtor balance on an airman's account is to be cleared prior to discharge being effected.
- (3) Each application is to be thoroughly investigated by the CO of the unit and forwarded, together with his remarks, direct to Manning. Every application is to be forwarded whether the CO is able to recommend it or not.
- (4) Each submission to Manning APC 4 is to be accompanied by the following:
 - (a) The airman's personal application which is to give a full statement of the facts.

- (b) **A report by the SSAGA.** Should the airman reside in an area where this organization does not operate the report may be provided by a responsible person such as a Magistrate, or Justice of the Peace, or a Minister of Religion. (For farming cases the report is to be obtained from the area office of the Agricultural Executive Committee).
 - (c) In cases of illness, a recent certificate by a registered medical practitioner giving full medical evidence including, if possible, the prognosis.
 - (d) A list, giving names, ages and addresses, of wife, parents, children and other near relatives of the airman.
 - (e) The airman's address if he has been granted permission to live out or sleep out.
 - (f) Information whether the airman's account is in debt or in credit. If it is in debt it is to be stated whether the airman is prepared to clear the debt by a cash payment.
 - (g) If serving overseas, a certificate stating that the airman is aware that he may be required to meet the cost of his (and, if appropriate, his family's) passage to the UK.
- (5) The above procedures do not apply to airmen and NCA who apply for discharge on grounds of conscience who are dealt with in accordance with AP 3392, [Vol 5, Leaflet 113](#).

627-628. (Omitted).

629. Discharge on Pregnancy.

Sponsor: RAF Employment Policy

- (1) Female personnel who become pregnant or suspect that they may be pregnant are to seek medical advice as soon as they become aware of their condition.
- (2) Female personnel serving in the UK may obtain medical advice from a civilian medical practitioner of their own choice or from the MO of the unit on which they are serving. In order that their health can be safeguarded while on duty it is necessary, where a civilian medical practitioner is consulted, that they inform their unit MO in confidence immediately pregnancy is confirmed, even if the pregnancy has been or is to be terminated, and regardless of whether their duties have been interrupted. Those serving abroad are to obtain medical advice from a SMO.
- (3) Female personnel who miscarry or for whom, after appropriate consultation, termination of pregnancy is arranged are to be treated as gynaecological cases.
- (4) In cases other than those referred to in para 3 personnel who become pregnant will be given the option of either:
 - (a) discharge from the Service, or
 - (b) a period of maternity leave.

Full details of the procedure for those opting for discharge are contained in [AP 3392, Vol 2, Leaflet 710](#). Detailed procedures for maternity leave are contained in [JSP 760](#).
- (5) Manning will issue the necessary discharge instructions where appropriate. If the airwoman desires an immediate discharge this should be given.

630-635. (Omitted)