



Ministry of Defence



**Service Personnel
& Veterans Agency**

SPVA
Terminations Process Lead
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Gosport
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Ref: SPVA/JPAC SLP

Redundancy Recipients of the Service Leavers Guide

Dated: 1 September 2011

Addendum to the Service Leavers' Guide for those leaving the Service under Redundancy terms

Dear Service Leaver,

1. If you are leaving the Service under redundancy terms, please be aware that the Service Personnel & Veterans Agency (SPVA) "**Service Leavers' Guide**" is a generic guide primarily designed to provide help and advice to the routine group of Service personnel who leave the Armed Forces each year under normal termination rules. There are some differences and specific enhancements to those leaving under the Redundancy Programme.
2. Your redundancy notification letter and enclosures, together with the single Service redundancy DINs, override any apparent conflicting advice in the Service Leavers' Guide. In particular, your termination timeline will be compressed compared to that detailed on page 1 of the guide.
3. Further important areas that may be different for those leaving the Service on redundancy are:
 - **Your entitlement to terminal and retirement benefits (pages 21 to 29).** Your personal forecast enclosed with your redundancy notification letter provides information for your specific circumstances.
 - **Your entitlement to Resettlement and Graduated Resettlement Time (page 8).** Your Service Resettlement Advisor will calculate your resettlement entitlements based on the length of service you would have achieved had it not been for redundancy. Your JPA resettlement record will then be manually amended with your correct entitlement in due course. This process can be initiated during your initial mandatory interview with your Service Resettlement Advisor.
 - **Your Reserve Liability (pages 46 to 48).** Depending on the circumstances of your Service, rank and engagement, your reserve liability may be different to that indicated in the Service Leavers' Guide.
4. If you are unclear on any of these points, you are advised to seek further advice on these elements of redundancy without delay. Your Unit HR Administrative staff, the Unit Resettlement Officer and/or the Service Resettlement Advisor (*NRIO for the RN, RMRIO for the RM, IERO for the Army and RRA for the RAF*) can provide further help.