



**Directorate of Personal Services (Army)  
Headquarters Land Forces  
Trenchard Lines  
UPAVON  
Wiltshire SN9 6BE**

Tel : 01980 - 615958  
Fax : 01980 - 615963  
E mail : LF-DPS(A)-PS4A-AD

See Distribution

DPS(A)28/9/PS4(A)

20 Oct 08

**BRITISH ARMY CHAIN OF COMMAND GUIDE**  
**SUPPORTING FOREIGN AND COMMONWEALTH CITIZENS AND THEIR FAMILIES**  
**EDITION 5 – REVISED HOME OFFICE DISCHARGE NOTIFICATION PROFORMA.**

Reference:

A. DPS(A)/28/9/ dated 31 Mar 08 (Edition 5).

1. Reference A distributed an Army guide to be used by Commands, formation G1/J1 staffs, Commanding Officers and unit personnel support staff to provide better support to the Army's Foreign and Commonwealth citizens<sup>1</sup> and their families. Annex D to the guide includes the requirement, under Commanding Officers arrangements to ensure that non-British soldiers subject to immigration control are briefed at least 3 months prior to discharge wherever possible on the changes to their immigration status during resettlement interviews. In addition it provided a proforma used to pre-notify the UK Border Agency of discharge. This letter provides a revised proforma, attached at Encl 1, which is to be taken into use with immediate effect.

2. Recent casework has highlighted the fact that the new Joint Personnel Agency generated Certificate of Service does not include the Queens Regulation Paragraph Number and short description confirming why an individual is being discharged. This information is required by the Home Office to process UK Visa applications from discharging soldiers. If it is not provided during the discharge process, soldiers upon discharge may find the processing of their Home Office applications delayed leading to an inability to work and seek UK benefits. In the interim whilst a long term solution is sought, under Commanding Officers arrangements:

a. The revised proforma at Encl 1 is to be used to pre-notify the UK Border Agency of discharge in accordance with Reference A with immediate effect.

b. Prior to discharge all individuals should also be provided by units with a completed copy of an Interim Certificate of Discharge or Transfer to the Reserve (Army Form B108C) (copy at Encl 2). This will enable individuals to provide evidence of the Queens Regulation Paragraph Number and Short description confirming why they are being discharged to accompany their Home Office UK Visas application.

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<sup>1</sup> Whilst Foreign and Commonwealth includes citizens of the Republic of Ireland, these as EU citizens are not subject to the UK immigration controls in the same way as non-EU citizens at whom this guide is aimed.

3. I would be grateful if you would ensure distribution of this information down your respective Chain of Command. This letter will also be made available on the Army's Intranet and ArmyNET (through the Army Internet Welfare and Support page).

{Signed on Dii(F)}  
K T HAUGH  
Col  
AD PS4(A)

Encl:

1. Revised Army/UK Border Agency Notification Discharge Proforma.
2. Interim Certificate of Discharge or Transfer to the Reserve (Army Form B108C).

Distribution:

External:

Information:

MA/CGS  
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SPPol – SO1s SCS, Welfare and Allowances)  
SPVA – DD VPU  
PJHQ – SO3 J1 ETS  
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DSF – COS  
HQ DE&S – SO1 DE&S People Team  
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UK Border Agency – AFT  
FLEET – NLM WS SO1  
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Internal:

Action:

HQ 1 (UK) Armd Div – DCOS  
HQ 2 Div – DCOS  
HQ 3 (UK) Div – DCOS  
HQ 4 Div (for HQ BGN and HQ Brunei Garrison) – DCOS  
HQ 5 Div – DCOS  
HQ 6 Div – DCOS  
HQ UKSC(G) – DCOS  
HQ NI & 38 (Irish) Bde – SO2 G1  
HQ LONDIST – DCOS  
HQ ARTD – DHd Mil Pers  
HQ TH Tps – DCOS  
HQ LWC – COS

HQ AG – COS  
APC – COS  
HQ LAND Forces (for SO1 SAM)  
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DETS(A) – SO2 Resettlement  
DSPS(A) (for DSPSIs)

Information:

MA/CinC  
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HQ LF – AD RF  
LF Sec (F&C) – Hd  
PS2 (A) – SO1 AFA 06 IMPL  
HQ BG – DCOS  
Col AWS  
CE AFF and F&C Specialist  
Dir Hive  
BASO Fiji

**APPENDIX 1 TO**  
**ANNEX D TO**  
**DPS(A)/28/29/PS4(A)**  
**DATED 20 OCT 08**

**ARMY/UK BORDER AGENCY DISCHARGE/ESTRANGEMENT PROFORMA**

To: Armed Forces Team, ICC2 Tel: 08454105996, Fax: 0208 1964089 UK Border Agency, Lunar House, 40 Wellesley Road, Croydon, CR9 2BY

From: (Enter unit address here including contact telephone and fax numbers)

|  |   |                  |                        |
|--|---|------------------|------------------------|
| Number:  | Surname:<br>Nationality:  | Forename(s):     |                        |
| Rank:  | Date of Birth:  | Passport Number: |                        |
| Date of last entry into UK (most recent date of immigration officer's ink date stamp in passport): | Date of Enlistment:   |                  |                        |
|  | Date of Discharge: (ie; the last day the soldiers is paid by the Army)  |                  |                        |
|  | Reason for Discharge: <b>(Unit to insert the Queen's Regulation Paragraph number and the words in italics at the head of each paragraph are to be used for recording the cause of discharge) ie: QRs Para 9.380 <i>Not finally approved for Service</i></b> |                  |                        |
| Contact address after discharge provided by individual:  |   |                  |                        |
| Dependants' Names/SURNAME  | Gender (M/F)  | Date of Birth    | Relation to dischargee |
|  |   |                  |                        |
|  |   |                  |                        |
|  |   |                  |                        |

**STATEMENT BY UNIT COMMANDING OFFICER** (Column A to be completed initially, Column B to be completed upon discharge, delete wording as applicable):

|      |  |      |   |
|------|--|------|---|
| A1.1 | The above named member of HM Armed Forces is due to be discharged with effect:<br><br>(enter date of discharge)  | B1.1 | The above names soldier has been discharged from HM Forces with effect: (enter date)  |
| A1.2 | Has been asked to produce their passport along with other documents at the time of their discharge: <b>YES/NO</b>  | B1.2 | The individual has been advised that following their discharge it is their own responsibility to initiate procedures to regularise their immigration status with the UK Border Agency and that this advice applies equally to the Spouse and Dependants listed above. |
| A1.3 | This soldier is being medically discharged Trained/Untrained <sup>20</sup> with less than four years Armed Forces Service directly as a result of injuries sustained: <ul style="list-style-type: none"> <li>• On operations</li> <li>• On duty (non-operational)</li> <li>• Off duty</li> <li>• Don't know/other</li> </ul> and has been informed of the need to submit a copy a letter from their RMO and or F Med 133, 19 and or 23 to UK Border Agency with any application to remain in the UK on this basis after discharge <sup>2</sup> . <b>YES/NO</b> | B1.3 | The statement " <b>Reason for exemption from immigration control ceases on (enter date)</b> " has been stamped in the individual's passport and the date of discharge stamped in the space provided using neutral date stamp: <b>YES/NO</b>                           |
| A1.4 | The above soldier has changed their personal status category and is estranged from their spouse/civil partner <sup>20</sup> .  | B1.4 | The above named dischargee has been handed UK Border Agency correspondence faxed to this office on <b>(enter date)</b> .  |
|      | Name and Rank of Unit CO:  |      | Name and Rank of Unit CO:   |
|      | Signature of Unit CO:  |      | Signature of Unit CO:   |
|      | Date:  |      | Date:   |

<sup>20</sup> Delete phrase/bullets not applicable and support soldiers with an accompanying unit letter confirming this situation.