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**ROYAL ENGINEERS POLICY TO SUPPORT THE WOUNDED, INJURED AND SICK**

References:

- A. Command and Care of Wounded Injured and Sick Service Personnel - [AGAI 099](#)
- B. Tri-Service Operational and Non-Operational Welfare Policy - [JSP 770](#)
- C. Joint Casualty and Compassionate Policy and Procedures - [JSP 751](#)
- D. Army Welfare Policy [AGAI 81](#)
- E. The Royal Engineers Corps Memoranda - [Corps Memoranda](#)
- F. Army Inquiries and Aftercare Support Cell (AIASC) - [AIASC](#)
- G. Visiting Officers Hand Book - [VO Handbook](#)
- H. Casualty Notifying Officer - [CNO Handbook](#)
- J. Health Committees - [AGAI 057](#)
- K. PHULHEEMS Administrative Pamphlet - [PAP v4](#)
- L. Protection Act 1998 - [Data Protection Act 1998 Compliance](#)

**BACKGROUND**

1. The moral obligation to 'look after our own' is clear and this support directly contributes to the wider moral component of fighting power: our soldiers must know that they and their families will be looked after should they suffer harm. It is of fundamental importance, therefore, that Wounded, Injured and Sick (WIS) Royal Engineer service personnel (SP) are supported both during and after service.
2. The Corps needs a coordinated approach to provide and deliver welfare support for Corps casualties who are classified as being long term sick or injured. This will ensure that those at home, or in military recovery units are managed, administered and cared for in the most effective manner, seeking to maximise their rehabilitation as well as ensuring they feel valued and supported by the Corps.
3. Headquarters Royal Engineers (HQ RE)<sup>1</sup> has a crucial role to play in reaching out to WIS SP and ensuring they are aware of the support the Corps can offer while either recovering and / or once medically discharged.

**AIM**

<sup>1</sup> HQ RE is the wider organisation comprising of RHQ RE, the REA, Inst RE, RE CPD, Corps Funds and the Museum. RHQ RE is the inward facing "green" element of HQ RE, reporting to Dir Arms and Services, HQ Home Command.

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4. This aim of this policy is to articulate the role that HQ RE plays in supporting the Corps' WIS SP. It has been written to ensure all members of the Corps who are declared WIS while in-service are correctly supported by HQ RE as they progress along their recovery pathway; be this returning to normal duties or transitioning into civilian life, and that they are aware of the support that can be provided after service.

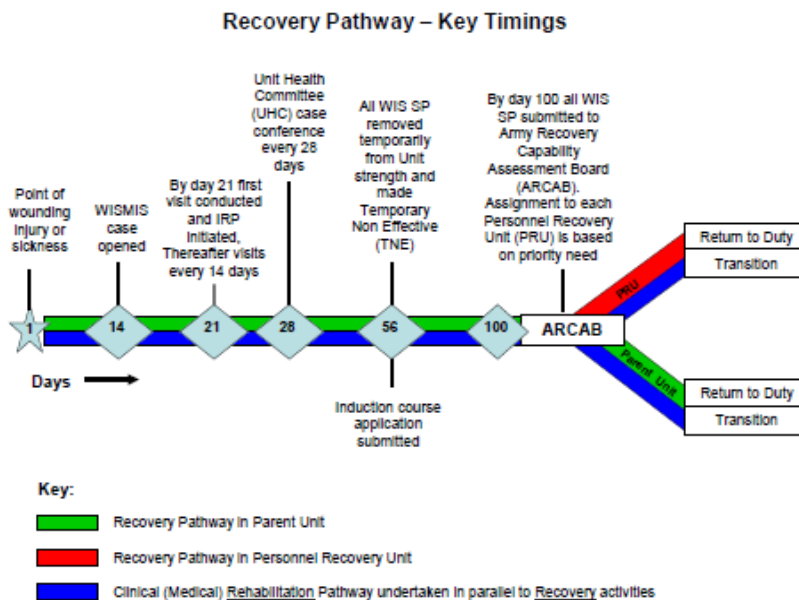
**THE ARMY RECOVERY CAPABILITY (ARC)**

5. When a soldier becomes WIS they enter the Army Recovery Capability (ARC) and follow the Army Recovery Pathway. Their mission changes to recovering and returning to duty as swiftly as possible or, if this is not possible, transitioning from the Army back into civilian life. Recovery is the term used to describe the combination of a number of activities designed to help WIS personnel achieve their respective outcome.

6. Recovery is a command-led activity designed to ensure that the Ministry of Defence fulfils its duty of care responsibility towards its WIS personnel. Commanding Officers (CO) are responsible for ensuring that the appropriate support and action, as set out in Ref A Part 2 ([AGAI 099](#)), is provided in respect of each of their WIS personnel. During their recovery, WIS personnel may either remain under command of their parent unit, be assigned to the Defence Medical Rehabilitation Centre Headley Court (DMRC), or assigned to one of the eleven Personnel Recovery Units (PRU). If transferred to a PRU the CO of the PRU assumes all command responsibility for an individual but this does not abrogate the responsibility of the Corps to retain contact with them.

7. The primary focus of all those declared 'WIS' is recovery. The chain of command will support all WIS personnel but they are required to report all civilian medical contact; attend all medical appointments; do their best to recover; and not do anything that would hinder their recovery. WIS personnel are expected to maintain regular contact with their Unit, in particular, providing updates as to their progress, and making best use of time spent at home or otherwise away from their Unit. WIS personnel are subject to Service Law and are expected to maintain the Army's Values and Standards at all times.

8. The key stages on the Army Recovery Pathway are shown in the diagram below. The Wounded Injured and Sick Management Information System (WISMIS) is a Command tool for the management of WIS personnel once following the pathway, and is used to capture specific information relating to an individual's recovery and alert the chain of command to mandated actions.



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### UNIT RESPONSIBILITIES

9. Following the identification of a WIS SP, including Reservists in Full Time Service and assigned to a regular Army/Operational Commitments Establishment PID, the initial actions and associated responsibilities detailed below are mandated. Obligations on COs and unit staff for Regular SP remains extant until either: the WIS SP returns to duty or is discharged. For a Reservist SP, obligations are up to the point they can be assigned to RTMC Chilwell for recovery and release.

10. The Responsible Unit is to appoint a Recovery Officer to support each WIS SP under its command and as a minimum, the Recovery Officer must be a SNCO. The unit is responsible for opening a case file on the WISMIS and recording every visit, health check, recovery course and change in a WIS soldier's condition. All WIS SPs must be visited every 14 days by their Unit Recovery Officer and these mandatory visits are to be recorded within 3 days of the visit. Each case is reviewed every 28 days and the findings recorded on the WISMIS as a 28 Day Case Review. Soldiers' WISMIS records remain open until their case is closed and they have Returned to Duty or transitioned into civilian life.

### OVERVIEW OF ROLE OF HQ RE

11. The Corps Colonel maintains a moral responsibility for the health and physical well-being of all personnel in the Royal Engineers and a soldier is to be considered part of the Corps when they have finished their Phase 1 training. At this stage they are assigned a PID from the Corps (Training Margin) and also sign up to the One Days Pay Scheme and so enter into an agreement with the Corps. Part 7 to Ref A ([AGAI 099](#)) details the criteria under which Reservists are eligible for the support of the ARC. This is defined as those Reservists who have been mobilised<sup>2</sup>, or engaged on Full Time Reserve Service (Full Commitment)<sup>3</sup> (FTRS(FC)) and are therefore occupying an authorised Regular Army or OCE manning liability JPA PID. Reservists on FTRS(FC) are, on wounding, injury or sickness, entitled to the same level of Recovery care and support as their regular counterparts.

12. Previously, when a soldier was to be medically discharged, this information was sent to the Royal Engineers Association (REA) at the point of, or just prior to discharge. By this stage valuable time had been lost in ensuring the soldier leaves the Service knowing the support HQ RE can offer. To change this, HQ RE has directed that SO2 People maintain oversight of all RE SP who enter the ARC.

13. SO2 People will reach out and make contact with the WIS SP at certain key moments along the Recovery Pathway and provide the link between the serving Corps and the REA before eventually stepping back and allowing the REA to support as required. If the soldier is in a formed RE unit or a PRU this will be with the knowledge of the unit Chain of Command. If the person is in a singleton post outside the RE chain of command this is likely to be made directly.

14. It must be understood that SO2 People is not there to absolve units/HQs of their responsibilities to WIS SP but to compliment the work of the Recovery Officer and make the WIS SP aware of the enduring support the Corps offers. The REA is fundamental to providing this support for all serving and retired members of the Corps, including their dependents.

### ACTIONS BY HQ RE DURING RECOVERY

15. Annex A is a flow diagram of the specific actions HQ RE will undertake as a SP progress through the ARC. Where appropriate it also highlights the keys actions taken by the unit and the APC. Understanding how this support is delivered is particularly important to those WIS assigned to

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<sup>2</sup> Under a provision of the Reserve Forces Act 1980 or the Reserve Forces Act 1996.

<sup>3</sup> Under Section 24, Reserve Forces Act 1996 (FTRS).

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a PRU or recovering outside of the traditional Sapper chain of command, and additional effort must be made to ensure they are not forgotten.

16. **Notification from JCC of a VSI RE SP.** When notification is received from either JCCC or a unit about a Very Seriously Injured (VSI) (operational or non-operational) SP, SO2 People is to add the detail to the [Corps Casualty and Fatality Tracker](#) and open a folder in the RHQ RE limited folder [Casualty Management Team Site](#). All subsequent correspondence on the individual is to be saved to this. This is to ensure the correct detail is recorded and that RHQ RE can support the individual, unit and family without impinging upon the OPCOM and NOTICAS chains. As an individual progresses through the ARC they will be tracked using the WISMIS, following the processes laid out in this document.

17. **Routine WIS Cases.** When a RE SP is placed on the WISMIS they will either return to duty or will start the process leading to discharge. SO2 People has been classed as an Authorised User on the WISMIS and has Read Only access to all RE tagged personnel. SO2 People is able to follow their progress through the ARC and will carry out the specific actions listed below.

18. **Introductory Letter.** At the 56 day point or when a SP is classified as Temporary Non-Effective (TNE) whichever is earlier and regardless of whether the SP will return to work or be discharged, SO2 People is to make contact, introducing him/herself and highlighting the support HQ RE can offer<sup>4</sup>. This is regardless of whether assigned to a PRU or not. The letter is also to confirm whether the WIS SP is content for basic details to be kept on the [Casualty Management Team Site](#) and details passed to the REA. This is to be achieved through the signing of the consent form, that will accompany the letter. An example of this letter is at Annex B and the Consent Form at Annex C<sup>5</sup>. SO2 People is to record any subsequent contact with the WIS SP Corps Welfare Visitor Form (Annex D) and upload to the individual's case folder in the [Casualty Management Team Site](#).

19. **Unit / APC Notification of Transfer to a DRMC or a PRU.** When a member of the Corps is assigned to a PRU the Assignment Order from APC is to be copied to SO2 People to inform HQ RE of the change of status. SO2 People is to make contact with the Unit WISMIS Manager<sup>6</sup> in order to understand the background to the case.

20. **Visits to PRUs and DRMC.** SO2 People and / or the Corps RSM will endeavour to visit RE service personnel in a PRU or the DRMC at least once to ensure they remain connected to the Corps and do not feel forgotten. All contact should be made through the soldier's Recovery Officer.

21. **Contact with WIS SP still Held on Unit Strength.** It is the responsibility of the Parent unit to visit all WIS SP held on their strength every 14 days and record these events on the WISMIS. Having made initial contact at the point of being declared TNE, SO2 People will maintain over watch to ensure visits are being carried out. Until such time as a decision is taken to discharge the individual SO2 People will only visit or make contact with the SP at the request of the Unit or the WIS SP themselves

22. **Help Facilitate Visit to Parent Units.** If a WIS soldier is transferred to a PRU, visits to the Parent Unit and the wider Corps family can be a powerful stimulant for recovery; they also allow the Parent Unit to witness the recovery of their Soldier at first hand. When appropriate, visits to the Parent Unit should be combined with medal parades or skills re-acquisition activities and RHQ RE can help facilitate this. The PRU is responsible for organising and paying for all transport and accommodation requirements for these visits.

## ACTIONS BY HQ RE FOLLOWING DECISION TO DISCHARGE

<sup>4</sup> This will consist of a letter an information pack with details of RE CPD, Inst RE and the REA.

<sup>5</sup> This is a modified form of AGAI Vol 3 Chp 99 Annex S.

<sup>6</sup> There is currently no Corps Policy on who the Unit WISMIS Manager should be as this is a Chain of command decision. However, the recommendation would be the unit RSM.

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23. **Decision to Discharge.** SO2 People will be aware of a DM(A) decision to discharge a RE soldier via a notification from WISMIS. In addition the REA Controller will receive a letter from the APC Occupational Health (APC OH) Branch informing the REA when a soldier is to be medically discharged. To ensure all are aware, when this letter is received the Controller is to inform SO2 People or vice versa if first notification is through the WISMIS. Either of these two events will be the trigger for the Corps Colonel to write to the individual, thanking them for their service to the Corps and highlighting the role of the REA and Sappers Network. An illustrative example is at Annex E.

24. **Monitoring Prior to Discharge.** For those soldiers outside the Sapper chain of command or in a PRU, SO2 People will monitor individuals to ensure they receive their AFB 108 Testimonial and all MS matters have been closed, if necessary in consultation with APC Glasgow.

25. **Charitable Offers of Employment.** The ARC PR Branch works closely with a number of prominent Service charities to ensure Army and charitable efforts are properly integrated to support SP and their dependants throughout their recovery and in the future. The Relationships Team of the Career Transition Partnership (CTP) is the Tri-Service focal point for the public for vocational, career and employment offers (they do not deal with non-employment related offers). If HQ RE is approached by organisations wishing to donate offers to the ARC and /or WIS SP they are to forward the details to the CTP via [RelationshipTeam@ctp.org.uk](mailto:RelationshipTeam@ctp.org.uk).

26. **Recording Details Prior to Discharge.** All information relating to WIS SP should be managed effectively, efficiently and securely in accordance with the Data Protection Act Prior to discharge SO2 People is to ensure the basic non-clinical details<sup>7</sup> of the SP are recorded on the Corps Casualty and Fatality Tracker with a link to the individual's case folder. Once discharged the SPs WIS Record will be archived and not accessible to SO2 People unless a specific case is raised to the WISMIS Team to re-open a record.

### ACTIONS POST DISCHARGE

27. **Contact by Unit / PRU.** Post discharge the Recovery Officer (RO) from the Unit or PRU will maintain contact with the soldier for up to 3 months in order to ensure that they have settled into civilian life, are coping with the transition and that any issues are being managed appropriately. If the RO believes that the individual is experiencing difficulty with transition, further support can be requested through Vets UK or the Veterans' Welfare Service (VWS) if this is deemed to be appropriate<sup>8</sup>. Continued contact and subsequent referrals are dependent on the individual's consent and their undertaking to provide up to date contact details.

28. **Contact by HQ RE.** At the 3 month point, assuming the individual has agreed for contact to continue, SO2 People will contact them to ensure they are satisfied with their administration and at this point responsibility will be handed over to the HQ REA for future contact through the local REA Branch should the individual wish.

29. **Long Term Tracking by REA.** The REA are to have access to the [Corps of Royal Engineers Casualty Tracker](#) on MOSS which has details of the WIS individuals. At the point of handing over SO2 People formally makes an entry on the database and the REA continue to track the individual by keeping the case file in the [Casualty Management Team Site](#) updated.

30. **Long Term Contact for VSI Service Medically Discharged Personnel.** The Corps has a significant number of veterans who have suffered life changing injuries and may never fully recover. For many, regular contact with the Corps forms part of their continuous rehabilitation process and while the direction above remains extant, contact is to be maintained through the REA. Invitations

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<sup>7</sup> Due to Data Protection Rules it is not possible to store the whole WISMIS record on the Corps Database.

<sup>8</sup> For Service Leavers (SL) in the UK, VWS will provide support for as long as required.

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to specific high profile Corps events should be considered by SO2 People in consultation with previous units.

### SUMMARY

31. When dealing with the sensitive and highly emotional issue of what is essentially the early termination of a soldier's career it is important to understand from the start that one-size does not fit all and any engagement strategy must be flexible. This policy complements the ARC as this is first and foremost a command led activity and the responsibility of the individual and the parent unit/ DRMC / PRU.

32. As units move location and some are disbanded, HQ RE will remain the HQ with the continuity to oversee on an enduring basis. The RHQ RE element will support RE soldiers while in service and as they transition into civilian life and thereafter the REA will assume the responsibility if it is needed and wanted. The key is that by the time an individual is discharged they must know what help is available and how they access it should they need it.

33. By engaging early with the injured soldier and properly sign posting them to the support HQ RE offers, it will ensure they remain alive to it once they have been discharged and know that the Corps will always be there to support them. The flow chat at Annex A gives graphical represents the process outlined in this policy

*Electronically Signed*

A A GOOCH  
Major  
COS

Annexes:

- A. HQ RE Support to WIS SP Flow Diagram.
- B. Example of SO2 People Introductory Letter to Declared TNE.
- C. Consent to Store Personnel Data for WIS Service Personnel.
- D. Corps Welfare Visitor update report.
- E. Example of Corps Colonel's Letter to WIS personnel being discharged.

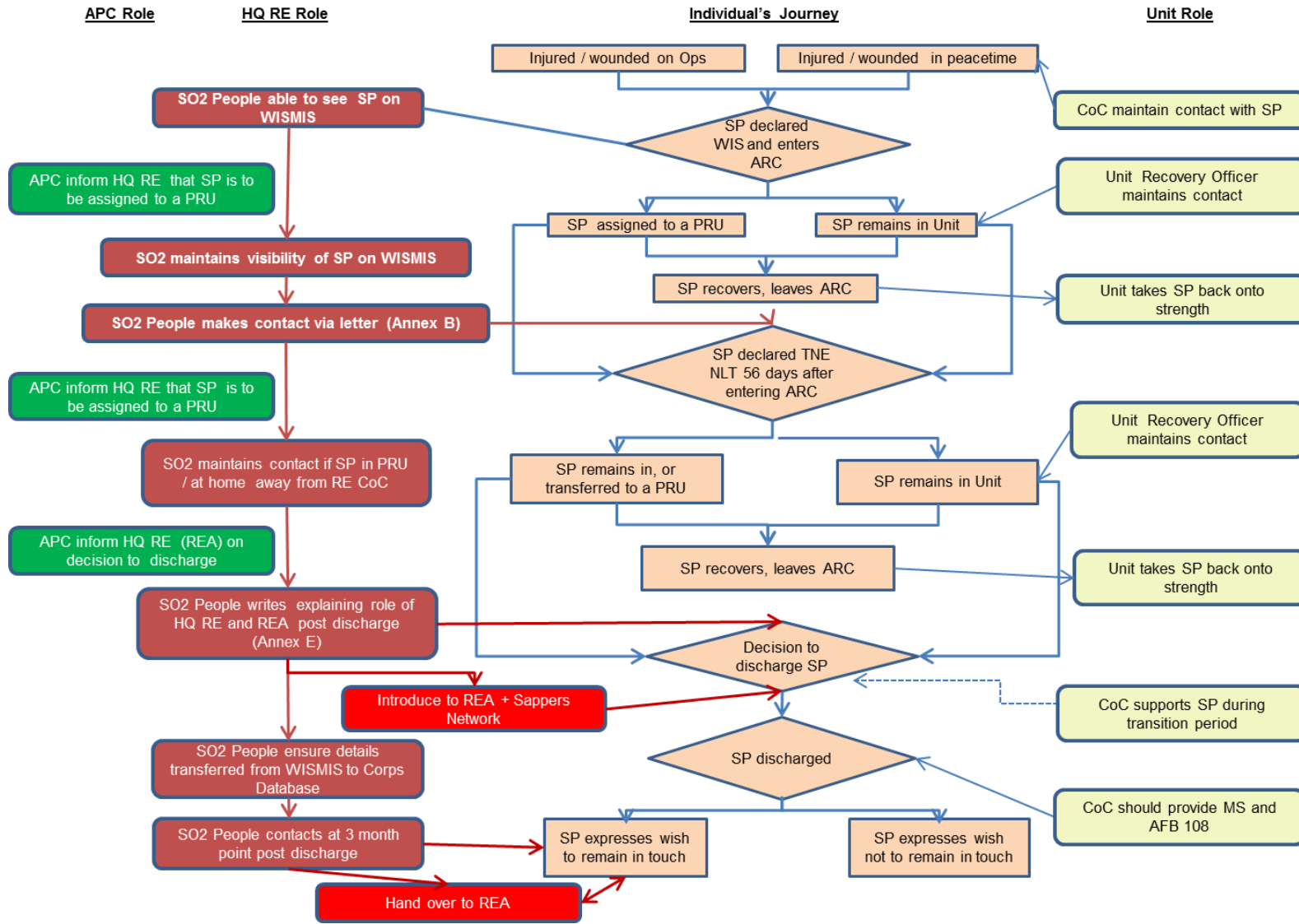
Distribution:

JFIG for SO2 Geo  
APC for Cbt Sp Branch  
HQ 8 Engr Bde for DOCS  
HQ RSME for COS  
DM(A) for RE Manning Brick  
42 Geo Engr Regt for CO  
23 Para Engr Regt for CO  
24 Cdo Engr Regt for CO  
REA for Controller  
RHQ RE for SO2 People and Corps RSM

Copy to

Chief Royal Engineer  
1\* Cabal Members





OFFICIAL SENSITIVE PERSONAL (When Complete)

ANNEX B TO  
RHQ RE 04/12/01/01  
DATED 5 DEC 16

Example of Introductory Letter from HQ RE to Royal Engineer Service Personal Declared  
Temporarily Non-Effective

Major XXX



**SO2 People**

Headquarters Royal Engineers  
Ravelin Building, Brompton Barracks,  
CHATHAM, Kent, ME4 4UG

Phone: 01634-823051                      ATN: (9)4661-3051  
Email: RERHQ-People-SO2@mod.uk



Address

Date

Name

Can I start by introducing myself as Maj **XXXX**, SO2 People in Headquarters Royal Engineers where I work for the Corps Colonel, Colonel **XXXX**. One of my key responsibilities is to monitor all members of the Corps who have entered the Army Recovery Capability and are undergoing significant rehabilitation, in order to ensure that they are aware of the support available from this Headquarters as they progress along their recovery pathway.

You have been brought to my attention as your WISMIS record shows you have been declared as Temporarily Non-Effective and I trust you are receiving all the medical support to progress your treatment to its conclusion. I am not involved in any medical aspect of your care but wanted instead to remind you of the personal development opportunities both the Institution of Royal Engineers (Inst RE) and the Royal Engineer Continuous Personal Development (RECPD) offer members of the Corps. As your treatment is mapped out you may wish to consider gaining professional qualifications offered by these organisations as part of your recovery programme. I have enclosed a RE CPD information leaflet and the latest Inst RE prospectus.

Should you need other support, please remember that the Royal Engineers Association exists not only to provide benevolence support to retired members of the Corps and their families but also the serving members of the Corps. Please do not hesitate to contact them, through me if you wish, should there be something you feel they may be able to help with.

In order to fully support you both now and in the future we need your permission to hold very basic, non-medical details about you on the RHQ RE Database. If you are content for this, please can I ask you complete, sign and return to me the form enclosed with this letter.

**(if appropriate)** I conduct regular visits to all PRUs to visit Royal Engineers soldiers and will be in touch shortly to arrange a date to come and visit. In the meantime I wish you a speedy recovery and please contact me if you have any questions about how HQ RE can help.



**OFFICIAL SENSITIVE PERSONAL (When Complete)**

Enclosures.

1. Institution of Royal Engineers Prospectus.
2. RE CPD Information Leaflet.
3. REA Flyer.
4. Annex C to RHQ RE 04/12/01/01. Consent to Disclose Personal and Welfare Information.

**CONSENT TO DISCLOSE PERSONAL AND WELFARE INFORMATION**

1. There may be various external and internal departments and agencies which hold information about you that will be required to assess your individual circumstances and case for the purpose of supporting your progress along the ARC; the information may also be required in order to develop a supporting welfare package. If the information requested is confidential it cannot be disclosed without your specific consent. HQ RE will not store any medical/clinical information.
2. You do not have to consent to the release of such information to HQ RE but you must be aware of the implications this may have on any decision that the HQ RE is required to make.
3. The consent that you provide on this form is enduring and will remain valid until it is withdrawn by you, in some circumstances this may mean that information will be released even after your discharge. You may however withdraw your consent at any time by notifying the HQ RE in writing.
4. **Consent – Personal Information.** Please read and delete as appropriate\*:
  - a. I AGREE\* / DO NOT AGREE\* that my personal information may be disclosed to my HQ RE by the above agencies / organisations.
  - b. I DO\* / DO NOT\* wish to have access to this information before it is provided.
5. **Disclosure by Responsible Unit.** In order to support your transition HQ RE may also need to share your personal information with other agencies or organisations. You will be asked to provide your consent on each occasion that your personal information is sought by an external agency or organisation.
6. **Contact Details.** HQ RE is reliant on you providing and keeping your contact details up to date. These will be used to maintain contact during your recovery and if you are discharged in order to facilitate on-going support. Please provide your contact details below.

|                |  |           |  |
|----------------|--|-----------|--|
| Home Address   |  |           |  |
| Town           |  |           |  |
| County         |  | Post Code |  |
| Telephone      |  |           |  |
| Mobile         |  |           |  |
| E-Mail Address |  |           |  |

7. **Consent – Contact Details.** Please read and delete as appropriate\*:

I AGREE / DO NOT AGREE \* to my contact details being forwarded to HQ RE to enable ongoing welfare support if I am discharged from Service.

**OFFICIAL SENSITIVE PERSONAL (When Complete)**

|           |  |          |  |
|-----------|--|----------|--|
| Number    |  | Rank     |  |
| Surname   |  | Forename |  |
| Unit      |  | DOB      |  |
| Signature |  | Date     |  |

|  |  |       |  |       |  |
|--|--|-------|--|-------|--|
| Name of individual briefing WIS Soldier: |  | Unit: |  | Date: |  |
|--|--|-------|--|-------|--|

This form is to be held in the Case File on the RE RHQ [Casualty Management Team Site](#) for 10 years.

**CORPS WELFARE VISITOR UPDATE REPORT No.**

**This report is to be completed on completion of any visit and points of significant events, developments or changes.**

Copy to:

**1. Details of Individual**

Number  Rank  Full Name

**2. Details of Family Visited**

Relationship to Casualty (e.g. Spouse/civil partner/Mother/Father)

|                      |                      |
|----------------------|----------------------|
| <input type="text"/> |                      |
| Full Name            | <input type="text"/> |
| Address              | <input type="text"/> |
| Telephone Number     | <input type="text"/> |

**3a. Details of Corps Welfare Visitor**

Number  Rank  Full Name

**b. Details of SPVA Welfare Manager**

|                         |                      |
|-------------------------|----------------------|
| Full Name               | <input type="text"/> |
| Office Telephone Number | <input type="text"/> |
| Office Fax Number       | <input type="text"/> |
| Mobile Telephone Number | <input type="text"/> |
| Home Telephone Number   | <input type="text"/> |

**4. Detail of contact**

Date of Contact  Time of Contact   
Type of Contact (e.g. visit, telephone)   
Who was present? (e.g. family members)

|                      |
|----------------------|
| <input type="text"/> |
|----------------------|

**5. Outline of Contact. Purpose of contact, significant issues and action taken (continue on a separate sheet if necessary).**

**OFFICIAL SENSITIVE PERSONAL (When Complete)**

|  |
|--|
|  |
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**6. Follow up action(s) that may require addressing.**

|  |
|--|
|  |
|--|

|                                |  |      |  |
|--------------------------------|--|------|--|
| Date and Time of Next Contact: |  |      |  |
| Signature                      |  | Date |  |

**Example of Corps Colonel's Letter to All Royal Engineer Service Personnel Medically Discharged from the Armed Forces**

Colonel XXXX



**Corps Colonel**

Headquarters Royal Engineers  
Ravelin Building, Brompton Barracks,  
CHATHAM, Kent, ME4 4UG

Phone: 01634-82227                      ATN: (9)4661-2227  
Email: RERHQ-Corps-Colonel@mod.uk



Address

Date

Name

I have recently been informed by Maj XXX, my SO2 People, that the Army Recovery Capability Assessment Board has made the decision that you are to be discharge. Can I start by saying I am sorry that your Army career is drawing to the end but as you start to make this transition I want to highlight the support available from my Headquarters for all serving and former members of the Corps.

*(SO2 to add something personnel about last time they visited / wrote to the individual).*

While I have every confidence that the Army Recover Capability will prepare you well for a future career in the civilian sector I want to highlight the new Corps job agency; Sappers Network ([website xxx](#)). Sappers Network has been set up to complement the support available from the Career Transition Partnership (CTP) and is on hand should you want their help in finding future employment, both now and in the future.

*(if a singleton post / in PRU).* Your chain of command has the responsibility for ensuring you receive both your final report from the Army and your 108 Testimonial. However, my SO2 People is ready to help should this not be forthcoming.

You are no doubt aware of the role the Royal Engineers Association (REA) plays and I wanted to let you know that given your home location your local REA branch is XXX and the secretary's details are XXXX; they would be delighted to hear from you.

*(For officers add following sentence).* As a member of the RE HQ Mess you are also entitled to be dined out from the Corps at one the Corps Guest nights that occur three times a year. If you want to take the opportunity please contact the Corps Mess Secretary, [mess.secretary@rhqre.co.uk](mailto:mess.secretary@rhqre.co.uk) or [RERHQ-Mess-Sec@mod.uk](mailto:RERHQ-Mess-Sec@mod.uk).



**OFFICIAL SENSITIVE PERSONAL (When Complete)**

If you wish, once you have been discharged my SO2 will contact you after approximately 3 months to ensure all is well and will then hand over to the REA to be your primary point of contact with the Corps.

Can I finish by personally thanking you for your dedication to the Corps and wider Army over the last XX years and wish you all the best as you look to life outside the Army. Please never forget you will always part of the Corps and it will always be here should you need it.

Copy to:

Controller REA  
Secretary XXX Branch REA