



05 May 20

Distr.

RE-ENLISTMENT PROCESS

References:

- A. Emergency Measures in the Public Interest (COVID-19) Act, 2020.
- B. Defence Act, 1954.
- C. DFR A10.
- D. DFR A10 (Amendment) 2020.
- E. Terms and Conditions for Re-enlistment, dated 02 Apr 20.
- F. Amendment to Defence Act, 1954 (Section 53)
- G. DCOS(Sp) approval of Procedure for Processing Re-enlistment Applications, dated 14 Apr 20.
- H. Detailed procedures for processing Re-enlistment applications, as issued by OIC R&C, dated 20 Apr 20.

INTRODUCTION

1. Following on from the introduction of the Re-commissioning scheme in 2018, a Re-enlistment scheme has recently been launched on foot of an amendment (Section 53A) to the Defence Act. The scheme is designed to meet an identified deficiency in personnel, military capability or expertise in the PDF that cannot be resolved in a sustainable or timely manner from within existing personnel resources within the relevant Service or Corps. The Terms and Conditions of the Scheme are published on www.military.ie, as is the application process. This briefing note sets out the process to be followed for the Re-enlistment of personnel to the Defence Forces, under Section 53A of the Defence Act.

PROCESS

2. **Process Overview.** The process of re-enlistment of personnel to the Defence Forces involves four (4) stages:
 - a. Phase 1: Application and Initial Eligibility Check.
 - b. Phase 2: Suitability Assessment.
 - c. Phase 3: Medical and Security Clearance.
 - d. Phase 4: Job offer.
3. **Phase 1: Application and Initial Eligibility Check.**
 - a. **Application.** Completed online, the application will list the previous military service, personal details and the unit applied for. It will also list the skills or qualifications that the applicant gained in the time since discharge. The candidate receives an acknowledgement of the application. They will be automatically excluded if outside the set criteria.
 - b. **Eligibility Check.** Saved applications will be scanned at J1 Branch and those ineligible by virtue of non-completion of induction training, spoofs, duplicates, etc. voided. Applications



initially considered as eligible are grouped by main preferences and passed to Corps Directors/ AC & NS.

4. **Phase 2: Suitability Assessment.** Re-induction boards (1x Offr, preferably Comdt & 1x NCO, preferably Sgt or higher) will be convened by Corps Directors/Service Chiefs in order to assess candidate applications, taking account of the application form, personal file from previous service and interview. Where possible, the board should include one female member (the Comdt, Sgt or a third member).
 - a. **Application Forms.** Application forms will be reviewed in the context of an overall suitability assessment, in conjunction with a service file review and interview.
 - b. **File Review.** This should include an evaluation of the following, but will not be limited to:
 - (1) Previous experience.
 - (2) Qualifications.
 - (3) Service record/discipline.
 - (4) Performance.
 - c. **Interview.** Each eligible candidate will be invited to a skills/strength-based suitability interview.¹ The purpose of the interview is to identify candidates who have the appropriate skills and motivation to enable them to perform effectively in the role in question. The interview will include the following areas:
 - (1) Previous Service and reasons for departure from the DF.
 - (2) Experience and qualifications gained since leaving the Defence Forces.
 - (3) Motivation and reasons for re-joining the DF.
 - (4) Skills currency and Technical Aptitude (where applicable).
 - (5) **Strength Based Areas.** Strength based interview questions are designed to predict an individual's future potential. The primary objective of this style of assessment is to discover:
 - (a) How well an individual is likely to do the job, not just whether they can do it.
 - (b) Whether an individual would be motivated in and energised by the job.
 - (c) An individual's natural behaviours, how they would typically respond to a situation they would face in their role.
 - d. **Scoring System.** Corps Directors will be required to put measures in place to ensure consistency of approach within comparable cohorts, and retain records of the rationale for recommendations. It is recommended that each Corps/Director establish a marking scheme in line with their assessment criteria. Further guidance will be issued during board training².
5. On completion of the suitability assessment, boards will make recommendations, together with a rationale, on the enlistment, or otherwise, of candidates. Positive recommendations will be accompanied by a re-induction training requirement and re-validation recommendation in respect of each candidate. Recommendations will have regard for recurrency timelines, the term proposed³,

¹ The medium of the interview will be mindful of practical considerations, and may be conducted using Skype, phone, etc.

² Likely to be delivered remotely.

³ The scheme provides for terms of between 6 months and 3 years. The term proposed will be based on the needs of the DF, taking account of the preferences of the applicant.



the expected benefit to the DF and current/expected skills gaps in the DF. Appropriate records will be maintained by each Directorate/Service, with a view to their release, if requested, in accordance with the relevant legislative or regulatory provision.

6. On receipt of recommendations from the Services/Directorates, J1 will process each to the Chief of Staff, and DOD for decision by the Minister. Candidates who remain in the process at the end of this stage will be notified to Directorates/Formations for action to progress to phase 3. Unsuccessful Candidates will be notified by J1.
7. **Phase 3: Medical and Security Clearance.**
 - a. **Security Clearance.** NVB and MCVQ will be processed by Formations in the normal way.
 - b. **Medical.** Medicals will be arranged by Formations in the normal way.
8. On receipt of results from the Services/Directorates following phase 3, J1 will process same to the Chief of Staff, and DOD for decision by the Minister. Unsuccessful candidates will be notified by J1.
9. **Phase 4: Job Offer.** J1 Branch will communicate the decisions of the Minister to the remaining candidates and their associated Formation/Service. This will include the re-induction training and re-validation requirements for successful applicants. Candidates who accept the offer of employment will be attested by formations.

CONCLUSION

10. The re-enlistment scheme represents a new departure for the Defence Forces, and presents the organisation with an opportunity to leverage the skills and talents of former members. The legislative provision for re-enlistment, in accordance with Section 53A(2), allows that “*A person may only be re-enlisted under subsection (1) where the Minister determines that this course of action will address a deficiency, within the Defence Forces, of necessary skills or expertise which, in his or her opinion, cannot be met through the use of existing personnel resources.*” While still at an early stage of development, the success of the scheme will depend to a large degree on the diligent administration of the process in order to meet candidate expectations, safeguard the interests of the organisation, and ultimately make a significant contribution to Defence Forces capability.
11. For your information.



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