

27 Apr 20

All Unit Adjts and RCMOs through RE RHQ

**RE GUIDE TO ENGINEERING PROFESSIONAL RECOGNITION AWARD (EPRA)**

EPRA is a single lump sum payment tied to professional registration with the Institution of Royal Engineers (InstRE) - £3000 for Eng Tech and £2000 for CEng <sup>1</sup> .		
<b>Eligibility</b>	Eng Tech	Regular substantive Cpls and below (at date of application) who have attained registration of Eng Tech with InstRE <sup>2</sup> and have either: <ul style="list-style-type: none"> <li>• Successfully completed their Class One trade course with a dispersal date after 01 Apr 18 (full details in EPRA AI<sup>3</sup>).</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Completed the RE Junior Command Course with a dispersal date after 01 Apr 18.</li> </ul>
	CEng	Garrison Engineers who have attained CEng from and Engineering Council UK accredited Institution since 1 Apr 18.  OR8 and 9s who meet the same criteria can apply and will be considered on a case by case basis.
<b>Ineligibility</b>	Personnel who have given Notice to Terminate (NTT) service (unless they have applied to withdraw their NTT and it has been accepted by APC) or are subject to discharge or dismissal at Courts Martial, are ineligible for the award. During the process SP may become ineligible if they are subject to Administrative or disciplinary action which results in their discharge or dismissal from the Service, or their ineligibility to attend or complete JCC. SP must have 12 months residual service on their current engagement type.	
<b>Application process</b>	The process is shown at Annex A; the appropriate forms required for the applications are attached. Units are to provide evidence of CEng/ Eng Tech and competences <sup>4</sup> .	
<b>POC</b>	Steve Falinski, RE Manning Brick. Email: <a href="mailto:steven.falinski809@mod.gov.uk">steven.falinski809@mod.gov.uk</a>	
<b>FAQs</b>	Is there a Return of Service (RoS) requirement following receipt of EPRA?	There is no RoS associated with the EPRA payment.
	Is this award open to Reserve soldiers and officers?	No, the aim of award is to professionalise the Regular soldiers and officers.

**RE MB**

Annex:

A. RE EPRA Process Map

Enclosures:

1. Annex C to Admin\_Instr\_EPRA\_Amdt 2 dated 23 Apr 20 (Application for EPRA – Eng Tech).
2. Annex D to Admin\_Instr\_EPRA\_Amdt 2 dated 23 Apr 20 (Application for EPRA – CEng).

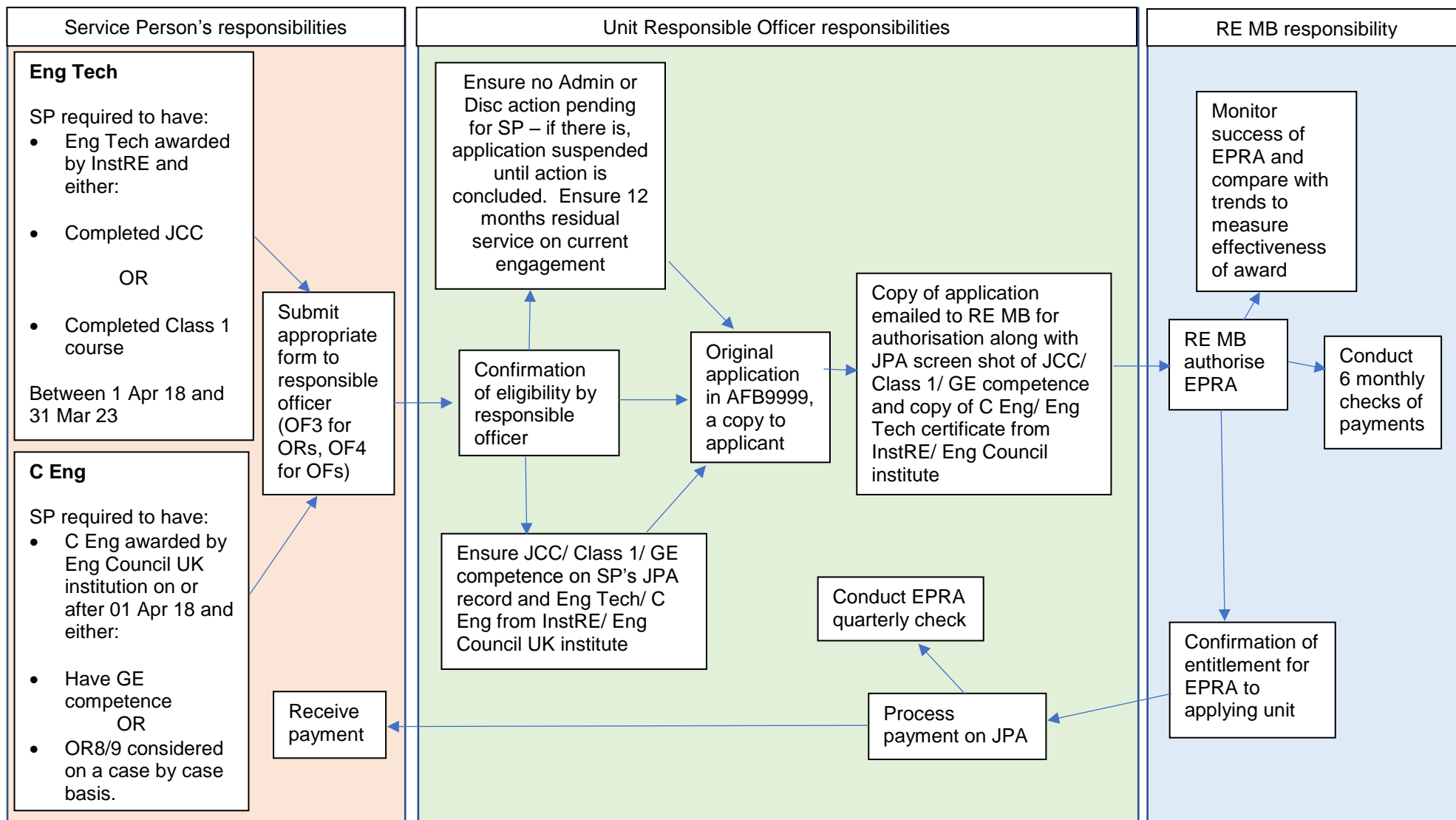
<sup>1</sup> These payments are taxable and subject to earning related NI contributions.

<sup>2</sup> POC is Nick Larkin, Registrar, Institution of Royal Engineers - Mil 94661 2149, Civ 01634 822149.

<sup>3</sup> Army Remuneration Policy note DERR\_Phase 1\_EPRA dated 23 Apr 20.

<sup>4</sup> JPA screenshot of GE competence/ JCC/ Class 1 course completion.

## RE EPRA PROCESS MAP



**EPRA – APPLICATION FOR PAYMENT ENG TECH / ICT TECH**

1. I hereby apply for the Engineering Professional Recognition Award (EPRA) and certify:

a. I confirm that, having read and understood the EPRA Administrative Instruction (Amdt 2 dated 23 Apr 20), and Chapter 5, Section 1 of JSP 754, I am entitled to receive the EPRA of £3,000 which is taxable and subject to earnings related National Insurance Contributions.

b. I confirm that, having applied for the EPRA, I have not submitted my NTT/PVR.

<b>Service Number</b>		<b>Rank</b>	
<b>Name</b>		<b>Date</b>	
<b>Signature</b>			

**Authorisation by Responsible Officer<sup>5</sup>**

2. I confirm that I have discussed the applicant’s options with them and am satisfied that they fully understand the basis upon which they accept the EPRA.

<b>Appointment</b>		<b>Rank</b>	
<b>Name</b>		<b>Date</b>	
<b>Signature</b>			

**Unit G1 check of eligibility<sup>6</sup>**

<b>Does the applicant meet the capbadge specific eligibility criteria?</b>		<b>YES / NO*</b>	
<b>Appointment</b>		<b>Rank</b>	
<b>Name</b>		<b>Date</b>	
<b>Signature</b>			

3. Once complete, this form is to be sent to the SO1 Manning Brick capbadge focal point with the original filed in the individual’s AF B9999.

**Authorisation of Manning Brick**

<b>Name</b>			
<b>Rank</b>		<b>Service Number</b>	
<b>Appointment</b>		<b>Contact Number</b>	
<b>Signature</b>		<b>Date</b>	

**Completion of Payment on JPA**

<b>Name</b>			
<b>Rank</b>		<b>Service Number</b>	
<b>Appointment</b>		<b>Contact Number</b>	
<b>Signature</b>		<b>Date</b>	

<sup>5</sup> This must be an OF3 for ORs and an OF4 for OFs.

<sup>6</sup> This must be endorsed by a unit RCMO or Adjutant.

**EPRA – APPLICATION FOR PAYMENT CENG**

1. I hereby apply for the Engineering Professional Recognition Award (EPRA) and certify:

a. I confirm that, having read and understood the EPRA Administrative Instruction dated (Amdt 2, dated 23 Apr 20) and Chapter 5, Section 1 of JSP 754, I am entitled to receive the EPRA of £2,000 which is taxable and subject to earnings related National Insurance Contributions.

b. I confirm that, having applied for the EPRA, I have not submitted my NTT/PVR.

<b>Service Number</b>		<b>Rank</b>	
<b>Name</b>		<b>Date</b>	
<b>Signature</b>			

**Authorisation by Responsible Officer<sup>7</sup>**

2. I confirm that I have discussed the applicant's options with them and am satisfied that they fully understand the basis upon which they accept the EPRA.

<b>Appointment</b>		<b>Rank</b>	
<b>Name</b>		<b>Date</b>	
<b>Signature</b>			

**Unit G1 check of eligibility<sup>8</sup>**

<b>Does the applicant meet the capbadge specific eligibility criteria?</b>		<b>YES / NO*</b>	
<b>Appointment</b>		<b>Rank</b>	
<b>Name</b>		<b>Date</b>	
<b>Signature</b>			

3. Once complete, this form is to be sent to the SO1 Manning Brick capbadge focal point with the original filed in the individual's AF B9999.

**Authorisation of Manning Brick**

<b>Name</b>			
<b>Rank</b>		<b>Service Number</b>	
<b>Appointment</b>		<b>Contact Number</b>	
<b>Signature</b>		<b>Date</b>	

**Completion of payment on JPA**

<b>Name</b>			
<b>Rank</b>		<b>Service Number</b>	
<b>Appointment</b>		<b>Contact Number</b>	
<b>Signature</b>		<b>Date</b>	

<sup>7</sup> This must be an OF3 for ORs and an OF4 for OFs.

<sup>8</sup> This must be endorsed by a unit RCMO or Adjutant.

