

## **POLICY FOR THE RECRUITMENT AND MANAGEMENT OF TRANSSEXUAL PERSONNEL IN THE ARMED FORCES**

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## **POLICY FOR THE RECRUITMENT AND MANAGEMENT OF TRANSEXUAL PERSONNEL IN THE ARMED FORCES**

### **INTRODUCTION**

1. This document sets out the Armed Forces' policy on the recruitment and management of transsexual personnel and provides general information on transsexualism and the process of gender reassignment. Its purpose is to provide guidance to serving personnel, Commanding Officers and Line Managers on how the relevant law applies, including the statutory duty to have due regard to the need to eliminate discrimination and harassment on the grounds of gender reassignment and the issues relating to the recruitment and management of transsexual people in the Armed Forces.
2. The incidence of transsexualism in the general population is comparatively low and it is unlikely that Commanding Officers and Line Managers will encounter many transsexual people in the course of their duties. It is important however that they are aware of the Armed Forces' policy on the recruitment and management of transsexual people and gender reassignment and understand what they must do, should the situation arise.
3. **Definition of Transsexualism.** Transsexual people have a deep conviction that their gender identity does not match their appearance and/or anatomy. The incongruity between identity and body can be so strong that individuals wish to present themselves in the opposite (also referred to as acquired) gender. This is a widely recognised medical condition variously referred to as gender dysphoria, gender identity disorder or transsexualism. It is a strong desire to live in the opposite gender to that in which a person has been registered at birth and be accepted in all respects as a member of that gender. Transsexualism is not a symptom of another medical condition.
4. Recognising that someone has gender dysphoria may not be straightforward. An individual who has gender dysphoria may show symptoms similar to those of a stress or anxiety related condition. In addition, people who have gender related issues are used to concealing them, especially from authority figures. Service personnel who consider themselves to be transsexual are likely to have been through a turbulent and emotional period of coming to terms with their suspected gender identity. Sensitive and sympathetic handling of the individual is therefore essential. Any individual who declares him or herself to be a transsexual is to be offered the appropriate level of care and support whilst he or she considers, or pursues, gender reassignment.
5. It should be noted that gender identity and sexual orientation are two distinctly different issues and they should not be confused. Nor should transsexualism be confused with cross-dressing. (See Annex A, Glossary of Terms). Cross-dressing is far more common than Transsexualism and a Service person who cross-dresses in private life is unlikely to undergo gender

reassignment. It is not appropriate to treat a transsexual person at any time as belonging to a “third gender”.

6. The process of adopting the opposite gender role is generally known as “transition” and is often accompanied by treatment that may include counselling, hormone therapy, reconstructive surgery and cosmetic treatment (such as electrolysis for hair removal). Some people elect not to undergo any form of medical treatment and simply live their life in their new gender role.

7. **Terminology.** A comprehensive glossary of relevant terminology is at Annex A. It should be noted that once a person has begun the process of transitioning he or she should be addressed using the personal pronouns (he, she, hers, his, etc) appropriate to the gender towards which he or she is transitioning. The continued deliberate use of pronouns relating to the previous gender identity might be construed as sexual harassment.

## LEGAL OVERVIEW

8. The following paragraphs provide a brief overview of relevant legislation. It is not intended to be authoritative legal advice. Single Service legal advisers should be consulted for advice on specific cases.

9. **The Sex Discrimination Act 1975 (SDA 75).** The SDA outlaws any form of discrimination on the grounds of an individual’s gender. The Armed Forces have an exemption from the Act in respect of actions taken for the purpose of ensuring combat effectiveness but otherwise must comply with the Act’s provisions.

10. The SDA was extended by the Sex Discrimination (Gender Reassignment) Regulations 1999 to outlaw discrimination against transsexual people in the workplace, making it unlawful for an employer to discriminate against someone on the ground that he or she has undergone, is undergoing or intends to undergo gender reassignment, unless being of a particular gender is a genuine occupational qualification for a particular job or one of a limited number of genuine occupational qualifications which apply during the reassignment process is applicable.

11. **The Gender Recognition Act 2004 (GRA 2004).** The GRA 2004 provides transsexual people with legal recognition in their “acquired” gender. Legal recognition follows from the issue of a full Gender Recognition Certificate (GRC) in cases where the Gender Recognition Panel (GRP) (a body made up of judicially trained lawyers and doctors) is satisfied that the applicant has, or has had, gender dysphoria; has lived in the acquired gender throughout the preceding two years; and intends to continue to live in the acquired gender until death. An applicant for a GRC must also prove that he or she is 18 years old or more. It should be noted that medical treatment is not a requirement for the issue of a GRC. There are many implications for an individual who receives official recognition in his or her new gender. Individuals should therefore be advised to read the guidance produced by the GRP which will help them make informed decisions about whether they wish

to apply for gender recognition. (Contact details for the GRP are at Annex E) There is no requirement for a transsexual Serviceperson to acquire a GRC. Transsexual personnel who choose not to apply for a GRC (or who are unable to qualify for a GRC) should be treated the same as an individual who does have a GRC with regard to protection from discrimination.

**12. Payment of fees for applying to the GRP for a GRC.** When the GRP carries out work connected with an application for a GRC the applicant may have to pay a one-off fee. Service personnel applying for a GRC are responsible for paying any fee themselves. The maximum fee for applying for a GRC is currently £140. By law, certain applicants are eligible for a reduced fee or are exempt from paying altogether. Further details on the rules relating to the payment of a fee for a GRC are available from the GRP.

**13. Effect of acquiring a GRC on marriage or a civil partnership.** An applicant for a GRC needs to be unmarried for a “full”, rather than an interim, certificate to be issued. This is because marriage is not permitted between two members of the same legally-recognised gender. This means that a married transsexual person’s marriage must: end before he or she applies for a GRC; or end after an interim GRC has been issued; or end (with, perhaps, a child custody order and a maintenance order) but then be continued as a civil partnership once a GRC is issued. If the Service person does not get a GRC the marriage will continue to be valid. A transsexual person must not be in a UK civil partnership to receive a full GRC as a civil partnership may only be formed between people of the same gender in law.

**14.** Legal recognition has the effect that, for example, a male-to-female transsexual person is recognised as a woman for all purposes in law. Upon the issue of a full GRC, the person assumes all legal rights of their new gender, including the right to marry someone of the opposite gender to their acquired gender, or to form a civil partnership with someone of the same gender, and to retire and receive state pension at the age appropriate to the acquired gender.

**15. The annulment or dissolution process.** If an applicant for a GRC satisfies all the criteria for legal recognition but remains married he or she will receive an interim GRC. This may be used as evidence if either member of the couple chooses to end their marriage on the basis that an interim GRC has been issued to a party to the marriage. In England, Wales and Northern Ireland the marriage may be annulled on this ground. In Scotland, a decree of divorce may be granted on this ground. Divorce proceedings must commence within six months of the date of issue of the interim GRC certificate. Further information about annulment or dissolution is available from the GRP.

**16. Civil Partnerships.** Couples who have ended their marriage in order for one partner to gain recognition in the acquired gender are able to register as civil partners of each other, under the Civil Partnership Act 2004 and thereby regain legal status for their relationship. Individuals who wish to enter into a Civil Partnership and who are successful in their application for a

GRC are able to take advantage of a streamlined process whereby they can dissolve their marriage and register a Civil Partnership on the same day. The same process is available for people who form Civil Partnerships and subsequently transition. This allows them to transfer to marriage using a similar process.

17. If an individual has children, legal recognition in his or her acquired gender will not affect their legal status as the father or mother of the child or children. The individual's rights and responsibilities as a parent will be unaffected and the birth certificate(s) of the child or children will not be altered. As part of the annulment or dissolution process of the marriage a statement of the arrangements being made for the children after the marriage has been annulled should be included with the petition.

18. **Birth Certificate.** Birth certificates are legal documents and an individual may be required to produce one for a number of reasons. However, prior to legal recognition, a transsexual person's birth certificate states the original gender. For individuals whose application for a GRC is successful and whose birth was registered in the United Kingdom, the GRP will notify the relevant Registrar General of the issue of a full GRC.

19. The Registrar General will write to the individual and, where possible, will offer him or her options for the type of birth certificate available in the acquired gender. The Registrar General will also send the individual a draft of the information to be recorded. On receipt of a full GRC the Registrar General will send the individual a draft of the information to be recorded in the GRC to clarify what the entry will look like and to resolve any queries before the registration goes ahead. The draft will contain all the details about date and place of birth and parentage that are included in the original birth record, together with the individual's new name (or, if preferred the birth surname where this is different from the surname on the GRC) and the acquired gender as notified by the GRP.

20. If the individual's birth was registered in England or Wales prior to 1 April 1969, he or she will be sent two drafts, one in the pre-1969 landscape format (no surname) and one in the post-1969 portrait format. Guidance is provided to help the individual to decide which format to choose. Individuals who choose the post-1969 portrait format will be asked to provide additional details for registration. The same will apply for Northern Ireland birth certificates issued before and after 1973, when the format changed. If the birth was registered in Scotland, the format of the certificate will match that of the original birth certificate, except that it will show the individual's new name and acquired gender.

21. On receipt of confirmation that the draft certificate is correct, together with any additional registration details provided by the individual, the Registrar General will create a new record in the Gender Recognition Register (GRR). The purpose of the GRR is simply to create a new record from which the Registrar General may produce a birth certificate. It is not intended as a record of all known transsexual people, nor does it record address details or

any information which could be used to locate an individual. The GRR is not open to search by the public. One free copy of the short birth certificate will be sent to the individual. Any additional full birth certificates will need to be purchased by the individual at their own cost. The original birth certificate will however still exist and the individual will be able to obtain original birth certificates at any time.

**22. Right to privacy – prohibition of disclosure of “Protected Information”.** Section 22 of the Gender Recognition Act establishes a right to privacy for the transsexual person in that it is a criminal offence for a person to disclose information that he or she has acquired in an official capacity about an individual’s application for a GRC or about the gender history of an applicant. It is important to note that the liability under section 22 is a personal liability and it is a criminal offence. If someone is convicted of this offence they could be subjected to a fine of up to £5,000 and would incur a criminal record. Such information is “protected information”. The term “official capacity” includes functions such as a member of the Armed Forces, the Civil Service, a constable, an employer or prospective employer, or a person acting in the course of business or the supply of professional services.

**23.** Once a transsexual person has a GRC, if someone whose duties gave access to that person’s personal data disclosed that the person was born a different gender to the one in which they now live, an offence would be committed, subject to various exemptions, some of which are listed below. Section 22(4)(b) of the Act permits disclosure where the individual “has agreed to disclosure of the information” and, if such consent is forthcoming, can be used for HR purposes. Under section 22(4)(c) of the Act the prohibition on disclosure only extends to those people who know or believe that a GRC has been issued. However, if the holder of a GRC chooses to inform his or her respective Service Personnel Centre (SPC) that a GRC is held, apart from the specified exceptions set out below, an offence would be committed if the SPC disclosed the individual’s gender history without his or her specific consent. It should be noted that the holder of a GRC is not obliged to inform their employer that one is held.

**24. Exceptions to the prohibition of disclosure of information.** The Gender Recognition Act contains a series of exceptions in section 22(4) that allow “protected information” to be disclosed for valid public policy reasons. A right to privacy does not mean absolute secrecy. There may be some situations in which a transsexual person will be required by law or necessity to prove a link between their current legal gender and their former one. There are also certain circumstances where disclosure of protected information does not constitute an offence. These include: disclosure for the purposes of prevention or investigation of crime; for the purposes of processing a claim for pensions and benefits; for religious purposes, eg whether it is permissible to officiate at or permit the marriage of the person to whom the information relates; for medical purposes in an emergency; disclosure by or on behalf of a credit reference agency; and disclosure for purposes in relation to insolvency or bankruptcy. In addition, it is not an offence to disclose “protected

information” where it does not enable the person to be identified or where the individual to whom the information relates consents to the disclosure.

25. **The Data Protection Act (DPA) (1998).** Section 1 of the DPA defines “personal data”, to which this act applies. Any personal data that relates to transsexualism and gender reassignment is “sensitive personal data.” Under the DPA there are specific requirements attached to the recording, management and disclosure of sensitive personal data. In cases of doubt, further information and advice about the DPA should be sought from DG Info-AccessPol8 on telephone number 020 721 80509 (Mil Tel 9621 80509).

26. **Freedom of Information Requests.** Requests for Information made under the Freedom of Information Act 2000 (FOIA 2000) seeking information about an individual’s gender history should be handled with care in order to avoid the inadvertent disclosure of protected information. Where an application is made under the FOIA 2000 for information that is “protected information” under the Gender Recognition Act, that information will be exempt from disclosure under section 44(1)(a) of FOIA in that the disclosure is prohibited by another law. The duty to confirm or deny under FOIA is excluded if compliance with that duty would involve disclosing protected information. The exemption at section 40 of FOIA may also apply, if the information requested is not prohibited under the GRA, but does fall within the definition of personal data under the DPA. Further advice about the FOIA is available from DG Info-AcessPol 8 (see 25 para above).

27. Requests for information on how many individuals serving in the Armed Forces have undergone or are undergoing gender reassignment should be answered with statistical data only. This means that the number of individuals should be rounded to the nearest 10 prior to release and no names or any other personal information should be disclosed.

28. **Criminal Records Bureau (CRB) Checks.** Special procedures apply for transsexual personnel who are required to go through the CRB checking process. Details of these procedures are available from designated points of contact at CRB Liverpool, Disclosure Scotland and Access NI. The points of contact are:

CRB  
Katie Howell  
1<sup>st</sup> Floor South  
Criminal Records Bureau  
PO Box 165  
Liverpool  
L69 3JD  
Tel: 0151 676 1452 (Monday to Friday 0900-1700)  
Email: [info@crb.gsi.gov.uk](mailto:info@crb.gsi.gov.uk)



Disclosure Scotland  
Andrew Morral  
Disclosure Scotland  
PO Box 250  
Glasgow  
G51 1YU  
Tel: 0141 585 8332

AccessNI  
The Operations Manager  
AccessNI  
Brooklyn  
65 Knock Road  
Belfast  
BT5 6LE  
Tel: (helpline) 02890 259100

29. When a transsexual Serviceperson receives the forms for CRB checking he or she should contact the designated person in the relevant organisation (see above) and inform them of the application in advance of the form being sent. This enables a “flag” to be raised so that when the application form is received by CRB, Disclosure Scotland or AccessNI it is diverted to the designated specialist for processing. The CRB form should be completed using the individual’s current name rather than any previous identity and once the ID check has been completed the form should be processed in the usual way. The DVA will forward it to the relevant CRB organisation, where it will be dealt with by the designated specialist.

30. **The Equality Act 2006 and Gender Equality Duty.** The Equality Act amends the SDA 1975 with effect from 6 April 2007 to place a statutory duty on all public authorities, when carrying out their functions to have due regard to the need:

- a. to eliminate unlawful discrimination and harassment;
- b. to promote equality of opportunity between men and women.

The Gender Equality Duty includes a duty to pay due regard to the elimination of discrimination and harassment of transsexual personnel.

31. **Section 19 of the GRA 2004 - exemptions concerning participation in competitive sport.** Section 19 of the GRA 2004 relates to sport. The Act does not require persons responsible for regulating participation of competitors in sporting events to permit transsexual people to compete in their acquired gender in all circumstances. In certain circumstances transsexual people may be restricted or prohibited from doing so to ensure fair competition or the safety of other competitors. This exemption only covers those participating in the sport as competitors and cannot be applied to people participating as non-competitors such as referees or line judges. Similarly, the exemption cannot be applied to those involved in or connected

with the sport such as managers, coaches, spectators, supporters, or sports-ground staff.

32. Service clubs or organisations that organise, or are involved with, competitive sporting events should be aware of and follow the relevant sports national governing body policy on competition and consider whether it is necessary to exclude a transsexual person from competitive events on the basis of fair competition or safety. Further guidance for sporting bodies on transsexual people and sport has been promulgated by the Sports Division of the Department for Culture, Media and Sport (DCMS). Details are available from [www.ukssport.gov.uk](http://www.ukssport.gov.uk).

33. **Discrimination and harassment on the grounds of gender reassignment.** Discrimination on the grounds of gender reassignment is defined in terms of comparative treatment of the transsexual person and that of “other persons” for whom gender reassignment grounds do not exist. This means treating a transsexual person less favourably than you treat (or would treat) someone else who is not undergoing gender reassignment (or contemplating it, etc). Harassment of an individual on the grounds of gender reassignment, either by their line management or by other Service personnel, is a form of unlawful discrimination. Such discrimination should be dealt with in the same way as harassment against any other Service person, for example on the basis of their sex or race. It is MoD policy that it is the right of each and every member of the Armed Forces to work in an environment which is free from harassment, intimidation and bullying and to expect to be treated with dignity and respect. Details of how to make, respond to and deal with complaints of harassment are set out in JSP 763, the MOD Harassment Complaints Procedure.

34. Some examples of discrimination on the grounds of gender reassignment may include:

- a. Refusing to associate with or ignoring someone because they are transsexual;
- b. Refusing to address the person in their acquired gender or to use their new name;
- c. Probing into the person’s private life and relationships;
- d. Spreading malicious gossip about that person;
- e. Failing to maintain confidentiality of information about a person’s transsexual status;
- f. Indefinite refusal to allow use of sanitary facilities appropriate to their acquired gender after a reasonable transition period;
- g. Treating that person less favourably than others in regard to sickness or other absences.

h. Refusing to let people participate in sport with members of their acquired gender, subject to the guidance in paras 31 and 32.

35. **Roles closed to women.** A male to female transsexual person who is undergoing, or has undergone, transition will be debarred from joining or continuing in roles in the Armed Forces which are closed to women. The roles are: the Royal Marines General Service (as Royal Marine Commandos); the Submarine Service; the Diving branch; the Household Cavalry and Royal Armoured Corps; the Infantry and the Royal Air Force Regiment. This is in line with the general policy on women in the Armed Forces. A female-to-male transsexual person will not be debarred from joining these specialisations, subject to fulfilling the physical entry requirements.

36. **Leaving the Services on the grounds of Transsexualism.** There is no automatic right to leave the Armed Forces on the grounds of being a transsexual person. A transsexual person who no longer wishes to serve in the Armed Forces should apply for discharge in accordance with normal procedures.

### **APPLICATIONS TO JOIN THE ARMED FORCES FROM TRANSSEXUAL PEOPLE**

37. Potential recruits may reveal that they are transsexual or be found to be undergoing, or to have completed treatment, at the initial medical examination. Applications to join the Armed Forces from transsexual people should be processed in the same way as any other application. It would be unlawful to reject an applicant on the grounds that he or she is a transsexual person. Transsexual people wishing to join the Armed Forces have to fulfil and achieve the same physical and mental entry requirements as any other eligible applicant. All applications should be dealt with on a case by case basis and each must be assessed on its own merit. Detailed guidance on recruitment medical standards and grading of transsexual candidates for recruitment is contained in JSP 346<sup>1</sup>. Following medical assessment a decision is to be made on the candidate's medical suitability to join the Armed Forces based on the guidance set out in JSP 346 and the single Services' own medical standards for entry.

38. **Requirement for confidentiality to protect information disclosed on applications/during interviews.** A potential recruit who has changed gender identity before applying to join the Armed Forces is under no obligation to inform the recruiting department dealing with their application of their gender history. Care should be taken to ensure that information contained in references from schools or colleges attended, previous employers or evidence of educational qualifications which discloses a previous name and gender identity is handled as "protected information".

(See paragraphs 22 and 23)

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<sup>1</sup> PULHHEEMS: A Joint Service System of Medical Classification

## MEDICAL ASSESSMENT OF TRANSSEXUAL APPLICANTS

39. **Medical grading of applicants who have completed transition and are living in their acquired gender.** Transsexual applicants who have completed transition (and, where appropriate, have been stabilised on hormone medication and fully recovered from surgery) may be graded P2, subject to fulfilling the normal medical standards according to the individual's legal gender.

40. **Psychiatric assessment of applicants.** As part of the screening process of applicants wishing to join the Armed Forces, all applicants are asked if they have a history of mental health problems or deliberate self-harm. Although transsexual people generally may have an increased risk of suicide, depression and self-harm, transsexual applicants should not automatically be referred to a Service Psychiatrist. The decision to refer a transsexual applicant for psychiatric assessment should be left to the single Service consultant responsible for recruitment and should be based on an assessment of whether the individual meets the guidelines relating to fitness to join the Armed Forces set out in JSP 346 and single Service medical standards for entry. Transsexual applicants with no history of mental health problems or deliberate self-harm who meet other fitness standards should be passed as being fit to join the Armed Forces.

41. **Medical grading of applicants who are in the transition phase.** Transition is often very challenging and transsexual people undergoing a long and difficult transition may feel isolated and distressed. For this reason recruitment into the Armed Forces and initial training may not be compatible with the supportive environment that is essential for transsexual people at this time. However, a transsexual person in gender transition may only need support for a comparatively short time before being able to resume a self-sufficient life. Applicants for recruitment who are not undergoing surgery or receiving hormonal treatment may be suitable for recruitment, subject to meeting the fitness standards required to join the Armed Forces.

42. **Medical grading of applicants who are undergoing hormone therapy.** Applicants who are receiving hormonal treatment may be graded P2 providing the dose of medication is stable, there are no significant side effects and the medication regime and its monitoring do not preclude world-wide deployment. (World-wide deployment may not be possible as some medications have specific storage requirements which may be affected by deployment to cold or hot environments). In the very early stages of hormone treatment, it may be necessary to grade the individual P8 until treatment is stabilised, as with any other condition that is being treated or requires surgery at the time of application to join the Armed Forces.

43. **Medical grading of applicants who are undergoing surgical treatment.** Applicants who are about to undergo, or are still recovering from surgery to change the external appearance of their body into that of the acquired gender should be graded P8, as with any other condition that is

being treated or requires surgery at the time of application, until they are fully recovered from the surgery.

## **MEDICAL GRADING OF SERVING TRANSEXUAL PERSONNEL**

44. **Initial actions for serving personnel wishing to undergo gender transition.** As already stated at para 3 above, transsexualism is a medical condition and a serving Service person who gives notification of wishing to undergo gender transition to the Chain of Command should be referred to their Medical Officer for an initial clinical assessment and onward referral as appropriate. Following clinical assessment and confirmation of gender dysphoria, future actions should be discussed between the relevant medical authorities (with the individual's full and informed consent), personnel management staffs and the chain of command. Each case should be considered on its own merits. The placing of a transsexual person into a reduced Medical Employment Standard (MES) (which may particularly become necessary when drug or surgical treatment is started or in progress) may restrict his or her postings within the Service and some form of assignment restriction may be necessary. It would however be unlawful to restrict assignment of an individual purely on the grounds of transsexualism. The transsexual person does not lose the right to stay with his or her existing unit if he or she wishes to remain (subject to the exception set out in paragraph 35 relating to roles closed to women and any medical considerations).

45. Once a diagnosis of gender dysphoria has been confirmed by a psychiatrist or psychologist, it will be necessary to allocate a Medical Category appropriate to the stage of transition and the treatment being undertaken, commensurate with safety considerations for the individual. Downgrading to P7, UK only, no sea service may be required to protect the individual from deployment or posting away from sources of support and treatment and to ensure availability to attend appointments. However, downgrading may not be required in all cases, especially where the individual elects not to undergo gender reassignment surgery.

46. The proposed medical grading should be discussed with the individual by medical staff in order to ensure that they understand the process of medical grading, and the reasons for it, and that they have no concerns about it.

47. **Medical grading of serving transsexual personnel not wishing to undergo treatment with hormones or surgery.** Serving personnel with gender dysphoria who do not wish to undergo hormone treatment or surgery may remain P2 unless the opinion of a Service psychiatrist, occupational physician or psychologist advises otherwise.

48. **Medical grading of serving transsexual personnel who undergo hormone treatment or surgery.** Serving personnel with gender dysphoria who choose to undergo hormone treatment or surgery will require medical downgrading (probably P7, UK only, no sea service) until the hormone

treatment is stabilised or until the treatment no longer precludes deployment overseas and/or the recovery from surgery is completed. Deployment overseas may be precluded as some medications prescribed to transsexual people have specific storage requirements which may not be available in cold or hot environments.

**49. Medical grading of Service personnel who have completed transition and who are living in their acquired gender.** Transsexual Service personnel who have completed transition (and where appropriate have been stabilised on hormone medication and have fully recovered from surgery) may be graded P2, subject to fulfilling normal medical standards according to their legal gender.

50. Service personnel who retain a reduced MES for a significant period of time may need to be permanently graded or invalided. Permanent grading will be undertaken in accordance with single Service medical boarding procedures. A decision to recommend medical discharge (P8) should normally only be made by a consultant in occupational medicine, in accordance with HM Treasury recommendations on ill-health retirement. Transsexual personnel are treated no differently in this respect.

**51. Cost of treatment associated with hormone therapy and/or surgery.** Medication (eg hormonal treatment) prescribed by a Service or MOD doctor is paid for from the MOD budget, in the same way as for any other medical condition. The cost of some surgical and other specialist treatment for transsexual personnel is provided by the National Health Service (NHS), however corrective surgery is normally provided privately at the individual's expense. This is no different to any other medical condition.

**52. Male to female transsexual people in roles closed to women.** In the case of a male to female transsexual person, once the transition process starts she will no longer be able to serve in roles which are closed to women (see paragraph 35). Legal advice should be sought before any decision to transfer the individual to another post is made, especially if no suitable post can be found for her, requiring her to be discharged from the Service.

## **FITNESS TESTING AND TRANSSEXUAL PERSONNEL**

53. Physical fitness is a fundamental requirement for all members of the Armed Forces and personnel are required to take fitness tests at regular intervals to meet both single-Service 'general fitness' requirements and, for some trades and arms, physical tests specific to that post. Where the test is set to measure fitness for a specific task, trade or arm the standard set will be absolute. This requires all personnel in that trade or arm to be able to pass the test at a single standard irrespective of age or gender. In this instance all personnel whether male, female or transgender will have to pass this single standard to remain eligible for service in that trade or arm.

54. Conversely, tests of 'general fitness' are there to ensure that individuals have the physical fitness attributes to cope with general non-

specific physical demands such as prolonged working, stressful situations and arduous environments. The ability to cope with these situations is enhanced by undertaking regular physical exercise and thus 'general fitness' tests standards are set to both encourage and measure an individual's adherence to regular physical exercise. To account for physiological differences in absolute fitness standards between males and females, tests of 'general fitness' must, and do, set appropriate standards relative to the gender (and age) of those taking the test.

55. The point at which an individual is considered to have completed gender transition may vary from individual to individual, depending on medical treatment and other factors, thus each case should be considered on an individual basis. While there is an expectation that, in principle, transsexual personnel will meet the 'general fitness' standards of their acquired gender once transition has been completed there may, on rare occasions, be female to male transsexual personnel who cannot achieve the 'male' standard in a 'general fitness' test. A female to male Serviceperson who is unable to pass the required fitness test (of their acquired gender) should be referred for a medical assessment. In these circumstances it would be entirely consistent with the rationale for setting 'general fitness' standards for an appropriate standard to be applied to such individuals on a case by case basis.

56. One potential consequence of repeated failure to achieve the single-Service 'general fitness' standard is administrative discharge. There is nothing in this guidance on transgender fitness testing that alters this and thus, once an appropriate standard has been agreed, failure to attain it should result in the same sanction as would be applied to any other Service person.

## **THE PROCESS OF GENDER REASSIGNMENT OR TRANSITION**

57. The term gender reassignment or transition refers to the process that a person goes through to present themselves permanently in their acquired gender. This usually includes a regime of specialist psychiatric evaluation, hormone treatment, real-life experiences and sometimes reconstructive surgery. The following table sets out the 5 stages in the process of changing gender through which transsexual personnel generally go, although it must be stressed that they will not all wish, or be able, to go through any, or all 5, stages. An individual's MES should be reviewed at every stage of the reassignment process.

|                                  |  |
|----------------------------------|--|
| Gender Realisation               | The individual realises that he or she is a transsexual person and will be medically diagnosed as such.  |
| Social Reassignment (Transition) | The individual dresses and lives in their new gender role and is treated as being of the gender with which they identify. The individual is required to live and work in their new gender role for a period of one year prior to any irreversible surgical intervention. |

|   |  |
|---|--|
| Medical Treatment/Hormonal Reassignment | Medical treatment may include counselling and psychotherapy, hormones and anti-androgens, electrolysis and speech therapy. Hormone treatment is taken to change, gradually, the individual's body shape, appearance and behaviour. Hormone therapy is normally required for the rest of the individual's life.   |
| Surgical Reassignment                   | The individual undergoes surgery and acquires physical characteristics appropriate to the acquired gender. Surgical treatment may include: genital surgery, breast augmentation or removal, re-shaping of the waist, plastic surgery to the nose and facial bones, reduction of the external appearance of larynx and modification of the vocal chords. Surgical procedures may be carried out over a number of years. |
| Post Operative                          | The individual returns to a normal routine in his or her new identity.   |

58. As the transition process from initial diagnosis of gender dysphoria to surgical reassignment is lengthy (possibly up to 3 years), careful and sensitive management of the individual's assignment and domestic and accommodation requirements will be needed.

59. **Agreement of transition programme.** To assist a transsexual person to complete his or her transition successfully it is useful for the individual to agree with their line management and other Service authorities an action plan for managing the process of transition. It is important to remember that the precise content and timescale for this process will be different in each individual case and could vary significantly and will depend on the circumstances of the individual. Key elements of the process include:

- a. whether the individual wishes to stay in their current post or be assigned, although assignment will not be automatic, unless the individual fails to meet the medical standard of the post or roles closed to women<sup>2</sup>;
- b. the expected timescale of the medical and surgical procedures;
- c. the amount of time off required for medical appointments, treatments and surgical procedures;
- d. the expected point or phase of change of name, personal details and social gender;

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<sup>2</sup>See paragraph 35.



- e. whether the individual wishes to inform their Line Manager and colleagues personally, or would prefer this to be done for them, and whether training or briefing of colleagues will be necessary;
- f. what amendments will need to be made to records and systems;
- g. agreeing a procedure for changing to the uniform of the acquired gender;
- h. make arrangements for the individual to be moved to accommodation appropriate to his or her acquired gender;
- j. an undertaking that details of the action plan and notes of any discussions or meetings should be kept strictly confidential.

60. A table setting out an example of a transition programme is at Annex B. It should be noted that each case will differ, depending on the circumstances and preferences of the individual involved. In addition to the need for sensitive management of the individual, the interests of the Service also need to be considered at an early stage. Early notification by the transitioning individual will help the Career Manager, the individual's Unit and any other individuals who may be affected to ensure that reduction in Operational Capability is minimised. Normally, a minimum of four weeks' notice will need to be given prior to the start of transition to enable the necessary administrative arrangements to be made/agreed.

61. **Informing colleagues.** Agreement between line management and the individual is imperative before communication and disclosure of the impending gender identity transition. How this is done depends not only on the individual's wishes but also on the size and structure of the unit or organisation where the individual is serving. In a small unit informing all personnel together may be the best approach. In a large unit or organisation it may be unnecessary to inform colleagues who have no direct contact with the individual. Sufficient detail should be provided to explain the facts in an appropriate manner and at a suitable level, without going into unnecessary personal or graphic detail.

62. Units/organisations must manage the disclosure of information about an individual's transition carefully and sensitively to prevent sexual harassment or discrimination occurring. At the same time, care should be taken to ensure, as far as possible, that the individual's colleagues do not avoid contact with him or her because of concerns about saying the wrong thing. This can result in the individual feeling isolated. Education and awareness-raising are key here. Commanding Officers who have transsexual personnel within their units should seek advice from the relevant single Service Equality and Diversity staffs as early as possible about their management. The individual's right to privacy and the requirement for confidentiality should be clearly explained to peers and colleagues. Personnel should be informed that they have a personal liability under section

22 of the GRA not to disclose information obtained in an official capacity. (See paras 22 and 23).

### **ADMINISTRATIVE PROCEDURES – ACTIONS REQUIRED**

63. **Change of Name.** This is done by Statutory Declaration and lodged with a civilian solicitor. A copy of the declaration is to accompany all applications to change records. All military records and documentation should use the new name from the date of the declaration. (A specimen name change proforma is at Annex C).

64. **Civilian Records.** The civilian records that will need to be changed to reflect the new name and gender status are listed below. Each application must be accompanied by a copy of the Change of Name statutory declaration/Deed Poll. It is the responsibility of the individual to ensure that the changes to the following civilian records are made on JPA/disclosed to personnel management authorities:

- a. Tax code;
- b. National Insurance card;
- c. Passport;
- d. National Health Card Number;
- e. Bank details.
- f. Driving Licence
- g. European Health Insurance Card (EHIC)

65. **Service records and details.** The name on the Service records listed below is to be amended. All relevant data is to be transferred to the individual's new record:

- a. Identity card;
- b. Medical records;
- c. Dental records;
- d. Personal clothing record;
- e. Internal records such as Personal file, JPA records, personal vehicle passes and other locally issued documentation;
- f. Identity discs;
- g. Railcard or coachcard;

h. Any other in-theatre documentation issued such as vehicle registration documents, ration cards, etc.

**66. Change of Service/Employee Numbers.** A transsexual person who has a gender-specific Service Number on JPA, which could identify him or her as having been originally of a different gender, may request a new gender free JPA Employee Number. Whilst it is assumed that personnel with gender-specific Service Numbers will wish to change to a gender-free JPA Employee Number, it is not mandatory to do so. A specific Business Process Guide on the process of changing a Service legacy number can be found on the SPVA JPA website. The Career Manager (CM) is to brief the individual on the administrative procedure that needs to be carried out to achieve a change and the effects it may have (it should be noted, for example, that the complete existing JPA record will need to be closed down and a new one created). Personnel should then decide and confirm with the CM whether they do, or do not, wish to change the number.

67. To preserve the individual's privacy the gender-specific legacy Service Number will not be held in the new record nor electronically linked by JPA Oracle to the new record with a JPA Employee Number. SPVA will however need to access the terminated record in order to make calculations on, for example, reckonable service and pensions.

**68. Issue of uniform relevant to the acquired gender.** Every effort should be made to ensure that the issue of new uniform relevant to a transsexual person's acquired gender is done in a single issue, especially for items of gender-specific kit. This avoids causing embarrassment or anxiety to the individual if repeated visits to uniform clothing stores are required. Arrangements and entitlements for the issue of uniform clothing to transsexual personnel are contained in the respective single-Service uniform regulations.

**69. Medal replacement and inscription policy for transsexual Service personnel who change their name and/or Service Number.** The Policy on the provision of replacement medals and inscription of medals for transsexual Service personnel is set out in Annex D to Chapter 1 of JSP 761<sup>3</sup>. Serving transsexual members of the Armed Forces wishing to have their medals re-issued with their revised details should apply in writing to the MOD Medal Office, marking the envelope "Personal for the Officer in Charge", sending back their original medals and providing details of their new surname, initials and Service or Employee Number. Re-issued medals will be inscribed with the updated name, initials and Service or Employee Number, but will retain the rate or rank held by the individual at the time that the medal was originally awarded. Medals issued under these circumstances will not be marked "Replacement" and may be provided at public expense.

**70. Wearing of qualification badges.** Transsexual personnel who were entitled to wear qualification badges earned in their previous gender may

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<sup>3</sup> Honours and Awards

continue to do so in their new gender if they so wish. They should however bear in mind that this may identify them as having previously been of a different gender.

71. **Notifying the Defence Vetting Agency (DVA).** The DVA is to be notified of a change of gender and name by the completion of MoD Form 1126, Change of Personal Circumstances Notification.

### **ARREST, LEGAL CUSTODY AND SEARCHING OF TRANSSEXUAL PERSONNEL**

72. A transsexual Service person who is undergoing, or has undergone, transition should be treated according to their acquired gender if they are arrested, taken into legal custody or there is a requirement for them to be searched. If transition has not begun the individual should be treated as their birth gender. In cases where there is any question about the detained person's gender the individual should be asked in which gender they wish to be addressed.

73. **Detention in Custody.** While in custody a detained person may be placed in a cell or other secure room. Because of the potential vulnerability of transsexual personnel it is recommended that they should be detained in a cell on their own.

74. Any search involving the removal of garments other than an outer coat, jacket, gloves, headgear or footwear, or any other item concealing gender identity, may only be made by a police officer of the same gender as the acquired gender of the person being searched and may not be made in the presence of anyone of the opposite gender unless the person being searched specifically requests it. Particular sensitivity is required when searching someone who is in the transitional phase of gender re-assignment. At this time the individual will be presenting in their acquired gender and they will feel that they are a person of that gender. The views of all parties to the search should be fully taken into account before reaching any decision on who should conduct the search. The custody records should reflect all the actions taken by custody staff to comply with the detainee's requests.

75. If a person of the requested gender to conduct the search is not available, or is available but does not wish to carry out the search, and there is no other member of custody staff available to conduct the search, this must be fully recorded on the custody records.

76. Where a detainee has been granted a GRC they must, in every respect, be treated as a person of the acquired gender recognised by the Gender Recognition Panel. To do otherwise would be unlawful.

77. **Compulsory drug testing (CDT) procedures.** Tri-Service CDT procedures involving transsexual personnel are detailed in the Armed Forces Compulsory Drug Testing Team's SOP 141. Advice should be sought from the respective single-Service CDT team and/or single-Service Equality and Diversity Policy staff in the first instance.

## ACCOMMODATION

78. **Single Living Accommodation (SLA).** The rules for transsexual personnel should be no different to those that apply to the gender group to which the transsexual person intends to transition and that apply to all individuals who live within SLA. The same applies to the use of ablutions. The following guidelines should be used.

79. Prior to social reassignment the individual should remain in his or her current living accommodation. Once social reassignment is planned and the process starts, the transsexual person should usually be accommodated in the accommodation of the gender to which he or she intends to transition. When the social reassignment stage has been reached (ie when the individual starts to dress and present in the clothes of their acquired gender) it will usually be appropriate for the transsexual person to use the toilet facilities of his or her acquired gender. Under no circumstances should a transsexual person be expected, after transitioning, to use the facilities of their former gender. It is unlawful to treat a transsexual person as though they are neither male nor female and to insist on him or her using separate facilities, such as an accessible toilet for disabled people, on a permanent basis. Each case should be individually managed in consultation between the individual, chain of command and medical officers.

80. **Service Family Accommodation (SFA).** Transsexual Servicemen or women who are married or in a civil partnership are therefore in PStatCat1 and retain their entitlement to SFA. However, if transsexual Servicemen or women who occupied SFA in PStatCat1 separate/divorce from their spouse or civil partner, they must vacate it within the timescale set out in JSP 464 (Tri-Service Accommodation Regulations), in the same way as any other Service person who is married or in a civil partnership. If the individual is in PStatCat2 (has parental responsibility for any children within the terms of the Children Act 1989) they will retain entitlement to SFA, or if they are PStatCat 3/4 then they retain eligibility for surplus SFA, in accordance with JSP 464.

## MEDIA HANDLING

81. Instances of gender reassignment can in themselves attract attention from national and local press and when it relates to a member of the Armed Forces that interest can be intensified. If there is media interest in individual cases the rules governing contact with the Media and Communicating in Public, as set out in DIN 2008DIN03-020 should be adhered to. Early contact should also be made with the relevant single-Service Equality and Diversity Policy staff.

## **FURTHER INFORMATION**

82. A list of support groups for transsexual people and sources of information is at Annex E.

## **DIVERSITY IMPACT ASSESSMENT**

83. This policy does not discriminate on grounds of race, ethnic origin, religion, belief, sexual orientation or social background. Neither does it discriminate on grounds of gender, disability or age, insofar as the legislation applies to the Armed Forces. The Diversity Impact Assessment is held by the "Recruitment and Management of Transsexual Service Personnel in the Armed Forces" Policy sponsor.

## ANNEX A

### GLOSSARY OF TERMS

**Acquired Gender** Acquired Gender refers to the gender of a person who is in the process of getting, or has actually had their gender reassigned and/or legally recognised. This is not the gender that they were registered in at birth, but it is the gender in which they should be treated. It is possible for an individual to transition fully without medical treatment or surgical intervention.

**Attributed Gender** The gender that a person is taken to be by others. This is usually an immediate, unconscious categorisation of a person as being a man or woman, irrespective of their mode of dress.

**Bisexuality** Is where sexual attraction is to individuals of either or both genders. Bisexuality should not be confused with gender dysphoria.

**Cross-Dressing** Is the desire to adopt the clothes, appearance and behaviour normally associated with the opposite gender. This may be simple “dressing up” or “Dual Role Cross Dressing”, which is the need to adopt the opposite role as fully as possible on a temporary or full-time basis. People who cross-dress in this way are sometimes known as “Transgenderists”. It should not be assumed that people who cross-dress are either gay or transsexual.

**FTM** A female to male transsexual person. A person who is changing, or has changed, gender role from female to male.

**Gender** The overwhelming majority of people have a gender that accords with their anatomical sexual presentation. Gender consists of two related aspects: gender identity, which is a person’s internal perception and experience of their gender; and gender role, which is the way that the person lives in society and interacts with others, based on their gender identity.

Gender is less clearly defined than anatomical sexual presentation, and does not necessarily represent a simple “one or the other” choice. Some people have a gender identity that is neither clearly female nor clearly male.

For the purpose of the law, people can only be male or female.

**Gender Dysphoria** Gender dysphoria or gender identity disorder are the medical terms for the condition where a person who has been assigned one gender (usually at birth on the basis of their sex), identifies as belonging to another gender. It is a psychiatric term for what is often called transsexuality. A person with gender dysphoria may feel that they have a gender identity that is different from their anatomical sexual presentation. As a result, they may experience anxiety, uncertainty, or persistently uncomfortable feelings about their birth gender. Gender dysphoria should not be confused with sexual orientation.

**Gender Identity** A person's own psychological identification as male or female.

**Gender Identity Disorder** Another term for gender dysphoria or transsexualism. (See above)

**Gender Reassignment /Transitioning** A complex process which is undertaken over a long period of time under medical supervision for the purpose of reassigning a person's gender by changing physiological or other characteristics in relation to the acquired gender. This may include counselling, hormone treatment and (although not always) surgery involving, inter alia, chest and/or genital alteration. The process also includes legal adjustments such as changing the name and gender on legal documents.

**Gender Recognition** Gender Recognition is the process whereby a transsexual person may apply for legal recognition of his or her acquired gender. The process was established under the GRA.

**Gender Recognition Certificate** A full GRC shows that a person has satisfied the criteria for legal recognition in his or her acquired gender. The recipient of the certificate is considered, for all intents and purposes, as being of the gender listed on the certificate from that moment onward and not of their birth gender. The legal basis for creating a GRC is found in the GRA 2004.

**An Interim GRC** will be issued to a successful applicant if he or she is married or a civil partner at the time of the application. The interim certificate is issued to allow the applicant and his or her spouse/civil partner to end their marriage/civil partnership easily. It has no legal significance beyond this use. When the marriage/civil partnership is ended, a full GRC will be issued to the successful applicant.

**Gender Recognition Panel** A Gender Recognition Panel considers applications for gender recognition. The panels are ordinarily made up of legal and medical members who assess whether the legal and medical criteria for legal recognition are met. If the applicant is successful, the panel will issue a full or an interim GRC.

**Legal Recognition** Legal recognition means that in the eyes of the law a person is seen to be of his or her acquired gender, as opposed to the gender that was registered on that person's birth record when he or she was born.

**MTF** Male to female transsexual person. A person who is changing, or has changed, gender role from male to female.

**Post-Operative Stage** This is when an individual has undergone surgery and now presents some, or all, of the anatomical sexual characteristics relevant to their acquired gender.



**Real Life Experience** This is the phase of gender reassignment during which the individual must live and work in his or her acquired gender before certain medical procedures will be carried out.

**Sexual Orientation** An orientation towards persons of the same sex (lesbians or gay men) or an orientation towards a person of the opposite sex (heterosexual) or an orientation towards persons of the same sex and opposite sex (bisexual). Sexual orientation is not to be confused with Transsexualism.

**Trans** A generic term generally used by those who identify themselves as transgender, transsexual or transvestite. The term should only be used as an adjective.

**Transgender** An umbrella term for people whose gender identity and/or gender expression differs from their birth gender. This term should only be used as an adjective; that is individuals should be referred to as “transgender people”, not “transgenders”.

**Transsexualism** Another term for gender dysphoria or gender identity disorder. Transsexualism is to be preferred to the term transsexuality.

**Transsexual Men** Transsexual men are people who were registered at birth as female (or a girl) but now present to the world as male. **Transsexual women** were registered at birth as male (or a boy) but now present as female.

**Transitional Period** When a transsexual person decides to live fully in their preferred gender. They must do so for two years to be able to apply for a GRC. Normally during this time they will receive counselling, medication and, if they so wish, prepare for surgery (this can then also be known as the “pre-operative stage” or the “real life experience”).

**Transsexual Person** For the purposes of this policy, the term transsexual is used to mean a person who intends to undergo, is undergoing or has in the past undergone gender reassignment (which may or may not involve hormone therapy or surgery). The term “transsexual” should be used as an adjective, not a noun, ie individuals should be referred to as “transsexual people” rather than “transsexuals”.

**Transvestite** The clinical name for a cross-dresser. A person who dresses in the clothing of the opposite gender. Generally, transvestites do not wish to alter their body and do not necessarily experience gender dysphoria.

## ANNEX B

### Example of a Transition Programme

| Timescale   | Action Required   |
|---|---|
| This column to be completed on an individual basis as agreed between the individual and his or her CO and Medical Officer | <p>The individual confirms the transition plan in consultation with his or her CO and Medical Officer. Early consultation with respective single-Service Equality and Diversity Policy staff. SPC informed of the situation.</p> <p>CO discusses transition phase with Senior Executives on a “need to know” basis. Confidentiality must be maintained. Potential issues of social reassignment identified, eg domestic and assignment requirements. Chain of Command, in consultation with the individual draws up a plan for informing Unit of impending commencement of transition period. This should cover the medical and social aspects of the transition process and should include a plan for verbal and written briefings for Unit authorities and colleagues.</p> <p>SPC briefs the individual about amending Service details and records and civilian documentation. Provide the individual with a list giving details of records requiring amendment. (See Annex D)</p> <p>Establish and maintain close liaison with the relevant single-Service Equality and Diversity Policy staffs, the individual’s Career Manager (SPC) and the individual’s Unit Equality and Diversity Adviser (EDA).</p> <p>Individual’s Medical Officer contacts the relevant Career Manager to initiate process for allocation of new Employee Number in JPA.</p> <p>Appropriate supply authority demands temperate scale clothing relative to the individual’s acquired gender. Advice of individual’s Medical Officer is to be sought before the individual starts duty in uniform. For practical reasons it may be appropriate for the individual to work in civilian clothes for an interim period. The decision to authorise the wearing of uniform should be made on a case-by-case basis.</p> <p>All administration for change of records initiated. Close liaison with the Career Manager /SPVA(G) will be necessary to avoid any rejection of system records. The SPVA JPA website includes a specific Transsexual Business Process Guide that needs to be consulted at an early stage to ensure a successful and timely update of records. Take action to ensure that other records/documents are amended (as per Annex D)</p> |

If necessary, move the individual into single accommodation, appropriate to his/her acquired gender prior to commencing any period of leave. Individual section/department briefings given (as agreed above). Potential problem areas addressed by chain of command, with remedial action taken where necessary. The individual reports for duty in his/her acquired gender. It will be important for line management to monitor the situation and take remedial action during the early stages of the Transition Period to ensure that the social reassignment programme progresses smoothly, for all personnel.

**ANNEX C**

**SPECIMEN NAME CHANGE PROFORMA**

I, JOAN ALICE SMITH of insert address a British subject DO SOLEMNLY AND SINCERELY DECLARE as follows:

1. I absolutely and entirely renounce and abandon the use of my former forenames of JOHN ALAN and adopt and determine to take and use from the date hereof the forenames of JOAN ALICE in substitution for my former forenames of JOHN ALAN
2. I shall at all times hereafter in all records deeds documents and other writings and in all actions and proceedings as well as in all dealings and transactions and on all occasions whatsoever use and subscribe the forenames of JOAN ALICE to the intent that I may hereafter be called known or distinguished not by the former name of JOHN ALAN but only by the name JOAN ALICE SMITH
3. I authorise and require all persons at all times to designate describe and address me by the adopted name of JOAN ALICE SMITH

AND I MAKE this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

DECLARED at )  
 )  
In the county of (insert) this day )  
 )  
Of )

Before me,

Commissioner for Oaths/Solicitor

## **ANNEX D**

### **Exemplar List of Records Requiring Amendment or Organisations to be Informed**

The following lists may be used as an aide-mémoire and check list to assist transsexual personnel and their line management. It is not exhaustive.

#### **SERVICE RECORD**

#### **DATE CHANGED/ OR ORGANISATION INFORMED**

Employee Number (RN and Army only)  
Identity Card

Medical Records (including DMICP)

Dental Records

Security Clearance records (via DVA)  
Personal Clothing Record

Personal File

Locally Issued documentation eg vehicle passes

Identity Discs

Railcard or Coachcard

In-theatre documentation, eg vehicle registration documents, ration cards, etc

#### **CIVILIAN RECORD**

#### **DATE CHANGED/ OR ORGANISATION INFORMED**

Tax code

National Insurance Number (An individual who is successful in obtaining a full GRC is legally obliged to inform HM Revenue and Customs (HMRC) so that National Insurance records can be amended.

Failure to do so may make the individual liable to prosecution. To make things easier, if an individual is successful in obtaining a GRC the Gender Recognition Panel will inform the HMRC on their behalf. To enable the GRP to do this the individual will need to supply them with the correct National Insurance number and a statement of consent.

Passport

National Health Service Card

European Health Insurance Card (EHIC)

Bank Details – including credit/debit cards and building society savings accounts, mortgage, share certificates, etc

Driving Licence (It is a legal requirement to inform the DVLA of any name change)

Vehicle Registration Documents

Electoral Registration (personal, post, proxy)

Insurance policies – personal, motor, life assurance

Will (an individual's will may need to be amended if entitlements/legacies under it are affected by the gender change)

## ANNEX E

### Advice or Support Groups for Transsexual People and Sources of Information

#### Single Service Equality and Diversity Policy staffs

Details of single-Service equality and diversity staffs can be found on Service intranet sites or by contacting a Unit Equality and Diversity Adviser (EDA).

#### A:GENDER

A:gender is the support network for staff in government departments and agencies who have changed or need to change permanently their perceived gender, or who identify as intersex. a:gender also acts in an advisory capacity to HR departments across the Civil Service and Cabinet Office.

|                       |     |                      |
|-----------------------|-----|----------------------|
| a:gender              | or: | a:gender             |
| 1 <sup>st</sup> Floor |     | Grey 4               |
| Seacole Building      |     | The Exchange Brewery |
| 2 Marsham Street      |     | 2 Bridge Street      |
| London                |     | Sheffield            |
| SW1P 4DF              |     | S3 8NS               |

|         |  |               |
|---------|--|---------------|
| Tel:    | 020 7035 4253  | 0114 207 4318 |
| Mobile: | 07786 096992   | 07876 145411  |
| Email:  | <a href="mailto:agender@homeoffice.gsi.gov.uk">agender@homeoffice.gsi.gov.uk</a> |               |
| Website | <a href="http://www.csag.org.uk">www.csag.org.uk</a>                             |               |

#### Depend

Depend is a voluntary organisation whose aim is to provide support, advice and information for anyone who knows, or is related to, a transsexual person in the UK.

Depend  
BM Depend  
London  
WC1N 3XX

Email: [infor@depend.org.uk](mailto:infor@depend.org.uk)  
Website: [www.depend.org.uk](http://www.depend.org.uk)

#### FTM Network

The network is an informal and ad hoc self help group, open to all female to male transgender and transsexual people, or those exploring this aspect of their gender.

Website: [www.ftm.org.uk](http://www.ftm.org.uk)

#### Inner Enigma

A charitable group which supports transsexual and transgender people.

Website: <http://www.innerenigma.org.uk>

### **The Gender Trust**

The Gender Trust is a Registered Charity which helps adults throughout the United Kingdom who are Transsexual, Gender Dysphoric, Transgender or those whose lives are affected by gender identity issues.

The Gender Trust  
PO Box 3192  
Brighton  
BN1 3WR

Tel: 01273 234024 (Mon-Fri 9am-5pm)  
Email: [info@gendertrust.org.uk](mailto:info@gendertrust.org.uk)  
Website: <http://www.gendertrust.org.uk/info@gendertrust.org.uk>

### **Gender Recognition Panel**

The Gender Recognition Panel was established under the Gender Recognition Act 2004 (GRA) to assess applications from transsexual people for legal recognition in their acquired gender. Application forms for Gender Recognition Certificates can be obtained from the Gender Recognition Panel's website.

The Gender Recognition Panel  
PO Box 6987  
Leicester  
LE1 6ZX

Tel: 0845 355 5155  
Email: GRP Enquiries  
Website: [www.grp.gov.uk](http://www.grp.gov.uk)

### **The Gender Identity Research and Education Society (GIRES)**

GIRES is a registered charity that aims to promote education based on research into gender identity and intersex issues and supports the right of individuals to live according to their true gender identity, rather than one imposed upon them at birth.

GIRES  
Milverley  
The Warren  
Ashstead  
Surrey  
KT21 2SP

Tel: 01372 801554  
Website: [www.gires.org.uk](http://www.gires.org.uk)



**Press for Change**

UK civil rights campaign for transsexual and transgendered people. Their website provides information on legal issues and equal rights for trans-people.

Tel: 0161 432 1915

Email: [www.pfc.org.uk/node/641#join](http://www.pfc.org.uk/node/641#join) – to join their mailing list

Website: [www.pfc.org](http://www.pfc.org)

**Transgender Zone**

A website for general information on trans issues; it also has information on trans-friendly places to go in London.

**Transfabulous**

A London based group providing support and entertainment for trans-people and their friends.

Website: <http://www.transfabulous.co.uk>

**TransLondon**

A London-based support group, that holds monthly meetings and also provides other resources for trans-people.

Website: <http://www.translondon.org.uk/4.html>

Email: [TransLondon@hotmail.co.uk](mailto:TransLondon@hotmail.co.uk)