

SOP 3 - RLO STRENGTH DETERMINATION

AIM

1. The aim of this SOP is to establish procedures for matching and, as necessary, adjusting RLO numbers, legal specialisation, postings and taskings to the assessed needs of the ADF.

RLO MANNING REVIEW

2. A regular review of duties performed by RLOs is required to be carried out in accordance with this SOP ("RLO Manning Review"). Each RLO Manning Review is to be carried out at a time to be determined by the DGTDLs but is to be not more than 3 years after the last review.

3. The guiding principle for RLO Manning Reviews and the application of this SOP is that:

- a. the number of RLOs serving in each Service nationally should be determined having regard to the need for work generated by the ships/units/bases/commands of that Service nationally; and
- b. in determining the Regions in which RLOs are recruited and posted, each Service should have regard to the need for work generated by the ships/units/bases/commands of that Service in that Region.

4. For the purposes of each RLO Manning Review, (and for the purposes of SOP 6), the DGTDLs will appoint a panel comprising at least the NPM, the LRM and a senior RLO from each Service ("RLO Manning and Service Requirements Committee").

ROLE OF RLO MANNING AND SERVICE REQUIREMENTS COMMITTEE

5. The role of the RLO Manning and Service Requirements Committee is to:

- a. arrange for the collection and collation of data for the RLO Manning Review in accordance with these SOPs ("Review Data");
- b. make adjustments to that data to make the Future Needs Determination by taking into account the matters dealt with in with para 9 of this SOP;
- c. determine the Divider for the purposes of para 11; and
- d. calculate and publish RLO Strength Determinations in accordance with para 12.

6. The Review Data comprises:

- a. for each Region - the number of man-days duty performed by RLOs (regardless of where they are posted) on work generated by the ships/units/bases/commands of that Service in that Region; and

- b. the amount of that work which was, for each Service, performed by RLOs who are posted to the ships/units/bases/commands of that Service in that region; and
- c. unsatisfied demand data recorded under para 7; and
- d. the need for RLO services generated by significant one-off events – e.g. a complex/lengthy Board of Inquiry.

7. The LRM is required to maintain a record of demand for the services of RLOs which could not be met on a per Region per Service basis.

8. If a demand for legal services is not met either from within or outside that Region, the PLO is to send details (including the type of services required and the PLOs estimate of the number of RLO man-days required for the services) to the LRM for inclusion in the record. This record is intended to include details only of needs for the services of an RLO that is not met at all from any source.

9. Once Review Data has been collected, it is assessed by the RLO Manning and Service Requirements Committee and, if necessary adjusted to take into account:

- a. obvious errors or concerns about the accuracy or integrity of the data;
- b. the impact of significant one-off events unlikely to be encountered before the next review;
- c. the number of RLO man days required to meet areas of unsatisfied demand reported under para 7;
- d. known or likely changes in future needs e.g. as a result of a unit moving from one region to another.

10. The adjusted Review Data under para 9 is called the Future Needs Determination.

11. The RLO Manning and Service Requirements Committee determines the appropriate average number of days per RLO to be used for the purposes of converting the Future Needs Determination into RLO manpower requirements (the 'Divider'). (By way of example, the RLO Manning and Service Requirements Committee might determine that the Divider is to be 30 days service per annum. On that basis, a Future Needs Determination in a region of 90 RLO days gives rise to a need for 3 X RLOs. This Divider is a constant nationally.) The Divider is to be determined having regard to the following:

- a. the average number of days served nationally per year by RLOs;
- b. the need for succession planning to replace the services of existing RLOs; and
- c. the occasional unavailability of RLOs because of other commitments.

12. The RLO Manning and Service Requirements Committee calculates and publishes its determination of the numbers of RLOs required per Service both nationally and on a per Region basis, by dividing the Future Needs Determination per Service per Region by

the Divider. This calculation becomes the RLO Strength Determination for the purposes of these SOPs.

13. Within an overall national RLO Strength Determination for a Service, HOC may determine recruitment and postings and the development of RLOs to be enrolled on National Specialist Lists under SOP 4.