

Background Quality Report

Royal Naval Monthly Personnel Situation Report

1. Introduction

Overview

The Royal Naval Monthly Situation Personnel Report was first produced in July 2008, it was initially produced in response to ministerial requests for ad-hoc information and mirrors a report which is already produced for Naval staff.

Methodology and Production

The Royal Naval Monthly Situation Personnel Report shows summary strengths and flows of the Royal Naval Service as at the first day of the month. Full Time Reserve Service (FTRS) personnel are included in five of the tables.

A monthly extract, as at the first of each month, is taken from the Joint Personnel Administration (JPA) system on the sixth calendar day of each month. The lag helps to minimise the impact of individuals not immediately updating their JPA record. The data undergoes a series of automatic validation checks and edits to ensure its basic quality. The extract is then stored on a MySQL database as part of a time-series of extracts maintained by Defence Statistics (Navy). A series of validation checks and corrections are made using expert knowledge and data obtained from other sources within the Department.

The latest situation data is extracted from the MySQL database and combined with separate information on liability in order to create a series of comma-separated (csv) data files required for the various tables. These are fed into an Access database which holds additional information for all naval personnel. The published tables are produced in MS Excel and using queries of the Access database to populate them. PowerPoint and Adobe Acrobat Professionals are then used to pull through the final version of the tables to the report. All of these tables are then checked for accuracy. When this has been done amendments are made to the Excel tables. PowerPoint and Adobe Acrobat Professional are then run again. The file is finally secured in Adobe Acrobat professional. A cover note is created which highlights the main figures in the publication.

The Royal Naval Monthly Situation Personnel Report is an official statistic produced and published in line with the UK Code of Practice for Official Statistics. The publication date is pre-announced on the Release Calendar on the Defence Statistics Website. Pre-release classified access is given to Directors of Naval Personnel Strategy planning. The Royal Naval Monthly Situation Personnel Report is published on [The Defence Statistics Website](#).

Contact Details:

Jon Wroth-Smith, Hd of Defence Statistics (Navy), is responsible for these statistics. His contact details are:

Defence Statistics (Navy)
MP2.1 West Battery, Whale Island
Portsmouth, PO2 8DX

Tel: 02392 623564

Email: Def Strat-Stat-Navy (MULTIUSER)

Defence Statistics (Navy) welcome feedback on this Background Quality Report or any of the statistics mentioned.

2. Relevance

The Royal Naval Monthly Situation Personnel Report reports strengths and flows of the Royal Naval Service for a range of detailed breakdowns, including rank, branch and specialism: it compares strengths and liability at a detailed level and presents this information in tables and graphs; it also examines length of service by rank and numbers due to leave the service over the following year. The detailed information meets the basic requirements of all the known users of the product.

3. Accuracy

Data Sources

The main data source for compiling the Royal Naval Monthly Situation Personnel Report output is the database of monthly extracts from the Joint Personnel Administration (JPA) system. These extracts cover all personnel in the Armed Forces. Key information for managing individuals is recorded and updated centrally with other information being completed by the individual through a self-service tool. There is a reasonable amount of late reporting which can adversely impact the statistics, obtaining the extract on the sixth calendar day of the months overcomes much of the impact of late reporting.

Defence Statistics (Navy) cleanse and correct around 600 Naval Service records within each monthly extract to ensure the quality of the key fields (service, branch, assignment type, rank and exit category) is sufficient for Defence Statistics National Statistics.

Outputs

All figures published in the Royal Naval Monthly Situation Personnel Report are rounded to the nearest 10 with numbers ending in 5 rounded to the nearest 20 to prevent systematic bias. Rounded figures are less precise, but not less accurate. Less precision improves the clarity of the outputs and provides an appropriate indication of the underlying accuracy. Rounding in this way is Defence Statistics' preferred method of disclosure control in published statistics as it preserves anonymity of data subjects.

4. Timeliness and punctuality

The time lapse between the reference date of the Royal Naval Monthly Situation Personnel Report and the date of publication is approximately 6 weeks. It takes at least 12 days for the data to become available and for any necessary corrections to be made. The Royal Naval Monthly Situation Personnel Report then takes a up to a further week for production, checking and amending as necessary. Data cannot be published until the publication of Tri-Service personnel data via the Monthly Manning Report.

All publication deadlines have been met since the implementation of JPA.

5. Accessibility and Clarity

All Royal Naval Monthly Situation Personnel Reports from July 2008 to January 2014 are available from WWW.DASA.MOD.UK. From February 2014 they will be available on WWW.GOV.UK. They are also available dating back to 1st October 2007 through the UK National Statistics Publication Hub.

The publication contains notes detailing the main categories and definitions used in the tables and to expand the abbreviated titles of the Navy specialisations. Graphics are used to represent some time series and distributions by Length of Service.

6. Coherence and Comparability

The Royal Naval Monthly Situation Personnel Report is always fully consistent in terms of the total numbers of servicing regular personnel with the other Naval and Tri-service publications

produced by Defence Statistics, and inconsistencies identified and rectified before publication.

7. Assessment of User Needs and Perceptions

The Commodore Naval Personnel Strategy is the key user of the Royal Naval Monthly Situation Personnel Report providing personnel with a detailed picture of the Naval Service to assist with planning and measuring performance of different policies. The Royal Naval Monthly Situation Personnel Report is also used to inform public and parliamentary debate; copies of the report are placed in the House of Commons Library.

8. Performance, Cost and Respondent Burden

The Royal Naval Monthly Situation Personnel Report is only published electronically for customers to view and print as required.

The burden on data suppliers on producing the Royal Naval Monthly Situation Personnel Report is minimal. Extracts from JPA are required by Defence Statistics (Navy) irrespective of the production of the Royal Naval Monthly Situation Personnel Report. Additional data such as the liability and information from Training establishments are produced for management purposes, the extra burden of providing it so Defence Statistics (Navy) is minimal.

9. Confidentiality, Transparency and Security

Security

All staff involved in the production process are bound by the Official Secrets Act and have undertaken training in relation to the Data Protection Act. All data is stored, accessed and analysed using the Ministry of Defence's restricted network and IT systems. The access of raw data via JPA and SQL databases is password protected.

Confidentiality

Some of the data collected and stored for the Royal Naval Monthly Situation Personnel Report contains service numbers and is restricted. All published outputs provide rounded totals of individuals shown by strengths and flows ensuring disclosure is not feasible. Defence Statistics rounding policy is used for all Royal Naval Monthly Situation Personnel Report outputs; this ensures consistency in statistical disclosure control. Access to unrounded data would only be provided with approval via a Data Access Agreement.

Transparency

The production process is considered to be transparent. This quality report informs users of the method, production and quality of the output. Any significant errors identified after publication would result in revisions in the next publication and explanations to the reasons behind the revisions.

10. References

Reference	Link to Website
Royal Naval Monthly Situation Personnel Report	Royal Navy Monthly Situation Personnel Report
UK Code of Practice for Official Statistics	UK Code of Practice for Official Statistics
UK National Statistics Publications Hub	UK National Statistics Publications Hub
Monthly Manning Report	Monthly Manning Report