

MOD FORM 1132A
(REVISED 06 NOV 17)

**APPLICATION TO OCCUPY SUBSTITUTE SERVICE FAMILY
ACCOMMODATION (SSFA) (UK ONLY)**

For DIO SD Accommodation use only
DIO Application No

NAC Reference No

For Applicant attention

Please ensure that you complete all sections of the form in BLOCK CAPITALS and black ink. Failure to do so may result in your form being returned and delay your application.

Important – before completing this form, please read the guidance notes on pages 7 and 8

PART 1: BASIC PERSONAL APPLICATION DETAILS

Note: complete Part 1 with personal details applicable at new occupation date

Service: (RN, Army, RAF)		Service Number:	
Rank:		Surname:	
Forename(s):		Gender (M/F):	
Date of Birth (dd/mm/yy):		Discharge / Termination Date (dd/mm/yy):	
Personal Status (PStat) Category (JSP 752 Ch 1 Sect 4) on occupation:		Date Occupation of SSFA required (dd/mm/yy): ¹ (See note 5)	
Assignment Date (Joining date at new unit) (dd/mm/yy):		Expected End Date of Future Assignment (as per JPA Assignment Order) (dd/mm/yy):	
E-Mail address: (if applicable)			

¹ You can request SSFA up to 2 days prior to your Assignment Date.

Address where correspondence / offer should be sent (i.e. your current accommodation address):

to: _____

Postcode/BFPO _____

Contact Tel No: _____ (inc Std / Intl / Mil code where applicable)

Mobile Tel No: _____

ASSIGNMENT DETAILS

<p>Ship/Shore based Unit/Station assigned to and location (complete as many details as are known):</p>	<p>Point of Contact (if known):</p> <p>Full Unit Address:</p> <p>Postcode / BFPO:</p> <p>Email (if known):</p> <p>Military Tel No:</p> <p>Civilian Tel No: _____ (Inc Std / Int Dial Code)</p>			
<p>Receiving Unit 'Unit Indicator Number' (UIN)</p>				
<p>If you are posted to MOD London, is your new appointment on the VCDS 45 Minute List?</p>	<p>Yes</p>		<p>No</p>	

Complete the following table with the permanently resident members of your family (including Spouse / Civil Partner) for whom you require SSFA. (**As per your 1132**).

Title (Mr/Mrs etc.)	Surname	Forenames	Gender M/F	DOB (or due date) dd/m m/yy	Relationship to Applicant	Need to enrol in local school - Y/N
Date baby due (if applicable)						

PART 2: FUTURE HOUSING REQUIREMENTS (ON ASSIGNMENT)

Do you require furnished accommodation?	Yes ²		No	
Do you require unfurnished accommodation?	Yes		No	
Do you require accommodation which permits smoking?	Yes		No	
Do you require a garage? ³	Yes		No	
Do you require accommodation where domestic pets can be kept? If you have answered yes to this question, please answer the following:	Yes		No	
Number and type of pets to be kept at the property:				

² If you do require furnished accommodation, it will be provided through ASU or the relevant DAS supplier. (The MOD Contractor will not source furnished or part furnished SSFA).

³ Applicants should note that there is no guarantee that the contractor will be able to source a property with a garage.

PREFERRED LOCATIONS You may express a preference in respect to location, but there is no guarantee that the contractor will be able to meet personal preferences (see Note 6)

(1):	
(2):	
(3):	

CURRENT HOUSING ARRANGEMENTS

Do you currently own your own property?	Yes		No	
If yes, what is the postcode?				
Do you plan to occupy this property?	Yes		No	
If no: <ul style="list-style-type: none"> • Is the property uninhabitable due to the fact that it is undergoing renovation or subject to some other building work? • Is the property subject to an existing lease and early termination would have financial penalties? • Is the property unsuitable for occupation due to the size of your family / your SFA entitlement? 	Yes		No	
	Yes		No	
	Yes		No	
Please attach evidence e.g.: expected date of completion of building work; date current lease expires; proof of size of property.				

PART 3: HIGH COST RENTAL AREA PROCEDURE

To be completed by Officer Applicants only

If you require SSFA in a high cost rental area (as defined by DIO SD Accommodation) it may be necessary for you to occupy a property which is up to 20% smaller than your normal SFA entitlement. Prior to initiating a reduced scale search you may request that DIO SD Accommodation broadens the radius of your search for a full size property out to 50 miles or 1½ hours travelling time.

I request DIO SD Accommodation to first extend the radius of search for a full size property out to 50 miles or 1½ hours travelling time.	Yes		No	

If you have answered 'No' to the question above, and require a reduced scale property, DIO SD Accommodation will contact you separately regarding your options (see Note 7).

PART 4: DATA PROTECTION ACT 1998

I understand and accept that in pursuing this application Defence Infrastructure Organisation may be required to release certain information to other agencies and bodies within the MOD (e.g., Pay/Record Offices, Local Commands etc.) and that this will take place in accordance with the provisions of the Data Protection Act 1998.

PART 5: SIGNATURE OF APPLICANT

Please recheck the information given is correct and that your requirements are clearly stated and sign below. **You are reminded it is a disciplinary offence to knowingly give false information (See Note 8).**

I will inform DIO SD Accommodation and my Chain of Command of any change in assignment or duty location which affects this application. I am aware that should I fail to comply with these regulations, then my publicly provided accommodation and allowance entitlements will be subject to formal review and may be withdrawn.

SIGNATURE OF APPLICANT		DATE	
------------------------	--	------	--

PART 6: PROPERTY SEARCH SPECIFICATION / DIO SD ACCOMMODATION AUTHORISATIONS

To be completed by DIO SD Accommodation

Required by date: (Insert date authorised by DIO SD Accn)	
Pets: (Insert number and type authorised by DIO SD Accommodation)	
Distance from new duty station: (Tick one box only)	
<ul style="list-style-type: none"> • Within 45 mins by public transport (VCDS 45 min list) 	

• Within 1½ hours by public transport (MOD London)	
• Within 10 miles (London formed units and remainder of UK)	

Type of property required: (Tick one box only)							
Type I		Type II		Type III		Type IV	
Type V		Type D		Type C		Type B	

**Additional Needs or Disability Requirements:
(Specify exact requirement)**

Authorised by⁴:

**NAME
(Block capitals)**

Signature

**DIO SD
Accommodation
Appointment
Contact
Telephone Nos
(Incl Mobile No)**

Date

01480-52451 ext 8681

**Contact Fax
No**

**Mil: 95371-4259
Civ: 01480-446584**

This form 1132A should now be forwarded to MOD Contractor for registration of the applicant on the SSFA Scheme.

⁴ Point of Contact for use in event of queries.

GUIDANCE NOTES FOR THE COMPLETION OF THE SSFA APPLICATION FORM (MOD FORM 1132A)

1. Policy for the provision of SSFA is contained in Tri-Service Accommodation Regulations (JSP 464 Pt 1). Applicants are advised to familiarise themselves with the policy before applying for SSFA. Applicants should also read the 'Rules and Instructions for Service Personnel Occupying SSFA' which were provided by **NHPHD** with this SSFA Application Form 1132A.
2. The SSFA Application (MOD Form 1132A) is a Tri-Service Application Form which is to be submitted by Service personnel who have been instructed by DIO SD Accommodation (NHPHD) to apply for SSFA. Whilst some of the questions duplicate those on the 1132 (SFA Application), this is necessary as the detail contained herein is provided separately to the MOD Contractor. (You should note that this application will be read by DIO SD Accommodation in conjunction with your original 1132. If any of your circumstances have changed, you should re-submit the 1132). All sections of this form must be completed in black ink and in block capitals. Please complete legibly and with as much detail as possible.
3. SSFA will be provided by DIO SD Accommodation on those occasions when there is insufficient or inappropriate Service Family Accommodation (SFA) available. DIO SD Accommodation utilises a civilian contractor to provide accommodation from the commercial rental market. It is intended that SSFA will broadly equate to the provision of SFA (outside London – no smaller than 10% below the indicative square meterage of an individual's entitlement); however, applicants should be aware that there is no security of tenure beyond the first 6 months of the lease.
4. **The completion of all relevant sections of the form is mandatory.** Without the information requested it will not be possible for DIO SD Accommodation / MOD Contractor to process the application. This may result in the form being returned to the applicant and a subsequent delay in finding appropriate SSFA. The form is to be completed as follows:
 - a. All applicants are to complete Parts 1, 2 and 5.
 - b. In addition, Officer Applicants only are also to complete Part 3 (High Cost Rental Area Procedure).
 - c. Once completed, the applicant is to return the Form 1132A by fax to DIO SD Accommodation (Substitute Accommodation Team - SAT) at:
Mil: 95371- 8681
Civ: 01480 - 52451 Ex: 8681
 - d. DIO SD Accommodation (SAT) is to complete the Property Search Specifications and authorise the SSFA at Part 6. Once authorised, DIO SD Accommodation (SAT) is to issue an instruction to the MOD Contractor.
5. Applicants are to note that there is no entitlement to SSFA more than 2 days prior to the date of assignment. The only exceptions to this are where the applicant is vacating tied/ex-officio SFA or is assigned to the UK from overseas. In these cases the SSFA will be provided to ensure continuity of housing. If you do require accommodation earlier, you

should provide written justification to DIO SD Accommodation (SAT) in addition to this application.

6. Preferred Locations. You should take the following into consideration before you complete this section. You may state a preference for location, in which case the MOD Contractor will try and source SSFA in your preferred area. However, if the preference incurs additional costs to the MOD (e.g. if the rental cost of SSFA sourced in your preference location is more expensive than for property to your entitlement within the full entitlement radius), you may be required to pay a Personal Contribution (PC). Any PC will be annotated on the Property Acceptance Certificate and debited directly through JPA for the duration of your occupancy. If the preferred location is not available, the MOD Contractor will source accommodation to your entitlement as close as possible to the Duty Station.

7. If you are unwilling to accept a widened search radius, it may be necessary for you to occupy a reduced scale SSFA. Prior to tasking the MOD Contractor DIO SD Accommodation (SAT) will contact you separately to determine your preferences, e.g. for fewer rooms or a smaller property overall.

8. Once Form 1132A is completed, data submitted will be read in conjunction with your original 1132, and may be cross-referenced with JPA records. Disciplinary action may be taken if you knowingly submit incorrect / withhold information that affects your entitlement to accommodation.

9. As SSFA is procured by a contractor on behalf of the MOD under strict criteria that equate to Grade 1 SFA, it will automatically be charged as Grade 1 accommodation. You may challenge this grading within 3 months of occupation.

If you have any further queries over the completion of this Application Form you should contact DIO SD Accommodation (SAT) for advice