



Ministry
of Defence



MINISTRY OF DEFENCE STATEMENT OF CIVILIAN PERSONNEL POLICY

CHANGE OF WORK LOCATION: ISSUES, ARRANGEMENTS AND ENTITLEMENTS PRIOR TO TRANSFER OVERSEAS

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Overseas-U

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ISSUES, ARRANGEMENTS AND ENTITLEMENTS PRIOR TO TRANSFER OVERSEAS

IMPORTANT ISSUES TO CONSIDER

Spouses, civil partnership, unmarried partners and dependant children

It should be borne in mind that when you are undertaking an overseas posting on Temporary Terms your service will be on an unaccompanied basis. In other words, you cannot be accompanied by your spouse, partner (including those recognised under the Civil Partnership Act) or dependent children.

Accompanied or unaccompanied overseas

If you are being posted on permanent transfer terms you must decide whether you wish to be accompanied by your spouse/civil partner/partner and/or dependent children or whether you wish to undertake the tour of duty on an unaccompanied basis. Your family circumstances will have a bearing on your package of allowances and entitlements.

Also, on occasions, official accommodation may not always be available from the outset of your overseas tour of duty. Under these circumstances it is strongly recommended that you initially start your tour of duty on an unaccompanied basis and once you have been allocated permanent official accommodation arrangements can then be made for your family to join you at post. During this period you will be accommodated in either mess (if available) or hotel accommodation.

Civil Partnerships

If you are currently in a partnership which is formally registered under the Civil Partnership Act 2004 then you will be allowed the same allowances and entitlements as a married member of staff. However, you will appreciate despite the legal recognition granted under UK law, there are many countries where unmarried and same-sex relationships are unlawful and/or socially unacceptable. Where MOD can recognise a civil partner in the overseas area, your allowances and entitlements will be the same as for a married person.

Unmarried partners

If you are currently in an unmarried long term relationship of 12 months or more it should be borne in mind that there are some overseas locations where the MOD would be unable to recognise your partner due to local laws, religion and/or customs. Furthermore, there might be local agreements/treaties in place in the overseas location, such as the Status of Forces Agreement or the Vienna Convention on Diplomatic Relations, which preclude the recognition of

unmarried partners. You are advised to check with the DBS Civilian Personnel Resourcing or the overseas area to see if your partner can be recognised. Recognition of an unmarried partner for accompaniment on the overseas posting will be determined by the Overseas areas. However, you will still be required to demonstrate you have an established and exclusive relationship (i.e. living with the same partner for a period of not less than 12 months at the time of transfer) in which your partner is financially dependent upon you or you are financially inter-dependent. You will be expected to provide proof of any such relationship. Acceptable evidence of an established relationship can include proof of joint financial commitments (e.g. joint bank account, mortgage or lease) or a death benefit nomination made under the terms of the Principle Civil Service Pension Scheme (PCSPS) (Premium or Classic Plus).

Education of children overseas (including Nursery and pre-school education)

If you are being accompanied overseas by school age children it is important to consider their educational requirements, especially if you have a child who has Special Educational Needs (SEN) – you will need to be sure that your child's specific needs can be met in the overseas location. You are strongly advised to contact the Children's Education Advisory Service (CEAS) at Upavon on 0198061 (Mil: 94344 8244). It is important that you also make contact with the CEAS, if you are being posted to an overseas area where there are no Service Children's Education (SCE) Schools, such as the USA, or where there are SCE schools to establish whether the curriculum meets your child's chosen subjects. Nursery and pre-school places may be provided in some of the main Command areas overseas. This is all covered in more detail in **Change of Work Location: Education of Children in the UK and Overseas**.

Additional Needs for Health, Education or Social Reasons

While some additional needs for education are assessed by the Service Children's Education, it is important to ensure that if you or your family have additional needs (Health or Social) that these needs are discussed with DBS Civilian Personnel prior to your posting to ensure that your requirements can be met in the overseas area.

Spouse/Civil Partner/Partner's employment

Another important issue to consider if your spouse/civil partner/partner accompanies you overseas is the loss of earnings (and the longer term effect on career and occupational pension accrual). The opportunity for local employment overseas can be limited and varies between overseas locations.

What to do with your UK home

If you are a homeowner, you may consider either selling your home or renting it out for the duration of your overseas tour of duty. Whatever you decide will be regarded as your own personal choice and any costs associated with that decision will be a personal responsibility. If you decide to sell your home

should note that on your return if you are posted to a new location which attracts assistance with a move of home in the UK, any assistance with Additional Housing Cost Allowance (AHCA) will be based on the old mortgage held at the old duty station. The AHCA will be based on a comparison of the Average Property Price Lists and property values in the old and new areas. You will also be expected to have any equity from a sale (uplifted by the investment income figure when considering any application for AHCA or an Advance of Salary for house purchase).

Domestic pets

Domestic pets cannot be transported to an overseas location at public expense. If you decide that you want to take your pet with you, then you will be responsible for making all the necessary arrangements for the pet's transportation to the overseas location and any costs that this involves. You are strongly advised to contact the Department of Environment, Food and Rural Affairs (DEFRA) for details of the various requirements for the importation and exportation of domestic pets. It is also worth trying to find out whether the Pets Passport Scheme operates in the overseas locations you are being posted to. You must ensure that you have all the relevant documents and certificates to enable you to export and import your pet.

What to do with your car or motorcycle

If you own a motor vehicle and wish to take it with you to the overseas area then the MOD can make the necessary arrangements to do this (but only one vehicle) at public expense - but note that this only applies where your transfer is on permanent terms. You should consider whether or not your current car or motorcycle is suitable for use in the overseas location and meets local transport regulations and requirements.

You are strongly advised to check with the overseas area to which you are being posted to find out whether or not there are any local importation restrictions that would not allow you to import your car or motorcycle.

Passports and Visas

If you and dependent members of your family do not have current and valid passports the MOD will reimburse the cost of obtaining them.

If visas are required the MOD will advise on how to go about this and make necessary arrangements for visas to be inserted into passports.

Health considerations

If you or accompanying dependent members of your family (where appropriate) suffer from a medical condition that may affect fitness to travel to, or live and work in an overseas area, further advice may have to be sought from your GP. In some circumstances you may be required undergo a physical examination. Essential vaccination/immunisations for business transfers overseas are provided through th MOD's Occupational Health (OH) provider.

Notify your GP of your overseas posting

It is important that you notify your GP of your overseas posting. This will allow your medical records, and those of your family, where applicable, to be passed on if you register with an HM Forces medical centre/practice in the overseas area.

PRE-POSTING ARRANGEMENTS AND ENTITLEMENTS:

FOR YOU IF YOU ARE BEING POSTED ON TEMPORARY TERMS

DBS Civilian Personnel Relocations will explain your entitlements and the processes you need to follow prior to your posting. However, the following is intended as a guide and to prepare you for the posting procedure.

Passports Visas and Status Stamps

An application for a new or renewal of an existing passport can be made using the appropriate passport application form. Alternatively, you can apply for your own passport(s) and claim reimbursement of the cost. You should allow sufficient time to enable you to obtain the passport before your posting date, especially if there is also a requirement for a visa. Claims should be sent to DBS Civilian Personnel on **HR Form 049: MOD Claim for Moving Expenses**.

A status stamp may be required for certain countries (e.g. Cyprus, Germany etc). If appropriate, DBS Civilian Personnel Relocations will make the necessary arrangements for a status stamp to be placed in your passport.

If you are being posted to a country where a visa or entry permit is required then this can be obtained from the Defence Passenger Reservation Centre (DPRC) via DBS Civilian Personnel Relocations. In the main, visas are required when posting to the USA and Australia and generally fall into two categories, Diplomatic and Non-Diplomatic depending upon the post you will be occupying.

If you require a visa for the USA then you will have to complete an electronic visa application on the American Embassy's website which can be found on the **US Embassy (www)** website. Further advice on visa requirements can be provided by DPRC Visa Section on 020 7305 4800 (Mil 96305-4800).

Medical fitness and vaccinations

You will have to undergo medical checks to assess your fitness to travel, reside and work overseas. DBS Civilian Personnel Relocations will send you a confidential "Fitness for Posting to Non-Operational Area Overseas" questionnaire, for completion and return to DBS Civilian Personnel Relocations in a sealed envelope marked "MEDICAL Fitness for Posting to Non-Operational Area Overseas" and including your name, staff number and UIN. DBS Civilian Personnel Relocations will send the sealed envelope to the MOD's Occupational Health (OH) provider.

If the questionnaire indicates that there are no health concerns, the OH provider will issue fitness to travel, live and work overseas certificates for you to DBS Civilian Personnel. Should further investigation be required, the OH provider will contact you to arrange a telephone consultation with an Occupational Health Adviser (OHA). The OHA will make an assessment of your fitness to travel, live and work overseas and will give you general travel health advice. In a small number of cases, a further face to face consultation may be required, which the OH provider will arrange for you. On completion of the telephone or face to face assessment, if appropriate, a fitness to travel, live and work overseas certificate will be issued to DBS Civilian Personnel.

If immunisation is required, the OH provider will arrange for you to attend a travel clinic as near as possible to your home or place of work. Your history of previous immunisation will be confirmed, suitability for vaccination assessed, vaccination administered and a full health brief applicable to the journey will be given to you together with a full health passport detailing the immunisations given.

Application for Accommodation

DBS Civilian Personnel Relocations will, If appropriate (mainly in the case of a postings to Cyprus, Germany and Gibraltar where official Service Family Accommodation), provide you with a DHE Housing or AF10 (as appropriate) application form which you should complete as soon as possible and send to the Housing Office at the overseas location you are being posted to. It is important that this form is submitted as quickly as possible so that you can get on the waiting list for the allocation of official accommodation.

Climatic Clothing

If you are being posted overseas on temporary terms to a location where either tropical or arctic conditions prevail then you may be able to claim assistance with the cost of Climatic Clothing .This is a contribution towards the purchase of essential clothing for duties overseas where there are extremes of climate compared with that of the UK. It is not intended for the purchase of clothing that you might reasonably be expected to own for the UK climate (normal summer or winter clothing suitable for life in the UK). Further details are contained in **Policy, Rules & Guidance: Civilian Detached Duty Expenses**.

Tropical Conditions: For guidance if you are being posted to an overseas location that falls within the Tropics of Cancer and Capricorn where the average daily temperature exceeds 27C⁰ and the humidity exceeds 80% then you would qualify for the allowance. Account should be taken of the actual working environment: e.g. although the outside temperatures might qualify, your working environment might be climate controlled/air conditioned.

Arctic Conditions: For guidance if you are being posted to an overseas location with an average daily temperature of 1C⁰ or less then you would qualify for the allowance. If you are taking part in trials, exercises or such duties as part of your posting where you will be spending long periods in the

open you are advised to seek advice from the MOD Defence Clothing IPT on (94240) 4666 or (01869) 875666.

Luggage

If you do not own suitable luggage, you may claim assistance with the cost of Luggage to enable you to purchase suitable relevant and essential baggage required for your period of temporary transfer overseas. See **Policy, Rules & Guidance: Civilian Detached Duty Expenses** for further details.

Removal of your Unaccompanied Baggage Overseas and Storage in the UK

If you are being posted overseas on temporary terms you are entitled to an unaccompanied baggage allowance to enable you to take some of your personal effects overseas. DBS Civilian Personnel Relocations will issue you with a Agility Removal booklet detailing your unaccompanied baggage allowance. This is your authority to move your unaccompanied baggage to the overseas location. You should read the instructions contained in the Agility Removal booklet very carefully. The unaccompanied baggage allowances are detailed in **Change of Work Location and Travel and Subsistence: Rates of allowances, Costs, Rates & Charges**.

IMPORTANT: If you exceed your unaccompanied baggage allowance you will be charged for any excess baggage that is moved.

Storage of personal effects

You cannot store any personal effects during your temporary tour of duty. However, there is one exception to this: if you are single and occupy unfurnished rented accommodation and terminate your tenancy agreement as a result of your temporary overseas posting then you can store the personal effects that you are not taking with you at public expense for the duration of your tour of duty.

Your furniture will be stored using the Services Contract Storage scheme and DBS Civilian Personnel Relocations will issue you with a Agility Storage booklet for this purpose. You should read the Storage booklet very carefully as there are certain items that cannot be stored under the contract; examples are antiques and pianos. Storage of such items will be your own responsibility. Bills for storage will be raised directly with the MOD.

Insurance of unaccompanied baggage in transit and while in store

Providing that you already insure your own personal effects in your home on a like-for-like basis, you would then be able to claim the cost of transit insurance from the UK and to the overseas location and for items that you are storing in the UK. If you need to organise Marine Insurance you should do so privately and claim reimbursement. However, any extra insurance costs associated with certain valuable items that are specifically itemised on your existing policy (such as antiques, paintings, pianos etc) would be a personal responsibility.

Premiums for transit insurance are refundable within the following limits:

- Band C and below - £30,000 worth of insured personal effects
- Band B and above - £45,000 worth of insured personal effects

IMPORTANT: You will be responsible for meeting any costs that you incur in excess of the above limits.

If you store any personal belongings at public expense you may claim the cost of transit insurance to and from store. Under the contract, your personal effects held in storage are covered by an indemnity insurance which provides the legal minimum cover. However, you are strongly advised to insure your personal effects separately. It may be possible to extend your home contents insurance to cover your effects in transit. Where the personal effects are already insured and arrangements are made for the existing policy to be extended to cover transit to/from and in store, the additional premium is refundable. When charges for storage of furniture and personal effects in the UK are paid, the cost of insurance in transit to and from store and during storage can be claimed. However, if your furniture was not insured before transfer abroad (e.g. as part of a household contents insurance policy) claims for insurance in respect of personal effects in transit and in store cannot be made.

The effect on payment of Additional Housing Cost Allowance (AHCA) if retaining your UK home

If you are currently in receipt of AHCA in respect of your UK home as a result of an earlier UK transfer, payment will continue while you are overseas as long as you retain it and do not let it out. Prior to taking up your overseas post you must declare to DBS Civilian Personnel Relocations whether or not you intend letting out your property while you are overseas. If at any later stage, you decide to rent your UK home out, you must inform DBS Civilian Personnel Relocations immediately.

Notification Procedures in the Event of Compassionate Circumstances for Relatives in the UK while you are Overseas

Although, it is likely that your relatives will be able to, and should contact you directly in the event of a death or very serious illness of a relative in the UK. In the event that you cannot be contacted, you should ensure that you have provided relatives with correct details for the OWS Helpline or the Ministry of Defence out of normal working hours on 0207 218-9000 and ask to be connected to the Resident Clerk. If it is necessary to contact you via the Resident Clerk, your relatives will need to give your name, grade and the overseas area you are in; in the case of very serious illness of a relative, your relatives must give the name and address of the member of family, the nature and gravity of the illness, including life expectancy the name and address of the doctor attending the patient, or address and telephone number of the hospital and details of any relatives in the UK available to lend assistance. Further details on compassionate travel can be found in **Change of Work Location: Healthcare Welfare and Compassionate Travel While Overseas.**

Methods of, and Eligibility for, Travel on Posting Overseas

On posting you will be allowed to travel to the overseas location at public expense under one of the methods detailed in **Change of Work Location: Travel to and from Locations Overseas**.

FOR YOU IF YOU ARE BEING POSTED ON PERMANENT TERMS

Passports Visas and Status Stamps

Applications for new or renewal of existing passports can be made using the appropriate passport application form. Alternatively, you can apply for your own passport(s) and claim reimbursement of the cost. You should allow sufficient time to enable you to obtain the required passports before your posting date, especially if there is also a requirement for a visa.

Status stamps may be required for yourself and recognised dependent members of your family in certain countries (e.g. Cyprus, Germany etc) If appropriate, DBS Civilian Personnel Relocations will make the necessary arrangements for a status stamp to be placed in your passport.

If you are being posted to a country where a visa or entry permit is required then this can be obtained from the Defence Passenger Reservation Centre (DPRC) via DBS Civilian Personnel Relocations. In the main visas are required when posting to the USA and Australia and generally fall into two categories, Diplomatic and Non-Diplomatic depending upon the post you will be occupying.

If you require a visa for the USA then you will have to complete an electronic visa application on the American Embassy's website found on the **US Embassy (www)** website. Further advice on visa requirements can be provided by DPRC Visa Section on 020 7305 4800 (Mil 96305-4800).

Medical fitness and vaccinations

You and your dependents will have to undergo medical checks to assess your fitness to travel, reside and work overseas. DBS Civilian Personnel Relocations will send you and your dependents confidential "Fitness for Posting to Non-Operational Area Overseas" questionnaires, for completion and return to DBS Civilian Personnel Relocations in a sealed envelope marked "MEDICAL" "Fitness for Posting to Non-Operational Area Overseas" and including your name, staff number and UIN. Any dependents names and dates of birth should also be marked on the envelope. DBS Civilian Personnel Relocations will send the sealed envelope to the MOD's Occupational Health (OH) provider.

If the questionnaire indicates that there are no health concerns, the OH provider will issue fitness to travel, live and work overseas certificates for you and your dependents to DBS Civilian Personnel. Should further investigation

be required, the OH provider will contact you to arrange a telephone consultation with an Occupational Health Adviser (OHA). The OHA will make an assessment of your (and your dependent's) fitness to travel, live and work overseas and will give you general travel health advice. In a small number of cases, a further face to face consultation may be required, which the OH provider will arrange for you. On completion of the telephone or face to face assessment, if appropriate, a fitness to travel, live and work overseas certificate will be issued to DBS Civilian Personnel.

If immunisation is required, the OH provider will arrange for you and/or your dependents to attend a travel clinic as near as possible to your home or place of work. Your history of previous immunisation will be confirmed, suitability for vaccination assessed, vaccination administered and a full health brief applicable to the journey will be given to you together with a full health passport detailing the immunisations given.

Application for Official Accommodation

DBS Civilian Personnel Relocations will provide you with a DHE Housing or AF 10 (as appropriate) application form which you should complete as soon as possible and send to the overseas Housing Office. It is important that this form is submitted as quickly as possible so that you can get on the waiting list for the allocation of official accommodation. This form is normally used for the allocation of official accommodation in the major overseas command areas (e.g. Cyprus, Germany and Gibraltar). Allocation of accommodation in other overseas area may be subject to different arrangements.

Advance of Salary (AOS)

You are entitled to claim an AOS to cover the cost of additional expenditure directly incurred in the UK as a result of your overseas posting. The AOS must be claimed prior to your posting. For example the AOS can be used to:

- To make your UK home suitable for letting while overseas, such as compliance with health and safety requirements, redecoration etc.
- Installing a burglar alarm and other security devices if you are not letting your UK home.

It should be noted that the AOS is not intended for more extensive work, such as installation of new kitchen or bathroom, replacement windows.

You can claim an AOS up to the equivalent of 3 months gross salary (i.e. basic pay (including appropriate pay lead), plus any promotion increase, as appropriate to your overseas post). The AOS will be credited to your UK bank or Building Society Account. DBS Civilian Personnel Relocations will supply the appropriate claim form as part of your overseas posting pack.

The AOS will be recovered from you in regular monthly instalments by deductions made direct from your salary immediately after arrival overseas. The repayment must be completed within 3 years of arrival overseas.

If your overseas tour of duty is curtailed, you will still be expected to repay the

outstanding balance of AOS in full and normally within the 3 years. If you are leaving the MOD you will be required to repay the balance in-full immediately.

Overseas Transfer Grant (OTG)

When posting overseas for 12 months or more you are entitled to claim an OTG which is a tax free lump sum payment to cover essential incidental expenditure when posting overseas that is not covered by the usual package of allowances and entitlements. Some examples of the expenses that the OTG may be used for:

- Installing appliances (e.g. washing machines, etc).
- Connecting telephones
- Installing TV/radio aerials.
- Contribution towards the cost of purchasing suitable clothing and luggage for the overseas posting,
- Mail redirection.
- Where appropriate, contribution towards the purchase of new school uniform, books for dependant children who have to change schools as a direct result of the transfer overseas.
- Adaptation of UK vehicle for overseas area (e.g. headlight realignment)
- Excess baggage charges

There are three rates of OTG:

Married Accompanied Rate

Paid to you if you are married and accompanied at post by your spouse, civil partnership, officially recognised unmarried partner or a single parent with dependent children at post, or where you are the sole supporter of a dependent relative who normally resides with you.

Single/Married Unaccompanied

Paid to you if you are single or married unaccompanied.

Mess Accommodation Rate

Paid to you if you take up mess accommodation for the duration of your overseas posting

Variations on payment of the OTG:

- If you intend being accompanied overseas, but initially take up the post on an unaccompanied basis, pending allocation of accommodation, you may claim the Single/Married Unaccompanied rate of OTG and claim the outstanding balance upon arrival of your spouse and/or family in the overseas area.
- If you occupy mess accommodation but then decide to move into permanent accommodation, then providing you have 6 months of your

tour of duty left then you may claim the balance between the mess and single/married unaccompanied rates of OTG.

- If you and your spouse are both posted overseas at the same time and maintain a joint household in the overseas area you are only eligible to receive one payment of the married rate of OTG.
- If joined later by your spouse, you may be eligible for an enhancement.
- If you transfer within the same overseas country to a different work location where a move of home is required, 50% of the OTG is payable.

You should be aware that you will be required to repay the OTG if, within twelve months of qualifying for payment, you resign or transfer back to the UK on voluntary terms. However, DBS Civilian Personnel might waive repayment if the circumstances for your resignation or voluntary UK transfer were unforeseeable at the time the grant was claimed and it is considered that there is justification for the amount to be retained by you.

Rates of Overseas Transfer Grant can be found **Change of Work Location and Travel and Subsistence: Rates of allowances, Costs, Rates & Charges.**

Disposing of your UK accommodation while overseas and other UK accommodation issues

If you are a homeowner you may decide to let out your home for the duration of your overseas tour of duty. The decision to let your home is entirely a personal one, if you do decide to let your home you must realise that MOD will not provide any financial assistance if your decision results in unforeseen difficulties or additional costs. You are advised to consult a letting agent and obtain professional advice on the best type of insurance protection to take out. If you decide to sell your home, the MOD will provide no assistance with the sale. However if on return to the UK; you are transferred to a new UK location, outside of the dormitory area of your old home at the last UK permanent duty station, and are eligible for a move of home at public expense from that area to the new location, retrospective assistance with legal expenses may be offered but any expenditure (legal expenses) will be limited to the Relocation Introductory Services (RIS) panel fees.

Selling your home

If you decide to sell your home this will be considered as a personal choice and the costs will not be funded by the Department. You will not be able to use the Relocation Company Scheme for the sale. This is because the RCS is there for those staff who are transferring in the UK and selling their home at their old PDS and purchasing a home at their new PDS. When you are posted overseas you are provided with official accommodation.

However, if, on your eventual return to the UK, you take up a new MOD posting that is outside of reasonable travelling distance from your previous

home, you may be able to claim retrospective reimbursement of your sale costs. Consequently, you are strongly advised to retain any receipts relating to the sale of your home in order to support any subsequent claim. If having sold the old station property you subsequently reinvest the proceeds in another UK property whilst overseas, the latter property will not be recognised on your return. If the purchased home happens to be at a new duty station, which would have attracted a move of home to that location on transfer in the UK, then the legal expenses for the purchase, may be met retrospectively.

Family moves to another place of residence in the UK

If you are posted overseas for 2 years or more and decide not to take your family with you and they move to another place of residence in the UK, the MOD will refund travelling and removal expenses to the new place of residence. This is providing that the decision to do this is made within 3 months of taking up your post overseas. However, if you purchase a new home in the UK and it is not within the dormitory area of any new UK job location, the Department will not assist with any subsequent home move costs relating to that property.

The effect on payment of Additional Housing Cost Allowance (AHCA) if retaining your UK home

If you are currently in receipt of AHCA in respect of your UK home as a result of an earlier UK transfer, payment will continue while you are overseas as long as you retain it and do not let it out. Prior to taking up your overseas post you must declare to DBS Civilian Personnel Relocations whether or not you intend letting out your property while you are overseas. If at any later stage, you decide to rent your UK home out, you must inform DBS Civilian Personnel Relocations immediately.

Leave prior to posting

Prior to your posting overseas, up to 3 days special paid leave may be allowed to enable you to deal with any last minute arrangements and to make arrangements for the collection of your unaccompanied baggage and shipment of your motor vehicle. Such leave is subject to your Line Manager's approval.

Removal of your Unaccompanied Baggage Overseas and Storage in the UK

If you are being posted overseas on Permanent Transfer terms you are entitled to have, within certain limits, your unaccompanied baggage (e.g. clothes, cutlery, crockery, items of furniture etc.) moved overseas. Your unaccompanied baggage allowance is determined by your personal circumstances, where you are being posted to and whether or not you want to store items in the UK while overseas. When using one of the removal options, you should first check with the overseas area to see whether the accommodation which is to be allocated to you, can house all of your effects.

DBS Civilian Personnel Relocations will issue you with a Removal booklet detailing your unaccompanied baggage allowance. This is your authority to move your unaccompanied baggage to the overseas location. You should

read the instructions contained in the Removal booklet very carefully.

IMPORTANT: If you exceed your unaccompanied baggage allowance you will be charged for any excess baggage that is moved.

If you are being posted for 12 months or more there are 2 levels of all allowance that may apply to you. The Basic Entitlement applies to all postings but there is also the higher Enhanced Entitlement. The unaccompanied baggage allowances are detailed in **Change of Work Location and Travel and Subsistence: Rates of allowances, Costs, Rates & Charges**. The Enhanced Entitlement would be appropriate to you if you occupy unfurnished accommodation in the overseas area and you require your own furniture and furnishings with you. However, to qualify for the Enhanced Entitlement you must meet all of the following criteria:

- Have at least 12 months still to serve after arrival of your furniture
- Be a homeowner who has not let their UK accommodation furnished, or have been renting unfurnished accommodation in the UK
- Occupy unfurnished accommodation in the overseas area (this excludes occupation of Service Family Accommodation prior to or on commencement of your overseas posting)
- Not storing effects at public expense
- Not being posted to Australia or remote USA locations (unable to convey large items of furniture to such locations under the Department's unaccompanied baggage contract).

These basic or enhance entitlements would also apply to the journey to the UK, in-country transfers and on posting to another overseas area.

If you are a Teacher or Investigating Officer where you are usually required to take certain equipment, books and other items that are job-related, you are entitled to one additional cubic metre of unaccompanied baggage above the standard allowances.

Furniture Movement Service (FMS)

If you are a homeowner or you rent unfurnished accommodation in the UK and you are being posted to Germany, Belgium, The Netherlands, Italy, Turkey, Spain, France, Norway or Denmark for 12 months or more you can opt to move your belongings under the FMS. This would allow you to move up to 67.92 cubic metres of unaccompanied baggage which must be moved in one consignment. No storage is allowed if you opt for movement of unaccompanied baggage under FMS. FMS cannot be offered retrospectively.

IMPORTANT: If you exceed your FMS allowance you will be charged for any excess baggage that is moved.

Storage of personal effects

If you are only taking the Basic Entitlement then you can also store belongings in the UK at MOD expense. If, however, you apply for the

Enhanced Entitlement or FMS then you cannot store your belongings in the UK at MOD expense. The decision to store must be made within 3 months of taking up post overseas.

Your furniture will be stored using the Services Contract Storage scheme and DBS Civilian Personnel Relocations will issue you with an Agility Storage booklet for this purpose. You should read the Storage booklet very carefully, as there are certain items that cannot be stored under the contract, such as antiques, pianos etc. Storage of such items will be your own responsibility. Bills for storage will be raised directly with the MOD.

Cessation of Entitlement to Free Storage

IMPORTANT- It should be noted that if you are specially recruited for your overseas post the entitlement to free storage will cease on the 5th anniversary of taking up your appointment

Methods of payment and/or reimbursement of storage charges

The refund or direct payment of storage charges will cease from the 5th anniversary of you taking up appointment. Staff who are storing personal effects in the UK normally fall into three separate categories:

- a. Staff who receive invoices from a storage company make payment and claim reimbursement of the storage charges.
- b. Staff who have set up direct billing between the storage company and DBS Civilian Personnel.
- c. Staff who are storing personal effects under the Services Contract System (this would only apply to staff recruited for overseas service on or after 1 May 2004 when this option became available).

The options available to you

Where storage of personal effects is concerned you will have the following options at the 5th anniversary of taking up their appointment:

- a. You may remove your personal effects from store and have them shipped overseas at public expense within the overall FMS (for North West Europe) or Enhanced Unaccompanied Baggage Entitlement (Elsewhere) limits as appropriate. Under this option, any eventual return entitlement will be restricted to the FMS or Enhanced Unaccompanied Baggage Entitlement (Elsewhere) limits.
- b. You may remove your personal effects from their existing storage facility to another storage facility in the UK at public expense. Thereafter you will be responsible for the ongoing storage charges and eventual removal from store on resignation/retirement.
- c. You may leave their personal effects with their existing storage facility and pay bills directly to the storage company as and when raised.
- d. If you currently store your personal effects under the Services Contract

System may continue to do so, but at private expense. Alternatively, you may wish to opt for options a. or b.

- e. If you wish to dispose of all personal effects currently in store then either the UKBC or their spouse/recognised partner will be able to travel to the UK storage facility at public expense to supervise the disposal. Travel must be by RAF Trooper//MOD Charter flights where such services operate (e.g. Cyprus, Germany, Washington etc). Where such services do not operate then civil flights may be used at economy class fare only. Privately Arranged Travel will not be allowed and there is no entitlement to subsistence allowances.

You may also move your personal effects to the overseas location in which they are serving prior to the 5th anniversary of taking up your appointment, where savings in storage costs can be demonstrated.

Insurance of unaccompanied baggage in transit and while in store

Providing that you already insure your own personal effects in your home on a like-for-like basis, you would then be able to claim the cost of transit insurance from the UK and to the overseas location and for items that you are storing in the UK. However, any extra insurance costs associated with certain valuable items that are specifically itemised on your existing policy (such as antiques, paintings, pianos etc) would fall to you.

Premiums for transit insurance are refundable within the following limits:

- Band C and below - £30,000 worth of insured personal effects
- Band B and above - £45,000 worth of insured personal effects

IMPORTANT: You will be responsible for meeting any costs that you incur in excess of the above limits.

If you store any personal belongings at public expense you may claim the cost of transit insurance to and from store. Under the contract, your personal effects held in storage are covered by an indemnity insurance which provides the legal minimum cover. However, you are strongly advised to insure your personal effects separately. It may be possible to extend your home contents insurance to cover your effects in transit. Where the personal effects are already insured and arrangements are made for the existing policy to be extended to cover transit to/from and in store, the additional premium is refundable. When charges for storage of furniture and personal effects in the UK are paid, the cost of insurance in transit to and from store and during storage can be claimed. However, if your furniture was not insured before transfer abroad (e.g. as part of a household contents insurance policy) claims for insurance in respect of personal effects in transit and in store cannot be made. If you have to organise Marine Insurance for transit, you should do so privately and claim reimbursement.

Taking your car or motorcycle overseas

The maximum allowance for motor vehicle shipment is 17.82 cubic metres

which represents a standard saloon or estate car. The entitlement is limited to one vehicle even if you are going overseas on an accompanied basis (this applies even where your spouse/partner is also a MOD civil servant being posted to an overseas area where you will be maintaining a joint household). Your car shipment should be made within 6 months of your overseas posting.

When shipping a car at public expense the Department will, pay or refund, any local duty, registration costs or similar duty necessarily incurred abroad on a vehicle from the UK.

DBS Civilian Personnel Relocations will issue a Car Shipment Form which you should complete and return so that arrangements can be made for your vehicle to be shipped /transported to the country of posting. A door-to-door service is available to postings to Germany, Belgium, Holland, France and Luxembourg and in overseas locations where you are working considerable distance from the port of entry (e.g. if you are working in the mid-west of the USA and you could be in excess of 1000 miles from the nearest port of entry).

When shipping your car to a country where a door to door service is not available the contractor will notify you of the port your car is to be shipped from. Once notified of this it will be for you to make the necessary arrangements to get your car/motorcycle to the port. You may drive your car/motorcycle to the port and travel back by rail to your home. You may claim the Private Transport Rate of Motor Mileage Allowance (PTRMMA) and your rail fare home. Alternatively, you may wish to use the services of an agent to deliver your vehicle to the port but if you choose this option your claim will be restricted to what it would have cost had you taken the vehicle to port yourself (i.e. within the cost of the PTRMMA to the port and the return journey by rail).

IMPORTANT: If you are considering shipping your car to Australia, Brunei or the USA you should ensure that it meets all the requirements to enable you to import and register your car for use in these three overseas areas. In the main, staff tend to purchase a car once in the USA or Australia which conforms to local transport regulations. **It is always best to check with the overseas branch/unit to which you are being posted to check on the local importation and transport requirements.**

The majority of personnel posted to North West Europe tend to drive to post. If you decide to drive your vehicle, you can claim back the actual cost of doing this (i.e. ferry, channel tunnel, motor mileage allowance) in lieu of car shipment.

When shipping your car/motorcycle, there is an entitlement to 14 days car hire which can either be used in the UK while your car/motorcycle is being shipped, or in the overseas location pending delivery of the vehicle. The 14 days car hire period can be split between the UK and the overseas location. The car hire should be undertaken privately and the MOD car hire contract should not be used. You will be expected to hire a car of a reasonable size and standard (e.g. Astra, Vectra, Ford Mondeo or similar). Fuel costs are your responsibility.

IMPORTANT: The entitlement to car hire is subject to you shipping a vehicle and inadequate public transport facilities in the overseas area and the UK (e.g. you live in a rural area with no viable public transport available). Or where you have sold your car in the UK and are purchasing / being provided with a car in the overseas area.

Notification Procedures in the Event of Compassionate Circumstances for Relatives in the UK while you are Overseas

Although, it is likely that your relatives will be able to, and should contact you directly in the event of a death or very serious illness of a relative in the UK, it is also important that you advise your relatives that they can also contact the Ministry of Defence out of normal working hours on 0207 218-9000 and ask to be connected to the Resident Clerk. If it is necessary to contact you via the Resident Clerk, your relatives will need to give your name, grade and the overseas area you are in; in the case of very serious illness of a relative, your relatives must give the name and address of the member of family, the nature and gravity of the illness, including life expectancy the name and address of the doctor attending the patient, or address and telephone number of the hospital and details of any relatives in the UK available to lend assistance. Further details on compassionate travel can be found in **Change of Work Location: Healthcare Welfare and Compassionate Travel While Overseas.**

Occupation of Hotel Accommodation Prior to Departure

If you and your family necessarily occupy hotel accommodation because your unaccompanied baggage has been collected for shipment to your posting location and you are unable to remain in your UK accommodation, then you can claim subsistence for yourself and your family for up to 6 nights.

The hotel accommodation must be booked through the mandated Defence Hotel Reservation Service (DHRS) and you can claim the actual cost back. Also, in addition to this you can also claim Incidental Expenses Allowance, but only for yourself.

If you initially take up your post on an unaccompanied basis but your family plan to join you later then the same subsistence provisions as detailed above would apply to your recognised dependent members of your family.

Methods of, and Eligibility to, Travel on Posting Overseas

On posting you and officially recognised dependants will be allowed to travel to the overseas location at public expense under one of the methods of travel detailed below. If you and your family are unable to travel together from the outset then separate travel arrangements can be made for them to follow you to post later. The following dependants are recognised for travel at public expense:

- Your spouse/civil partner/partner
- Unmarried partners who have been formally recognised by the MOD for

allowance purposes.

- Unmarried children of your marriage/partnership or stepchildren aged under 19 and not in full-time employment, who ordinarily reside with you.
- A child above the age 19 who is dependant upon you due to mental or physical infirmity
- A nanny, if you are single with dependant children that require continuity of childcare and the availability of English speaking nannies in the overseas areas is limited.

Further details on travel to post can be found under **Change of Work Location: Travel to and from Locations Overseas.**

TIPS, HINTS AND FAQs

Q1. I am being posted overseas and my spouse, who also works for the MOD, is also being posted to the same location. We will be maintaining a joint household but we currently have two cars. Can we ship both cars overseas at MOD expense?

A. No, you can only ship one car at public expense. If you decide to ship a second car then this must be at private expense.

Q2. I and my spouse are both MOD civil servants and we are both being posted overseas. However, we are being posted to different locations and will not be living together overseas as a couple. Can we each ship a car?

A. If you are being posted to different countries or to two different locations (even within the same country) where you are unable – because of distance – to maintain a joint household then you will each be entitled to ship a car.