

Non-pay related Allowances
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DEFENCE
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MINISTRY OF DEFENCE
STATEMENT OF CIVILIAN PERSONNEL POLICY

**OCCASIONAL AND TEMPORARY
ALLOWANCES
ROYAL FLEET AUXILIARY**

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**ROYAL FLEET AUXILLIARY –
PAY- RELATED OCCASIONAL AND TEMPORARY (CASUAL AND AD-HOC)
ALLOWANCES**

DESCRIPTION

This document describes the policies and rules that apply when Royal Fleet Auxiliary (RFA) employees are entitled to be paid allowances over and above normal salary in order to be compensated for specific duties, hardships, skills or dangers, when the conditions set out in this document are met.

Payments will be processed by DBS Civilian HR (DBS) and will be shown as separate items on salary pay slips. For periods in specific geographical areas, allowances will generally be paid in the month following the period qualified for payment. Allowances that are applicable because of qualifications held or in recognition of departmental requirements will be paid with your salary each month.

Unless otherwise stated, the allowances do not reckon for superannuation purposes. All such allowances will cease when the conditions of eligibility are no longer met.

OVERVIEW

A number of RFA Specific Related Allowances are payable to Officers and Ratings in addition to their salary and are reviewed annually or every five years by the RFA Allowance Working Group.

Casual/ad-hoc allowances are depicted by payment being switched on and off and are paid proportionately throughout the year.

EQUALITY AND DIVERSITY IMPACT ASSESSMENT

This policy has been Equality and Diversity Impact Assessed in accordance with the Department's Equality and Diversity Impact Assessment Tool against:

The Part 1 Assessment of this policy and is due for review on 01 April 2014.

WHO DOES THIS APPLY TO?

This applies to all RFA Employees.

TASK 1 – HOW RFA EMPLOYEES CLAIM FOR OCCASIONAL AND TEMPORARY ALLOWANCES

FOR YOU AS AN EMPLOYEE, A LINE MANAGER OR RFA PERSONNEL APPOINTER

WHAT YOU NEED TO KNOW

RFA Uniform Allowances

1. Under the condition of employment all CSC employees must wear the approved RFA uniform appropriate to their substantive rank as detailed under **Vol. 4 Chapter 12 RFA Dress and Personal Appearance** of BRd 0875 Regulations for Royal Fleet Auxiliaries. Uniform Allowance assists RFA employees with the purchase and maintenance of their uniform. This allowance is reviewed annually on 01 April, unless otherwise indicated in an RFA Pay, Policy & Conditions of Service (RFA PP&C) Bulletin promulgating the revised rate in accordance with movements in the Office for National Statistics Retail Price Index (RPI) for Clothing and Footwear.
2. The allowances applicable are detailed below. Claims for Uniform Allowance must be submitted on HR Form 164 (RFA 69): Claim for Uniform & Mess Kit Allowance to an employee's Personnel Appointer for onward transmission to xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx for authorisation and DBS for payment. The allowance will be paid directly to an employee's nominated account.

Allowances specific to Officers

Initial Outfit Grant

3. A one off payment of up to £500 (receipted actuals) is made when an Officer signs a Company Service Contract with the RFA and purchases their uniform.

Annual Upkeep Allowance

4. An allowance of £125 is made on each anniversary of receiving the initial Uniform Allowance Grant. The upkeep allowance is to assist with the cost of regular cleaning and maintenance of RFA uniform, replacements and renewal of rank braid.

5. **Promotion Allowance**

An allowance up to £200 (receipted actuals) for rebraiding and purchase of epaulettes on substantive promotion.

Blue Mess Kit Grant

6. A grant payable to Senior Officers (down to and inclusive of the rank of First Officer) up to £300. The Blue Mess Kit is made to measure and comprises of the following components:
 - Jacket (Blue Mess)
 - Waistcoat (Blue)
 - High-Waisted Trousers
 - Shirt (Pique design)
 - Bow Tie
 - Patent Leather Shoes (Black).
7. Prior approval must be obtained from DACOS RFA PERS OPS and HR Form 164 (RFA 69): Claim for Uniform & Mess Kit Allowance. RFA Officers who attend the Long Communication Course at HMS Collingwood (or other similar Long Courses else where) find there is a requirement to purchase a Blue Mess Kit, approval must be obtained from xxxxxxxxxxxxxxxx. The application must be supported by a letter from the Commanding Officer from HMS Collingwood or other Service establishments.
8. Exceptionally the Blue Mess Kit grant is payable to Second Officers selected to attend the Long Staff Course at the ISC at the Joint Services Training Centre, Shrivenham where Blue Mess Kit may be required for official mess functions, and all Third Officers (X) attending Officer of the Watch courses at HMS COLLINGWOOD.

Blue Mess Kit Renewal Allowance

9. This allowance is payable up to £300 after a minimum period of ten years of continuing service since receipt of the Blue Mess Kit Grant.
10. All claims for payment of Blue Mess Kit Grant and the Blue Mess Kit Renewal Allowance are to be sent with receipted bills on HR Form 164 (RFA 69): Claim for Uniform & Mess Kit Allowance to your Personnel Appointer.

RFA Evening Dress Allowance

11. To claim you must attach receipts to HR Form 1947: Miscellaneous Allowances, and send to your Personnel Appointer for onward transmission to DBS for payment. Queries regarding reimbursement costs can be discussed with xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.
12. RFA employees required to wear evening dress on three or more foreseen official occasions, may be reimbursed an amount extending to half the cost of the purchase up to a maximum of £250 per annum (currently), net of tax. In view of the infrequent use of the clothing this concession will not be offered more than once in ten years.
13. You will not qualify for assistance if you are not formally 'expected' to attend a function.

Allowances specific to RFA Cadets

14. To claim for epaulettes you must attach receipts to HR Form 1108: Miscellaneous Personal Payment System (MPP) Authority for Payment and send to RFA Cadet Development Officer :XX:

Allowances specific to RFA Chief Petty Officers (CPO) and Petty Officers (PO)

15. CPO and PO attached to staff of Flag Officer Sea Training at Plymouth, Navy Command HQ or any other Royal Naval establishment to undertake a normal shore based appointment are entitled to:
- Initial Uniform Grant of £100
 - Annual Upkeep Allowance of £35 for the duration of the posting
 - No.1 Uniform Allowance of £150
16. RFA CPO and PO uniforms consists of the following components:
- RFA epaulettes (embroidered)
 - RFA CPO or PO badge for Beret
 - Beret serge trousers (2 pairs)
 - White uniform shirts (4)
 - Black socks
 - Pullover
 - Black uniform shoes (2 pairs).
17. Claims for payment of Initial Outfit Grant are to be made on a HR Form 164 (RFA 69): Claim for Uniform & Mess Kit Allowance, on taking up post and forwarded to :XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Tax Relief

18. All RFA Uniform Allowance payments are taxable. Employees may wish to attempt to obtain tax relief on the allowance from HM Revenue & Customs as personal expenditure for uniform and upkeep which is 'necessarily and exclusively incurred' in the performance of their normal duties and responsibilities. This is a personal matter between an employee and the tax office.

Other ad-hoc allowances

19. The following allowances are payable only as earned on the ship for which the entitlement is authorised. These allowances are not payable on sick leave nor during periods of detached duty (for example during training courses or visits to RFA Pers Ops division) while off Ship's Articles:

RFA Station Allowance

- 20. This non-pensionable allowance is designed to compensate for the extra expenditure which employees might be expected to incur when appointed to a RFA ship deployed in the United States of America, Far East or Mediterranean for periods in excess of three months. Payment commences after 3 months.
- 21. Employees must be signed on the Ship's Articles of Agreement when the ship arrives on station to qualify for this allowance. Employees who are signed on Ship's Articles of Agreement and then sign off before the 3 months qualification period for payment will receive a retrospective pro-rata payment once the ship qualifies. Payment ceases when the ship leaves the station.
- 22. For employees joining or leaving the ship while still on station, payment will commence and cease from the date they sign on and off the Articles of Agreement. Payment of this allowance is paid retrospectively after the three month qualifying period has been completed.
- 23. The LSO onboard must obtain authorisation for all station allowances from ~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~, before requests are sent to DBS for payment.
- 24. The allowance is in pounds per month effective date 01 July 2005:

RANK	MEDITERRANEAN	FAR EAST/USA
Officers		
Captain	66	139
Chief Officer	46	95
First, Second & Third Officer	43	89
Cadet	20	44
Ratings (CSC and Non-CSC)		
Chief Petty Officer & Petty Officer	35	80
Leading Hand	28	61
Rating	26	59

- **The Far East Station** is defined as being from south of the Suez Canal exit (or thirty-three degrees East if entering the station via the Cape route), east as far as the Eastern seaboard of the North and South Pacific Oceans.
- **The American Station** embraces the Eastern seaboard of the American continent Westward and Northward from the mouth of the Orinoco River, including Bermuda and the West Indies.
- **The Mediterranean Station** extends from the East Coast of the

Gibraltar Peninsular to the southern exit of the Suez Canal. Transit through the Mediterranean Sea does not entitle ships to a station allowance since they will not be in the area for the minimum three-month period.

Home Fleet Allowance

25. Home Fleet Allowance is payable to RFA employees (excluding those under the age of eighteen years) that are signed on Ship's Articles of Agreement onboard RFA ships under Navy Command operational control when alongside an UK port.
26. The allowance is £0.15p per employee, per day throughout the period the ship is detained within Home Waters and they are not eligible for duty free privileges. It will cease once the ship is twenty-four hours outside the recognised Home Trade Limits.
27. The LSO onboard must obtain authorisation from :XXXXXXXXXXXXXXXXXXXXX
XXXXXX before requests are sent to DBS for payment.

Extended Tour Allowance (ETA) - (Prolonged Service Abroad Allowance)

28. Employees are eligible to claim the ETA (based upon rank/rate) subject to serving on Ship's Articles of Agreement for periods in excess of their standard tour length as detailed below. This allowance is not payable to employees who extend their appointment at their own request.
29. The eligibility for payment of ETA is as follows:
 - Junior Officers, Petty Officers, and Ratings - an additional 15% of salary fifteen days after the agreed tour length has been exceeded. For example if tour length is four months, ETA will be paid after four months and fifteen days. An additional 25% of salary (a further 10% additional salary on top of the 15% previously authorised) will be paid four months after the original tour length has been exceeded. For example, if original tour length is four months, 25% ETA will be paid after eight months.
 - Senior Officers - an additional 15% of salary fifteen days after the agreed tour length has been exceeded. For example, if tour length is six months ETA will be paid after six months and fifteen days. An additional 25% of salary (a further 10% additional salary on top of the 15% previously authorised) will be paid four months after the original tour length has been exceeded. For example, if original tour length is six months, 25% ETA will be paid after ten months.
30. The above compensation payments will be backdated to the end of the standard tour length. If entitled to the allowance the Personnel Appointer will raise HR Form 1897 (RFA): Reporting of RFA Allowances, on behalf of an employee.

South Atlantic Repetition of Tour Allowance (SARTA)

31. This allowance is not payable for service on the first tour to the SARTA area. The initial tour of eighty consecutive days or more must be served without any payment, regardless of the length of tour. It is only payable for a tour of duty on which the first day falls within eighteen months (five hundred and forty-eight days maximum) of the last day of any previous tour, which, must itself have lasted for eighty consecutive days or more. The allowance is £828 per annum, paid monthly on a pro-rata basis.
32. Each additional tour for payment within the eighteen month period (five hundred and forty-eight days maximum) of the allowance must last for thirty consecutive days or more. Exceptionally, a tour of duty will be counted as being continuous if for operational reasons the ship has left the area for a period not exceeding five days overall, and then re-enters the area.
33. The area for which payment may be authorised is bounded in the North by latitude 34° South (just to the north of Montevideo) and encompassing the Falkland Islands and Falkland Inland dependencies (including South Georgia), Southward to 60° South. Bounded to the West by longitude 66° West, and to the Eastward by 20° West.
34. All employees that undertake an eligible tour of duty in the SARTA zone will be provided with a certificate of qualifying SARTA service prior to signing off the Articles of Agreement. Employees should retain the certificate and hand it to the LSO when next appointed to a RFA expecting to enter, or already in, the SARTA zone. The LSO will make sure that it is still valid and, if so, maintain a record of the number of days the individual remains within the SARTA area.
35. It is an employee's responsibility to keep the certificate safe and to carry it with them. If an employee cannot produce the certificate to support a claim, payment will not be made.
36. The LSO will make sure that on completion of the appointment or on final exit from the SARTA area, notification is made to DBS using the appropriate form in order that the allowance can be included in monthly salary payments at the earliest opportunity.
37. This allowance is non-pensionable.

RFA Pilotage Allowance

38. All Captains(X) in command on RFA vessels receive a taxable, non-pensionable, Pilotage Allowance of £ 208.90 per month served. The allowance is only paid for periods signed On Ship's Articles. The allowance is not paid when on EVL. Payment for this allowance is made with salary following each month served and for part months served, the allowance is paid proportionately.
39. The allowance is reviewed on an annual basis and is increased in line with the average increase in commercial pilotage rates.

40. HR Form 1897 (RFA): Reporting of RFA Allowances is raised by the LSO on board for onward transmission to DBS Civilian HR to commence and cease payment of the allowance.

RFA Ship Board Accommodation Allowance

41. This non-pensionable, taxable allowance is designed to compensate RFA employees whilst serving on board, in the exceptional circumstance that it is not possible to accommodate them in a RFA designated cabin.
42. If appointed supernumerary the appointment must be by mutual consent.
43. An employee may be eligible to claim the allowance of £4.50 for every day in which the accommodation is occupied.
44. All other claims submitted outside of these guidelines will be dealt with on a case-by-case basis. All payments will be made retrospectively.
45. HR Form 1897 (RFA): Reporting of RFA Allowances is to be completed by the ships LSO as appropriate and forwarded to the relevant Personnel Appointer.
46. If approved the allowance will be authorized by :xxxxxxxxxxxxxxxxxxxxxxxxxxxx: xxxxxx and paid through salary by DBS.

Shorthand Money

47. Claims for Shorthand Money arise when a RFA is sailing shorthanded and existing employees are necessarily required to work additional hours covering duties other than their own and which cannot be left undone. Claims for shorthand money must be countersigned by the head of department and should be accompanied by the following information:
- Number and grade below complement;
 - Period involved;
 - Additional duties performed and by whom;
 - Detailed breakdown of all hours worked including meals/stoppage breaks;
 - Duties that were not undertaken because of shortages.
48. All Shorthand Money claims must be submitted using HR Form 166 (RFA): Claim for Shorthand Money. Once completed and signed by the Head of Department, the form must be forwarded to the employees Personnel Appointer for counter-signature. The Personnel Appointer will then forward the claim form onto :xxxxxxxxxxxxxxxxxxxxxxxxxxxx: for processing. Once payment has been calculated, DBS will make payment through salary. Once authorised, the employee will receive confirmation from xxxxxxxxxxxxxxxx
xxxxxxx

Significant Operational Tasking Allowance (SOTA)

49. The purpose of this allowance is to specifically recognise and reward significant operational 'additional qualifications/functions' carried out onboard ship. It is payable to RFA employees who are appointed to nominated billets on each RFA ship, which are eligible to receive the Significant Operational Tasking Allowance (SOTA).
50. A two-tier payment system is in place;
- Where an employee in a qualifying billet does not have the relevant additional qualification to carry out the full range of duties, then a risk assessment by onboard management must be carried out. The purpose is to determine the level of competence of the employee before asking them to carry out the task. If it is deemed both safe and appropriate for elements of the work to be carried out, then the employee would qualify for the 'first stage' payment of £30 per month.
 - Where the employee has the relevant additional qualification and is therefore expected to carry out the full range of duties associated with the qualifying task, then the full payment of £60 per month should be authorised. The higher rate applies to employees carrying out Standing Sea Emergency Party (SSEP).
51. The allowance is only paid for the period served onboard ship retrospectively; it is not paid for any EVL earned. It is taxable, non-pensionable and non-reckonable for promotion.
52. The ship LSO is required to submit on a monthly basis the SOTA spreadsheet (provided by RFA Pers Ops) to DBS via e-mail or fax for payment of SOTA. A copy is to be sent to RFA Pers Ops.

The following allowances are paid to Contract Employees only.

1/O (LSO) in Vessels with 170 Hands Over

53. The LSDAs on average comprise of a complement of seventy-seven. On occasions when the ship's complement can go over one hundred and seventy, for example, transporting troops on an exercise or deployment. When this happens, in recognition of this exceptionally busy period an allowance of £500 per annum is available for payment, paid monthly on a pro-rata basis.
54. It is the employee's responsibility to obtain authority for payment via their Personnel Appointer. It is payable for the voyage leave earned during the period of entitlement. Payment will cease if an employee is on sick leave or for periods of detached duty.

2/O (LSO) Sailing Single Handed

55. On introduction of the LSO grade into the RFA, the Single Handed Allowance of £499 per annum paid monthly on a pro-rata basis became payable to LSO when serving in a singleton complemented post and having the responsibility of being in-charge.

56. As a LSO, it is your responsibility to seek authority for payment via your Personnel Appointer. The allowance is payable only while you are signed on Ship's Articles of Agreement and for the voyage leave earned during that period. It is not payable on sick leave or periods of detached duty.
57. These allowances are reviewed annually in line with the RFA pay negotiations.

FOR YOU AS AN EMPLOYEE

WHAT YOU NEED TO DO

For Uniform Allowances

1. Claims for Uniform Allowance must be submitted by you on HR Form 164 (RFA 69): Claim for Uniform & Mess Kit Allowance.
2. Once completed, you must send the form with receipted proof of purchase to your Personnel Appointer for onward transmission to :xxxxxxxxxxxxxxxxxxxxxxxxxxxxx for authorisation, who will send the form onto the DBS for payment.
3. RFA Cadets must submit HR Form 1108 Miscellaneous Personal Payment System (MPP) Authority for Payment with receipts to claim for epaulettes and send to RFA Cadet Development Officer xxxxxxxxxxxxxxxxxxxxxxxx

Extended Tour Allowance (ETA) - (Prolonged service abroad allowance)

4. You can claim for an ETA, by contacting your Personnel Appointer who will raise HR Form 1897 (RFA): Reporting of RFA Allowances on your behalf.

South Atlantic Repetition of Tour Allowance (SARTA)

5. Your LSO will make sure that on completion of your appointment or on final exit from the SARTA area, notification is made to DBS using the appropriate form in order that your allowance can be included in your monthly salary payments at the earliest opportunity.

Shorthand Money

6. You can claim for Shorthand Money using HR Form 166 (RFA): Claim for Shorthand Money. Your Head of Department must authorise the form before you forward it to your Personnel Appointer for counter-signature. The form should be accompanied by the following information:
 - Number and grade below complement;
 - Period involved;
 - Additional duties performed and by whom;
 - Detailed breakdown of all hours worked including meals/stoppage breaks;
 - Duties that were not undertaken because of shortages.

7. Your Personnel Appointer will then forward the claim form onto xxxxxxxxxxxx
xxxxxxxxxxxx for processing. Once payment has been calculated, DBS
will make payment through your salary.

8. When authorised, you will receive confirmation from xxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxx

1/O (LSO) in Vessels with 170 Hands Over

9. It is your responsibility to obtain authority for payment via your Personnel
Appointer.

2/O (LSO) Sailing Single Handed

10. As a LSO, it is your responsibility to seek authority for payment via your RFA
Personnel Appointer.