



Ministry  
of Defence



**MINISTRY OF DEFENCE**

**STATEMENT OF CIVILIAN PERSONNEL POLICY**

**CHANGING WORK LOCATION TO OR  
FROM OVERSEAS AREAS**

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Location to or from Overseas Areas-U

**Contact:** DBS Contact Centre  
- 93345 7772 (Mil)  
- 0800 345 7772 (STD)  
- +44 1225 747772 (Overseas)

## **CHANGING WORK LOCATION TO OR FROM OVERSEAS AREAS**

### **DESCRIPTION**

The policies and rules that apply when, as an employee, you move the location of your job from the UK to, within or between overseas areas and on return to the UK.

### **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:

**Part 1 Assessment Only (no diversity impact found).**

### **OVERVIEW**

As an MOD employed civil servant you may, during your career, get the opportunity to undertake an overseas tour of duty in either a non-operational or operational capacity. Overseas tours of duty can either be on Permanent (12 months or more) or Temporary transfer terms (more than 1 month but less than 12 months). Whatever your terms of posting, you will be eligible for a range of entitlements and allowances to assist with your movement to the overseas area, while you are living overseas, and on eventual return to the UK. The aim of this document is to describe those terms and conditions of service that are designed for overseas employment.

### **WHO DOES THIS APPLY TO?**

**Applies to all MOD employees except:**

- QVS – Teachers, Peripatetic Teachers, Central & Eastern European Young Teachers, Gaps, House Matrons, Foreign Language Assistants, Lab Technician 3
- Traffic Representatives
- Record Reviewers
- Locally Engaged Civilians
- Staff on personal contracts
- Former MOD employees, pensioners and dependants
- Prospective employees
- Fee earners and contractors
- People on work experience placements

## TASK 1: UNDERSTAND ESSENTIAL CONSIDERATIONS

### FOR YOU AS AN EMPLOYEE

#### WHAT YOU NEED TO KNOW

This is for you, as an employee, who is being posted to an overseas location with the MOD on temporary or permanent terms. There are a number of things and important issues that you should consider.

- You can only be accompanied overseas by your spouse, registered civil partner, unmarried partner and/or dependant children if you transferring on permanent terms.
- There are certain overseas locations where you will be unable to be accompanied by your unmarried partner or civil partner.
- Throughout this PRG and related documents the term Spouse/Civil Partner/Partner will be used. However, the extent to which they can be recognised for overseas postings will depend upon a range of factors particular to your posting and location. It follows that whenever you read the term Spouse/Civil Partner/Partner you cannot assume that that policy statement or rule will apply to all.
- If your child has Special Educational Needs (SEN) then you must ensure that such needs can be catered for in the overseas area you are being posted to you must contact the Children's Education Advisory Service (CEAS) at Upavon on 0198061 (Mil: 94344) 8259/8258) who will be able to discuss and advise on your child's needs.
- If your spouse/civil partner/partner is employed you should consider the effect their loss of earnings may have on your domestic circumstances should they are accompany you overseas.
- If you are a homeowner it will be your own personal decision whether you sell, rent out or leave your home empty as a result of your transfer.
- You will require a passport with at least 6 months left before its expiry.
- Do you or any member of your family suffer from a medical condition that could affect your/their ability to travel to and live in the overseas area?
- If you have a domestic pet and you wish to take it with you then all

arrangements and costs will fall to you.

- If you own a vehicle or motorcycle it will be your own personal decision whether you take it with you to the overseas area.
- You should notify your GP that you will be moving overseas.

Further details can be found under Related Document: **Change of Work Location: Issues, Arrangements and Entitlements Prior to Transfer Overseas.**

## TASK 2: ESTABLISH YOUR TRANSFER TERMS

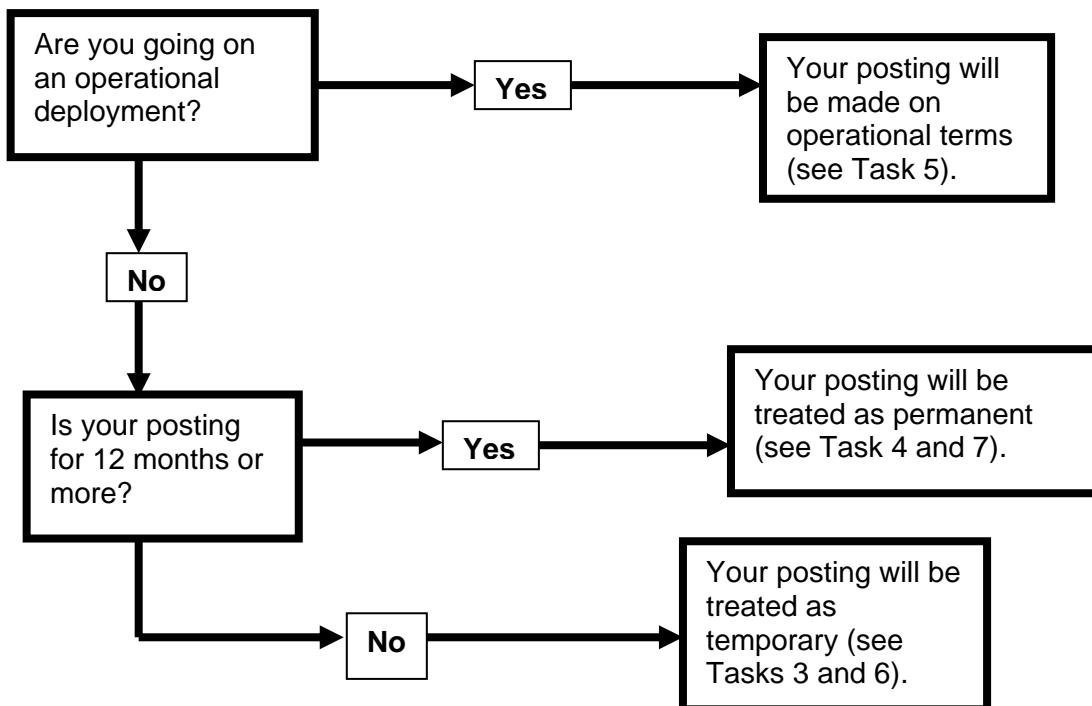
### FOR YOU AS AN EMPLOYEE

#### WHAT YOU NEED TO KNOW

##### General Principles

There are certain general principles that regulate the payment of transfer allowances. It is important that you understand these. The extent and amount of allowances that you can receive will depend upon a range of factors including terms of transfer, location and your own personal and domestic circumstances. Whatever allowances are payable the following principles apply:

- where you claim reimbursement for expenses, those expenses must be reasonable in nature and extent; and
- you must remember that claiming or receiving money on the basis of false, incomplete or misleading information (including withholding relevant information) could lead to your dismissal and criminal prosecution for fraud. You must notify the DBS of any change in circumstances that you believe might affect your entitlement to receive a payment.



## **Overseas allowances – a general overview**

The route to determining the appropriate range of allowances and entitlements can be simply illustrated as follows might be helpful if we briefly describe the different types of transfers.

### **Operational Deployment**

An operational tour is best defined as “the temporary deployment of civilian staff to an operational theatre overseas in order to support directed operational military tasks”. Each operation will be unique in the challenges it presents to those supporting it but one thing you can be sure of is that it is likely that you will be working unusual and long hours under difficult circumstances. Operational deployments will vary in duration but it is unlikely that a tour will exceed 6 months. There is a package of allowances that have been designed specifically for operational deployments.

### **Non-operational transfers**

These are postings to ‘normal’ jobs that happen to be located overseas. A posting that is planned to last 12 months or longer will be treated as a permanent transfer; a posting that is planned to last less than 12 months will be treated as temporary.

It is also important to bear in mind that there are some differences in entitlements for those staff who are specifically recruited into the MOD for overseas employment. These differences – which are explained in more detail later – affect entitlements to free overseas accommodation, utility expenditure, education and storage of personal belongings in the UK.

If you have been recruited onto the Department’s DESG Graduate Training Scheme as a graduate engineer or scientist, you will be appointed to a ‘notional’ Permanent Duty Station. This will normally be Abbey Wood, Bristol (but if you are in any doubt you should speak to the DESG Training Office). While you are on the scheme, you will undertake placements within the UK. Such placements will be treated as temporary transfers: see **Change of Work Location in the UK (Task 3)**. If, however, you are intending to undertake a placement outside of the UK, you must note that you will not be eligible for the normal overseas allowances and entitlements that are described within these Policy Rules and Guidance. Accordingly, you must contact the Training Manager at the DESG Training Office who will discuss with you the conditions of that placement and what allowances you might be able to claim. An overseas placement will only be agreed on the condition that allowances are limited to what would have been payable had the placement been to a UK location.

## **TASK 3 – ESTABLISH YOUR ENTITLEMENTS WHEN MOVING OVERSEAS ON TEMPORARY TERMS**

### **FOR YOU AS AN EMPLOYEE**

#### **WHAT YOU NEED TO KNOW**

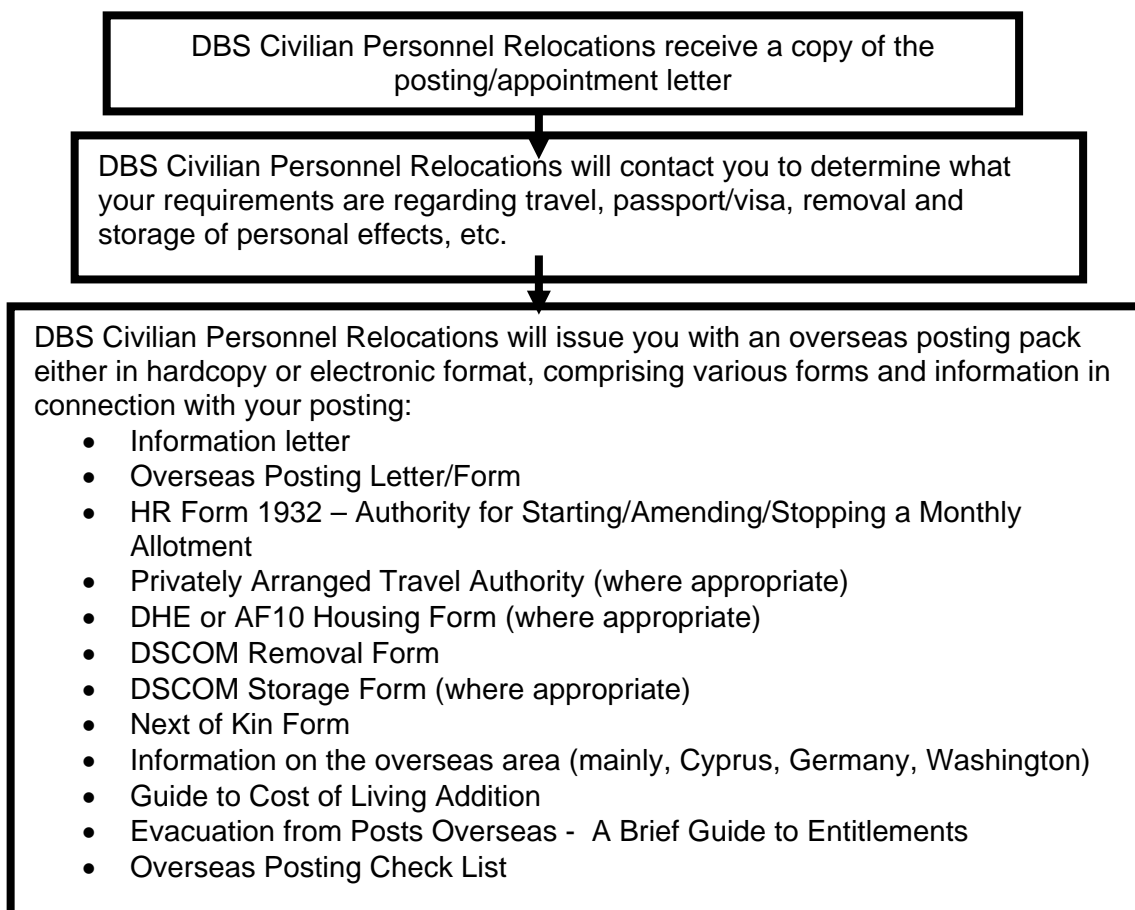
This is for you, as an employee, who is being posted to an overseas location with the MOD on Temporary Terms for more than 1 month but less than 12 months.

As already mentioned in the “**Overview**” there are a range of entitlements and allowances to help you move to an overseas location. The aim of this section is to guide you through the various processes involved when you move overseas to take up a post on Temporary Terms.

#### **What the DBS will do for you**

The DBS is responsible for making all the necessary administrative arrangements when staff are posted overseas on temporary terms.

Your Line Manager should allow between 8 and 12 weeks notice of your posting to allow sufficient time for all arrangements to be made. The following flow-chart gives a simple illustration of what will happen once you have been selected for an overseas tour of duty:



The various allowances and entitlements associated with your Temporary Terms posting are detailed below and further details of the various arrangements, allowances and entitlements that may apply to you prior to posting can be found in the **Change of Work Location: Issues, Arrangements and Entitlements Prior to Transfer Overseas.**

### **Passports Visas and Status Stamps**

If you do not currently hold a valid passport, or your current passport will expire within 6 months of taking up post, then a passport will be provided at the MOD's expense.

### **Medical fitness and vaccinations**

Your medical fitness to travel to and live and work in the overseas location should have already been assessed by Capita Health Solutions. Depending upon the overseas location you are being posted to you may require certain vaccinations, which the MOD will pay for.

### **Application for Accommodation**

The DBS will, if appropriate, provide you with a Housing Application Form.

### **Assistance with Climatic Clothing and Luggage**

If you meet certain criteria then you may be eligible for some assistance with the cost of your Climatic Clothing and Luggage.

### **Removal of your Unaccompanied Baggage Overseas and Storage in the UK**

If you are being posted overseas on temporary terms for more than one month, but less than 12 months you are entitled to an unaccompanied baggage allowance to enable you to take some of your personal effects to the overseas location.

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

You will need to advise your next of kin of the procedures to be followed in the event of serious illness or death.

### **Methods of, and Eligibility to, Travel on Posting Overseas**

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



## LIVING AND WORKING IN THE OVERSEAS AREA

### What you need to know

This is for you, as the employee, who will be living and working in an overseas location on Temporary Terms. This section deals with what will happen once you have arrived and are working and living in the overseas location. Below we will run through the various entitlements, allowances, conditions and facilities that are available when you are overseas that will, hopefully, make working and living overseas fairly trouble free. More detailed information can be found in the appropriate Related Document.

### Accommodation and Utilities

When you are overseas you are entitled to free accommodation and utilities within reasonable limits. However, if you were specially recruited on or after 1 September 2001 the entitlement to free accommodation and utilities ceases when you reach the 5<sup>th</sup> anniversary of taking up your appointment.

For further details on accommodation and utilities please see **Change of Work Location: Accommodation and Utilities Overseas**.

### Conduct and discipline

When overseas you will continue to be subject to the normal MOD Conduct and Discipline regulations. However, when you are posted to an overseas location with a large service community, such as Germany, in addition to this, you will be subject to Military Law and local Military Standing Orders.

Generally when overseas you will be expected to conform to the local laws and customs of the country you are living in, and maintain a standard of behaviour that would not discredit the UK or MOD. Outside the main Command areas you would normally be subject to the criminal law of the country that you are in **Change of Work Location: Conduct, Discipline and Registrations while Overseas**.

### Conditioned hours and working patterns overseas

Your conditioned hours and working pattern is usually determined by climatic and other local factors pertaining to the overseas location. The majority of overseas areas work 42 gross hours per week with other areas working between 37 and 41 hours. Working patterns are usually decided locally. MOD Police officers working overseas are expected to work the same hours as in the UK (unless agreed otherwise).

### Pay

Whilst overseas you will receive the pay appropriate to your position. Some staff will have pay analogous with a posting to London, and others will have had this withdrawn or may have reserved rights to pay analogous with London, if it attracted those terms for your posting, and until any published or notified expiry date. If entitled you will receive this addition whilst in receipt of

COLA.

### **Tax and National Insurance Contributions while overseas**

You will continue to pay income tax and whilst working abroad in the same way as if you had remained in the UK. There are, however, specific rules governing liability to pay National Insurance Contributions when you are overseas. Further details on tax and national insurance can be found in **Change of Work Location: Pay and Allowances Overseas.**

### **Cost of Living Addition (COLA)**

When you are posted to an overseas post for **one month or more** where the cost of living is considered to be higher than that of the UK you will be paid a Cost of Living Addition (COLA) which is a tax free allowance. The primary aim of COLA is to ensure that you maintain a standard of living broadly equivalent to what you would enjoy in the UK.

It is important to remember that your basic living costs should in the main be borne by your basic UK salary. COLA can go up and down due to price changes in the UK and overseas, but generally changes in COLA are usually due to movement in exchange rates.

The MOD employs the services of a private sector company called Employment Conditions Abroad (ECA) to assess and review rates of COLA twice a year with new rates being effective from 1 February and 1 August each year. **More detailed information can be found in the Guide to Cost of Living Addition that you received in your posting pack.**

Further details on COLA can be found in Change of Work Location: **Pay and Allowances Overseas.**

### **Difficult Post Allowance (DPA)**

DPA is paid to staff overseas areas where it is recognised that conditions are so rudimentary and/or adverse as to constitute hardship. For example DPA would not apply to the more developed countries such as Cyprus, Germany, Gibraltar, USA etc, but would apply to the likes of Brunei, India, Oman, Pakistan, Saudi Arabia etc.

Further details on DPA can be found in Change of Work Location: **Pay and Allowances Overseas.**

### **Medical arrangements overseas**

While you are overseas the aim is to ensure that, as far as reasonably possible, you should have access to the same standard and quality of healthcare and at no greater personal cost than if you were able to use NHS facilities in the UK. Further details can be found in **Change of Work Location: Healthcare and Compassionate Travel while Overseas.**

**IMPORTANT:** If, you are on a Temporary Terms posting which does not allow

you to be accompanied by your family at post, but you decide to take them with you at personal expense, you will be personally responsible for arranging and paying for any medical consultation and/ or treatment they might need in preparation for and while living overseas.

### **Insurance, Accidents and Injuries Compensation**

Further information on Insurance, Accidents and Injuries Compensation can be found in **Change of Work Location: Insurance, Accidents and Injuries Compensation while Overseas.**

### **Electoral Registration**

The Representation of the People Act 2000 took effect from 16 February 2001. From that date, Government Departments no longer have a statutory duty to ensure that their staff who serve overseas are given the opportunity to register to vote and appoint a proxy. From 2001 all voters, whether registered by means of a Service declaration, or not, will receive annual electoral registration forms for registration by 15th October each year directly from local Electoral Registration Officers (EROs).

Further details on Electoral Registration can be found in **Change of Work Location: Conduct, Discipline, and Registrations Overseas.**

### **Evacuation from the Overseas Area**

Although it is unlikely, we recognise that circumstances can arise which might make it necessary to evacuate you, where appropriate, from the overseas area.

Further details can be found in **Change of Work Location: Evacuation from Overseas.**

### **Annual leave, Public and Privilege Holidays**

While overseas on Temporary Terms you retain your standard annual leave entitlement and the normal rules that govern annual leave still apply. You are allowed the same number of Public and Privilege Holidays as in the UK. The days observed may vary to meet local circumstances, subject to consultation with local staff representatives.

### **The Leave Travel Scheme**

The Leave Travel Scheme (LTS) allows you to travel to the UK at public expense to enable you to maintain links with family and friends. Travel must be to the UK. Further details can be found in **Change of Work Location: Leave and the Leave Travel Scheme (LTS) while Overseas**

## **TASK 4 – ESTABLISH YOUR ENTITLEMENTS WHEN MOVING OVERSEAS ON PERMANENT TERMS**

### **FOR YOU AS AN EMPLOYEE**

#### **WHAT YOU NEED TO KNOW**

This is for you, as an existing MOD employee, who is being posted to an overseas location with the MOD on Permanent Terms for 12 months or more.

As already mentioned in the “**Overview**” there are a range of entitlements and allowances to help you move to an overseas location. Your entitlements and allowances are determined by taking account of your domestic situation (married, married with children, civil partnership, unmarried partner (if officially recognised) and so on). The aim of this section is to guide you through the various processes involved when you move overseas to take up a post on Permanent Terms.

#### **What DBS Civilian Personnel will do for you**

DBS Civilian Personnel is responsible for making all the necessary administrative arrangements when staff are posted overseas on Permanent Terms:

Your Line Manager should allow between 8 and 12 weeks notice of your posting to allow sufficient time for all arrangements to be made. The following flow-chart gives a simple illustration of what will happen once you have been selected for an overseas tour of duty:

DBS Civilian Personnel Relocations receive a copy of the posting/appointment letter

DBS Civilian Personnel Relocations will contact you to determine what your requirements are regarding travel, passport/visa, removal and storage of personal effects, etc.

DBS Civilian Personnel Relocations will issue you with an overseas posting pack either in hardcopy or electronic format, comprising various forms and information in connection with your posting:

- Information letter
- Overseas Posting Letter/Form
- Claim form for Overseas Transfer Grant
- Claim for Advance of Salary
- HR Form 1932 – Authority for Starting/Amending/Stopping a Monthly Allotment
- Motor vehicle shipment Annex
- Privately Arranged Travel Authority (where appropriate)
- DHE Housing Form (if appropriate)
- DSCOM Removal Form
- DSCOM Storage Form
- Next of Kin Form
- Information on the overseas area (mainly, Cyprus, Germany, Washington)
- Guide to Cost of Living Addition
- Brief Guide to Allowances, Terms and Conditions Service for Personnel Posted Overseas Permanent Transfer Terms
- Evacuation from Posts Overseas - A Brief Guide to Entitlements (this should be Included in the pack, if not already) Overseas Posting Check List

Once received you should complete the required forms and return them to DBS or onto DSCOM, local Housing Office as appropriate

You will be notified of your travel arrangements and the various allowances that you are entitled to should be paid prior to your transfer. A designated DSCOM contractor will contact you regarding the removal and storage of personal effects

The various allowances and entitlements associated with your Permanent Terms posting are detailed below and further details of the various arrangements, allowances and entitlements that may apply to you prior to posting can be found in **Change of Work Location: Issues, Arrangements and Entitlements Prior to Transfer Overseas.**

### **Passports Visas and Status Stamps**

If you or recognised dependent members of your family do not currently hold a valid passport, or current passports will expire within 6 months of taking up post, then new passports can be provided at the MOD's expense.

### **Medical fitness and vaccinations**

The fitness of you and your accompanying family to travel and live overseas should have already been assessed by Capita Health Solutions. Depending upon the overseas location you are being posted to you may require certain vaccinations, which the MOD will pay for.

### **Application for Official Accommodation**

DBS Civilian Personnel will, if appropriate, provide you with a Housing Application Form.

### **Advance of Salary (AOS)**

You are eligible to claim an Advance of Salary (AOS) to assist you with certain expenditure relating to your overseas posting.

### **Overseas Transfer Grant (OTG)**

When posting overseas for 12 months or more you may be entitled to claim what is known as an Overseas Transfer Grant (OTG), which is paid to cover essential miscellaneous expenditure which is not covered by the normal package of allowances.

### **Selling your UK accommodation or letting it out while overseas and other UK accommodation issues**

If you are a homeowner you may consider either selling your home or letting it out for the duration of your overseas tour of duty. However, if you do you must inform DBS Civilian Personnel of your intentions to do so within 3 months of your transfer. The decision to sell or let your home is entirely a personal one. The MOD will provide assistance if you decide to sell your home as a result of going overseas but any related expenditure (legal expenses) will be limited to the Relocation Introductory Services (RIS) panel fees. However, if you 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 an estate or letting agent and obtain professional advice on the best type of insurance protection to take out.

### **Leave prior to posting**

Prior to your posting overseas you are entitled to 3 days special paid leave to enable you to deal with any last minute arrangements. Line Managers should also allow time off work to enable you make arrangements for the movement of your unaccompanied baggage and shipment of your motor vehicle.

### **Removal of your Unaccompanied Baggage Overseas and Storage in the UK**

If you are being posted overseas for 12 months or more 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 to the overseas area. 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.

### **Taking your car or motorcycle overseas**

If you are being posted overseas on Permanent Transfer Terms for 12 months or more you may be able to Ship **one** car or motorcycle at public expense at the start of your transfer see **Change of Work Location: Issues, Arrangements and Entitlements Prior to Transfer Overseas** and ship one car or motorcycle at the end of your tour see **Change of Work Location: Returning from Overseas** for further details.

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

You will need to advise your next of kin of the procedures to be followed in the event of serious illness or death

### **Occupation of Hotel Accommodation Prior to Departure**

If you necessarily occupy hotel accommodation prior to your departure then the MOD will fund up to 6 nights food and accommodation costs for you and your accompanying family.

### **Methods of, and Eligibility to Travel on Posting Overseas**

On posting, you and officially recognised dependants of your family, will be allowed to travel to the overseas location at public expense under one of the recognised methods of travel. See **Change of Work Location: Travel to and From Locations Overseas**.

## **LIVING AND WORKING IN THE OVERSEAS AREA**

### **What you need to know**

This is for you, as the employee, who will be living and working in an overseas

location on Permanent Terms. This section deals with what will happen once you have arrived and are working and living in the overseas location. Below we will run through the various entitlements, allowances, conditions and facilities that are available when you are overseas that will, hopefully, make working and living overseas fairly trouble free. More detailed information can be found in the appropriate Related Documents.

### **Accommodation and Utilities**

When you are overseas you are entitled to free accommodation and utilities within reasonable limits. However, if you were specially recruited on or after 1 September 2001 the entitlement to free accommodation and utilities ceases when you reach the 5<sup>th</sup> anniversary of taking up your appointment. Further details on accommodation and utilities can be found in **Change of Work Location: Accommodation and Utilities Overseas**.

### **Conduct and discipline**

When overseas you will continue to be subject to the normal MOD Conduct and Discipline regulations. However, when you are posted to an overseas location with a large service community, such as Germany, in addition to this, you will be subject to Military Law and local Military Standing Orders.

Generally when overseas you will be expected to conform to the local laws and customs of the country you are living in, and maintain a standard of behaviour that would not discredit the UK or MOD. Outside the main Command areas you would normally be subject to the criminal law of the country that you are in **Change of Work Location: Conduct, Discipline and Registrations while Overseas**.

### **Conditioned hours and working patterns overseas**

Your conditioned hours and working pattern is usually determined by climatic and other local factors pertaining to the overseas location. The majority of overseas areas work 42 gross hours per week with other areas working between 37 and 41 hours. Working patterns are usually decided locally.

### **Pay**

Whilst overseas you will receive the pay appropriate to your position. Some staff will have pay analogous with a posting to London, and others will have had this withdrawn or may have reserved rights to pay analogous with London, if it attracted those terms for your posting, and until any published or notified expiry date. If entitled you will receive this addition whilst in receipt of COLA.

### **Tax and National Insurance Contributions while overseas**

You will continue to pay income tax and whilst working abroad in the same way as if you had remained in the UK. There are, however, specific rules governing liability to pay National Insurance when you are overseas. Further details on tax and National Insurance can be found in **Change of Work**



## **Location: Pay, and Allowances Overseas.**

### **Cost of Living Addition (COLA)**

When you are posted to an overseas location for **one month or more** where the cost of living is considered to be higher than that of the UK you will be paid a Cost of Living Addition (COLA) which is a tax free allowance. The primary aim of COLA is to ensure that you and your family maintain a standard of living broadly equivalent to what you would enjoy in the UK. It is important to remember that your basic living costs should in the main be borne by your basic UK salary. COLA can go up and down due to price changes in the UK and overseas, but generally changes in COLA are usually due to movement in exchange rates.

The MOD employs the services of a private sector company called Employment Conditions Abroad (ECA) to assess and review rates of COLA twice a year with new rates being effective from 1 February and 1 August each year.

Further details on COLA can be found in **Change of Work Location: Pay, and Allowances Overseas**. More detailed information can be found in the Guide to Cost of Living Addition that you received in your posting pack.

### **Difficult Post Allowance (DPA)**

DPA is paid to staff overseas areas where it is recognised that conditions are so rudimentary and/or adverse as to constitute hardship. For example DPA would not apply to the more developed countries such as Cyprus, Germany, Gibraltar, USA etc, but would apply to the likes of Brunei, India, Oman, Pakistan, Saudi Arabia etc.

Further details on DPA can be found in **Change of Work Location: Pay, and Allowances Overseas**.

### **Additional Needs for Health, Education or Social reasons**

It is important to ensure that if you or your family have additional needs (Education, 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.

### **Medical arrangements overseas**

While you are overseas the aim is to ensure that, as far as reasonably possible, you and any accompanying dependants should have access to the same standard and quality of healthcare and at no greater personal cost than if you were able to use NHS facilities in the UK. Further details on the provision of healthcare in overseas locations can be found in **Change of Work Location: Healthcare, and Compassionate Travel while Overseas**.

The MOD has delegation to make ex-gratia payments for Disability Living Allowance (Care and Mobility Component) and Carers Allowance, for UK Based Civilians who are serving overseas and who would have been in receipt of these allowances if they had continued to live in the UK. Please

contact DBS Civilian Personnel for further information.

To be eligible to apply for consideration of an ex-gratia payment you must produce a notional entitlement of disallowance provided by the Department for Work and Pensions, the notice of disallowance may be made in respect of yourself, your spouse or your dependent children.

### **Insurance, Accidents and Injuries Compensation**

For detailed guidance you should refer to MOD rules, but further information on Insurance, Accidents and Injuries Compensation can be found in **Change of Work Location: Insurance, Accidents and Injuries Compensation while Overseas.**

### **Registration of Births, Deaths and Marriages**

If you need to register a birth, death or marriage while overseas this can be carried out under UK law either by local Armed Service Registering Officers (in Belize, Cyprus, Falkland Islands, Germany (including other North West European countries) Gibraltar and USA or by a British Consul or High Commissioner (for other overseas locations). Further details on Registration of Births, Deaths and Marriages can be found in **Change of Work Location: Conduct, Discipline and Registrations Overseas.**

### **Electoral Registration**

The Representation of the People Act 2000 took effect from 16 February 2001. From that date, Government Departments no longer have a statutory duty to ensure that their staff who serve overseas are given the opportunity to register to vote and appoint a proxy. From 2001 all voters, whether registered by means of a Service declaration, or not, will receive annual electoral registration forms for registration by 15th October each year directly from local Electoral Registration Officers (EROs). Further details on Electoral Registration can be found in **Change of Work Location: Conduct, Discipline and Registrations Overseas.**

### **Evacuation from the Overseas Area**

Although it is unlikely, we recognise that circumstances can arise which might make it necessary to evacuate you and/or accompanying dependants, where appropriate, from the overseas area. Further details can be found in **Change of Work Location: Evacuation from Overseas**

### **Leave, Public and Privilege Holidays**

While overseas on Permanent Terms you retain your standard annual leave entitlement and the normal rules that govern annual leave still apply. However, the exception to this is that you can accumulate up to 30 days annual leave during your overseas tour of duty which can either be taken in the overseas area or on your return to the UK with the agreement of your Line

Manager. Accumulated leave cannot be used to shorten your tour of duty. Further details on Leave can be found in **Change of Work Location: Leave and the Leave Travel Scheme (LTS) while Overseas** You are allowed the same number of Public and Privilege Holidays as in the UK. The days observed may vary to meet local circumstances, subject to consultation with local staff representatives.

### **The Leave Travel Scheme**

The Leave Travel Scheme (LTS) allows you to travel to the UK at public expense to enable you to maintain links with family and friends. Travel must be to the UK. Further details can be found in **Change of Work Location: Leave and the Leave Travel Scheme (LTS) while Overseas**.

### **Part-Time Employment Overseas**

For Part Time staff some entitlements will be based on a pro-rata principle. These include:

- Transfer grant
- Schooling Allowances Cost of Living Addition (COLA)
- Difficult Post Allowance (DPA)
- Free accommodation in accordance with normal rules (this will involve pro-rata charging if in a quarter or single accommodation or pro-rata receipt of ORA if official accommodation is unavailable), and
- Reimbursement of reasonable levels of utility consumption.

Full entitlements will remain for the following:

- Travel to/from post
- Subsistence on arrival and prior to departure
- Annual leave travel to/from UK in line with normal regulations
- Car shipping to/from post
- Baggage shipment to/from post (including FMS to/from NW Europe) and SCE schooling Pro-rata payment of or entitlement to.

## TASK 5: ESTABLISH YOUR ENTITLEMENTS WHEN BEING POSTED ON OPERATIONAL DEPLOYMENT

### FOR YOU AS AN EMPLOYEE

#### WHAT YOU NEED TO KNOW

A specific package of allowances has been created for MOD civil servants who undertake operational postings. It is important to understand the difference between a 'posting' and 'detached duty'. A posting occurs when an established post or position (with a specific position number) is filled. Detached duty is the term used to describe the undertaking of duties in a location which is geographically separate and remote from the posted duty station. Note, therefore, that the allowances described below do not apply to staff who travel to an operational theatre on detached duty. Such duty attracts payments in accordance with the normal rules on detached duty including Incidental Expenses Allowance, subsistence (when food and accommodation is charged for), overtime, travelling time and other associated allowances and, where circumstances warrant, payment of Hard Lying Allowance. You should refer to the **Policy, Rules & Guidance: Civilian Detached Duty Expenses** (for Travel & Subsistence), the **Policy, Rules & Guidance: Overtime and Other Additional Hours Payments** (for overtime, travelling time *etc.*) and the **Policy, Rules & Guidance: Occasional and Temporary Allowances** (for Hard Lying Allowance).

It is important to bear in mind that these allowances have been designed to reflect the fact that operational postings involve civil servants in work (in terms of working and living conditions) that is very different to their usual employment. The payments therefore are intended to reflect these differences. However, the nature of employment by certain personnel (Royal Fleet Auxiliary) is the same regardless of whether they work in an operational or non-operational environment. Consequently, RFA employees working in an operational zone enjoy their normal pay, allowances and conditions of service. The sole exception to this is access to the Operational Welfare Package which is explained below.

Note that this Task only covers allowances for operational postings. Such postings also require specific pre-posting preparation and you should visit the **Support to Operations** page to understand these.

#### **Working hours and duties**

An operational tour of duty will require you to work long and unpredictable hours and you cannot expect to be able to stick to routine or predetermined start and finish times. It is in the nature of operational

deployments that you can expect to be pushed to the limits of your personal and professional capabilities – not only in terms of the conditions in which you will be working and living but also the days and hours you will be working and the duties you will be required to perform. You will be expected to agree to opt out of the Working Time Regulations for the duration of your operational deployment. However, aside from the sense of real fulfilment most individuals gain from operational service, you will be well rewarded financially for your efforts: the allowances payable, described below, are designed to recognise the peculiarities of an operational posting.

### **Operational Deployment Grant**

When you are posted, you will be able to claim a tax-free grant called the Operational Deployment Grant (ODG). The aim of the ODG is to provide a sum of money with which to buy personal items which you will need whilst away. Pre-deployment guidance (Theatre briefs) normally includes a list of items that personnel should take. Some items of kit and equipment may also be provided by the Department. The value of the ODG varies according to the duration of the posting and different rates are payable to uniformed and non-uniformed grades. The rates are as follows:

<u>Tour Length</u>	<u>Non-Uniformed Personnel</u>	<u>Uniformed Personnel</u>
2-4 months	£170	£155
4-6 months	£370	£255

Any subsequent deployment, to the same or a similar climatic region, within 24 months of the end of a previous deployment will attract a further payment of the ODG at the lower level. For example, a second 6-month posting within 2 years of the end of an earlier 6-month posting would only attract a grant of £170 for a non-uniformed grade. However, this may be topped up on an actuals basis where you can demonstrate that you will incur essential expenses above the value of the ODG payable. The payment of the ODG plus any actuals in such circumstances will not be allowed to exceed the full grant that would be payable for a first tour of that duration.

Operational visits of up to 2 month's duration will attract the reimbursement of receipted actual expenditure on items purchased in accordance with the list provided in the relevant PJHQ Theatre Guide. Reimbursement will be limited as follows;

Up to 1 Month	£100*
1-2 Months	£180*

\* Receipted Actuals

Where actuals are claimed, full supporting receipts must be available for inspection if requested. Bear in mind that if you are claiming a top-up –

say you are claiming a flat rate of £170 (because you have previously served 6 months in the last 2 years) plus actuals of a further £50, your receipts should support expenditure of the whole £220 – not just the £50 ‘excess’.

### **Food and Accommodation**

Civil servants serving in operational theatres will be accommodated and provided with all main meals free of personal charge. The standard of accommodation will vary but more details will be provided in theatre briefs.

### **Operational Deployment Allowance**

Whilst you are deployed you will receive an Operational Deployment Allowance (ODA); this is subject to tax and National Insurance just like your salary. This allowance is paid to recognise the relative hardships and privations experienced in an operational theatre. The actual value of the ODA is determined by reference to actual conditions on the ground and it is re-assessed generally twice a year. This means that the rate can go up or down.

The ODA is made up of two different elements. The first is a flat rate of £500 per month and is common to all operations. The second element is variable and will range from £150 up to £1,750 per month. But once assessed, the ODA is paid as a single payment. Current rates of ODA can be found in **Operational Allowances**.

The first day of payment of ODA is the day of arrival at post and payment continues up to and including the day on which you finally depart. Payment continues during any period of Rest and Recuperation leave except where such leave is taken at the end of the tour and you do not return to theatre (see below).

### **Operational Working Allowance (OWA)**

As mentioned above, you will be required to work long and irregular hours while on an operational posting. You will not be entitled to claim payment for actual additional hours (over and above the notional conditioned weekly hours of 42 inclusive of lunch breaks). Instead, you will receive a special Operational Working Allowance (OWA); this is subject to tax and National Insurance. The OWA effectively substitutes for all additional hours payments including overtime, travelling time, shift, night duty, on-call, stand-by and recall to duty. Similarly, payment of the OWA precludes any granting of Time Off In Lieu for extra hours worked. Instead, you will receive a special Operational Working Allowance (OWA); this is subject to tax and National Insurance.

Current rates of OWA can be found in **Support to Operations**, entitled **Operational Allowances**. Rates are paid at either the Higher or Lower

rate. Determination of the rate to be paid (Higher or Lower) is based on a periodic re-assessment by PJHQ – normally twice a year.

OWA is payable from the day of travel to the operational theatre regardless of the time of day on which the journey actually starts. Similarly, the last day of payment will be the day on which the homeward journey starts – again, regardless of the time the journey begins. If you start your outward journey on 2 April 2007 and start the return journey on 31 August 2007 these are the two dates that should be entered in Sections 5 and 6 respectively of **HR Form 005: Start or End of an Employee's Entitlement to a Permanent Allowance**. OWA continues to be payable during any approved periods of Rest and Recuperation (R&R) leave taken during the operational tour. There are three exceptions to these rules:

- The commencement of payment is based on the assumption that you travel directly from home or place of work. Were you to leave home to travel to the airhead but break the journey and spend time before departure with close family, then OWA payments will only start from the day on which the outward flight departs. However, if you were to break the journey in this way but the break does not extend the journey into another day (e.g. where you visit parents on the way to the airhead but their home is en route and the break only lasts an hour and does not extend the overall travel time into an extra day, the start day of OWA will be the day you leave home or place of work). But note that your claim for travel costs to the airhead will be limited to direct travel only.
- Where R&R leave is taken at the end of the tour, the last day of payment will be the day on which travel out of the deployed area on R&R leave starts. This is the date which should be entered in Section 6 of **HR Form 005: Start or End of an Employee's Entitlement to a Permanent Allowance**.
- Where travel out of theatre at the end of a tour is delayed but you have been replaced in post and are simply waiting, the last day of payment will be the earliest day on which the homeward journey could have started. For instance, if you complete a handover to a successor on 27 July 2007 but transport out of theatre is not available until 29 July, the last day of OWA payment will be 27 July; this is the date that should be entered in Section 6 of **HR Form 005: Start or End of an Employee's Entitlement to a Permanent Allowance**. (However, where, despite having been replaced in post, you continue to perform other operational duties during the period of delay, OWA will continue up to the day of departure.) Similarly, if a journey is staged and you have an enforced 24 hour delay in a third country, the last day of payment will be the day of departure from the operational theatre.

### **Claims for duties performed before and after the operational tour**

Staff who are due to deploy can continue to claim Overtime, Travelling Time and other extra hours allowances (including TOIL) in the usual way where they relate to their 'normal' post. Such payments can be claimed even when the duties were performed on the same day on which OWA starts. For example, an officer might be on duty in his/her 'normal' job until 0400 but be due to start the outward journey to the operational theatre at 2100 on the same day. In this case, the officer can receive payment for work until 0400 but will still insert that day's date in Section 5 of **HR Form 005: Start or End of an Employee's Entitlement to a Permanent Allowance**.

### **Rest and Recuperation Leave (R&R)**

Depending on the length of their tour, individuals posted on operational deployments may be granted extra leave during their tour, in addition to their annual leave entitlement. Because of the work requirement on operations, annual leave may not be taken as well, but will accrue whilst you are deployed. You should be aware too, that circumstances or requirements may prevent you being able to take that additional leave, and it cannot therefore, be guaranteed. It is for the Theatre Commander to decide whether this leave can be taken outside of theatre, or at a designated area.

Operational deployment lengths vary, depending on both operational and personal circumstances. Additional leave (referred to in theatre as "R&R") is granted for deployments of four months or more.

<u>Duration of Tour</u>	<u>R&amp;R Leave</u>	<u>Eligibility (time in Theatre)</u>	<u>When R&amp;R can be taken</u>
4-6 months	4 days pre tour 5 days mid tour 10 days end tour	4 months	2+ months
Over 6 months	4 days pre-tour 5 days mid tour 5 days mid tour 5 days mid tour 5 days mid tour 10 days end tour	4 months 6 months 8 months 10 months	2+ months 4+ months 6+ months 8+ months

The R&R entitlement is not inclusive of travel to/from the Operational theatre. A maximum of a further two days (as needed) may be allowed for travel. Employees opting to take an amalgamated block of 10 days are



still restricted to the maximum of two days travel (as needed) to/from the Operational area.

If your R & R leave cannot be arranged for operational reasons, you may be allowed to carry this forward and add it to your disembarkation (end of tour) leave. You will need written confirmation from your line manager in theatre confirming you were unable, because of operational reasons, to take your leave, and that authorisation is granted for you to add your entitlement to your disembarkation leave. Please note that if for whatever reason, you choose not to take your mid tour leave, you will not be allowed to carry it forward.

It is important that you take your disembarkation leave when you return from theatre. This leave cannot be stored for use at a later date, or be added to your annual leave entitlement. And bear in mind that you will need time to relax from what may have been, even if you were not directly aware of it, a stressful time in theatre, and to adjust to life back at home.

Note that, as stated above, the payment of ODA and OWA will continue during any period of R&R leave. The exception to this is where R&R leave is taken at the end of the tour and you are not due to return to the operational post. In this case, payment of both allowances ceases on the day that you travel out of theatre.

If you are serving an operational tour of more than 6 months you may apply to take up to 10 days R&R leave in one block – in effect amalgamating 2 X 5 day leave periods. The amalgamation of 2 X 5 day leave periods will require the anticipation of a later separate leave period. Consequently, if, having taken a 10 day R&R period, you are short-toured, you will have received ODA, OWA and extra leave to which there was no strict entitlement. Where this occurs, the recovery of the excess ODA and OWA and leave will be considered on a case-by-case basis and by reference to the guidelines set out in **Change of Work Location: Returning from Overseas**. In general, however, no recovery action will be taken where your tour is curtailed for Departmental or compassionate reasons. Conversely, where your tour is curtailed for misconduct of reasons of personal preference recovery action will be the norm.

### **Operational Welfare Package (OWP)**

The Services' OWP is also provided to civil servants who are deployed in support of the Armed Forces. The OWP comprises:

- Twenty minutes free telephone call time per week. This is intended to help you maintain contact with family and friends back home.
- Free Forces Airletters (known as 'Blueys') and use of HM Forces/BFPO concessionary postal rates for packages and parcels.
- Access to free newspapers and magazines (including daily

electronic downloads of selected news items).

- Free access to a selection of books, CDs, DVDs as well as a BFBS-run TV service.
- Internet access for e-mail communication with family and friends back home.
- Access to sports and fitness equipment and related facilities.

Details of how to access these services will be given locally in theatre.

RFA personnel also have access to the OWP when on operational or maritime deployments which are expected to last 2 months and more and whilst on other operations, overseas deployments and exercises which are expected to last for 2 months or more by formed and non-formed units and ships under operational command of NATO, PJHQ or single-Service Commands.

## WHAT YOU NEED TO DO

### Starting your allowance payments

You will need to complete the appropriate claim forms to receive the ODG and to start the payment of the ODA and OWA. The **Pre-Deployment Checklist** should ensure you don't overlook these activities. However, as a reminder, you should use the following forms:

- To claim the ODG – complete **HR Form 075: Application for Operational Deployment Grant (ODG)**
- To start payment of the OWA – complete **HR Form 005: Start or End of an Employee's Entitlement to a Permanent Allowance**
- To start payment of the ODA – complete **HR Form 005: Start or End of an Employee's Entitlement to a Permanent Allowance**

Note that the start and end dates of the ODA and OWA will normally differ as explained under **Task 3, What you need to know** above.

### TIPS, HINTS AND FAQS

**Q1.** I am deploying to an operational post. I am leaving the UK on Monday but, because my flight is stopping over en-route, I won't arrive in theatre until Wednesday. What day do I start claiming ODA and what day do I start claiming OWA?

**A1.** The payment of OWA starts on the day you start your outward journey; for you, your first day of payment of OWA will be Monday. But ODA only becomes payable once you arrive at post; so ODA will become payable from Wednesday.

**Q2.** I am working in an operational job but someone working out here is

claiming Incidental Expenses Allowance, Hard Lying Allowance and actual Overtime and Travelling Time. Why is this?

**A2.** Your colleague must be in theatre on detached duty terms – in other words, he/she is not filling an operational post. This person is treated as being on normal detached duty and the allowances being claimed by him/her reflect this. The package of bespoke operational allowances (ODG, ODA and OWA) has been created specifically for operational postings.

**Q3.** Why is the ODG non-taxable while both the ODA and OWA are taxable?

**A3.** The ODG does not attract tax or NI deductions because it is regarded as reimbursement for additional costs that you incur as a direct result of undertaking your official duties. Tax rules allow such payments to be made free of tax and NI. On the other hand, both the ODA and OWA are intended as part of the overall operational reward package – they are not intended to reimburse any duty costs, as such but to incentivise and reward individuals who undertake these difficult and challenging jobs.

**Q4.** Are the ODA and OWA payments pensionable?

**A4.** No, neither allowance is reckonable for the purposes of pension.

**Q5.** Although my substantive grade is D, I am being deployed on temporary promotion to C2. What rate of OWA will I receive?

**A5.** You will receive the rate of OWA appropriate to the higher grade.

**Q6.** I am a member of the RFA but, while in an operational zone, I don't receive the ODG, ODA and OWA. Why?

**A6.** The range of operational allowances (ODG, ODA and OWA) were created to reflect the fact that civil servants, who would normally be employed in an office or workshop environment in the UK, are, when deployed, living and working in a totally different environment. Accordingly, it has been decided that additional allowances (over and above normal pay) are appropriate to reflect this. The ODA is intended to recognise these different living and working conditions; the OWA is intended to reflect the long and unpredictable hours of work; the ODG is intended to assist with the cost of items that would not be needed but for the deployment. However, RFA remain in their normal work environment (on board ship) and undertake their normal duties. Moreover, RFA personnel receive the RFA Allowance. It follows that it would be inappropriate to pay these operational allowances to these personnel. RFA personnel continue to be paid as normal.

## **TASK 6 – ESTABLISH YOUR ENTITLEMENTS WHEN LEAVING THE OVERSEAS AREA AFTER A TEMPORARY POSTING**

### **THIS SECTION DOES NOT APPLY TO STAFF LEAVING AN OVERSEAS AREA AFTER AN OPERATIONAL DEPLOYMENT**

#### **FOR YOU AS AN EMPLOYEE**

##### **WHAT YOU NEED TO KNOW**

This is for you, as an employee, who is leaving the overseas area at the end of your temporary tour of duty overseas. As mentioned in the “**Overview**” there is a range of entitlements and allowances to help you move to an overseas location and these largely apply when you also leave an overseas area. The aim of this section is to guide you through the various processes involved when you return to the UK at the end of your tour of duty.

##### **What the DBS will do for you on Leaving the Overseas Area**

The DBS will be responsible for making all the necessary administrative arrangements when you return to the UK at the end of your overseas tour of duty. Many of the processes and arrangements involved will be similar to those already detailed at **Task 3: Transferring overseas on temporary terms**.

There are a number of important things to remember before leaving the overseas area: for further details see **Change of Work Location: Returning from Overseas**.

## **TASK 7 - ESTABLISH YOUR ENTITLEMENTS WHEN LEAVING THE OVERSEAS AREA AFTER A PERMANENT POSTING**

### **THIS SECTION DOES NOT APPLY TO STAFF LEAVING AN OVERSEAS AREA AFTER AN OPERATIONAL DEPLOYMENT**

#### **FOR YOU AS AN EMPLOYEE**

##### **WHAT YOU NEED TO KNOW**

This is for you, as an employee, who is leaving the overseas area at the end of your permanent tour of duty, on resignation, retirement or prematurely curtailing your tour of duty. As already mentioned in the **Overview** there is a range of entitlements and allowances to help you move to an overseas location and these largely apply when you also leave an overseas area, but in certain circumstances will be modified as appropriate. Your entitlements and allowances are determined taking account of your domestic situation (single/married unaccompanied, married, married with children etc). The aim of this section is to guide you through the various processes involved when you return to the UK. If you are moving to a new duty station on return to the UK which requires a move of home then you should look under **Policy, Rules & Guidance: Change of Work Location in the UK**.

##### **Curtailement of your overseas tour of duty**

A curtailment of your tour of duty in the overseas area can occur for a number of reasons and under certain circumstances it will result in financial penalties being applied. Further details can be found in **Change of Work Location: Returning from Overseas**.

##### **Retirement or Resignation During or On Completion of a Your Overseas Tour of Duty**

##### **On retirement/resignation and returning to the UK or country of recruitment**

If you retire or resign while serving overseas you will be allowed certain allowances and entitlements to enable you and if appropriate dependent members of your family to return to the UK, or country of recruitment please refer to **Change of Work Location: Returning from Overseas**. Also, you can claim 50% of the appropriate Overseas Transfer Grant, but you must do this within 3 months of your retirement/resignation and be moving out of the overseas area. Legal Expenses and any associated costs are not payable on

return to the UK, or country of recruitment.

### On retirement/resignation and remaining in the overseas area where you work or moving to another overseas location other than the UK

If you intend retiring or resigning and remaining in the country you are employed in, or moving to another overseas location the MOD will pay for your travel, unaccompanied baggage movement and car shipment costs within the limit of the cost of returning to the UK, or country of recruitment.

For example DBS will issue you with refund cash limits for the movement of your unaccompanied baggage and shipment of your motor vehicle so that you can make your own private removal and shipping arrangements.

The refund limits will be based on what it would have cost to move your unaccompanied baggage and vehicle to the UK or country of recruitment. Also, you can claim 50% of the appropriate Overseas Transfer Grant, but you must do this within 3 months of your retirement.

Also see **Change of Work Location: Returning from Overseas.**

### **What the DBS will do for you on Leaving the Overseas Area**

The DBS will be responsible for making all the necessary administrative arrangements when you return to the UK or country of recruitment at the end of your overseas tour of duty. Many of the processes and arrangements involved will be similar to those already detailed at **Task 4: [Transferring Overseas on permanent terms.](#)**

### Preliminary Visit to the UK

If you are returning to the UK to take up a new post you may be entitled to a Preliminary Visit (PV), which allows you and, where appropriate, entitled members of your family to return to the UK before you come to the end of your tour of duty. In the main a PV is authorised when you are returning to a new post in the UK which is outside reasonable daily travel from your previous UK home and you have to look for a new home. A PV may also be authorised if you are being posted back to your Previous Duty Station, but you sold your home as a result of being posted overseas. DBS will advise you on whether or not you qualify for a PV and will issue you with an authority to undertake a PV. The rules covering PVs can be found in **Change of Work Location in the UK.**

### There are a number of important things to remember before leaving the overseas area

For further details of things to think about before leaving the overseas area see **Change of Work Location: Returning from Overseas.**

### Other allowances and additional entitlements that you may be allowed on

leaving the overseas area

When you return to the UK there are a number of modified entitlements and allowances that you may be eligible on your return to the UK or country of recruitment. These are detailed in **Change of Work Location: Returning from Overseas**.