



Ministry  
of Defence



## MINISTRY OF DEFENCE STATEMENT OF CIVILIAN PERSONNEL POLICY

### CHANGE OF WORK LOCATION: RETURNING FROM OVERSEAS

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## **RETURNING FROM OVERSEAS**

### **Returning after a Temporary Terms Posting**

#### **Things to do prior to leaving the overseas area**

You will have to think about the following prior to your departure from the overseas area:

**If you occupy official accommodation** – you will have to prepare your accommodation for the formal “march-out” and handover to the incoming occupier of the accommodation. This will involve the cleaning of your accommodation and fittings (cooker, fridge etc) up to the required standard. If you fail to do this prior to “March-out” you will be billed for the cleaning of your accommodation. You may also be billed for any damage/breakages to fixtures and fittings. You must meet any such costs at your own expense.

#### **If you occupy private accommodation under the Overseas Rent Allowance scheme**

It is important that you give the required period of notice to vacate the property, as specified in your tenancy agreement. If you fail to do this and your landlord charges rent for the full notice period (i.e. including after you vacate the property) you will be personally liable to pay any outstanding balance of rent due. If, however, your failure to give proper notice arises because of a short notice posting for Departmental reasons, the MOD will pay the full rent owing. You will also be responsible for any “hand back” requirements specified in the tenancy agreement (e.g. cleaning, redecoration etc). If you paid a security deposit at the start of your tenancy you should ensure that you recover this from the landlord on vacation of the property either in full or in part if damage/breakages have occurred during the period of your tenancy. If the deposit was funded by the MOD then you must repay this to the Department.

**If you have an overseas bank account and any outstanding loans** – you should close your overseas bank and settle any outstanding debts in the overseas area before your departure.

#### **Telephone/Internet**

You should make arrangements to disconnect your telephone and internet access prior to your departure and pay-off any outstanding balances.

#### **If you have personal belongings in store in the UK or country of recruitment**

You will need to complete the relevant DSCOM Form if your effects are stored under the central storage system or where applicable contact your

storage company to make arrangements for them to be moved to your home on your return.

**Other allowances and additional entitlements that you may be allowed on leaving the overseas area (see also allowance section at end)**

**Taking up hotel accommodation prior to departure from the overseas area**

When you and your spouse/partner/civil partner have to move out of your Service Family Accommodation/Official Hiring (on “march-out” and cleaning) or private accommodation and you **necessarily** take up hotel accommodation then you are entitled to up to 6 night’s accommodation and subsistence allowances, this must be in accordance with the normal regulations and booked through the mandated Defence Hotel Reservation Service (DHRS), you should also check whether further local guidance has been issued. The Incidental Expenses Allowance can only be claimed in respect of yourself and not for members of your family during this period. While you are in hotel accommodation and in receipt of subsistence allowances, payment of COLA will cease from date you take up the hotel accommodation. Claims can be made on **HR Form 059: MOD Claim for Travel and Subsistence: Overseas Transfer**.

If you occupied mess accommodation during your temporary overseas tour of duty then you would be expected to vacate your accommodation on the day of your departure and therefore, the up to 6 nights hotel accommodation would not apply.

If you intend to extend your tour after tourex you may wish to take annual leave before returning to the UK. However, prior to your tourex you should discuss whether this is possible. Whilst it may be possible in some countries in others it may be not (e.g. the Visa may expire or be terminated by agreement with the host country on tourex). The stay, if acceptable, should also not lead to additional costs to the Department.

**Returning after a permanent terms posting**

**Curtailment of your overseas tour of duty**

A curtailment of your of duty in the overseas area can occur for a number reasons. This section details the type of circumstances that might result in the curtailment of your tour of duty overseas and the financial penalties that may, or may not, apply.

Financial penalties relate to costs/allowance payments that are made by the department. The department cannot be held responsible for financial commitments that an individual has made through personal choice. For example, personal mobile phone contracts, car leases etc.

**You may not incur financial penalties in the following circumstances:**

- If your tour is curtailed for Departmental reasons (e.g. post being cut).
- If your tour is curtailed for health, compassionate reasons usually supported by a welfare report (e.g. having to return to the UK to care for your elderly mother or father)
- If you have secured a move on promotion, advancement or promotion.

**You may incur financial penalties in the following circumstances:**

- If your tour is curtailed for disciplinary or misconduct reasons and you are repatriated to the UK.
- If you curtail your tour for personal reasons you may incur financial penalties depending upon what those reasons are. Each case will be considered on its merits.
- If you curtail your tour because of success in an external recruitment.

**The financial penalties and who decides**

The overseas Command Secretary, or in the absence of this, DBS decide whether financial penalties should apply and the level of financial penalties is determined by the length you have been in post in the overseas area. The penalties will apply to your return travel to the UK, movement of unaccompanied baggage and car shipment, night subsistence and repayment of the Overseas Transfer Grant (payable on going overseas). The 50% Overseas Transfer Grant normally payable on return from overseas is not payable

**If you have completed less than one year of your tour of duty**

You will be expected to make and pay for all your own arrangements on return to the UK. For your travel RAF/MOD charter flights may be utilised on a pre-payment basis. Indulgence flights cannot be used. You will be required to repay the Overseas Transfer grant in full.

**Examples of the level of financial penalties that can be applied**

- If you have completed between 12-18 months of a 2 year tour you will be financially assisted with 50% of the cost of your return to the UK or country of recruitment. Repayment of the Overseas Transfer Grant will be waived.
- If you have completed between 12-24 months of a 3 year tour you will be financially assisted with 33% of the cost of your return to the UK or country of recruitment. Repayment of the Overseas Transfer Grant will be waived.
- If you have completed between 12-24 months of a 4 year tour you will be financially assisted with 25% of the cost of your return to the UK or country of recruitment. Repayment of the Overseas Transfer Grant will be waived.
- If you have completed between 24-36 months of a 4 years tour you will be financially assisted with 75% of the cost of your return to the UK or country of recruitment. Repayment of the Overseas Transfer Grant will be waived.

Note: DBS Civilian Personnel Relocations will calculate your refund limit.

### **Repayment of advance of salary**

If you received an advance of salary on posting overseas you will be required to repay the outstanding balance in full within the usual repayment period (normally 3 years). If this presents you with financial difficulties on return to the UK then you may be able to extend the repayment period with the agreement of DBS Civilian Personnel. If you are leaving the MOD you will have to pay the outstanding balance of the advance of salary before you leave. The repayment of the advance cannot be waived under any circumstances.

### **Things to do prior to leaving the overseas area**

You will have to think about the following prior to your departure from the overseas area:

#### **If you occupy official accommodation**

You will have to prepare your Service Family Accommodation/Official Hiring for the formal “march-out” and handover to the incoming occupier of the accommodation. This will involve the cleaning of your accommodation and fittings (cooker, fridge etc) up to the required standard. You may wish to use the services of a local cleaning company for this purpose and this is the sort of expense that is covered by your Transfer Grant.

If you fail to do this prior to “March-out” you will be billed for the cleaning of your accommodation. You may also be billed for any damage/breakages to fixtures and fittings.

#### **If you occupy private accommodation under the Overseas Rent Allowance scheme**

It is important that you give the required period of notice to vacate the property, as specified in your tenancy agreement. If you fail to do this and your landlord charges rent for the full notice period (i.e. including after you vacate the property) you will be personally liable to pay any outstanding balance of rent due. If, however, your failure to give proper notice arises because of a short notice posting for Departmental reasons, the MOD will pay the full rent owing. You will also be responsible for any “hand back” requirements specified in the tenancy agreement (e.g. cleaning, redecoration etc). If you paid a security deposit at the start of your tenancy you should ensure that you recover this from the landlord on vacation of the property either in full or in part if damage/breakages have occurred during the period of your tenancy. If the deposit was funded by the MOD then you must repay this to the Department.

#### **If you have an overseas bank account and any outstanding loans**

You should close your overseas bank and settle any outstanding debts in the overseas area before your departure. Please note once you return to the UK any future payments made by the Department will be made to a UK bank only. If you have an existing monthly allotment, this will have to be stopped, using **HR Form 1932: Authority for Starting / Amending /**

**Stopping a Monthly Allotment.** Only if there is a change to UK Bank Details, will **HR Form 1936a: Change of Bank Details - UK ONLY** have to be completed.

**Telephone/Internet**

You should make arrangements to disconnect your telephone and internet access prior to your departure and pay-off any outstanding balances.

**If you are letting your UK home**

You should ensure that your tenants are given the required period of notice as specified in the tenancy agreement. If you fail to do this and have to make alternative temporary accommodation arrangements then this will be at your own expense. The MOD will not assist.

**If you are shipping a car**

Once you have received authority from the Local Admin Authority to ship your vehicle you should make contact with the designated shipping contractor to make the necessary arrangements.

Also ensure that the vehicle you are shipping meets the EU Single Vehicle Approval Scheme and that you are in possession of a Certificate of Conformity where this is appropriate. For further information you may wish to visit the following websites:

- **Vehicle and Operations Services Agency (VOSA) (www)**
- **Driver and Vehicle Licensing Agency (DVLA) (www).**

If you acquire a vehicle abroad it may be returned to the UK at public expense subject to gaining authority and provided you possessed the vehicle at a date 6 months or more before the end of the tour; when the latter requirement is not met you must have continuously owned a vehicle during the tour abroad in order to qualify for homeward transportation of the vehicle.

If you sell a vehicle abroad which attracted the outward transportation entitlement and purchase another vehicle at the station abroad, the replacement vehicle may be returned to the UK at public expense subject to the provision and provided you have been a continuous vehicle owner.

**If you have personal belongings in store in the UK or country of recruitment**

You will need to contact the storage company to make arrangements for them to be moved to your home on your return.

**If you have a pet**

It is your responsibility to make all the necessary arrangements for them to be transported back to the UK or country of recruitment, including all the documentation required to do this. If you are in an area where the "Pets Passport" scheme operates you must allow sufficient time for your pet to have the vaccinations and tests appropriate to the scheme.

## **Other allowances and additional entitlements that you may be allowed on leaving the overseas area**

### **Unaccompanied Baggage**

Your baggage entitlement applied on your overseas posting also applies to your homeward journey to the UK, to in-country transfers and on posting to another overseas area. Except for the following exemptions:

If you are returning from North America and are moving your personal effects under the Enhanced Entitlement this may be increased by up to one-third to take account of different packing methods.

If you have completed over 5 years service in one overseas location and have not stored personal effects in the UK, then the Enhanced Entitlement may be awarded regardless of your outward entitlement. This is intended to recognise the likelihood that, over this longer period of time, you will have acquired additional belongings.

### **Transfer Grants**

#### **Reoccupying previous home**

If you have served overseas for at least 12 months and are returning to the UK or country of recruitment on permanent transfers then you will be entitled to claim 50% of the appropriate Overseas Transfer Grant (on **HR Form 060: MOD Application for an Overseas Transfer Grant**) if you reoccupy your former home and/or new accommodation in the old area.

#### **Staged Return to UK – Impact on Overseas Transfer Grant**

If your spouse, recognised partner or dependant returns to the UK [or country of recruitment] before your tour expiry, no Transfer Grant is payable at that point. If the premature return was funded by the Department, you may still be able to get the full Married Accompanied Transfer Grant on your eventual return to UK; if you rejoin them and return to your home within 12 months of their prior departure.

#### **Returning to a new duty station involving a move of home**

If you have served overseas for at least 12 months you will be entitled to claim the appropriate UK Transfer Grant.

#### **Retirement/resignation overseas and return to the UK or country of retirement**

You can claim 50% of the appropriate Overseas Transfer Grant, but you must do this within 3 months of your retirement/resignation.

It should be noted that your Transfer Grant will be subject to abatement if you are married to a member of the armed forces who will be receiving a Disturbance Allowance.

Rates of Transfer Grants can be found in **Change of Work Location and**

## **Travel and Subsistence – Rates of Allowances, Costs, Rates and Charges.**

### **Car hire prior to departure and once in the UK or country of recruitment**

When shipping your car/motorcycle, or where you are awaiting delivery of a vehicle from a local dealer, there is an entitlement to 14 days car hire which can either be used in the overseas area or in the UK/country of recruitment while you wait for your vehicle. The 14 days car hire period can be split between the overseas location and the UK/country of recruitment. 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. The 14 day period will not be extended for any reasons (e.g. because lengthy shipping, delays etc). The Department agrees to meet the cost of shipping, and a short period whilst a vehicle is not available. This concession is not mean to be indefinite but a short contribution in the period around transfer. It is for employees to determine whether they wish to fund the provision of any vehicle between Departmental assistance and any eventual delivery of a vehicle. If you decide to not ship your vehicle to the UK/country of recruitment or have not made arrangements to purchase a vehicle from a dealer in the UK/country of recruitment, you will not be entitled to car hire on return.

### **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.

### **Allowances on return to the UK or country of recruitment**

#### **Advance of salary – on return to the UK**

If you return to the UK to continue your employment with MOD you may apply for an Advance of Salary (AOS) of up to a maximum of 2 months gross salary claimed from DBS Civilian Personnel. However, such requests will be restricted to cases of demonstrable need. Therefore, you will be required to provide full details of the expenditure for which the advance is required (e.g. preparing UK home for reoccupation). Any such advance will be reduced by the amount of any previous advance that remains outstanding. Repayments of advances are to be made by regular monthly instalments commencing immediately after arrival in the UK, and to be completed within 12 months. If you are not taking up a further MOD appointment on your return to the UK, you will not be eligible for an Advance of Salary”

#### **If your family remained in the UK/country of recruitment during overseas tour:**

#### **At old duty station**

If you are married and you left your family at your old duty station in UK and continue to leave them there whilst looking for accommodation at your new



Permanent Duty Station (PDS) your eligibility for allowances is bound by the rules in **Policy, Rules & Guidance: Change of Work Location in the UK.**

#### **At selected place of residence**

If you are married and your family moves to a selected place of residence elsewhere in UK and they stay there whilst you seek accommodation at your new UK PDS your eligibility for allowances is bound by the rules in **Policy, Rules & Guidance: Change of Work Location in the UK.** However, travelling and removal expenses of the move from the selected place of residence to the new station are limited to those which would have been incurred had they accompanied you overseas.

#### **Reoccupation of your former home**

If you chose to rent your UK property out whilst you were serving overseas this is considered to be an entirely private matter. You should, therefore, make the appropriate arrangements to ensure that the property will be available for your reoccupation on return from overseas.

#### **Subsistence allowances on arrival in the UK/country of recruitment**

Subsistence may be paid, at the discretion of DBS Civilian Personnel Relocations, if on return to UK from an overseas tour you unavoidably have to occupy hotel or hotel-type accommodation in the following circumstances:

- if you are a householder and your UK home cannot be occupied (i.e. awaiting delivery of personal effects from overseas) ;
- if you sold your home prior to departure from UK and have not yet purchased or are unable to occupy your new accommodation;
- if you sold your home prior to departure from UK and are necessarily occupying hotel accommodation pending a posting to a new UK station;
- if you are a married or single non-householder and did not reside with parents prior to overseas posting.

The actual cost of hotel accommodation and meals may be claimed in accordance with normal subsistence regulations for each entitled dependant for an initial period of 7 nights. This period may be extended to 30 nights by DBS if they are satisfied that it is merited. During this period you may also claim the daily Incidental Expenses Allowance, but this cannot be claimed for your dependants. If you or your spouse/dependants stay with Family or Friends on your return the Family and Friends rate will be restricted to a maximum of £25 per person per night (£350 per month), with a ceiling of £50 per night (£500 per month).

#### **Resettlement leave on return to UK**

If you have served overseas for at least 12 months you are entitled to 1 week's special paid leave immediately on return. If you have served for less than a year you can only be granted this leave if you have been transferred to a new location resulting in a move of home at public expense. This is

additional to any leave allowed under a preliminary visit as part of an approved UK move of home entitlement.

If you have returned on retirement/resignation, resettlement leave is not allowed.

### **Returning from Special Unpaid Leave having worked for a non-MOD organisation based overseas**

If you have opted to take Special Unpaid Leave to work for a non-MOD organisation based overseas (e.g. NETMA, OCCAR etc), any allowances and entitlements on going overseas, living overseas and returning to the UK, which are available in the normal MOD overseas posting, do not apply. Additionally the Special Paid Leave (SPL) normally granted before or after a MOD transfer overseas will also not apply. Consequently, any question of allowances, entitlements and SPL granted whilst in the employment of the non-MOD organisation, should be addressed to them.

### **Rented and Hotel or hotel-type accommodation**

If immediately on your return you occupy furnished accommodation or you necessarily occupy hotel, or hotel-type, accommodation for more than 30 nights you may claim assistance with your additional temporary accommodation costs. You should contact DBS Civilian Personnel Relocations for guidance. Any claims must be supported by a declaration that permanent accommodation is being sought. All payments made under these rules must cease from the 90th night. Any further claims are then subject to the rules in **Policy, Rules & Guidance: Change of Work Location in the UK**.

### **If you were in receipt of Additional Housing Cost Allowance prior to your overseas tour of duty**

If your Additional Housing Cost Allowance ceased prior to your overseas posting it will re-start the date that the accommodation is reoccupied and will start at the point you would have reached had you remained in receipt of the allowance. You should inform your DBS Civilian Personnel Relocations nominated officer and request your AHCA be re-started. See **Changing Location – UK**.

### **If you are a Non-Householder**

On return to the UK/country of recruitment, after your overseas tour, if you travel direct to your parents' home instead of your new duty station you are entitled to travelling expenses etc to the new station when taking up duty.

For further information regarding permanent and temporary transfer allowances and entitlements see **Changing Location – UK**.

### **ALLOWANCES ON RETURN FROM OVERSEAS**

The position on allowances on return to the UK previously assumed that an employee would be managed into a new UK post and would then pick up

the normal UK transfer package, or they would return to a job in the previous work dormitory area or would be leaving the Department on resignation or redeployment. However, some employees may now return to the UK and go into the RDP, not knowing where the next posting will be, and not have a UK home in which to reside. This has created a number of allowance permutations for employees returning from overseas. In addition the eligibility for relocation assistance on transfer has also changed. The following seeks to identify most situations and the allowances normally payable, inclusive of those who may now have neither home nor new job, and where before they could simply reoccupy the old home or move to the new location immediately on return to UK.

The number of permutations increases depending upon whether an employee chose to dispose of their old home under the old regulations in the initial period after being posted overseas, or whether they made a private decision to sell the home during the overseas tour. Transferees posted after 1 October 2014 do not receive assistance with sale costs going overseas. Sale costs which arise from private decisions are not recognised by the Department on return to UK because it has nothing to do with the transfer overseas, and so should not lead to additional expenditure being incurred by the Department.

The following list is not meant to be exhaustive, but would cover most permutations that arise. If in doubt, you should contact DBS Civilian Personnel Relocations for clarification.

### **1. Employee in MOD employment Overseas and returns to a UK MOD Post**

1a. Posting to Old Work Station (e.g. either last permanent place of work or location within reasonable daily travel of home at last permanent place of work). All postings to locations within reasonable daily travel of old home will be on Permanent terms.

Employee returns to UK and returns to former home.

- Repatriation of employee, and recognised members of household to the UK.
- Removal of belongings from overseas/store to UK home.
- Car Shipment (if appropriate)
- 50% of the Overseas Transfer Grant
- Subsistence allowances on arrival in the UK or country of recruitment. Up to 7 nights assistance with actual cost of accommodation and meals for employee and recognised members of household, and Incidental Expenses Allowance for employee only. This would be granted if employee/family unavoidably had to occupy hotel or hotel type accommodation because the UK Home cannot be occupied immediately (e.g. awaiting delivery of belongings). This may be extended by DBS if they are satisfied it is merited.
- Any old entitlement to Additional Housing Costs Allowance may be

reactivated at the point the allowance would have reached had it still be in operation, and if still needed.

**Employee posted before 1 October 2014 returns to UK having sold previous home on being posted overseas, having told the Department of their intention to sell the old home within 3 months of transfer and subsequently received Departmental assistance with the sale costs. Those recruited after 1 October 2014 would not fall into this category (as they are ineligible for reimbursement of sale costs on a overseas posting).**

- Repatriation of employee, recognised members of household to the UK.
- Removal of belongings from overseas/store to UK.
- Car Shipment (if appropriate)
- 50% of the Overseas Transfer Grant
- Subsistence allowances on arrival in the UK or country of recruitment. Up to 7 nights assistance with actual cost of accommodation and meals for employee and recognised members of household, and Incidental Expenses Allowance for employee only. This may be extended to 30 nights by DBS if they are satisfied that it is merited. If at the end of this period you have still not secured permanent accommodation, some limited assistance with additional temporary accommodation costs through the payment of Supplementary Rent Allowance for a short period.
- Assistance with legal expenses
  - Solicitors Fees
  - Reasonable Stamp Duty Costs
  - Mortgage Arrangement Fees (but not broker fees etc)
- No assistance with other UK Transfer Allowances for a return to the old location
- Any old entitlement to Additional Housing Costs Allowance may be reactivated at the point the allowance would have reached had it still be in operation on purchase, and if still needed.

**Employee posted before 1 October 2014 who returns to UK having sold old home privately during the overseas tour, having previously informed the Department within 3 months of transfer, they did not intend to sell the UK home whilst overseas. Those recruited after 1 October 2014 would not fall into this category (as they are ineligible for reimbursement of sale cost on a overseas posting).**

- Repatriation of employee, recognised members of household to the UK.
- Removal of belongings from overseas/store to UK.
- Car Shipment (if appropriate)
- 50% of the Overseas Transfer Grant
- Subsistence allowances on arrival in the UK or country of recruitment. Up to 7 nights assistance with actual cost of accommodation and meals for employee and recognised members of household, and

Incidental Expenses Allowance for employee only. This may be extended to 30 nights if DBS are satisfied that it is merited.

- No assistance with legal expenses or any other UK Transfer Allowances (mortgage/rental support) to re-establish the UK home.
- Any old entitlement to Additional Housing Costs Allowance may be reactivated at the point the allowance would have reached had it still be in operation on purchase, and if still needed.

#### **Employee returns to UK having previously been a renter**

- Repatriation of employee, recognised members of household to the UK.
- Removal of belongings from overseas/store to UK.
- Car Shipment (if appropriate)
- 50% of the Overseas Transfer Grant
- Subsistence allowances on arrival in the UK or country of recruitment. Up to 7 nights assistance with actual cost of accommodation and meals for employee and recognised members of household, and Incidental Expenses Allowance for employee only. This may be extended to 30 nights by DBS if they are satisfied that it is merited. If at the end of this period you have still not secured permanent accommodation, some limited assistance with additional temporary accommodation costs through the payment of Supplementary Rent Allowance for a short period.
- No assistance with legal expenses or any other UK Transfer Allowances for a return to the old location
- Any old entitlement to Additional Housing Costs Allowance may be reactivated at the point the allowance would have reached had it still be in operation on purchase, and if still needed.

**1b. Posting to New Work Station outside of reasonable daily travel of home at last UK permanent place of work. Postings will be either Permanent or Temporary depending upon expected time spent in new post.**

#### **Employee returns to UK and new post on Permanent Terms.**

- Repatriation of employee, recognised members of household to the UK.
- Removal of belongings from overseas/store to old/new UK home.
- Car Shipment (if appropriate)
- 50% of the Overseas Transfer Grant (if old home is reoccupied and employee travels daily). If an employee moves home within the UK, this will be deducted from the UK Transfer Grant
- Subsistence allowances on arrival in the UK or country of recruitment. Up to 7 nights assistance with actual cost of accommodation and meals for employee and recognised members of household, and Incidental Expenses Allowance for employee only.
- If the employee is in the RDP normal UK rules will apply for the move of home to the new area, with assistance granted as needed; e.g.

move of home expenses, Additional Housing Costs Allowance, Advance of Salary, Relocation Company Scheme as appropriate.\*

- If the employee returns to a UK post and is not in the RDP any assistance with UK Transfer Allowances after the return to the UK, will be based on the transfer allowances offered in the advert.
- If the old home is reoccupied, any old entitlement to Additional Housing Costs Allowance may be reactivated at the point the allowance would have reached had it still be in operation, and if still needed.

\* **Employees in the RDP.** Employees who decide to return to the old location home and travel daily can claim Excess Fares Allowance under UK Transfer rules. The assistance granted with reoccupation of the old home will be as set out in 1a (above). An employee who sold their old home privately whilst overseas, may claim their sale costs retrospectively, if they move home to the new location. An employee who sold their home at public expense when going overseas and later purchased a property in the old location or another location unrelated to the old or new work areas, will be responsible for its disposal. They will not be able to use the Relocation Company Scheme, but could receive their legal expenses on purchase, when the old home is sold. If the employee purchased a property within the dormitory area of the new work location whilst overseas, the purchase costs may be met retrospectively.

### **Employee returns to UK and new post on Temporary Terms.**

An employee who undertakes a Temporary Transfer on return from Overseas, would not be expected to establish a permanent position in the UK "Temporary" location but would either travel daily from their old area, or stay in temporary accommodation. Employees who are in the RDP, the normal UK Temporary Transfer allowance package would apply and allowances payable would be based on their permanent accommodation position at the old location. Employees would normally return to their old home/work location, and the assistance payable for this aspect of the return would be as defined in 1a (above). Those employees who take a Temporary post who are not in the RDP will have their allowances based on the transfer allowances offered in the advert.

## **2. Employee returns to UK into the Redeployment Pool**

### **Employee returns to UK to old home**

- The appropriate allowances as set out in 1(a) above would apply.
- Once a UK post is secured the appropriate UK Transfer rules will be applied on the basis of the old UK home – either Permanent or Temporary Transfer terms, daily travel, move of home etc.
- If a move is secured within 12 months of return, the UK Transfer Grant will be abated by any earlier payment of the Overseas Transfer Grant.
- If a new post is secured before the reoccupation of the old home is completed, it may be possible to remain in temporary accommodation

if DBS concur that it is cost effective to do so before utilising the UK transfer allowances.

### **Employee returns to UK and has no home (owner-occupier)**

- Repatriation of employee, recognised members of household to the UK.
- Removal of belongings from overseas/store to UK home.
- Car Shipment (if appropriate)
- 50% of the Overseas Transfer Grant
- Subsistence allowances on arrival in the UK or country of recruitment. Up to 30 nights assistance with actual cost of accommodation and meals for employee and recognised members of household, and Incidental Expenses Allowance for employee only. At the end of this period, two months Supplementary Rent Allowance to help with temporary accommodation costs. At the end of this period, an employee assumes responsibility for their accommodation costs if still in the RDP, although DBS may extend that period in exceptional cases.
- Once a UK post is secured the appropriate UK Transfer rules will be applied on the basis of the old UK home – either Permanent or Temporary Transfer terms, daily travel, move of home etc.
- If an employee has purchased a new home whilst still in the RDP, legal expenses will only be payable if the new home is within a location that would normally justify the payment of legal expenses – meets normal move of home criteria, or the new post justifies an entitlement to legal expenses. Exceptionally DBS may authorise assistance with legal expenses if appropriate (e.g. the employee secures a temporary posting)
- If a move is secured within 12 months of return, the UK Transfer Grant will be abated by any earlier payment of the Overseas Transfer Grant.

### **Employee returns to UK and has no home (renter)**

- Repatriation of employee, recognised members of household to the UK.
- Removal of belongings from overseas/store to UK home.
- Car Shipment (if appropriate)
- 50% of the Overseas Transfer Grant
- Subsistence allowances on arrival in the UK or country of recruitment. Up to 30 nights assistance with actual cost of accommodation and meals for employee and recognised members of household, and Incidental Expenses Allowance for employee only. At the end of this period, two months Supplementary Rent Allowance to help with temporary accommodation costs. At the end of this period, an employee assumes responsibility for their accommodation costs if still in the RDP, although DBS may extend that period in exceptional cases.
- Once a UK post is secured the appropriate UK Transfer rules will be applied on the basis of the old UK home – either Permanent or

Temporary Transfer terms, daily travel, move of home etc.

- If a move is secured within 12 months of return, the UK Transfer Grant will be abated by any earlier payment of the Overseas Transfer Grant.

#### **Employee returns to UK post, having previously not worked in the UK**

- See Section 4

### **3. Employee in MOD employment Overseas and leaves MOD employ on return to UK**

#### **Employee returns from overseas on retirement, resignation, voluntary redundancy or transfer to another Government Department or Agency**

- Repatriation of employee, recognised members of household to the UK.
- Removal of belongings from overseas/store to the place at which you intend to reside up to the cost of removal to your home at your previous permanent place of work in UK, or your place of recruitment in the UK if you did not have a previous UK work station. If you were recruited direct from HM Forces abroad, removal costs will be paid up to the cost of removal to the last UK address where you lived in the UK. Removal expenses to an overseas residence within the cost of the removal to the UK and provided it is within 90 days of tourex. You will be expected to move your effects from storage to your home at the earliest opportunity. The MOD will continue to meet your storage charges up to 30 days after the end of the employment, or to the occupation of your new home (if earlier). At the end of this period, the continuing cost of storage will be a personal responsibility. If you intend to continue to store at your personal expense, transfer your effects to a private address or another storage firm, you will need to inform the storage firm at the earliest opportunity. Failure to provide the storage company with your contact details and/or pay any storage charges arising after the end of the 30 day period could result in the disposal of your effects by the storage firm. Normally you will vacate accommodation before the end of the tour/appointment and removals to the UK would commence immediately. However, where you live in private property unsupported by MOD (e.g. you live in property you own), any entitlement to removals from the overseas area may be delayed. Where so, any entitlement to removals must be used within 30 days of the end of tour/appointment.
- 50% of the Overseas Transfer Grant within 3 months of retirement or resignation
- Subsistence allowances on arrival in the UK or country of recruitment. Up to 7 nights assistance with actual cost of accommodation and meals for employee and recognised members of household and Incidental Expenses Allowance for employee only. This would be granted if employee/family unavoidably had to occupy hotel or hotel type accommodation in the following circumstances:
  - UK Home cannot be occupied (e.g. awaiting delivery of



- belongings);
  - Old UK home was sold or unable to occupy old home immediately on return;
  - If you are a non householder who did not reside with parents
- No legal fees will be granted for purchase of a new home, whether the Department assisted with sale expenses or not on posting overseas
- Potential financial penalties for curtailment charges may be raised if the departure from overseas is earlier than expected.

#### **4. Employee is in MOD employment overseas having not previously worked for MOD in the UK**

As employees posted to their first UK post would normally fund any relocation expenses to the UK post, or any daily travel, it follows that any expenses arising from moving to, or travelling to their first UK post, following an overseas post, is a personal responsibility.

#### **Employee returns to UK into a new post**

- Repatriation of employee, recognised members of household to the UK.
- Removal of belongings from overseas/store to UK.
- Car Shipment (if appropriate)
- 50% of the Overseas Transfer Grant
- Subsistence allowances on arrival in the UK or country of recruitment. Up to 7 nights assistance with actual cost of accommodation and meals for employee and recognised members of household, and Incidental Expenses Allowance for employee only. This may be extended to 30 nights by DBS if they are satisfied that it is merited.
- Thereafter, any additional expenses in the UK are the responsibility of the employee. No UK Transfer allowances would be payable (Relocation Services, Legal Expenses, AHCA, AOS etc)

#### **Employee returns to UK into the RDP**

- Repatriation of employee, recognised members of household to the UK.
- Removal of belongings from overseas/store to UK.
- Car Shipment (if appropriate)
- 50% of the Overseas Transfer Grant
- Subsistence allowances on arrival in the UK or country of recruitment. Up to 7 nights assistance with actual cost of accommodation and meals for employee and recognised members of household, and Incidental Expenses Allowance for employee only. This may be extended to 30 nights by DBS if they are satisfied that it is merited. If the employee is still in the RDP at the end of this period, DBS may offer assistance with two months Supplementary Rent Allowance in exceptional cases, and provided an employee does not have a residence which could be used whilst in the RDP.
- Thereafter, any additional expenses in the UK are the responsibility of the employee. No UK Transfer allowances would be payable (Relocation Services, Legal Expenses, AHCA, AOS etc)

**Employee returns to UK having been specially recruited for Overseas Service**

This group of employees have no expectation of returning and working in the UK. Consequently any assistance is limited to help with the cost of the return to the UK (e.g. travel, removals, 50% of the Transfer Grant).

**5. Employee is Overseas (e.g. SUL/Career Break) and returns to UK**

If an employee is working overseas (e.g. for NETMA) or a private employer, or simply living overseas (e.g. following their spouses career), any costs that arise from returning to the UK and/or from the subsequent unavailability of their UK accommodation, are not the responsibility of MOD, and therefore no costs will be met by the Department. Similarly no SUL for the return will be granted.