



**Ministry
of Defence**

**JSP 464
Tri-Service Accommodation Regulations Volume 3:
Service Accommodation Charges, Combined
Accommodation Assessment System (CAAS) and
4-Tier Grading (4TG)**

Part 1: Directive

Foreword

People lie at the heart of operational capability; attracting and retaining the right numbers of capable, motivated individuals to deliver Defence outputs is critical. This is dependent upon maintaining a credible and realistic offer that earns and retains the trust of people in Defence. In order to achieve this, all personnel must be confident that, not only will they be treated fairly, but also that their families will be treated properly and that Service veterans and their dependants will be respected and appropriately supported.

The provision of high-quality subsidised accommodation is a fundamental part of the overall package for Service personnel. However, over time MOD's accommodation charging system – the 4-Tier Grading (4TG) regulations - has become increasingly complex and out-of-date, meaning many of our properties are incorrectly or inconsistently graded. As part of the New Employment Model (NEM), the Combined Accommodation Assessment System (CAAS) was introduced on 1 April 2016 for Service Families Accommodation (SFA) in the UK and overseas, with Single Living Accommodation (SLA) scoping the option to change pending an update to all SLA using the current 4TG. The aim is to provide an accommodation charging system that is fair and objective and is based on national standards that are more congruent with the practices used by external providers and ensures that we drive improvements in the standard of our accommodation.

The Armed Forces Pay Review Body will continue to recommend the top rate of accommodation charges annually. The CAAS methodology will determine the accommodation charge for SFA and SLA, using a framework assessment structure based on three property attributes – Condition, Scale, and Location.

JSP 464 Vol 3 is the authoritative policy for Service accommodation charges, CAAS and 4TG.

**Vice Admiral Phil Hally
Chief of Defence People
Defence Authority for People**

Preface

How to use this JSP

1. JSP 464 Volume 3 provides the methodology for determining the accommodation charges for Service Family Accommodation (SFA), Single Living Accommodation (SLA) and Substitute Equivalents. This JSP contains the policy and direction on accommodation charges and guidance on the processes involved and best practice to apply to assess and calculate individual property charges. This JSP will be reviewed at least annually.
2. The JSP is structured in two parts:
 - a. Part 1- Directive, which provides direction that must be followed, in accordance with statute or policy mandated by Defence or on Defence by Central Government.
 - b. Part 2 - Guidance, which provides the guidance and best practice that will assist the user to comply with the Directive(s) detailed in Part 1.

Coherence with other Defence Authority Policy and Guidance

3. Where applicable, this document contains links to other relevant JSPs, some of which may be published by different Defence Authorities. Where dependencies exist, these other Defence Authorities have been consulted in the formulation of the policy and guidance detailed in this publication.

Related JSPs	Title
JSP 464 Vol 1 Part 1: Directive	Tri Service Accommodation Regulations Vol 1: Service Family Accommodation (SFA) and Substitute Service Family Accommodation – UK and Overseas
JSP 464 Vol 1 Part 2: Guidance	Tri Service Accommodation Regulations Vol 1: Service Family Accommodation (SFA) and Substitute Service Family Accommodation – UK and Overseas
JSP 464 Vol 2 Part 1: Directive	Tri Service Accommodation Regulations Vol 2: Single Living Accommodation and Substitute Service Single Accommodation
JSP 464 Vol 2 Part 2: Guidance	Tri Service Accommodation Regulations Vol 2: Single Living Accommodation and Substitute Service Single Accommodation
JSP 464 Vol 3 Part 2: Guidance	Tri Service Accommodation Regulations: Vol 3: Service Accommodation Charges, Combined Accommodation Assessment System (CAAS) and 4 Tier Grading (4TG)
JSP 752	Tri-Service Regulations for Expenses and Allowances

Business Process Guide

4. The JPA Business Process Guide relating to this JSP can be found at:

http://www.ipublish.dii.r.mil.uk/nlapps/data/folders/JPA_Docs/PR905005.htm

Further Advice and Feedback – Contacts

5. The owner of this JSP is People-Accommodation. For further information on any aspect of this guide, or questions not answered within the subsequent sections, or to provide feedback on the content, contact:

Job Title/E-mail	Project focus
People-Accommodation Policy: People-Accom-Policy Team (MULTIUSER) People-Accom-PolicyTeam@mod.gov.uk	Sponsor & Overall responsibility for policies laid out in JSP 464 in conjunction with single Service Accommodation Colonel staffs.
Navy Accommodation Col Focal Point: NAVYPEOPLE-PSACCOMPOL@mod.gov.uk Army Accommodation Col Focal Point: ArmyPers-Pol-PersSvcs-Accn-SO2@mod.gov.uk RAF Accommodation Col Focal Point: Air-People-PFSpt-AccnWelDelMIbx@mod.gov.uk UKStratCom: UKStratCom-HR-Corp-StratPolSO2@mod.gov.uk	Influencing, developing and implementing Tri-Service and StratCom policies for the single Service accommodation including representing single Service interests and concerns regarding current policy or issues out-with JSP 464.

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Table of Amendments

This JSP was first issued in September 2015 and brings together accommodation charges policy from JSP 464 (previous parts 1-4) and JSP 754 (Tri-Service Regulations for Pay and Charges). **All changes are shown in red.**

Version	Chapters Affected	Dated
2	2, 5, 6	26 Feb 2016
3	6, 7	09 Jan 2017
4	8	06 Mar 2017
5	3, 6, 8	03 Jul 2017
6	5	06 Nov 2017
7	7	16 Apr 2018
8	6, 7	04 June 2018
9	8	3 December 2018
10	Various	01 April 2019
11	Various	01 July 2019
12	3, 6	30 Sept 2019
13	2	03 Feb 2020
14	6	01 April 2020
15	Various	20 July 2020
16	5, 8	01 Oct 20
17	Various	01 Jul 21
18	6,7,8	01 Nov 21
19	2	01 Apr 22
20	6	01 Jul 22
21	Foreword, 5, 6, 8	07 Feb 23
22	0303(h); deletion 0604; 0810; deletion 0816; 8-E-3	28 Jul 23
23	0303(f) and (g); 0827	31 Oct 23
24	0303 (c) - amendment of eligibility for OV37 scheme; 0303 (y) insertion of new dual accn SLA waivers (MAO)	11 Mar 24
25	Amendment to 0303	22 Mar 24
26	Contacts; DMS policy - para 0808	31 May 24

1 Principles

Aim

0101. To determine the criteria for the payment of Service Family Accommodation (SFA) and Single Living Accommodation (SLA) charges.

Scope

0102. These regulations apply to all Regular and Reserve Forces personnel living in SFA, SLA or the substitute equivalents.

Responsibility for Policy

0103. People-Accommodation is the MOD sponsor of accommodation charges and CAAS.

Responsibility for Delivery

0104. DIO is responsible for the assessment of accommodation which leads to the calculation of the accommodation charge. DIO are responsible for setting non-entitled charges and the Local Market Rates where applicable.

Service Accommodation Charges

0105. The Armed Forces' Pay Review Body (AFPRB) is responsible for recommending accommodation charges, which are paid by entitled occupants and published by MOD under a Directed Letter. The overall CAAS (or 4TG) assessment determines the accommodation charge for individual properties. The furniture charge (Part Furnished or Furnished), Contribution in Lieu of Council Tax (CILOCT), Garage/Carport charges are recorded and charged separately.

2 Service Family Accommodation and the Substitute Equivalents - Charges

Charges for Entitled Personnel

Liability

0201. Unless specifically exempted under a separate clause of these regulations, all Service personnel will pay an accommodation charge when occupying SFA or a substitute equivalent. The accommodation charge will include an element for each of the following components:

- a. Rent;
- b. Water and sewerage;
- c. Furniture Hire – (plus Part Furnished / Furnished addition under CAAS);
- d. Extra Bedroom Charges. Where Service individuals (officers and other ranks) have been allocated SFA in excess of 4 bedrooms then they will be charged for one 4-bedroom SFA rate plus an additional charge for any additional bedrooms. For example, if an individual occupies 2 separate 3-bedroom properties a charge will be raised for a 4-bedroom SFA and 2 additional bedrooms.

0202. A Contribution In Lieu of Council Tax (CILOCT) will also be paid, unless specifically exempt. With effect from 1 Apr 16, CILOCT charges will cease overseas for SFA or substitute equivalents. The regulations for CILOCT can be found in **Chapter 4**.

Occupation by Virtue of Appointment

0203. Single Service personnel or those serving unaccompanied and entitled to occupy SFA by virtue of their appointment will pay an accommodation charge as follows:

- a. A Service person who is PStat Cat 1, 1s/c or 2 and involuntarily separated is exempt from paying SLA charges but will remain liable for an SFA charge if their family occupies SFA elsewhere.
- b. Service personnel in the RN and RAF in PStat Cats 1, 1s/c or 2 who are voluntarily separated are exempt from paying SLA charges but will remain liable for an SFA charge if their family occupies SFA elsewhere.
- c. Army personnel in PStat Cats 1, 1s/c or 2 who are voluntarily separated will pay an SLA charge, in accordance with SLA regulations, appropriate to the type and grade of SLA which they would normally have occupied at their permanent unit, unless they are exempted under the terms of the Army over age 37 provision. Full details of the Army over age 37 provision are outlined in **JSP 752, Chapter 7 and Section 8**.

d. Service personnel in PStat Cats 3, 4 and 5 will pay an SLA charge in accordance with SLA regulations, appropriate to the type and grade of SLA which they would normally have occupied at their permanent unit.

0204. The following additional conditions apply to Service personnel who occupy SFA by virtue of their appointments:

a. **Family Visits to SFA.** Unaccompanied Service personnel allocated SFA by virtue of their appointment and paying either no accommodation charge or the appropriate SLA charge will become liable for the full SFA charge if joined by their family on 'casual' visits that exceed 28 days in any 61-day period. In these circumstances SFA charges should be raised from the 28th day and remain in force until the Service individual's family leave¹.

b. **Family Temporarily Absent from SFA.** Accompanied Service personnel who are allocated SFA by virtue of their appointment whose family temporarily vacates the SFA will continue to pay the SFA charge for the first 91 days in the UK or 61 days overseas. If the separation exceeds 92 or 62 days respectively then the appropriate SLA charge is to be raised from the 92nd or 62nd day respectively.

Loan Service or Exchange Appointments

0205. Accompanied personnel who are on loan service with an overseas force and occupy family accommodation provided by the host nation are to be charged in accordance with the regulations contained in JSP 468, Pt 1 and articulated in the country specific 'Blue Book'. Personnel on exchange appointments must be aware of the terms of their respective Memorandum of Understanding (MOU) and will be charged for accommodation as stated.

Occupation of SFA on an LTR(E) basis

0206. Service personnel who occupy SFA under MOD's cohabitation policy, Vol 1, Part 1, Section V, Para 0113 will be required to pay the charges outlined in paras 0201 and 0202 above. The charge applied will be based on the SFA Type that they have been allocated.

Occupation of SFA by Single Personnel

0207. Service single personnel occupying SFA are liable for accommodation charges as follows:

a. **Pregnant Single Service personnel (PSS).** PSS will be liable for the entitled rate of SFA charge and utilities for the SFA occupied from the date of occupation (see also **JSP 464 Vol 1, Part 1, Paragraph 0308**).

b. **Personnel in PStat Cats 3, 4 and 5 in Temporary Occupation of Surplus SFA.** Personnel in PStat Cats 3, 4 or 5 who are permitted to occupy surplus SFA on a temporary basis will pay the SFA charge for the type and grade of SFA occupied.

¹ JSP 464 Vol 1 refers.

Effective Dates

0208. The appropriate accommodation charge will apply from the date that a Service individual takes possession of SFA, but no charge will be paid for the day of departure. This is to avoid an individual being liable for 2 accommodation charges on the same day. If for Service reasons, an individual takes possession of a second SFA property before vacating the first, charges will cease in respect of the first SFA and will commence for the second from the date the individual takes possession of the second property. A 14-day period of grace is allowed for the vacation of the first SFA. Charges will be raised for both SFA when the 14-day period is exceeded unless there are Service reasons, supported by the Local Service Commander, why charges for both SFA should not be raised.

Allocation of SFA

0209. The policy for the allocation of SFA is contained in **JSP 464 Vol 1**. Charging arrangements when SFA is allocated above or below entitlement for Service reasons or personal choice are as follows:

- a. **Allocation of SFA Above Entitlement for Service Reasons - UK only.** In order not to disadvantage personnel when SFA above entitlement is allocated for Service reasons, the SFA charge² applied is the **lower** of:
 - (1) **Entitled SFA Band for Charge** - CAAS Band A/B/C (assessed against the location factor of the occupied SFA); or
 - (2) **Occupied SFA Band for Charge** - CAAS Band for the actual property allocated;
- b. **Allocation of SFA Above Entitlement for Service Reasons - Overseas.** Due to the enhancement to the overseas offer, the SFA charge applied is the lower of 'Band C or Grade 2' for charge, for the type of property to which they are normally entitled or the Band/Grade for charge for the type of property occupied;
- c. **Allocation of SFA Above Entitlement by Personal Choice.** Service personnel who elect to occupy SFA above entitlement as a matter of personal choice will pay the accommodation charge appropriate to the type and band / grade of SFA occupied;
- d. **Allocation of SFA Below Entitlement.** Service personnel who are allocated SFA below entitlement will pay the accommodation charge appropriate to the type and band / grade of SFA occupied.

Changes in Personal Circumstances

0210. Changes in personal circumstances will affect the level of accommodation charge payable as follows:

- a. **Promotion.** Where, for Service reasons, Service personnel occupy SFA above entitlement and pay an accommodation charge appropriate to entitlement rather than that appropriate to the SFA, the accommodation charge will reflect the type and

² Daily rate and associated CILOCT rate

grade / band of property occupied when the individual is promoted unless the SFA is still above the individual's entitlement, in which case the conditions at **Allocation of SFA Above Entitlement for Service Reasons** at para **0207a** apply;

b. **Marital or Civil Partnership, Breakdown/Estrangement.** SP in PStat Cat 1, 1c, 1s or LTRE who have declared estrangement from their spouse/civil partner/LTR(E) but maintain prime mover status for dependant child(ren) by meeting PStat Cat 2 criteria in accordance with JSP 752 are entitled to apply for an alternative SFA when their estranged spouse/civil partner/LTR(E) continues to occupy the current SFA. The SP will be exempt from paying the additional SFA charges whilst they have a continued liability to pay their estranged spouse/civil partners/LTR(E) SFA charges during the reconciliation and 93 days NTV period.

Death of the Service Licensee

0211. Following death in service of the licensee, the bereaved spouse or civil partner is entitled to stay in their SFA to enable them to determine their longer-term housing requirements. Initially this will be for a period up to 2 years following the death of the Service licensee, but retention of SFA entitlement may be extended beyond the 2-year period at the discretion of the Local Service Commander. The bereaved spouse or civil partner will pay entitled SFA charges for the type and grade / band of SFA occupied. CILOCT charges may be abated by 25 per cent for single occupancy where only one eligible adult continues to reside in the SFA. **See also Chapter 4 (CILOCT) and JSP 464 Vol 3 Part 2.**

Substitute SFA

0212. Substitute Service Family Accommodation (SSFA) - (UK only). The accommodation charge for SSFA is to be assessed either at initial sourcing or on move in. The default charge is CAAS Band A with Location factor and Energy Efficiency Rating (EER)/Energy Performance Certificate (EPC) impact applied. In addition, where furniture is supplied, the SFA Furnished or Part-Furnished charge is to be levied as appropriate, see para 0519 for further details.

0213. Overseas Rent Allowance (ORA)³. SFA charges are to be applied as follows:

a. **Under CAAS.** The charge for ORA claimants occupying rented property as SFA will be set at Band D. In addition, from 1 Apr 16, there will be a reduction by 2 charging bands of the CAAS Band assessment for all overseas SFA.

0214. SFA Hirings (USA and Australia). SFA hirings in USA and Australia are to be assessed for CAAS charging Band as follows:

a. **USA.** All hirings that have not received a CAAS survey will be assumed to be CAAS Band D (Condition - DH, Scale - Upper and Location - Intermediate), with any subsequent reductions if they are in a seismic zone and lack appropriate protection. Where properties do not meet this standard, due to limited available accommodation in a given location (rather than personal choice of property), this

³ JSP 752 Part 2, Chap 2, Section 2 refers.

should be addressed through the challenge process. In addition, from 1 Apr 16, there will be a further reduction by 2 charging bands as part of the incentive for Overseas service.

b. **Australia.** All hirings will be assumed to be CAAS Band D (Condition - DH, Scale - Upper and Location – Intermediate⁴). Where properties do not meet this standard, due to limited available accommodation in a given location (rather than personal choice of property), this should be addressed through the challenge process. In addition, from 1 Apr 16, there will be a further reduction by 2 charging bands as part of the incentive for Overseas service.

Charges for Non-Entitled (Eligible) Personnel

0215. Charging regimes for non-entitled (eligible) occupants of surplus SFA.

Non-entitled personnel who are eligible to occupy temporarily surplus SFA will be liable to pay accommodation charges as follows:

- a. **Single (and unaccompanied) Service personnel.** Single and unaccompanied Service personnel occupying temporarily surplus SFA pay the entitled rate of SFA charge plus the SFA Contribution In Lieu Of Council Tax - CILOCT (abated by 25% for single occupancy);
- b. **Other non-entitled (eligible) occupants.** Other non-entitled (eligible) occupants are to be charged the local market rate (determined by DIO), unless there are agreements with the MOD which may specify a different charging regime. Further direction on accommodation charging for non-entitled personnel is contained in an annual DIN by DIO;
- c. **Foreign Armed Forces Personnel.** Personnel serving in a Foreign Armed Force but serving in a UK appointment are to be charged the non-entitled rate determined by an annual DIN by DIO, unless they are on an exchange appointment with UK Forces, or subject to reciprocal training agreements, or Memoranda of Understanding which specify that charges other than the non-entitled rate will apply.

⁴ Unless it is assessed by the Chain of Command that this should be Urban or Remote and therefore the charge would be CAAS Band C or E respectively.

3 Single Living Accommodation and the Substitute Equivalents - Charges

Liability

0301. Unless specifically exempted by separate provision in this section, all Service personnel occupying SLA (including SLA used for the purpose of transit accommodation) or substitute SLA will pay a daily accommodation charge at the appropriate rate for the type and grade of accommodation they occupy. The accommodation charge will include an element of each of the following components:

- a. Rent and furniture;
- b. Water and sewerage;
- c. Fuel and light.

0302. A Contribution In Lieu of Council Tax (CILOCT) will also be paid, unless specifically exempt. With effect from 1 Apr 16, CILOCT charges will cease for overseas SLA and overseas substitute SLA. Regulations for CILOCT can be found in **Chapter 4**.

Waiver of Accommodation Charges

0303. SLA charges will be waived in the following circumstances:

- a. Royal Navy and Royal Air Force personnel in Personal Status Categories (PStat Cat)⁵ 1, 1s/c or 2.;
- b. Army personnel in PStat Cats 1, 1s/c or 2 who are serving on an involuntary separated basis;
- c. **The Army Over 37 Provision.** Those currently in receipt of an SLA waiver as part of the Army-Over 37 Provision as at 31 Mar 24 will remain on this JPA option until their next assignment, but it will be closed to new entrants from 1 Apr 24, with new eligible Army personnel placed on the waiver at (y). No new Movement and Storage of Personal effects/Disturbance Expense funded moves to a Selected Place of Residence (SPR) will be accepted after 31 Mar 24, and all physical moves to a SPR must be completed by 1 Oct 24.
- d. Service personnel in PStat Cats 3, 4 and 5 accommodated aboard a sea-going ship will not pay SLA charges for the first 30 days ashore in SLA unless they have been given at least 30 days' notice for the move ashore. Charges will not be paid by Service personnel embarked in a ship for temporary assignments exceeding 48 hours (charges must be waived for the whole period);
- e. Service personnel accommodated in a ship, whether at sea or alongside. Personnel accommodated in a shore establishment or an accommodation ship will

⁵ PStat Cats are defined in JSP 752 Chapter 1 Section 4.

pay the appropriate accommodation charge provided the accommodation meets the necessary grading standards;

f. Personnel assigned to a B or G role submarine⁶ or personnel serving on the duty watch of a submarine under construction or conducting a Deep Maintenance Period (DMP) for the period where they are required to be accommodated onboard or in duty accommodation on the dockside;

g. The duty watch of a ship in refit, who are required to be accommodated on the dockside;

h. Royal Naval and Royal Gibraltar Regiment Personnel serving on a P2000 or RNPL craft, moored alongside in a Base Port both in the UK and Gibraltar are mandated to live ashore when alongside as the accommodation onboard is not deemed suitable for habitation under current Health and Safety regulations;

i. Personnel in transit overnight on change of permanent assignment will not pay accommodation charges for the SLA at the old unit from the date of vacation;

j. Where field or shipboard conditions have been declared. In these circumstances the following criteria also apply⁷:

(1) The application of field/shipboard conditions on each day is based on the situation at 0300 hours and is to apply to complete periods of 24 hours. Charges will be refunded retrospectively to the date on which field or shipboard conditions were deemed applicable;

(2) Crews of landing crafts will be regarded as serving under shipboard conditions (accommodation) when accommodated aboard. Normal SLA charge rules apply when accommodated ashore;

(3) Field or shipboard conditions in respect of food and accommodation charges can be declared independently of one another. For example:

(i) Personnel in SLA will pay SLA charges. However, if field conditions have been declared by a Commanding Officer (CO) in respect of food, then food charges will not be raised;

(ii) Personnel feeding in Service mess facilities will pay the appropriate food charge (if applicable) but will have a waiver of accommodation charges if living arrangements are deemed by the CO to satisfy field or shipboard conditions criteria;

k. **Permitted to Live Out.** Regular and FTRS (FC) personnel given authority to live out by their CO and do not live in public accommodation will not pay SLA charges;

⁶ Basic Establishment (B-role) and SSBN enhanced single crew (G-role) (See BRd3(1) Annex 2B).

⁷ In order to be eligible for LSA under the Field Conditions criteria (JSP 752 para 05.0103e(3)) both FC(SLA) and FC(F) must be declared.

- l. **Forfeiture of Pay.** SLA charges will not be raised against Service personnel who must forfeit their pay;
- m. **Missing or Prisoner of War.** SLA charges will not be raised against Service personnel who have officially been declared missing or a Prisoner of War;
- n. **Terminal Leave.** Service personnel will cease paying SLA charges on the date terminal leave begins (provided they do not remain in occupation of the SLA) or when the single accommodation is vacated, whichever is the later;
- o. **In Hospital or Military Rehabilitation Unit.** When an individual is in a military or civilian hospital, medical reception station, RN Sick Bay or Military Rehabilitation Unit (MRU) as an in-patient, SLA charges will be suspended from the date of admission;
- p. **A Service Person in PStat Cat 5s/c.** Married Service personnel or those registered in a civil partnership in PStat Cat 5s/c who are absent from their family home will not pay SLA charges;
- q. **Single Homeowner/Occupier.** Regular and FTRS (FC) personnel in PStat Cats 3, 4 and 5 who own their own homes and have received authorisation from their COs to live out in their own homes at the duty station (see i above) will not pay SLA charges at an assignment in the following circumstances:
- (1) They are on any assignment of less than 12 months, and providing they have a continuing commitment to pay the mortgage and their property is not sub-let. Charges will be raised from the date that notification was given that the assignment will be extended beyond 12 months. This includes single personnel commissioning from the ranks on both phase I and II training, who maintain a property at their previous duty station, in which they had been authorised to live out prior to commissioning, provided that each element of the training does not exceed 12 months at any one location;
 - (2) They are on a permanent assignment of 12 months or more and are waiting for a house sale/purchase transaction to be completed for a period not normally exceeding 6 months. This 6-month period will only be extended exceptionally for a further period of up to 6 months, to a maximum total period of 12 months, when authorised by the individual's CO;
- r. **Domiciled Collective Leave (DOMCOL).** Service personnel domiciled outside the UK and Irish Republic and granted leave at public expense to visit their home will not pay accommodation charges for that period provided the SLA is not retained during their leave of absence;
- s. **Re-Engagement Leave (RENLEAVE).** Army personnel granted RENLEAVE on an extension of Service will not pay SLA charges during the period of RENLEAVE provided the Service accommodation is not occupied during that period;
- t. **Cadet Force Adult Volunteers.** Cadet Force Adult Volunteers will not pay SLA charges when provided with SLA for the purpose of carrying out their Cadet Force duties;

- u. **Small Stations Local Overseas Allowance.** Accompanied and single personnel in receipt of Small Stations Local Overseas Allowance (SSLOA) will not pay SLA charges (see **JSP 752 Chapter 6 Section 3**);
- v. **Marital or Civil Partnership Breakdown.** Service personnel in PStat Cat 1, 1c or 1s whose marriage or civil partnership has broken down and who have been authorised a 'Reconciliation' period⁸ will be exempt from paying SLA charges for a period of up to a maximum of 3 months from the date of occupation of SLA, provided there is a requirement to pay SFA charges for that period. If at the end of the "Reconciliation" period (JSP 464, Vol 1 refers), the estranged spouse or civil partner continues to occupy SFA, the Service person will remain liable to pay SFA charges for a further maximum period of 93 days from the date of notice to vacate SFA and will continue to be exempt from paying SLA charges during this period (also see **0208b**);
- w. **Following Evacuation from an Overseas Assignment.** Service personnel and/or their families evacuated from an overseas assignment on the order of the Head of Mission (see **JSP 752**) have no liability for accommodation charges arising out of occupation of public accommodation on arrival in the UK for 90 days after their arrival. However, Service personnel will continue to pay the appropriate accommodation charge in respect of the SFA or SLA they occupied at their overseas duty station;
- x. **Following a House Move on Security Grounds.** If eligible Service personnel serving in Northern Ireland undergo an emergency house move on security grounds (see **JSP 752**) from a property for which they are paying a mortgage, accommodation charges will be waived for any temporary service accommodation they occupy. Such a waiver will normally be allowed for up to 90 days, thereafter any eligibility for the continuing requirement will be reviewed by Headquarters Northern Ireland (HQNI) G1 staff.
- y. **Dual Accommodation.** Royal Navy, Royal Air Force and Army personnel with a Privately Maintained Property and/or a family home (which can include retained SFA but cannot be their Residence at Work Address), as defined in JSP 464 Vol 1 0727.
 - a. – o. JSP 752 Ch2 respectively.

Temporary Assignments

0304. For Service personnel serving on temporary assignment, accommodation charges will be raised as follows:

- a. When public accommodation is used at the temporary assignment unit:
 - (1) Service personnel who occupy SLA at the place of temporary assignment will, unless otherwise exempt under the terms of these regulations, pay the charge appropriate to the SLA occupied. If they retain the SLA at their permanent unit/station these charges will cease from the date the SLA at the temporary unit/station is occupied and restart once it is vacated;

⁸ Regulations for 'Reconciliation' period are contained in JSP 464 Vol 1.

(2) Service single personnel who have been authorised to live out at their permanent assignment station will not pay accommodation charges when they attend a course or an assignment of 12 months or less, provided they have a continuing commitment to pay a mortgage/rent and their property has not been sub-let – see 0303. This includes single personnel commissioning from the ranks on both phase I and II training, who maintain a property at their previous duty station, in which they had been authorised to live out prior to commissioning, provided that each element of the training does not exceed 12 months at any one location;

b. When public accommodation is not used at the temporary assignment unit, Service personnel will continue to pay for any retained accommodation at the permanent station;

c. When Service personnel serving in the permanent garrison in Northern Ireland are absent from the Province on a temporary assignment, they become liable to pay accommodation charges under normal rules.

Accommodation Below Eligibility

0305. When, for Service reasons, Service personnel are provided with accommodation below their eligibility type, then charges are only to be raised appropriate to the type and Grade of accommodation occupied.

Accommodation Above Eligibility

0306. In order not to disadvantage personnel when SLA above eligibility is allocated for Service reasons, the SLA charge applied is the **lower** of:

a. Grade 1 for charge for the type of accommodation to which they are normally entitled; or

b. The grades for charge for the type of accommodation occupied.

Officer Cadets

0307. Officer Cadets and potential officers undertaking their initial training at BRNC Dartmouth, CTCRM Lympstone, RMA Sandhurst or RAFC Cranwell will pay the accommodation charge appropriate to an Officer Cadet (SLA Type OC), in line with the grading of the accommodation occupied.

Loan or Exchange Appointments

0308. Personnel who are on loan service with an overseas force, and occupy accommodation provided by the host nation are to be charged in accordance with the regulations contained in **JSP 468 Pt 1** and articulated in the country specific 'Blue Book'. Personnel on exchange appointments must be aware of the terms of their Memorandum of Understanding (MOU), and will be charged as stated.

Substitute Single Living Accommodation

0309. The following accommodation charge arrangements apply to Service personnel occupying substitute SLA:

a. **Substitute Service Single Accommodation (SSSA) – (UK only).** Occupants of SSSA will pay grade 2 SLA charges unless they are otherwise exempted under the terms of these regulations;

b. **Lodging Allowance Claimants (UK only).** Personnel in receipt of lodging allowance will not pay SLA charges as the accommodation charge is already accounted for in the calculation to determine the Lodging Allowance rates (see **JSP 752 Chapter 2 Section 1**);

c. **Service Families Accommodation (SFA) Appropriated as SLA (worldwide).** Single and unaccompanied personnel occupying SFA appropriated as SLA for Service reasons will, unless otherwise exempted under the terms of these regulations, pay grade 2 SLA charges in accordance with their rank/normal entitlement unless:

(1) the SFA being appropriated is not equipped with cooking / white goods⁹

and

(2) is located +1000 meters from mess facilities where ease of access has been compromised; a grade 3 for SLA should be charged;

d. **Single and unaccompanied personnel occupying SFA by dint of their appointment (worldwide).** Single and unaccompanied Service personnel who are entitled to occupy SFA by dint of their appointment (see JSP 464 Vol 1), should pay the SLA charge in accordance with these Regulations. Where payable, the charge should be set to Grade 2 of the equivalent SLA they would normally have occupied at their duty station;

e. **Overseas Rent Allowance (ORA) Claimants – (Overseas Only).** ORA claimants occupying rented property as SLA will pay Grade 2 SLA charges unless the CO is satisfied that a higher charge (Grade 1) or a lower charge (grade 3 or 4) would be appropriate based on the standard of accommodation provided

Service Supervisory and Punishment Orders (SSPOs) – Impact on Accommodation Charges

0310. A Service person subject to an SSPO who, for the duration of the Order is prevented from leaving a specified unit or establishment without the permission of the CO and who is accommodated in SLA shall pay SLA charges as stated below:

a. where the individual is already paying an SLA charge at the specified unit or establishment, he/she will continue to do so for the duration of the Order;

b. where the individual is allocated temporary SLA at the specified unit or establishment for the duration of the SSPO, SLA charges for this temporary

⁹ Should include a fridge/fridge freezer, washing machine and tumble dryer, which allows the occupant to live their daily life.

accommodation will be waived, where appropriate, in accordance with SLA charging regulations.

Non-Entitled Charges for Accommodation in SLA

Non-Entitled Categories

0311. Whilst not an exhaustive list, the following personnel are to be charged non-entitled rates for accommodation.

- a. UK Service personnel when on leave and accommodated at another mess away from their normal mess for private purposes;
- b. UK Service personnel living out who for private reasons wish to occupy accommodation overnight in their normal Mess. This includes overnight stays following informal functions or formal military events such as Formation and Unit Events, Ceremonial occasions and Formal Mess Functions where MOD road transport may be utilised iaw JSP 800;
- c. Reserves when not on duty;
- d. Non-Regular Permanent Staff (NRPS) personnel. However, NRPS are eligible for accommodation when at camp, on detachments or courses away from the normal duty station;
- e. Staff from other government departments and non-exchequer organisations such as local authorities or the emergency services, when on normal visits or attending meetings etc;
- f. Personnel employed by Services Sound and Video Corporation (SSVC) and NAAFI (except as detailed in the extant MOD/NAAFI Service Level Agreements);
- g. Personnel employed by the Services Hospital Welfare Department in UK;
- h. Contractors' personnel;
- i. Any non-MOD personnel visiting a Mess;
- j. F&C personnel (both military and civilian) who are visiting the UK, whether on duty, including those who are training at or attached to Service establishments;
- k. UK Service and civilian personnel on loan to Trading Funds on detached duty.

Non-Entitled Exceptions

0312. Non-entitled charges do not apply to the following as alternative arrangements already exist:

- a. Families attending passing out parades or parents' days at new entry training establishments;

- b. Canteen and Contract Laundry Staff, living-in, and employed onboard RN Ships;
- c. WRVS workers are normally accommodated in SLA to Field Officer standard free of charge. Where such accommodation is not available or when it is inappropriate for Service reasons for WRVS to occupy SLA, they may be accommodated in SFA and the charges waived;
- d. Employees of the Services Hospital Welfare Department in support of the Services overseas may occupy SLA free of charge;
- e. Community Development Workers may apply to occupy SLA on payment of the entitled rate¹⁰;
- f. All personnel (including F&C personnel) for which a memorandum of understanding (MOU) provides instruction to charge at different rates. It is the responsibility of the sponsor of the MOU to communicate what that rate is and who it applies to;
- g. NATO personnel in Service accommodation in Germany who pay at a special rate promulgated by HQ UKSC(G).

Guests of Service Personnel

0313. Where UK Service personnel living in single accommodation who pay at the entitled rate invite guests to visit or stay with them, provided the conditions set out below are met, the following charges apply:

- a. **Accommodation.** Regardless of the length of stay, the appropriate entitled charge for the accommodation provided is to be raised, except that:
 - (1) Where 2 guests share a room, they are each liable to pay half of the entitled charge and surcharge;
 - (2) Where a guest shares a room provided to Service personnel who pay at the entitled rate, no accommodation charge is to be raised.

0314. Guests of Service Personnel – Entitled Rates. In order to take advantage of the entitled rates set out above, the following conditions must be satisfied:

- a. Guests are to be sponsored by UK Service personnel already living in SLA who pay at the entitled rate and must be approved by the Local Service Commander or his delegated officer;
- b. Rooms will only be made available when other entitled personnel do not require them;
- c. The entitled charges are to apply for a maximum of 3 days; exceptionally, the Local Service Commander may authorise an extended stay of up to 7 days;

¹⁰ D/SP Pol/30/2/13 dated 25 Jan 05 – AFWPSG Minutes

- d. All guests must be invited into the mess on a personal basis. Typically, this will cover friends and relatives (but not dependants) and may extend to individuals attending mess functions. This policy cannot be used to cover the issue of block invitations to non-MOD personnel wishing to participate in official or unofficial gatherings including those organised by associations of ex-Service members;
- e. The guest must not fall within any of the following categories:
- (1) All civilians visiting the mess in either their official capacity or for business purposes;
 - (2) F&C personnel, whether they are on duty;
 - (3) Dependants of Service personnel;
 - (4) MOD civil servants at their normal duty station;
 - (5) UK Service personnel living out who for private reasons wish to occupy accommodation overnight in their normal Mess.

Primacy

0315. The annual DIBs on non-entitled charges remain the primary policy source documents for non-entitled charges for messing and accommodation in SLA.

4 Other Accommodation Charges

Contributions in Lieu of Council Tax

0401. Contributions In Lieu Of Council Tax (CILOCT) are paid by Service personnel living in publicly funded accommodation and paying accommodation charges.

0402. Rates. The level of CILOCT payable by Service personnel occupying SFA and SLA is calculated and promulgated annually by People-Accommodation. The charge is determined by dividing the number of occupied¹¹ properties (by type) by the total amount payable to local authorities (LA) for each type of property.

0403. Exemptions from Contributions in Lieu of Council Tax. The following categories of personnel are exempt from CILOCT:

- a. Service personnel under 18 years of age;
- b. Foreign exchange officers occupying Service accommodation;
- c. Overseas. With effect from 1 April 2016, all SP occupying overseas SFA or SLA (or substitute equivalents) are exempt from CILOCT.

0404. Special Provisions. In normal circumstances, personnel will be liable for CILOCT only in respect of one Service property, the rate of CILOCT for which will normally be determined by the type of accommodation occupied. However, the following exceptions and variations apply:

- a. Irrespective of normal entitlement to Service accommodation CILOCT will be always charged at a rate consistent with the accommodation charge. For example, Service personnel who occupy accommodation below their normal entitlement will pay a CILOCT appropriate to the type of accommodation occupied, not their normal entitlement. Similarly, Service personnel who voluntarily occupy accommodation above their normal entitlement will pay CILOCT appropriate to the type of property occupied and not to that of their normal entitlement;
- b. Service personnel who are liable for 2 accommodation charges, whether SFA or SLA, have a liability to pay CILOCT for both unless otherwise exempt under these regulations.

0405. Eligibility for Discounts. In common with normal Council Tax (CT) rules¹², a discount of 25 percent is applicable to single householders living as single adults in SFA or the substitute equivalents who pay CILOCT. The discount is not payable to personnel with a PStat Cat of 1s or 5s unless the spouse or partner meets one or more of the criteria of paragraphs a to j. To qualify for a discount, an occupant must be living alone, or solely with persons who fall into one of the following categories:

- a. children under 18;

¹¹ CILOCT for unoccupied properties is met centrally by MOD.

¹² www.gov.uk/council-tax/council-tax-exemptions

- b. people on apprentice schemes;
- c. 18 and 19-year olds in full-time education;
- d. full-time college and university students¹³ (but excluding Service personnel in receipt of their normal salary);
- e. young people under 25 who get funding from the Skills Funding Agency or Young People's Learning Agency;
- f. student nurses;
- g. foreign language assistants registered with the British Council;
- h. people with a severe mental disability¹⁴. To qualify for the concession, a doctor's certificate must be provided to a suitably qualified person (not below OF3) to certify that the individual has a severe mental disability;
- i. live-in carers who look after someone who isn't their partner, spouse or child;
- j. diplomats.

0406. Service personnel who claim the 25 percent CILOCT discount must give immediate notification of any changes of circumstances that may affect their eligibility for the discount.

Garage and Carport Charges

0407. Garages and carports allocated to Service personnel (whether they are used for storing vehicles) are to be charged at the appropriate standard or sub-standard garage or carport rate for each car space.

0408. All personnel allocated a garage or carport, other than those mentioned in 0411 and 0412 will pay a garage or carport charge.

0409. Rates. Garage and carport charges are recommended by the Armed Forces Pay Review Body (AFPRB) and promulgated annually in a Directed Letter.

0410. Garages That Can Not Be Alienated. Where the garage/carport forms part of the SFA (this means it is adjoining or an integral part of the SFA structure), or it is located within the borders of the property, it is inalienable, and the occupant will pay a charge whether it is their intention to utilise the garage/carport or not. Inalienable garages are not to be re-allocated for use to other personnel.

0411. Garages That Can Be Alienated. Where the garage/carport is alienable (this means that the garage is outside the borders of the SFA or located elsewhere on the

¹³ www.gov.uk/council-tax/full-time-students

¹⁴ www.gov.uk/council-tax/discounts-for-disabled-people

estate or in a block of garages remote from the SFA), the occupant may declare that they do not intend to use it and therefore no charge is to be made. Notification is to be given immediately if the individual subsequently chooses to use the garage or carport so that appropriate charges can be raised. Alienable garages may be allocated to other personnel subject to them paying the appropriate charge.

0412. Unused Garages. Garages that are not required by the occupants of SFA, other than those that are inalienable, are to be added to the pool of garages for allocation and users are to pay the appropriate charges.

0413. Exemptions. Service personnel allocated a Service vehicle will not pay a charge for the garage or carport within which the Service vehicle is permanently kept. Garages or carports allocated to park Service vehicles are not to be used for private vehicles.

0414. Sub-Standard Garage and Carport Charges. Sub-standard charges will be raised in respect of the following:

- a. **Sub-Standard Garages.** Sub-standard charges will be raised for garages that measure less than 4.3 metres in length and/or 2.3 metres in width (internal measurements) and/or less than 1.85 metres clearance height at entrance;
- b. **Below Standard Garages.** Below-standard charges will be raised against garages that have been formally deemed by DIO to be of such insubstantial construction that it offers little or no security;
- c. **Sub-Standard Purpose-Built Carports.** Sub-standard charges will be raised for carports that measure less than 4.3 metres in length and/or 2.3 metres in width (internal measurements) and/or less than 1.85 metres clearance height at entrance.

0415. Garage Electricity and Heating Costs. The cost of electricity and heating supplied to a garage will be met by:

- a. The user when the supply comes from an SFA.
- b. The user when it is separately metered.

SFA and SLA Utility Charges

0416. SFA Occupants are liable for utility charges (e.g. Gas; Electricity) except for water/sewerage charges (which are already included in the accommodation charge). SLA occupants are not liable for utility charges as they are already included in their SLA charge.

Fuel Subsidy Scheme (FSS) Fuel and Light (F&L) Charges

0417. Aim. To describe the circumstances where the Services have a liability to assist with the costs of utility provision on behalf of occupants of subsidised Service accommodation and to explain the charges to be levied when F&L applies for payment of utilities and the reconciliation process.

0418. Scope. F&L charges are applicable in the following circumstances:

- a. **Direct Supply.** Where the electricity, gas or other fuel supplied to Service provided accommodation (UK or Overseas) comes directly from Service sources. i.e., where it is expedient for the supply to be provided to Service accommodation either within the perimeter of an establishment, or outside because there is no reasonable access to normal civilian sources of supply.
- b. **Overseas.** Where SP serve accompanied and are allocated Service provided family accommodation.
- c. **Excessively Large Properties.** The FSS is available to occupants of Service provided family accommodation when the property size is classed as disproportionate. DIN 2013DIN01-248 refers.

0419. Rates. SP are charged for F&L via their pay accounts at the F&L UK Norm daily rate. The charges applied are year-round flat rates and are the basis for charges worldwide. The charges are calculated to represent the average cost of supplying energy to a standard property of each SFA Type in the UK. F&L charges are annotated on the pay statement as 'F&L Overseas': this same reference is also applied to qualifying SFA in the UK. The rates for F&L are published annually by Defence Infrastructure Organisation (DIO) SD EUS (Energy, Utilities and Sustainability).

0420. Utility Provider Energy Bills. SP occupying privately rented accommodation who are in receipt of Overseas Rent Allowance (ORA), and SP in other Service provided family accommodation overseas who are required to pay energy bills directly to the landlord/utility company are entitled to claim a refund via JPA. They are subject to paying flat rate F&L charges and the associated annual reconciliation process detailed below.

0421. Reconciliation Process. F&L charges are paid from April to March when a meter reading of the actual fuel used is taken. An annual calculation is made to establish the difference between the F&L charges paid against the amount of energy actually used. This generates an amendment figure to be charged, (subject to a maximum laid down by Defence Infrastructure Organisation) or refunded to the occupant. Debits or Credits are applied by using the fuel and light adjustment via JPA. In Germany, the X/Y system also incorporates a gainshare rebate mechanism, which shares any savings arising from energy use of less than the 'Y-rate' with SP.

0422. SFA occupied by Virtue of Appointment. DIO is responsible, in accordance with local arrangements, for meeting all utility costs (gas, electricity, heating oil etc.) for SFA which is occupied by an individual by virtue of their appointment who is P Stat Cat 3, 4 or 5 and unaccompanied; these properties are locally administered with energy bills sent to the designated billing unit for payment. When an unaccompanied individual, who is PStat Cat 1, 1s/c or 2, occupies SFA by virtue of their appointment they pay no SLA charge, and by definition no utility charge as it forms part of the SLA charge provided, they are involuntarily separated (INVOLSEP). Army individuals in PStat Cats 1, 1s/c or 2 who are voluntary separated (VOLSEP) will pay an SLA accommodation charge unless they are exempted under the terms of the Army over age 37 provision.

TV Licence

0423. Occupants of SFA and SLA are responsible for purchasing an appropriate

television licence if they intend to install or use (or intend to use) a television receiver for the purpose of receiving or recording television programme services.

Garage Encroachments

0424. Aim. To explain when a garage encroachment charge will be raised.

0425. Scope. This applies to all Service personnel with a garage encroachment.

0426. Definition. A garage encroachment is:

- a. A privately erected purpose-built garage or carport;
- b. Privately altered or adapted accommodation that provides garage space as a rent-free encroachment on MOD land in the UK.

0427. Change of Ownership. On handover of SFA, unless the incoming tenant agrees to accept responsibility for the garage encroachment it is the responsibility of the previous occupant to remove it.

0428. It is the responsibility of the existing occupant to provide the written confirmation from the new occupant that they are prepared to take over the encroachment and the date upon which the new occupant becomes liable for garage encroachment charges.

Caravan Site Facilities

0429. Aim. To explain the charges to be levied against Service personnel who keep a caravan on MOD property.

0430. Scope. This applies to all Service personnel with a caravan kept on MOD land.

0431. Definition of Charge. Where a caravan is kept on MOD property, this will be regarded, for charging purposes as an encroachment. The charges are set on an individual basis by DIO to cover one or all the following:

- a. water supply;
- b. refuse collection;
- c. sanitary services;
- d. power and light in communal facilities;
- e. A sum in lieu of rent.

0432. Responsibility. The owner is responsible for charges in respect of gas and electricity consumed by them whether metered and charged by the relevant authority or unmetered and assessed by the Caravan Site Officer, and for any other locally assessed charges.

5 Combined Accommodation Assessment System (CAAS) Methodology for SFA and the substitute equivalent

Aim

0501. CAAS provides the methodology for determining the accommodation charge for SFA. CAAS was introduced for SFA in 1 April 2016 and replaces both MOD's 4TG regulations and DIO's 'Standard for Condition' as the reported measure of condition.

Methodology

0502. Accommodation charges are determined by three factors: condition, scale and location. Where a standard is not, or cannot, be met the charge is reduced to reflect the deficiency from the target standard. Against each of these factors, SFA will fall into one of three incremental levels.

Level	Condition	Scale	Location
1	Decent Homes Plus (DH+)	Upper	Urban
2	Decent Homes (DH)	Middle	Intermediate
3	Decent Homes Minus (DH-)	Lower	Remote

0503. This leads to 9 different charging bands. The start of the banding (top charge – Band A) is set at Decent Homes Plus (DH+) for condition, Upper scale and Urban location. The top charge band for each type of SFA, Band A, is recommended by the AFPRB annually. The combined result of the assessment of each factor calculates the overall Rental Band for individual SFA in accordance with the **table below** and the rates table at **Annex B Table 5**.

CONDITION ↓	LOCATION →	Urban	Intermediate	Remote
	SCALE ↓			
DH+	Upper	A	B	C
	Middle	B	C	D
	Lower	C	D	E
DH	Upper	C	D	E
	Middle	D	E	F
	Lower	E	F	G
DH-	Upper	E	F	G
	Middle	F	G	H
	Lower	G	H	I

Criteria

0504. The detailed definition and assessment methodology for each of the CAAS assessment criteria is at **JSP 464 Vol 3, Part 2**. The CAAS assessment is recorded in the form at **Annex A to Chapter 6**.

0505. Overseas SFA Accommodation Charge reductions. The overseas incentive package was introduced from 01 Apr 16; the following enhancements apply:

- a. a reduction by 2 charging bands of the CAAS Band for Charge for all overseas SFA;
- b. CILOCT Waiver. All SP, whether in SFA or SLA (or substitute equivalents) overseas will be exempt CILOCT charges (see also Chapter 4 - CILOCT).

0506. Overseas CAAS methodology. Some aspects of the factors have been amended to reflect differences overseas, as listed below under 'Condition' and 'Location'.

Condition

0507. Condition assessment for SFA is based on the Department for Communities and Local Government (DCLG) 'Decent Homes Standard' (DHS). The three categories into which each property will be placed are: Decent Homes Plus (DH+), Decent Homes (DH), and Decent Homes Minus (DH-). The Target standard for SFA is DH+. A Decent Home is determined by the national standard and requires SFA properties to meet all the following four criteria:

- a. **Criterion 1:** it meets the statutory minimum standard for housing;
- b. **Criterion 2:** it is in a reasonable state of repair (assessed from the age and condition of a range of building components including walls, roofs, windows, doors, chimneys, electrics and heating systems);
- c. **Criterion 3:** it has reasonably modern facilities and services (assessed according to the age, size and layout/location of the kitchen, bathroom and WC and any common areas for blocks of flats, and to noise insulation);
- d. **Criterion 4:** it has a reasonable degree of thermal comfort. This is assessed using the Government's Standard Assessment Procedure (SAP) for measuring energy efficiency at the following thresholds:
 - (1) DH+ SAP 55 and above;
 - (2) DH SAP 54 to 39;
 - (3) DH- SAP 38 and below.

0508. These four criteria are used to identify properties that are affected by one or more of the condition factors to produce an overall CAAS classification (Decent Homes Plus (DH+), Decent Homes (DH), and Decent Homes Minus (DH-)). A rental discount will be applied to properties by adjusting the property to a reduced Condition category, with the starting level set at Decent Homes Plus (DH+) (no discount), and the lowest rent level capped at the Decent Homes Minus (DH-) category.

0509. Overseas. The following differences apply overseas:

- a. **Thermal comfort assessment.** Energy Performance Certificate (EPC) thresholds for overseas SFA will be based upon host nation metrics. Where an EPC (or its equivalent) does not exist, bespoke local arrangements will be made. **JSP 464 Vol 3 Part 2** contains tables indicating the various host nation systems that will be utilised for the purpose of assessing energy efficiency.
- b. **Seismic protection.** This aspect of the Condition assessment is considered as part of wider safety considerations overseas, where risk of damage by earthquake is in some areas increased. Where core SFA stock lacks seismic protection there will be a reduction in CAAS Band. DIO already undertake remedial works where practical and will continue to do so.
- c. **Compliance with UK building and fire standards.** The Decent Homes Standard (DHS) employed as a measure of condition will be utilised for overseas SFA. Where SFA are constructed to UK standard (e.g. within Permanent Joint Operating Bases (PJOBs) locations) SFA will be mapped to the UK standard. Where SFA are not constructed to UK standard (e.g. where hirings are utilised), the host nation standard will be used as a barometer of quality. Throughout, risk and hazards will continue to be mitigated, with fire safety compliance remaining firmly linked to UK Fire Regulations and its certification to UK acceptable equivalent standards.

Scale

0510. The scale element of CAAS is based on two factors: size and features (functional amenity and physical characteristics), benchmarked against DCLG national space standards. Each property will be assessed as Upper, Middle or Lower scale based on the following criteria:

- a. **Size.** Properties will be assessed based on **either one** of the following size criteria:
 - (1) A measure of the overall size – the Gross Internal Area (GIA) (measured in accordance with Royal Institute of Chartered Surveyors Code of Practice); in accordance with the thresholds in **Annex A, Table 1; or**
 - (2) A measure of the habitable space – the Effective Floor Area (EFA) (measured in accordance with Royal Institute of Chartered Surveyors Code of Practice); a cumulative floor area of the kitchen, sitting, dining, bedrooms, dressing room and study in accordance with the thresholds in **Annex A, Table 2. The measure of habitable space (EFA) does not apply if the overall size (GIA) has already been applied.**
- b. **Features.** CAAS will provide a discount if a property lacks certain functional amenities; as defined in **Annex A, Table 3.**

0511. The measures of size and features are used to identify properties that are affected by one or more of the scale factors to produce an overall CAAS classification (Upper, Middle or Lower). A rental discount will be applied to properties by adjusting the property to a reduced Scale category, with the starting level set at the Upper category (no discount), and the lowest rent level capped at the Lower category.

Location

0512. Assessment Criteria. Location assessment applies Government published standards and methods relating to four location factors; **Pan-UK Geographical Classification; Accessibility to key services; Accessibility to broadband** and speed in line with Government national superfast broadband rollout and **Deprivation areas in the UK**. Each of these factors are applied against individual SFA postcodes. This will determine a final assessed classification of Urban, Intermediate or Remote. The results of this assessment methodology will affect the overall accommodation charge for the SFA. More detail on how this process is applied is outlined in JSP 464 Vol 3, Part 2, Chap 5.

0513. These four criteria are used to identify properties that are affected by one or more of the location factors to produce an overall CAAS classification. A rental discount will be applied to properties by adjusting the property to a lower rent category, with the starting level set at the Urban category (no discount), and the lowest rent level capped at the Remote category, as summarised in the **Table** below:

LOCATION CLASS		
Urban	Intermediate	Remote
No reduction in band	One band reduction	Two band reduction
No locational disadvantage	Some locational disadvantage	Significant locational disadvantage

0514. Methodology. JSP 464 Vol 3, Part 2 Chap 5 contains the detailed the methodology used to conduct the Location assessment. This is supported by a comprehensive CAAS Location Element User Guide, which is available on the DIO CAAS Intranet page and provides full details of the data sources used and how the calculations are made.

0515. Frequency of location assessment UK. The assessments of individual properties are not required on change of occupant. Every 4 years a complete review of the location factor (UK only) within charging methodology policy will be done by DIO's Data Analytics and Insight (DA&I) team. The 4-year cycle has commenced formally with year one being taken as 1 Apr 21, the following refreshes have been conducted:

- a. **Introduction of Accessibility step for wider UK.** To bring consistency, fairness and align UK policy methodology, the accessibility factor was implemented on the 1 Oct 20 for Scotland, Wales and Northern Ireland. This also included a full refresh of the location data sets in line with existing policy. Thereafter, future updates will be conducted 4-yearly; year one is 2021 not 2020; this ensures England is refreshed during 2020 and the UK 4-yearly cycle aligns;
- b. **Updated evidence base.** The location data set for England has been refreshed in line with policy, in 2020; changes are implemented from 1 Apr 21, with subsequent updates conducted 4-yearly;
- c. **Substantive Changes to Data Source.** Substantive change to Government standards on which assessment criteria are based, will be monitored and brought in where applicable in line with 4-yearly cycle.

0516. New build properties will have the same location factor assessment conducted on an individual postcode to obtain the initial classification.

0517. Notification of changes. In accordance with **Chapter 6 Para 0603 SFA** occupants are to be informed 93 days in advance of any changes to charges (both up and down), following any update to the Location assessment.

0518. Overseas. The following conditions apply:

a. **In-country location assessment.** The relative levels of disadvantage (i.e. levels of broadband access, reality of public transport frequency, quality of amenities, level of deprivation) differ between countries. These differences will be given due weighting in considering the Location assessment (Urban, Intermediate or Remote) for each overseas location. Each overseas command has conducted its own assessment, based on in-country knowledge and experience, which has then been ratified by the single Service, UK STRATCOM, DIO and MOD members of the CAAS Working Group¹⁵.

b. **Accessibility to Key Services.** The thresholds for the average travel times to the eight 8 key services are amended for overseas locations, in recognition of practicalities such as the frequency/reliability of public transport and realistic expectations of what a SP, partner or dependent might be expected to endure.¹⁶ The revised overseas thresholds for average travel times to key services are:

- (1) Urban (less than 10 minutes); or
- (2) Intermediate (between 10 minutes and 30 minutes); or
- (3) Remote (more than 30 minutes).

The effect of these revisions is to allow for an earlier trigger of the reduction from one level of CAAS to the next, than in the UK;

c. **Frequency of assessment.** The overseas assessments should be reviewed on a 4-yearly basis. In the event of any extenuating circumstances, which would require an earlier review of the assessments, then the Overseas Commands should contact People-Accommodation through their TLB Accommodation Colonel.

0519. Substitute Service Family Accommodation (SSFA) - (UK only). The accommodation charge for SSFA is to be set at SFA CAAS Band A for charge at either the furnished or unfurnished rate. However, the SSFA Regulations make provision for an occupant to challenge the grading where they believe that the property does not warrant CAAS Band A charges. In order to minimise the administrative burden of re-grading individual SSFA properties, the following procedures are to apply:

- a. Within 3 months of first occupation of the SSFA, occupants may apply to DIO Accommodation for their property to be re-surveyed when they consider that

¹⁵ These assessments are owned by People-Accommodation and reviewed on a 4-yearly basis. In the event of any extenuating circumstances Overseas Commands should contact People-Accommodation–Policy 1 through their TLB Accommodation Colonel.

¹⁶ Such as adverse effects of local weather norms, excessive walking distances from ‘within the wire’ to the public transport pick up point.

significant deficiencies below CAAS Band A for charge apply in accordance with the SFA CAAS criteria at Chapter 5;

- b. DIO Accommodation is to visit the SSFA within 1 month of receipt of the application and makes an independent assessment;
- c. Subject to the visit, DIO Accommodation is to recommend to the appropriate Service Authority that re-grading is/is not appropriate;
- d. The Service Authority is to approve or turn down the re-grading application;
- e. DIO Accommodation is to be notified of the Service Authority's decision and DIO Accommodation is to notify the occupant of the outcome before any change in the occupant's accommodation charge is administered;

Review of CAAS Criteria and Re-assessments

0520. Criteria. People-Accommodation is responsible for the rolling review of the CAAS assessment criteria. Review/assessment frequency cycles are detailed in JSP 464, Vol 3, Part 2, Chap 5.

0521. CAAS Band Survey. Survey assessments to inform CAAS banding are managed by DIO at the following points: on change of the next occupant, following refurbishment or not more than 6 years after the previous assessment, whichever is the earlier

6 CAAS Assessment Procedures for SFA

Frequency of Assessment

0601. DIO is to conduct a review of the SFA CAAS band of a property by visit, desktop, or full assessment of the property, as follows:

- a. On change of occupant;
- b. After any upgrade work on a property. Upgrade is defined as a replacement of the following building elements: bathroom; kitchen; external doors; windows; boiler and/or heating systems; cavity or external wall insulation; roof; or whole house refurbishment, including some but not necessarily all of the building elements listed. Where accommodation has been subject to improvement, it will be reviewed as part of the handover on completion of the work;
- c. Not more than 6 years after the previous assessment (full CAAS Survey undertaken);
- d. On re-typing of property;
- e. On temporary band reduction.
- f. On request of a Staff HQ, 1* or above, seeking clarification confirmation and validation, of submitted data to that HQ.

Staffing of Assessment

0602. DIO is responsible for notifying occupants of accommodation of the findings of an assessment by providing a copy of the CAAS Assessment Summary Sheet (Annex A), so that occupants are aware of the assessment results and the rental band.

Effective Date for Change of Accommodation Charges

0603. The effective date of the charge is as follows:

- a. Date of occupation on move in to a property, or
- b. Changes in charges (both up and down) arising from CAAS assessment convened in accordance with a 6-yearly rolling programme or where there have been upgrades, should take effect 93 days after the date of the assessment. SFA occupants are to be notified at least 28 days in advance of the assessment visit.

Challenges and Appeals

0604. Moved to JSP 464 Vol 1 Part 3.

Temporary Reduction

0605. Temporary deficiencies or reductions in amenities lasting for 7 days or more. Deficiencies or reductions in amenities, lasting for 7 days or less, will not generate any rental band change. Where there is a significant deficiency or reduction, including environmental disruption¹⁷, a permanent or intermittent failure of utilities covered by the accommodation charge (meaning water and sewerage to SFA) caused by act or omission of the Authority which is likely to last for between 7 days and 93 days, DIO may authorise a temporary reduction of up to two rental bands for the period of disruption. The criteria that must be met for a temporary reduction to be applied are listed at Annex C. This will be applied as follows:

- a. A two rental band reduction is only to be applied where the deficiency or reduction in amenities would substantially reduce the CAAS Condition (DHS) assessment; i.e. result in a lower DH score if the SFA were to be fully re-assessed. Where adequate alternate provision within the SFA is made a full 2 Band reduction will not be awarded.
- b. A one rental band reduction is to be applied where there is environmental disruption that impacts on the occupants through nuisance, noise, dust etc but would not lead to a reduction in DH score if the SFA were to be re-assessed. The reduction in rental Band is to be applied to those SFA directly affected and is to be fully justified¹⁸

0606. If evidence proves that any one SFA has had 4 or more occurrences over a 12-month period, which individually may not have met the 7-day criteria but collectively are believed to have had a significant overall impact for the same occupying family, then a temporary 1 or 2 band reduction can be considered (e.g. repeated short term failure of the boiler). Each case will be assessed by the AHM on a case-by-case basis. Evidence providing justification needs to be recorded for each case by the DIO CAAS TDG SME.

0607. Temporary reductions are to be raised in writing, on form FR434, for the IP OST to action through JPA. All temporary reduction requests are to be recorded on the Temporary Reduction Register by DIO CAAS TDG SME prior to action by OST. All TDG requests must include appropriate supporting evidence in which to justify the request being asked for. All requests must include a start and end date and may include a review date, especially where the period is likely to exceed 93 days to the maximum 186 days. Requests that do not provide a start and end date or supporting evidence will be rejected back to the originator. The start date for requests may not be earlier than the date the issue was first reported; under no circumstances are temporary reduction requests to be backdated to the date of occupation of the SFA. All Temporary Reductions will be actioned on completion of works or when the issue resulting in temporary downgrade has been resolved.

¹⁷ Building works immediately adjacent to the property which may restrict access or access routes to accommodation or significantly effects living conditions due to noise, dust or other hazard.

¹⁸ e.g. construction works to the rear of a street will impact those SFA backing onto the site; an estate wide approach is not appropriate, e.g. not for those properties on another street on the estate that is not adjacent to the site.

0608. If after 93 days, the conditions giving rise to the temporary reduction still prevail, the originator (AHM, Project Manager) is to review and make recommendations for extension (up to the maximum allowed x186 days) to the temporary reduction, and must provide DIO CAAS SME with substantial evidence supporting the request (e.g., photos, videos, architectural plans etc.)

0609. After a total of 186 days, the temporary reduction will cease. If conditions giving rise to the temporary reduction still prevail, action to formally re-assess and re-band the property should be taken in accordance with the instructions within this Chapter (JSP464 Vol 3 Pt 1).

0610. In exceptional circumstances a re-assessment may not change the CAAS band allocated prior to temporary reduction, but the cause of the temporary reduction remains; in this circumstance DIO CAAS TDG SME is to be consulted on the next appropriate course of action to take.

Multiples of Temporary Reductions / Compensation

0611. A maximum of 2 CAAS bands temporary reduction can be awarded to a property at any one time, irrespective of if multiple issues exist at that property. Multiples of temporary reductions cannot be applied over and above the maximum 2 CAAS band temporary reduction (see SFA Charge Temporary Reduction Criteria at Annex C).

Void Improvement Works (VIP)

0612. In-occupancy VIP should be kept to an absolute minimum. Where this does occur, project managers and regional managers should follow the guidance given under the "Improvement Works" section in Annex C.

Garages.

0613. CAAS banding temporary reductions will not apply for garages. Where garages are in a state of disrepair, requests to have the garage charge reduced should be made via Home Services in the first instance.

0614. Garages can be awarded Sub-standard status (not a temporary reduction) for being unsecure, undersize and not weatherproof. Please see the separate policy for more information regarding garages in JSP464, Vol 3, Pt 1, Para 0414 a. and b. and Para 0616.

Where an occupant reports that the garage requires a repair that deviates from the Move In standard (wind and weatherproof, accessibility), and the period to complete the repair is over 7 days, a temporary downgrade to sub-standard garage charge is to be applied from the date of the repair being reported to the date of completion of the repair. Record of such temporary downgrades is to be maintained.

Typing and Re-typing of Accommodation

0615. Where confirmation of the accommodation Type is required, or where there is a requirement to re-type accommodation to meet changes in demand, DIO is to carry out a banding assessment. Types are defined in **JSP 464 Vol 1 and 2**. This principle applies equally to SFA and SLA.

CAAS ASSESSMENT SUMMARY SHEET FOR SFA

Address	
Postcode	
SFA Type	
BSUID / UPRN ¹⁹	
Effective Date of Charge	
Energy Rating Band (A-G) ²⁰	

Condition	Decent Homes Level
1. Safety - Category 1 Hazard (includes Noise assessment)	DH+ / DH / DH-
2. Repair	DH+ / DH / DH-
3. Modernity - Facilities & Services	DH+ / DH / DH-
4. Thermal Comfort (Energy Efficiency Rating) (DH+ = EER Band D and above; DH = EER Band E / DH- = EER Band F or below)	DH+ / DH / DH-
Condition - Overall Score	DH+ / DH / DH-

Scale		Upper / Middle / Lower
Size²¹	Gross Internal Area (GIA) [Does not apply if EFA applied] Explanation: Upper: to Scale Middle: Reduced Floor Area >10% below Scale Lower: Reduced Floor Area > 25% below Scale	
	Effective Floor Area (EFA) [Does not apply if GIA applied] Explanation: Upper: Cumulative, not individual rooms >10% below Scale Middle: Pass / Fail Lower: Pass / Fail	
Features²²	Explanation: Upper: 5 deficiency points or less Middle: >5 points Lower: >10 points	
Scale - Overall Score (Combined total of GIA or EFA and Features)		Upper / Middle / Lower

Location	Urban / Intermediate / Remote
Accessibility	
Broadband Accessibility (Speed ≥ 17.8 Mbits/s)	
Deprivation (≤ 10 percentile)	
Location - Overall Score	

CAAS Overall Assessment	CAAS Band (A to I)	
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¹⁹ This is a unique code DIO use to identify your SFA.

²⁰ The Energy Rating Band is based on the Standard Assessment Procedure (SAP) used by Government to assess and compare the energy and environmental performance of dwellings. Ratings are from A (most efficient to heat) to G (most expensive to heat).

²¹ Refer to thresholds at JSP 464 Part 3 Vol 2 Chapter 4 Annex A.

²² Combined total of positive and deficiency points JSP 464 Part 3 Vol 2 Chapter 4 Annex A.

TABLE 1 - GROSS INTERNAL AREA (GIA) FOR ASSESSING SCALE - ALL DIMENSIONS m²

	Type							
	I	II	III	IV	V	D	C	B
Upper Level Scaled Gross Internal Area	Above 211.5	Above 174.6	Above 128.3	Above 112.1	Above 95	Above 97.2	Above 76.3	Above 68.2
Middle Level Reduced Floor Area Scale Threshold Below scale >10%	211.5 to 176.4	174.6 to 145.6	128.3 to 107	112.1 to 93.5	95 to 79.2	97.2 to 81.1	76.3 to 63.7	68.2 to 57
Lower Level Reduced Floor Area Scale Threshold Below scale >25%	176.3 & below	145.5 & below	106.9 & below	93.4 & below	79.1 & below	81 & below	63.6 & below	56.9 & below

GIA as per 4TG “**TABLE 3 – STANDARD AND REDUCED FLOOR AREA RECOGNISED FOR GRADING SFA**” at Chapter 8.

TABLE 2 - EFFECTIVE FLOOR AREA (EFA) FOR ASSESSING SCALE - ALL DIMENSIONS m²

	Type							
	I	II	III	IV	V	D	C	B
Upper Level	Above 157	Above 139	Above 93.6	Above 81.9	Above 70.2	Above 73.35	Above 55.8	Above 47.25
Middle Level Below scale >10%	157 & below	139 & below	93.6 & below	81.9 below	70.2 & below	73.35 & below	55.8 & below	47.25 & below
Lower Level	Not applicable							

Cumulative Effective Floor Area

The combination of effective floor area not individual rooms for the following rooms kitchen, sitting, dining, bedrooms, dressing room, study, utility rooms, against the above thresholds.

The measurable of habitable space (EFA) does not apply if the overall size (GIA) has been applied.

TABLE 3 - CAAS FEATURES

Ser	Item	Points Allowed	Comments	Applies (Yes/No)	Points Scored
P1	Provision of En-suite	-2 (Max -2)	Where en-suite (defined as a minimum of a shower, WC and basin) provided in an adjoining room to a bedroom.		
P2	Provision of Utility area	-2	Where utility area or room is provided. Defined as an area with plumbing and electricity either within or separate to the kitchen within the curtilage of the building (excluding communal utility area).		
P3	Provision of Additional WC (not En-suite)	-1 (Max -1)	Where more than two WC provided per property.		
Subtotal positive points					
D1	Lack of Study	2	Applicable where non provision of a Study in Type III SFA.		
D2	Lack of Cloakroom	2	Applicable where non provision of second WC and basin in all SFA (in addition to main bathroom or WC).		
D3	Lack of Power sockets [Refer to Table 4]	2 (Max 2)	Applicable where total number of single power sockets is below the threshold in accordance with Table 4. Double power sockets are counted as two sockets. Includes fixed fused spur for white goods / appliances. Award 0.25 points for deficiency of each single power socket up to a maximum of 2 points.		
D4	Lack of shower	2	Either cubicle or fitted shower (including mixer taps) over bath.		
D5	Lack of Privately enclosed external space	2	Applicable where no exclusive use of external area per property excluding balcony. Only applies to flats and maisonettes. Minimum space requirements: Private space – 1.5m ² per bedroom. Shared space: minimum 1m ² per bedroom. An outdoor space could be a private garden, a communal garden or courtyard.		
D6	Lack of Lift	2	Only applies to flats and maisonettes. Applicable where main entrance to property not on ground floor.		
D7	Lack of Door/window locks	2 (Max 2)	Where following not supplied: external front door fitted with twin cylinder automatic dead latch (or equivalent); external door fitted with 5 level mortice latches (or equivalent). Award 0.25 points for each door and window. Maximum of 2 points.		
D8	Lack of Plumbing for Washing Machine	2	No plumbing for Washing Machine.		
D9	Lack of Space for fridge/freezer within kitchen or utility area	2	No suitable place for standard upright fridge. No suitable place for freezer (unless space available elsewhere). Minimum area dimension of w600mm x d600mm x h870mm.		
D10	Lack of Heated airing cupboard	1	No heated linen/airing cupboard.		
D12	Lack of Outdoor drying	1	No outdoor drying area.		

D13	Lack of Extractor fan for cooker	1	No mechanical extractor fan for cooker (hood type or wall/window mounted).		
D14	Lack of Extractor fan in bathroom	1	No mechanical extractor fan for bathroom (ceiling, wall or window mounted).		
D15	Lack of Plumbing for dishwasher	1	No plumbing for dishwasher.		
D16	Lack of Telephone socket	0.5	Where not supplied.		
D17	Lack of TV aerial	0.5	Where TV socket not supplied, or where if supplied, free to air TV channels cannot be received.		
D18	Lack of Outside tap	0.5	Where not supplied.		
Subtotal deficiency points (Maximum points)					
Total Points Scored (Deficiency points MINUS Positive points)					
UPPER	To Scale - 5 points or less				
MIDDLE	Combined total of positive and deficiency points >5 points				
LOWER	Combined total of positive and deficiency points >10 points				

TABLE 4 - SCALING OF SFA POWER SOCKETS RECOGNISED FOR GRADING SCALE

(Cross refer to Table 3, Serial D3)

Type	I	II	III	IV	V	D	C	B
Number of single power sockets (note: double sockets are counted as two single sockets) Award 0.25 points for deficiency of each single power socket up to a maximum of 2 points.	38	38	38	38	33	38	33	29

TABLE 5 - SFA ACCOMMODATION CHARGES FORMAT UNDER CAAS

SFA UNFURNISHED CHARGES (£ DAILY)

SFA Type	Rental Band A	Rental Band B	Rental Band C	Rental Band D	Rental Band E	Rental Band F	Rental Band G	Rental Band H	Rental Band I
Type I									
Type II									
Type III									
Type IV									
Type V									
Additional Bedroom									
Type D									
Type C									
Type B									
Type A									
Additional Bedroom									

TABLE 6 - FURNITURE CHARGES

SFA FURNITURE CHARGE ADDITION UNDER CAAS (£ DAILY)

SFA Type	Part - Furnished	Furnished
Type I		
Type II		
Type III		
Type IV		
Type V		
Type D		
Type C		
Type B		
Type A		

ANNEX C TO CHAPTER 6

SFA CHARGE TEMPORARY REDUCTION CRITERIA

Improvement Works

1. Where improvement works are carried out in occupied SFA, a 2-band temporary reduction is to be applied in line with the following:

a. The duration of temporary reduction by project type are listed below; where two components are being addressed in a project e.g. kitchen & boiler, only the component of the longest duration is to be applied.

b. **Scaffolding - full (where scaffolding blocks/covers doors & windows).** (Excludes smaller, mobile, temporary scaffold towers). If full scaffolding is being erected and used for project work, then a 2-band temporary reduction is given from the day it is erected to the day it is removed, up to the maximum permitted 186-day period. This recognises any potential delays to works and acknowledges the sub-optimal situation for families.

c. If no scaffolding is being used and projects run one after the other but overlap in time frame, then a temporary reduction is given for the singular disturbance in accordance with the guidance detailed above.

Project Type	Temporary Reduction Duration (days)
Kitchen	15
Bathroom	10
Doors & Windows	10
External Wall Insulation	15
Full re-Roof	15
Boiler (delivery during Sep - Apr inclusive)	10
Major structural works	Duration of project, up to 186 days

2. If multiple projects are scheduled for the same property and do not overlap one another (and there is a break of 3 or more days between each of them), then a temporary reduction can be given in accordance with the details above for each separate project.

3. The duration of the temporary reduction recognises the nature of the works, the duration each SFA is affected and the time of year that delivery is taking place.

4. **Communication.** As part of the project communications plan with the affected families, they should be advised that a temporary reduction will be given against the timescales detailed above **on completion of the project**. In addition, the IP are to notify appropriate establishment staffs.

5. Where works are delayed or otherwise impeded so that completion on an individual SFA exceeds the durations above, the IP are to seek advice from the DIO

Area Housing Estate Manager (AHM) in consultation with the DIO Accn CAAS SME on the award of extended reductions.

6. **Pests.** Other significant pest infestations (e.g. Glis Glis, cockroaches, mice, rats, fleas, bed bugs etc.) lasting 7 days or more, within the living areas of an SFA (excluding lofts, cavity walls, cavity floors, garages, sheds and gardens) where it is having a direct impact on daily living conditions, will attract a 2 band reduction for 15 days from the date the issue was first reported – this is to be reviewed by the AHM and DIO CAAS SME on a regular basis until eradicated.

7. Disruption caused by birds, nesting birds, foxes, moles, badgers, slugs, woodlice, silverfish, ants (inc. flying ants), millipedes, centipedes, house flies, bees/wasps and any other pest not listed here, will not be eligible for a temporary reduction.

Gardens

8. Not all SFA have gardens and gardens are not considered in the CAAS assessment; however, if a garden (front and back) has been significantly compromised by way of an environmental impact (e.g. mains flooding, gullies/sewerage, leatherjackets, etc.) and has been deemed unusable in excess of 7 days by DIO AHM then a one band temporary reduction can be considered under "environmental disruption" category for a maximum 15 day period only.

9. The IP is to resolve or provide temporary measures to provide access to a suitable drying space etc. in accordance with their contractual obligations.

10. Garden sheds and outhouses do not attract any temporary reduction awards and families are reminded that any items stored in such places, are done so at their own risk.

11. Gardens impacted by weather events are not eligible for temporary reductions.

Damp and Mould

12. Damp and/or mould may be present in most homes in small amounts and can usually be managed easily by the occupant as part of basic cleaning routines.

13. The process for applying temporary reductions for serious cases of damp and / or mould is contained in the Damp and Mould Action Plan, that has been collaboratively created and authorised by both People Accommodation Policy and DIO.

14. The Damp and Mould Action Plan contains detailed processes to be followed in these cases and adheres to the wider principles for Temporary Reductions as outlined in this volume.

Heating

15. Temporary reductions are applicable where the heating system, when operated correctly, fails to achieve the following temperatures for 7 consecutive days or more between the months of Sep - Apr and if the use of temporary heaters and focal fireplaces still cannot reach the following temperatures:

- a. Toilet Area/Bathroom falls below 16°C
- b. Living/Sitting Room and Bedroom falls below 18.5°C

16. A one Band temporary reduction will be applied if the above criteria are met and temperatures detailed above still cannot be reached.

17. Heating deficiencies lasting 7 days or less will not generate any temporary reductions.

18. Total loss of heating systems lasting 7 days or more will generate a 2-band reduction.

Hot Water

19. If the boiler is offline and hot water has been compromised, a temporary reduction will not be applicable if the SFA has access to a working immersion heater.

20. Properties which do not have access to an immersion heater, or it is unable to produce hot water suitable for bathing, are to be offered temporary accommodation in accordance with the current maintenance contract, until the uninhabitable fault has been repaired.

21. Families who have been offered but refused temporary accommodation and wish to remain in the SFA, will not be eligible for a temporary reduction.

Disruption / Disturbance

Disruption caused by nearby works outside of property's curtilage but within 30 metres of the SFA will be eligible for a one band temporary reduction for the period of disruption. This includes, minor demolition, building works, roof replacements and MOD road works (including pipe or utility works accessed via MOD roads).

22. Significant disruption caused by flooding/sewerage and remedial works inside of the property's curtilage (gardens) including the use of machinery (mini diggers etc.) will attract a one band temporary reduction.

23. Unserviceable lifts in blocks of flats will attract a one band temporary reduction from the date the fault was reported, from the 3rd floor up. Ground floor and first floor flats will not be eligible.

24. Road works belonging to the local authority are not eligible for temporary reduction.

25. Disruption caused by all tree works is not eligible for temporary reduction.

26. Disruption caused by pests, other than as detailed above, is not eligible for temporary reduction.
27. Disruption caused by passing traffic (inc. nearby works traffic or road works/diversion traffic) is not eligible for temporary reduction.
28. Disruption caused by parked works vehicles within 30 metres of the property is not eligible for temporary reduction.
29. Total loss of cooking facilities lasting 7 days or less are not eligible for a temporary reduction. The IP is contractually obliged to provide repair resolution as an Urgent Response within 48 hours of a total loss type fault being reported. Where a resolution is not affected within 48 hours the IP will reimburse subsistence costs in line with JSP 752 rates.
30. Total loss of a working shower is not eligible for a temporary reduction, as long as there are working bathing facilities within the property e.g. a fully functional bath.

ANDA Properties

31. The above criteria may not be sufficient to ensure access requirements to ANDA properties. In this case, occupants are to contact the DIO CAAS TDG SME in the first instance for consideration on a case-by-case basis.

7 CAAS Transition Procedures for SFA

Aim

0701. To explain the transition policy for the introduction of CAAS from Apr 16 and to set out the specific transitional arrangements that will apply for the assessment and administration of charges.

Scope

0702. This Section applies to all UK and overseas SFA.
1.

General

0703. The New Employment Model directed a reform of the accommodation charging system by MOD. The Combined Accommodation Assessment System (CAAS) was introduced in Apr 16. The system was designed to be objective, transparent and independent. CAAS ensures accommodation charges for SFA are adjusted accordingly against national civilian standards. The maximum charge level is recommended by the Armed Forces Pay Review Body (AFPRB) annually.

0704. In developing CAAS, the opportunity was taken to harmonise the level of discount between all property types. The new methodology will also place greater weighting on the condition of properties, to reflect Service Personnel preferences, and to incentivise continued investment in the standard of accommodation. Because of the differential in the percentage discount between property types there is no direct correlation with 4TG (except between Grade 1 and Band A unfurnished).

0705. The transfer and transitional arrangements are set out in **Para 0707 and 0708** below. Specific transitional rules are set out in **Annex A** to this Chapter.

0706. When CAAS was introduced previous under-grading of properties through the using of the 4TG system was rectified. In recognition of the financial strain this would place on SP charge rises were staggered; endorsement was given to **increases charges by one charging band each year from Apr 17 and annually thereafter until the property charge reaches the final CAAS band.**

0707. The final CAAS band of that property, as stated in para 0706, is specific to the house and this band will be then applied to the SP occupying that house at the time. The following circumstances could change the transition pathway of the SFA occupied:

- a. at point of move in a challenge is placed by the SP in line with para 0606;
- b. improvements affecting assessment criteria are carried out during the transition period which impacts on the CAAS Band (such as new bathroom, kitchen, roofing);
- c. a change is implemented in policy which affects the CAAS band for that house.

Assessment of Properties

0709. DIO is the lead unit to authorise all CAAS assessments and any modification or improvement for each property. This may include an in-depth inspection of a proportion of like properties within the same estate where similar conditions apply. SP are requested to award DIO access to their properties to ensure assessment criteria is kept up to date in line with policy.

CAAS TRANSITION RULES FOR SFA

AFFECTED GROUP	TRANSITION RULE
All	<p>The transition pathway relates to the SFA occupied and will cease when the SFA charging has reached its surveyed and assessed upper band.</p> <p>Should the SP move prior to the upper band being met the next incumbent at move in will pay charges relating to that SFA's band transition pathway.</p> <p>In some cases, a SP could move from a Band C to a Band A SFA and would be expected to pay the Band of their new property.</p>
Change of occupant	<p>Incremental protection of one band per annum towards the final CAAS rate will continue to apply to the property throughout the transition period, regardless of whether there has been a change of occupant.</p>
Upgrade work on an occupied or void property.	<p>Where a property has been subject to upgrade work, it will be assessed as part of the handover on completion of the work. If the assessment indicates a <u>change</u> in the condition assessment, then the Band for charge will change as follows:</p> <ul style="list-style-type: none"> - Increase by two bands up to the new final CAAS band; or - Increase by two bands and if the property has not reached the new final CAAS band, then transitional protection will apply. The property will then increase by one band annually, on 1 Apr, above the revised CAAS band until it reaches the new final CAAS band. <p>The effective date of the charge should be in accordance with JSP 464, Vol 3 Part 1, Para 0603</p>
Change to assessment criteria	<p>Where a change in assessment triggers a review of the property assessment, and results in either of the following:</p> <ul style="list-style-type: none"> - increase to the final CAAS band, the property will retain any protection arrangements in place and the increases will be capped at one charging band annually on 1 Apr until the property charge reaches the new final CAAS band. - decrease to the final CAAS band. If the property has not yet reached the final CAAS band, it will continue its transition and the increases will be capped at one charging band annually on 1 Apr until the property charge reaches the new final CAAS band. If the property has already reached the final CAAS band,

	then the charge will be set at the final CAAS band from the date of implementation of the change to the assessment criteria.
Re-typing of property	Where a property has been subject to permanent or temporary re-typing: <ul style="list-style-type: none"> - if the property has not reached the final CAAS band on re-typing, transitional protection will continue to apply under the new type, with increases capped at the rate of one band increase per year until it reaches the final CAAS band.
Temporary downgrading	Where a property has been subject to temporary downgrading, the incremental progression to the final CAAS band will be suspended for the period of temporary downgrading. At the end of this period, incremental progression will re-commence from the point that would have applied if temporary downgrading had not occurred.
Single (and unaccompanied) Service personnel	Single and unaccompanied Service personnel occupying temporarily surplus SFA pay the entitled rate of SFA charge; transitional protection will apply.
Other non-entitled (eligible) occupants	Other non-entitled (eligible) occupants are to be charged the local market rate (determined by DIO), unless there are agreements with the MOD which may specify a different charging regime. Transitional protection will NOT apply.
Foreign Armed Forces Personnel	Personnel serving in a Foreign Armed Force but serving in a UK appointment are to be charged the non-entitled rate determined by an annual DIN; in such circumstances, transitional protection will NOT apply. If they are on an exchange appointment with UK Forces, or subject to reciprocal training agreements, or Memoranda of Understanding which specify that charges other than the non-entitled rate will apply; in such circumstances, transitional protection will apply.
Allocation of SFA Above Entitlement for Service Reasons	In order not to disadvantage personnel when SFA above entitlement is allocated for Service reasons, the SFA charge applied is the lower of: <ul style="list-style-type: none"> - Rental Band A for charge for the type of property to which they are normally entitled; or - the Rental Band for the type of property actually occupied. Transitional protection will apply.
Occupation of SFA Above Entitlement by Personal Choice	Service personnel who elect to occupy SFA above entitlement as a matter of personal choice will pay the accommodation charge appropriate to the type and grade of SFA occupied. Transitional protection will apply.

Allocation of SFA Below Entitlement	<p>Service personnel who are allocated SFA below entitlement will pay the accommodation charge appropriate to the type and grade of SFA occupied.</p> <p>Transitional protection will apply.</p>
UK SSFA	<p>UK SSFA will be assessed for CAAS as follows:</p> <ul style="list-style-type: none"> - Grade 1 will be assessed as CAAS Band A, then the effects of the Location factor and EER/EPC ratings applied (Vol 3 Part 2 Para 0315); or - Grade 2 or less will be assessed as CAAS Band A, then the effects of the Location factor and EER/EPC ratings applied. DIO SD Accn will determine the reason for the existing lesser charge under 4TG and apply condition and scale reductions accordingly noting that if the reduction under 4TG is as a result of excessive heating costs, the reduction will be considered included within the EER/EPC assessment.
Noise Assessments	<p>As part of the introduction of CAAS, DIO have conducted 4 noise surveys at the following Air Stations:</p> <p>RAF Coningsby RAF Marham RAF Brize Norton RAF Valley</p> <p>Noise surveys are conducted in accordance with the methodology in JSP 464, Vol 3, Part 2, Chapter 3, Para 0307. The results of the surveys identified there were no breaches of the current Government maximum noise threshold limits for DH properties in the UK.</p> <p>Therefore, it has been agreed that no further noise surveys will be undertaken. If there are a change in circumstances, then the relevant Chain of Command may request that DIO undertake a noise survey in support of the CAAS banding.</p>

APPENDIX 1 TO ANNEX A TO CHAPTER 7

SFA 4TG TO CAAS RENTAL BAND – TRANSFER ARRANGEMENTS ON IMPLEMENTATION FROM 1 APRIL 2016 - 31 MARCH 2017

Type	4TG	CAAS Band	4TG	CAAS Band	4TG	CAAS Band	4TG	CAAS Band
I	G1	A	G2	D	G3	G	G4	I
II	G1	A	G2	D	G3	G	G4	I
III	G1	A	G2	D	G3	G	G4	I
IV	G1	A	G2	C	G3	F	G4	H
V	G1	A	G2	C	G3	F	G4	H
D	G1	A	G2	C	G3	F	G4	H
C	G1	A	G2	C	G3	F	G4	H
B	G1	A	G2	C	G3	F	G4	H
A	G1	A	G2	C	G3	E	G4	G

8 MOD's 4-Tier Grading for Charge Regulations for SLA and the Substitute Equivalents

Introduction

0801. Concept. The 4-Tier Grading (4TG) system provides a means of determining accommodation charges for Single Living Accommodation (SLA) globally. CAAS was introduced for SFA from 1 April 2016 and replaced 4TG

0802. Responsibility for 4TG methodology. People-Accommodation is the tri-Service MOD sponsor of the 4TG Regulations in consultation with the single Service Authorities (Accommodation Colonels) and DIO Accommodation. DIO Accommodation will act as the sponsor for the SLA 4TG Cycle in consultation with the single Service leads/sponsors for 4TG.

0803. Sponsorship of accommodation. The following organisations are responsible for the provision of publicly funded accommodation:

- a. SFA in England, Wales and Scotland – Defence Infrastructure Organisation (DIO);
- b. SFA in Northern Ireland and Overseas – DIO and single Services on a TLB/Grouping basis;
- c. SLA globally – single Services on a TLB/Grouping basis.

0804. Roles and responsibilities for SLA 4TG. (Refer to Annex D).

JSP 850 Living Accommodation Scales and 4TG

0805. JSP 850. JSP 850 Services Accommodation Code lays down the general standards set by MOD, for the provision of accommodation to the Armed Forces. The primary purpose of the Scales is to provide indicative guidance to inform new build and refurbishment. Accordingly, the scales do not constitute an entitlement to a specification of accommodation.

0806. JSP 850 and linkage to the 4TG Regulations. For the purposes of 4TG, the JSP 850 Living Accommodation Scales are taken as the general baseline against which scaling deficiencies may be assessed to ensure fairness of charging. The presence of a feature in a small minority of new accommodation may attract positive points. However, when more than 50% of the estate is configured with a feature, MOD may consider its non-provision to be a deficiency and permit deficiency points to be awarded.

0807. JSP 850 Scales. The JSP 850 Scales which underpin this edition of the 4TG Regulations are detailed within Building Performance Standards (BPS) 1 - Living Accommodation as follows:

- a. **SLA (BPS 1.1).**
 - (1) BPS 1.1 - Section 2, Part 2 – Junior Ranks SLA;
 - (2) BPS 1.1 - Section 2, Part 3 – Officers, WO and SNCO SLA;
 - (3) BPS 1.1 - Section 2, Part 4 – Officer Cadets' SLA.

Defence Minimum Standard

0808. Failure to meet the Defence Minimum Standard (DMS).

- a. As of 1 Apr 24, where the accommodation fails the Defence Minimum Standard (JSP 464 Vol 2 Ch 5 Annex B) and remains occupied for more than 48hrs, no rental element charge is to be raised (it is to be assigned Grade 4a) until the room meets the standard. Units are responsible for assigning Grade 4a to any SLA which has failed to meet the DMS and remains occupied.
- b. Accommodation Managers are to establish local routines to regularly report DMS status to Unit HRs to ensure pauses in accommodation charges are suitably recorded and retained.
- c. Waiver of rental charges for DMS failures is not in lieu of 4TG downgrades which may also apply and should be registered accordingly.

4TG System

0809. Methodology. The 4TG system provides the mechanism for awarding points for the standard of accommodation from which the overall Grading and the charge is derived. The following areas are included:

- a. JSP 850 scaling;
- b. Condition internal and external;
- c. Non Property related Factors.

Where a standard is not, or cannot, be met, a number of deficiency points can be awarded. Where the specification is exceptionally high, positive points may be awarded. These offset the deficiency points for a balanced and fair grading to be determined.

0810. Grading criteria and point scoring. SLA 4TG procedure is at Annex A. Table 1 provides a summary of the criteria covering scaling, condition and other non property related factors which are to be assessed. Guidelines on the assessment of adverse environmental factors for the 4TG is at Annex B. Further amplifying detail is provided in supporting Tables, together with a Grading Points Summary Sheet. The overall points score as recorded on the Summary Sheet determines the accommodation grade for charging purposes as follows:

NET OVERALL POINTS SCORE	ACCOMMODATION GRADE
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0-4	deficiency points	1
5-9	deficiency points	2
10-14	deficiency points	3
15-25	deficiency points	4
26 or more	deficiency points	Below Grade 4 – See 0811 below

0811. Accommodation below Grade 4. For accommodation attracting 26 deficiency points or more, the case is to be referred to the appropriate single Service Authority who will consider whether it would be appropriate to further reduce the charges by waiving the rental element of the accommodation charge and applying only the utility elements of the accommodation charge or waiving both the rental and utility charges. In these cases, the Service Authority may need to consult with the respective TLB but retains the financial authority. Below Grade 4 charges are listed in the annual 'Pay Letter' distributed by REM under the heading 'Utilities Charge' (for SLA), and are summarised as follows:

Net overall points score	Accommodation Grade	Description
26 or more	4a	Grade 4 less rental element
26 or more	4b	Grade 4 less rental, and utility charges (heat and light and water elements – no charge)

In all cases where an accommodation charge is raised then CILOCT (Contribution in Lieu of Council Tax) is to be charged in accordance with JSP 464 regulations. Where accommodation is assessed as Grade 4b (no charge) no CILOCT charges are to be raised.

0812. Award of 5 additional deficiency points when adverse circumstances applying to accommodation are so unusual that they are not covered by the 4TG Regulations. In cases where a 4TG Board considers that adverse circumstances applying to accommodation are so unusual that they are not covered by the 4TG Regulations, a recommendation may be made via the Service Authority to People-Accommodation that up to 5 deficiency points may exceptionally be awarded.

4-Tier Grading Boards

0813. Composition of Board of Officers. The Service Convening Authority is responsible for convening a Board of Officers to conduct a 4TG Board. The composition of the Board of Officers is as below (composition may be varied where these appointments do not exist):

Ser	Board (Note 1)	Services administered SLA
1	President (Note 2)	Lt Cdr/Maj/Sqn Ldr
2	Members	Unit Officer not below Lt Cdr/Maj/Sqn Ldr in a major Unit
3		EHO or EHP (Note 3)

4		DIO EFM
5	In attendance	
6		DIO/EFM/GPM and/or Mil Clerk of Works (Note 4)
7		Army: RIC FM (note 5)

Notes:

1. Civil secretariat representation may be included IF REQUIRED on a single Service basis.
2. President may be an RO2/C2 (MSF) graded civil servant.
3. Only Environmental Health Officer (EHO) or Environmental Health Practitioners (EHP), as appointed by Senior Medical Officer (SMO) may represent Medical (if required).
4. DIO representative/Establishment Works Consultants (EWC)/ Garrison Property Manager (GPM) and/or Contractor representative (if required).
5. Army invests its Infra expertise in the Regional Infrastructure Cell (RIC) and will provide SME support to Unit through these teams

0814. Typing and re-typing of SLA. Where confirmation of the accommodation Type is required, or where there is a requirement to re-Type accommodation to meet changes in demand, the Service Authority in consultation with the accommodation sponsor may direct the 4TG Board to confirm that the accommodation is correctly typed and, if required, to make recommendations to change the accommodation Type. Where the 4TG Board considers that accommodation is inappropriately Typed, the 4TG Board should grade the accommodation against the correct Type and include their recommendation for re-Typing in the Board’s proceedings.

4-Tier Grading Boards – Frequency

0815. Frequency of re-grading accommodation. 4TG SLA is to be audit, where all SLA is to be reviewed at least once every 4 years. Re-grading outside the rolling audit may be required, examples include:

- a. re-typing or re-appropriation of SLA;
- b. upgrade or refurbishment of SLA. Where accommodation has been subject to improvement, it is normally to be re-graded by the managing authority within 1 month of completion. It is acceptable for Boards to inspect in-depth only a proportion of like properties within the same estate where similar conditions apply.
- c. As a minimum, Board of Officers (BoOs) should continue to be convened for sites known to have benefited from any upgrade/refurbishment programme.
- d. BoOs should be convened where there have been material changes in any of the factors assessed under the 4TG system for a property, where the cumulative effect of deficiency or positive points awarded could result in an increase or decrease in the grade for charge for that property.²³
- e. Appropriation of SFA as SLA; where there is a requirement, refer to para 0309c for details.

²³ As agreed by the ASG on 19 June 2014

0816. Advance notice to occupants. Where 4 Tier Grading Board is convened in line with para 0814, the accommodation sponsor is to notify occupants at least one month in advance of the date of the Board, thereby ensuring that occupants:

- a. have advance notice that their charges may be affected;
- b. an opportunity to request that their accommodation is included in the board;
- c. have an opportunity to review the findings and offer challenge.

SLA occupants are to be informed via Unit orders and/or Unit notices.

Temporary Downgrading under 4TG

0817. Temporary deficiencies or reductions in amenities lasting for 5 days or more. This option should be applied where there is a significant deficiency or reduction in amenities, including a permanent or intermittent failure of utilities covered by the accommodation charge (meaning water and sewerage to SFA, and gas, electricity, heating oil, water and sewerage to SLA). The responsibility to initiate temporary downgrading of accommodation charges and or provide substitute or temporary facilities resides with the Commands/Divisions/Districts to authorise:

- a. Issue persists for less than 5 days: Deficiencies or reductions in amenities, lasting for 5 days or less, will not generate any downgrading of SLA and thus no change to charge.;
- b. 5 to 182.5 days persists: Should the maintenance issue persist beyond 5 days and it is likely to last up to 6 months a temporary downgrade of SLA should be applied using the 4 Tier Grading board process outlined in JSP 464 Vol 3. Retrospective application can be back dated to day 1 of 5;
- c. Beyond 6 months. If the conditions giving rise to the temporary downgrading still prevail a 4TG board must be conducted to reflect those

4-Tier Grading – Reporting

0818. Reporting timetable. The results of the Grading Board are to be staffed (as per para 0822) within 2 months of the date of the Board as specified in the 4TG Board Convening Order. Occupants of accommodation subjected to a 4TG Board are to be notified of the outcome of the Board within 3 months of the date of the Grading Board (as below 0823).

0819. Staffing of the Board's proceedings.

- a. SLA. The staffing process for SLA 4TG Boards varies according to TLB. Accordingly, the Board President is to submit and seek approval for the 4TG Board Proceedings in accordance with the appropriate TLB process detailed at Annex E;
 - (1) Once staffed internally the final (soft) copy (together with any supporting information from the DIO/EHO) is to be forwarded to DIO Accommodation (PR3) for retention and recording on the SLA Management Information System. (Copies to be kept at the local level as required by the TLB).

0820. Unit / SSO / DIO Accommodation Action. Units/SSOs/DIO Accommodation are responsible for:

- a. notifying occupants of accommodation in writing of the findings of a Grading Board within 3 months of the date of the Board;
- b. sending a copy of the Grading Points Summary Sheet to each occupant so that they are aware of the points awarded and the Grade of the accommodation;
- c. Where a Grading change is approved by the Service Authority, occupants of the any changes to the accommodation are to be notified in advance of any reduction from pay of any changes to the accommodation charge;
- d. raise the appropriate forms to amend administrative records to ensure that correct charges are raised. Changes in charges are to take effect in accordance with the direction at para 0824 and 0825.

Effective Date for Change of Accommodation Charges under 4TG

0821. Formally convened 4TG Boards in accordance with the 4-yearly rolling programme (para 0815). Changes in charges (both up and down) arising from formally convened 4TG Board should take effect 3 months after the date of the Board's visit²⁴

0822. 4TG Boards convened as a result of grading challenges on first occupancy (para 0817). Changes in charges arising from a challenge of the grading on first occupancy should take effect from the date of occupancy.

Invalidation of the Findings of a 4TG Board

0823. Invalidation of the findings of a Board. The findings of a Board will be invalidated if:

- a. the results of the Grading Board are not staffed within 2 months of the date of the Board's visit as specified in the 4TG Board Convening Order (para 0821), and not notified to occupants within 3 months of that date (para 0823);
- b. a breakdown in the grading procedures takes place within the prescribed timeframe which results in occupants of affected accommodation being unfairly disadvantaged.

Recording of Accommodation Grading and Auditing under 4TG

0824. Responsibilities of sponsors. Accommodation sponsors (para 0804) are to keep records of current gradings and the date of the last Board, for all SLA. TLBs are responsible for auditing and assuring all findings within the permitted timeframes. Where incorrect procedures are used, TLBs in discussion with the Service Authority (and MOD if necessary) are to determine whether the findings of the Board are to be invalidated. In that event, and where timescales have been exceeded the Service Authority is to direct that a Grading Board is to be reconvened at the earliest opportunity.

²⁴ as specified in the 4 Tier Grading Board Convening Order and notified in the Record of Proceedings.

0825. Assurance of 4TG boards. TLBs in line with para 0812 and Annex D are to examine paperwork to assure the data and results prior to logging on to the electronic [4TG tool](#)²⁵, which is mandated to be used to record 4TG Boards of Officers' inspections.

Requirement to Grade, Field Conditions, Transit SLA

0826. 4TG and Charging Requirement for SLA. All SLA is to be graded in accordance with 4TG regulations and charges raised accordingly. For clarity:

- a. X & Y Type SLA (provided for use by Phase 1 and Phase 2 trainees) and SLA used for the purpose of providing transit accommodation is to be graded;
- b. In principle, all Service Personnel occupying SLA will be charged at the appropriate rate for the type and grade of accommodation they occupy;
- c. SLA charges may be waived in certain circumstances. Chapter 3 ('Single Living Accommodation and the Substitute Equivalents – Charges') provides detail.

0827. Training Camp and Transit Accommodation. Austere conditions. Training Camp accommodation²⁶ is ungraded accommodation ordinarily provided specifically for the purpose of exercises and short training courses for trained personnel.²⁷ and does not meet the required standards for a charge to be applied. Training Camp accommodation should not routinely be occupied on a permanent basis. Where, by exception, it is used to temporarily accommodate personnel as their allocated SLA bedspace (up to 2 weeks), field conditions should be applied. In these circumstances' accommodation charges are not raised; therefore, this type of accommodation is not to be graded.

0828. Field Conditions (SLA). Field conditions are deemed to exist where graded accommodation is not provided and Service personnel occupy, for example: tentage; bivouacs; vehicles; barns; hangars; outbuildings; derelict and abandoned properties; church halls; and hutted camps. This list is not intended to be definitive.

0829. Permanent SLA used as Transit (SLA). The term 'Transit SLA' is often used to describes spare capacity²⁸ permanent SLA that is used **for the purpose** of providing temporary accommodation²⁹. SLA used as transit accommodation is still to be graded in accordance with 4TG regulations and charges raised accordingly. (Refer to Chapter 3).

Administrative Chain for Grading SLA

0830. Administrative chain for grading SLA. For more detail cross-refer to Annex C (Roles and Responsibilities for SLA 4TG) and Annex E (TLB Process for Staffing SLA 4TG Board Proceedings).

Ser	Action By	Task	
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²⁵ The electronic 4TG tool has been designed and built in accordance with the policy contained within JSP 464. It is linked into data collected for, and contained within, IMS and the SLAMIS Accommodation Booking Tool ([4TG Tool Guide](#)).

²⁶ Not to be confused with X and Y Type used for Phase 1 and 2 trainees.

²⁷ Training Camp accommodation is routinely multi-occupancy dormitories, or Nissen Hut type dwellings.

²⁸ DIO should be consulted where long-term spare capacity SLA is deemed to exist at an Establishment.

²⁹ i.e. SLA allocated on the basis of supporting detached duty, temporary detachments, short visits etc.

			Comment
1	Service Convening Authority	Draw up convening order for Grading Board	Copied to all representatives of the 4TG as directed at Para 0813
2	Accommodation Sponsor (SLA) / Unit	Advance notice to occupants	At least 1 month in advance of the date of the Board as specified in the 4 Tier Grading Board Convening Order
3	DIO EFM	Preliminary site visit for routine technical work if required. Confirm and provide Facilities Condition Management (FCM) assessment for SLA	FCM assessment data to be used for Serials 9, 11 and 12 of Annex A Table 1
4	Grading Board	Site Visit. Completion of Annex A Table 7	3-month time limit commences
5	Grading Board	Submission of Board findings	Refer to Annex E (TLB Process for Staffing SLA 4TGB Proceedings)
6	Service Convening Authority	Confirmation and authority to implement Board findings.	Refer to Annex E (TLB Process for Staffing SLA 4TGB Proceedings)
7	Accommodation Sponsor (SLA) / Unit	Notification of findings to occupants via Unit Orders/ Mess notices	To include copy of Annex A Table 7 and, where necessary, notification of change to accommodation charge and effective date
8	Accommodation Sponsor (SLA) / Unit	Administration completed for any changes in accommodation charge	Within 3 months of site visit by Grading Board as specified in the 4 Tier Grading Board Convening Order and notified in the Record of Proceedings
<u>Note</u>	<u>Effective date for changes in charges</u>	1. 4TG Board iaw the 4-yearly rolling programme, or following upgrade and/or refurbishment 2. Challenge on new occupancy	1. 3 months after the date of the Board's visit as specified in the 4 Tier Grading Board Convening Order and notified in the Record of Proceedings 2. From the date of first occupancy

Annexes

A. 4TG Criteria for Single Living Accommodation (SLA):

Table 1A - Deficiencies Recognised for Grading SLA

Table 1B - Positive Points Recognised for Grading SLA

Table 2 - Standard and Reduced Floor Area Recognised for Grading SLA

Table 3 - Washing and WC Facilities Recognised for Grading SLA

Table 4 - Scaling of Furniture, Fixtures and Fittings Recognised for Grading SLA

Table 5 - Physical condition of the SLA

Table 6 - Grading Points Summary Sheet for SLA

B. 4TG Guide to the grading of SLA – Adverse Environmental Factors.

C. Roles and Responsibilities for SLA 4TG.

D. SLA 4TGB Convening Order – Example Format.

E. TLB Process for Staffing SLA 4TG Board Proceedings.

4TG CRITERIA FOR SINGLE LIVING ACCOMMODATION (SLA)

TABLE 1A - DEFICIENCIES RECOGNISED FOR GRADING SLA

SER	DEFICIENCY	DEFICIT POINT SCORE	COMMENTS INCLUDING SUPPORTING EVIDENCE TO BE ANNEXED TO PROCEEDINGS OF GRADING BOARDS
	JSP 850 SCALING RELATED DEFICIENCIES	Include ¼ or ½ points	Where partial points (¼ or ½) are awarded they are to be included in the Deficit Point Score column.
1	<p>Reduced bed-space area.</p> <p>Applicable where area (sqm) allocated per person is:</p> <p>a. 25% to 39.9% below scale (5 points)</p> <p style="text-align: center;">or</p> <p>b. 40% or more below scale (10 points)</p>	<p>5</p> <p style="text-align: center;">or</p> <p>10</p>	<p>1. Refer to Annex B, Table 2 for reduced space calculations.</p> <p>2. Serial 1 not to be awarded if Serials 2 or 5 have been applied.</p> <p>3. Record bed-space area in Table 6.</p> <p style="text-align: center;">Bed-space Area _____ sqm</p>
2	<p>Sharing.</p> <p>Applicable where:</p> <p>a. Trained personnel are required to share accommodation (5 points)</p> <p style="text-align: center;">or</p> <p>b. Trainees are required to sleep in dormitories of <u>more than 12</u>. (5 points)</p>	<p>Maximum</p> <p>5</p>	<p>1. Serial 2 not to be awarded if Serial 1 or 5 has been applied.</p> <p>2. Trained personnel are defined as those attending Phase 3 training, or in front line units, or detached/posted to other duties. (Trained personnel are not normally expected to share SLA. When sharing is authorised by the LSC, there should be no more than 2 persons to a room).</p> <p>3. Trainees are defined as personnel undergoing phase 1 and 2 training.</p>
3	<p>Integrated washing and/or WC facilities.</p> <p>Applicable where facilities are not integrated in same building as sleeping accommodation.</p>	<p>2</p> <p style="text-align: center;">or</p> <p>5</p>	<p>1. Mainly applies to overseas SLA.</p> <p>a. 2 points to be awarded in overseas units where there are open verandas leading to central ablution areas.</p> <p style="text-align: center;">or</p> <p>b. 5 points to be awarded where washing and/or WC facilities are in a separate building.</p>
4	<p>Scaling of Washing and WC facilities.</p> <p>Applicable to:</p> <p>a. SLA Types scaled for en-suite provision: where</p>	<p>Maximum</p> <p>5</p>	<p>1. Refer to Annex B, Table 3 for scaling ratios & Instructions.</p> <p>2. SLA Types are scaled for washing and WC facilities as follows and should be scored accordingly:</p>

SER	DEFICIENCY	DEFICIT POINT SCORE	COMMENTS INCLUDING SUPPORTING EVIDENCE TO BE ANNEXED TO PROCEEDINGS OF GRADING BOARDS
	<p>facilities are not provided to scale.</p> <p style="text-align: center;">or</p> <p>b. SLA Types scaled for shared provision: where facilities are provided 50% or more below sale.</p>		<p>a. <u>En-Suite</u>: (Applies to SO, JO, OC, S and Z Type SLA) (1, 2, 3, 4 or 5 points)</p> <p style="text-align: center;">or</p> <p>b. <u>Shared</u>: (Applies to C, Y and X Type SLA) (1, 2, 3, 4 or 5 points)</p>
5	<p>Provision of furniture and/or furnishings.</p> <p>Applicable where not provided to scale</p>	<p>Maximum 10</p>	<p>1. Serial 5 not to be awarded if Serial 1 or 2 has been applied.</p> <p>2. Refer to Annex B, Table 4 for scaling and Instructions.</p> <p><u>Temporary Deficiency Points</u></p> <p>3. Deficiency points awarded under this serial are 'temporary'; the Accommodation Sponsor is to rectify the shortfall within 3 months.</p> <p>4. Where seeking an extension or permanent downgrade iaw the Instructions (Table 4), the Accommodation Sponsor is to provide confirmation of action taken to source appropriate furniture.</p>
6	<p>Power sockets.</p> <p>Applicable where power sockets and/or electric razor sockets are below scale.</p> <p>Award ¼ point for deficiency of each single socket (i.e. ½ point for deficiency of double socket) up to a maximum of 2 points.</p> <p>Record the <u>actual</u> deficiency points awarded. Eg <u>do not</u> round up or down</p>	<p>Maximum 2</p>	<p>1. When calculating electric razor sockets, those provided as integral part of wall-mounted bedside lights are to be combined with those provided in ablutions. Power socket scaling:</p> <p style="padding-left: 40px;">Senior Officers: ___ 5 double sockets; 1 shaver socket</p> <p style="padding-left: 40px;">Junior Officers: ___ 4 double sockets; 1 shaver socket</p> <p style="padding-left: 40px;">Officer Cadets: ___ 3 double sockets; 1 shaver socket</p> <p style="padding-left: 40px;">SNCOs: ___ 4 double sockets; 1 shaver socket</p> <p style="padding-left: 40px;">Z: ___ 4 double sockets per person; 1 shaver socket</p> <p style="padding-left: 40px;">Y: ___ 4 double sockets per person</p> <p style="padding-left: 40px;">X: ___ 2 double sockets per person</p>
7	<p>Ancillary facilities within same building.</p> <p>Applicable where not provided or below scale.</p>	<p>Maximum 2</p>	<p>1. Up to 2 points may be awarded for non-provision/under scale provision of any/all of the following ancillary facilities:</p> <p style="padding-left: 40px;">a. Laundry/cleaning facility (including engineering connections for washing machine): ___1 point</p> <p style="padding-left: 40px;">b. Drying rooms (including inadequate heating and poor hanging facilities): ___1 point</p> <p style="padding-left: 40px;">c. Ironing/Airing facility: ___1 point</p> <p style="padding-left: 40px;">d. Common room: ___1 point</p> <p style="padding-left: 40px;">e. Storage space: ___1 point</p>
8	<p>Location of public rooms in relation to the</p>	<p>Maximum 5</p>	<p>1. Up to 5 points may be awarded if, for example: accommodation blocks are far removed from messing facilities; or occupants of SFA appropriated as SLA are</p>

SER	DEFICIENCY	DEFICIT POINT SCORE	COMMENTS INCLUDING SUPPORTING EVIDENCE TO BE ANNEXED TO PROCEEDINGS OF GRADING BOARDS
	<p>sleeping accommodation.</p> <p>Applicable where public rooms (including dining rooms, Mess and social clubs) are far removed from sleeping accommodation</p>		<p>required to eat meals in the Mess/Cookhouse rather than in the appropriated SFA. Points to be awarded as follows:</p> <ul style="list-style-type: none"> a. 200m: _____ 1 point b. 400m: _____ 2 points c. 600m: _____ 3 points d. 800m: _____ 4 points e. 1000m+: _____ 5 points
	<p>CONDITION RELATED DEFICIENCIES</p>		<p>Cross refer to Table 5 – Physical Condition of the SLA</p> <p>The DIO EFM will provide the Facilities Condition Management (FCM) data for serial 9.</p>
9	<p>Physical condition of the SLA.</p> <p>The FCM average Condition Rating for the building is to be used to inform the award of deficiency points for grading for charge purposes.</p> <p>Record the <u>actual</u> deficiency points awarded. Eg <u>do not</u> round up or down</p>	<p>Maximum 10</p>	<p>Assessment by DIO</p> <p>1. Refer to DIO's FCM Assessment of the SLA building. Points to be awarded as follows:</p> <ul style="list-style-type: none"> a. FCM Condition Rating 5: _____ 0 points b. FCM Condition Rating 4: _____ 2.5 points c. FCM Condition Rating 3: _____ 5 points d. FCM Condition Rating 2: _____ 7.5 points e. FCM Condition Rating 1: _____ 10 points
10	<p>Condition of Bedroom decoration, carpets, furniture, fixtures and fittings.</p> <p>Applicable where the condition of decoration, furniture, carpets, or fixtures and fittings within the Bedroom is below standard.</p> <p><u>Note:</u> Each deficiency (1a, 1b, 2c etc) is to be awarded 1 point – up to a <u>maximum</u> of 5 points.</p>	<p>Maximum 5</p>	<p>1. Decoration. Assessment is to take into account fair wear and tear. Poor state of decoration is where one or more of the following defects are evident:</p> <ul style="list-style-type: none"> a. Marked or stained walls, ceilings and paint work b. Peeling, blistering or flaking of paint work c. Ingrained dirt d. Damaged paint work or plaster e. Discoloration or variation of colour of walls, ceiling or paint work e.g. due to partial redecoration, removal of paint surface by cleaning materials f. Cracked or mildewed tiles <p>2. Furniture, Carpets, Fixtures and Fittings. The age and condition of carpets, fixtures and fittings such as sinks, wash-hand basins, baths and fitted cupboards within the Bedroom should be assessed compared with the standard of newly installed items. Poor condition is for example, when items are:</p> <ul style="list-style-type: none"> a. Chipped, cracked or scratched b. Bent or otherwise damaged c. Discoloured or stained

SER	DEFICIENCY	DEFICIT POINT SCORE	COMMENTS INCLUDING SUPPORTING EVIDENCE TO BE ANNEXED TO PROCEEDINGS OF GRADING BOARDS
			<p>d. Stained, worn, frayed or threadbare carpets</p> <p><u>Note:</u></p> <p>Both parts of this serial <u>are to be assessed for room only</u>. (Communal facilities are scored under serial 9).</p>
11	<p>Heating system</p> <p>Applicable where heating system, when operated normally, fails to achieve the following temperatures:</p> <p>a. Toilet Area/Bathroom: 16 °C</p> <p>b. Bed-Sitting Room / Bedroom: 18.5°C</p>	<p>Maximum 5</p>	<p>Assessment by DIO</p> <p>1. Deficiencies lasting 7 days or less will not generate any points score.</p> <p>2. Where the heating supply breaks down for periods longer than 7 consecutive days, points may be awarded for temporary downgrading as follows:</p> <p style="padding-left: 40px;">For each degree below _____ 1 point</p> <p>3. Confirmation required that:</p> <p style="padding-left: 40px;">a. Ambient temperature necessitated use of central heating;</p> <p style="padding-left: 40px;">b. Main heating system failed; inability to provide adequate alternative heating.</p> <p>4. Does not apply if Ser 12 applied.</p>
12	<p>Air Conditioning (Tropical/sub-tropical areas only where such systems exist)</p> <p>Applicable where air conditioning/ dehumidifiers/ and/or ventilation system fails to cool or reduce humidity to the following levels:</p> <p>a. Temperature 25.5 °C</p> <p>b. Relative Humidity 54%</p>	<p>Maximum 5</p>	<p>Assessment by DIO</p> <p>1. Deficiencies lasting 7 days or less will not generate any points score.</p> <p>2. Where the Air Conditioning system (as opposed to its operation by individuals) is inadequate, points may be awarded for temporary downgrading as follows:</p> <p style="padding-left: 40px;">For each degree above _____ 1 point</p> <p style="padding-left: 40px;">For each 1% above _____ 1 point</p> <p>3. Confirmation required that the ambient temperature necessitated use of air conditioning and/or ventilation.</p> <p>4. Does not apply if Ser 11 applied.</p>
	<p>NON-PROPERTY RELATED FACTORS</p>		
13	<p>Reasonable access to essential amenities.</p> <p>Applicable where the location of SLA is 1.5 miles or more from essential facilities including those available on the unit (as shown in</p>	<p>Maximum 5</p>	<p>1. The Local Service Commander is to establish a suitable central position in the unit from which to measure the distance to essential amenities. The route to each amenity is to be the shortest practicable route.</p> <p>2. The following are recognised as essential amenities for SLA:</p>

SER	DEFICIENCY	DEFICIT POINT SCORE	COMMENTS INCLUDING SUPPORTING EVIDENCE TO BE ANNEXED TO PROCEEDINGS OF GRADING BOARDS
	<p>the comments), <u>and</u> Service or public transport does not enable reasonable access to the amenities.</p> <p>Reasonable access is defined as:</p> <p>a. Bus stop/train station is within 1/2 mile of central position in the unit, and</p> <p>b. Frequency of bus/train service is 60 minutes or less between 0800-2000 Mon–Sat.</p>		<p>a. Shop (NAAFI, general grocery shop or similar providing a service akin to a corner shop) - 1 point</p> <p>b. Bank or Automated Cash Dispenser (excluding those which charge <u>all users</u> for cash withdrawals) - 1 point</p> <p>c. Post office - 1 point</p> <p>d. Public telephone – 1 point</p> <p>e. Service or public transport pick-up point – 1 point</p> <p>3. Deficiency points should be awarded for lack of reasonable access to each essential amenity up to a maximum of 5 points.</p>
14	<p>Environmental factors</p> <p>Applicable where there are adverse environmental factors prevailing for six months or more.</p>	<p>Maximum 5</p>	See guide at Annex C.

TABLE 1B - POSITIVE POINTS RECOGNISED FOR GRADING SLA

Any deficit points are to be abated by any positive points shown in this table.

SERIAL	ITEM	POSITIVE POINT SCORE	REMARKS
P1	Access to full functioning Kitchen	2	Applies to all SLA until new builds incorporate this as standard on build
P2	Access to food preparation area with equipment supplied	2	Applies to all SLA until new builds incorporate this as standard on build
P3	Access to food preparation area no equipment supplied	1	Applies to all SLA until new builds incorporate this as standard on build

TABLE 2 - STANDARD & REDUCED FLOOR AREA RECOGNISED FOR GRADING SLA

(Cross-refer to Annex B Table 1, Serial 1)

Accommodation Type	Area Norm Standard m ² (see Notes 1 and 2)	Reduced Floor Area 25 – 39.9% below Norm m ²	Reduced Floor Area 40% or more below Norm m ²
Senior Officers (SO) Lt Cdr/Maj/Sqn Ldr and above	14	10.5 - 8.5	8.4 and below
Bedroom Sitting	14	10.5 - 8.5	8.4 and below
Room Junior Officers (JO) Bed-Sitting	19	14.3 - 11.5	11.4 and below
Room			

Officer Cadets (OC) Bedroom/Study Candidates (C) Bedroom	13 9	9.8 - 7.9 6.8 - 5.5	7.8 and below 5.4 and below
WOs / SNCOs (S) Bed-Sitting Room	19	14.3 – 11.5	11.4 and below
Junior Ranks (Type Z)	11	8.3 - 6.7	6.6 and below
Junior Ranks (Type Y)	11	8.3 - 6.7	6.6 and below
Junior Ranks (Type X) Bedroom (Multiple) per bed space	8.5 9	6.4 - 5.2 6.8 - 5.5	5.1 and below 5.4 and below
(Single) Bedroom			
Deficiency Point Score	-	5	10

Notes:

1. Bedroom Area Norms for Types SO, JO, OC, S and Z excludes the en suite provision.
2. Where air-conditioning is not provided, Area Norm may increase by 33% in tropical areas and 12.5% in sub-tropical areas.
3. Training Camp Accommodation is not normally Graded hence no details shown in chart.

TABLE 3 - WASHING AND WC FACILITIES RECOGNISED FOR GRADING SLA

(Cross-refer to Annex B Table 1, Serial 4)

Rank Group	SLA Type	TOILET (WC)	WASH BASIN	SHOWER	BATH
Senior Officers: Lt Cdr /Maj/Sqn Ldr and above (SO)	SO	En-suite 1:1	En-suite 1:1	En-suite 1:1	1 per floor or per 10 bedrooms
Junior Officers (JO)	JO	En-suite 1:1	En-suite 1:1	En-suite 1:1	1 per floor or per 10 bedrooms
Officer Cadet (OC)	OC	En-suite 1:1	En-suite 1:1	En-suite 1:1	1 per floor or per 10 bedrooms
Candidate (C)	C	1:5	1:2	3:10	1:10
WOs / SNCOs (S)	S	En-suite 1:1	En-suite 1:1	En-suite 1:1	1 per floor or per 10 bed-sitting rooms
Other Ranks (OR) (Trained Strength)	Z	En-suite 1:1	En-suite 1:1	En-suite 1:1	1 per floor Or per 10 bed-sitting rooms
Phase 2 Trainees	Y	1:4	1:2	1:4	1:12
Phase 1 Trainees	X	1:4	1:2	1:4	1:12
Deficiency Point Score where below scale		1	1	1	1

Notes:

1. Table 3 shows the JSP 850 scales for Washing and WC facilities for each SLA Type. Deficiency points should be applied against the relevant scale of the SLA Type that is being assessed.

For SLA Types scaled for En-Suite Washing and WC Facilities (SO, JO, OC, S, Z)

2. Where en-suite facilities are not provided iaw Table 3 a maximum of 3 deficiency points are to be awarded as follows:

WC	-	1 point
Wash Basin	-	1 point
Shower	-	1 point

'Jack and Jill' Facilities

i. Two bedrooms that have direct access to the same bathroom (often referred to as '**Jack and Jill**') are deemed to have en-suite facilities irrespective of the fact they may be shared by occupants from 2 adjacent rooms.

ii. This style of room is not to be awarded deficiency points iaw this paragraph (2).

3. Where a bath is not provided iaw Table 3 - 1 point

4. An additional deficiency point is to be awarded if all washing and WC facilities are shared and all are below scale as shown below:

WC	(1:8 or more)	}	1 point
Wash	(1:4 or more)		
Basin	(1:8 or more)		
Shower	(1:24 or more)		
Bath			

For SLA Types scaled for Shared Washing and WC Facilities (C, Y, X)

5. Where provision of any of the washing and WC facilities is 50% or more below scale iaw Table 3, a maximum of 4 deficiency points are to be awarded as follows:

WC	(1:8 or more)	-	1 point
WashBasin	(1:4 or more)	-	1 point
Shower	(1:8 or more)	-	1 point
Bath	(1:24 or more)	-	1 point

6. An additional deficiency point is to be awarded where provision of all washing and WC facilities is 50% or more below scale.

General

7. A Bath/Shower combination is not to be double counted where a fitted shower is combined with the bath.

8. Deficiency points are more likely for older SLA, or SLA that has been re-typed or refurbished; eg SLA that was not built to meet the current scales.

9. Training Camp Accommodation is ungraded hence no details shown in chart.

TABLE 4 - SCALING OF FURNITURE, FIXTURES AND FITTINGS RECOGNISED FOR GRADING SLA

(Cross-refer to Annex B, Table 1, Serial 5)

Ser	Critical Furniture/ Furnishing	Furniture Scaling by Type of accommodation						Deficiency Points if not provided
		SO	JO	OC	S	Z / Y	X	
1	Bed	1	1	1	1	1	1	5
2	Double Wardrobe	2	2	1	2	1	1	5 per item
3	Double Wardrobe Top Box	2	2	1	2	1	1	1 per item
4	Single Wardrobe			1		1	1	5
5	Single Wardrobe Top Box			1		1	1	1
6	Wide Drawer Chest	2	1	1	1			1 per item
7	Bedside unit	1	1	1	1	1	1	1
8	Wall bookshelf	1	1	1	1	1	1	1
9	Single Low Cupboard		1	1	1			1
10	Single Drawer Chest		1	1	1	1		1
11	Desk top	1	1	1	1	1		1
12	Double Cupboard	2	1	1	1	1	1	1 per item
13	Chair desk	1	1	1	1	1	1	1
14	Chair easy	1	1		1			1

Notes:

1. No points to be awarded for deficiency of any of the furniture shown in the Table above if the deficiency arises from lack of space and points have been awarded under Serial 1, or through sharing (i.e. if the bedspace area allocated to each occupant is so cramped that furniture would not easily fit in). For clarity deficiency points iaw Annex B Table 1 can be awarded under:

Serial 1 (Reduced Bedspace area)

or

Serial 2 (Sharing)

or

Serial 5 (Furniture not provided to scale)

2. Deficiency points are to be awarded on a temporary basis where space is to scale but the Accommodation Sponsor has not provided the furniture item(s). Where this results in a downgrade:

a. The downgrade is to be implemented on a temporary basis for up to 3 months. This is to allow time for the Accommodation Sponsor to provide the missing item(s) or appropriate alternative(s).

b. If the Accommodation Sponsor is unable to provide the missing item(s) (or appropriate alternative(s)) within 3 months, the Accommodation Sponsor is to seek authority from the single Service Authority for 4TG (SLA) to either extend the temporary downgrade or authorise the deficiency points (and hence the downgrade) on a permanent basis.

3. Deficiency points are not to be awarded if furniture items have been wharfed (removed) at the request of the occupant.

4. In some older SLA without modern furniture, 4TG Boards may have to interpret 'furniture equivalents' to reach an appropriate point's score.

TABLE 5 - PHYSICAL CONDITION OF THE SLA

(Cross refer to Annex B, Table 1, Serial 9)

1. DIO's Facilities Condition Management (FCM) assessment includes criteria to assess the physical condition of all SLA buildings. The 9 building 'Facility System Elements' (FSE) assessed are shown in Table 5a below.

TABLE 5A

Facility System Elements	Sub Elements
A Structure	1.0 Substructure; 2.1 Frame; 2.2 Upper Floors; 2.4 Stairs and Ramps; 2.5 External Walls; 2.7 Internal Walls and Partitions
B Roofing	2.3.1 Roof Structure; 2.3.2 Roof Coverings; 2.3.4 Roof Drainage; 2.3.5 Rooflights, skylights and Openings
C Exterior	2.6.1 External windows; 2.6.2 External Doors
D Interior Finishes	2.8 Internal Doors; 3.1 Wall finishes; 3.2 Floor finishes; 3.3 Ceiling Finishes; 4.1 Fittings, Furnishings and Equipment
E Heating / Ventilating / Air Conditioning (HVAC) Systems	5.5 Heat Source; 5.6 Space Heating and Air Conditioning; 5.7 Ventilation Systems; 5.9 Fuel installations
F Electrical Systems	5.8 Electrical Installations; 5.11 Fire and Lightning Protection; 5.12 Communications, Security and Control Systems; 5.13 Specialist Installations
G Plumbing Systems	5.1 Sanitary Installations, 5.3 Disposal Installations, 5.4 Water Installations
H Conveyance Systems	5.10.1 Lifts & Enclosed Hoists; 5.10.5 Conveyors; 5.10.6 Dock Levellers and Scissor Lifts; 5.10.7 Cranes and Unenclosed Hoists
I Program Support Equipment	5.2 Services Equipment

2. Under FCM, a Condition Assessment Rating is applied to each of the FSEs and their Sub-Elements based on a systematic visual assessment and reflects a single snapshot in time of when the assessment was completed. The systems are rated for their condition from a score of 5 (Excellent: only normal scheduled maintenance required) to 1 (Bad: Major repair or replacement required, unsafe³⁰ to use). The score of 0 is used to highlight that the system does not exist within the facility.

3. The general definitions shown in Table 5b provide an overall framework for how systems are rated. (Specific guidance for each Facility System is used to ensure assessments are done consistently for each of the nine facility systems).

TABLE 5B

Score	Rating	Description
5	Excellent (no issues; 10+ yrs)	Excellent. Only normal scheduled maintenance required. No issues, need to re-evaluate in 10+ years; no action is required at this time.
4	Good (recommendations at 6–9 yrs)	Good. Some minor repairs needed. System normally functions as intended. Conditions predicted based on life expectancy; suggestion for future improvements. Recommendations at 6-9 years.

³⁰ FCM covers 27 sub-elements and does not directly relate to building/room safety.

3	Fair (Necessary, but not critical; 3-5 yrs)	Fair. More minor repairs and some infrequent larger repairs required. System occasionally unable to function as intended. Needed within 3-5 years; predictable maintenance must be scheduled to prevent unnecessary failures.
2	Poor (Potentially critical; 1-2 yrs)	Poor. Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Conditions require attention within the next 1-2 years; if conditions are not scheduled for correction, further degradation of equipment is imminent.
1	Bad (Currently Critical)	Bad. Major repair or replacement required to restore function. Unsafe to use. Conditions that require immediate action. Equipment graded as 1 have life safety issues, potential safety hazards, necessary to prevent potential environmental hazards from occurring.
0	Non-existent	Non-existent. Zero rating identifies that this system does not exist within the facility.

4. Once assessed, the results are combined to provide an average 'Condition Rating' for the building.
5. Serial 9 – Physical Condition of the SLA. DIO will provide the FCM average Condition Rating, which is used to inform deficiency points to be awarded for this serial.

Table 6 - GRADING POINTS SUMMARY SHEET FOR SLA (ALL RANKS)

UNIT: _____ LOCATION: _____

BDG NO. / NAME: _____ / _____ ROOM TYPE (SO, JO, OC, C, S, Z, Y or X): _____

ROOM NO(S). ASSESSED: _____ ROOM NOS. GRADE APPLIES TO³¹: _____

TOTAL POINTS SCORED (ROUNDED)³²: _____ GRADE AWARDED: _____

DATE OF THE BOO: _____ EFFECTIVE CHANGE³³ DATE: _____

AUTHORISED BY: _____ ROLE: _____

Ser	Factor	Deficiency	Applies	Deficiency Points Allowed	Explanation of Deficiency observed by the Board	Actual Deficiency Points Awarded
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Reduced bed-space area	Area (sqm) allocated per person is:		(Max 10)	Bed-space area: _____sqm	
		a. 25% to 39.9% below scale Or b. 40% or more below scale		5 10		
2	Sharing	a. Trained personnel are required to share accommodation Or		(Max 5)		
		b. Phase 1 and 2 trainees are required to share accommodation in dormitories of more than 12		5 5		
3	Integrated washing and/or WC facilities	Washing and/or WC facilities are not integrated in same building as sleeping accommodation		(Max 5)		
		a. <u>Overseas</u> : open verandas lead to central ablution area Or b. Washing and/or WC in separate building		2 5		

³¹ Where the same grade is awarded to all bedrooms in the building, please include here the total number of bedrooms in the building.

2. Where different grades are awarded throughout the building, please include here the number of bedrooms to which this Table 6 applies

³² For partial points: round down or up. Eg for ¼ point, round down; for ½ point, round up.

³³ Effective Change Date: 3 months after the 4TGB iaw para 0823.

4	Scaling of washing and WC facilities	Washing and WC facilities are below scale		(Max 5)		
		<p>a. <u>En-Suite</u>: facilities are not provided to scale</p> <p>Or</p> <p>b. <u>Shared</u>: facilities are provided 50% or more below scale</p>		1, 2, 3, 4 or 5		
5	Provision of furniture and/or furnishings	Furniture and/or furnishings not provided to scale		Max 10 (temporary)	Date temporary points expire: _/_/	
6	Power Sockets	Electric power sockets are below scale		Max 2		
7	Ancillary facilities within same building	Ancillary facilities are not provided or below scale		Max 2		
8	Location of public rooms	Public rooms (dining rooms, Mess and social clubs etc) are far removed from sleeping accommodation		Max 5		
9	Physical condition of the SLA	Refer to DIO's FCM Assessment of the SLA building		Max 10	Assessment by DIO	
10	Condition of bedroom decoration, carpets furniture, fixtures and fittings	Bedroom decoration, carpets, fittings or fixtures is below standard		Max 5		
11	Heating system failure	Heating system fails to achieve correct temperatures		Max 5	Assessment by DIO	
12	Air Conditioning / Ventilation (Tropical / Sub-Tropical only)	Air conditioning and/or ventilation system fails to provide adequate cooling or reduction in humidity		Max 5	Assessment by DIO	
13	Access to essential amenities	SLA is 1.5 miles or more from essential amenities incl. on unit <u>and</u> Service or public transport does not enable reasonable access to the amenities		Max 5		
14	Environment	Adverse environmental factors existing for 6 months or more		Max 5		

		TOTAL OF ABOVE DEFICIENCY POINTS				

Notes: Enter 'X' in column (d) against each Serial where the deficiency applies; enter points awarded in column (g)

Ser	Factor	Positive Points	Applies	Points Allowed	Explanation of Positive Point observed by the Board	Points Awarded
(a)	(b)	(c)	(d)	(e)	(f)	(g)
P1		Access to a Kitchen		2		
P2		Access to a food preparation area with equipment		2		
P3		Access to a food preparation area w/o equipment		1		
	Sub Total	Total positive points				

	Narrative of Deficiencies				
	Total	Deficiency Points MINUS Positive Points			

GUIDE TO THE GRADING OF SLA – ADVERSE ENVIRONMENTAL FACTORS UNDER 4TG

Introduction

1. **Purpose.** MOD's 4 Tier Grading Regulations (4TG Regulations) permit the award of 1 - 5 deficiency points on those occasions when adverse environmental factors are prevailing for 6 months or more (unless a different qualifying time period is stated in the individual factors) - serial 14 to Annex B (SLA) refers. The purpose of this guide is to assist 4TG Boards in the award of deficiency points under the environmental factors serials thereby permitting more consistent and objective application of the criteria across the SLA estate. However, the guide is by no means definitive and 4TG Boards retain discretion to award deficiency points as considered appropriate depending on the nature and severity of the local environmental conditions which apply.

2. **Environmental Factors.** The following environmental factors are covered in this guide:

- Flooding and drainage
- Noise Nuisance
- Building works
- Landfill, Tipping or Recycling Areas
- Mining and Subsidence
- Local Adverse Sewage, Chemical or Engineering Works
- Adjacent Electrical Pylons
- Coastal Location
- Geographical Elevation
- Adverse social and environmental factors³⁴

3. **Award of deficiency points.** The total deficiency points which may be awarded is 5. In cases where more than one environmental factor may be present the points score may be added together to a maximum ceiling of 5.

Flooding and Drainage

4. Some areas will be prone to or under threat from flooding or the effects of a high water table. The following scores represent the severity of a flood or water table hazard.

FLOODING AND POOR DRAINAGE			
Ser (a)	Level of Severity (b)	Pts to be Awarded (c)	Remarks (d)
1.	The SLA is regularly subjected to flooding or in the past has been affected by flooding and no direct flood	5	

³⁴ Not applicable to properties in Northern Ireland as this is already recognised in the Northern Ireland Resident's Supplement (NIRS) which compensates for the additional pressures and restrictions placed on eligible Service personnel and their accompanying families serving permanent assignments in Northern Ireland.

	prevention measures have been put in place to prevent reoccurrence.		
2.	The SLA is situated in an area where the effects of flooding have a direct impact on the living conditions of the occupants.	4	
3.	The SLA is situated in an area which is considered to be under threat from flooding or high water table effects and as such is enclosed within an area which receives flood warnings from the Local Authority or Environmental Agency.	3	
4.	Any adjacent public areas/facilities available within the Service establishment for use by occupants of SLA are subject to the effects of high groundwater conditions or poor surface drainage which prevents the full use of these facilities for the majority of the year.	2	
5.	Any adjacent public areas/facilities available within the Service establishment for use by occupants of SLA are subject to the effects of high groundwater conditions or poor surface drainage which prevents the full use of these facilities on a seasonal basis.	1	

Noise Nuisance

5. SLA may be affected by noise nuisance. The noise must be present for the majority of the year and significantly affect the silent hours. Guidance to assist 4TG Boards in assessing the severity of noise nuisance without resorting to measurement of Decibel Levels (dB) is below. Where queries arise which require measurement of noise levels, 4TG Boards should be aware that the World Health Organisation (WHO) recommends that the general daytime outdoor noise levels should be less than 55dB(A)Leq to prevent significant community annoyance, and at night a level in the order of 45dB(A)Leq is desirable to meet sleep criteria. Measurement of noise levels which exceed the WHO recommendation may attract deficiency points at the discretion of 4TG Boards.

NOISE NUISANCE			
Ser (a)	Level of Severity (b)	Pts to be Awarded (c)	Remarks (d)
1.	SLA is located under/or adjacent to the approach circuit to a RN Air Station, Army Air Corps Regiment, RAF Flying Station, National, Regional, or City Airport, or adjacent to ground movements of aircraft and/or helicopters operating at these locations.	5	Small local airfields (e.g. flying clubs) should be awarded a lower score due to the lower traffic rate.
2.	Railway and Motorway Noise. The SLA is located adjacent to a main railway line or motorway	4	Adjacency to a local railway line with a limited day time service should attract a lower score due to lower traffic rate.
3.	The SLA is subjected to persistent noise from Electrical Substations,	3	

	Engineering/Production works and any other Mechanical Installation (Pumping Stations and the like).		
4.	The SLA is subjected to road noise from the passing of heavy traffic along a road which runs directly adjacent to the SLA.	2	Dual Carriageway or Trunk Road
5.	Agricultural Noise. The SLA is subjected to the persistent noise from intensive agricultural activity.	1	i.e. Battery Hen Coups. Turkey Farming

Building Works

6. SLA may be affected by building works which cause noise and dust and which may restrict access to accommodation or Service provided facilities for use by the occupants of the accommodation.

LOCAL BUILDING WORKS			
Ser (a)	Level of Severity (b)	Pts to be Awarded (c)	Remarks (d)
1.	Building works are adjacent to the SLA which significantly affects living conditions due to noise, dust or other hazard.	5	A major site within the SFA estate/Service establishment.
2.	Building works are adjacent to SLA which significantly affects living conditions due to noise, dust or other hazard.	4	A major site adjacent to the SFA estate/Service establishment.
3.	The establishment is located on an access route to a building site which has a significant impact on occupants of the accommodation due to restricted access and passage of heavy machinery.	3	3 points may be awarded if building works restrict access to accommodation, or Service facilities provided for use by occupants of the accommodation.
4.	The establishment is located on an access route to a building site which is utilized by heavy machinery	1-2	At the discretion of 4TG Boards depending on severity of use by heavy machinery.

Landfill, Tipping or Recycling Areas

7. SLA may be affected by the activities of Local Authorities or civilian contractors involved in the recycling or storage of waste materials, and offensive odours and increased insect populations which may arise from a local landfill or tip.

LOCAL LANDFILL, TIPPING OR RECYCLING AREAS			
Ser (a)	Level of Severity (b)	Pts to be Awarded (c)	Remarks (d)
1	A Local Authority landfill site is located directly adjacent to the SLA which significantly affects	5	A major site which process

	living conditions due to the processing noise, smell and increased insect population.		large amounts of waste.
2	A Local Authority landfill site is located directed adjacent to the establishment which significantly affects living conditions due to the processing noise, smell and increased insect population.	4	A major site which process large amounts of waste.
3	A Local Authority or Contractors Recycling site or Plant is located directly adjacent to the SLA which has a significant effect on the standard of living due to processing noise or increased HGV traffic to the site.	3	A smaller site which recycles materials in the main.
4	A Local Authority or Contractors Recycling site or Plant is located directly adjacent to the establishment which has a significant effect on the standard of living due to the processing noise or increased HGV traffic to the site.	2	1 point can be awarded due to distance from the site if relevant.
5	Contractors Recycling Site is located on the same road access to SLA which has a significant effect on the standard of living due to increased HGV traffic to the site.	1	Must be on or share the direct route to the site.

Mining and Subsidence

8. Properties can be affected by the activities of a contractor involved in mining or related activities. Such activities have a wide range of negative effects and can blight entire communities. If the SLA is located in such an area, high scores can be awarded due to a number of different reasons, however, dust, noise, and distance from the site will usually be the defining factors in how high the awarded score will be.

MINING AND SUBSIDENCE			
Ser (a)	Level of Severity (b)	Pts to be Awarded (c)	Remarks (d)
1	The SLA is adjacent to an area which is significantly affected by Deep, Strip or Open Cast Mining, Blasting or Quarrying.	5	The boundary of the mining should be adjacent to the SFA/SLA
2	The SLA is located within an area which is significantly affected by Deep, Strip or Open Cast Mining, Blasting or Quarrying.	4	Within 200m
3	The SLA is located on a route or access way to mining works listed above and there is a significant increase in the amount of HGV traffic.	3	
4	The establishment is located on a route or access way to mining works listed above and there is a significant increase in the amount of HGV traffic.	2	
5	The SLA is located adjacent to Waste Tips or Spoil areas directly related to mining operations (current or disused) which have	1	i.e. There is a large spoil heap (1000m ³ +) at the bottom of the SFA

	an adverse effect on the outlook of the property.		garden/adjacent to the SLA.
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Local Adverse Sewerage, Chemical or Engineering Works

9. The majority of works should not have a direct effect on the Service community and as such should not be scored just because of their presence. However, in circumstances where works have a negative effect because of pollution, exhaust fumes (from large generators or the like) or smell, deficiency points may be awarded.

LOCAL ADVERSE SEWERAGE, CHEMICAL OR ENGINEERING WORKS			
Ser (a)	Level of Severity (b)	Pts to be Awarded (c)	Remarks (d)
1	N/A	5	
2	N/A	4	
3	The SLA is located directly adjacent to a large sewerage/chemical works the operation of which affects the SFA/SLA	3	Large = over 200m ² with exposed processing units.
4	The SLA is located adjacent to a small sewerage/chemical works the operation of which affects the SFA/SLA.	2	Small unit under 199m ² which has exposed processing units (Not Bio Disk Type)
5	The SLA is located adjacent to a heavy engineering or chemical works whose operations significantly affect the standard of living.	1	Noise, Smell or traffic nuisance.

Adjacent Electrical Pylons

10. Electrical Pylons come in varying sizes, from large lattice steel structures which carry very high voltages to wooden poles which may support local transformers. The occurrence of pylons should be limited and electrical installations should be positioned far enough away from SLA not to present a negative effect. Care should also be taken not to confuse telephone poles with electrical supports. Telephone poles and their supported wires do not attract any points.

ADJACENT ELECTRICAL PYLONS			
Ser (a)	Level of Severity (b)	Pts to be Awarded (c)	Remarks (d)
1	A High Voltage (HV) 4 Leg, steel lattice construction Pylon is located within the boundary of the SLA.	5	
2	A steel HV Pylon is located adjacent to the SLA or electrical switching complex and substation is located directly adjacent to the SLA.	4	
3	Phased HV power lines pass over the boundary of the SLA as per Serial 1.	3	

4	A transformer is located within the boundary of the SLA.	2	Transformer should be fenced or contained within a brick enclosure
5	A Timber support pole or double pole c/w step-down transformer is located within the boundary of the SLA.	1	

Coastal Location

11. To attract points the SLA must suffer significant effects from being directly located in an exposed coastal location. Only the scores from either Para 11 or 12 can be taken into consideration.

COASTAL LOCATION			
Ser (a)	Level of Severity (b)	Pts to be Awarded (c)	Remarks (d)
1	N/A	5	
2	N/A	4	
3	N/A	3	
4	The SLA is located on an exposed coastal location which is subjected to major storms and bad weather.	2	
5	The SLA is located on a sheltered coastal location which is subjected to storms and bad weather.	1	

Geographical Elevation

12. To attract points under this serial, the SLA must be cut off until midday on any affected day by sustained and heavy snowfall. In general the SFA/SLA should be isolated and located in an exposed highland location.

GEOGRAPHICAL ELEVATION			
Ser (a)	Level of Severity (b)	Pts to be Awarded (c)	Remarks (d)
1	N/A	5	
2	N/A	4	
3	N/A	3	
4	The SLA is located in an exposed highland position which is cut off (physically snowed in) for over 30 days a year due to snow and poor weather.	2	
5	The SLA is located in an exposed highland position which is cut off (physically snowed in) for over 15 days a year due to snow and poor weather.	1	

Adverse Social and Environmental Factors

13. Adverse social and environmental factors including proven and recorded cases of vandalism and criminal activity, and poor/non-existent provision of services, on the basis that:

- a. The Local Service Commander has drawn up a Community Action Plan (CAP) to identify the problems, and taken action to address those problems in consultation with the Services' chain of command, the Local Authority, the Police or other agencies as appropriate.
- b. Once the CAP has commenced, a case identifying the problems and explaining what action has been taken at the local level has been submitted to the Service Authority (single Service Pay/Accommodation Colonels) at MOD level.
- c. On receipt of the case the Service Authority:
 - (1) Has determined that 5 deficiency points may be awarded immediately on those occasions where it is likely that the adverse social and environmental factors can only be resolved in the long term, if at all.
 - (2) Or, in cases where the adverse social and environmental factors are likely to be resolved in the short term, has determined that further evidence as to the effectiveness of the CAP over a period of up to 6 months is required, and on the basis of that evidence, has determined whether there is then a case for the award of 5 deficiency points.
 - (3) Or, has determined that the case should be rejected.
- d. Where the case is agreed by the Service Authority, 5 deficiency points may be awarded with effect from the date of that decision.
- e. The case is reviewed by the Service Authority after 12 months.

ROLES AND RESPONSIBILITIES FOR SLA 4TG

Role	Responsibility	Lead / Comment
Sponsor of Accn Policy		People Accn
Sponsor of 4TG		People Accn, in consultation with the single Service Pay & Accommodation Colonels and DIO Accn
Sponsor of the 4TG Cycle (SLA only)	<ul style="list-style-type: none"> Agree the SLA 4TG cycle in consultation with sS leads for 4TG; Oversee the SLA 4TG cycle to ensure currency; Maintain a central record of SLA 4TGB data across the Defence Estate 	<ul style="list-style-type: none"> DIO: DIO Accn will act as sponsor for the 4TG CyclesS will have access to DIO central database to use data for planning and respond TLB RFIs
Single Service lead/sponsor for 4TG (SLA only)	<p>For their respective Service:</p> <ul style="list-style-type: none"> Nominate and maintain a list of Service Authorities and their responsibilities for SLA 4TG (informing People Accn of any changes); Agree the SLA 4TG Cycle with DIO Accn; Direct the Service Convening Authority to undertake 4TGBs iaw the SLA 4TG Cycle; SPOC for questions regarding 'Service Authority' responsibilities 	<ul style="list-style-type: none"> RN: Accommodation Colonel RAF: Accommodation Colonel Army Accommodation Colonel – Pers Policy
Accommodation Sponsors	<ul style="list-style-type: none"> Notify occupants in advance of 4TGB; Notify occupants of BOO findings; Administrative action for any change in GfC 	<ul style="list-style-type: none"> Single Services on a TLB / Grouping basis (globally); Generally taken to mean the Unit
4TGB Service Convening Authority (SLA only)	<ul style="list-style-type: none"> Convening a Board of Officers to conduct a 4TGB; Drawing up convening order for Grading Board; Approving routine 4TGB findings. 	<p>RN: LSC convenes BOO; unit notifies occupants Army: RPOC Supported by Regional Infrastructure Cell (RIC) RAF: Station Commander</p>
Service Authority	<ul style="list-style-type: none"> A generic term covering a variety of sS roles and functions. Eg: Accommodation Colonel; Regional Command; Local Service Commander; Pay Colonel; Infra; Etc The sS lead/sponsor for SLA 4TG should be consulted if the appropriate sS Service Authority is unclear from the list shown below 	

<p>Single Service Authority for 4TG (SLA only)</p>	<ul style="list-style-type: none"> • Consultation with Centre; Policy guidance (including contentious cases); • SLA below G4fC - authorising appropriate SLA grade (4a, b, c or d); • Exceptional deficiency points – for staffing through People-Accommodation; • Typing and re-typing; • SLA 4TGB challenges/errors; 	<ul style="list-style-type: none"> • Accommodation Colonel • RN / RAF: Accommodation Colonel Army: Reg Cmd Pers • RN / RAF: Accommodation Colonel Army: Reg Cmd Pers • RN / RAF: LSC in liaison with Accommodation Colonel Army: Regl Cmd Pers & Infra • RN / RAF: LSC in liaison with Accommodation Colonel Army: RPOC & Reg Cmd Pers
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ANNEX D TO CHAPTER 8

SLA 4TGB CONVENING ORDER – EXAMPLE FORMAT

Ref: XXXX/Logs/Accom/BoO

LSC Ref:

BOARD OF OFFICERS – LOCAL SERVICE COMMAND (LSC) CONVENING ORDER

Reference:

A. JSP 464 Volume 3 Part 1 Chapter 8

- 1. Introduction.** The 4-Tier Grading (4TG) system provides a means for determining accommodation charges for differing standards of Single Living Accommodation (SLA) within Defence. SLA grades are to be reviewed at least once every 4 years and there is an additional requirement to conduct reviews where accommodation has been subject to improvement.
- 2. Background.** The last grading of SLA at *location* was completed on *date*. In line with extant policy at Ref A a Board of Officers (BoO) must be convened to conduct a review of the accommodation by no later than *date*.
- 3. Timing.** Throughout the BoO process the following timeline is to be adhered to:

Action	Responsible	Target Date
Issue of Convening Order	LSC	6 months before expiry of current BoO
Issue initial advance notice of the review to SLA occupants via Routine Orders	President	at least 1 month before BoO
Conduct Board of Officers visit	President Board Members	3 month time limit commences
Seek Single Service Sponsor (Accommodation Colonel) approval for award of 5 additional deficiency points or Below Grade 4	President	within 1 month of Board visit
Report findings of the Board to LSC for approval	President	within 2 months of Board visit
Notify SLA occupants of the BoO's findings once approved	President	within 3 months of Board visit
Complete administration associated with any proposed changes in grading	Unit	within 3 months of Board visit
Start new accommodation charges (if applicable)	Unit	3 months after Board visit

4. **Board composition.** The BoO will comprise the following personnel:

President	OF3 or Above
Members	Unit Officer
	EHO
	DIO Accommodation (if available)
	RIC Fwd FM
In Attendance	Contractor representative

5. **Post board administration.** Following the BoO, the President is to submit a copy of the findings including the Table 6 Grading Points Summary Sheets to the Local Service Command (LSC), together with any supporting information from DIO and/or EHO where appropriate. If for any reason this supporting information is unobtainable, a certificate signed by the President is to be included detailing the points and explaining why it is not available. Single Service Sponsor approval must be obtained in the event that either 5 additional deficiency points or a grade of Below Grade 4 are to be awarded. The LSC is responsible for approving the findings of the Board and notifying respective Units via the President. Once staffed, the final copy is to be retained by the President and a copy of all documentation passed to DIO Accn PR3 via the Single Service Sponsor.

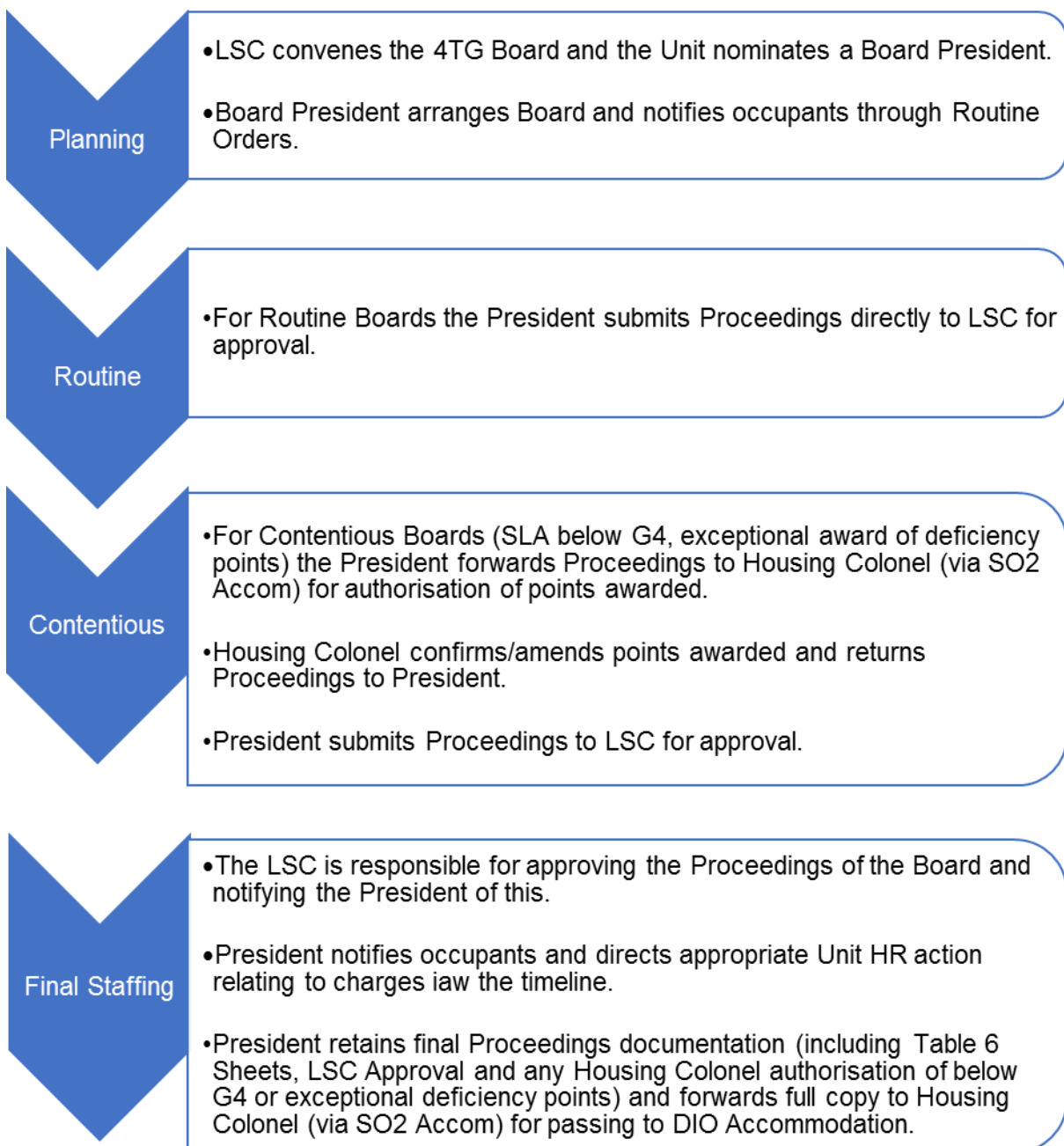
6. **Publication of findings.** The President is responsible for notifying occupants in writing of the findings of the BoO and, where a grade change is approved, in advance of any amendment to the accommodation charge. A copy of the Table 6 Grading Points Summary Sheet is to be sent to each occupant so that they are aware of the points awarded and the grade of the accommodation. The President is to instruct the Unit to amend administrative records to ensure that correct charges are raised and changes arising from the 4TG Board take effect 3 months after the date of the BoO.

Signature block

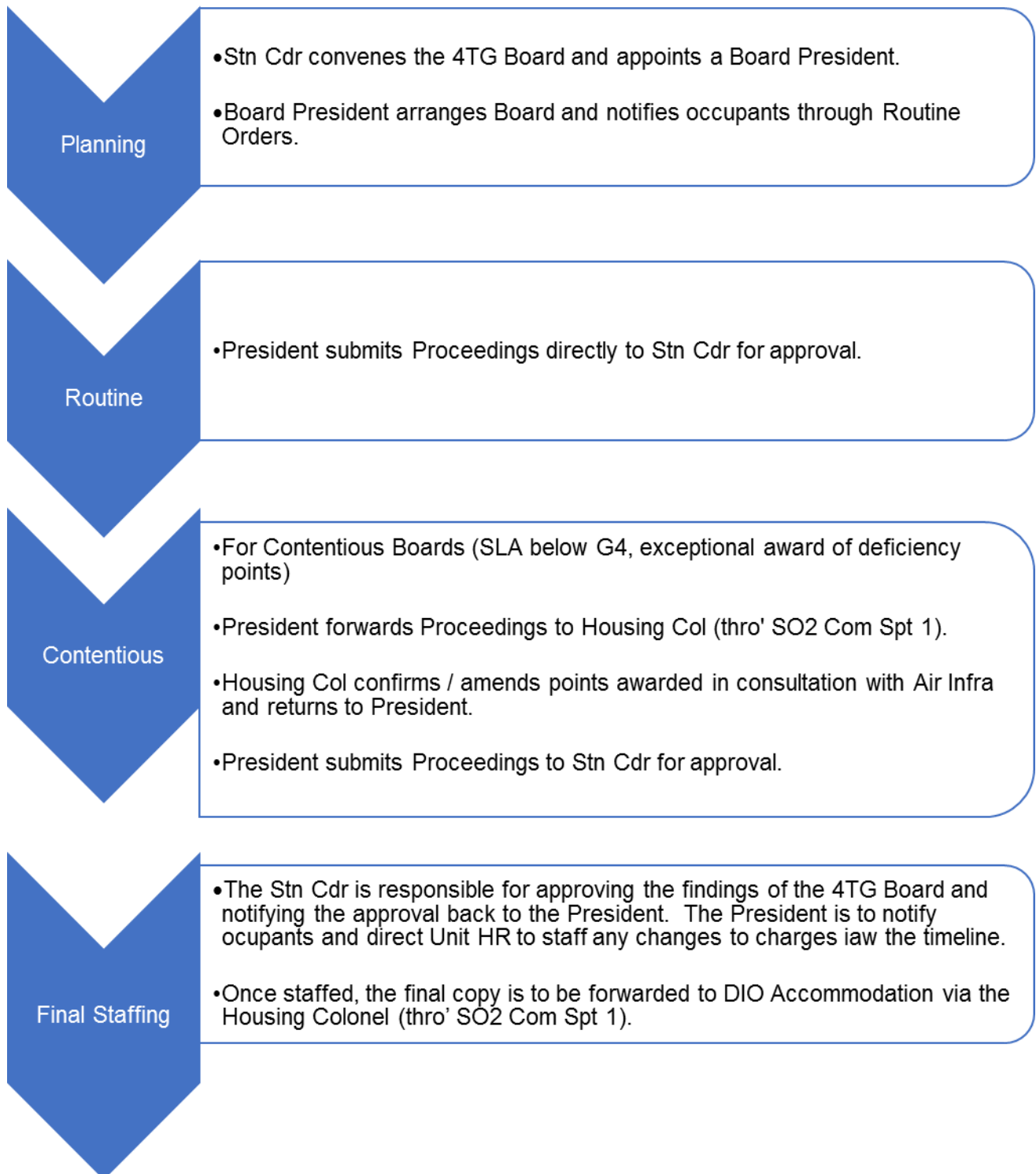
TLB PROCESS FOR STAFFING SLA 4TG BOARD PROCEEDINGS

1. The staffing process for SLA 4TG Boards varies according to TLB.
2. Following a 4TG Board, the Board President is to staff Proceedings in accordance with the appropriate TLB process detailed below.
3. Once staffed internally, the final copy (together with any supporting information from the DIO/EHO) is to be forwarded to DIO Accommodation (PR3) for retention and recording on the SLA Management Information System.

RN Staffing Process



RAF Staffing Process



Army Staffing Process

