



Ministry
of Defence

Defence Business Services

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Ref: FOI2024/20315

19 November 2024

Dear [REDACTED]

Thank you for your email of 16 October 2024 to the Ministry of Defence (MOD), requesting the following information:

"I would like to request information on how you relocate employees and whether you have a contract in place with a provider.

Please can you confirm when this contract is due for renewal."

On 24 October 2024, you provided the following clarification:

"My request relates to both Civilian and Armed Forces. Should your request include Armed Forces personnel, please can you specify for which of the Service(s) (i.e. the Army, Navy and/or Royal Air Force)? Please can you provide information on all the services Army, Navy & Royal Air Force."

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

A search for the information has now been completed within the MOD and I can confirm that all the information in scope of your request is held.

The MOD's civilian policy document for changing work location in the UK can be found at the attached document titled '20241022-FOI2024-19668-Annex A-O'.

For overseas relocations, the relevant civilian policy document can be found at the attached document titled '20241022-FOI2024-19668-Annex-B-O'.

I can confirm that the MOD's contract for civilian relocations expires on 30 November 2025.

The MOD does not hold any contracts in regard to relocations that are specific to the Royal Navy, Army or RAF. Furthermore, the information in relation to the Tri-Service policies and contracts, falls entirely within the scope of an absolute exemption under Section 21 of the FOIA as it is reasonably accessible by other means. As Section 21 is an absolute exemption, there is no requirement to consider the public interest in making the decision to withhold the information.

The overarching policies can be found in the Joint Service Publication (JSP) documents, available in the public domain at the links below.

JSP 752 (Tri Service Regulations for Expenses and Allowances):

<https://www.gov.uk/government/publications/jsp-752-tri-service-regulations-for-expenses-and-allowances>

JSP 464 (Tri-Service Accommodation Regulations):

<https://www.gov.uk/government/publications/jsp-464-tri-service-accommodation-regulations-tsars>

JSP 760 (Tri-Service Regulations for Leave and Other Types of Absence):

<https://www.gov.uk/government/publications/jsp-760-tri-service-regulations-for-leave-and-other-types-of-absences>

The Global Removal Management Services (GRMS) contract is now part of the Logistics, Commodities and Services Transformation (LCST) contract, due to expire in 2028. The contract is held with Team Leidos, which consists of the prime Leidos Europe Limited, and their key sub-contractors of Kuhne+Nagel, TVS Supply Chain Solutions and Agility Logistics. Most relocations within the Armed Forces use the MOD contract with Agility Logistics. Further information about the LCST and Agility Logistics can be found at the following links:

<https://des.mod.uk/logistics-contract-deliver-savings/>

<https://www.agility.com/wp-content/uploads/2020/09/Agility-United-Kingdom-Profile-2020-EN.pdf>

If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.gov.uk). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely,

Defence Business Services

Defence Business Services (Secretariat)



Ministry
of Defence

Change of Work Location in the UK

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Introduction and General Principles

This policy applies to all MOD employees except:

- SCE Teaching staff
- RFA
- QVS – Teachers, Peripatetic Teachers, Central & Eastern European Young Teachers, Gaps, House matrons, Houseparent's, Foreign Language Assistants, Lab Technician 3
- ATRA lecturers
- Traffic Representatives
- British Forces Germany – Intell Grades
- SBAA Cyprus Police
- SBAA District Judge
- SBAA Cyprus Customs & Excise
- Record Reviewers
- Locally Engaged Civilians
- Staff on personal contracts
- Former MOD employees, pensioners and dependents
- Prospective employees
- Fee earners and contractors
- People seconded or on loan to the MOD from OGDs, industry and academia, or on work experience placements.

As a MOD employed civil servant you may, during your career, change your job location. Such a change might involve a move from one MOD establishment to another MOD or Government location nearby; or it might involve a move with MOD from one end of the country to another. The extent to which you might move will depend largely upon whether you are mobile or non-mobile. However, whenever a move of job location occurs at MOD's request the MOD provides certain financial assistance for any additional personal costs that arise.

The aim of this document is to explain the various forms of assistance available, the eligibility criteria and help you determine and then register for the assistance your own move will qualify you to receive.

Task 1: Establish Which Transfer Package Applies

1. General Principles

1.1 This policy is for an employee who is moving into or within with the MOD from one place of work to another within the UK or returning to the UK from an overseas posting. Any assistance with costs will depend upon the nature and location of the new posting, what relocation terms are offered with the vacancy/requisition, whether they qualify for a Non-Standard transfer and upon a range of personal factors.

1.2 The aim of this section is to guide to the appropriate allowance package. But please note that the final award of that package will be decided by the Defence Business Services (DBS) Civilian Personnel. There are also variations within this document e.g. for RFA employees and where relevant these should be read.

1.3 There are certain general principles that regulate the payment of transfer allowances. The first point that must be clear is whether the staff member is mobile or has a limited mobility obligation. Put simply, if they have limited mobility they will normally only be required to move to a new job location within the travel to work area of their home. Where so this may only give an entitlement to Excess Fares Allowance (EFA) if offered in the advert/requisition.

1.4 If fully mobile they may be able to move to another job outside the travel to work area, and might qualify for a wider range of allowances, if it meets the Non-Standard Move criteria or if the advert offers help with relocation expenses.

1.5 Whichever allowances are payable, the following principles apply:

- reimbursement is limited to expenses that are necessarily incurred and staff must keep copies of receipts or other proofs of expenditure for a minimum of four years from the date of the claim for the purposes of inspection or audit;
- those expenses must be reasonable in nature and extent; and
- allowances will not be paid to assist in improving the standard of existing homes or otherwise improving position in the housing market.

1.6 The claimant is required to demonstrate the highest standards of financial propriety and an appropriate level of restraint commensurate with being a Crown Servant. Claiming or receiving money on the basis of false, incomplete or misleading information (including withholding relevant information) could lead to dismissal and criminal prosecution for fraud. Thus staff will be accountable for the veracity and probity of claims, and any inappropriate or unjustified elements will be disallowed or recovered where payment has already been made.

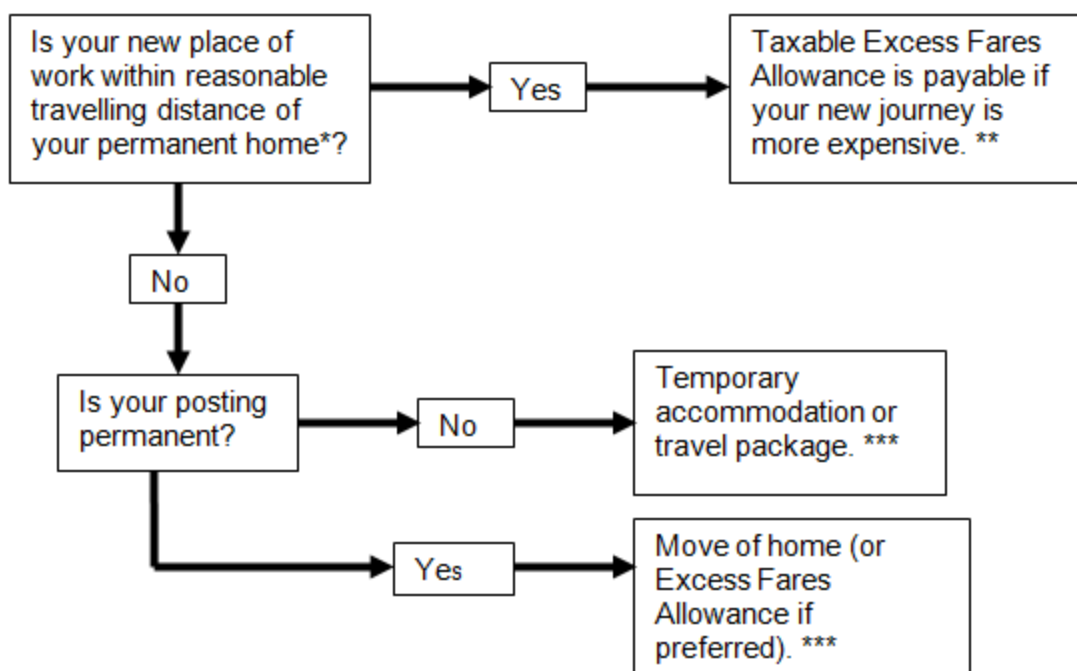
1.7 Staff must notify DBS Civ Pers PRL Relocations of any change in circumstances that might affect entitlement to receive a payment.

1.8 The final decision to award a particular package of allowances will be made by DBS Civilian Personnel upon receipt of completed registration. Staff must not make any decisions or any financial commitments on the assumption that they will be granted a particular transfer allowance until confirmed by DBS Civilian Personnel.

1.9 Prior to the advertisement of any post in a requisition/vacancy, approval must be obtained locally for any inclusion of any relocation assistance in the advert. This should normally be at 2*. The decision on which of the options should be considered will need to take account of the range of potential costs associated with the different transfer options and whether the alternatives to employee relocation, or additional travel expenses or local flexible working arrangements could achieve a more effective outcome.

2. Calculating Claims

2.1 The route to determining the appropriate transfer package can be illustrated as follows:



* The permanent home is the UK property/home at the last or current permanent place of work. It may be used for Business Expenses, Excess Fares Allowance, or Relocation Expenses, or establishing a dual commitment during a temporary transfer.

** If posted on a Non-Standard Transfer terms, or the advert/requisition offers assistance with Excess Fares Allowance – Limited to Travel to Work Area.

*** If posted on a Non-Standard Transfer terms, or the advert/requisition offers assistance with relocation expenses.

2.2 In order to understand precisely which of the allowance packages staff will qualify for, there are certain definitions and criteria they must satisfy. One aspect will be whether they qualify for a Non-Standard Transfer. If not eligible for a Non-Standard Transfer, the allowances will derive from personal circumstances and whether the advert/requisition offered any help with transfer allowances.

2.3 Limited-mobility posts are where the grade has a limited mobility obligation across the Civil Service within the travel to work area (e.g. Skill Zone, Band E / AA / AO, part time posts in mobile grade) and as a result the Department will only provide assistance with costs associated with additional travel within the travel to work area.

2.4 The definition of reasonable daily travel is explained above under the heading: Is your new place of work within reasonable travelling distance of your home? Because the successful applicant for such vacancies will usually already live within what the Department considers to be a reasonable daily travelling 'radius', the transfer should always be made on permanent terms and allowances payable will be limited to EFA (where additional travel costs arise and the advert/requisition offers such assistance).

2.5 Staff who apply for vacancies which are outside of reasonable travelling distance will not be entitled to any additional assistance where the advert offers EFA – Limited to Travel Work Area Only. In exceptional cases, and where necessary financial authority exists, full permanent terms, with a potential move of home at public expense may be considered, provided that is made clear at the time the post is advertised.

2.6 Mobile grades have a full mobility obligation (e.g. most grades in Band D / EO and above) and staff in them can be expected to move anywhere within UK with the MOD, although not with other Government Departments.

2.7 For these vacancies it is crucial to decide first whether the posting is expected to be temporary or permanent. If, for example, the post exists simply to perform a one-off or lified function, then the expected duration of the post must be stated in the advert. The allowances that might be claimed by the successful applicant will then flow naturally from this (and the whether the applicant qualifies for a Non-Standard transfer or the advert offers relocation assistance).

2.8 If, however, you are simply seeking to fill a vacancy where the job is open-ended and ongoing and where the life of the post is not tied to the completion of certain defined tasks, then the likelihood is that the post should be advertised as permanent. Again, the allowances that might be claimed by the successful applicant will then flow naturally from this, and the assistance offered in the advert/requisition. (As a general rule, the vast majority of posts will normally be filled on permanent terms.)

2.9 It is important that the posting terms offered reflect the business needs and not the preferences of the applicant. For example, if an applicant simply states his/her intention to stay in the job only for two or three years, this should not be used to re-negotiate or change the terms offered. A rule of thumb is that a posting that is expected to last for over three years should be advertised as permanent. However, personal circumstances can legitimately be used to award different transfer terms (see Permanent and Temporary – definitions above) depending upon the householder status of the individual. Conversely, if a posting is expected to last for less than three years then it should generally be advertised as temporary. But again, it is important not to allow ambiguity about the likely length of time that any successful applicant might want or expect to spend in the job to determine the transfer terms advertised.

2.10 Adverts/requisitions will carry one of the following options:

Mobile Grades:

- The post offers full Relocation Expenses to the successful applicant; or
- The post offers assistance with Excess Fares Allowance – Limited to Travel to Work Area Only. Non-Standard Move applicants (e.g. as detailed in Change of Work Location in the UK), if successful, will be eligible for the full relocation package; or
- This post does not offer Relocation Expenses (Move of Home, Excess Fares or Temporary Transfer allowances. Non-Standard Move applicants (e.g. as detailed in Change of Work Location in the UK), if successful, will be eligible for the full relocation package.

Non-Mobile Grades:

- The post offers assistance with Excess Fares Allowance – Limited to Travel to Work Area Only; or
- This post does not offer any assistance with any Relocation Travel To Work Area (TTWA) – see below.

2.11 If a vacancy has already been advertised internally at Stages 1-3 any relocation allowances agreed should be re-offered in the external advert. Stage 4 of the recruitment process 'External Recruitment' may offer different levels of relocation support. The relocation assistance for internal candidates applying for the post will also need to be clearly explained in the advert. The options are:

- External Applicants: First Appointment Expenses up to a limit of £8,000. Internal Applicants will be eligible for full relocation expenses; or, Internal candidates will be eligible for Excess Fares Allowance – Limited to Travel to Work Area; or, The post does not offer Relocation expenses.
- External Applicants: The post does not offer Relocation expenses. Internal Applicants: Internal candidates will be eligible for full relocation expenses; or, Internal candidates will be eligible for Excess Fares Allowance – Limited to Travel to Work Area; or, The post does not offer Relocation expenses.
- If the advert offers relocation allowances to an internal candidate this would include candidates from OGDs.
- The above applies to mobile posts only as non-mobile posts are not eligible for First Time Appointment Expenses.

3. Relocation Travel to Work Area

3.1 An important influence on transfer allowances is where the home residence is located at the permanent place of work, the journey undertaken to the old place of work and the expected journey to the new place of work. This will help to determine whether relocation or travel expenses are offered, and/or whether permanent or temporary transfer terms are given.

3.2 The TTWA is also sometimes referred to as the dormitory area or reasonable travelling distance. It will help to determine which, if any, allowances are offered where assistance formed part of the advert or when the transfer meets the Non-Standard Move criteria. Outside of transfer allowances, the TTWA may also be used to determine whether a non-mobile employee may be offered help with travel costs or employees offered relocation allowances as an alternative to redundancy.

3.3 The TTWA is a definition used to describe what constitutes reasonable daily travelling distance from the home to the normal place of work. Generally, this is a journey of up to one hour (60 minutes) for locations outside of London and up to one and half hours (90 minutes) for postings to or within London which attract London Pay Allowances. This is relevant to those who are moving jobs within the MOD due to the needs of the department or to those whose first posting in MOD attracts first appointment expenses.

3.4 A journey in excess of the TTWA may lead to a move of home at public expense, if the journey is significantly more than the old journey and the move is supported by the department. It may alternatively lead to help with travel costs through Excess Fares Allowance or in the case of non-mobile grades a redundancy package.

3.5 In a potential or actual redundancy situation the Department may look to offer a suitable alternative employment (SAE) (see the Redeployment and Redundancy policies) as a way to avoid a redundancy situation. This may include a move to an OGD on voluntary terms. The Department reserves the right to move an individual or group to another post(s) as a way of avoiding redundancy. If a SAE is offered, then the business may grant the use of Excess Fares Allowance or a move of home at public expense if it is deemed appropriate. That is a business decision, as a way to avoid redundancy and only where it represents value for money compared to an exit payment. This can apply to non-mobile grades as well as mobile grades in a redundancy situation.

3.6 Some account may be made of existing travel arrangements, the method of travel, and the availability of travel options to the new place of work. For example, if you currently travel 55 minutes by vehicle, a new journey of 65 minutes by vehicle to a new location may not be considered unreasonable even though it exceeds the 60 minutes criteria. However, if you normally drove only 10 minutes, an extra 55 minute drive to a new location might be considered unreasonable. The availability and timing of public transport will also be considered.

3.7 In brief, the journey DBS will use when assessing TTWA for Excess Fares Allowance or the potential for a move of home is to be considered are:

- The quickest available route (in minutes)
- The planned journey to work (the return journey will not be considered)
- The additional time and distance to be travelled
- The public transport options
- The choice of travel; e.g. a journey time in excess of 60/90 minutes will be discounted if your choice of transport is considered unsuitable or excessively expensive or time consuming (for example driving into central London instead of a shorter/quicker public transport journey)
- Where you habitually drove by private vehicle to your previous place of work, the presumption will be that you can drive to the new workplace unless circumstances prevent this from being practicable or sensible
- Other stops or detours will be excluded when considering the length of the journey, e.g. dropping/picking up others to take to work or school.
- Variable traffic delays, or road/engineering work or other temporary interruptions will be excluded.

3.8 The TTWA will be assessed using AA Route Planner. In some cases DBS may supplement this with alternative reference tools. If a journey can be undertaken in under 60 minutes (or 90 minutes in London) it will be considered to be within the TTWA.

3.9 Any appeals on the length of journey (for example Google maps says 55 minutes but it is consistently taking 75 minutes) will be considered by DBS but DBS will have the final decision. Any recorded private journey times by an employee trialling or using the travel routes will not be used to calculate any entitlement. DBS will utilise the usual methodology and apply this to all employees. This ensures parity of treatment across all cases.

3.10 If you are transferred to a new place of work that is within reach of your home, you will not be entitled to assistance with a move of home. If your new place of work is actually closer to your home than where you work now and your new daily travel will cost less, then nothing is payable. However, if your transfer results in you having a more expensive journey to/from work, you will be able to claim Excess Fares Allowance (EFA) to assist with the extra

travel costs if moving as part of a Non-Standard move or the advert/requisition offered help with EFA. EFA will not be payable if the new journey is outside of the TTWA and the advert offered EFA limited to the TTWA.

3.11 The test of whether your new place of work is within the TTWA of your home is a critical factor in MOD's transfer process. You must understand it fully as it may determine your eligibility for a particular transfer package or set of allowances.

3.12 Although the normal TTWA is either 60 minutes or 90 minutes in London, it should be noted that moves of home are not normally granted for transfers within the London area (See London in TASK 4).

3.13 If you are satisfied that you can travel to your new permanent place of work but your daily travel will be more expensive, then you may be eligible to for help with the extra travel costs through Excess Fares Allowance if the transfer terms or advert dictate it is available. This is explained in TASK 2.

3.14 If the new place of work is too far to travel daily then the allowances payable will depend upon whether your posting is classed as permanent or temporary and, for certain types of assistance, whether the transfer is a Non-Standard Move or the advert offered Relocation Expenses. This should be clear from the job advert or, if the transfer is on a 'managed' basis, from the terms of the appointment offered. The definition of what is classed as permanent, temporary or a supported move are explained below.

4. Temporary vs Permanent Postings

4.1 A job should be treated as temporary where it is of limited or finite duration. For example, a post could be created for a limited period to undertake a one-off project or task. Alternatively the post itself could be regarded as permanent but the expected tenure in the post temporary (e.g. as part of a centrally managed longer-term career development plan). Where an employee has been successful in an MOD Fixed-term Appointment (FTA) recruitment campaign, they should transfer into the new post under a 'temporary transfer'. At the end of the transfer they will move back into their previous business area. However, if the FTA campaign was for a higher grade, the employee should move into the new post under a temporary transfer but with 'Temporary Managed Progression' (TMP). At the end of the transfer the employee will return to their previous business area at their substantive grade.

4.2 As temporary transfers are only granted to employees outside of the dormitory area, employees may be offered assistance with temporary accommodation and weekend travel costs, or, for those who decide to travel daily, help with the excess travel costs. This is normally offered when the post duration is expected to last less than three years. Job adverts should state "The post offers assistance with Excess Fares Allowance – Limited to Travel to Work Area Only. Non-Standard Move applicants, if successful, will be eligible for the full relocation package."

4.3 It is impossible to give detailed guidance on all circumstances in which a job will be treated as temporary, but generally a temporary posting would be where the length is expected to last less than three years. However the reference to three years is not intended to denote a minimum tour length; it is simply a parameter to establish entitlements to transfer allowances. Line Managers may deviate from these guidelines where it makes sense to do so and is cost effective to the Department. However, if you accept a post on published transfer terms you should have no expectation that those terms can be re-negotiated.

4.4 Temporary Postings are reviewed periodically by the business to determine whether they are still justified and/or the expected tour length, which can change the tax status

4.5 Attendance at the Royal College of Defence Studies and Joint Command and Staff College courses are normally made on the basis of a temporary posting. The normal allowances payable for temporary postings do not apply. Instead, special allowances are payable and these are discussed in more detail in TASK 3 and Register for and claim Temporary Posting Expenses.

4.6 If the posting is permanent and the new place of work is too far for daily travel, then staff may qualify for assistance with a move of home if the transfer terms or advert dictate it is available – please see below.

4.7 The 'Move of Home' package is comprehensive. For further guidance, see TASK 4. 20. Even if the move qualifies for a move of home, staff may – as a matter of personal choice and despite the journey time/distance involved – prefer not to move home and travel daily instead. If so, see Register for and Claim Excess Fares Allowance (TASK 2).

4.8 Vacancies for non-mobile grades will be advertised as permanent but allowances may sometimes be offered with the advert, but where so it will be restricted to EFA – Limited to Travel to Work Area Only. Where this is the case EFA will not be offered if candidates live outside of reasonable travelling distance of the post-location or if they move home at own expense to the new area. (A full move of home for a non-mobile transfer will only be granted in exceptional circumstances, where there is a clear business reason for doing so and funding is available). It should be noted that 'part-time' grades will be considered as non-mobiles for the purpose of transfer allowances.

4.9 Non-Mobile employees have no expectation of being transferred outside of reasonable daily travelling distance of the home. Consequently there is no entitlement to move of home expenses, even if the employee would be in the Non-Standard Move category (e.g. in the PRR). Adverts for non-mobile posts would normally only offer the following options;

- The post offers assistance with Excess Fares Allowance – Limited to Travel to Work Area Only.
- This post does not offer any assistance with any Relocation Expenses.

4.10 As part-time employees are considered non-mobile, they would not attract full relocation expenses for a posting outside of their dormitory area. They may however, be eligible to receive Excess Fares Allowance – Limited to Travel to Work Area Only, if the advert offers this assistance. Non-Mobiles posted on Non-Standard terms (e.g. PRR, Bulk Move etc) to a location within the dormitory area of the home, may be eligible to receive Excess Fares Allowance – Limited to Travel to Work Area.

5. Non-Standard Moves

5.1 Non-Standard Moves are transfers which are needed for legal reasons or arise to meet urgent Departmental needs – invariably where asked to move by the Department (e.g. moved with a job (Bulk Transfer) or where placed in the Redeployment Pool). Other moves are usually transfers which arise because staff choose to move to a new job, probably as a result of competition. To reflect this choice, the Department targets its more concessionary special packages, entitlements and allowances on permanent transfer, to those where the need is greatest and most merited – Non-Standard Moves:

- Employees eligible for a Non-Standard Move represent those groups of employees who may have no choice but to move or travel additional distances, because they have no current post, or have an expectation to move jobs/locations.
- Some Non-Standard Moves may not involve a competed transfer, and may therefore automatically qualify for transfer allowances. Some examples of this are identified later.
- As these employees are considered to have an implicit direction from the Department to move, and some can only continue their career through a competed move to a location which involves additional expense, the Department therefore seeks to protect their transfer allowance position on the basis that the allowances are necessary.

5.2 Non-Standard Moves are:

- the post is moving to a new location as a result of a Bulk Transfer;
- returning from long term sick where the employee cannot, after reasonable adjustment, return to the previous post;
- returning from maternity or adoption leave where the employee cannot return to their previous post;
- a move because of a particular individual circumstance (for example to meet a Equality Act requirement);
- where the employee is a Trade Union representative and no longer has 100% facility time;
- returning from long courses or interchange where the employee is sponsored by the business area;
- where the employee is required for urgent or business critical departmental needs (for example to help manage operational crises);
- returning from operational deployments; short (up to twelve months) non-operational tours; and Reserve Forces Service;
- where an employee returns from an overseas post (non-operational due to end of tour);
- placement for successful initial professional development (.i.e. apprentices, graduate recruits and trainee accountants - special allowance packages exist for these groups and advice should be obtained from the Development Scheme Manager.);
- where an employee is a member of the Fast Stream, or is on the Means of Identifying Internal Talent (MIDIT) scheme, and the Talent Management Office agree that the move is required for the individual's development on the scheme (and meets business needs) and support the transfer terms and the allowances offered;
- where an employee is a member of the Senior Civil Servant (SCS), at the Human Resource Director's discretion;
- where an employee is a Band B / Grade 6 & 7, it will be at the HRD's discretion based on criticality of post and development needs of the individual;
- where an employee has been given PRR-PM status or at Risk of Redundancy – Priority Mover (ARR-PM) status;
- where an employee is moving as part of DMEC; and
- post-rotation (but not a compassionate post-rotation/ transfer or move for compelling person reasons). Where a post-rotation will result in any relocation assistance, approval should normally be obtained at 2* level or within any existing separate financial commitment control regime.
- Non-Standard status and relocation allowances may be granted to those moving on level transfer, advancement or promotion. 25.

5.3 The Department has the flexibility to add to this list, noting that Non-Standard Moves are intended only to be used when legally required; for business critical needs; for development purposes and where moves have arisen from a Departmental decision to change the post.

5.4 Potentially at Risk of Redundancy (PRR) individuals will only be granted relocation allowance assistance if their posting is detailed in the Non-Standard Movers List (above). The following will not be eligible for relocation allowance unless specifically mentioned in the job advert:

- return from career break or other form of special leave including expended special unpaid leave;
- return from loan/secondment and appointments to NATO and NETMA and have a guaranteed return to duty;
- the spouse/partner of a serving member of the Armed Forces who is being posted to another geographical location outside the travel to work area;
- the spouse/partner of a MOD civil servant, including if they are an MDP officer, being posted to another geographical location as a result of a bulk move;
- downgrading whether as a result of misconduct or restoring efficiency or on a voluntary basis but downgrading as an alternative to redundancy can be considered by the business. Staff in a redundancy situation who opt to downgrade may be considered for relocation/EFA assistance if deemed cost effective;
- employees serving in posts subject to maximum tour lengths (e.g. some finance / commercial posts);
- employees subject to TUPE;
- employees reverting to their substantive grade following the expiry of a period of LTTP;
- compassionate reasons.

If in doubt about eligibility for any relocation allowances, contact DBS for advice, prior to committing to any expenditure.

5.5 The Department fully recognises that a change of job location (when it results in a home move) can happen at a point in time that might conflict with certain domestic priorities, for example, a move of home might occur in the middle of a child's 'A' level studies. To address such domestic issues DBS Civilian Personnel has the discretion to consider the circumstance and offer some special assistance if the move derived from a Non-Standard Move.

5.6 If unable to move home immediately (e.g. because children are undertaking GCSE examinations), staff may be offered a Delayed Moving Package (DMP) which will enable delay to the move for up to twelve months, or in exceptional cases up to twenty-four months. Extensions beyond twenty-four months will not be granted. Staff unable to move after twenty-four months will not be eligible to use the DMP, but may be able to use the Non-Movers Package.

5.7 During the DMP staff may receive the following allowances:

- The single non-householder element of the Transfer Grant (TG);
- Night Subsistence in the thirty nights after date of transfer;
- Assistance with Temporary Accommodation costs through the Tenancy Introduction Service (TIS);
- The cost of a return weekend journey home (at standard class travel); or
- Excess Travel Costs in lieu of Temporary Accommodation and weekend travel costs.

5.8 At the end of the DMP staff may claim normal relocation allowances including the remainder of TG, if they have only received part payment. They may also receive a Preliminary Visit to find permanent accommodation. A further period of Night Subsistence is also not payable. If staff are unable to move home at that point, allowances will cease. DMP cannot convert to a Non-Movers Package, as both packages operate under different tax arrangements.

5.9 If there are insufficient grounds to qualify for a DMP or if the rationale for not moving is financial rather than domestic, staff may qualify for the Frozen Entitlement Package (FEP). This will enable staff to postpone their move of home for up to twelve months, or in exceptional cases up to a maximum of twenty-four months, and entitlement to allowances will be frozen until ready to move. For example, staff may have purchased their home from a local authority or have a shared ownership arrangement which will trigger a severe financial penalty if they sell within a prescribed period.

5.10 If a FEP is granted, staff will initially be treated as a single non-householder, and may claim the following:

- The single non-householder element of the Transfer Grant (TG)
- Night Subsistence and the cost of a return weekend journey (at standard class travel) during the first thirty nights after date of transfer and whilst seeking temporary accommodation;
- Six concessionary journeys to the old home during the first year of transfer after Night Subsistence has been exhausted.

5.11 At the end of the FEP, staff may claim the normal relocation allowances, including the remainder of the TG if they have only received part payment, and a Preliminary Visit to help find permanent accommodation. A further period of Night Subsistence will not be payable. FEP may not convert to a Non-Movers Package, as both packages operate under different tax arrangements.

5.12 The Non-Movers Package (NMP) is designed to:

- Provide a measure of assistance with accommodation costs at the new station and weekend travel home to staff who, for domestic reasons, are unable to move home;
- Preserve the right to a move of home at public expense for the next permanent transfer at a new location.

5.13 This package is for those who are unable to move home immediately after transfer and have valid long-term domestic reasons for the delay which cannot be resolved by the offer of a DMP or FEP, nor, because of the distance involved, are able to travel daily to the new place of work. For example, they may need a base to support an infirm or sick relative (such as, a parent) in the old station area, have children taking examinations over a longer period, or have a child who has obtained a scholarship or has special educational needs which cannot be replicated at the new station. The NMP will not be offered for financial problems or any perceived problems in the housing market (for example, because of property prices in the new area or a decline in the housing market).

5.14 Eligible staff will receive taxable monthly payments equal to the average TIS costs, plus the value of four return journeys a month based on standard class rail travel (or more reasonable effective method of travel). This allowance may be used flexibly but is paid for the purpose of funding the cost of accommodation at the new station and for weekend travel to the old station home. Staff may not use the TIS to find accommodation.

5.15 A reduced rate will be payable in the following circumstances:

- If able to stay in a Service Mess staff should make sure that they are charged Non-Entitled Mess Rate charges. The accommodation element in the NMP will be equal to the monthly Non-Entitled Rate charges, so that before tax, the charges will be covered. Food charges are excluded from the NMP calculation.
- If staff stay with family or friends, payment will be subject to a reduced rate based on the Family and Friends payments.

If expenditure materially changes, staff should report it to DBS Relocations who will consider whether the package should remain the same or be reduced.

5.16 NMP payments are made with salary. They include a taper, to enable staff to adjust more slowly to the full financial responsibility of the additional expenditure. Payments are made as follows:

- Years 1-3 NMP paid in full
- Year 4 67% of entitlement
- Year 5 33% of entitlement

5.17 Payments cease at the end of the five year period. No extensions for longer postings etc will be considered and staff will not be permitted a move home at public expense to their current duty station at the end of five years. The allowances paid, once assessed, will not vary throughout the payment period. The annual uplift for fares will not be applied nor will any increases in accommodation costs be reflected in the monthly payment. The NMP is taxable and subject to NI and the costs are not grossed up.

5.18 These funds may not be used to buy a second home. If staff purchase a second home whilst in receipt of a NMP, the allowances will cease immediately. See TIPS, HINTS AND FAQs for the effect of an NMP on a further transfer.

5.19 Purchase of a Second Home (PSH) provides a range of limited assistance with non-capital costs to those who do not wish to sell their home at the old station but wish to purchase a second home at the new station. This is the only way of obtaining assistance with a second home. Assistance with temporary accommodation and weekend travel, Additional Housing Costs Allowance (AHCA) or Advances of Salary (AOS) etc are not payable as to do so would mean that the Department would have to take an equity share or legal charge on the second home. Hence, assistance is strictly limited to the following specific items;

- A Preliminary Visit;
- Night Subsistence during the first thirty nights after the date of transfer;
- Concessionary weekend journeys during the Night Subsistence period;
- Legal expenses and survey fees relating to the purchase of the second property but not Stamp Duty or other additional fees from buying a second home;
- Normal Stamp Duty costs for a purchase; but not any additional surcharge because of ownership of a second property
- Removal costs;
- Appropriate rate of Transfer Grant (TG).

5.20 From the date of transfer, the old home will cease to be recognised by the Department. Any entitlement to AHCA on the old station property will cease, and any outstanding AOS

will have to be repaid in full. If staff can satisfactorily demonstrate that they are unable to repay the AOS immediately (inclusive of raising additional mortgage to clear the debt), DBS Civilian Personnel Relocations may consider the possibility of transferring the AOS and repayments to the second home. The second home purchased at the new permanent duty station will be regarded as the home for any subsequent transfer. No assistance will be granted towards the sale of an old station property.

5.21 The above packages (DMP, FEP, NMP and PSH) are only available for Non Standard moves. The packages are not available for other moves, where better personal planning may have avoided the problem. If staff encounter difficulties and may need some assistance to overcome them, they should write to the DBS Civilian Personnel giving full details of domestic circumstances and of the problems. These packages are not designed for those who simply choose not to move but are for those with genuine domestic difficulties which prevent a move of home at the current time.

5.22 If staff rent temporary accommodation at the new duty station whilst on a DMP/NMP and let or sub-let the accommodation, they should inform DBS immediately. Any income derived from that arrangement will be used to offset any payments made by the Department for accommodation and/or weekend travel costs.

5.23 Whilst it is accepted that the expenditure may still be incurred if a Non-Standard Move candidate is successful at interview, the recruitment should be planned in advance of any transfer decision with business case consideration made of the expected term and range of issues that would determine overall costs. This must be made in advance of any job advertisement and be informed by whether the line manager considers there is a benefit to the Department.

5.24 The responsibility for obtaining and recording that approval will rest with Line Management, who will then simply need to convey the appropriate decision on relocation allowances. Once the requisition/vacancy advert is published, the relocation terms cannot be changed by the Line Manager or renegotiated by the successful applicant.

5.25 In a potential or actual redundancy situation the Department may look to offer a suitable alternative employment (SAE) (see the Redeployment and Redundancy policies) as a way to avoid a redundancy situation. This may include a move to an OGD on voluntary terms. The Department reserves the right to move an individual or group to another post(s) as a way of avoiding redundancy. If a SAE is offered then the business may grant the use of Excess Fares Allowance or a move of home at public expense if it is deemed appropriate. That is a business decision, as a way to avoid redundancy and only where it represents value for money compared to an exit payment. This can apply to nonmobile grades as well as mobile grades in a redundancy situation.

5.26 If the vacancy or the transfer is as a result of the transfer of work (from one location to another) then this will be categorised as a 'bulk transfer'. A bulk transfer is regarded as a Non-Standard Move for allowance purposes. The term 'bulk transfer' should not be taken to imply that the transfer must necessarily involve the movement of a large number of jobs. The defining characteristic of a bulk transfer is the transfer of work. Of course, the transfer of work may also involve the transfer of the people – but this will not always be the case. And a bulk transfer can involve the transfer of many jobs or only one.

5.27 If the vacancies being filled or the transfers taking place are as a result of the bulk transfer of work, then seek financial authority from your budget office first. This is because the funding of bulk transfers is met by the employing TLB and it is necessary for you to make

sure that the necessary financial provisions have been made to fund the various transfer allowances that will become payable.

5.28 Where authority for a Bulk Transfer is granted, employees may receive a longer period of notice of transfer. This enables the employee to move in advance of transfer, if there is a genuine requirement to do so (e.g. if children need to start a course of education leading to (GCSE / A Level) examinations).

6. Transfer Guidelines

6.1 If staff have been serving overseas and are returning to the UK on posting, refer to the Policy on [Overseas Civilian Transfers](#) . If, on return to the UK, staff are returning to the same place of work as previously, they will have no entitlement to claim any UK transfer allowances. Recruitments for Overseas Posts will not be subject to these caveats. Overseas posts will continue to attract the permanent or temporary transfer allowances associated with a posting overseas. If, however, they are posted to a new MOD establishment then they should follow the guidance contained in this document. For allowance purposes ignore the overseas tour of duty, and consider the new posting against the last UK post before going overseas. If a non-mobile staff member returns to a new duty station, outside of reasonable daily travel, they will be treated as a mobile grade, for UK allowance purposes.

6.2 Staff returning from overseas appointments are given PRR – Priority Mover (PM) status 6 months in advance of Tourex, and so would be eligible to be treated on Non Standard terms on application. Those given PRR (excluding those listed in Task 1 Para 5.4) will be granted Non Standard status and will therefore be eligible for relocation or Excess Fares Allowance in the UK (if needed) on level transfer, advancement or promotion

6.3 A number of special concessions are in place to recognise that living and working conditions for staff in Northern Ireland have, as a result of the security situation, been different to those experienced in the rest of the UK. If transferring to, from or within Northern Ireland staff should contact the Civilian HR Business Partner Army for further guidance.

6.4 The new post will attract allowances appropriate to the transfer terms. However, it might become necessary to revisit those terms later. It might be, for example, that staff are posted on permanent terms but, before they are able to move home, it becomes known that the new post is being cut six months later. In such circumstances, it would be inappropriate to require or allow them to move home. Staff would need to discuss the options open to you with your line manager and DBS Civilian Personnel Relocations. Alternatively a posting that is initially expected only to last twelve months might subsequently become extended and justify a permanent transfer. Again, DBS Civilian Personnel will need to know about this so that they can advise of any new entitlements payable that might be payable under a permanent transfer.

6.5 If posted on Temporary Transfer terms, but the end date changes from more than twenty-four months to less than twenty-four months from start of transfer, or conversely from more than twenty-four months to less than twenty-four months from start of transfer, DBS Civilian Personnel Relocations will need to be updated because it will change the tax status of the temporary posting and require adjustment All such changes in transfer terms and/or expected end dates for Temporary Transfer must therefore be reported immediately when they are known. The Line Manager must inform DBS Civilian Personnel by completing HR

Form 669: Authorisation for Conversion of Transfer Terms. Conversion will always be from a current date.

6.6 When changes to Transfer Terms are considered, managers must also take into account any restrictions on transfer allowances available at the time of the original transfer. For example; if no assistance was offered in the original recruitment campaign, a change in the terms of the same job later would not create any eligibility for relocation assistance.

7. Appointments

7.1 If staff are recruited as Graduate Engineers, Scientists and Apprentices etc, there may be variations on staff permanent duty stations, subsequent appointments, and the allowances payable. Where so, the course manager will set out the entitlements and restrictions at the outset of joining the scheme and on any new appointment.

7.2 For other new recruits to the MOD or existing employees successful in an external competition, as a general rule, there is no entitlement to financial assistance if they need to move home to attend work. There are, however, three exceptions to this:

- The first exception is where a particular recruitment campaign has specifically offered relocation assistance to the successful candidate. Such assistance is referred to as First Appointment Expenses (FAE) and offers reimbursement of certain expenses associated with the cost of moving home (but note that FAE cannot be offered to a successful candidate if it was not offered in the recruitment literature and advertisement).
- The second exception is assistance that is provided to apprentices who necessarily live away from home to undertake their apprentice training.
- And finally, there are existing employees who have applied and been successful in an external competition where relocation allowances are specifically offered in the advert.

7.3 See TASK 5 to understand the allowances payable and to find out how to claim costs.

8. Royal Fleet Auxiliary (RFA) employees

8.1 The ways in which RFA employees (Company Service Contract and Non-Contract) are assigned and the nature of their duties mean that there are some differences in the nature of their employment, and their consequent allowances and entitlements. Serving RFA officers or ratings should refer to the RFA Policy, Rules and Guidance: Change of Work Location to understand allowances and how to claim.

9. Tax and National Insurance (NI) status of Move of Job Location allowances

9.1 The tax and NI status of the allowances described in this document is set by HM Revenue & Customs and by statute (e.g. the Income Tax (Earnings & Pensions) Act, 2003). It is important to understand how any allowances payable following a move of job location will be treated and the possible consequent effect on any other grants or allowances you may be receiving from the State.

9.2 Please see Change of Work Location: Tax and National Insurance – Treatment of Change of Work Location and Travel and Subsistence Payments.

10. Management Scrutiny

10.1 Relocation expenses can encompass a wide range of allowances and entitlements under the umbrella of move of home expenses, excess fares allowance, or temporary transfers. However, all payments are based on no betterment and reimbursement of additional and reasonable costs. Employees submit claims to DBS for assessment and payment.

10.2 Some assistance, once assessed, will be subject to direct payment with salary, or monthly claims for a lengthy period. For example; Additional Housing Costs Allowance for extra mortgage or rent (for up to nine years), Excess Fares Allowance for travel expenses (for up to four years) or an Advance of Salary (repayable over up to 20 years). These may continue, provided that the employee circumstances continue to justify eligibility. Although DBS advise employee on entitlements, pay claims and audit them, employees are also required to inform DBS of any changes in their circumstances which could affect an entitlement (a change of home, attendance pattern or method of travel).

10.3 As part of the broader checks on employee eligibility, managers may be required to conduct a periodic management check on the ongoing transfer payment (e.g. Excess Fares Allowance). This will be to establish whether the personal circumstances have changed and where so whether the employee has informed DBS of any changes (e.g. home location, travel etc).

11. Key Staff Status

11.1 MOD is not a housing authority and no civil servant has a right to be provided with accommodation (with the exception of some civilian staff working overseas). MOD Civilian Housing, as distinct from Service accommodation, may, however be provided for MOD civilian staff designated as Key Staff but provision is always subject to availability.

11.2 However, MOD civil servants must satisfy certain criteria before being designated as Key Staff. They are as follows:

- A requirement exists for staff to be housed on or near to their normal place of work, i.e. there is a specific liability for the post-holder to be on call outside working hours (especially at weekends);
- Due to the remote location of the establishment, other housing is not available;
- Their occupancy of official accommodation is essential on grounds of safety, efficiency or general public interest.

11.3 Application of key staff status for each post must be proposed by the Line Manager and approved by the appropriate Budget Holder. The need for key staff status for each post should be reviewed at regular intervals to ensure that the requirement still exists.

11.4 The designation of key staff applies to the staff in a particular post, and consequently lapses for that individual on transfer – although their replacement may then be designated Key Staff in their turn.

11.5 Staff who are accommodated in MOD housing but who no longer hold a designated post are to be issued with a formal notice to quit.

11.6 MOD civilian houses are part of the defence estate. The day-to-day responsibility for the management of housing stocks may be delegated to the appropriate Budget Holder and they may authorise Key Staff Posts, make use of professional services, and of DIO as required. They are also responsible, within the guidelines and rules laid down by Treasury, for setting the level of Departmental rent to be charged in individual cases; and establishing whether the arrangements will be subject to any tax liability.

11.7 Line Managers are responsible for assessing those jobs which require Key Staff designation for the incumbent and seeking the approval of the Budget Holder. DIO are normally responsible for all actual negotiation for acquisition, disposal and letting, day to day upkeep, and maintenance of residential lettings and civilian housing. In some locations, however, different arrangements may apply. They also provide the valuation service for rent, and assess rent levels on a biennial basis.

12. Frequently Asked Questions

12.1 I am recruiting a C2 / HEO post in Bristol and do not know what transfer options to offer. What should I do?

You have three options which can be included in the advertised requisition/vacancy. What you wish to offer will depend upon the post. You will need to consider whether it is of a limited duration (which may justify temporary transfer), whether it will be difficult to fill or is specialised and whether it could probably be filled by someone within the area of the post. If you consider that you could fill the post through candidates working in the proximity of the work location, who would be prepared to take the job needing no monetary assistance, you could consider the option of offering no transfer allowances. Alternatively if you feel that you may have greater difficulty filling the post, but could probably do so from the pool of staff living within the dormitory area of the work location, with a little assistance, you could offer Excess Fares Allowance limited to the Travel to Work Area. And finally if you consider that you would have great difficulties filling the post, and the cost justifies it, you could consider offering it with the full relocation package.

If you determine that the offer of transfer allowances will need to be included in the advert, then you will need to obtain local approval, at 2* level, to include any assistance. You should note that if you decide to offer no assistance or limit the assistance to Excess Fares Allowance, and a candidate eligible for a Non-Standard Move is successful, they will be entitled to claim the normal relocation package, as determined appropriate by DBS Civilian Personnel Relocations.

12.2 I plan to advertise an E1 / AO post in Aldershot. Which transfer options can I offer?

Non-mobile employees would have no expectation of taking up a post outside of their dormitory area and therefore, receiving assistance with a move of home at public expense. Consequently you have a straightforward choice between offering no assistance with transfer costs or help with additional travel expenses (Excess Fares Allowance) within the Travel to Work Area.

The question of what you offer in the advert will depend upon whether you consider that a post can be filled from within the proximity of the post, without the need to offer any assistance. Once you have determined this you will need to obtain local approval, at 2* level, to include the offer of Excess Fares Allowance in the advert.

You should note that if you decide to offer no assistance, and a candidate eligible for a Non-Standard Move is successful, they will be entitled to claim Excess Fares Allowance if they live in the Travel to Work Area.

12.3 I have advertised a D / EO post in RAF Wyton on Excess Fares Allowance – Limited to Travel to Work Area. A candidate living in London, some 1.45 hours distance has asked whether they would be eligible for assistance with their travel expenses. Could they receive Excess Fares Allowance?

The Travel to Work Area is based on the normal dormitory area for reasonable daily travel. This is one and half hours in London and one hour elsewhere. Consequently as the candidate lives more than one hour from RAF Wyton, they would be ineligible to receive Excess Fares Allowance should they be successful.

12.4 I advertised a C1 / SEO post at Abbey Wood and did not include the offer of any transfer allowances. The best candidate lives in Glasgow and has asked if we could exceptionally agree to relocation costs. If we obtain Budgetary Approval, can we agree to this?

No. Any assistance must be based on the transfer allowances offered in the advert. To offer it retrospectively would be unfair on other staff who may have applied had they known that relocation assistance would be given.

12.5 I am recruiting a B2 / Grade 6 position. Unfortunately the location of the post is in a remote area and I believe it will be very hard to fill it locally. I planned to offer relocation or excess fares allowance, but surely it does not make sense to relocate someone to a post which I expect is only going to last 18 months?

Due to the expected length of the post, a move of home would not be offered. If the successful candidate did not live in the dormitory area, they would be offered a temporary transfer, and assistance with temporary accommodation and weekend travel for the duration of the posting.

12.6 I was recruiting a C2 / HEO position in Bristol but the advert only offered Excess Fares – Travel to Work Area. The successful candidate lives in London, but is in the Redeployment Pool. This means that they would qualify for a move of home as they would be transferred under a Non-Standard Move. Can I refuse to pay anything?

No. Employees transferring under a Non-Standard Move remain eligible for the full relocation package and would therefore be able to move home at public expense, if DBS Civilian Personnel Relocations confirm they meet the normal criteria for moving home.

12.7 I am based in Germany and will be returning to the UK in 2019. Will I be eligible for transfer allowances?

When you return from Germany you will be eligible for assistance to return to the UK to your old home or location. Eligibility for allowances to another post once you return will be treated on the basis of the terms in the advert. However, if you are given PRR PM or ARR - PM, any transfer (with the exception of those mentioned in Task 1 Para 5.4) will then be treated as a Non-Standard Move which will provide the transfer allowances appropriate to the new post (either relocation in the UK, temporary transfer, or Excess Fares Allowance as appropriate to your position and last UK work location/home).

12.8 I am moving jobs on a Compassionate Post Rotation. Will I be eligible to receive transfer allowances?

A compassionate transfer or voluntary downgrading does not attract transfer allowances.

12.9 I am a householder but am being posted to a new place of work for three and a half years on a Non-Standard Transfer. Will this mean that I will have to move home?

Not necessarily. If the new place of work is within reasonable travelling distance of your home you will not be expected to move home but you will receive help with the additional costs of travel (see TASK 2 Register for and claim EFA). If the new place of work is outside of reasonable travel then you will qualify for a move of home. However, even if you qualify for a home move, you can choose to travel daily if you prefer (see TASK 2 Register for and claim EFA).

If your posting is predicted to last three and a half years but there is a possibility that it might last a shorter time then your move of job could be treated as temporary and, assuming it is too far for daily travel, you can apply for the temporary accommodation package (see TASK 3 and Register for and claim Temporary Posting Expenses).

12.10 I am an E1 / AO and therefore only have a limited mobility obligation. I am considering a transfer to another MOD establishment. I know that I can only be expected to transfer to another location that is within reasonable daily travelling distance of my home. How is reasonable daily travelling distance for those with a limited mobility obligation defined?

The definition for reasonable daily travel is simply stated as a single journey of up to one hour for locations outside of London and up to one and a half hours for locations in London. (This is the same definition that is applied to mobile grades to determine when a move of home is permitted.) You can therefore expect to move to a new location to which you can travel within this time.

You may also be eligible for help with your additional travel expenses if the advert offers help with Excess Fares Allowance You should read the text under the heading "Is your new place of work within reasonable travelling distance of your home?" above to get a fuller understanding.

12.11 I was placed in the Redeployment Pool and have now obtained a new post. If I take up the appointment I will probably have to move home at public expense. However, due to domestic problems, I cannot move home at the current time. Is there anything the Department can do to help me?

As you were placed in the Redeployment Pool, the transfer would be regarded as a Non Standard Move. DBS Civilian Personnel have the discretion to consider individual cases of difficulty for those who transfer as a result of a Non-Standard Move, and may therefore be able to offer you some alternative assistance. You should write to them, giving full details of your domestic circumstances and problems.

12.12 I have been placed in the Priority Movers Pool for compassionate reasons and have been successful for a post. Will I be eligible to receive relocation allowances?

If you have been placed in the Priority Movers Pool for compassionate reasons you are only entitled to the relocation allowances offered in the advertisement that you applied for.

12.13 I am in receipt of an NMP and want to know what will happen if I am posted again, either before it ends, or when it eventually ceases?

This will depend upon whether you are posted on Permanent or Temporary terms, and whether the new post offers assistance with transfer allowances.

Permanent Terms Posted to location in old duty station area – You will be expected to reoccupy your old home. If the journey to your new station involves additional travel costs, you may receive assistance with those costs if you were posted on a Non-Standard Transfer or the advert offered relocation assistance. The EFA calculation will be based on the journey from your home to the old duty station work place, and your home to your new duty station work place. It will not be based on any journey undertaken, where the NMP was payable. If you had an old EFA entitlement in operation at the time your NMP started, this may be resurrected inasmuch as needed, and at the point it would have reached had the posting which led to the NMP not taken place.

Posted to location in new duty station area – Your NMP may continue but no extension to package or a move of home will be granted. If the journey involves additional travel costs from your lodgings at your new duty station, EFA may be payable, in addition to the NMP if you were posted on a Non-Standard Transfer or the advert offered relocation assistance. The EFA calculation will be based on the two journeys from your lodgings.

Posted to new location not within reasonable daily travel of old or new duty station area – your old home/status will be recognised for a move of home at public expense if you were posted on a Non-Standard Transfer or the advert offered relocation assistance. If you are unable to move home you will be regarded as a Single Non-Householder. A further NMP will not be made available, however, if the move is quite soon after the NMP was originally granted, it may be allowed to continue until its original expiry but in the new area.

Temporary Terms Posted to location in old duty station area – Your NMP will stop. If the Temporary Transfer is a fairly short duration, the NMP may continue during the Temporary period if you retain lodgings at your new duty station and have an expectation of returning. However, it may be subject to some abatement, if you do not undertake the weekend travel. You will be expected to occupy your old home whilst on Temporary Transfer. No additional allowances are payable for the occupation of your old home.

If your NMP has ended, and you occupy your old home, no allowances are payable. You may receive concessionary weekend travel to your permanent duty station, if you retain lodgings at that location. If you occupy your home in your old duty station area and the journey to your Temporary Duty Station (TDS) involves additional travel costs, you may receive assistance with those costs if you were posted on a Non-Standard Transfer or the advert offered relocation assistance. The EFA calculation will be based on the journey from your home to the old duty station work place, and your home to the TDS. It will not be based on any journey undertaken, where the NMP was previously payable.

Posted to location not within reasonable daily travel of old and new duty station area – Your NMP will stop and you will receive Temporary Transfer allowances based on your old station home, if you were posted on a Non-Standard Transfer or the advert offered relocation

assistance. If you are subsequently posted back to the new duty station area where you were in receipt of an NMP, your NMP will recommence at the point it would have reached had you not been posted on Temporary Transfer. There will be no extension to the NMP or a move of home at public expense. This is because you will effectively be returning to your PDS.

If the Temporary Transfer is known to be of a fairly short duration, and you retain the lodgings at the new duty station, the NMP may continue. However, it may be subject to some abatement, if you do not undertake weekend travel. If you have moved home at your old duty station, for personal reasons, and your domestic situation still qualifies you for your NMP, it will only continue if your new home lies within the old duty station dormitory area.

Task 2: Register for and Claim Excess Fares Allowance

This section will define the allowance, its status for the purposes of income tax and NI, and show how to register the claim with DBS Civ Pers who will also determine the actual amount of assistance.

DBS Civ Pers are unable to calculate any entitlement to Excess Fares Allowance until the MyHR job data record reflects the correct terms of transfer.

1. General Principles

1.1 The cost of travel between home and normal place of employment is a personal responsibility. However, if staff change their place of work whilst in MOD employment and the new home-to-work journey is more expensive, then they may be helped by the payment of Excess Fares Allowance (EFA) if their transfer terms allow it.

1.2 The payment of EFA is only intended as a temporary measure to help with extra costs that will eventually fall to the recipient alone. Consequently, the allowance is only paid for a limited period of time. This is explained later.

1.3 Please note that the period of payment is not related to the expected duration of posting and will not be extended.

1.4 Some adverts/requisitions may offer EFA – Limited To Travel To Work Area Only. In such cases EFA may only be payable if staff live in the dormitory area of the new place of work. This is 1 ½ hours for London and 1 hour elsewhere. If staff live outside of this dormitory area, no EFA is payable. However, if they are eligible for a Non-Standard move they may still be eligible.

1.5 EFA is not intended to cover exceptional and extra attendance at the normal workplace outside of normal attendance. Extra costs arising from this are met through Additional Attendance payments (see Business Travel Guide).

2. Calculating EFA

2.1 EFA is calculated by comparing the costs of the journey from the home to the previous permanent place of work and from that same home to the new place of work using the most direct, cost-effective and reasonable route and method of travel.

2.2 The old journey costs will be calculated on the basis of the actual journey undertaken. If on public transport, the cost will be based on the cost of an annual season ticket (bus, coach or standard class rail fare). However, where a season ticket fare was not available or not economic because of the nature of previous duties or pattern of attendance (e.g. frequent business travel), the journey will be costed by the daily, weekly or monthly fare as appropriate. If by private motor vehicle, the journey will be costed by applying the UK Motor Mileage Allowance Rate (see [Change of Work Location and travel and subsistence: Rates of allowances, Costs, Rates & Charges](#)) to the mileage by the most direct route.

2.3 The new journey will normally be calculated on the basis of public transport, using the annual season ticket fare (by bus, coach or standard class rail). However, where an annual season ticket is not available or not economic because of the nature of the new duties or pattern of attendance (e.g. frequent business travel), the journey will be costed by the daily,

weekly or monthly fare as appropriate. If by private motor vehicle, the journey will be costed by applying the UK Motor Mileage Allowance to the mileage by the direct route. However, where a private vehicle is used despite the availability of a cheaper journey by public transport, the allowance will be restricted to the cost by public transport unless recipients can show that use of the public transport would be unreasonable or impracticable (e.g. journey times and frequencies). See FAQs below for guidance on how other modes of travel are assessed (e.g. walking, cycling or car-sharing).

2.4 Once the excess cost of the new daily return journey and old daily return journey is assessed, the difference will be multiplied by two hundred and fourteen days to produce an annual differential in cost (this period represents the average annual number of attendance days of all staff). The resulting total is then divided into equal monthly payments which form the EFA entitlement. Those who have an entitlement based on season tickets costs will similarly have the excess paid on a monthly basis.

2.5 If the nature of the new job means that attendance is partial, irregular or unpredictable (e.g. perhaps because of shifts or frequent periods of business travel), recipients will normally be expected to submit monthly claims for the actual number of days travelled. On the other hand, if attendance, despite being partial, follows a regular pattern (e.g. perhaps working three days per week, or full-time but with regular absence from the place of work for five days each month), then staff can apply to have the allowance assessed on a modified basis that will then enable them receive automated monthly payments.

2.6 Because the cost of travel between home and normal place of employment is regarded as a personal responsibility, any assistance with the costs will be treated as taxable income and so EFA will be subject to tax and NI deductions. No additional compensation is made for this or for any consequent effect on other payments or benefits (e.g. Tax Credits or financial support for children's higher education).

3. Duration of EFA

3.1 EFA is payable for a fixed period of four years from date of transfer. At the end of this period recipients will assume full responsibility for the additional travel costs. If in receipt of regular monthly EFA payments, staff should advise DBS Civilian Personnel if they expect to be absent from work for a total of 20 working days accumulated in any 12 month period (e.g. this may be for a period of business undertaken at another location).

3.2 Payment of the allowance will be suspended for any periods of absence (e.g. longterm sick) which are longer than three weeks (inclusive of weekends and bank holidays) but will re-start at return to place of work. However, the overall payment period will not change (i.e. the EFA 'end-date' will not change). Where costs cannot be redeemed (e.g. where a season ticket is bought) DBS may allow the continuation of EFA on an unabated basis.

3.3 Payment similarly ceases during any period of maternity, paternity or adoption leave or for the duration of any time spent on Reserve Forces duties or serving on civilian operational deployment. However, in these cases, the overall payment period will be extended by the length of time spent on maternity, paternity leave etc (e.g. six months maternity leave will result in the EFA 'end date' being deferred by six months). No other extensions will be considered.

4. Payment of EFA

4.1 If recipients travel to their place of work regularly, they will receive EFA in equal monthly amounts with salary. If they travel to their place of work irregularly and claim for actual attendances on a monthly basis, their allowance will still be paid with salary, but the monthly amounts will reflect actual attendances.

4.2 Recipients will be expected to submit any claim for EFA and/or changes in circumstances promptly. Backdated claims for EFA will only be considered where there is some justification and if it exceeds 90 days after the event will require Line Management approval.

5. Reassessment of EFA

5.1 If EFA is calculated by reference to public transport costs, it will be revised annually in line with the public transport element within the Retail Price Index. If the allowance is based on the UK Motor Mileage Allowance, it will be adjusted to reflect any change in the mileage rate.

5.2 The changes will be actioned automatically by DBS Civilian Personnel. Any changes will be announced in Personnel DINs.

5.3 As with any other move of job location allowance, if personal or domestic circumstances change in a way that might affect the payments received, recipients must contact DBS Civilian Personnel immediately detailing any new address, new mileage to work etc. The allowance will be reduced in response to such changes but it will not be increased. If staff received EFA limited to TTWA, and subsequently move outside of that TTWA, EFA will cease.

6. Advance lump sum payment of EFA

6.1 If staff do not own or have use of a vehicle which is available for regular use (spouse or family use the family vehicle) or able to undertake the planned travel (e.g. a vintage or road-worthy vehicle) at the time of the posting, but the only way to get to/from the new place of work is by private vehicle, they can apply for an advance payment of EFA in the form of a lump sum.

6.2 Only the amount to purchase, tax and insure the vehicle for the first year will be advanced. However, the lump sum will be subject to an overall limit of the full value of additional costs (over four years) or £12,000 gross – whichever is the lesser sum. Advances of EFA will not normally be granted to applicants who do not intend to drive the vehicle – so advances will not be granted for third party use (spouse/friend) unless they are covered under the Equality Act 2010.

6.3 Applicants for a lump sum payment will be required to submit documentary evidence of the intended purchase cost, not committing to any purchase until the lump sum advance has been approved.

6.4 If, having received a lump sum payment, there is still a balance of EFA payable, payment of this balance will start once the period of time required to 'recover' the lump sum has expired. For example, if the lump sum equates to one year of allowance payments, regular monthly payments will start at the beginning of the second year of entitlement. If, for some reason, the lump sum paid exceeds the amount of EFA eventually payable (e.g. because your allowance is subsequently revised downwards, or a job move or resignation before the payment period is completed) the excess will be recovered from salary.

6.5 A Lump Sum payment of Excess Fares Allowance for Vehicle Purchase is taxable. Consequently it will be paid through salary. The payment of this sum with normal salary may have implications for tax status and could result in a higher tax deduction, which could in turn affect net salary and/or the expected sum available for the purchase of the vehicle. No compensation will be made for this. E.g.

- Vehicle Price Purchase Price £10,000.
- EFA Lump Sum applied and granted: £10,000.
- Tax and NI -£2,000 EFA available for purchase: £8,000
- Self-Funded amount: £2,000

7. Tax and NI status of Move of Job Location allowances

7.1 The tax and NI status of the allowances described in this document is laid down by HM Revenue & Customs and by statute (e.g. the Income Tax (Earnings & Pensions) Act, 2003). It is important to understand how any allowances payable following a move of job location will be treated, and the possible consequent effect on any other grants or allowances received from the State. Please see Change of Work Location: Tax and National Insurance – Treatment of Change of Work Location and Travel and Subsistence Payments.

7.2 If determined eligible to claim additional travel costs as a result of a change of job location, recipients should now register for assessment and payment with DBS Civilian Personnel Relocations.

8. FAQs

8.1 How are forms of travel costed other than public transport or private vehicles?

Although most people will probably travel to work by public transport or by private vehicle other means of travel can be used and need to be considered when assessing additional travel costs. The cost of walking will be regarded as a nil cost. However, where it is considered that the old journey by foot is unrealistic or unreasonable, the cost of the journey by public transport will be used as the notional cost of the journey. As a rule of thumb, a single journey by foot of up to three miles or one hour will be regarded as reasonable.

If you use a pedal cycle to travel, the cost will be calculated by multiplying the number of miles by the most direct sensible route by the mileage rate for bicycles (see [Change of Work Location and travel and subsistence: Rates of allowances, Costs, Rates & Charges](#)).

If you car-share or are a member of a car pool, journey costs will be calculated as follows:

- Car share/pool – where you take it in turns to drive: mileage multiplied by UK Motor Mileage Allowance Rate divided by the number of participants in the share/pool.
- You drive but receive a contribution(s) from passenger(s): mileage multiplied by UK Motor Mileage Allowance Rate minus contributions received.
- You make a contribution as a passenger: your actual contribution within the cost of the journey by public transport or Motor Mileage Allowance (whichever is the lesser).
- You are a non-paying passenger: nil cost.

8.2 What happens if I don't travel home some days and stay overnight instead?

There may be occasions when you are unable or decide not to go home (perhaps because of late working or adverse travelling conditions) and stay overnight in a hotel, B&B or other form of lodging. Provided you do not stay overnight more often than you travel, you need not inform the DBS Civilian Personnel and may use that portion of your additional travel costs towards the cost of overnight accommodation. (Note that this only applies when you do not travel home because you stay overnight at your normal place of work. It does not apply if the reason you do not travel home is because you are on business elsewhere and are staying away from home and claiming Travel and Subsistence costs – see Q5 below).

Those working unconventional working patterns who may have an allowance based on irregular attendance should speak to DBS Civ Pers PRL Relocations when in doubt. Where you claim EFA and attend your normal place of work less regularly, perhaps because of flexible work patterns or working from home, this could affect your entitlement if previously assessed on the basis of 215 days. It would also reduce the number of times you can use the funds for the cost of overnight accommodation.

The following matrix details the possible impact on reduced attendance.

Normal Attendance	Number of EFA	Days Nights can use on Accommodation
5	215 days	Up to 2
4	171	Up to 1.5 (no more than 3 nights every 2 wks)
3	128	Up to 1
2	86	up to 0.5 (no more than 1 night every 2 wks)
1	43	0

8.3 What happens if I move my job while still receiving EFA?

A further move of job will affect your allowance payments as follows: If the further job move doesn't change your daily travel (e.g. a move of job within the same building of establishment) then your allowance will continue to be paid until the end of the payment period.

If the further job move results in a more expensive journey, you will continue to receive your existing allowance until the end of the payment period; however if the advert offered relocation allowances or your transfer is a non-standard move, you will also receive a new payment for any additional travel costs from the comparison of your old and new journeys. The latter will be payable for four years from the date of the new transfer.

If the further job move results in your daily travel costs reducing (i.e. a shorter/cheaper journey) your allowance will be reduced accordingly and payment at the reduced rate will continue until the end of the existing payment period. If no excess costs remain; payment will cease from the last day of travel to your previous duty station.

8.4 I am currently in receipt of EFA under the old rules. This is enhanced and I am just about to enter the tapering period. Will I lose the old entitlement if I transfer again?

A further move of job will affect your allowance payments as follows:

If the further job move doesn't change your daily travel (e.g. a move of job within the same building of establishment) then your allowance will continue to be paid until the end of the payment period.

If the further job move results in a more expensive journey, you will continue to receive your existing allowance (under the old arrangements – enhanced and tapered) until the end of the payment period; however, you will also receive a new payment based on a comparison of your old and new journeys if the advert offered relocation allowances or your transfer is a non-standard move. This new excess will be taxable and payable for four years.

If the further job move results in your daily travel costs reducing (i.e. a shorter/cheaper journey) your allowance will be re-calculated and the adjusted payment will continue until the end of the existing payment period.

Where the job move occurs after your allowance has begun to taper, the taper percentage will be applied to the new reduced journey cost. So, for example:

- Your original monthly allowance is £100 but you are now receiving payment at 67% (i.e. £67).
- You move to a new place of work which is closer to your home but where the journey still costs £50 more than your original journey.
- The taper percentage is applied to the £50 excess to give a monthly payment of £33.50.
- The final year payment (at 33%) will then become £16.50 per month.

8.5 How will my EFA be affected by periods of business travel?

The answer to this question depends upon how you receive your additional travel allowance. It may result in unabated changes to your EFA, a cessation, or a reduced sum payable. For example:

- If you receive EFA regularly with salary then you should notify DBS Civ Pers PRL Relocations if you are or expect to be away from your normal place of work for a total period of more than one month in any twelve month period (e.g. 20 working days accumulated in any 12 month period). If this does not apply (e.g. you only undertake occasional business visits that total less than one twelfth of your working year) then you simply claim your business travel costs in full and no abatement will be made to your EFA.
- If you receive EFA based on public transport fares then you will claim your business costs (excluding any travel costs already covered by your season ticket). However if because of protracted absences you dispose of your season ticket, in favour of daily travel expenditure, your EFA may be subject to revision.

- If you submit monthly claims for your EFA based on daily travel, for use of a private vehicle or daily public transport fare, then your claim will only show those days when you actually travel to your place of work (i.e. you will not include days when you do not travel to your normal place of work). Guidance on business travel and EFA is reiterated in the Business Travel Guide.

8.6 How will my EFA payments be affected by a Temporary posting to another place of work?

The answer to this will depend upon what temporary arrangements you make at the new temporary workplace:

- If you occupy temporary weekday accommodation at the temporary place of work whilst still in receipt of EFA at your normal place of work, your EFA will cease. The overall payment period will not be extended by the length of the temporary transfer.
- If you travel daily to the temporary workplace whilst still in receipt of EFA at your normal place of work, and your new journey is more expensive, your allowance will continue in payment. Any excess travel costs above your normal journey will be paid in accordance with the rules set out in TASK 3 and Register for and claim Temporary Posting Expenses.

8.7 My move of job qualified me for a move of home but I opted for daily travel instead. I am now finding daily travel too much. Can I now switch to a move of home?

Yes, but only if you switch within three months of taking up your new job. Note, however, that any EFA you have already received will be recovered or offset against any move of home allowances.

8.8 My move of job allowed me to opt for a move of home. However, I've now decided that I don't want to move home. Can I switch to EFA instead?

Yes, but only if you switch within three months of taking up your new job. Any allowances that have already been paid towards a move of home will be recovered by offsetting them from your additional travel allowance entitlement. However, no recovery will be made of any management/reject fees relating to the Relocation Company Scheme.

Please note that because move of home allowances are treated differently for tax and NI purposes, any such conversion will result in tax and NI adjustments too.

8.9 I am going on maternity leave, operational deployment, or am about to undertake Reserve Force Commitments. What will happen to my EFA?

Payment of EFA will cease during any period of maternity, paternity or adoption leave, or unpaid leave to undertake TA, Reserve Force Commitments, or if you are on-going an operational deployment. The EFA payment cycle will resume at the point where you left (e.g. the cycle will be extended by the length of leave/absence).

8.10 I work a flexible working pattern. Will this affect my entitlements to EFA?

If you have an irregular attendance pattern at the old or new duty stations, due to part-time attendance, shifts, flexi working hours and/or a home-working arrangement (designated or casual) you should speak to DBS Civ Pers PRL Relocations to clarify how EFA will be calculated. Similarly you should speak to them if having had EFA calculated your attendance materially changes.

So, for example, if you had a shift pattern which was considerably less than the 214 days normally used, you may initially be asked to submit monthly claims until an attendance pattern emerges. Once this is established you could then have a regular monthly payment based on the pattern paid with salary.

Task 3 – Register for and Claim Temporary Posting Expenses

This concerns employees moving with the MOD from one place of work to another within the UK, or returning to the UK from an overseas posting, who are changing place of work on a temporary basis and are therefore eligible to receive assistance with temporary weekday accommodation and weekend travel home or daily travel costs.

This section will demonstrate which allowances will be received, their status for purposes of income tax and NI, and how to register claims with DBS Civ Pers PRL Relocations who will determine the actual amount of assistance payable.

1. General principles

1.1 Occasions arise when MOD employees are required to move to a different job on a temporary basis, for example, when appointed to undertake a job that is linked to the completion of a single, one-off task that is expected to last, say, eighteen months. Alternatively, this might be a staff development scheme (e.g. MIDIT) and take-up a range of different jobs on a relatively short-term temporary basis.

1.2 If posted on a temporary basis but the new work place is within reasonable daily travel, see TASK 2 and Register for and claim Excess Fares Allowance. If posted on temporary terms to a work place that is outside of reasonable daily travel, then staff will be able to claim assistance with temporary week day accommodation and weekly travel home. This is explained below. The option of travelling daily (even when the new workplace is normally considered to be outside of reasonable daily travel) and a non-standard package for a mixture of staying overnight and travelling daily are also covered.

1.3 Some adverts/requisitions may not offer assistance with relocation expenses or be limited to Excess Fares Allowance – Limited to Travel to Work Area. In such cases, temporary transfer allowances will not be payable unless posted on a Non-Standard move.

2. Preliminary Visit (PV)

2.1 Staff can take up to two days Special Paid Leave to view temporary rented accommodation in the new area (see below for temporary accommodation). If the new temporary location is a long distance from home (e.g. more than two hundred miles or four hours travel for a one-way journey) then up to three days' Special Paid Leave can be taken to allow for the extra travel.

2.2 Staff can claim travelling expenses for this PV: public transport fares (bus, coach or standard class rail) or UK Motor Mileage Allowance Rate (see [Change of Work Location and travel and subsistence: Rates of allowances, Costs, Rates & Charges for rates](#)) depending upon mode of travel. Economy Class air travel can be used if this is the most cost-effective and reasonable means of completing the journey. Once in the new area, staff can also claim local travel costs between viewings.

2.3 During the PV, staff can stay in a hotel and claim accommodation and meal costs and overnight incidental expenses. See [Change of Work Location and travel and subsistence: Rates of allowances, Costs, Rates & Charges for rates](#).

3. Expenses related to Taking Up Duty

3.1 When starting a new job, staff can claim first time travel costs to the temporary location. If travelling by public transport, this includes taxi fares to and from the public transport stations (rail, coach or airport) if carrying heavy luggage.

3.2 If unable to move into temporary rented accommodation on transfer immediately and need to stay in a hotel, staff can do so and claim costs in the same way as the Preliminary Visit. The entitlement to stay in a hotel is limited to a period not exceeding thirty nights (including weekends) from the start of the new job or when temporary accommodation is ready for occupation (if sooner). If staff need to stay in a hotel for longer than this, seek advice from DBS Civ Pers before committing to any longer stay. If an extension is granted, it may be reduced to reimbursement of accommodation costs only. However IEA will not be payable after the initial 30 days have lapsed.

3.3 If available, staff can stay in a Service Mess instead of a hotel during the initial period following the take up of the new job. In this case, they will pay mess charges at the Entitled Rate (see [Change of Work Location and travel and subsistence: Rates of allowances, Costs, Rates & Charges for rates](#)) and claim the related costs.

4. Temporary accommodation at the new place of work

4.1 Because staff will be working beyond daily travel distance of your home, it is expected that they will need to rent single accommodation. If in temporary accommodation rather than travelling daily, staff must use the MOD Relocation Contractor to find temporary accommodation near the workplace.

4.2 As soon as confirmation of the Temporary Posting is received, contact DBS Civ Pers PRL Relocations to discuss allowance options. Once they confirm entitlement to stay in

temporary accommodation, inform them if planning to rent temporary accommodation. Complete HR Form 121: Application to Join the Tenancy Introduction Service and send it to DBS Civ Pers Relocations as soon as possible. Accommodation can then be arranged for occupancy as near as possible to the prospective date of transfer.

4.3 DBS Civ Pers PRL Relocations will send the completed form to the MOD Relocation Contractor, who will make contact to discuss the application. Once the MOD Relocation Contractor receive the nomination they will provide the following services;

- Liaising with you to discuss the service and confirm requirements;
- Contacting Letting Agents to obtain details of properties which may match requirements
- Compiling a list of potentially suitable properties (three to six
- Contacting to discuss the list and arrange appointments for viewing
- Discussing the outcome and negotiating terms with the agent. 1
- Providing a Tenancy Check and Vetting Service which will:
 - Co-ordinate the vetting of the lease by a specialist in Tenancy Law
 - Negotiate changes/terms with the Letting Agent
 - Liaise with the Department regarding any changes outside the set mandates
 - Proof changes made to the lease
 - Submit a lease to you for signature.

4.4 The MOD Relocation Contractor will be tasked with finding properties that are:

- Self-contained fully furnished one bed accommodation
- Clean and presentable and free from obvious significant factors such as undue noise levels, personal security issues and/or commercial business disruption; and
- where possible, within five miles of work location.

The ability to fully meet this criteria is subject to local availability.

4.5 The MOD Relocation Contractor will conduct a Moving-in Service which will provide management of the inventory check in and instructing an inventory clerk. On moving out of temporary accommodation, the MOD Relocation Contractor will provide a Moving Out Service - where termination is required, serving notice in line with the Tenancy Agreement and arranging inventory check out, and helping where necessary with obtaining refunds (utility accounts, TV Licence etc.)

4.6 Employees transferring on a Temporary Transfer are not expected to bring their dependants. Therefore, the Department will not offer any additional assistance for larger accommodation, and the accommodation will be based on one bedroom.

4.7 Whilst the MOD Relocation Contractor will discuss preferences, these may not always be met if this would cause additional cost to the Department (for example, a parking space may not always be available in the immediate proximity of the duty station, or it may mean an additional premium is payable). It may be possible to obtain more expensive accommodation but if it is outside Departmental criteria, or agreement, the additional cost will fall to staff.

4.8 Staff will need to inform the MOD Relocation Contractor when they are able to view the accommodation, to maximise the number of properties that can be made available for viewing, as properties quickly become let and this is often outside the control of the agent.

4.9 When the employee has signed the tenancy agreement and moved into the accommodation, they become responsible for meeting the cost of the rent, Council Tax, utilities and service costs. Provided they have a dual commitment – the expense of

maintaining two homes (the temporary accommodation and your home at your Permanent Duty Station (PDS)) they may submit a claim to DBS Civ Pers PRL Relocations for additional costs on HR Form 052a: MOD Application for Payment of Accommodation Allowances: UK Transfer.

4.10 If, on the other hand, they have been living in a guest house and surrender this accommodation when moving to the temporary workplace, they will not be considered to have a dual commitment and will not receive AA, but may be eligible for Supplementary Rent Allowance (see below).

4.11 Staff who rent or own their own home at the last place of work, and continue to maintain this home throughout the period of your temporary job elsewhere, will be able to claim the following incurred during the period of rental:

- Rent;
- Council Tax;
- Utilities (up to £30 per month for electricity and up to £30 for gas per month and full Water Utility costs). If the property only offers an electricity option, this may lead to an increased level of costs for heating/hot water. Where so, DBS Civ Pers may meet a higher electricity charge but not exceeding the £60 per month costs. Costs are not payable where charges are covered in the rent.
- Service Charges not included in rent (as levied by the landlord for building repairs, gardening etc.)
- TV Licence
- Telephone re-connection and land line rental – in property (the latter no more than basic BT line rental)
- £25 Additional Food Costs.

4.12 If the tenancy on the temporary accommodation is due to end, staff may continue with that arrangement (in the same property) by extending the lease if the expected time in post provides justification or opt to use the TIS again to find alternative accommodation. If needed, removal expenses between the two temporary accommodation premises may be granted.

5. Flat rate monthly payment made to employees who have a dual commitment

5.1 When the costs have been established, this figure may be claimed monthly on HR Form 052a: MOD Application for Payment of Accommodation Allowances: UK Transfer. Details of the tenancy agreement, council tax etc will need to be provided initially to DBS Civ Pers PRL Relocations, who should also be notified immediately of any subsequent variations in the payments.

5.2 If the accommodation offered by the MOD Relocation Contractor is rejected, employees may find their own accommodation, but any rental costs will be restricted to the average of the rented accommodation offered by the MOD Relocation Contractor.

5.3 If there is no dual commitment held at the old station, staff should still use the TIS but not all costs will be met. Instead they can claim Supplementary Rent Allowance (SRA) (see below) which is based on the costs for the new temporary accommodation less the old personal housing commitment at the last permanent workplace. Where there is no dual commitment, the utilities, TV licence, Telephone or Additional food costs elements in the calculation should not be claimed.

6. Alternative Living Arrangements

6.1 If staff choose to stay on a long-term temporary basis with family or friends (instead of renting commercially) on an established basis and agree to pay rent in return for bed and board, they may claim a monthly allowance of £350 per month. No other costs will be met. See [Change of Work Location and travel and subsistence: Rates of allowances, Costs, Rates & Charges](#).

6.2 If a second home is occupied that was owned prior to the posting, reasonable costs within the limit of the monthly family and friends rate may be payable. If staff purchased and occupied a property at the temporary duty station after posting, no assistance would be granted with the accommodation costs and the property would not be recognised for any subsequent transfer. If assistance was granted the Department would have to take an equity share in the property and the Department has no plans to do so.

6.3 If staff intend to share accommodation in the new area, they may only claim their share of the actual expenditure against the aforementioned items at 4.11. As no maximum rental costs will have been provided through the TIS, the share of actual costs will be notified by DBS, using the Tenancy Introduction Service (TIS) information where known.

7. Service Mess Accommodation

7.1 If using Service Mess accommodation as long-term temporary accommodation, staff will pay the Entitled Rate of charge (see [Change of Work Location and travel and subsistence: Rates of allowances, Costs, Rates & Charges for details of mess charges](#)).

7.2 Whilst charged entitled rates, staff may be reimbursed actual charges and the monthly £25 additional food costs allowance.

7.3 Some other costs may be incurred in the Mess. The following will apply:

- Mess Subscriptions. Where these are raised these costs may be reimbursed.
- Pay as You Dine arrangements. Where this operates the reasonable meal and soft drink costs may be reimbursed, as they would under other messing arrangements.
- Cleaning/Laundry/Shoe Cleaning. These are regarded as personal liability, and no costs will be reimbursed.
- Alcoholic beverages. These will not be reimbursed. Soft drinks, tea/coffee may be taken with meals.
- TV Licence. If this allowed in the mess, and a charge is raised, this may be claimed on a monthly basis.
- Meals taken outside of the mess. Where no separate entitlement exists under a separate condition of service, these will be regarded as a personal liability and may not be claimed. Extra Messing (tea/coffee, early morning tea, cheese and biscuits etc.) If taken as part of an accompaniment to the normal meal this may be reimbursed.
- Telephone/Wireless costs. These are regarded as a personal liability.
- Employees required to attend a function on behalf of their business unit in the same mess as their residence, should treat this as a wholly separate arrangement, and any costs arising from this, and reimbursement (as appropriate), should be kept wholly separate from the transfer claim.

8. Dual Commitment – General Information

8.1 All the aforementioned scenarios assume a dual UK commitment. As a reminder the following circumstances constitute a dual commitment:

- you are an owner-occupier at your previous UK place of work, or
- you are a tenant with a rental agreement for accommodation, or
- you are living at home with your parents and pay for your food and accommodation.

8.2 To be recognised as a dual commitment, the home at the old permanent work location must be within the travel to work area of the permanent work station or be the home used at date of transfer for daily travel to your permanent place of work. If staff let or sub-let the home at your permanent work location, they should see Supplementary Rent Allowance (below).

8.3 Receiving assistance will commence from the date of moving into the long-term temporary accommodation, although, should staff need to pay a month's rent in advance (as a deposit or 'key' money), they can claim an advance of expenses to cover the cost.

8.4 If intending to stay with Family or Friends, staff may be eligible for a monthly payment. This payment will be taxable but grossed-up by the Department irrespective of whether they have been posted on Temporary Taxable or Non-Taxable terms.

9. Temporary Accommodation Allowance

9.1 Staff will receive their monthly assistance whether they go on business travel to other locations, take annual leave, or are absent at weekends.

9.2 However, should the absence be prolonged and/or frequent then DBS Civ Pers PRL Relocations will advise whether it remains appropriate or cost-effective to the department to receive continued assistance for the accommodation, or other arrangements pursued.

10. Supplementary Rent Allowance (SRA)

10.1 If staff do not have a dual commitment in the UK but the cost of renting temporary accommodation is higher than paid at the last normal place of work, then they can receive compensation for the difference: this is called SRA.

10.2 SRA is assessed by comparing new and old accommodation costs in the UK within the limit of the TIS rental costs. The difference will be paid as SRA. If staff had a mortgage the calculation will be based on the Building Society Rate for the old mortgage, and if they rented, it is based on the old rent.

10.3 If staff are keeping your home at the previous place of work but letting or sub-letting whilst on Temporary Transfer, the value of the rental income will be included as a negative-cost in the SRA assessment. However if they were sub-letting your home before the transfer, whilst resident, this will be ignored.

10.4 Where there is no dual commitment, inclusive of letting-out the old home, the additional costs payable will not include utility (unless in the old home the utility charge was not payable), TV Licence, Telephone or Additional food costs.

10.5 If the old home was sold your, the old outgoings will be based on mortgage x Building Society Rate and after three months, the investment income on any equity.

11. Weekend travel home

11.1 Staff cannot cash-in weekend travel costs to use towards more expensive accommodation. Weekend travel costs will only be reimbursed for their intended purpose.

11.2 When staff reside during the week at the temporary transfer location, they will be entitled to travel to their UK permanent home at weekends. Weekend Travel is regarded as concessionary travel, and so does not attract normal subsistence for food/refreshments.

11.3 It can be claimed in the following circumstance:

- All staff whilst in receipt of subsistence (i.e. first thirty nights): One return journey each weekend. (Note: If you decide to stay at the temporary workplace rather than travel home you can only claim hotel and meal costs within the cost of the weekend travel home.)
- All staff with a dual commitment and in receipt of rental costs: One return journey each weekend
- All staff with no dual commitment: Six journeys in the first twelve months after transfer.

11.4 Staff will receive reimbursement of travel costs as follows:

- Rail – standard class return journey
- Coach – within the cost of standard class rail fare
- Air – economy class air fare where the distance/time of the journey makes air travel the only sensible means of travel
- Sea – standard class
- Private vehicle – actual mileage by the most direct route at the UK Motor Mileage Allowance

12. Daily travel

12.1 Although the temporary workplace will – by definition – be too far from home to be considered to be within reasonable daily travelling, some staff still decide to travel daily from home rather stay in temporary accommodation. If they decide to do so, they can claim assistance with travel costs within a maximum ceiling of the alternative of temporary accommodation and weekend travel costs. Staff deciding to travel daily will not be able to take a Preliminary Visit or claim Taking Up Duty Costs or Miscellaneous Expenses as set out above.

12.2 Additional travel costs will be calculated by comparing the old and new UK travel as follows:

- The old journey costs will be calculated on the basis of the actual journey undertaken from home to the last UK Permanent workplace.
- If by public transport, the cost will be based on the cost of an annual season ticket (bus, coach or standard class rail fare). However, where a season ticket fare was not available or not economic because of the nature of the previous duties or pattern of attendance (e.g. frequent business travel) the journey will be costed using the daily, weekly or monthly fare as appropriate.
- If by private motor vehicle, the journey will be costed by applying the UK Motor Mileage Allowance to the mileage by the most direct route from home to the last UK Permanent Workplace

- The new journey will normally be calculated on the basis of public transport, using the annual season ticket fare (by bus, coach or standard class rail). However, where an annual season ticket is not available or not economic because of the nature of the new duties or pattern of attendance (e.g. frequent business travel) the journey will be costed using the daily, weekly or monthly fare as appropriate.
- If by private motor vehicle, the journey will be costed by applying the UK Motor Mileage Allowance to the mileage by the direct route.

13. Non-Standard Package – “Mix and Match”

13.1 The final option is the “Mix and Match” package. This allows more flexibility to mix daily travel and overnight stops whilst working at the temporary workplace. It will not suit everyone.

13.2 If staff opt to use the “Mix and Match” package, DBS Civ Pers PRL Relocations will determine a personal monthly allowance. This will be calculated by adding the value of the appropriate accommodation costs (this may be through the established TIS accommodation expenditure for the area, or friends and family rates or Mess accommodation costs) and individual weekend travel home costs.

13.3 Once set, thereafter staff will be required to submit a monthly claim for actual receipted expenditure for accommodation and excess daily travel costs on a monthly basis (see Q2 and Q6 in FAQs below). Staff will be required to retain all accommodation receipts for inspection.

14. Royal College of Defence Studies (RCDS) and Joint Services Command and Staff College (JSCSC) Courses

14.1 Staff attending courses at the RCDS in London and the JSCSC at Shrivenham are normally appointed on the basis of a temporary posting. Some students will live-in for the duration of the course; others might live-out.

14.2 Because attendance on the courses involves attendance at a number of out-of-duty functions, special allowances are payable. These will be explained in the relevant course joining instructions but are included in [Change of Work Location and Travel and Subsistence: Rates of allowances, Costs, Rates & Charges](#) for ease of reference.

15. Tax and NI status of Move of Job Location allowances

15.1 The tax and NI status of the allowances described in this section is set out by HM Revenue & Customs and by statute (e.g. the Income Tax (Earnings & Pensions) Act, 2003). It is important to understand how any allowances payable following a move of job location will be treated and the possible consequent effect on any other grants or allowances staff may be receiving from the State.

15.2 Please see Change of Work Location: Tax and National Insurance – Treatment of Change of Work Location and Travel and Subsistence Payments.

16. FAQs

16.1 I have reasons why I want to rent a larger property (e.g. I want to be able to have friends stay with me or I want my family to be able to stay with me). Does the Department recognise these reasons for granting additional help?

No. A temporary transfer is quite deliberately intended to be unaccompanied. We are not expecting you to give up your home or relocate your family. Consequently any additional cost arising from obtaining larger accommodation will not be met by the Department.

16.2 I want to claim the “Mix and Match” package. How will my allowance ceiling be calculated?

Your monthly ceiling will be based on two elements. The first of these is your expected accommodation costs. This is based on where you would have stayed had you stayed in accommodation during the week. This will be up to a maximum of the average rental costs for the new temporary area, or £350 for staying with friends and family (or the daily equivalent), or mess accommodation costs.

The second element is based on the four weekend journeys home per month, using standard public transport costs or if using a vehicle, UK MMA. The two will constitute your maximum allowance ceiling for recognised receipted expenditure.

If you only work at your temporary location a proportion of the time, a pro-rata ceiling may be set based on the above criteria. If you change your working patterns at the temporary location please inform DBS Civ Pers PRL Relocations as your monthly ceiling may need adjustment.

16.3 If I am in receipt of EFA what will happen if I go on Temporary Transfer?

If you travel daily or opt for the Mix and Match package, the following will apply:

- If you travel daily to your Temporary station, and the travel costs are more expensive than the journey to your last Permanent Duty Station (PDS), your EFA entitlement will continue until its original expiry date. Any travel costs which exceed the total journey cost to the old PDS will be paid as Temporary Transfer travel costs until the Temporary posting ends.
- If you travel to your Temporary station, and the travel costs are less expensive than the journey to your last PDS, your EFA entitlement will be recalculated, and any resultant EFA payable until its original expiry date.
- If you opt for a Mix and Match package, the EFA will stop on transfer. However, you may have an entitlement to claim some EFA for your excess daily travel where the new journey exceeds your old travel. In such cases you may be able to submit monthly claims to DBS Civ Pers PRL Relocations for journeys undertaken to your Mix and Match workplace.

16.4 What happens when I’m absent from the Temporary location?

When you are absent from the Temporary station for a full week (e.g. annual leave, sick etc.), the cost of one Concessionary Journey will be deducted from your claim. You must inform DBS Civ Pers PRL Relocations immediately.

16.5 If I opt to use the Mix and Match Package what receipted actuals can I claim within my monthly ceiling?

The Mix and Match packages covers the additional cost of temporary accommodation and travel to the temporary work location from your old home. You may claim the following expenditure within your monthly Mix and Match ceiling:

Accommodation:

- Hotel or similar registered temporary accommodation/lodgings – Bed and Breakfast Costs. The Bed and Breakfast costs should not exceed the local Defence Travel limit. You may also claim the receipted cost of an evening meal. This is because you would be unable to cook/prepare a more affordable meal in this type of overnight accommodation. Claims for an evening meal will be limited to a maximum of £15 per meal, and should not include alcoholic beverages. You will be expected to make a personal contribution to any meal costs claimed under arrangement. Consequently, any claim for the meal costs should be abated by £5. This deduction represents the personal contribution to the costs. Any balance after this deduction, up to the aforesaid £15 per night, may be claimed normally in the Mix and Match claim. You will be expected to retain receipts for inspection.
- Staying with friends or family – the daily rate or where applicable monthly rate of Family & Friends Allowance,
- Mess accommodation – actual charges raised by the Mess

Travel:

- Excess travel costs. Where a vehicle is used, the UK Motor Mileage Allowance. Receipts should be retained for inspection, where possible (e.g. rail tickets).

It should be noted that other subsistence costs (e.g. evening meal, other than those stated above, day subsistence, Incidental Expenses Allowance), or vehicle costs (insurance, MOT, Vehicle Excise Tax, Servicing, Actual Petrol and/or purchase costs etc) are not reimbursable as part of this package.

So, for example; Employee posted on temporary transfer terms from London to a temporary location and opts for Mix & Match. Employee informs DBS Civ Pers PRL Relocations that they will not be staying with family and friends or in the mess, but in local accommodation.

DBS Civ Pers PRL Relocations calculate the accommodation ceiling using local one bed accommodation (e.g. £800). Added to this are the weekend travel costs (£200). Employees monthly ceiling; £1000 pm.

Month 1: Employee stays in a hotel 8 nights (8 x B&B costs (£60pn) = £480 Employee undertakes 24 single journeys per month and claims excess travel costs* = £360 (24 x £15)
Total Claim Month 1 = £840

Month 2: Employee stays in a hotel 12 nights (12 x B&B costs (£60pn) = £720 Employee undertakes 16 single journeys per month and claims excess travel costs* = £240 (16 x £15)
Total Claim Month 2 = £960

Month 3: Employee stays in a hotel 3 nights (3 x B&B costs (£60pn) = £180 Employee stays in the Mess 1 night = £30 Employee undertakes 32 single journeys per month and claims excess travel costs* = £480 (32 x £15) Total Claim Month 3 = £690

*DBS Civ Pers PRL Relocations have advised the employee that the excess (new journey less old) will be £15. This cost will be calculated at the outset.

Task 4: Register for and Claim Assistance with a Move of Home

This concerns staff who are moving with the MOD from one place of work to another within the UK, or returning to the UK from an overseas posting, and who have determined that they are changing their place of work on a permanent basis and to another location that is outside of reasonable daily travel.

This may result in eligibility to apply for a Move of Home (MoH) if moved under Non-standard terms or the advert/requisition offers full relocation expenses.

If, however, staff do not wish to move home and are prepared – despite the time/distance of the new journey – to travel to the new place of work from home, they may be able to claim assistance with any additional travel costs. For further guidance, go to TASK 2 and Register for and claim Excess Fares Allowance (EFA) for details on this option.

This section will detail available assistance, its status for purposes of income tax and NI, and how to register claims with DBS Civ Pers PRL Relocations.

The authority to move home at MOD expense will be given by DBS Civ Pers PRL Relocations after consideration. Staff must not make any commitments (e.g. instructing an estate agent or solicitor or agreeing to sell or buy a property) that they expect the Department to support until they have received authority for a MoH from DBS Civ Pers PRL Relocations. The MOD will not reimburse any costs incurred unless this authority has been given. The actual amount of relocation assistance will be determined and set out by DBS Civ Pers PRL Relocations.

1. General Principles

1.1 The financial assistance available will depend upon ‘status’ at the time of transfer. By this we mean two things: householder status and marital status.

1.2 Householder status categorises the nature of the existing housing commitment. We reserve the term householder for staff who:

- are owner-occupiers. This can include a part owner-occupier (e.g. someone who bought a property with a friend or bought a share in a property owned by a Housing Association or developer); or
- rent unfurnished accommodation (i.e. rent a property which is furnished at private expense).

1.3 Non-householders are those whose accommodation at the old workplace satisfies neither of the above definitions, for example, renting furnished accommodation, living in lodgings, or living at home with parents.

1.4 Marital status regards staff as married if, at the date of transfer, they are:

- legally married; or
- in a civil partnership (as registered under the Civil Partnership Act 2004) and;
- living with family; or

- normally live with family but are temporarily separated as a result of a previous move of job; and
- family will be joining the move to the new place of work.

1.5 By 'family' we mean civil partner or spouse and dependent children (if any). A dependent child is one who lives at home, is under the age of eighteen, and who is financially dependent.

1.6 Staff will be regarded as single if, at the date of transfer, they are:

- unmarried;
- married but living apart from family (other than as a result of a previous move of job); or
- not intending to be joined by family when moving home.

1.7 If unmarried, circumstances may still be similar to those of a married person. We therefore recognise a third category which is termed the Single Officer with Equivalent Responsibilities (SOWER) to those of married staff. If recognised as having SOWER status, staff will be treated for your transfer in the same way as a married person. SOWER status is defined as someone who:

- is in an established and exclusive relationship (i.e. living with the same partner for a period of not less than twelve months at the time of transfer) in which the partner is financially dependent, or both are financially inter-dependent. Staff will be expected to provide proof of any such relationship. Acceptable evidence of an established relationship can include proof of joint financial commitments (e.g. joint bank account, mortgage or lease) and a death benefit nomination made under the terms of the Principle Civil Service Pension Scheme (PCSPS) (Premium or Classic Plus); or
- is separated, divorced or widowed but with dependent children who are living in the same household.

1.8 We use certain specific definitions of property/occupancy types:

- Owner-occupied property.
- Rented accommodation – this might be unfurnished accommodation which contains no more than major household items such as a cooker, washing machine, fridge/freezer, or furnished accommodation.
- Jointly owned or tenanted property – where the employee occupies the property and shares the costs (mortgage or rent and other bills) with one or more other people who are not recognised for the purposes of the MoH. In this case, allowances will be paid in proportion to individual interest in the property. Such properties cannot be sold using the Relocation Company Scheme (this is explained later).
- Shared ownership or rental – where the employee does not share occupation of the property but does share the ownership or tenancy with another person or organisation/agency. This could arise where parents share the costs, or when buying/renting a property in conjunction with a Housing Association or similar. In this case, allowances will be paid in proportion to individual interest in the property. Please note that such properties cannot be sold using the Relocation Company Scheme (this is explained later).
- Temporary accommodation which is rented by a householder pending occupation of suitable unfurnished accommodation. This might arise if, for example, at the time of transfer staff are in the middle of a private move of home, or have sold their home and are in a short-term let until able to move into the new home. In such cases, although at

the time of transfer they might be in lodgings or furnished rented accommodation, 'normal' householder status would be preserved.

- Non-conventional accommodation – this might be a mobile home, caravan or houseboat. Please provide DBS Civ Pers PRL Relocations with full details of your accommodation before a decision can be made on householder status.
- It means the home where staff reside during the working week at current PDS or if on temporary transfer, last UK PDS.
- For allowance purposes it means a property in the UK.

2. Non-Standard Moves

2.1 Non-Standard Moves are transfers which are needed for legal reasons or arise to meet urgent Departmental needs – invariably where staff are asked to move by the Department. Other moves are usually transfers which arise because staff choose to move to a new job, probably as a result of competition.

2.2 To reflect this choice, the Department targets its more concessionary special packages, entitlements and allowances on permanent transfer, to those where the need is greatest and most merited – Non-Standard Moves. See TASK 1 for the list of Non-Standard Moves.

3. New dormitory area

3.1 While it is clearly a private matter where people choose to live, if granted authority to move at public expense the Department expects staff to move to a new dormitory area that is within the Travel To Work Area (TTWA) and reasonably close to the new place of work. Put another way, the decision to grant a MoH is made on the basis that the existing home is too far away from the new place of work to enable staff to commute daily. The financial assistance given to enable a move of home must, therefore, be used to overcome this problem.

3.2 While staff will not be told where they can live, they will need approval to buy the new home before doing so. DBS Civ Relocations will need to be satisfied that the proposed new home is within reasonable travelling distance of the new workplace before paying any allowances. Ordinarily this will be based on the normal TTWA of one hour outside of London and 1 ½ hours in London. This is explained in more detail below.

3.3 If granted a MoH at public expense, the new journey to work must be significantly less than it would have been had the move not taken place. DBS Civ Pers PRL Relocations has responsibility for deciding the appropriate 'dormitory area' for the place of work. Staff will be expected to move within the acceptable new dormitory area and make a reduction of a least 50% in travel time and distance from the old home to the new workplace. Some simple examples are included under FAQs at the end of this section to help explain this more clearly.

4. London

4.1 MoH expenses are not normally granted for moves within the London area. By this, we mean within the area that attracts the payment of the London pay lead and Recruitment & Retention Allowance. This general rule applies even where the job move takes staff beyond the normal TTWA (of one and a half hours). The primary reason is that within London there is a broad expectation that staff will have longer travel to get to work.

4.2 However, where there may be some exceptional personal/domestic circumstances DBS Civ Pers PRL Relocations can consider cases on an individual basis. For example, an employee who transfers from Central London to Northwood and undertakes a much longer journey (in excess of 1 ½ hours) because their home is on the other side of London, in Kent, would be eligible for a MoH. Conversely, if the employee's old journey from their Berkshire home was over 1 ½ and the new journey was of similar length a MoH would not be granted.

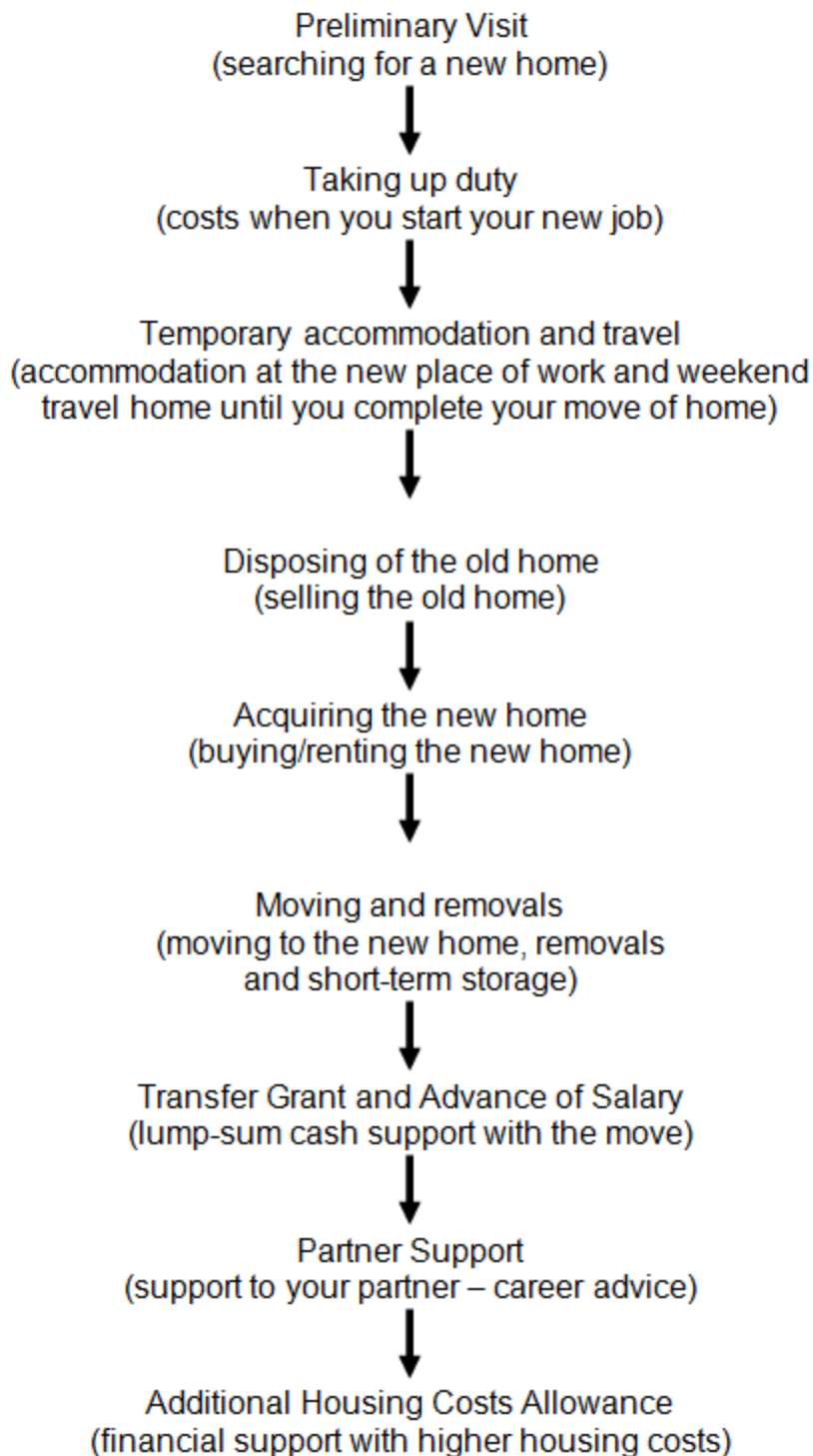
5. Tax and NI status of Move of Job Location allowances

5.1 The tax and NI status of the allowances described in this section is laid down by HM Revenue & Customs and by statute (e.g. the Income Tax (Earnings & Pensions) Act, 2003). It is important to understand how any allowances payable following a move of job location will be treated and the possible consequent effect on any other grants or allowances received from the State.

5.2 Please see Change of Work Location: Tax and National Insurance – Treatment of Change of Work Location and Travel and Subsistence Payments.

6. Move of Home (MoH) – An Outline

6.1 Because there are a number of different elements that make up the whole MoH 'package' it might help to present them in a simple diagrammatic format before explaining them in detail. Please note that the list below is simply intended as an aide to understanding the various elements and does not necessarily reflect the sequence in which these activities will actually occur.



6.2 As soon the Permanent Posting is confirmed, staff must contact DBS Civ Pers PRL Relocations to discuss the allowance position.

6.3 Once authority to move home has been granted, staff can organise a Preliminary Visit (PV) to the new location. The primary aim of this is to help locate a new home. The Department understands that moving home and family is a big step, and that staff will need to spend time looking around the new area and deciding upon where they want to live. Although the internet and estate agents are able to provide plenty of information to help you, there is no substitute for being able to look at the new area in person. Staff may also wish to

use the opportunity to view potential temporary accommodation, if this is ready (See guidance on Temporary Accommodation).

6.4 Naturally, the aim is to make the PV before the date of transfer. However, this might not always be possible, and staff can still claim a PV after they have transferred to your new job. A spouse or partner can make the visit instead.

6.5 A PV comprises the following allowances:

- Special Paid Leave (SPL). You can apply for SPL as follows:

Householder moving into London	- up to 8 days
Householder moving elsewhere	- up to 5 days
Non-householder	- up to 3 days
Staff moving into official accommodation	- up to 2 days

6.6 If the spouse or partner is also an MOD employee and will be moving to the new location, then he/she is also entitled to apply for SPL to accompany on the PV.

6.7 Staff can claim travelling expenses to the new location for themselves and their family. If by public transport, travel can be made in standard class. If by car, then mileage claimed must be at the UK Motor Mileage Allowance (see Related Document [Change of Work Location and Travel and Subsistence – Rates of Allowances, Costs, Rates and Charges](#)):

- Search mileage: up to 1,000 miles at the UK Motor Mileage Rate (but no passenger supplements are payable) or the actual cost of public transport up to the cash value of the mileage claim.
- Night Subsistence: You can claim night subsistence as follows

Householder moving into London	- up to 7 nights
Householder moving elsewhere	- up to 4 nights
Non-householder	- up to 2 nights
Staff moving into official accommodation	- up 1 night

6.8 The subsistence ceiling for the employee during the PV is the same as that set out in the Business Travel Guide. Each accompanying entitled family member would also be eligible for subsistence up to the levels set out in the Business Travel Guide. If staff and their spouse/dependants stay with Family or Friends during your PV, the Family and Friends rate will be restricted to a maximum of £25 per person per night, within a ceiling of £50 per night.

6.9 Although the entitlement to hotel and food costs for the PV is the same as on a normal business visit, staff must not attempt to claim costs using the on-line business travel facility. This is because the tax treatment and accounting for change of job location costs are different to business expenses and use of the inappropriate claim process will result in costs and tax being incorrectly managed.

6.10 Incidental Expenses Allowance (IEA) can be claimed for the employee only and not for any accompanying family. If uncertain of the principles to be observed when claiming hotel and food costs, refer to Business Travel Guide.

6.11 Staff can make more than one visit to the new area provided they do not claim more days SPL than the total shown above and provided total costs claimed do not exceed what would be payable if they made one single visit.

6.12 If staff decide to take PV during the period when claiming 'Taking up Duty' costs (see below), the Night Subsistence period will not be extended.

7. Taking Up Duty

7.1 Staff can claim the costs of transporting themselves and family to the new home when they move. Where by car, mileage can be claimed at the Motor Mileage Rate (but no passenger supplements are payable).

7.2 If unable to move your home before you have to start your new job and, as a result, needing to stay in temporary accommodation pending your move of home staff can claim assistance with the costs as follows:

7.3 Hotel accommodation: up to thirty nights (B&B costs and other meals). Subsistence ceilings are the same as those set out in the Business Travel Guide, including IEA for each night away from home. The entitlement to stay in a hotel is limited to a period not exceeding thirty nights (including weekends) from the new job start date or when your temporary accommodation is ready for occupation (whichever is the sooner). If staff need to stay in a hotel for longer, they should seek advice from the DBS Civ Pers PRL Relocations before committing to any longer stay. If an extension is granted, it may be reduced to reimbursement of accommodation costs only. IEA will not be payable after the initial 30 days have lapsed.

7.4 If not in a position to move into the new home at the end of the thirty nights, staff may be eligible for help with temporary accommodation costs (see below). If, however, having used thirty night's subsistence, they expect to move into your new home in the next week or two, they can apply to DBS Civ Pers PRL Relocations for an extension to the subsistence period – rather than move to long-term temporary accommodation.

8. Temporary Accommodation

8.1 If the delay between starting the new job and moving home is likely to run into months, then staff will be able to claim assistance with temporary accommodation where they can reside during the week and get assistance to return home at the weekends. Alternatively they can opt to travel daily, if possible, and receive assistance with the additional travel costs. If staff decide to stay in temporary accommodation, they must use the MOD Relocation Contractor, to find temporary accommodation near the workplace. They should discuss this with DBS Civ Pers PRL Relocations.

8.2 Staff who will need long-term temporary accommodation will be required to complete HR Form 121: Application to Join the Tenancy Introduction Service – and send it to DBS Civilian Personnel Relocations as soon as possible. This will ensure that the accommodation can be arranged for occupancy as near as possible to the date of transfer, or failing that, within the initial thirty night subsistence period. DBS Civilian Personnel Relocations will send the application to the MOD Relocation Contractor, who will make contact.

8.3 Once the MOD Relocation Contractor receive the nomination they will provide the following services:

- Liaising to discuss the service and confirm requirements;

- Contact Letting Agents and obtain details of properties which may match requirements
- Compile a list of potentially suitable properties (three to six properties), and send them for scrutiny
- Contact to discuss the list and arrange appointments for viewing
- Discuss the outcome and negotiate terms with the agent.
- Provide a Tenancy Check and Vetting Service
- Co-ordinate the vetting of the lease by a specialist in Tenancy Law
- Negotiate changes/terms with the Letting Agent
- Liaise with the Department regarding any changes outside the set mandates
- Proof changes made to the lease
- Submit a lease to the employee for signature.
- The MOD Relocation Contractor will conduct a Moving-in Service which will provide management of the inventory check in, and instructing an inventory clerk.
- On moving out, the MOD Relocation Contractor will provide a Moving Out Service - where termination is required, serving notice in line with the Tenancy Agreement and arranging inventory check out, and helping where necessary with obtaining refunds (utility accounts, TV Licence etc)

8.4 Ordinarily, employees transferring would not be expected to bring their dependants into temporary accommodation unless it is needed. Therefore the accommodation will usually be offered on the basis of one bedroom. Where so the MOD Relocation Contractor will be tasked with finding properties that are:

- Self-contained fully furnished one bed accommodation
- Clean and presentable and free from obvious significant factors such as undue noise levels, personal security issues and/or commercial business disruption; and
- where possible, within five miles of work location.
- The ability to fully meet this criteria is subject to local availability.
- Staff will also need to inform the MOD Relocation Contractor when you are able to view accommodation to maximise the number that can be made available for viewing, as properties quickly become let and this is often outside of the control of the agent.
- Whilst the MOD Relocation Contractor will discuss preferences, these may not always be met if this would cause additional cost to the Department (for example, a parking space, this may not always be available in the immediate proximity of the duty station, or it may mean an additional premium is payable).
- If the accommodation offered by the MOD Relocation Contractor is rejected, employees may find their own accommodation, but any rental costs will be restricted to the average of the rented accommodation offered by the MOD Relocation Contractor.

8.5 If larger accommodation is required because family need to join (for example, the home is being sold, or a child needs to start in their new school), staff should enter this on their application, and discuss the matter with DBS Civ Pers Relocations. In such cases, it may be possible to obtain more expensive accommodation, but if it is outside Departmental criteria or agreement, the additional cost will fall to the employee.

8.6 When staff have signed the tenancy agreement and moved into the accommodation, they become responsible for meeting the cost of the Rent, Council Tax, utilities and service costs. They may receive full or partial assistance with these costs.

9. Dual Commitment

9.1 Assistance with temporary accommodation and weekend travel costs is only payable if staff continue to maintain a home at the previous place of work while making every effort to dispose of that home (as described later). We also apply a test of “dual commitment”. In other words, assistance is offered if, without it, staff would be left with the expense of maintaining two homes. If, for example, staff have been living in a guest house and surrender this accommodation when moving to the temporary workplace, they will not be considered as having a dual commitment and would not receive full recompense with the whole of the temporary accommodation expenditure.

9.2 Provided staff have a dual commitment, the expense of maintaining two homes (the temporary accommodation and your home at your Permanent Duty Station (PDS)) – they may submit a claim to DBS Civilian Personnel Relocations for additional costs on HR Form 052: MOD Application for Payment of Accommodation Allowances: UK Transfer for the following;

- Rent;
- Council Tax;
- Utilities (up to £30 per month for electricity and up to £30 per month for gas and Full Water Utility costs).
- If the property only offers an electricity option, this may lead to an increased level of costs for heating/hot water. Where so, DBS Civ Pers PRL Relocations may meet a higher electricity charge but not exceeding the £60 per month costs. These are not payable where charges are included as part of the rent.
- Service Charges not included in rent (as levied by the landlord for building repairs, gardening etc
- TV Licence
- Telephone re-connection and land line rental – in property (the latter no more than basic BT line rental)
- £25 Additional food costs.

9.3 To be recognised for a dual commitment, staff must still have the old home at the last permanent work location. Claims should be submitted on HR Form 052: MOD Application for Payment of Accommodation Allowances: UK Transfer on a monthly basis. Details of the tenancy agreement, council tax etc will need to be provided at the outset. DBS Civ Pers PRL Relocations should be notified immediately of any subsequent variations in the payments.

10. Supplementary Rent Allowance

10.1 If there is no dual commitment held at the old station, staff can still use the TIS but not all costs will be met. If they do not have a dual commitment in the UK but the cost of renting temporary accommodation and/or temporary storage is higher than paid at the last normal place of work, then they can receive compensation for the difference: this is called SRA.

10.2 SRA is assessed by comparing new and old accommodation costs in the UK within the limit of the TIS rental costs. The difference will be paid as SRA. If staff had a mortgage the

calculation will be based on the Building Society Rate for the old mortgage, and if they rented, it is based on the old rent.

10.3 The requirement for SRA may arise if staff sell or dispose of the old home before moving into the new home and need to occupy (or continue to occupy) temporary rented accommodation at the new station and incur extra costs. Because staff will have already disposed of their old home, there is no entitlement to weekend travel to the old location and an investment income adjustment will be made on any equity. The continuation of SRA depends on DBS Civ Pers PRL Relocations being satisfied about efforts to move to new permanent accommodation.

10.4 SRA can also be paid when staff have bought a new home but are still paying the mortgage on the old home – having yet to conclude a sale (this is not required when using the Relocation Company Scheme). Providing that DBS Civ Pers PRL Relocations remain satisfied that staff are making all reasonable attempts to sell the old home, SRA can be paid to assist with the additional housing costs of paying for both properties compared to the old one alone. Where SRA is paid in these circumstances, staff will be entitled to weekend travel to the old home until it is sold if there is a need to maintain the old home.

10.4 Where there is no dual commitment, inclusive of letting-out the old home, the additional costs will not include the utilities (unless not previously payable in the old home), TV licence, Telephone or Additional food costs elements in the calculation because these will no longer be needed in the old home and/or the employee will have subsumed responsibility.

10.5 If the old home has been disposed of, DBS Civ Pers PRL Relocations will use the old mortgage x Building Society Rate to calculate the commitment, and after three months, the investment income on any equity. SRA can also be payable when an employee opts to rent permanently but is still trying to sell the old home.

10.6 If staff are keeping your home at the previous place of work but letting or sub-letting whilst on Temporary Transfer, the value of the rental income will be included as a negative-cost in the SRA assessment. However if they were sub-letting your home before the transfer, whilst resident, this will be ignored.

11. Alternative Living Arrangements

11.1 If staff choose to live on a temporary basis with family or friends (instead of renting commercially) on an established basis and agree to pay rent in return for bed and board they may claim a flat rate monthly allowance of £350 per month. No other costs will be met.

11.2 If staff occupy a second home that was owned prior to the posting, consideration will be given to reimbursing reasonable actual additional costs within the limit of the average TIS costs. If staff purchase and occupy a property at your temporary station after posting, they will not be eligible to receive accommodation costs or any other assistance with that accommodation.

11.3 If staff intend to share accommodation in the new area, they may only claim their share of the actual expenditure against the aforesaid items at 9.2. As no maximum rental costs will have been provided through the TIS, the actual costs will be limited to an average of TIS rental costs.

11.4 When the tenancy period ends, staff may continue with that arrangement (in the same property) or opt to use the TIS to find alternative accommodation. If needed, reasonable removal expenses between the two temporary accommodation premises may be granted.

11.5 If staff opt to find their own accommodation from the outset, DBS Civilian Personnel will advise on the ceiling for rental and other costs. In doing so, staff cannot use some of the other services provided through the relocation contractor (e.g. inventory clerks).

11.6 With the introduction of TIS, there is no longer an option to cash-in weekend travel costs to use towards more expensive accommodation. Weekend travel costs will only be reimbursed for their intended purpose

12. Using Service Mess Accommodation

12.1 If using Service Mess accommodation, staff will be charged at the entitled rate and will be able to claim reimbursement of these costs. Whilst charged entitled rates, staff may be reimbursed actual charges and the monthly £25 additional food costs allowance (see [Change of Work Location and travel and subsistence: Rates of allowances, Costs, Rates & Charges](#) for details of mess charges).

12.2 Some other costs may be incurred in the Mess. The following will apply:

- Mess Subscriptions. Where these are raised these costs may be reimbursed.
- Pay as You Dine arrangements. Where this operates the reasonable meal and soft drink costs may be reimbursed, as they would under other messing arrangements.
- Cleaning/Laundry/Shoe Cleaning. These are regarded as personal liability, and no costs will be reimbursed.
- Alcoholic beverages. These will not be reimbursed. Soft drinks, tea/coffee may be taken with meals.
- TV Licence. If this allowed in the mess, and a charge is raised, this may be claimed on a monthly basis.
- Meals taken outside of the mess. Where no separate entitlement exists under a separate condition of service, these will be regarded as a personal liability and may not be claimed. Extra Messing (tea/coffee, early morning tea, cheese and biscuits etc.) If taken as part of an accompaniment to the normal meal this may be reimbursed.
- Telephone/Wireless costs. These are regarded as a personal liability.
- Employees required to attend a function on behalf of their business unit in the same mess as their residence, should treat this as a wholly separate arrangement, and any costs arising from this, and reimbursement (as appropriate), should be kept wholly separate from the transfer claim.

13. Payment of Financial Assistance

13.1 Staff will start receiving assistance from the date they move into long-term temporary accommodation, although, should they need to pay a month's rent in advance (as a deposit or 'key' money), they can claim an advance payment to cover the cost.

13.2 Staff can claim reimbursement of actual receipted costs relating to tenancy agreements and estate agent's fees provided they are reasonable and unavoidably incurred as a result of the transfer, but in most cases, when using the TIS, these will be avoided. In all cases, staff should seek to make sure that any tenancy agreement contains a 'break clause' to prevent ongoing charges once they are in a position to move into the new home.

14. Weekend travel home

14.1 When occupying temporary accommodation pending your move of home, staff are entitled to travel home at weekends as follows:

- All staff whilst in receipt of subsistence (i.e. first thirty nights) -One return journey each week. If staff decide not to stay at the temporary workplace rather than travel home they can only claim hotel and meal costs within the cost of the weekend travel home.
- Householders - One return journey each week pending the disposal of the old home (but this does not apply if responsibility for the home has passed to the relocation company).
- Non-householders Six journeys in the first twelve months after the thirty night's subsistence period has ended.
- Staff in receipt of SRA - One return journey each week if you still retain a dual commitment.

14.2 Staff will receive reimbursement of travel costs as follows:

- Rail – standard class return journey
- Coach – within the cost of standard class rail fare
- Air – economy class air fare where the distance/time of the journey makes air travel the only sensible means of travel
- Sea – standard class
- Private vehicle – actual mileage by the most direct route at the UK Motor Mileage Allowance

15. Building a Property

15.1 If staff decide to have a new property built or an existing property extended or substantially modified at the new location, assistance with temporary accommodation costs and/or travel will be granted for a maximum period of four months after the expiry of the thirty night's subsistence or until the permanent accommodation is occupied – whichever is the sooner.

15.2 Staff may use the TIS to find accommodation, but will be responsible for termination, any expenses, and residual costs, which arise after the period of Departmental assistance has lapsed. Legal expenses should be reasonable and not exceed the normal costs incurred on purchasing a property that did not require building/modification and be submitted within a maximum of twelve months of date of transfer.

16. Daily Travel Costs

16.1 Instead of staying in a hotel and/or temporary rented accommodation during the time between starting the new job and moving home, staff can travel daily. Although the journey will be lengthy, by virtue of qualifying for a MoH, it might still be practicable over a relatively short period of time.

16.2 If so, instead of claiming night subsistence, temporary accommodation assistance, SRA, and weekend travel home, staff can elect to travel daily to the new place of work from the old home and claim any additional travel costs within a ceiling of your entitlement to temporary accommodation and weekend travel. This ceiling may initially be set by reference to the TIS ceilings for accommodation for the area. The travel costs payable will be assessed as described in TASK 2 62.

16.3 Staff will be expected to make every effort to dispose of the old home and move to the new home as quickly as possible. The time between your starting the new job (and occupying temporary accommodation and travelling home at weekends) is when some of the biggest relocation costs occur. DBS Civ Pers PRL Relocations will therefore monitor progress and if, at any time, they are not satisfied with efforts to move promptly, or follow their marketing guidance, all or part of the entitlement to relocation expenses will stop. It may mean that assistance with temporary accommodation and weekend travel may cease. If so, staff will not receive retrospective assistance for such expenses, if they dispose of your old home at a later date.

16.4 Other entitlements (e.g. legal fees) may be allowed, but only if DBS Civ Pers Relocations are satisfied with efforts to move. Normally we would expect staff to take no more than a maximum of twelve months, and in most cases a lot less. Renters would be expected to move relatively quickly (e.g. by or soon after the hotel period).

16.5 If staff continue to satisfy DBS Civ Pers PRL Relocations with efforts to dispose of the old home and/or move to new permanent accommodation, assistance may exceptionally be extended up a maximum period of three years from date of transfer, and in the latter stages of that period, only if the cost of a move of home remains justified. Consequently, if staff have failed to move home by the third anniversary of transfer, any entitlements to allowances will cease.

17. Disposing of the old home – using the Relocation Company Scheme

17.1 The MOD offers staff the use of a Relocation Company Scheme (RCS) to provide a variety of relocation services. The RCS is a contractor-operated arrangement that is administered by DBS Civ Pers. For owner-occupiers the RCS seeks to simplify the home sale by providing a Guaranteed Sale Price (GSP) offer on the old home. Sufficient funds (within the GSP offer) are then offered to help complete the purchase of the new home. This effectively puts an employee in the position of being a cash buyer at the new location.

17.2 When the old home sells, the MOD then recovers the amount it advanced to you. A brief explanation of the main features of the RCS and its operation follow but staff must not make decisions based on this alone.

17.3 Please note that full use of the RCS (GSP offer) is not automatic. Staff will not be eligible to use that part of the RCS if they:

- do not intend to buy a property at the new work location;
- have already bought a property at the new work location;
- share ownership of a property with someone who is not regarded by the Department as a dependent (for example, buying with friends, a shared ownership arrangement with a housing association or developer);
- have a spouse/partner and/or family will not be joining at the new work location
- are divorcing or separating on transfer (when they will be classed as a single officer) and you do not have sole title to the property;
- have been given an advance posting notice (e.g. a Bulk Move), wish to buy a new home, but are not able to vacate the home until after date of transfer.
- are posted overseas and decide to sell their UK property;
- are being recruited to work for the MOD and are moving home to take up the first appointment;
- live in unusual or unconventional accommodation such as a caravan, houseboat, mobile home or park home;
- are moving to or within Northern Ireland (if leaving Northern Ireland, speak to DBS Civilian Personnel Relocations before application);
- use part of the property as a business, for example as a shop, a boarding house, kennels, farm etc.; or
- the home is considered to be inherently un-sellable. This might arise where the property has such serious defects (such as severe structural problems) that it is uninsurable and/or un-mortgageable, or there might be restrictive sale clauses attaching to the lease or freehold. However, where the defects can be remedied and staff do so at own expense, the home can be reconsidered for inclusion in the RCS following completion of the necessary work.

17.4 Notwithstanding the above, some employees (e.g. renters) may still be eligible for some parts of the scheme, like removals, partner support etc.

17.5 The Guaranteed Sale Price for an existing home is established by reference to independent professional valuers who will provide a value on the old home. Once the GSP is offered, staff will have fifteen working days to decide whether to accept it. Staff who decline the GSP offer and decide to market the property privately will need to follow the guidance on disposal of the property outside of the scheme. Staff who appeal against the GSP must do so within the fifteen working day acceptance period. Any appeal must be in writing and must be supported with clear evidence of comparable property sales in the area and within the previous three months.

17.6 If the evidence justifies it, the valuers will be asked to review their valuations. Where the valuers confirm their original assessments, the GSP will stand. Where the valuers amend their assessments, staff will be offered a revised GSP. Note that the Department will not overrule the findings of the professional valuers or otherwise offer a GSP that is not supported by factual and verifiable evidence.

17.7 Once staff have accepted the GSP, they are committed to the RCS and will be able to draw funds from the GSP. On vacation of the property staff will be expected to leave it in a clean and presentable condition and will be required to sign a legal agreement that enables the relocation company to market and manage the home until it sells. If the property has not sold within four months of the GSP being offered, the Department reserves the right to have

the GSP re-assessed providing the employee has not drawn funding from the GSP- if some of the available funding has been accessed, the offer will not be revisited.

17.8 Once the GSP has been accepted, the relocation company, in conjunction with the Department, will control the marketing of the old home. They will set the Asking Price and review this price periodically in line with prevailing property market conditions and trends to achieve the best sale price for the property and value for the Department. This will take into account the property in relation to others locally, the condition of the property, local market trends and any other salient factors. The MOD Relocation Contractor will also be solely responsible for the selection of the Estate Agent. If necessary the Department may also consider Auction, but in any event, if not sold after 2 years 9 months from GSP acceptance, the property will be automatically submitted to Auction.

17.9 Staff must not commit to buying a new home until the Relocation Company has confirmed that all the necessary legal formalities have been completed and that the property can be accepted onto the scheme. Note that under Scottish law an offer to buy a property constitutes a binding contract. If moving to or within Scotland staff must not put an offer on a property until they have received and accepted the GSP and all legal formalities have been cleared.

17.10 Staff must notify the Relocation Company as soon as they find a property that they wish to buy. Upon completion of the necessary legal work, the Relocation Company will release only sufficient funds to redeem the existing mortgage and purchase the new home once a new mortgage is obtained. Initially, staff will be expected to take-out a new mortgage at least equivalent to the old one, unless buying a property for less than the old mortgage.

17.11 The MOD pays interest on the funds advanced by the Relocation Company and therefore only wishes to support levels needed to get into the new home. If all the funds from the GSP are not needed to buy the new home, the balance will be paid when the old home sells. Additional bridging finance will not be released to clear loans, credit cards etc.

17.12 If the old home sells before purchase of a new home, the GSP will be paid in full. If it sells at a loss, the MOD will bear that loss at public expense; if it sells for a profit, the MOD will pass the excess to the employee but will deduct and retain a sum equivalent to the relocation contractor management fee (including VAT). If the excess is less than the fee, the employee will receive at least 25% of the sum.

17.13 Staff will not be compensated for any loss incurred if your property sells for less than they paid for it. If the sale of the property incurs a mortgage redemption penalty (MRP) or the employee is required to repay a 'cash back', they are expected to make every effort to get the lender to waive the charge. However, if a charge is imposed, claim reimbursement through DBS Civ Pers PRL Relocations for a redemption penalty of up to three months interest on the mortgage or, if the transfer is a Non-Standard Move, six months interest.

17.14 If transferring on a Non-Standard Move, and the Mortgage Redemption Payment (MRP) or 'cash back' repayment exceeds six months interest, submit a case for additional assistance to DBS Civ Pers PRL Relocation. However, the request will only be considered against proving the following criteria:

- the mortgage was essential to purchase the home and was not 'excessive' so as to free up money for other purposes;
- payment of the penalty would cause financial hardship;
- the employee has tried and failed to get the lender to waive the charge; and

- must be able to confirm that the charge was not raised as a result of a decision to change lender.

17.15 The RCS also offers a range of other quality services to assist with relocation, including Legal Services, Surveyor, Removals, Partner Career Support etc. The RCS Panel Suppliers for Legal, Surveyor or Removal Services, are optional, but where they are not used, any costs will be restricted to the Panel Fees.

17.16 If the employee decides not to use the RCS, is unable to do so or declines the RCS GSP, they can still opt to take advantage of the related Relocation Introduction Service (RIS). The RIS offers a limited home sale service which covers:

- a choice of solicitor;
- a choice of surveyors;
- a Home Information Pack provider;
- a removals service; and
- access to the partner career service.

17.18 Renters who wish to use the RIS will only be eligible to use the removals and partner career support services unless given authority to purchase a property at the new place of work at public expense. Staff who decide not to use the RCS, are unable to do so, or decline the RCS GSP, and do not wish to use the RIS, can market their property privately. (But note that whilst the RIS Panel Suppliers for Legal, Surveyor or Removal Services, are optional, where they are not used, any costs will be restricted to the Panel Fees). Because the MOD offers assistance with necessary temporary accommodation costs until the property sells, staff will be expected to comply with the Department's marketing direction. Staff should discuss the position of Estate Agency Fees, Multiple Agencies and any special marketing costs with DBS Civ Pers PRL Relocations prior to engaging and/or committing to any expenditure.

17.19 Staff will be allowed to market their property at an asking price of their choosing during the thirty night's subsistence period. Thereafter, they will be expected to dispose of the property as quickly as possible. If marketing privately, DBS Civ Pers PRL Relocations will arrange an independent valuation of the property. The employee can then market their property as follows:

- Set an asking price 10% above this valuation for a period of two months.
- Thereafter, reduce the asking price to no more than 5% above the valuation.
- If the property has not sold after four months (i.e. two months at valuation+10% followed by two months at valuation+5%), reduce asking price to the valuation figure.
- If the property remains unsold, DBS Civ Pers PRL Relocations will review the marketing strategy quarterly and will arrange further valuations as appropriate.
- Report all offers to DBS Civ Pers PRL Relocations

17.20 If marketing privately after declining a GSP, the GSP will be used as the initial valuation figure in the marketing strategy. Staff must not reject any offer at or above the agreed marketing price without first notifying DBS Civ Pers PRL Relocations. If staff do not comply with the marketing strategy or reject a reasonable offer, it will be mean they are not making all reasonable efforts to achieve a sale and they will cease to qualify for payment of allowances such as temporary accommodation assistance and weekend travel.

17.21 Staff will not receive retrospective assistance for any such expenses incurred if they dispose of the old home at a later date. Other entitlements (e.g. legal fees) may be allowed,

but only if DBS Civ Pers PRL Relocations are satisfied with efforts to move home. Normally we would expect no more than a maximum of twelve months, but if staff satisfy DBS Civ Pers PRL Relocations with efforts to dispose of the old home and/or move to new permanent accommodation, assistance may exceptionally be extended up a maximum period of three years from date of transfer, and in the latter stages of that period, only if the relocation remains justified. If staff have failed to move home by the third anniversary of transfer, any entitlements to allowances will cease

17.22 When the property sells staff can claim the following costs (including VAT):

- Reasonable Legal expenses – reimbursement of HIPs may only be made through the RCS
- Reasonable Estate agents' or auctioneers' fees (including reasonable advertising costs if identified separately) within limits agreed by DBS Civ Pers PRL Relocations
- Reasonable advertising costs where advertised privately
- Mortgage redemption costs up to a maximum of three months mortgage interest or up to six months mortgage interest if the transfer is a Non-Standard Move.

17.23 Further requirements:

- Staff must obtain prior approval from DBS Civ Pers PRL Relocations to market through more than one estate agent or to undertake any special advertising campaign.
- Staff will not be compensated for any loss incurred if the property sells for less than paid for it.
- Staff must inform their insurance company if the property is to be left unoccupied while living in temporary accommodation at the new place of work. This is to ensure insurance cover is maintained. Where the insurer imposes an additional premium to maintain the same level of cover, staff can claim reimbursement of that cost. If, however, the insurer refuses to provide cover while the property is unoccupied as a result of Permanent transfer, the MOD will compensate for any loss or damage to items that would otherwise have been insured provided there is no contributory negligence by the employee. Staff will be required to provide documentary evidence that they were unable to obtain insurance cover before any compensation by the MOD would be considered.
- If the sale of the property incurs a mortgage redemption penalty (MRP) or requirement to repay a 'cash back', staff are expected to make every effort to get the lender to waive the charge. However, if a charge is imposed, staff can claim reimbursement of a redemption penalty of up to three months interest for a completed move or if the transfer is a Non-Standard move, up to 6 months interest.
- If transferring on a Non-Standard Move and the MRP or 'cash back' repayment exceeds six months gross interest, staff can submit a case for additional assistance to DBS Civ Pers PRL Relocations. However, the request will only be considered against proof of the following criteria:
 - the mortgage was essential to purchase the home and was not 'excessive' so as to free up money for other purposes;
 - demonstrate that payment of the penalty would cause financial hardship;
 - the employee has tried and failed to get the lender to waive the charge;
 - the charge was not raised as a result of a decision to change lender.

17.24 If the property is part-owned by someone who is not regarded by the Department as a dependent (e.g. a friend or colleague) or if the spouse/partner/dependent is a part-owner

who is not joining at the new place of work (e.g. separating or divorcing) or the property is used for business (e.g. as a farm, boarding house, kennels or shop) reimbursement of expenses will be assessed in direct proportion to the employee's own use for residential purposes.

17.25 If the employee owns only part of the property and rents the balance (e.g. as part of a shared ownership with a Housing Association/developer), the disposal of their share might be subject to a range of charges or costs. There are a wide range of different shared-ownership schemes with different conditions but, generally, the Department will meet any reasonable sale costs that fall to the employee.

18. Removal and storage of furniture and effects

18.1 If using either the RCS or the RIS, the costs of removals (within the Panel Supplier costs) and any necessary short term storage will form part of the service. However, if organising private removals, the costs will still be subject to the Panel Supplier costs.

18.2 Normally staff will be expected to move furniture and effects directly from the old home to new. However, if required to vacate your old home but are unable to move into the new property immediately, staff can put belongings into store at MOD expense (including removal to and from store) pending occupation of the new home, and can claim the charges of short term storage (including any insurance fees). The payment of storage will be made as follows:

- full costs will be met if storing belongings at the same time as in receipt of night subsistence (i.e. during the first thirty nights following taking up the new post);
- if thirty days of night subsistence has ended (or if no entitlement to night subsistence) the cost of storage will be included in any SRA calculation.

18.3 If the employee's family move to another location (e.g. go to stay with parents or grandparents) before joining at the new location/home, reimbursement of all removal costs will be limited to the amount that would have been paid for direct removal from the old to the new home. However, if the occupation of the temporary accommodation is unavoidable (e.g. vacating old home before being able to occupy the new) and/or this avoids the cost of short term storage, DBS Civ Pers PRL Relocations may authorise payment of full removal costs to the temporary accommodation and then to the permanent accommodation.

18.4 Removal costs will be arranged and paid as part of the RCS and RIS. If arranging their own move, staff must obtain three quotes for removals before engaging a removal firm and must submit these quotes to DBS Civ Pers PRL Relocations who will permit reimbursement up to the value of the lowest quote (within the cost of the Panel Supplier fees). Removal at MOD expense will only be permitted for the following types of belongings:

- household and garden furniture and effects including normal garden equipment;
- domestic pets (e.g. cats and dogs) but not other animals or livestock (such as horses); and
- pedal or motor-assisted cycles

18.5 The cost of moving unusual items or items of special character or high value (such as antiques, paintings or concert pianos) which might require special packaging and handling will be at own responsibility. Such costs can be met from the Transfer Grant.

18.6 Where arranging removals privately (i.e. outside of the RCS or RIS), staff can claim the cost of transit insurance where this is not already covered by an existing insurance policy or as part of the remover's fees.

18.7 Staff may claim Night Subsistence for themselves and any entitled family members for one night during the course of the removal if furniture and effects have been packed and they are unable to stay in their old home, or they have been delivered too late to unpack and occupy the new home.

18.8 At line manager discretion, staff may be allowed special paid leave to supervise the removal of furniture and effects. Depending on personal circumstances, normally up to two days could be considered reasonable for a householder or married non-householder. A spouse of a transferring officer may also be allowed special leave to accompany the transferring officer or supervision of the removals.

19. Acquiring the new home

19.1 If granted a move of home at public expense, staff can claim reimbursement of the costs incurred in buying a new property in the new area so long as the purchase takes place within three years of the date of transfer – subject to DBS Civ Pers PRL Relocations being satisfied with efforts to dispose of the old home and buy in the new area.

19.2 If staff rented accommodation at their old place of work they will only be assisted with buying a property in the new area if unable to obtain suitable rented accommodation, and DBS Civ Pers PRL Relocations agree. Staff who live in "social housing" and cannot obtain similar "social housing" conditions following a Non-Standard move may be assisted with purchase costs.

19.3 The Department will meet the following costs associated with purchase:

- Reasonable Solicitors' fees – however, where using the RCS a solicitor will be provided as part of the service and the costs will be billed direct to the MOD. If, however, not using the RCS or RIS Solicitor staff will be expected to pay their own bills and claim reimbursement from DBS Civ Pers PRL Relocations within the limit of the Panel Supplier costs.
- Stamp Duty (but see below).
- Land registration fees.
- Cost of a private survey – however, where using the RCS a surveyor will be provided as part of the service and the costs will be billed direct to the MOD. If, however, not using a surveyor through the RCS/RIS, staff will be expected to pay their own bills and claim reimbursement from the DBS Civilian Personnel within the limit of the Panel Supplier costs.
- Costs of electrical wiring and drains tests.
- National House Building Council (NHBC) inspection fees, certificate charge and top-up premium for cover against inflation.
- Reasonable miscellaneous expenses associated with the mortgage or loan including administration fees, mortgage guarantee or indemnity premium (for loans in excess of the normal lender's figure but provided that another lender would not offer a higher sum at reasonable rates) and Scheme of Maximum Advance and mortgage survey fees. Mortgage setting-up fees may be claimed up to a maximum of £600.

- Abortive expenses where the purchase of a home falls through. However, such expenses will not be met where the failure to complete occurs because staff withdraw from the purchase simply because they changed their mind. In deciding whether to reimburse abortive expenses, DBS Civ Pers PRL Relocations will consider whether the purchase was abandoned for reasons outside direct control (such as the vendor withdrawing the property from the market), or because there are genuine legal obstacles, or a survey revealed fundamental defects in the property.
- Expenses paid by the MOD towards purchase will be made on a proportional basis where the employee will only be a part-owner (e.g. if buying with someone not recognised by the Department for the purposes of the transfer) or where intending to use part of the property for business (e.g. as a guest house, shop, kennels, farm).

19.4 The Department will not meet the costs of:

- Interest charges, unreasonable arrangement fees, broker's fees or any indemnity premium covering high loan-to-value mortgages to secure a cash back;
- Indemnity fees or insurance premiums for specific problems (such as boundary or title disputes).

19.5 The Department will reimburse Stamp Duty payments but only up to the level for the purchase of a like-for-like property in the new location. The amount needed will be determined by reference to an evaluation arranged by the relocation contractor who will assess the old property and location and value it as though in the new dormitory area. If higher in the new area, Stamp Duty up to that level will be supported. Any additional Stamp Duty created because an employee owns and retains a second property will not be met. The excess outside of the following guidance will be regarded as a personal liability.

19.5 Stamp Duty only applies to the amount of the purchase price that falls within the particular duty band, making it more like income tax. In other words someone buying a house for £200,000 will pay nothing on the first £125,000 and then 2% on the next £75,000, giving a total cost of £1500. The rates are:

- Up to £125,000 - 0%
- Above £125,000 and up to £250,000 - 2%
- Above £250,000 and up to £925,000 - 5%
- Above £925,000 and up to £1.5M - 10%
- Above £1.5M - 12%

These are subject to statutory changes and the rates in operation will apply where they are different to the above.

19.6 Stamp Duty incurred on a purchase will always be supported up to the level of the GSP offer or sale (if sold privately). However, where the purchase price is higher than the old value, the need to incur that higher Stamp Duty is only supported if needed. This will be established by reference to an assessment of the value of the old property and location in the new dormitory area. The assessment will be arranged by the relocation company. If the valuation in the new area is higher than the old sale price, then Stamp Duty up to the expected purchase level will be supported

19.6 Some examples are given below:

- Higher Stamp Duty Not Payable:
 - Old Home: Sale Price £225,000

- New Home: Purchase Price £270,000
- Company Like-4-Like valuation in the new area: £265,000
- Difference between Sale Price and Like-4-Like valuation: +£40,000
- Sale Price £225,000 + differential (£40,000) = £265,000
- This means the Department would support Stamp Duty and the appropriate rate on a purchase up to £265,000.
- The Stamp Duty on £5,000 at 5% (Purchase Price £270,000 less amount allowed £265,000) is not refundable. That is considered to be personal choice.
- Higher Stamp Duty Payable:
 - Old Home: Sale Price £225,000
 - New Home: Purchase Price £280,000
 - Company Like-4-Like valuation in the new area: £285,000
 - Difference between Sale Price and Like-4-Like valuation: £60,000
 - Sale Price £225,000 + differential (£60,000) = £285,000
 - This means to buy a like-for-like property, the Department would support Stamp Duty on a purchase up to £285,000
 - As the purchase price of £280,000 is less than the amount allowed (285,000) all the Stamp Duty is refundable.

19.7 Where using the RCS, the contractor will meet the cost of the Stamp Duty in full, but the employee will be expected, without delay, to repay to the Department any excess Stamp Duty payment to which they are not entitled as explained above. Where the Like-4-Like comparison would result in a negative differential, the Department will meet Stamp Duty up to the following levels:

- Where the RCS is used, up to the value of the GSP offer; or
- Where the RCS is not used, up to the value of the sale price of the old property.

For example; Old Property GSP offer of £150,000 and negative Like-4-Like valuation of £140,000: Stamp Duty on a purchase of up to £150,000 would be supported.

19.8 An employee, who is not being joined at the new location by a part-owner of the property or by an unrecognised individual, will not have a negative impact on the Stamp Duty support available to the employee. Thus, if an employee had an old property worth £150,000 and was a shared owner with their ex-spouse, they would still get Stamp Duty support on £150,000

19.9 Where the property in the UK has been retained whilst overseas, the aforementioned restrictions will apply. Where the property in the UK was sold at the time of the overseas posting, the value of the sale price may become less relative to current property values for calculating Stamp Duty. To overcome this, the Department undertakes a Like-4-Like assessment; the company will be asked to produce a valuation based of the old home and area based on current prices. The resulting valuation will determine the limit for any Stamp Duty payment.

20. Transfer Grant

20.1 If moving home at public expense, staff can claim a Transfer Grant (TG). The grant is intended to assist with the many incidental expenses involved in moving home that are not

otherwise reimbursed. Although this list is not exhaustive, the following gives examples of the type of expenses that the TG is intended to cover:

- re-fitting carpets and curtains;
- taking down and putting up fixtures;
- disconnecting and re-connecting appliances (e.g. washing machines, telephones, computers);
- installing TV aerials and satellite dishes;
- cleaning and repairs; • removal of unusual or high-value items;
- redirection of post.

20.2 The TG is paid only when taking up the new post and moving into permanent accommodation at the new place of work. (However, if being posted on bulk transfer terms staff can claim the grant before starting the new job providing they or their family have moved in permanent accommodation before the date of transfer.)

20.3 The TG is payable at one of three different cash values, that reflect status:

- Single non-householder
- Single householder
- Married/partnered

See [Change of Work Location and Travel and Subsistence: Rates of allowances, Costs, Rates & Charges for rates.](#)

20.4 If they qualify for payment of the single householder or married/partnered rate of TG, staff can claim the single non-householder rate on taking up appointment and claim the balance of the full rate to which they are entitled when they move into their permanent accommodation.

20.5 Staff will be required to repay the TG if, within twelve months of qualifying for payment, they resign or transfer on voluntary terms. However, DBS Civ Pers PRL Relocations might waive repayment if the circumstances for resignation or voluntary transfer were unforeseen at the time the TG was claimed and that it is considered that there is justification for the amount to be retained.

20.6 Up to £8,000 of eligible relocation expenditure is exempt from tax. Any payments above that are taxable. However, in the case of the TG, HM Revenue and Customs (HMRC) have agreed that only half of the TG may be regarded as an eligible expense with the other half being taxable. The tax is met by the Department. However, staff must retain receipts and records of items on which the TG was expended, as they may be subject to scrutiny by HMRC. DBS Civ Pers PRL Relocations also have to carry out an annual sample exercise of TG expenditure to make sure that expenditure continues to justify the 50% tax exemption. Staff may be identified to provide evidence of expenditure.

21. Advance of Salary

21.1 Staff who are moving job and have been granted a move of home at public expense can apply for an Advance of Salary (AOS). Because an AOS is effectively a tax-free loan it is treated by the HM Revenue and Customs as a beneficial loan – and therefore as a taxable

benefit. See Change of Work Location: Tax and National Insurance – Treatment of Change of Work Location and Travel and Subsistence Payments.

21.2 An AOS can be granted either to complete the purchase of a new property or to address a mortgage shortfall (sometimes called negative equity).

21.3 An AOS cannot be used to improve significantly standard of housing. Consequently a 'betterment' test will be applied to each AOS application. Staff should undertake a provisional betterment assessment using the self-assessment tool (see the self-assessment betterment test ready reckoner) before submitting the AOS application to the DBS Civ Pers PRL Relocations.

21.4 In order to qualify for an AOS staff must:

- be aged eighteen or over;
- be an owner occupier at the date of transfer;
- have received formal confirmation of transfer;
- be reinvesting the full equity available to you from the sale of the previous property; and
- obtaining the maximum affordable mortgage available. This will typically be two and a half to three times the main salary and one times the spouse/partner's salary. However allowance will be made for staff who, because they are approaching retirement, might only be offered a smaller mortgage than their salary (ies) would otherwise merit. For example this might be no more than one and a half times income for those within ten years of retirement.

21.5 Eligibility lapses twelve months after the date of transfer unless there is a genuine reason for the delay.

21.6 An advance is limited to an amount equivalent to six months (or for Non-Standard Moves twelve months) of gross pay and pensionable allowances as they are immediately after the date of transfer. The amount actually advanced will be no more than is needed to complete the purchase and to carry out any essential repairs that the Building Society (or lender) states are a condition of the mortgage offer. The cost of non-essential repairs cannot be included but the installation of central heating will count.

21.7 Payment of the advance will not be made until contracts on the new property have been exchanged and just prior to completion. The advance will be subject to the following conditions:

- An advance of up to six months' salary must be repaid within a period of ten years or by the date on which you expect to retire, from date of transfer or completion (whichever is the earlier).
- If on a Non-Standard Move and taking an advance of up to twelve months salary, staff must repay it within a period of twenty years or by the date on which they expect to retire (whichever is the earlier).
- Staff can defer the start of repayments by up to two years but this period of deferment will not be added to the overall agreed repayment period (i.e. repayment must still be completed within either ten or twenty years from date of transfer or expected date of retirement if earlier).
- If applying for a second AOS while still repaying an earlier advance, staff will still be expected to repay both advances by expected retirement date. Staff can ask DBS Civ Pers to increase monthly repayments to achieve this.

- Repayment of an AOS in full is required when employment ceases through resignation, dismissal or death. In these circumstances DBS Civ Pers will make arrangements for the balance to be repaid immediately either with the employee or (in the case of death) the executor or administrator. Where the debt cannot be recovered satisfactorily, the MOD will consider taking legal action to achieve settlement. •
- If staff are made redundant or take early retirement/severance, the outstanding balance will be deducted from any pay in lieu of notice. Where this is inadequate to cover the full balance, staff will be required to agree alternative arrangements to make sure full repayment within the timeframe of the original agreement.
- Staff on maternity, paternity or adoption leave can elect to suspend repayments during the leave period. However, on return to duty, staff will be required to increase payments to make sure the advance is repaid by the original completion date.
- If taking Special Unpaid Leave, AOS repayments will cease during the period of the SUL. Staff may opt to continue with existing arrangements in the SUL, but if so should contact DBS Civ Pers PRL Relocations to arrange the details of the monetary transfer during that period. If opting to not undertake any repayments until return to duty, remaining repayments will need to be adjusted on return to ensure that the outstanding sum is fully repaid within the timescale of the original repayment period.
- Staff will be required to sign an authority for deductions to be made from salary.
- Staff must inform DBS Civ Pers PRL Relocations immediately if moving home again because the AOS may need to be repaid. For example;
 - If staff move home for personal reasons and buy a cheaper property which leaves extra funds, they must use this money to repay or reduce AOS and will not be allowed to retain any balance of the advance to reduce the mortgage or pay any other debts. In essence, consider this to be an extension of the old mortgage, which is repayable on the sale of the home. If staff move home outside the dormitory area they will be expected to repay the outstanding sum in full.
 - If transferred again with a move of home, staff can apply for a further AOS. Although the combined old and new AOS cannot exceed the limit for a single advance (i.e. six- or twelve-months salary), the assessment will be based on the current salary.
 - If staff are transferred again and have joined the RCS, they should be able to clear the old AOS from the GSP. Until they draw down funds from the GSP, monthly repayments will continue.
 - If transferred again but the transfer is for personal reasons, or staff do not buy a new property at the new place of work, they will be required to repay the outstanding balance immediately.

21.8 Staff can also apply for an AOS if they face a shortfall between the mortgage and the sale price of the old property, but will be expected to explore other means of meeting the shortfall first - such as using personal savings or applying for assistance from a bank or building society - and will be expected to provide evidence that they could not get additional funds from other sources before an AOS is considered. Other restrictions, which apply to an AOS for house purchase, apply to AOS for mortgage shortfalls.

22. Partner Career Support Service

22.1 The purpose of this service is to provide support for the spouse, partner or other dependants who will be living in the new home in the new area. The service is also available to those returning to the UK from an overseas posting; who are moving to a new area or are returning to the previous home and/or place of work.

22.2 The service assumes that the spouse, partner or entitled family member will actively manage their own job search campaign. The assistance covers career options, preparing CVs, applying for jobs and preparing for interviews.

22.3 The service is provided by consultants provided through the Department's Relocation Company contract. The cost is met by the MOD. The appointed consultants offer further services at additional cost. If taking advantage of any of these additional services staff must pay the associated charge at own expense.

23. Additional Housing Costs Allowance (AHCA) for owner occupiers

23.1 AHCA offers support on the additional interest payable on a mortgage in the new area following a move of home to a more expensive housing area. The amount of AHCA needed is defined by an evaluation arranged by the relocation contractor. This will assess the old property and its location as though it is in the new dormitory area. If more expensive, this will set the ceiling for potential mortgage support.

23.2 AHCA is not payable to MOD Police Officers who are eligible to receive the MDP SE Allowance, the MDP London, or the Housing Allowance. Further details on MOD Police Officers are below.

23.3 In order to qualify for AHCA staff must first invest all the equity from the sale of the old home into the new. Where using the RCS, the GSP offer will initially be used to calculate any requirement for additional mortgage (and resultant AHCA) but any entitlement will be adjusted later by any further payment made if the old home sells for more than the GSP.

23.4 If staff sold their home on being posted overseas, a valuation and area at current prices will be arranged by the relocation company. Staff will be expected to still have access to the sale proceeds (equity) for a purchase (whether retained or not).

23.5 The key elements of AHCA are:

- Like-4-Like Valuation Report. This will provide an independent valuation of the old home and area in the new dormitory area. This will set the ceiling for any potential AHCA support.
- Building Society Rate (BSR). This is an average of current variable interest mortgage rates charged by major building societies. No compensation will be offered for any perceived losses resulting from a choice of fixed rate mortgage or any other type of mortgage that may be based on an interest rate higher than the BSR. Changes to the BSR are promulgated by DBS Civ Pers PRL Relocations.
- Other Housing Costs. Any changes (increases or decreases) in other housing costs (such as water charges, Council Tax, buildings insurance, ground rent and tithe

payments, existing mortgage protection insurance) will be taken into account when calculating AHCA Supplement (See below).

23.6 Whilst Additional Buildings Insurance will be taken into account, other insurance (life, mortgage protection, and protection for high risk lending, contents, car), service costs, and/or maintenance charges will be excluded from the AHCA supplement calculation.

23.7 AHCA is paid as two separate elements. One for additional mortgage or rent, and one for any additions in other housing costs – AHCA Supplement.

23.8 Three separate calculations will be undertaken by DBS Civ Pers PRL Relocations. The AHCA for additional mortgage will be set at the lowest of the three resultant values. The calculations made are:

- The difference between GSP Offer/Sale Price and the relocation company valuation of the old home in the new dormitory area.
- The sale price of the old property compared with the purchase price of the new one. This comparison can include any essential repairs required to make the property habitable (including the installation of central heating and/or double glazing if a feature of the old home). Non-essential repairs or improvements (e.g. redecoration, refurbishment, extensions, conservatories, kitchen or bathroom improvements or gardening) are specifically excluded.
- The old mortgage compared with the new mortgage. 1

23.9 AHCA payments are subject to an overall limitation of £100,000 within the aforementioned ceilings, this is calculated at £100,000 multiplied by the BSR.

23.10 AHCA will be paid monthly with salary over a reducing nine-year cycle as follows:

- Years 1 – 5 - the assessed support is paid in full
- Year 6 - 80%
- Year 7 - 60%
- Year 8 - 40%
- Year 9 - 20%

23.11 Note that DBS Civ Pers PRL Relocations will automatically adjust the cash value of AHCA when the BSR changes.

23.12 The nine year payment cycle begins on the date of occupying the permanent accommodation. Staff who do not occupy permanent accommodation within one year of your transfer will not be entitled to receive payment for the full nine years – the time of delay will be deducted from the entitlement for years one to five. However, if a concession has been granted to enable delaying the move of home the payment cycle will commence on the date of the move.

23.13 Staff must inform DBS Civ Pers PRL Relocations in writing of any changes in circumstances that might affect entitlement, for example, a move to another property, vacating the home for personal reasons (even if continuing to pay the mortgage) or if staff change, reduce or pay off the mortgage earlier than expected. If moving for personal reasons outside of the recognised dormitory area of the PDS, any entitlements to AHCA will cease.

23.14 If staff reduce their mortgage through savings etc, the following will occur;

- Clearing the whole mortgage, AHCA will cease;

- Repaying part, the Department will consider this to be an erosion of pre-transfer mortgage or any subsidiary post purchase increase for home improvements, before it is applied to the post transfer element of additional mortgage, supported by AHCA. Any erosion of the latter will result in a commensurate reduction in AHCA. Example;
 - Old Mortgage £25,000
 - New Mortgage £50,000
 - Amount of mortgage supported by AHCA = £10,000
 - Early Repayment £30,000
 - Having eroded the old mortgage of £25,000, £5,000 of the mortgage, supported by AHCA would be lost.

23.15 If moving home for private reasons and not needing part or all of the original AHCA, it will be adjusted. If the move is only temporary pending a further move and staff have identified their intentions to DBS Civ Pers (for example, a temporary move to rented accommodation pending a planned purchase) the original AHCA may restart inasmuch as it is needed. The AHCA cycle will not be extended but will restart at the point it would have reached in the original nine year cycle.

23.16 If transferred again whilst in receipt of AHCA and qualifying for a new move of home, existing entitlement may change:

- If moving to a more expensive area, staff will continue to receive original AHCA until its established expiry date. Any new AHCA arising from the latest move will be calculated separately and paid in accordance with a new nine year cycle.
- If moving to a less expensive area, existing AHCA will be abated by the negative differential between the old and new areas. If the abatement exceeds the amount of AHCA already in payment, AHCA will cease.

23.17 Other factors that might affect AHCA payments are explained below:

- Death in Service: normally a mortgage is protected by an insurance policy which would pay off the outstanding mortgage balance in the event of death. If staff have elected not to take out such cover they have implicitly accepted the financial risk as a personal responsibility. Any cases of difficulty may be referred to the DBS Civ Pers PRL Relocations
- Termination of employment: AHCA ends when employment ends. If staff leave on redundancy, or take compulsory early retirement and face financial hardship, DBS Civ Pers PRL Relocations may allow AHCA to continue for three months after last day of service.
- Unpaid leave: AHCA will cease for any period of unpaid leave and will resume at the point that would have been reached had no leave been taken. Payment also ceases during any period of unpaid maternity/paternity leave or unpaid leave to undertake Territorial Army or Reserve Forces commitments. However, in these cases, the payment cycle will resume at the point of returning (i.e. the AHCA payment cycle will be extended by the length of the unpaid leave).
- Overseas service: AHCA will continue to be paid while staff are serving overseas provided they do not intend to sell or let their property, in which case payment will cease. However, if AHCA ceased because of renting out the home and, on return to the UK, staff reoccupy their home and do not require a further MoH at public expense at that time, AHCA will recommence at the point that would have been reached had AHCA payment continued uninterrupted.

- If staff sold the home on going overseas and purchased at the new UK PDS, AHCA will be abated by the investment income that would have accrued on the capital that could have been invested – whether or not it was retained.

23.18 Any changes (increases or decreases) in other housing costs (such as water charges but not where meters are used, Council Tax, buildings insurance, ground rent and tithe payments, mortgage protection insurance) will be compared and if there is an overall excess in these costs this will be payable as AHCA Supplement. Once calculated the sum will be paid in full for five years and will reduce by 20% per annum in the following four years. Once calculated, it will not be subject to any changes in costs whilst staff remain at the same property. If moving home, it may be subject to adjustment but will not increase.

23.19 If renting property at the old workplace staff can claim the necessary expenses associated with moving to and occupying rented property in the new area. Where so, AHCA will be paid when the cost of renting a property is greater than the old rent. The same methodology for assessing the need for a higher costs is used to see if a higher rent was needed. However in this case the relocation contractor will arrange a valuation of the old home and area in the new dormitory area and determine a new rental value. This compared with the old rent will set the ceiling for any AHCA for rent.

23.20 Staff can claim reimbursement of actual receipted costs relating to tenancy agreements, estate agency fees and removals. If unable to fund the rental deposit required against the new property, staff can apply to DBS Civ Pers PRL Relocation for an advance to cover this sum, and will be required to repay this sum from salary over a period of no more than twenty-four months.

23.21 Staff must notify DBS Civ Pers PRL Relocations if they occupy temporary rented accommodation before they have found more suitable permanent accommodation. If staff have to take out an Assured Short-hold Tenancy of six months duration, they should seek a 'break clause' which will enable them to terminate the agreement early.

23.22 If staff share rented property with someone other than their spouse, partner or dependants, they will only be reimbursed expenses in proportion to their share of the costs.

23.23 If moving into new permanent accommodation in the new area but still having to pay rent at the old location, staff can claim financial assistance with the overlapping rent up to the limit of the appropriate rate of Tenancy Introduction Service costs, but must end the dual commitment as quickly as possible.

23.24 Renters in the old area will only be assisted to buy a property in the new area if unable to obtain rented accommodation within a reasonable period of time. Accordingly, staff must get approval from DBS Civ Pers PRL Relocations to buy if expecting AHCA support; this will also qualify them to claim reimbursement of legal expenses on purchase.

23.25 If staff rent in the new area and receive AHCA but later buy a home, they will not be entitled to retain AHCA if buying the new home within six months of AHCA starting. Conversely, if staff were an owner occupier at the old location but decide to rent at the new, they will no longer have a mortgage and AHCA will be abated by the notional investment income earned on any capital.

23.26 Any changes (increases or decreases) in other housing costs (such as water charges and Council Tax) will also be taken into account when calculating AHCA. Additional Buildings Insurance (where the employee is responsible) will be taken into account but other

insurance (life, contents or car) and service and/or maintenance charges will not be included in the AHCA supplement calculation.

23.27 Staff will not receive AHCA if making the personal decision to buy rather than rent at the outset. Similarly, if staff initially move into rented property for which they receive AHCA but, later decide to buy at the new PDS, they will not be allowed to retain AHCA if the purchase is made within six months of the start of AHCA entitlement.

23.28 AHCA for renters is separated into three payments. AHCA for the additional rent, AHCA Supplement for other additional housing costs, within an overall maximum ceiling of £100,000 multiplied by the BSR. Three separate calculations will be undertaken by the DBS Civilian Personnel. Your AHCA for the additional rent will be set at the lowest of the three resultant values. Namely;

- The difference between the old rent and the Like-4-Like valuation of rents in the new area;
- The differences between old and new rents;
- AHCA payments are subject to an overall limitation of £100,000 within the aforementioned ceilings, this is calculated at £100,000 multiplied by the BSR.

23.29 AHCA will be paid to renters monthly with salary over a reducing nine year cycle as follows:

- Years 1 – 5 the assessed support is paid in full
- Year 6 - 80%
- Year 7 - 60%
- Year 8 - 40%
- Year 9 - 20%

23.30 AHCA payable to renters is subject to an annual uplift based on RPI.

23.31 Any changes (increases or decreases) in other housing costs (such as water charges (but not where meters were used), Council Tax) will be compared and if there is an overall excess in these costs this will be payable as AHCA Supplement. Once calculated, the sum will be paid in full for five years and will reduce by 20% per annum in the following four years. Once calculated it will not be subject to any changes in costs whilst you remain at the same property. If staff move home, it may be subject to adjustment but will not increase.

23.23 MOD Police (MDP) Officers may not receive AHCA when eligible to receive the MDP SE Allowance, the MDP London Allowance, or a Housing emolument. However, if later transferred to a location which is within reasonable daily travel of the home, but is outside of the eligible area for the continued payment of the MDP SE or London Allowance, MDP may then become eligible for some assistance with additional housing costs through the payment of AHCA. In such cases, any payment of AHCA will be calculated on the basis of the original transfer date and when the home was permanently occupied. Any payment of AHCA will commence from the point AHCA would have reached in the original payment cycle.

23.25 MDP AHCA is payable for five years with a four year taper. So, if transferred seven years after the original transfer, the payments would commence during the tapering period. There will be no new payment cycle or extension to the original payment period. The rate of AHCA that will apply will be subject to any normal adjustments (e.g. interest rate changes).

23.26 As any entitlement to MDP AHCA will be based on the original transfer and occupation of the new home, it is important that full details are retained of the house sale and purchase,

old and new mortgage, utilities etc, even if submitted to DBS Civilian Personnel Relocations at the time of the original transfer.

23.27 If when permanently transferred to the MDP London or SE Areas whilst still in receipt of AHCA, staff become eligible for the MDP London or SE Allowance, AHCA will cease immediately. There is no similar provision if in receipt of a Housing emolument even where it is subject to an abatement. If in receipt of a Housing Emolument MDP will not have any entitlement to AHCA under any circumstances.

24. Process overview

24.1 Determine householder status. This establishes some of the allowances that will be payable to you when you move. If the guidance given above does not clarify this determination, check with the DBS Civ Pers PRL Relocations.

24.2 Determine marital status. Staff will be treated in the same way as a married person if they are in a civil partnership or have a qualifying partner.

24.3 Determine property/occupancy type. If in doubt, consult the DBS Civ Pers PRL Relocations.

24.4 Determine whether the transfer is a Non-Standard Move. See TASK 1.

24.5 Once DBS Civ Pers PRL Relocations have confirmed the posting and eligibility to move home, take PV, seek Line Manager approval for any SPL, and then make travel and any overnight accommodation arrangements in the normal way, booking hotel accommodation through the Department's Hotel Reservation Service

24.6 Obtain approval from DBS Civ Pers PRL Relocations to move the new location.

24.7 Decide how to dispose of the old home. If an owner occupier, decide whether to use the Relocation Company Scheme or sell privately. Even deciding to market privately, staff can still take advantage of the other services available through the RIS.

24.8 If selling privately, make arrangements directly to engage an estate agent, appoint a solicitor, and organise removals. Obtain approval from DBS Civ Pers PRL Relocations for proposed marketing strategy including where using more than one estate agent. If deciding not to use the Panel Services, costs will be limited to the Panel Supplier Fees.

24.9 Access the Partner Career Support Service for accompanying family.

24.10 When commencing the new job – assuming no move into new permanent accommodation by this stage – make arrangements to stay in a hotel and claim bed and meal costs and weekend travel home, using the Hotel Reservation Service, and weekend travel with reference to the entitlements set out above. If moving into longer term temporary accommodation, claim assistance through the Tenancy Introduction Service or – if having disposed of the old home by this stage –SRA, subject to individual assessment by DBS Civ Pers PRL Relocations before payment is agreed.

24.11 If using the RCS or RIS, then bills for solicitors, removals etc. will be sent direct to the MOD. If not using either of these services, or if moving from rented accommodation, pay bills direct and then claim your costs back. If not using the RCS/RIS for removals obtain three quotes and select the cheapest of the three (within the cost of the Panel Supplier Fees).

24.12 If using the RCS, access the services of a solicitor through the contract. Otherwise, appoint private solicitor and claim costs back (within Panel Supplier Fees), along with associated costs of new home as above•

24.13 Consider eligibility to claim an Advance of Salary (AOS). Conduct the betterment self assessment test first before applying to DBS Civ Pers Relocations for an advance.

24.14 Having commenced the new job and moved into the new home, staff can claim the appropriate rate of Transfer Grant.

24.15 Not all moves will result in the payment of Additional Housing Costs Allowance, but where moving to a more expensive housing area it is likely that AHCA will be payable. Having decided upon the new property (either to rent or buy), AHCA can be assessed by DBS Civ Pers PRL Relocations. AHCA will be paid with salary after moving into the new home.

25. FAQs

25.1 I have elected to use the RCS. However, I am worried that I will not find the GSP acceptable. If I decline the GSP offer can I later change my mind and rejoin the RCS?

If you decline a GSP offer the MOD has to pay the Relocation Company a rejection fee. You will need to get permission from the DBS Civ Pers PRL Relocations to re-join but note that if you reject the GSP for a second time you will be expected to pay the rejection fee.

25.2 I am using the RCS to sell my old home. Will the Relocation Company be responsible for cleaning my property when I move out?

No. You are responsible for leaving your property in a clean and tidy state. If it is necessary to clean the property after you move out, you will be billed for the cost. However, thereafter the company will maintain the property until eventual sale.

25.3 I am planning to have a new property built. Does this affect any allowances payable to me?

If you plan to have a new home built or an existing property substantially re-built or renovated, then you must advise the DBS Civ Pers PRL Relocations. Clearly, the decision to do this could result in a much longer delay between taking up your new job and moving into your new home than if you simply bought an existing and habitable property. The Department will not support the additional costs (longer payment period of assistance with temporary accommodation and weekend travel home) as a result of the consequent delay. Accordingly, the allowances will not be paid for more than four months from the end of the Night Subsistence period.

Legal expenses should be reasonable and not exceed the normal costs incurred on purchasing a property that did not require building/modification, and be submitted within a maximum of twelve months of the date of transfer.

25.4 I have been granted a MoH but I'm not sure I understand what the Department will accept as a suitable location for me to buy my new home in. You mention that I need to move significantly closer to my new place of work and talk about reducing the travel distance/time by at least 50%. What does this mean in practice?

It might help if we look at a few simple examples:

Let's assume a transfer from Glasgow to Bristol. In this case, a move of home to Manchester or Birmingham would obviously satisfy the 50% reduction requirement; however, neither Manchester nor Birmingham would be regarded as being within the dormitory area of Bristol. In this case, you would not be given Departmental assistance to move home to Manchester or Birmingham.

Let's assume a transfer to a new workplace that is forty miles away from your existing home and the journey takes seventy minutes. If you proposed to move into a new home that only reduced this journey to thirty-four miles and fifty-five minutes then this would not be acceptable since the new dormitory area would fail to reduce the journey time/distance significantly.

Finally, let's assume a transfer to a new workplace that is fifty miles away and the journey from your existing home would take ninety minutes. In this case, let's assume you want to move to a new dormitory area that is twelve miles from the new workplace and the new journey time would be twenty-five minutes. This would be acceptable because you would have moved significantly closer to the new workplace, the journey time will have reduced by well over 50% and be within the TTWA.

25.5 I've been granted a MoH; is there any time limit on how long I've got to move?

The short answer is that you will be expected to make every effort to dispose of your old home and move to your new home as quickly as possible. Bear in mind that the time between your starting your new job (and occupying temporary accommodation and travelling home at the weekend) is when some of the biggest costs associated with relocation occur. It follows that any unnecessary delay is costly – as well as prolonging the domestic dislocation for you and your family.

DBS Civ Pers will monitor the situation and if, at any time, they are not satisfied that you are making genuine efforts to move promptly, all or part of your entitlement to MoH expenses will lapse. Assuming you are making every reasonable effort to move home, assistance with relocation expenses will continue for up to three years following the date of transfer.

In other words, if, by the third anniversary of taking up your new post, you have failed to move home, allowances will cease to be payable.

25.6 Can I have my car or motorcycle transported to my new home when I move?

You will be expected to drive a motorcycle or car to the new home – for which you can claim Motor Mileage Allowance. If your spouse or partner also owns a motor vehicle that is driven to the new home, mileage allowance can also be claimed in the same way. However, mileage allowance can be claimed for more than two vehicles. (N.B. In the case of motorcycles, the distance to the new home can be taken into account and if it is agreed by DBS Civilian Personnel that the distance travelled and time of year/weather mean that it would be unreasonable to undertake the journey by motorcycle then you will be allowed to claim the cost of transporting it to the new home.)

25.7 There was a delay between moving out of my old home and moving into the new during which time it was necessary to put my belongings into short-term storage. Having removed my belongings from storage, some need cleaning. Can I claim these costs?

If the items have become dirty as a result of careless handling or storage then you should approach the storage company for redress. Otherwise these are costs that must fall to you to meet. You can, of course, use your Transfer Grant.

25.8 I am in a post that has 'Key' status and, as such, I am living in MOD provided accommodation. I am approaching retirement and will have to leave this property and move into my own home. Can I claim for my removals?

Yes, the MOD will reimburse the cost of moving your belongings and personal effects (and those of any family living with you at the date of retirement). Removal can either be to store or to another property within 10 miles of the official residence. If you move to a new property further away, costs will be limited to those that would have been paid for a move of 10 miles. If you decide to put your possessions into store, only the cost of transporting them to store – and not the storage costs – will be reimbursed. You should submit three removal quotes to DBS Civ Pers PRL Relocations who will then authorise payment up to the value of the cheapest.

25.9 I have been granted a move of home and took up my new appointment some time ago. I am still in temporary accommodation at the new place of work and travelling home at the weekend. Is there a time limit after which my entitlements lapse if I have been unable to move home?

The financial assistance that the Department grants to enable staff to move home is given on the condition that you make all reasonable efforts to move home as quickly as possible. Normally this should be within twelve months after date of transfer.

Of course, circumstances will sometimes arise that lead to delays that are outside the control of the individual. The entitlement to claim allowances will continue up to the third anniversary of the date of transfer. Thereafter, assistance will be withdrawn.

Exceptionally, DBS Civ Pers PRL Relocations can consider claims for limited assistance (actual accommodation costs within the limit of AA and legal expenses only) up to the fourth anniversary; but this will not be granted where you previously declined the opportunity of using the RCS.

25.10 I am moving into a home that I already own. Can I claim a TG?

If the home is an established property that is regularly or frequently occupied by you (or by your spouse/partner or other family member) then you cannot claim a TG.

25.11 I am moving home at public expense following a previous move of home only a few months ago. Does this affect my entitlement to claim a TG?

There is no entitlement to claim a further payment of the TG if you are transferred for a second time within 6 months of the earlier transfer.

25.12 The conditions of my job require me to live in MOD accommodation. I am transferring to another job that also requires me to live in MOD property. Can I claim a TG?

Yes, you can claim the appropriate rate to your status.

25.13 My spouse/partner and I are both MOD civil servants and are both being posted on permanent transfer terms. Can we both claim allowances?

You can decide between you who is the 'lead' transferee for the purposes of the move – but only if both of you have been granted a move of home. If only one of you has been granted a

move of home (with the other simply granted a voluntary move to accompany the first) then only the officer who has been granted the move of home can claim allowances i.e. you cannot elect the 'lead' transferee.

25.14 Can you give some worked examples that will help me to understand how AHCA is calculated? Let's look at two examples:

Example 1: You are moving to a new area where the Like-4-Like valuation is shown to be £20,000 higher than the old. The difference between the sale price of your old home and the purchase price of the new is £25,000 – perhaps because you are buying a slightly larger property. You increase your mortgage by £25,000 to cover this. Your AHCA will be based on £20,000 since this is what the Like-4-Like valuation indicates is needed for a similar property to the old home.

Example 2: You are moving to a new area where the Like-4-Like valuation is shown to be £20,000 higher than the old. The purchase price of your new property is £20,000 more than the sale price of the old but you increase your mortgage by only £15,000 – perhaps because you are using savings to meet the difference or you have been allowed an AOS. The amount of AHCA will be based on £15,000 because that is the actual additional mortgage you are taking out.

Example 3 (AHCA Supplement)

- Old Council Tax: £1100
- Old Water Rates: £350
- Old Building Insurance: £400
- Total: £1850
- New Council Tax: £1500
- New Water Rates: £300
- New Building Insurance: £550
- Total: £2350
- AHCA Supplement: £500

25.25 Can you explain the way in which my AHCA is affected if I sell my home on going abroad and I get a new AHCA entitlement when I return to the UK?

AHCA continues to be paid while you are serving overseas provided you do not sell or let your property in which case it will cease. However, if AHCA ceased because you rented out your home and, on return to the UK, you reoccupy your home and do not require a further move of home, your AHCA will recommence at the point in the payment cycle you would have reached had AHCA continued.

Note that if you sell your home on going overseas, the Department will assume a return on the equity released from that sale; any AHCA entitlement on your return to the UK will be abated by the investment income that would have accrued on the capital that could have been invested – whether or not you did so and regardless of whether you spent that income. The Department calculates an average interest rate for calculating net income earned from sale proceeds.

Where the property in the UK was sold at the time of the overseas posting, the value of the sale price may become unrelated to current property values for calculating AHCA – The Like-4-Like valuation will assess the sold property/area in the new location and this will set the ceiling for AHCA support.

25.16 I have been granted a move of home and want to apply for an Advance of Salary. How do I carry out the betterment self-assessment test?

DBS Civ Pers PRL Relocations will carry out a betterment test before granting an advance. However, DBS Civ Pers PRL Relocations will not conduct a series of betterment tests against a selection of properties that you are considering buying. You should, therefore, carry out the following self-assessment to work out the likelihood of your advance being approved or refused.

You must make a comparison between the old and new properties. You should award points for differences as follows:

Size: For each 5% change in the floor area of the internal living accommodation – one point.
Type: Each step on the housing ladder attracts two points, i.e. Flat/maisonette/terrace; Semi-detached; Detached.

A total score of six points or less is not regarded as significant betterment and an advance would normally be granted. Note that allowance must be made for minus scores in arriving at the overall score (e.g. a move from a detached to a semi-detached would give a score of minus two but this could be used to offset an increase in overall floor area).

25.17 I have decided to sub-let my home at the old work location; am I entitled to AHCA?

If you decided to let or sub-let your house (owned or rented) at the old permanent duty station, you will be restricted to the 'single non householder' allowances, and the rent received will be offset against AHCA at the new permanent duty station.

Task 5: Understand, Register for and Claim Assistance on First Appointment

This concerns new recruits to the MOD, who are taking up first appointment and you have been notified that the appointment qualifies to receive either First Appointment Expenses (FAE) or, if an apprentice, Apprentice Living Away From Home Allowance (ALAFHA).

The letter of appointment should have contained full details of entitlements and how to claim. What follows is largely a repetition of that information.

1. First Appointment Expenses (FAE)

1.1 It will often be the case that new recruits to the MOD will already live within a reasonable distance of their designated place of work and will assume responsibility for commuting daily. Where a new recruit lives some distance away from their place of work, they will be personally responsible for moving and setting up home so that they can easily get to work each day. However, the MOD might, in externally advertising vacancies, offer FAE.

1.2 An appointment will only qualify to claim FAE if the recruitment advert responded to, and appointment letter, specifically mention it. If no such mention was made staff will not be able to claim FAE.

1.3 FAE is based upon a tax exemption which allows an employer to pay up to £8,000 towards the cost of certain expenses incurred when an employee moves home to take up a new job. The MOD uses the £8,000 as a cap or limit and it may be that the job offers an FAE limit below this. For example, an appointment may have included FAE up to £5,000.

Whatever figure is quoted, it will represent a limit on the reimbursement that will be permitted.

1.4 Reimbursement is limited to expenses that are recognised by HM Revenue & Customs as being legitimate for tax-free reimbursement. This means that certain items of expenditure incurred either directly or indirectly as a result of a move of home will not be paid. The following are expenses for which FAE can be claimed:

- Solicitor's fees for the sale of the old home and purchase of the new home in the UK.
- Structural survey fees for the new property.
- Estate agent's fees for the sale of the old home.
- Short term assistance with temporary accommodation while looking for a new home. This is subject to a limit of thirty nights of subsistence followed, if necessary, by payment of assistance with temporary accommodation,
- Travel home at the weekend while in temporary accommodation.
- Removal of your household furniture and effects from the old home to the new.
- Initial travel to take up appointment on the first day.
- Miscellaneous relocation costs in addition to the above might be considered for reimbursement, but will never exceed 50% of the Department's Transfer Grant.

1.5 Assistance will be restricted to a UK residence not one overseas. If staff have a property overseas, costs will be restricted to purchase costs in the UK. Removal expenses and weekend travel will be restricted to the costs from the UK Port of Entry.

1.6 While FAE might be offered in a recruitment advertisement, staff will only qualify for reimbursement if the Department is satisfied that a move of home is necessary. In other words, if the home is already close enough to the new place of work to travel to and from it each day then a move of home will not be supported. In this regard, the normal test of reasonable daily travel (as explained in TASK 1) will be applied.

1.7 There are two further important points:

- First, any FAE paid will be recovered on a pro-rata basis in case of resignation from the MOD after less than two years' service. The pro-rata recovery will be based on completed months of service with part months being rounded down. A couple of examples might help:
 - If staff receive FAE totalling £6,000 but resign after one year, they will be required to pay back £3,000.
 - If staff receive FAE totalling £4,500 but resign after fifteen and a half months service, they will be required to pay back £1,687.50.
- Second, the reimbursement is paid solely on the grounds that a move of home is essential to attend for work. If, however, staff claim assistance with travel and subsistence expenses and some removal costs but subsequently decide not to move home, any money already paid will be recovered.

1.8 If, for any reason, the Department decides to waive recovery, the tax exemption which allows staff to receive FAE free of tax and NI will have been nullified. If this happens DBS Civ Pers PRL Relocations will report to the Tax Office the amount of money paid. The Tax Office will then recover the tax and NI that will be due on the money received. The MOD will not compensate for any tax and NI liability.

2. Existing employees successful in open competition

2.1 Existing members of staff who are successful at stage 4 of the recruitment process “External Recruitment” should refer to the job advert for the level of relocation assistance that may be offered to internal candidates.

3. Apprentices living away from home

3.1 The only other new entrants to the MOD who might qualify for assistance with their living accommodation are apprentices.

3.2 Apprentices are regarded as non-mobiles (sometimes referred to as having limited mobility). This means that they are normally recruited for employment within reasonable travelling distance of their home.

3.3 The general aim, therefore, is that apprentices should be recruited from within the recruitment area of the establishment at which they will be trained and employed, enabling them to continue to live at home during their period of training. However, because Apprentice Training Schemes are only established at particular MOD locations, this will not always be possible. In cases where an apprentice is unable to travel daily and therefore has to live away from home, the employing establishment will help the apprentice to find suitable lodgings.

3.4 If, as an apprentice, staff have to live away from home, they may receive financial assistance towards the cost of lodgings. This assistance is called Apprentice Living Away From Home Allowance (ALAFHA) and is only available if offered in the recruitment advert of the apprenticeship that staff applied to join. If eligible staff will, however, be required to make a personal contribution towards the costs of lodgings; this is currently set at 33% of the basic pay of an apprentice.

3.4 Additionally, apprentices living away from home can claim the costs of travel to the apprentice training establishment on initial appointment and, thereafter, can claim the costs of a return journey home three times a year. The apprentice master can authorise additional journeys home at MOD expense if a particular need arises (e.g. to attend an important family event or for compassionate reasons).

4. FAE/ALAFHA Process

4.1 Claims for FAE should be submitted to DBS Civilian Personnel Relocations on the following forms as appropriate:

- HR Form 049: MOD Claim for Moving Expenses.
- HR Form 051: MOD Claim for Travel and Subsistence: UK Transfer.
- HR Form 052: MOD Claim for payment of Accommodation Allowance: UK Transfer.

4.2 Claims for ALAFHA should be submitted to DBS Civilian Personnel Pay Section on: HR Form 2541: Application for apprentices required to live away from home.



Ministry
of Defence

Overseas Civilian Transfers

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Chapter 1: General Principles

1. When transferring overseas the extent and amount of allowances that you can receive will depend upon a range of factors including terms of transfer, location and your own personal and domestic circumstances. Whatever allowances are payable the following principles apply:

Where you claim reimbursement for expenses, those expenses must be reasonable in nature and extent;

You must remember that claiming or receiving money based on false, incomplete or misleading information (including withholding relevant information) could lead to your dismissal and criminal prosecution for fraud;

You must notify DBS of any change in circumstances that you believe might affect your entitlement to receive payment.

2. When transferring overseas, it is your responsibility to check yours and any accompanying dependents' eligibility to any external financial assistance whilst overseas and on your / their return to the UK. This includes payments regarding Student Finance England loans and any other allowances.

Chapter 2: Transfer Terms

1. Working Overseas

1.1. You can be working overseas in 4 different contexts:

- Operational Deployment: A civilian operational deployment is best defined as “a temporary secondment of a MOD civilian to an operational theatre overseas to support directed operational military tasks”. Operational deployments are managed through the Support to Operations (S2O) scheme. For further information on the S2O scheme and associated policy please see the [S2O web pages](#) (the rest of the document does not apply).
- Temporary Posting: This is a non-operational transfer. These are postings to jobs which just happen to be located overseas. A posting that is planned to last more than 1 month and up to 365 days will be considered temporary. This document applies to temporary postings.
- Permanent Posting: This is a non-operational transfer. These are postings to jobs which just happen to be located overseas. A posting that is planned to last more than 365 days will be considered permanent. This document applies to permanent postings.
- Short-term Business Overseas: Occasionally it may be necessary to travel overseas for less than 1 month; this is not considered as working overseas for the sake of this policy. This is just normal business expenses that happen to be claimed overseas. For information see **The Business Travel Guide**.

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

2. What DBS will do for you

2.1. DBS are responsible for making all the necessary administrative arrangements when staff are posted overseas on temporary or permanent terms. DBS Civilian Personnel administer and support overseas postings, engaging with both the employee and the recruiting Top Level Budget (TLB) to ensure a smooth transition into the overseas post. Whilst DBS will endeavour to cover most elements before the transfer, some aspects will need to be determined by local Command Secretaries or Local Administration points (e.g. accommodation, education, status recognition etc

2.2. The recruiting line manager should allow for between 8 and 16 weeks’ notice depending on location of the posting to allow sufficient time for all arrangements to be made.

3. Transfers

3.1. General

3.1.1. The following lists show the procedure followed once you have been selected for an overseas tour of duty. They are different for Permanent and Temporary Transfers.

3.2. Permanent Transfers

3.2.1. Following the acceptance of a job offer, DBS Civilian Personnel Resourcing will initiate pre-employment checks and send various documents for completion, inclusive of:

- Informal offer of employment
- Relocations Overseas Questionnaire
- Medical questionnaire for the employee and family (if they are accompanying the employee)
- Children's Educational Questionnaire (if applicable)
- Security Questionnaire link and guidance (if applicable this should be completed on-line via the NSV portal)

3.3. Temporary Transfers

3.3.1. Following the acceptance of a job offer, DBS Civilian Personnel Resourcing will initiate pre-employment checks and send various documents for completion, inclusive of:

- Informal offer of employment
- Relocations Overseas Questionnaire
- Medical questionnaire
- Security Questionnaire link and guidance (if applicable this should be completed on-line via the NSV portal)

3.4. General (both Permanent and Temporary Transfers)

3.4.1. Delays in completing and returning the above will lead to delays in confirming a start date.

3.4.2. DBS Civilian Relocations will process the completed Relocations Overseas Questionnaire within 10 working days. The employee is allocated a case adviser. The questionnaire is used to determine the employee's entitlements and allowances. The Relocation team will create the employee's bespoke relocations information and send this information to the employee by email.

3.4.3. The Relocations email will include details on the employee's entitlement to allowances and third party services, also providing links to all the appropriate documents and forms needed to complete on transferring. It is important that the employee familiarise themselves with the Policy and read their bespoke email.

3.4.4. On receipt of all the clearances being granted, DBS Resourcing will engage with the current line manager and recruiting line manager to agree a start date for the employee to commence their overseas role.

3.4.5. Once agreed DBS Resourcing will send the employee their formal offer/posting notice and inform DBS Relocations. The start date will take into consideration the 28 days' notice for the Removals contractor plus the length of time it takes to convey the employee's belongings to their location. (Average transit times can be located in JSP 800).

3.4.6. On being notified of the formal offer DBS Relocations will send authorisations to the appropriate teams for:

- Status Stamps/Visa applications

- Vehicle shipment
- Removals

3.4.7 Conditioned hours and working patterns overseas. The employee conditioned hours will be the same as those in the UK. Working patterns, flexible hours, and TOIL arrangements will be determined locally.

3.4.8. The employee must not engage or submit applications until they have received their formal confirmation that all the clearances have been successfully met and a start date has been agreed.

Chapter 3: Departing for Overseas

1. Permanent Transfer

1.1. Accompanied or Unaccompanied Overseas

1.1.1. You must decide whether you wish to be accompanied by your spouse and/or eligible children or whether you wish to undertake the tour of duty on an unaccompanied basis. In this document spouse refers to married, civil, or unmarried but recognised partners. Entitled family members can refer to your children and your spouse (descriptions below).

1.1.2. Your family circumstances will have bearing on your package of allowances and entitlements.

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

1.2. Unmarried Spouses

1.2.1. If you are currently in an unmarried long-term relationship where you have been living with your spouse for 12 months or more the MOD may recognise them in the same way they would a married spouse. This is normally referred to as SOWER (Single Officer with Equivalent Responsibilities)

1.2.2. You are advised to check with the DBS Civilian Personnel Relocations team or the overseas area to see if your partner can be recognised.

1.2.3. You will still be required to demonstrate you have an established and exclusive relationship (i.e. living with the same spouse for a period of not less than 12 months at the date of transfer) in which your spouse is financially dependent upon you or you are financially inter-dependent. In your application to DBS Relocations you will be expected to provide proof of any such relationship. Acceptable evidence of an established relationship can include proof of joint financial commitments (e.g. joint bank account, mortgage or lease).

1.2.4. There are some overseas locations where recognition may not be granted by the host country, even though MOD would be content with the status. This may be due to local laws, religion and/or customs. Where this is the case, it may not be possible to take up post on an accompanied basis. Although in most cases DBS may have no difficulty determining the partner status against the basic eligibility, local agreement may still need to be obtained in some cases because of localised conditions not known to DBS.

1.2.5. There may also be local agreements/treaties in place in the overseas location, such as the Status of Forces Agreement or the Vienna Convention on Diplomatic Relations, which preclude the recognition of unmarried partners.

1.2.6. If your domestic situation changes whilst overseas you should immediately seek advice locally and from DBS on whether there is any consequent impact on your position, accommodation, and allowances. You should let your Line Manager know whether there has

been any change in your status so that they are aware of your latest position. This should be the same status position as approved by DBS

1.3. Civil Partnerships/ Same-Sex Marriage

1.3.1. If you are currently in a partnership which is formally registered under the Civil Partnership Act 2004 then you will be allowed the same allowances and entitlements as a married member of staff.

1.3.2. Despite the legal recognition granted under UK law, there are some overseas locations where the MOD would be unable to recognise a civil partnership/ same sex marriage due to local laws, religion and/or customs.

1.3.3. You are advised to check with the DBS Civilian Personnel Relocations to see if your partner can be recognised.

1.4. Entitled Family Members – Children

1.4.1. A child is an entitled family member if they are:

- Unmarried and;
- Not in full-time employment and;
- Under 19* and;
- Ordinarily reside with you

*Under 19: For the avoidance of doubt this means 18 years or less. People are under 19 until the day before their 19th birthday.

1.5. Spouse's Employment

1.5.1. It is important to consider if your spouse accompanies you overseas the loss of earnings (and the longer-term effect on career and occupational pension accrual).

1.5.2. The opportunity for local employment overseas can be limited and varies between overseas locations

1.6. What to do with your UK Home

1.6.1. If you are a homeowner, you may consider either selling your home or renting it out for the duration of your overseas tour of duty.

1.6.2. It is a personal choice and any costs associated with that decision will be a personal responsibility.

1.6.3. If you decide to let your home, you must realise that MOD will not provide any financial assistance if your decision results in unforeseen difficulties or additional costs. You are advised to consult a letting agent and obtain professional advice on the best type of insurance protection to take out. **You will need to ensure that the property is vacant on your return as your allowances will not be extended.**

1.6.4. If you decide to sell your home, the MOD will provide no assistance with the sale. You will not be able to use the Relocation Company Scheme (RCS).

1.6.5. If, on your eventual return to the UK, you take up a new MOD posting that is outside reasonable travelling distance of your previous home, and are eligible for move of home

expenses, you may be able to claim retrospective reimbursement of your sale costs. Consequently, you are strongly advised to retain any receipts relating to the sale of your home in order to support any subsequent claim. If having sold the old station property you subsequently reinvest the proceeds in another UK property whilst overseas, the latter property will not be recognised on your return. If the purchased home happens to be at the new duty station, which would have attracted a move of home to that location on transfer in the UK, then legal expenses for the purchase may be met retrospectively. Any assistance with the Additional Housing Cost Allowance (AHCA) will be based on the old mortgage at the old duty station within a comparison of the MOD Relocation Company 'Like for Like' in the old and new areas.

1.6.6. Any equity from a sale (uplifted by the investment income figure) will be taken into account by MOD when considering any application for AHCA or an Advance of Salary for house purchase.

1.6.7. If you are currently in receipt of AHCA in respect of your UK home as a result of an earlier UK transfer, payment will continue while you are overseas as long as you retain your house and do not let it out. If you are in receipt of AHCA, before taking up your overseas post you must inform DBS Civilian Personnel Relocations whether you will let out your property while you are overseas. If you decide to let the home later, and are still in receipt of AHCA, you should inform DBS Relocations immediately.

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

1.7. Domestic Pets

1.7.1. Domestic pets cannot be transported to an overseas location at the public expense.

1.7.2. If you decide that you want to take your pet with you, then you will be responsible for making all the necessary arrangements for the pet's transportation to the overseas location and any costs that this involves.

1.7.3. You will be responsible for all additional costs (for example, if the cheapest airline does not allow pets you are liable for the difference in price of your ticket as well as any additional charges for the pet).

1.7.4. You are advised to contact the Department of Environment, Food and Rural Affairs (DEFRA) for details of the various requirements for the importation and exportation of domestic pets.

1.7.5. You should find out whether the Pets Passport Scheme operates in the overseas location you are being posted to. You must ensure that you have all the relevant documents and certificates to enable you to export and import your pet.

1.8. What to do with your Car or Motorcycle

1.8.1. If you are transferred on permanent terms and own a motor vehicle and wish to take it with you to the overseas area, then the MOD can make the necessary arrangements to do this (but only one vehicle) at public expense.

1.8.2. You should consider whether or not your current car or motorcycle is suitable for use in the overseas location, meets local transport regulations and requirements, and where appropriate whether the finance company will permit you take the vehicle out of the country

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

1.8.4. The maximum allowance for motor vehicle shipment is 17.82 cubic metres which represents a standard saloon or estate car.

1.8.5. The entitlement is limited to one vehicle even if you are going overseas on an accompanied basis (this applies even where your spouse is also a MOD civil servant being posted to an overseas area where you will maintain a joint household).

1.8.6. Your car shipment should be made within 6 months of your overseas posting.

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

1.8.8. DBS Civilian Personnel Relocations will issue a Car Shipment Form which you should complete and return so that arrangements can be made for your vehicle to be shipped/transported to the country of posting.

1.8.9. A port-to-port service is available for postings to some European countries. In exceptional circumstances in overseas locations where you are working considerable distance from the port of entry (e.g. working in the mid-west of the USA where you could be in excess of 1000 miles from the nearest port of entry) inland haulage is available.

1.8.10. You may drive your car/motorcycle to the port and travel back by rail to your home. You may claim the Motor Mileage Allowance (MMA) and your rail fare home. Alternatively, you may wish to use the services of an agent to deliver your vehicle to the port but if you choose this option your claim will be restricted to what it would have cost had you taken the vehicle to port yourself (i.e. within the cost of the MMA to the port and the return journey by rail).

1.8.11. If you are considering shipping your car to Brunei or the USA, you should ensure that it meets all the requirements to enable you to import and register your car for use in these two overseas areas. In the main, employees in these locations tend to purchase a car once they have arrived which conforms to local transport regulations. It is always best to check with the overseas branch/unit to which you are being posted to check on the local importation and transport requirements. Some locations have no guarantee of import and/or may involve lengthy delays or additional expense. For this reason, people posted to Australia, Kenya and South Africa, do not receive Departmental support to ship a car. Hence staff in these two locations also tend to purchase a car once they arrive. In the case of

Australia, Kenya and South Africa you should also look at the additional assistance offered under Advance of Salary.

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

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

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

1.8.15. If you decide to not ship your vehicle overseas or decide to not purchase or lease a vehicle overseas, you will not be entitled to assistance with car hire. However, where you plan to purchase or lease a vehicle on arrival (within 12 weeks), you will be eligible for car hire, but you will be expected to provide evidence of the purchase or lease within 12 weeks of date of transfer.

1.9. Passports, Visas and Status Stamps

1.9.1. If you, or any entitled family members, do not have a current and valid passport the MOD will reimburse the cost of obtaining one. An application for a new or renewal of an existing passport can be made using the appropriate passport application form and you may claim reimbursement of the cost. Claims should be sent to DBS Civilian Personnel on HR Form 049: MOD Claim for Moving Expenses. Whilst the cost of the visa will be met, any cost with facilitating the passage of the visa (e.g. recognition of step-children, adoptions, nationality issues) will be a personal responsibility.

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

1.9.3. If you require a visa for the USA then you will have to complete an electronic visa application on the [American Embassy's Website](#). Further advice on visa requirements can be found in JSP 800.

1.9.4. You should allow sufficient time to enable you to obtain the passport before your posting date, especially if there is also a requirement for a visa.

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

1.9.6. If required, you should ensure that a Biometric Residence Permit is obtained.

1.10. Health Considerations Disability Living Allowance (DLA) and Personal Independent Payment (PIP)

1.10.1. You should notify your GP of your overseas posting. This will allow you and your entitled family member's medical records to be passed on if you register with HM Forces Medical Centre/Practice in the overseas area.

1.10.2. You and your entitled family members will have to undergo medical checks to assess your fitness to travel, reside and work overseas. DBS Civilian Personnel Resourcing will send you and your entitled family members a confidential "Fitness for Posting to Non-Operational Area Overseas" questionnaire, for completion and return.

1.10.3. If the questionnaire indicated that there are no health concerns, the Occupation Health (OH) provider will issue a fitness to travel, live and work overseas certificate for you to DBS Civilian Personnel.

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

1.10.5. If immunisation is required, the OH provider will arrange for you and/or your entitled family members to attend a travel clinic as near as possible to your home or place of work. Your history of previous immunisations will be confirmed, suitability for vaccination assessed, vaccination administered and a full health brief applicable to the journey will be given to you together with a full health passport detailing the immunisations given. The department will only reimburse you for required vaccinations, not optional ones.

Disability Living Allowance (DLA) and Personal Independent Payment (PIP)

1.10.6 MOD Civilian staff and their dependants who receive DLA or PIP may, under current regulations set out by the Department for Work and Pensions (DWP), lose the right to claim these allowances when they take up duties overseas and for the first 104 weeks (2 years) on their return to the UK.

1.10.7 Therefore, the MOD will make equivalent payments, for as long as the person continues in all other respects to be eligible for the allowances, until they meet the DWP residency requirements on their return to the UK. This applies to anyone who can demonstrate that they were receiving either of these allowances before taking up an

overseas posting, or who qualify for them during an overseas posting. Staff who on return to the UK having not previously been paid also qualify during the first 104 weeks providing they have the eligibility documentation from the DWP.

1.10.8 All claims for payment should be sent to DBS Pay Team with supporting documentation from the DWP confirming the amount payable. MOD staff must seek guidance from DWP as part of the applications process on all aspects of residency and the conditions applicable to the daily living and mobility elements of DLA and PIP.1.11. Clothing Allowance.

1.11.1. If you are being posted overseas where either tropical¹ or arctic² conditions prevail, or the Falkland Islands, then you may be able to claim assistance with the cost of clothing.

1.11.2. This is a contribution towards the purchase of essential clothing for duties overseas where there are extremes of climate compared with that of the UK.

1.11.3. It is not intended for the purchase of clothing which you might reasonably be expected to own for the UK climate (normal summer or winter clothing for life in the UK). Further details are contained in **The Business Travel Guide**.

1.11.4. It is not payable to entitled family members accompanying the employee on the transfer. Any additional clothing costs they incur would be expected to be met from the Overseas Transfer Grant.

1.12. Advance of Salary (AOS)

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

- Can be used to make your home suitable for letting while overseas, such as compliance with health and safety requirements, redecoration etc.
- Can be used for installing a burglar alarm and other security devices if you are not letting your UK home.
- Is not intended for more extensive work, such as installation of new kitchen or bathroom or replacement windows.
- Can be used towards the purchase of a vehicle in Australia / Kenya / South Africa / Falkland Islands only.

1.12.2. You can claim an AOS up to the equivalent of 4 months gross salary (i.e. basic pay – including appropriate pay lead), plus any promotion increase associated with your overseas

¹ Tropical Conditions: A location that falls within the Tropics of Cancer and Capricorn where the average daily temperature exceeds 27°C and the humidity exceeds 80% qualifies for the allowance. Account should be taken of the actual working environment: e.g. although the outside temperatures might qualify, your working environment might be climate controlled/air conditioned.

²Arctic Conditions: A location with an average daily temperature of 1°C or less would qualify for the allowance. If you are taking part in trials, exercises or such duties as part of your posting where you will be spending long periods in the open you are advised to seek advice.

post. The AOS will be credited to your UK Bank or Building Society Account; DBS Civilian Personnel Relocations will supply the appropriate claim form as part of your overseas posting information email.

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

1.12.4. If your overseas tour of duty is curtailed, you will still be expected to repay the outstanding balance of AOS in full and normally within the 3 years. If you are leaving the MOD, you will be required to repay the balance in-full immediately.

1.12.5. You may be required to provide evidence of expenditure which supports the purchase of acceptable items; you should therefore retain receipts for inspection for a period of 12 months.

1.13. Overseas Transfer Grant (OTG)

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

1.13.2. Examples of the expenses that the OTG may be used for include:

- Installing appliances (e.g. washing machines etc.).
- Connecting telephones/ internet.
- Installing TV aerials.
- Contributions towards the cost of purchasing suitable clothing and luggage for the overseas posting.
- Where appropriate, contribution towards the purchase of new school uniform and books for children who are regarded as entitled family members who have to change schools as a direct result of the transfer overseas.
- Adaptation of UK vehicle for overseas area (e.g. headlight realignment).
- Excess baggage charges.
- Additional clothing for the overseas area (outside of the clothing allowance)

1.13.3. There are three rates of OTG:

- Married Accompanied Rate: Paid to you if you are married and accompanied at post by your spouse, a single parent with children who are regarded as entitled family members, or where you are the sole supporter of a dependent relative who normally resides with you.
- Single Householder / Married Householder Unaccompanied Rate: Paid to you if you are single or married householder unaccompanied and not staying in mess accommodation.
- Single Non-Householder / Mess Accommodation Rate: Paid to you if you are a single non-householder or take up mess accommodation for the duration of your overseas posting.

1.13.4. Variations on payment of the OTG:

- If you intend on being accompanied overseas, but initially take up the post on an unaccompanied basis, pending allocation of accommodation, you may claim the single/married unaccompanied rate of OTG and claim the outstanding balance upon arrival of your entitled family members in the overseas area.
- If you occupy mess accommodation but then decide to move into permanent accommodation, providing you have 6 months of your tour left you may claim the balance between the mess and single/married unaccompanied rates of OTG.
- If you and your spouse are both placed overseas at the same time and maintain a joint household in the overseas area you are only eligible to receive one payment of the married rate of OTG.
- If you transfer within the same overseas country to a different work location where a move of home is required, 50% of the OTG is payable.
- OTG does not apply to an Enforced Quarter Move. However, it is recognised that some additional expense may be incurred as a direct result of the EQM. Subject to local Budget Manager approval, such expenses (supported by receipts), may be reimbursed up to a limit of 50% of the appropriate Transfer Grant. If supported these are claimed on the Miscellaneous Expenses claim form, HR form 1108. The HR form 1108 has to be submitted with receipts for counter-signature to the local Budget Manager, who then submits it to DBS for payment.

1.13.5. You should be aware that you will be required to repay the OTG if, within 12 months of qualifying for payment, you resign or transfer back to the UK on voluntary terms. However, DBS Civilian Personnel, in the absence of direction from Civilian/ Command Sec in the overseas area, might waive repayment if the circumstances for your resignation or voluntary UK transfer were unforeseeable at the time the grant was claimed, and it is considered there is justification for the amount to be retained by you.

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

1.14. Leave Prior to Posting

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

1.15. Removal of your Unaccompanied Baggage Overseas and Storage in the UK

1.15.1. You are entitled to have, within certain limits, your unaccompanied baggage (e.g. clothes, cutlery crockery, items of furniture etc.) moved overseas.

1.15.2. Your unaccompanied baggage allowance is determined by your personal circumstances, where you are being posted to and whether or not you want to store items in the UK while overseas.

1.15.3. DBS Civilian Personnel Relocations will provide you with a link to the unaccompanied baggage contractor's website. This will detail your unaccompanied baggage allowance. This will be your authority to move your unaccompanied baggage to the overseas location.

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

1.15.5. There are 2 levels of allowance that may apply to you. The Basic Entitlement is applied to all postings but there is also the higher Enhanced Entitlement which is available in certain circumstances. The unaccompanied baggage allowances are detailed in **Change of Work Location and Travel and Subsistence: Rates of Allowances, Costs, Rates & Charges**.

1.15.6. The Enhanced Entitlement would be appropriate to you if you occupy unfurnished accommodation in the overseas area and you require your own furniture and furnishings with you. However, to qualify for the Enhanced Entitlement you must meet all of the following criteria:

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

1.15.7. These basic or enhanced entitlements would also apply to the return journey back to the UK, in-country transfers or posting to another overseas area.

1.15.8. When using one of the removal options, you should first check with the overseas area to see whether the accommodation which is to be allocated to you, can house all your effects

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

1.16. Furniture Movement Service (FMS)

1.16.1. If you are a homeowner or you rent unfurnished accommodation in the UK and you are being posted to Germany, Belgium, The Netherlands, Italy, Turkey, Spain, France, Norway or Denmark you can opt to move your belongings under the FMS. This would allow you to move up to 67.92 cubic metres of unaccompanied baggage which must be moved in one consignment. This is generally more generous than the Basic and Enhanced Entitlements.

1.16.2. No storage is allowed if you opt for movement of unaccompanied baggage under FMS.

1.16.3. FMS cannot be offered retrospectively.

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

1.17. Cessation of Entitlement to Free Storage and Reimbursement of Storage Charges

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

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

- Staff who receive invoices from a storage company, make payment, and then claim reimbursement of the storage charges.
- Staff who have set up direct billing between the storage company and DBS Civilian Personnel.
- Staff who are storing personal effects under the Services Contract System.

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

- You may remove your personal effects from storage and have them shipped overseas at public expense within the overall FMS (for North West Europe) or Enhanced Unaccompanied Baggage Entitlement (elsewhere) limits as appropriate. Under this option, any eventual return entitlement will be restricted for the FMS or Enhanced Unaccompanied Baggage Entitlement (elsewhere) limits.
- You may remove your personal effects from your existing storage facility to another storage facility in the UK at public expense. Thereafter you will be responsible for the on-going storage charges and eventual removal from store on resignation/retirement.
- You may leave your personal effects with their existing storage facility and pay bills directly to the storage company as and when raised.
- If you currently store your personal effects under the Services Contract System you can continue to do so, but at private expense.
- If you wish to dispose of all personal effects currently in storage, then either the UKBC or their spouse will be able to travel to the UK storage facility at public expense to supervise the disposal. Travel must be by RAF Trooper/ MOD Charter flights where such services operate (E.g. Cyprus, Germany, Washington etc.). Where such services do not operate then civilian flights may be used at economy class fare only. Privately Arranged Travel will not be allowed and there is no entitlement to subsistence allowances.
- If your entitlement to support with storage payments ceased, it is important that you make new arrangements for disposal, transfer or ongoing costs at an early stage, as failure to do so may result in the contractor disposing of your goods

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

1.18. Insurance of Unaccompanied Baggage in Transit and While in Store

1.18.1. If you store any personal belongings at public expense you may claim the cost of transit insurance to and from store. Under the contract, your personal effects held in storage are covered by an indemnity insurance which provides the minimum legal cover. You are strongly advised to insure your personal effects separately. It may be possible to extend your home contents insurance to cover your effects in transit and storage. Where the personal effects are already insured and arrangements are made for the existing policy to be extended to cover transit to/from and in store, the additional premium is refundable.

1.18.2. If your furniture was not insured in the UK (before the appointment/posting overseas) or not insured in the overseas home (prior to return to the UK); any claim for insurance of personal effects in transit and/or in store will not be met. Evidence of any existing household contents insurance policy, which must be at least 30 days old, may be required.

1.18.3. If you need to organise Marine Insurance (for your car or baggage (where not covered by MOD contract)) you should do so privately and claim reimbursement. You should provide evidence of three quotes for both car and/or unaccompanied baggage insurance; the MOD will refund the cheapest.

1.18.4. Any extra insurance costs associated with certain valuable items that are specifically itemised on your existing policy (such as antiques, paintings, pianos etc.) would be a personal responsibility.

1.18.5. Premiums for transit insurance are refundable within the following limits:

- Band C / HEO / SEO and below - £30,000 worth of insured personal effects.
- Band B / Grade 6 & 7 and above - £45,000 worth of insured personal effects.

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

1.19. Occupation of Hotel Accommodation Prior to Departure

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

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

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

2. Temporary Transfer

2.1. Spouses and Children Regarded as Entitled Family Members

2.1.1. Your service will be on an unaccompanied basis.

2.1.2. You cannot be accompanied by your spouse or children regarded as entitled family members.

2.2. What to do with your UK Home

2.2.1. If you are a homeowner, you may consider either selling your home or renting it out for the duration of your overseas tour of duty.

2.2.2. It is a personal choice and any costs associated with that decision will be a personal responsibility.

2.2.3. If you decide to let your home, you must realise that MOD will not provide any financial assistance if your decision results in unforeseen difficulties or additional costs. You are advised to consult a letting agent and obtain professional advice on the best type of insurance protection to take out. You will need to ensure that the property is vacant on your return as your allowances will not be extended.

2.2.4. If you decide to sell your home, the MOD will provide no assistance with the sale. You will not be able to use the Relocation Company Scheme (RCS).

2.2.5. If, on your eventual return to the UK, you take up a new MOD posting that is outside reasonable travelling distance of your previous home, and are eligible for move of home expenses, you may be able to claim retrospective reimbursement of your sale costs. Consequently, you are strongly advised to retain any receipts relating to the sale of your home in order to support any subsequent claim. If having sold the old station property you subsequently reinvest the proceeds in another UK property whilst overseas, the latter property will not be recognised on your return. If the purchased home happens to be at the new duty station, which would have attracted a move of home to that location on transfer in the UK, then legal expenses for the purchase may be met retrospectively. Any assistance with the Additional Housing Cost Allowance (AHCA) will be based on the old mortgage at the old duty station within a comparison in the old and new areas, based on a 'like 4 like' calculation.

2.2.6. Any equity from a sale (uplifted by the investment income figure) will be taken into account by MOD when considering any application for AHCA or an Advance of Salary for house purchase.

2.2.7. If you are currently in receipt of AHCA in respect of your UK home as a result of an earlier UK transfer, payment will continue while you are overseas as long as you retain your house and do not let it out. If you are in receipt of AHCA, before taking up your overseas post you must inform DBS Civilian Personnel Relocations whether you will let out your property while you are overseas. If you decide to let the home later, and are still in receipt of AHCA, you should inform DBS Relocations immediately.

2.3. Domestic Pets

2.3.1. Domestic pets cannot be transported to an overseas location at the public expense.

2.3.2. If you decide that you want to take your pet with you, then you will be responsible for making all the necessary arrangements for the pet's transportation to the overseas location and any costs that this involves.

2.3.3. You will be responsible for all additional costs (for example, if the cheapest airline does not allow pets you are liable for the difference in price in your ticket as well as any additional charges for the pet).

2.3.4. You are advised to contact the Department of Environment, Food and Rural Affairs (DEFRA) for details of the various requirements for the importation and exportation of domestic pets.

2.3.4. You should find out whether the Pets Passport Scheme operates in the overseas location you are being posted to. You must ensure that you have all the relevant documents and certificates to enable you to export and import your pet.

2.4. What to do with your Car or Motorcycle

2.4.1. You cannot take a car overseas at public expense.

2.5. Passports, Visas and Status Stamps

2.5.1. If you do not have a current and valid passport the MOD will reimburse the cost of obtaining one. An application for a new or renewal of an existing passport can be made using the appropriate passport application form and you may claim reimbursement of the cost. Claims should be sent to DBS Civilian Personnel on HR Form 049: MOD Claim for Moving Expenses.

2.5.2. If you are being posted to a country where a visa or entry permit is required, this can be obtained from the Defence Travel Management Organisation (DTMO) via DBS Civilian Personnel Relocations. In the main, visas are required when posting to the USA and Australia and generally fall into two categories, Diplomatic and Non-Diplomatic depending upon the post you will be occupying. Whilst the cost of the visa will be met, any cost with facilitating the passage of the visa will be a personal responsibility.

2.5.3. If you require a visa for the USA then you will have to complete an electronic visa application on the [American Embassy's Website](#). Further advice on visa requirements can be found in JSP 800.

2.5.4. You should allow sufficient time to enable you to obtain the passport before your posting date, especially if there is also a requirement for a visa.

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

2.5.6. If required, you should ensure that a Biometric Residence Permit is obtained.

2.6. Health Considerations

2.6.1. You should notify your GP of your overseas posting. This will allow your medical records to be passed on if you register with HM Forces Medical Centre/Practice in the overseas area.

2.6.2. You will have to undergo medical checks to assess your fitness to travel, reside and work overseas. DBS Civilian Personnel Resourcing will send you a confidential "Fitness for Posting to Non-Operational Area Overseas" questionnaire, for completion and return.

2.6.3. If the questionnaire indicated that there are no health concerns, the Occupation Health (OH) provider will issue a fitness to travel, live and work overseas certificate for you to DBS Civilian Personnel.

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

2.6.5. If immunisation is required, the OH provider will arrange for you to attend a travel clinic as near as possible to your home or place of work. Your history of previous immunisations will be confirmed, suitability for vaccination assessed, vaccination administered and a full health brief applicable to the journey will be given to you together with a full health passport detailing the immunisations given. The department will only reimburse you for required vaccinations, not optional ones.

2.7. Clothing Allowance

2.7.1. If you are being posted overseas where either tropical³ or arctic⁴ conditions prevail then you may be able to claim assistance with the cost of clothing.

2.7.2. This is a contribution towards the purchase of essential clothing for duties overseas where there are extremes of climate compared with that of the UK.

2.7.3. It is not intended for the purchase of clothing which you might reasonably be expected to own for the UK climate (normal summer or winter clothing for life in the UK). Further details are contained in **The Business Travel Guide**.

2.8. Removal of your Unaccompanied Baggage Overseas and Storage in the UK

2.8.1. You are entitled to an unaccompanied baggage allowance to enable you to take some of your personal effects overseas.

2.8.2. DBS Civilian Personnel Relocations will refer you to the Agility website detailing your unaccompanied baggage allowance. This is your authority to move your unaccompanied baggage to the overseas location. You should read the instructions contained on the Agility website.

2.8.3. The unaccompanied baggage allowances are detailed in **Change of Work Location and Travel and Subsistence: Rates of Allowances, Costs, Rates & Charges**.

³ Tropical Conditions: A location that falls within the Tropics of Cancer and Capricorn where the average daily temperature exceeds 27°C and the humidity exceeds 80% qualifies for the allowance. Account should be taken of the actual working environment: e.g. although the outside temperatures might qualify, your working environment might be climate controlled/air conditioned.

⁴Arctic Conditions: A location with an average daily temperature of 1°C or less would qualify for the allowance. If you are taking part in trials, exercises or such duties as part of your posting where you will be spending long periods in the open you are advised to seek advice.

2.8.4. If you exceed your unaccompanied baggage allowance you will be charged for an excess baggage that is moved.

2.9. Storage of Personal Effects

2.9.1. You cannot store any personal effects during your temporary tour of duty.

2.9.2. There is one exception to this: if you are single and occupy unfurnished rented accommodation and terminate your tenancy agreement as a result of your temporary overseas posting then you can store the personal effects that you are not taking with you at public expense for the duration of your tour of duty. Your furniture will be stored using the Services Contract Storage scheme and DBS Civilian Personnel Relocations will refer you to the Agility website for this purpose. You should read the information on the website as there are certain items that cannot be stored under the contract; examples are antiques and pianos. Storage of such items will be your own responsibility. Bills for storage will be raised directly with the MOD.

2.9.3. If you store any personal belongings at public expense you may claim the cost of transit insurance to and from store. Under the contract, your personal effects held in storage are covered by an indemnity insurance which provides the minimum legal cover. You are strongly advised to insure your personal effects separately. It may be possible to extend your home contents insurance to cover your effects in transit and storage. Where the personal effects are already insured and arrangements are made for the existing policy to be extended to cover transit to/from and in store, the additional premium is refundable.

2.9.4. If your furniture was not insured before transfer abroad (e.g. as part of a household contents insurance policy) claims for insurance in respect of personal effects in transit and it store cannot be made. A policy should be at least 30 days old.

2.9.5. Any extra insurance costs associated with certain valuable items that are specifically itemised on your existing policy (such as antiques paintings, pianos etc.) would be a personal responsibly.

2.9.6. Premiums for transit insurance are refundable within the following limits:

- Band C / HEO / SEO and below - £30,000 worth of insured personal effects.
- Band B / Grade 6 & 7 and above - £45,000 worth of insured personal effects.

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

Chapter 4: Accommodation and Utilities

1. Accommodation on Arrival at Post

1.1. If you are unable to move directly into permanent official accommodation on arrival you may claim actual receipted costs for a hotel and food for up to 30 nights. For more information on this see Task 4 of **The Business Travel Guide**. This can be extended at DBS Civilian Personnel Relocations discretion if you are still awaiting allocation of permanent accommodation and you can provide clear evidence of this and an expected occupation date. However, subsistence payments will stop if you refuse to accept suitable permanent official accommodation for no good reason (e.g. not location of choice, or décor not to your taste).

1.2. If you are overseas on a single or married unaccompanied basis you may be placed in local military mess accommodation. This may be a permanent arrangement or temporary pending occupation of other permanent official single accommodation (mainly in Germany) or private accommodation under the Overseas Rent Allowance (covered later in the chapter)

1.3. During any initial period when you are staying in temporary accommodation and claiming subsistence, your pay will not attract Cost of Living Addition (COLA) because all your subsistence costs are being met.

2. Accommodation and Utilities

2.1. General

2.1.1. Civilian staff posted overseas come under the military housing regulations when it comes to the allocation of official accommodation, but this can sometimes vary between overseas commands. In overseas areas where Single Living Accommodation (referred to as Official Single Housing (OSH) in Germany) is available, you will be allocated such accommodation appropriate to your grade (Officers Mess, Warrant Officers and Sergeants' Mess or Other Ranks' accommodation) for the duration of your overseas tour of duty. The overseas area are responsible for determining the availability of official accommodation and/or where available, the eligibility of Overseas Rent Allowance (ORA).

2.1.2. Allocation of accommodation is based on grade/rank and where appropriate accompanying family size. Official accommodation normally comes with furniture and fittings to an approved military standard. The MOD cannot replicate the type of living accommodation that you have in the UK.

2.1.3. If you are being posted to one of the main overseas commands such as Cyprus, Germany or Gibraltar you will normally be allocated Service Family Accommodation (SFA). This is usually located within or just outside of garrison/base areas, or somewhere within the local community. Civilians are allocated accommodation based on the military housing regulations, but this can sometimes vary between overseas commands. Dependent upon the availability of SFA you may, in the first instance, be accommodated in rented accommodation with the option of moving to SFA later. The standard dimensions of SFA vary from one location to another. All SFA come with furniture (if required) and fittings to an approved military standard.

2.1.4. Civilian staff posted overseas to work in an Embassy or High Commission or who make use of local Foreign and Commonwealth (FCO) Corporate Services are provided with free furnished residential accommodation to the standard set out in the Memorandum of Understanding agreed between the FCO and Partners Across Government including the MoD. The MoU residential accommodation policy provides housing to family size plus an additional guest bedroom. The size of the property is not based on family size. The scale of furniture and fittings is in accordance with FCO policy and to the approved FCO standard.

2.1.5. You should be aware that your occupancy of Service Family Accommodation (SFA) is governed by Service regulations. In Germany and other countries where the NATO Status Forces Agreement applies, and other countries for different reasons, unmarried partners may not be recognised as entitled family members. Decisions will be made by the local area e.g. the Command Sec, and in some cases, Overseas Rent Allowance may be granted.

2.2. Renting Private Accommodation Overseas

2.2.1. You may be posted to an overseas location where there is no official accommodation available or to a location where only private accommodation is available. In these circumstances you may be given the option of private furnished accommodation. This is known as the Overseas Rent Allowance (ORA) scheme. Such schemes are normally administered locally in the overseas location and they allow you to find your own suitable and reasonably priced private accommodation in the local community. The private accommodation will be in-line with your Grade/ Equivalent Military Rank. Once you have identified suitable accommodation you should seek financial approval to take up the private accommodation under the ORA scheme. Approval is likely to be subject to the tenancy agreement being checked out by the appropriate local authority and local security checks. Once approval has been given and you have moved in you will be able to claim monthly ORA, with levels determined on local market forces. In some areas the ORA may be paid direct to Landlords via local Imprest Accounts.

2.3. Sharing Accommodation

2.3.1. If you are single/ married unaccompanied and decide to share privately rented accommodation with another single/ married unaccompanied colleague, you may rent a property of a sufficient size and configuration (e.g. 2 good sized bedrooms) for dual occupancy. The rent should not exceed the cost of both renting a single-occupancy property. As a rule of thumb, the ORA paid for a privately rented property for 2 single/ married unaccompanied people should be no more than 20-25% higher than the rent that would be paid for a single occupancy flat/apartment. The same principle applies if 3 or more colleagues choose to share accommodation – i.e. the rent should be no more than 40-50% higher than a single occupancy flat/apartment.

2.4. Furniture in Official Accommodation

2.4.1. Official accommodation is furnished to a certain standard including the normal fixtures and fittings. If you are taking some of your own furniture and beds with you overseas, you can elect to have certain items of furniture removed from your official accommodation. This would normally be done when you are completing your accommodation application form. This does not apply in all areas, where separate arrangements may exist for official accommodation (e.g. Washington).

2.5. Taking Over your Official Accommodation

2.5.1. Once you have been allocated official accommodation you will be required to undertake what is known as a 'march-in'. You will be shown around the accommodation by a representative of the Housing Office to check the inventory of the accommodation and identify any damage, or repairs that may be required. At this time, you will be required to sign a 'License to Occupy'. After moving in you will be given a period of time in which you can identify damage and repairs that were not noted during the 'march-in'. After this period you may be responsible for the cost of the repair of any damage to, or replacement of furniture and fittings.

2.5.2. For more information on Tri-Service Accommodation you should also refer to JSP 464, Part 2.

2.6. Mess Accommodation

2.6.1. If you are overseas on a single or married unaccompanied basis you may, if available, be accommodated in a military mess appropriate to your grade (Officers' Mess, Warrant Officers' Mess, Sergeants' Mess or Other Ranks' Mess) for the duration of your overseas tour of duty. This will be determined locally.

2.7. Utilities

2.7.1. As well as being entitled to free accommodation overseas, you are also entitled to free utilities within reasonable limits. The method of delivery and type of utilities available vary between overseas locations. For example, in Cyprus, staff receive an electricity allowance and a tax-free Local Utilities Allowance to cover bottle gas, bulk gas, firewood and heating oil; in Germany they operate a different system known as the X/Y scheme which covers the provision of mains gas and electricity. If your consumption exceeds the set limits, then you will be billed for your excess consumption.

2.7.2. In other overseas areas, there will be no set consumption limits but reimbursement will be challenged where bills appear excessive.

3. Specially Recruited for Overseas

3.1. General

3.1.1. Most civil servants are not liable to pay accommodation costs when posted overseas. This is because they may have liability to be posted to the UK and are simply undertaking a tour or tours of duty. Some civil servants are specially recruited for overseas service and have no expectation of being posted to the UK. They may fill one or a number of posts overseas. Consequently, the help with accommodation and utilities is limited to the first 5 years of service (if recruited after 1 September 2001).

3.2. Cessation of Free Accommodation, Utilities and Storage

3.2.1. Staff specially recruited for overseas service on or after 1 September 2001 are entitled to the provision of free accommodation (including accommodation taken up under the Overseas Rent Allowance scheme), reasonable utilities and storage of personal effects for 5 years from taking their initial appointment. There are no extensions because of continued employment in the same or another overseas specially recruited post. Staff specially recruited for overseas service prior 1 September 2001, and those staff who took up post after that date, but who accepted their appointment under the terms of conditions of service

before 1 September 2001, have reserved rights to the free provision of the above mentioned services.

3.3. New Appointments

3.3.1. If an employee is currently working overseas on specially recruited for overseas terms and applies for another MOD specially recruited post, advertised externally, and this offers free accommodation and utilities, there will be no extension to any existing 5 year entitlement period (for accommodation and utilities). If an employee ends their MOD employment and subsequently applies for a new specially recruited post with the possibility of an entitlement to 5 years of accommodation assistance, they would not be entitled to a fresh 5 year period, but only the balance of any unused period from their earlier employment. Similarly, a specially recruited employee would not be eligible for a further entitlement period for an appointment to another specially recruited post, through an internal recruitment process.

3.4. Employees in a Relationship

3.4.1. If two employees are in a relationship (and this is recognised by MOD) and join MOD at the same time and both have an entitlement to 5 years free accommodation through their own employment, only one, the Head of Household, can utilise the assistance to 5 years. There will be no extension to the 5 year arrangement (e.g. they will not cumulatively get 10 years free accommodation). This is because both will have still benefited from the initial 5 year period after their employment. If two employees are in a relationship (and this is recognised by MOD) and joined MOD at different times, and both have an entitlement to 5 years free accommodation, the entitlement to free accommodation will be led by the designated Head of Household. However, the entitlement may be extended independently if a change of Head of Household occurs. Where so any entitlement will only be extended by the period in which the entitlement does not overlap with the period claimed by the spouse. For example

Employee 1 - Joins 2014. Head of Household and free accommodation 2014-2019

Employee 2 - Joins 2016. Head of Household and free accommodation 2019-2021
(because 2016-2019 was claimed by Spouse and both employees benefited in that period)

3.4.2. If one employee is specially recruited, and the other on an overseas tour from the UK, the designated Head of Household will determine whether assistance is limited (specially recruited) or paid indefinitely during the tour (tourist).

3.5. Posting to Isolated Locations – Storage Costs

3.5.1. Staff specially recruited for overseas service may be posted to clearly defined isolated locations, where the tours are 'lifed' and where there are lower limits set for shipping. These are Belize, Brunei, and the Falkland Islands. The payment of storage charges will therefore be extended to those who have no entitlement to free accommodation and utilities after 5 years, or who would reach that point during the course of the tour for the time in the 'isolated' location (e.g. Belize, Brunei, and the Falkland Islands). Thus, if you were posted to Brunei after 4 years' service, and returned to Germany two years later, storage costs would be met up to the return to Germany – extending payments by a further year. Charges would commence one month after the isolated posting ended.

3.6. Further Transfer after 5 Years

3.6.1. Staff specially recruited for overseas service may decide to move into private rented accommodation or decide to buy locally when the entitlement to free accommodation and utilities ceases 5 years after appointment. If they are subsequently transferred to another overseas location, outside of reasonable daily travel of their home, a limited range of relocation assistance is offered to help with the cost of moving. This overseas relocation assistance is based on the UK First Appointment Package and is limited to a maximum of £8000.

3.6.2. Eligibility criteria:

- You are specially recruited for overseas service and have moved to private rented accommodation or bought local to your current overseas permanent place of work;
- Your private residence is within daily travel of your current workplace (1 hour);
- Your new permanent workplace is outside daily travel of your private residence (1 hour);
- If eligible for help, you would be expected to move to new dormitory area (1 hour) and to make a 50% reduction in travel time and distance;
- If you currently reside in Service Accommodation you would be ineligible for this assistance;
- If you have not purchased before transfer, you could not receive assistance to purchase in new area;
- The transfer must be permanent and of at least 3 years duration;
- If the transfer is less than 3 years duration and temporary unaccompanied then you would be entitled to occupy rent-free accommodation, if you maintain dual commitment at the last place of work.

3.7. The Packages

3.7.1. Owner-Occupier:

- Appropriate rate of Transfer Grant
- Solicitors fees for sale and purchase
- Estate Agency/ realtor fees
- Removal costs
- Temporary storage costs
- Temporary accommodation costs at the new workplace

3.7.2. Renter:

- Appropriate rate of Transfer Grant
- Legal fees associate with the lease
- Overlapping rental costs
- Estate Agency/ realtor fees
- Removal costs
- Temporary storage costs
- Temporary accommodation costs at the new workplace

3.7.3. Total payment would be limited to £8,000 and must be claimed by the end of the UK tax year after the year in which the change of job takes place (the “limitation day”). Removals will not be provided through the Unaccompanied Baggage contract but would have to be arranged privately and bills reimbursed.

3.7.4. No payments would be made towards an initial purchase or rental, nor towards the acquisition of a second home. No payments would be made towards any higher housing costs (e.g. no Additional Housing Costs Allowance or Advance of Salary).

4. The Administrative Arrangements for Accommodation Charges

4.1. The Charges

4.1.1. The charges for accommodation are the same as those that are applied to military personnel, circulated in the annual ‘Pay Directed Letter for Regular Personnel’ or as broadcasted for the particular accommodation in the local area for military personnel. Under normal circumstances the charges (inclusive of contributions in lieu of council tax (CILOCT) where charged) will be based on the type of Service Family Accommodation (SFA)/ Single Living Accommodation being occupied, or entitlement, but see below:

- a) If you are allocated SFA/ Official Housing (OH) above your entitlement for service reasons (e.g. no SFA/OH appropriate to your entitlement available) then you should only be charged the rent appropriate to your normal SFA/OH entitlement. There should be some scope to allow you to move to SFA/OH of your entitlement at some future date depending on availability. If you are offered SFA/OH at your entitlement, but do not take it up, then the accommodation charge appropriate to the SFA/OH occupied will be applied.
- b) If you specially request SFA/OH above your entitlement and the local Housing Officer is able to accommodate you, then the rental charge should be appropriate to the type of accommodation occupied and not that of your normal entitlement.
- c) If you are single/ married unaccompanied and occupy Single Living Accommodation you will pay appropriate rent in accordance with a) and b) above.
- d) If you occupy private accommodation under the Overseas Rent Allowance scheme (in locations such as Cyprus, Australia and the USA) then you would continue to have the rent paid by the MOD but would then have the accommodation charge appropriate to your SFA/OH entitlement directly deducted from salary on a monthly basis
- e) If you live in Single Living/ Mess Accommodation, then you should pay the appropriate non-entitled mess accommodation rate.

4.2. Recovery of the Accommodation Charges

4.2.1. The accommodation and where liable, CILOCT will be collected by direct deductions from your salary on a monthly basis. Thereafter, individuals will be personally responsible for notifying DBS Civilian Personnel of any changes to their deductions (e.g. as a result of a move to different SFA/OH).

4.2.2. If you occupy private accommodation under the Overseas Rent Allowance (ORA) scheme you will continue to receive your full ORA, but the appropriate accommodation charge will be recovered directly from your salary in accordance with paragraph d) above.

4.3. Staff on Nil Pay

4.3.1. There may be occasions when staff go on to nil pay (e.g. long-term sickness). In such circumstances DBS Civilian Personnel would be unable to recover money from your salary, so recovery of accommodation charges will be undertaken locally by the Housing Office/ Authority.

4.4. Attribution of Accommodation Charge Receipts

4.4.1. DBS have no responsibility for SFA/OH overseas, therefore, the accommodation receipts should go to the appropriate local overseas/parent higher level budget. The UIN and RAC boxes of HR Form 2712 should be annotated accordingly.

5. The Administrative Arrangements for Utility Charges

5.1. Cyprus

5.1.1. Utility charges should be paid in accordance with existing local arrangements applicable to Service personnel. Meters will be read every 4 months and Debit Vouchers will be issued accordingly. Utility bills should be settled via the Command/ Garrison/ Station Pay Office as appropriate.

5.1.2. There is also a voluntary budget scheme in operation which allows payment of a standing amount of money per month and at the end of each year an individual would either be in credit or debit, depending upon utility consumption. If in debit, then a Debit Voucher for the outstanding amount will be raised

5.2. Germany

5.2.1. Local arrangements apply. Staff in Germany should pay for their electricity and gas consumption in accordance with the local X/Y system.

5.3. Other Overseas Locations

5.3.1. Staff in other overseas locations should pay utility charges in accordance with local arrangements.

5.4. Owner-Occupiers in the Overseas Area

5.4.1. Overseas Rent Allowance, Local Utilities Allowance and any other utility or fuel costs are not payable for accommodation owned by the employee, entitled family members or close family members in the overseas area.

Chapter 5: Pay and Allowances

1. Pay and National Insurance

1.1. Method of Payment and Allotments

1.1.1. Once in the overseas area it is recommended that you open a local bank account to enable your monthly salary to be paid locally in the currency appropriate to the overseas location. You should complete the appropriate form notifying DBS Pay Team of your overseas bank details as soon as possible. If you have ongoing financial commitments in the UK, such as a mortgage or other loan repayments, then you will probably want to allot part of your salary to your UK bank account to cover any financial outgoings in the UK. To do this you should complete the appropriate form detailing the amount of salary that you want to be paid to your UK account and send it to DBS Pay Team. Your allotment (payment) to the UK can be stopped or changed, but when doing this you must take account of DBS Pay Team cut-off dates for monthly changes in pay. Only one allotment can be allowed (i.e. one local bank account and one UK account only).

1.1.2. The pay you receive in local currency is converted using the appropriate exchange of Government Accounting Rate which is subject to change depending on movement of commercial exchange rates. The overseas part of your pay will be paid to your overseas bank account via an arrangement with a local overseas bank under a system similar to BACs, via local Command Pat Offices, or Imprest Accounts.

1.1.3. While overseas you will receive the pay appropriate to your posting. You should therefore check whether there will be any impact on your existing UK local pay additions or other arrangement at an early stage of the recruitment process.

1.2. National Insurance

1.2.1. The National Insurance (NI) Acts apply to all MOD staff in the UK or overseas, with slight modifications under the reciprocal insurance agreements, for those serving in certain countries abroad.

1.2.2. If you are usually a resident in the UK and reside in the UK immediately before your duty abroad begins you are liable to pay Class 1 earnings-related NI contributions during your first 52 weeks of employment abroad. This is regardless of the class of contributions previously paid. If you contribute to an approved occupational pension scheme such as the PCSPS, Class 1 contributions remain payable at the contracted-out rate (these compulsory contributions are not payable if you are on secondment abroad when the borrowing employer pays your salary). EU countries and other territories with reciprocal NI agreements provide for continuity of contributions (under most agreements contributions remain compulsory payable), and benefits to varying degrees.

1.2.3. HM Revenue and Customs and Revenue National Insurance Contributions Leaflet NI38 (Social Security Abroad) provides details of your NI position if you usually reside in the UK and work abroad. Further details can be obtained from HMRC, NIC&EO, International Caseworker, Benton Park View, Newcastle upon Tyne, NE98 1ZZ. Tel 0300 200 3506 in the UK, and +44 191 203 7010 from overseas.

2. Cost of Living Addition (COLA)

2.1. Background and Purpose

2.1.1. MOD civil servants will inevitably view their pay in the context of UK living costs. Public sector pay will, however, be influenced by other factors such as government pay policy, economic factors including the employment market, recruitment, retention and motivation factors, comparators elsewhere and affordability. Whatever the level of salary you earn, net income, after deductions for tax and National Insurance Contributions, will enable you to maintain a certain standard of living. When employees serve overseas it becomes necessary to protect the overall 'purchasing power' of the UK salary in that overseas location. The means of protection is COLA. COLA is necessarily assessed on the basis of average patterns and amounts of expenditure. It will not match every individual's circumstances, but it provides a buffer between UK costs and costs overseas and absorbs the difference. It is also important to bear in mind that, as currency exchange rates and prices in the UK and overseas change, so the level of COLA will vary – upwards and downwards.

2.1.2. Thus, the primary aim of COLA is to ensure that UK Based Civilians (UKBCs) serving overseas maintain a standard of living broadly equivalent to that which they would enjoy in the UK. It is a topping up of the salary to meet the essential additional costs of living overseas and is, by virtue of its compensatory nature, granted tax-free status in accordance with section 299 of the Income TAX (Earnings and Pensions) Act 2003. COLA is a non-pensionable payment.

2.2. Principles of Assessment, Review and Promulgation

2.2.1. MOD employs the services of a private sector company called ECA (Employment Conditions Abroad) who specialise in Human Resource and Remuneration issues arising from expatriate employment. ECA provides data on international assignment packages and has over 1500 client and member organisations including some of the biggest names in the private sector as well as UK and Foreign Government Departments. The COLA model used by MOD is derived from the standard ECA approach but has been tailored through collaboration between MOD and ECA specialists.

2.2.2. COLA is based on the use of what are called 'Purchasing Power Parties'. The UK Family Expenditure Survey (FES) reveals how people spend their money. It gives the proportions of income spent on various types of day-to-day living expenses. UK prices are then compared with prices in the overseas location producing a simple cost of living index showing the percentage difference in the cost of living at each post. Indices are then calculated separately for each category of living costs and then weighted in accordance with FES-derived spending patterns to give a single overall index.

2.2.3. The cost of living index is then applied to the officer's spendable income to arrive at a rate of COLA. Spendable income is the amount of net salary remaining after deducting the cost of housing, savings and other ongoing financial commitments in the UK from the net income. The FES is used to give the proportions of income spent on different things, such as food, drink, transport, clothing, housing, entertainment and so on. The next step is to compare prices in the UK against prices in the overseas location. This gives what is called a cost of living index. For example, an index of 100 would indicate cost parity. An index of 110 would indicate prices 10% higher than in UK and so on. Indices are calculated for all

categories of day-to-day living costs. The indices are then weighted in accordance with the spending patterns revealed in the FES to give a single index representing overall relative costs of living. COLA is assessed biannually with new rates published and effective from 1 March and 1 September.

2.3. Payment Regulations

2.3.1. This describes payment regulations that were introduced following a review of COLA on 1 February 2004. Post 1 February 2004 employees newly posted or newly in receipt of COLA had to be accompanied overseas by the spouse and/or entitled family members to receive the associated higher COLA rate. Employees posted or appointed before this date, could continue to receive the COLA for family even if they were not resident overseas. However, if there were any changes to the accompanying family position after this date, the employee's COLA would then switch to the post 1 February 2004 arrangement, this means that the family would have to reside with the employee overseas to qualify for the higher COLA payment.

2.4. Payment of COLA

2.4.1. Normally, you will receive COLA once you take up your permanent accommodation overseas. You cannot receive COLA concurrently with subsistence allowance if you necessarily take up hotel accommodation upon your arrival at, or departure from, the overseas location.

2.4.2. COLA is broken down into 3 salary bands which change annually in-line with pay awards. The rate of COLA you receive will depend on your salary (including Teacher's Incentive Allowance and Burnham Lecturer's Longer Working Year Allowance). What salary band you fall into will depend on whether you are going accompanied or unaccompanied by your spouse and/or by children who are entitled family members. Definitions of entitled family members, who can therefore be considered in relation to COLA, are found in Chapter 3.

2.4.3. In addition to the normal rates of COLA there is a mess rate which is used if you are single or married unaccompanied and are accommodated in Mess accommodation in the overseas area.

2.4.4. If, on the introduction of revised COLA salary bands, you move into a lower COLA salary band, you may retain a reserved right to the COLA band currently applied, if that rate is more favourable. For example, if you are on COLA salary Band 2 but on the introduction of revised COLA salary bands you move into COLA Band 3 you may retain a reserved right to COLA salary band 2. In the unlikely event that you are at the minimum of a pay band, which exactly coincides with the upper figure of a salary band, you will be treated as if you are in the higher COLA band.

2.4.5. COLA is not payable during periods of unpaid absences. COLA is not paid in respect of visiting children, even those visiting as part of an official School Children's Visit.

2.4.6. If you choose to take annual leave at the end of your posting and therefore return to the UK before the end of your official tour date the last day of payment for COLA will be the day before you return to the UK (not the official tour end date).

2.4.7. If you die while serving overseas the rate of COLA prior to your death would continue to be paid to your family while they live in the accommodation occupied prior to the death and this would remain in issue up to the day before the first suitable official journey to the UK can be arranged. If your family move into hotel accommodation prior to their departure COLA would cease and subsistence allowances may be paid for up to six nights in accordance with the normal rules. If necessary, this period may be extended by DBS. If your spouse/ partner dies you will receive the single/ unaccompanied rate of COLA, including the child element if appropriate.

2.5. Special Rates of COLA

2.5.1. There are occasions when special rates of COLA would apply. These could be in the following circumstances:

- If you and your spouse are both eligible for COLA and are able to maintain a joint household in the overseas area you will receive the married rate of COLA appropriate to the salary band that your aggregated salaries fall into. The COLA will be paid to whoever elects to be head of household.
- If you and your spouse are both eligible for COLA but are unable, for official reasons, to maintain a joint household in the overseas area you will each be able to claim the appropriate single/ unaccompanied rate of COLA for the relevant location (where you are each based).
- If your spouse is a member of the armed forces who is in receipt of Local Overseas Allowance (LOA) and you maintain a joint household at the overseas location you will receive a special rate of COLA based on the salary band that your aggregated salaries fall into less the rate that your spouse is receiving. If this results in the negative rate of COLA your basic salary will not be affected by this. You must report any change in the rate of LOA that your spouse receives to DBS Pay Team.
- If your spouse is neither a MOD civil servant nor a member of HM Forces, but who is in receipt of an allowance similar to COLA you must advise DBS Pay Team of the level of allowance your spouse is in receipt of and indicate whether the allowance is paid directly or indirectly from UK Government or a commercial employer.

2.5.2. If you fall into one of the above categories, you will need to complete the DBS Pay Team form(s) to claim one of the special rates of COLA detailed above.

2.6. Part-Time Employment

2.6.1. If you work part-time you will be eligible for a pro-rata element of COLA and DPA. The pro-rata will be based on your part-time conditioned working hours and not any other period arising from additional hours worked by you later.

2.6.2. If, as a part-time worker, your spouse is also eligible to claim COLA, and you maintain a joint household in the overseas area, a pro-rata reducing in the salary of the part-timer will be taken into account in the salary aggregation and the COLA payment will be paid to the designated Head of Household.

2.7. Changes to your Personal Circumstances and Absence from the Overseas Areas

2.7.1. The rate of COLA that you receive can be affected by a number of circumstances. In the main your COLA can be affected by either you, or if accompanied, your entitled family members, temporary or permanent absence from the overseas post.

2.7.2. You must inform DBS Pay Team of any change in circumstances that may affect payment of your COLA. The following are the more typical instances that would affect payment of you COLA.

- Annual Leave
- Medical Referral to the UK
- Medical Evacuation
- Compassionate Travel
- Business Visit
- Short Term Sick Leave in the UK
- Operational Deployment
- Return from Boarding school

2.7.3. Your COLA continues in payment for 30 days at the rate in issue before the absence began, regardless of whether your absence is at public or your own expense. However, if from the outset you know that the period of absence will exceed 30 days then COLA will cease from day 31 of the absence from the overseas location and recommence on the date of arrival back in the overseas area. You are required to inform DBS Pay Team where the absence will exceed 30 days. COLA will continue in payment if your absence is as a result of business travel and the period of business runs beyond 30 days, but your entitled family members remain in the overseas area throughout this time.

2.7.4. If you are required to leave the overseas post in advance of your family for reasons beyond your control (i.e. taking up a new post in the UK, but spouse is remaining at overseas post with a child for educational reasons such as a GCSE examination) then you will continue to receive COLA but it will be adjusted to reflect that you are no longer there (paid for just your spouse and children). The continual payment of your rent in the overseas area will be considered.

2.7.5. If you move to a different overseas post and have to temporarily leave your family at the old overseas post, when you cease to become eligible for subsistence, you will receive two lots of COLA. You will receive the rate of COLA for you at the new station and an adjusted rate at your old station, to reflect that it is just your partner/ spouse and children there. Your rent in the new overseas area will be paid and the continual payment of rent in the old overseas area will be considered.

2.7.6. If the decision is made to officially evacuate you and, where appropriate, your family from the overseas area to the UK or to another country, COLA will continue in payment for 2 months from the date of your evacuation. Should the period of evacuation extend beyond 2 months and you can demonstrate that you still have ongoing financial commitments in the overseas area then you may receive COLA for a third and final month. If you make the decision to evacuate your family from the overseas area COLA should be adjusted accordingly from the date of your departure.

2.7.7. If your spouse returns permanently to the UK, your COLA will be reduced immediately to reflect the change of circumstances. Similarly, when you return to the UK at the end of the tour COLA ceases immediately.

2.8. COLA and Sickness

2.8.1. If you are in receipt of the married rate of COLA and return to the UK on long term sick leave (i.e. medical referral to the UK and recovery from surgical operation) and your family remain in the overseas area you will continue to receive the rate of COLA in issue prior to your departure for a period of 3 months, after such time the situation should be reviewed as regards the likelihood of you returning to the overseas area to resume your overseas tour. If your family leaves the overseas area while you are on sick leave COLA may continue in payment for 30 days from the date of their departure. Once the 30 days has expired the MOD will only meet essential ongoing commitments in the overseas area (i.e. rent if privately renting under the ORA scheme). This would be subject to review on the basis that you would be returning to the overseas area at some future date.

2.8.2. If you and your spouse maintain a joint household and receive a special rate of COLA and one of you returns to the UK on long term sick leave the special rate of COLA will be paid for a period of three months. After this period COLA should be adjusted to the single /unaccompanied rate appropriate to the salary band of the individual remaining overseas (and any children regarded as entitled family members).

2.8.3. If you were admitted to hospital for treatment in the overseas area and you are single/ married unaccompanied your COLA would continue at the rate prior to your hospitalisation. This would continue for a period of two months, after which your COLA would cease, unless there was an expectation that you would return to duty within a reasonable time (within the third month of hospitalisation). If COLA ceases, expenses on essential continuing commitments may be reimbursed. If you are married/ accompanied and your family stays in the overseas area during your hospitalisation your COLA will be adjusted at the two month period to single or single plus children who are entitled family members.

2.8.4. If your spouse is evacuated to the UK for medical reasons the married rate of COLA will continue in payment as long as there is an expectation that they will return to the overseas area after the period of sick leave.

2.9. Absence of the Immediate Family

2.9.1. If your entitled family members' leave the overseas post, the accompanied rates will cease if the absence is a permanent arrangement or if it represents a significant absence in one period, or a significant cumulative time over a longer period. For the avoidance of doubt this means:

- An absence which is or expected to last longer than 30 days; or
- Where temporary absences exceed an aggregated total of 90 days in a 12 month period.

2.9.2. It is not envisaged that your family would be living in the overseas area at a location where you do not reside most of the time and/or during the working week. Therefore, where this is considered, you should contact DBS Pay Team to establish if your COLA will be affected. If the absence exceeds the aforementioned criteria, COLA will normally cease for those members deemed not to be resident with the employee.

2.9.3. If you and your spouse maintain a joint household and receive a special rate of COLA and one of you returns to the UK, COLA should be adjusted to the single /unaccompanied rate appropriate to the salary band of the individual remaining overseas.

2.10. Claiming and Adjusting COLA

2.10.1. To avoid any overpayments in your COLA it is important that you inform DBS Pay Team of any change in circumstances immediately (e.g. marriage, separation, children leaving home). Overpayments will be recovered. You should also note that any suspicion that a failure to notify DBS Pay Team of a change of circumstances results from an intention to defraud will be investigated and could result in disciplinary action and criminal prosecution.

2.10.2. Claims and adjustments should be made using the appropriate form

2.11. Subsistence

2.11.1. If on arrival at a new post overseas you have to take up hotel accommodation while awaiting allocation of official accommodation (for more information see Chapter 3), you will not be paid COLA until you take up permanent official accommodation.

2.11.2. COLA cannot be paid concurrently when you are in receipt of subsistence allowances. There are two exceptions. Firstly, if you are transferring from one overseas post to another and your family remain in the official accommodation at the old place of work on a temporary basis, COLA can be paid concurrently with subsistence allowances at the old or new location (as appropriate). Secondly, once you are settled in an area, if you go on a business trip for several days you can claim travel and subsistence in the normal way (the rule is there simply to prevent you from claiming subsistence at your normal place of work alongside COLA).

2.12. Accommodation Owned and Occupied by an Employee Abroad

2.12.1. If you are an owner occupier at your overseas duty station you will receive the same rate of COLA that you would have received had you occupied official accommodation. Note, however, that the MOD will make no payments towards the upkeep and maintenance of your property.

2.13. Essential Continuing Commitments Relating to Accommodation at the Overseas Post

2.13.1. If you occupy privately rented accommodation while overseas under the Overseas Rent Allowance scheme and are temporarily absent from the overseas area (e.g. on a business trip, medical referral to the UK, evacuation etc.) the cost of essential continuing commitments relating to your accommodation may continue to be paid/ reimbursed e.g.

- Overseas Rent Allowance
- Standing utility charges

3. Difficult Post Allowance (DPA)

3.1. General

3.1.1. DPA is paid if you serve on COLA terms in an area abroad where it is recognised that conditions are so rudimentary and/or adverse they constitute hardship. Difficult conditions could include bad sanitation, civil unrest or poor medical facilities. DPA is a tax free non-pensionable supplement to COLA that is designed to help cover costs associated with alleviating, overcome or adjusting to such hardship. Posts are awarded points according to perceived difficulty and in turn points are translated into an annual cash sum payable on a monthly basis.

3.1.2. DPA is reassessed annually with revised rates being effective from 1 April each year. The assessment system relies on information provided by Employment Conditions Abroad (ECA) which is the company that MOD use to set COLA rates. Like COLA, the rates can go up or down subject to the condition prevailing at the overseas post. The assessment is made, based on the evaluation of a number of primary factors including:

- Climate
- Health (including local medical facilities and care)
- Language and Culture
- Goods and Services
- Isolation
- Housing and Education

3.2. Rates of DPA

3.2.1. There are two rates of DPA, namely Married (accompanied at post) and Single/Married Unaccompanied.

3.3. Eligibility and Payment

3.3.1. You will receive the allowance if you are posted to one of the overseas locations that attract DPA, as long as you are in receipt of COLA. It is paid automatically once payment of COLA has been authorised.

3.3.2. Rates of COLA and DPA for all overseas locations can be found on the People Portal.

3.4. Conflict and Fragile State (CFS) Location

3.4.1. Where the condition in a location deteriorates significantly, the Foreign and Commonwealth Office (FCO) may determine that the location is designated a CFS location. Depending upon the seriousness of the situation, this may result in the removal of entitled family members and/or enhancements to your employee package. To reflect the additional hardship encountered, you would receive a 20% enhancement to your hardship payment (DPA) and an extra Leave Travel Scheme (LTS) journey (details in Chapter 7).

3.4.2. The enhancement to DPA is only payable whilst the location has CFS status which may be withdrawn by the FCO at any time

Chapter 6: Travel to and from Locations Overseas

1. General

1.1. This section refers to the flights at the start and end of your posting. The Leave travel scheme is governed by slightly different rules (see chapter 7).

1.2. When travelling to and from the overseas area in situations such as visiting a severely ill relative this chapter is used as guidance by DBS but can be varied in accordance with personal circumstances.

1.3. There are two options for travel; either it is booked by DBS or you can book it privately (providing you have Finance Staff Approval) and claim the money back. However, where there is a MOD charter flight this should be used.

1.4. Travel to take up a new appointment is not regarded as duty and therefore you cannot claim for Travelling Time or Waiting time when you are going or returning from an overseas placement.

2. Air Travel

2.1. If an overseas area is served by RAF Trooper or MOD charter flights you will be expected to use this mode of travel, even where it is only available for part of your journey, both when you are posted overseas and when you eventually return to the UK at the conclusion of your tour.

2.2. Where an overseas location is not serviced by RAF Trooper or MOD charter flights then you will be booked on the most economic commercial flight in accordance with **The Business Travel Guide**. Your flights can be booked by DBS Civilian Personnel.

3. Travel to/from North West Europe on Posting

3.1. North West Europe normally includes countries such as; France, Benelux, Germany and generally excludes Cyprus and Gibraltar. Because of its close proximity to the UK, personnel being posted on permanent terms to a location within North West Europe (mainly Germany) tend to drive to post. If you are posted on permanent terms and decide to drive your motor vehicle, you can claim the actual cost of doing this in lieu of shipment of your vehicle. DBS will issue you with an "authority to drive" letter which will advise what you may claim (this can be found in your Posting/Tour end information email). In the main, this will include ferry costs and Motor Mileage Allowance by the most direct route. If you are transferred on temporary terms you do not have entitlement to ship a car. That said you may drive to post, if the cost is less than a flight would have cost you, or you are willing to pay the difference.

3.2. You cannot claim for any hotel accommodation and refreshments while travelling to post, because these are not normally payable using the standard travel option.

4. Privately Arranged Travel (PAT) - by Air or by Car/Motorcycle and Ferry

4.1. You may make your own travel arrangements under the PAT scheme. You cannot use your PAT to claim for subsistence. Once you have completed your journey you may claim your travelling expenses.

4.2. If you opt to do this, you will need to advise DBS Relocations so that they can issue you an authority letter detailing your PAT refund limit. You can then claim your travelling costs

within that ceiling. Where you are making your own travel arrangements you should endeavour to do so in the most cost effective manner even within your set PAT limit. The limit is based on the cost of the normal method of travel to the overseas location. It covers the cost of travel from home to the airport, air travel and travel from the airport to the post/home. Air travel costs will use the Concessionary Travel for Families (CTF) for 'Getting You Home' (Overseas) rates. These are for return journeys so where a singular journey is planned, they will be halved. If there is clear evidence that return flights to the location are significantly cheaper than two singles a higher ceiling may be considered by DBS. These rates are contained in JSP 752. For locations not shown, air travel costs will be known by DBS (who use DPRC guidance). Where available you may still be expected to use the RAF Trooper or MOD Charter for some of, or all of your journey.

4.3. There are two main issues you need to consider when undertaking PAT:

- Any cancellation fees would fall to you and not the MOD. You are therefore advised to take out travel insurance for this purpose. The cost of travel insurance is not reimbursable.
- MOD accepts no liability for injury (including injury resulting in death) or loss or damage to personal property (including third party claims) which may arise during your travel to the overseas location under private arrangements. You would also not be covered by the provisions of the Principal Civil Service Pension Scheme (PCSPS) where injury benefits are concerned. Other PCSPS benefits are unaffected.

4.4. Once you have received your PAT authority and refund limit you can book an alternative civil flight to the overseas location or, if practical to do so, drive there using your own vehicle, claiming appropriate mileage rate for the most direct route possible to the overseas location.

Chapter 7: Leave and the Leave Travel Scheme (LTS)

1. Leave While Overseas

1.1. Annual Leave

1.1.1 While overseas you retain your standard annual leave entitlement and the normal rules that govern annual leave still apply. However, the exception to this is that you can accumulate up to 30 days annual leave during your overseas tour of duty which can either be taken in the overseas area, on a move to another overseas area or on your return to the UK with the agreement of your Line Manager. This is in contrast to working in the UK where you can only carry 10 days over to the next leave year. Accumulated leave cannot be used to shorten your tour of duty. The following restrictions apply to accumulated leave:

- If you undertake a consecutive tour at the same location, any accumulated leave from the previous tour not taken within 6 months of the start of the new tour of duty will be lost.
- If you take leave after completion of your duty overseas, allowances such as COLA do not continue in payment while you are on leave.
- If you arrive in the UK during the first 6 months of the leave year (i.e. before 1st November), accumulated leave, together with your leave allowance for the current year is your total allowance and must be taken within that leave year, but up to the usual 10 days may be carried over to the following leave year.
- If you arrive back in the UK during the last 6 months of the leave year (i.e. after 1st November), you can carry across the whole balance of the that leave year, but you will only be allowed to carry up to 10 days into the leave year following this.
- You can usually take accumulated leave while travelling back to the UK, or once in the UK prior to taking up your new post, but this will be with the agreement of your new Line Manager and the needs of the MOD.

1.2. Special Paid and Unpaid Leave for Domestic Reasons

1.2.1. The normal special leave regulations still apply when you are overseas

1.3. Public and Privilege Holidays

1.3.1. You are allowed the same number of days as in the UK. However, overseas areas might observe national/ local public holidays and you will receive local advice regarding this.

1.4. Resettlement Leave on Return to the UK or Between Overseas Countries

1.4.1. If you have served overseas for at least 12 months you are entitled to five days special paid leave immediately on return. If you have served for less than a year you can only be granted this leave if you have been transferred to a new location in the UK resulting in a move of home at public expense. This is additional to any leave allowed under a preliminary visit with the UK transfer rules. If posted between two overseas countries, you are entitled to three days special leave on arrival in the second overseas location.

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

2. The Leave Travel Scheme (LTS)

2.1. Purpose

2.1.1. The purpose of the LTS is to enable you and your entitled family members to travel back to the UK (or other place of normal residence) in order to maintain links with family and friends at home. It is funded by the department.

2.2. Eligibility: Transferred on Permanent Terms

2.2.1. If you are transferred on permanent terms your eligibility is determined by the following criteria:

- To qualify for your first LTS journey you must have completed 12 months service overseas. Thereafter, each completed 12 month period overseas qualifies you for a further LTS journey (e.g. a full 3 year posting would qualify for 2 LTS journeys). Once you have qualified for a journey you can take it at any time during the following 12 months service overseas. You may also if you wish anticipate your LTS entitlement in advance of your expected 12 months overseas. Where you do, this must not be more than 6 months prior to eligibility. If you then fail to complete the expected 12 months criteria normal for eligibility the cost of the LTS must be reimbursed in full.
- If you were originally posted to your overseas area for 12 months and you are extended by a minimum of 6 months (i.e. 18 months in total) you can travel under the LTS to the UK (or country of recruitment) after completion of the 12 month qualifying period. But not within last 3 months (please see below).
- You, your spouse (who has been formally recognised by the MOD in the overseas area) and any children regarded as entitled family members can only travel back the UK or country of normal residence/recruitment. You cannot travel back to a third country under LTS.
- All UKBC staff are eligible to travel under the LTS regardless of marital status
- You and entitled family members of your family may travel independently from one another but if you do, the total cost must not exceed the cost of travelling together.
- You must use your LTS entitlement at least 3 months prior to your tour end date and annual leave must be taken when travelling to and from the overseas area (i.e. leave does not start from once you are back in the UK). There is no entitlement to additional leave for the LTS period. Line management have authority to approve LTS within the 3 months period where justification exists, but not within one month of the end of tour.
- If your spouse is a member of the Armed Forces then they cannot travel under the civilian LTS, because they would have an entitlement to leave travel under their own military scheme.
- If you are in a severe hardship, remote or Conflict and Fragile State location, there are some enhancements to the LTS. These are detailed later in the chapter.

2.3. Eligibility: Transferred on Temporary Terms

2.3.1. If you are transferred on temporary terms you are eligible to one return trip to the UK (or other place of normal residence) if you are posted for between 9 and 12 months. You need to complete 6 months in post before qualifying for leave travel.

2.4. Methods of Travel

2.4.1. Class of Travel: Under the LTS all travel will be by Economy Class flights and Standard Class rail, regardless of your normal business entitlement. Consequently, Privately Arranged Travel (PAT) refund limits will be based on Economy and Standard Class travel. A concession for staff who are posted to the Far East, Australasia and South America allows staff to 'bank' one year's LTS entitlement and carry it forward to the following year and then combine the value of the two economy class return journeys to put towards one business class LTS return flight to the UK. A 'banked' LTS trip in the final year of a posting cannot be used to upgrade the tour end flight.

2.4.2. Air Travel: Civilians are responsible for their own LTS arrangements. Local travel to/from the overseas airport can be reimbursed. However, where a vehicle is used, this will be restricted to Motor Mileage for the journey and not any parking costs. MOD Trooper Service and MOD Charter flights are not normally used for LTS travel. Where they are available and you and your accompanying entitled family members wish to use the flight, you may do so. In these circumstances there is no need to refund air travel, but terminal travel costs can still be claimed.

2.4.3. Privately Arranged Travel (PAT): This is where you make your own private arrangements for your leave travel and claim your travel costs back within the refund limit set by your local admin office (where one exists) or UK sponsor branch. The limit for air travel costs will be set by reference to the Concessionary Travel for Families (CTF) for Getting you Home (overseas) rates where they exist. These are for return journeys so where a singular journey is planned, they will be halved. If there is clear evidence that return flights to the location are significantly cheaper than two singles a higher ceiling may be considered by DBS. These rates are contained in JSP 752. For locations not shown in JSP 752, air travel costs will be set by reference to the cheapest available economy fare. Your travel can be undertaken combining official and private means e.g. use a RAF Trooper (where available) and then make your own arrangements for the onward travel in the UK. Your local admin office or UK sponsor branch will advise you on whether any restrictions apply to part of your PAT to/from location, including a refund limit for the UK legs of your journey. When making bookings you should always endeavour wherever possible to do so in the most cost effective manner within your PAT limit (e.g. by using advance or off peak bookings).

2.4.4. MOD Hire Cars: For your travel from the airport of arrival/ departure in the UK the travel would normally be undertaken by rail at standard class but, where it is cost-effective (i.e. within the cost of the standard class rail fare for all entitled family members) and practicable to do so, you can use an official MOD hire car. You must return the hire car immediately once the leave destination/airport of departure has been reached. It must not be retained throughout the leave period itself. You may claim receipted petrol costs for travel to and from the airport of arrival/departure, providing it is within the cost of the standard class rail fare for all entitled family members. Where leave travel is under PAT arrangements, you must not use MOD hire cars. If you choose to use a private vehicle to get to/from the airport, you may claim the Motor Mileage Allowance or [if overseas] Overseas Motor Mileage Allowance, you will not be reimbursed parking costs. If you decide to hire a car privately, only the appropriate rate of Motor Mileage Allowance for a direct journey to/from the airport will be payable.

2.5. Subsistence Expenses during leave travel

2.5.1. While travelling under the LTS you are on leave and therefore, subsistence allowances (e.g. accommodation and food) cannot be claimed.

2.5.2. There are however certain routes that would give rise to an entitlement to claim subsistence. For example, a journey from Australia to London (requiring a short change of flights in Singapore) might lead to a claim for subsistence as long as it falls within the PAT refund limit. If in doubt, check with DBS Relocations.

2.6. Approval of Journeys and Arrangements for Return Flights

2.6.1. Your leave travel must be pre-authorised by your line manager. If you undertake your leave travel without prior approval, your claim for travel costs will be disallowed. You should apply for your leave travel entitlement using the appropriate form from the local overseas area. Approval of your application will be your authority to travel. If you are undertaking your travel by RAF Trooper/ MOD Charter flights, then these should be booked via the usual channels.

2.7. Claiming your Travel Costs

2.7.1. Claims relating to travel costs under the LTS should be submitted on HR Form 059: MOD Claim for Travel and Subsistence: Overseas Transfer.

2.8. LTS in a Severe Hardship Location

2.8.1. Although a number of locations may get a Difficult Post Allowance (DPA) to offset the local hardship conditions, some locations are considered to be particularly severe, where so, an additional LTS “breather/respite” journey is given. A severe hardship location is defined by an area where the published DPA payment exceeds the Married Accompanied Rate of £10,000 or Single/ Married Unaccompanied Rate of £5000. The latest DPA List can be found here: [Difficult Post Allowance](#) to confirm your entitlement. Please note it does not apply to Saudi Arabia where separate LTS arrangements exist.

2.8.2. Employees in this category receive an additional annual LTS trip for each year spent in that location on Permanent Transfer terms. For those on Temporary Terms the employee is expected to be in post for 9+ months and needs to complete 6 months in post before qualifying for leave travel. The normal LTS must still be used for travel to the UK (or country of recruitment). This additional LTS “breather/ respite” trip may be used for travel to the UK or any other location but the cost ceiling for travel is limited to an economy return trip to the UK. It may only be spent on travel costs (not accommodation/ subsistence).

2.8.3. When DPA is reviewing each April, the DPA may increase or decrease depending on local conditions. This may mean that the local DPA drops below the threshold for a Severe Hardship location and extra LTS. Where so, the employee’s LTS entitlement would revert to standard; one LTS trip per year to the UK. Conversely, if the review takes the employee above the threshold for the additional LTS, it may then be granted in the following year after the DPA review date, subject to the normal LTS criteria of appointment and time spent in area.

2.9. Remote Locations (Falkland Islands and Ascension Island)

2.9.1. Both the Falkland Islands and Ascension Island are very remote and have limited travel and recreational opportunities. Both are designated Isolated Unit Status. In recognition of this, in addition to the normal annual return trip to the UK employees may have an

additional LTS “breather/respice” trip in addition to the one normal return journey to the UK for maintaining links with family and friends.

2.9.2. For the Falkland Islands this is one additional annual funded return LTS “breather/ respice” journey this can be made to one of the following locations, depending on individual employee preference:

- Return flights to a direct air bridge / travel corridor destination – such as Ascension Island;
- Return flights to Chile;
- If due to travel restrictions the above destinations are not available (e.g. COVID restrictions, runway maintenance) return flights may be taken to the UK, or return internal flights and accommodation within the Falkland Islands can be taken as long as this is capped at the nominal LTS cost. This nominal LTS cost is set at £1,000 per person for respice journeys and must be receipted.

2.9.3. For Ascension Island this is one annual funded return LTS “breather/ respice” journey to Brize Norton or Falkland Islands.

2.9.4. To be eligible for the additional LTS for a remote location, the normal LTS criteria apply regarding length of and in post.

2.10. Conflict and Fragile State (CFS) Location

2.10.1. If the location you are in is a CFS (see Chapter 5), and you are on a non-operational tour, you are eligible for an additional LTS journey. Unlike the normal LTS journey, the additional “breather/ respice” journey for CFS locations can be used to travel to the UK or another destination. Costs of this journey are limited to travel only, within the cost of a return economy trip to the UK.

2.10.2. If the CFS location also meets the criteria of a Severe Hardship Location, the employee would be eligible for two additional LTS “breather/ respice” trips, one for being a temporary CFS location and one for being designated a Severe Hardship location. This is in addition to the normal annual LTS granted to all staff overseas. The latest CFS list can be found here: [Difficult Post Allowance](#)

2.10.3 If the FCO withdraw CFS status the DPA enhancement and entitlement to an extra LTS journey for that location is withdrawn immediately. It is reviewed continually; there is not set review date and therefore no guarantee of length of the status.

Chapter 8: Education of Children while Overseas

1. School Education Overseas

1.1 General

1.1.1 Where MOD personnel are based in overseas locations the MOD delivers so far as is reasonably practicable statutory or near-statutory services following English legislation. In overseas areas the Defence Children's Services (DCS) fills a similar role to a local authority Children's Services Department and delivers (or ensures/assures the delivery of) key children's services (Safeguarding, Education, Health, Social Care etc.), so far as is reasonably practicable. DCS's responsibility for functions linked to the education of Service children are delivered by:

- a. MOD provided schools. In overseas locations where the number and age profile of Service children justify it, and where there is no equivalent/appropriate local provision, the MOD will provide dedicated schools. The role of MOD Schools is to provide an educational service to meet the needs of dependant Service children, including the children of MOD UK based civilians and sponsored organisations serving outside the UK which, as far as possible, conforms in type, scope and standard to that required by the Education Acts in England (and considers developments in the education systems of the Devolved Administrations).
- b. The Overseas Educational Supportability Team (OEST) . OEST contains, or has access to, a wide range of educational expertise to provide information, advice and support related to the education of Service children. This information, advice and support is available to Service families and eligible MOD civilians, the MOD chain of command at all levels, schools and local authorities, other Government Departments and the Devolved Administrations.

1.1.2 MOD Civilians are directed to the Joint Service Publication (JSP) 342: Education of Service Children and Young People for policy on the pre-school, primary and secondary education of their children in the overseas context and should be read in conjunction with the Overseas Transfers Policy.

1.1.3 Where arrangements for MOD civilian children are not included or differ from the policy guidance found in JSP 342, please refer to the following paragraphs 1.2-.6.

1.2 MOD School Locations

1.2.1. If you have school aged children and are posted to an overseas area where a MOD school exists, your child will be expected to use the local MOD School.

1.3 No MOD School, Arrangements in English Speaking Countries

1.3.1. If you are in an overseas area where there are no MOD schools but free state education, conducted in the English language, is available (e.g. Australia, New Zealand, Canada or the USA) then you would normally be expected to educate your child(ren) in the state system. Where, however, you choose to enrol your child(ren) in a fee-paying school because the local curriculum is significantly different to the UK, reimbursement of fees can be claimed but will be limited to two-thirds of the cost.

1.3.2. Due to the wide divergence in USA and UK curricula, an exception to this rule is made for children between the ages of 14 and 18 in the USA where, it has been determined that

UK children within this age bracket could be seriously disadvantaged on return to the UK. Consequently, parents in the USA and with school children between the ages of 14 (at the start of the school year) and 18 may enrol their child(ren) in a fee-paying school to study IGCSE (international GCSE), A levels, or International Baccalaureate. Where so, you may claim 90% reimbursement within the limits of the fees charged by the British School of Washington. For the avoidance of doubt the child must already be aged 14 by 1 September to be eligible for assistance in that academic year (i.e. the equivalent of starting Year 10 in Britain). Similarly, parents in Canada who enrol their children in an International Baccalaureate Programme at a fee paying school may claim 90% of the fees. Where there is doubt, advice can be sought from the OEST.

1.3.3. The normal age for commencing full time education in the USA and Canada is 6. Again, in order to prevent children being disadvantaged, school fees can be reimbursed for children who would, had they been in the UK, have started primary school. Detailed guidance can be provided by the overseas area concerned.

1.3.4. Whenever fees are claimed (either in full or in part, you must note that reimbursement will only include certain admissible extras (see JSP 342 for details on admissible expenses).

1.4. No MOD School, Arrangements in Non-English Speaking Countries

1.4.1. If you are in an overseas area where there are no MOD schools and no access to free, state run, English language speaking schools then you can place your child in an approved local private English speaking day school (e.g. an International School) which can provide a suitable and acceptable level of education for your child. You will be able claim fees and certain admissible expenses (see JSP 342 for details on admissible expenses) and these can be refunded up to and including the academic year in which your child reaches their 18th birthday.

1.4.2. Only costs of comparable educational facilities provided free in the UK will be considered. Claims for school fees beyond the academic year in which the child turns 18 will only be considered if the child has to retake an academic year due to educational or medical reasons. Applications for such extended payment must be approved by DBS.

1.5 Claim for School Fees and Extras

1.5.1. You can claim for the refund of school and related expenses on HR Form 058. The claim must be supported by receipts.

1.6 Cessation of Local Private School Fees

1.6.1. Your eligibility to claim or have your child's local school fees will cease in the following circumstances:

- Up to and including the academic year in which your child reaches their 18th birthday.
- From the date of your return to the UK

1.6.2. If you decide to remove your child out of a fee-paying school for personnel reasons part way through a term, you will be responsible for the fees for the remainder of the term for which the child is not in attendance. Any fees already paid by the Department for that period should be refunded to the Department.

2. Educational Supportability

2.1. General

2.1.1. As in the UK, parents are responsible for the education of their children; it is strongly recommended that parents research education provision overseas in their prospective assignment location. Complex and specialist needs cannot always be met in the overseas context and in locations not serviced by MOD schools; It is unlikely that children will be able to access the English National Curriculum, including access to some compulsory subjects. Parents should also bear in mind the age of their child and consider whether there may be disadvantaged by not accessing UK based examinations. Children must therefore receive an assessment of their educational supportability prior to on-boarding.

2.2. MOD Schools

2.2.1. Parents will need to contact the MOD school in the assignment location to discuss admissions arrangements at the earliest opportunity to discuss their child(ren)'s needs. . The MOD school will conduct an assessment of the child's educational supportability and issue this to the parent and to the DBS Resources Team

2.3. No MOD School Locations

2.3.1 Parents will need to submit a parental declaration to DCS's OEST . DCS's OEST will provide an assessment of the child's educational supportability and issue this to the parent and to the DBS Resources Team.

2.4 No Educational Supportability

2.4.1 Where a child is found to be educationally unsupportable in the overseas location; parents will be advised by DBS that their application for the child to accompany overseas cannot be progressed.

3. Boarding Schools in the UK and Schooling Allowances

3.1. Background

3.1.1. If you have school aged children, you will need to decide whether they are to accompany you and be educated overseas or complete their schooling in the UK. In reaching your decision you will need to be clear what the schooling options in the overseas location are. If, however, you decide that your child's interests would be better served by staying in the UK but, to do so, it would be necessary for them to be enrolled in a fee paying school then the MOD may sometimes provide financial assistance in the form of either Boarding School Allowance (BSA) or Day School Allowance (DSA). Where that is agreed, the payment of either BSA or DSA is conditional upon you contributing at least 10% towards the cost of the school's fees.

3.2. Eligibility Criteria – UK Based Civil Servants

3.2.1. If in a location where assistance may be considered, you must still meet some basic criteria to be able to claim BSA or DSA:

- You must be accompanied by your spouse in the overseas area. Or
- You must be widowed, divorced, legally separated or a single parent and have sole or primary responsibility for your child who must have resided with you before your overseas posting and who would visit you during the majority of the school holidays.
- Your child must not already be attending boarding school. However, if there are no MOD School facilities in the overseas area and as a result of your posting, your child changes from being a day pupil to a boarder or needs to move to another school to

be nearer to relatives for leave, weekends and half-term holidays than the MOD will reimburse the **extra** costs that you incur within the usual BSA limits.

3.2.2. If you are posted to an overseas area where a MOD school exists, you will be expected to use the local MOD school. No assistance with BSA or DSA will be offered. However, if the MOD school does not cater for the age range of the child; or the MOD school cannot offer suitable UK primary curricula subjects at examination level (which means subjects which are normally provided in the English maintained education sector.) BSA/DSA may then be offered. DBS hold a list of primary UK subjects that would be considered an acceptable expectation.

3.2.3. UK based civilian (UKBCs) already on an overseas tour who undertake a new posting overseas will not be eligible for BSA/DSA in MOD School areas (unless the MOD school cannot cater for the child's education or offer core curricula subjects leading to examination), but any children already at Boarding School as a consequence of the initial or earlier posting overseas will continue to be eligible for any existing BSA/DSA.

3.2.4. Before 2010, staff had the choice to claim BSA/DSA even if they were placed in an overseas area with a MOD school. In 2010 this changed and therefore no UK transferees are eligible for this anymore as the longest tours are 5 year, and when a new tour starts, this new rule applies.

3.3. Eligibility Criteria – Specially Recruited for Overseas

3.3.1. If you were specially recruited for overseas service and in post before 1 September 2001, you have the option to send your eligible children to boarding school and claim BSA or DSA, even if there is a MOD school available in the area.

3.3.2. If you were specially recruited for overseas service on or after 1 September 2001 you can only claim BSA or DSA if there are no adequate MOD educational facilities in your overseas area (e.g. MOD Schools cannot cater for the age range of your child, or cannot offer suitable UK primary curricula subjects at examination level). If you are claiming BSA or DSA on this basis your claim must be supported by written confirmation from the Head Teacher of the MOD school that your child's chosen course of study cannot be satisfied by MOD Schools. There will be no provision for sending a child to a Boarding School at Departmental expense because non- primary curricula subjects are not covered overseas by MOD Schools. DBS retain a list of acceptable primary UK subjects. If you transfer to a new post overseas you will continue to qualify for BSA/DSA under eligibility arrangements linked to your initial overseas recruitment.

3.4. When Schooling Allowance can be Paid

3.4.1. Schooling Allowance (SA) is payable for children until the end of the academic year in which they reach their 18th birthday.

3.4.2. SA can, in exceptional cases, be claimed beyond the 18th birthday for children who have to retake A levels, but only if the Head Teacher certifies that this has not been as a result of misbehaviour or poor performance due to truancy, inattention or lack of effort, and that the child is likely to pass or improve their grades. SA may also continue if your child has to extend a course of study due to illness, or your child has to change school half-way through a course and the change results in putting your child back a year due to differing course content or curriculum.

3.4.3. SA can also be payable for children in the 16-18 age group undergoing either academic, vocational or technical training if the course leads to a recognised certificate or diploma and lasts at least 1 academic year but not if the training forms part of a paid contract of employment (e.g. apprenticeship or articles).

3.5. Special Educational Needs Allowance (SENA)

3.5.1. If your child has special needs, you can claim the SENA rate of Schooling Allowance. Proof of an Education Health and Care Plan will be required.

3.6. Rates of Schooling Allowance (SA)

3.6.1. Schooling Allowance is calculated using independently sourced data on private school fees in the UK. Rates of BSA and DSA are revised once a year in readiness for the start of the autumn term in September. Rates are published by DBS in a DIN.

3.6.2. You should note that after you have paid the 10% parental contribution, you will be reimbursed the actual amount of fees still owing to the school, but only within the SA maxima.

3.6.3. If you have received a Local Education Authority grant or bursary, etc, the amount is “deducted” from the school fees and the 10% parental contribution is calculated from the net fee.

3.7. Schooling Allowance Additions

3.7.1 Provided you do not use the maximum amount of SA then you can claim certain admissible “extra costs” within the SA ceiling. These are also subject to the 10% parental contribution. If these extra costs relate to tuition, it must constitute an essential part of a normal school curriculum which would normally be provided in England’s maintained education sector.

Examples are:

- Admissible Extras
 - Cost of school books and stationery
 - Food Tech / Textiles resources
 - Personal laundry
 - Compulsory subscriptions
 - Registration fees
- Inadmissible Extras
 - Charges for games equipment
 - Coaching
 - Elocution/Ballet/ Musical instrument/Riding lessons
 - Chemistry supplies
 - Dry cleaning
 - Hair cutting
 - School trips
 - Voluntary contributions

3.8. Schooling Allowance where no lodgings are Provided

3.8.1. Where you have a child aged 16 or more, but the educational establishment does not provide lodging/boardng facilities you may opt for them to stay in a hostel or similar accommodation and claim lodging costs. However, the total claim for tuition fees and

separate lodging costs cannot be greater than the Boarding School Allowance (BSA) ceiling and will be subject to the 10% parental contribution. Where the tuition is free, lodging costs may be claimed but only within the Boarding element of the BSA ceiling, and subject to the parental 10% contribution. The accommodation used and for which a separate charge is made must either be associated with the school/college or be recommended by the educational establishment as offering a reasonable regime of care and control. You should note that you cannot claim any boarding costs for children who are left in the care of relatives or friends.

3.9. When Schooling Allowance (SA) starts and ends

3.9.1. When Payment of Schooling Allowance (SA) starts:

SA is payable the start of the school term in which you go abroad and, if you are going overseas on an accompanied basis, your spouse must have travelled at public expense to accompany you overseas by the end of the next term at the latest. If you depart UK during a school holiday SA is only payable from the start of the following term (i.e. September if you depart during the summer holidays).

3.9.2. When Schooling Allowance (SA) ends:

SA ceases at the end of the term in which either you or your spouse arrives back in UK (the previous term if during a school holiday). If the date of your return is 2 weeks or less after the commencement of a school term, SA is not payable for that term – SA will cease from the end of the preceding term. If you decide to remove your child out of a fee paying school for personal reasons part way through a term, you will be responsible for the fees for the remainder of the term for which your child is not in attendance. Any SA already paid will need to be refunded back to the Department.

3.9.3. Continuation of Schooling Allowance (SA) after return to UK:

SA becomes subject to income tax and National Insurance contributions if it continues to be paid after your return to the UK. However, MOD will gross up the allowance for tax purposes. You may continue to claim SA after either you or your spouse have returned to the UK when:

- You are able to demonstrate that it is needed to enable appropriate domestic and educational arrangements to be made for your child. Payment of the allowance for one further term only is at the discretion of MOD. Requests must be sent to DBS Civilian Personnel Relocations.
- At any time during the 2 year public examination course at the end of which your child takes the GCSE/A Level examination. SA can continue to the end of the 2 year course.

3.9.4. Retirement or Resignation while Overseas:

If you retire or resign and will not be employed in Crown Service on return to UK, you are not entitled to claim further SA beyond the end of the term in which you leave the MOD.

3.10. Submitting Schooling Allowance (SA) claims

3.10.1. Claims, with supporting receipts, should be submitted to DBS Civilian Personnel Relocations as soon as possible and, before the start of the school term claimed.

4. Transfers between Overseas Locations

4.1. General

4.1.1. If you permanently transfer to a different overseas location, or back to UK, and you leave your child in the old area at a MOD or other free school to complete A level or GCSE courses and you incur board and lodging costs, then these may be reimbursed within the board and lodging element of the Schooling Allowance (See **Change of Work Location and Travel and Subsistence: Rates of Allowances, Costs, Rates & Charges**) starting from the term following your departure. Proof of board and lodging costs **must** be provided. If you are not charged for board and lodging then the MOD boarding school may levy what is known as a Home Savings charge which is non-reimbursable. The Home Savings Contribution is a nominal daily charge that is normally made in respect of weekly boarders recognising that the child element of COLA is still being paid, but your child is receiving free board at the school, bringing a consequent saving.

4.1.2. If your child attends a fee-paying school overseas and has, at the time of your departure, commenced a course of study directly leading to a public examination, then you may continue to be reimbursed school fees within the published Schooling Allowance ceiling. Assistance with School fees will cease at the end of the Academic year following the date of your departure.

4.1.3. If at your last overseas location you were eligible to send your child to boarding school, because there was no local MOD School, but you move to another overseas location, where there is a MOD School, your existing eligibility for BSA/DSA will be retained in the new area.

4.2. Transferring Records

4.2.1 It will be your responsibility to make the necessary arrangements for the transfer of records (including educational and medical) from the UK school to the MOD school.

5. Travel Costs to and from the UK (relating to Education)

5.1. General Travel costs of Interviews and Admissions

5.1.1. If your child accompanies you to the overseas area, and during the posting they need to return to the UK for an interview or admissions day to a day/boarding school, college or University, MOD may offer some assistance with the cost. Where so, the child must have accompanied you overseas at public expense and been resident overseas for at least 6 months. You must also have 6 months of your tour of duty left.

5.2. Day/ Boarding School Entry Interview

5.2.1. You or your spouse may accompany your child at public expense if it is necessary for them to undergo an entry interview (not attendance at an open day) and/or when they initially start boarding school. The MOD will only pay travel costs of one parent/guardian (and only if the child is 16 years old or under) and the child(ren) attending the interview/ start of boarding school. This includes travel to and from the airport/port of entry in the UK. Onward travel to the school and return travel to the airport/port must be at private expense.

5.3. Admission to UK Special Education Needs Schools

5.3.1. If your child has Special Educational Needs which are formally recognised only after you have arrived overseas and OEST/MOD provided schools advise that they cannot be

catered for in the overseas area then you or your spouse may escort your child to the UK at public expense to attend an interview at a school which can cater for your child's particular needs. It will also apply if you or your spouse are required to attend a case conference at a future date. In the case of Special Educational Needs, full travel costs for the child and one parent/guardian to and from the place of interview will be met at public expense.

5.4. Higher Education / 6th Form College/ University Entrance

5.4.1. If a college or university is unable to make a decision on your child without an interview, then they may travel to the UK at public expense to attend an interview. Note that you would not be able to accompany them at public expense. Your child is only entitled to one visit, so if they are considering a number of schools or universities and entry interviews are necessary, you will have to make arrangements for interviews to take place during the one funded visit.

5.4.2. The MOD will only pay for the child's travel to and from the airport/port of entry in the UK for college / university interviews and/or entrance. Onward travel to the university or college and return travel to the airport/port must be at private expense. Also note that travel at public expense is not permitted for attendance at college/university open days.

5.5. Travel Options

5.5.1. Air: If your overseas area is serviced by RAF trooper/MOD Charter flights then you and your child would be expected to utilise these. If such flights are not available, then travel would be by civil flights at economy class.

5.5.2. Car - under Privately Arranged Travel (PAT): If you are in a post in North West Europe and wish to drive your child back to the UK for an entry interview or initial entry to Day/Boarding school then you may do this under the PAT regulations at. Your PAT refund limit will be based on the notional cost of the MOD Charter flight for you and/or child as allowed, and where onward travel is permitted, rail travel. You will be able to claim car ferry/channel tunnel costs and the appropriate overseas Private Transport Rate of Motor Mileage Allowance within the refund limit.

5.5.3. Passenger: If your child wishes to travel as foot passenger on a ferry from UK to NW Europe, they may do so. If you pick them up from the port, the foot passenger fare may be claimed, and the cost of port to home, within the cost of the normal official travel journey.

5.5.4. Accommodation and Subsistence costs are not refundable during these visits

6. School Children's Visits (SCV)

6.1. General

6.1.1 If you have a child or children in the UK in full-time education (i.e. at a boarding school, university etc.) then they will be entitled to visit you in the overseas area at public expense. Such visits are normally referred to as School Children's Visits (SCV). The duration of the visit should be for at least 7 days (including travel days) and **must be** to the overseas area that you are employed in. Further details on SCVs can be found in JSP 800: Defence Movements and Transport Regulations- Volume 2: Passenger Travel Instructions - Chapters 8 and 9.

6.2. Eligibility

6.2.1. Both you and your child must meet the following criteria to be eligible for a SCV:

- You, as the parent, must be:
 - serving overseas on a tour of duty of at least 12 months;
 - entitled to be accompanied by your family at public expense;
 - accompanied by your spouse
 - the natural parent or legal custodian of your child;
 - in receipt of COLA.
- Your child must be:
 - either under 25 years of age and an unmarried dependant; or
 - under 19 years of age if they do not normally reside with you (e.g. you are separated or divorced, and your child lives with your partner/ex-spouse); and
 - medically fit to travel overseas; and
 - in full-time education.

6.3. Entitlement

6.3.1. Under 19 years of age (e.g. 18 years old or less)*: If your child normally resides with you they are entitled to 3 return trips during the academic year. These can be taken during any school holidays as long as the visit lasts for at least 7 days (including travel days). If your child does not normally reside with you the entitlement is 1 return visit during any 12 month period.

6.3.2. Between the ages of 19 and 25 years: If your child normally resides with you they are entitled to 1 return visit during any 12 month period. This is subject to the following:

- The entitlement cannot be carried over from one 12 month period to another.
- The 12 month period commences from posting date or the date your child returned to the UK to college/university.
- Your child will qualify for a further visit if any residual period remaining at the end of a tour following a completed period of 12 months is of at least nine months duration.
- If your child is at school outside the UK, the cost of their SCV will be limited to the cost of an official return journey from the UK to your overseas area.
- Your child is undertaking a recognised further education course up to first degree level.

6.4. Other Circumstances

6.4.1. If you and your spouse are divorced parents and are both UKBCs serving overseas there is no increase in entitlement.

6.4.2. If you are accompanied by your child in the overseas area but your spouse remains in the UK, there is no entitlement under the SCV scheme for the child to visit them in the UK.

6.4.3. If your child is in paid vocational training or taking a gap year then there is no entitlement to a SCV.

6.4.4. If your overseas tour is extended for less than 12 months only 1 SCV will be allowed during this.

6.4.5. If you or your spouse needs to visit your child in the UK for welfare or compassionate reasons (but the reasons do not justify compassionate travel) you can opt to travel to the UK at public expense in lieu of one SCV for the child being visited. Where this is done, only one

parent can travel at public expense since the arrangement is intended to substitute one trip (i.e. the SCV) for another (i.e. the parent visiting the child). Where a parent visits a son/daughter under the provisions of this regulation, no subsistence costs are payable.

6.5. Children with Special Educational Needs (SEN)

6.5.1. There are special arrangements for SCVs if your child has Special Educational Needs (SEN) which allow either you or your spouse/partner to visit your child in the UK or for them to visit you in the overseas area. Where the child travels overseas but needs the assistance of an escort for part of the journey, then this can also be at public expense.

6.6. Visits to the UK by you or your Spouse

6.6.1. Qualifying criteria:

- Your child must ordinarily be entitled to a SCV as detailed above.
- Your child must be registered with the Department for Children, Schools and Families as having SEN.
- Your child must be certified by a doctor as being incapable of making the journey to the overseas area because of their special needs.

6.6.2. Number of visits to the UK:

- If your child is 18 years or less, you or your spouse can make 3 visits to the UK. Joint visits are counted as 2 visits.
- If your child is 19 years and under 25 years, you or your spouse can make 1 visit to the UK.

6.7. Visits to Overseas area by Children with Special Educational Needs (SEN)

6.7.1. Qualifying criteria:

- Your child must ordinarily be entitled to a SCV as detailed above.
- Your child must be registered with the Department for Children, Schools and Families as having SEN.

6.7.2. Number of visits to the overseas area:

- If your child is under 18 years, he/she is entitled to 3 return trips during any 12 month period.
- If your child is between 19 and 25 years old, they are entitled to 1 return trip during any 12 month period.

6.8. SEN Children - Costs

6.8.1 Your child may visit you at public expense within the following financial limits:

- The cost of fares and fees of an escort for the return journey between residential school and airport in the UK and between the duty station and overseas air terminal for 3 visits during the academic year to your overseas area. (
- The cost of travel and escort arrangements as specified above for 1 visit abroad per annum during a school holiday. The cost of flights will be your responsibility.
- If you are unable to take advantage of the entitlement above to travel abroad, you may claim the extra costs of arranging a holiday in the UK up to a maximum of the costs that would have been incurred. Such costs would cover the fares of your child and the escort, if necessary, and any special accommodation arrangements other than those provided by relatives.

6.9. Travel Arrangements

6.9.1. Full details regarding the standard procedures for booking flights for SCVs can be found in JSP 800: Defence Movements and Transport Regulations - Volume 2: Part 2 . However, booking procedures can vary from overseas location to overseas location so you should seek advice from Defence Passenger Reservation Centre (DPRC) or travel office.

6.9.2. If RAF Trooper/MOD Charter flights operate between the UK and your overseas area (e.g. Cyprus, Germany, Washington DC.) then these should be used. If the flight schedules do not coincide with the end or start of the school term, or if travel to a regional UK airport is more convenient, due to the distance between the boarding school and where the RAF Trooper/MOD Charter flight would normally land, then civil flights may be booked.

6.9.3. Before submitting a SCV flight application you must seek authorisation from your line manager or your local admin office (where one exists). Once authorisation has been received you should complete your application for the required flights using the appropriate form (1 each for the outward and return flight) and submit to the appropriate booking authority.

6.9.4. Any changes to, or cancellation of your child's flights must be notified to the booking authority who made the flight bookings as soon as possible. Failure to cancel or notify changes of/to the flights in good time and without good reason will result in the cost of the cancelled flight being recovered from you.

6.9.5. All SCV flights must be booked through official channels. If you make your own private arrangements to book flights, you will not be able to claim reimbursement of the cost.

6.10 Escorts

6.10.1. The MOD and some civil airlines require that minors are escorted to and from RAF Stations, civil airports or air terminals at the beginning and end of flights. Escorts are normally required for children under 16 years of age. Full details regarding the requirement for escorts can be found in JSP 752: Tri-Service Regulations for Expenses and Allowances and JSP 800: Defence Movements and Transport Regulations – Part 2 : Chapter 5. You are strongly advised to consult this if your child is under 16 years of age and consult the booking authority.

6.11 Travel to and from the Airport in the UK and Overseas Area

6.11.1. Your child may be reimbursed standard class rail travel. Alternatively, if the school provide a taxi/bus service to a local airport then you may claim reimbursement of the cost of this within the cost of the standard rail fare.

6.12 Surface Routes (NWE Only)

6.12.1. You may wish to make your own private arrangements to collect your child from the school or port of entry (Calais, Ostend etc). You can do this within the cost of the officially recognised means of travel for your child from the UK school to overseas location. You cannot claim any travel costs relating to yourself.

Your child may also undertake the journey to your home in North West Europe by ferry/rail within the cost of the officially recognised means of travel.

Chapter 9: Healthcare and Compassionate Travel Overseas

1. Healthcare

1.1. Entitlement of Healthcare and Medical Treatment while Overseas

1.1.1. When posted overseas, you and any accompanying entitled family members are eligible to receive healthcare overseas. The specific entitlements are:

- Spouses who were authorised to
 - Travel overseas at public expense and who are similarly entitled to;
 - Return travel to the UK (or to another country, if recruited outside the UK) at tour expiry.
- Children requiring urgent/ emergency treatment (but not routine treatment) while visiting on School Children's Visit.

1.1.2. Employees may contact the Employee Services Team (EST) which offers support to employees, including help to cope with personal, health and work related issues. The EST also supports those who have been exposed to traumatic incidents in the workplace; more information can be found on the EST Page.

1.1.3. All requests for Critical Incident Support should, in the first instance, be made to the DBS Joint Casualty and Compassionate Cell (JCCC) who are the single point of contact for all casualty and compassionate notifications. Contact details can be found on the Defence Intranet.

1.2. How Healthcare is provided while Overseas

1.2.1. The arrangements for healthcare when you are overseas vary from location to location and details of the arrangements that apply to you will be available at post. As a guide, the most common means of healthcare delivery are:

- HM Forces medical and dental services (e.g. in locations such as Cyprus, the Falkland Islands, Germany and Gibraltar).
- Local healthcare providers available under the reciprocal healthcare agreements (e.g. EU Social Services regulations).
- Local healthcare providers under contract to MOD.
- Local healthcare providers available to Foreign and Commonwealth Office's Diplomatic Service Medical Scheme.
- Local arrangements in accordance with a Memorandum of Understanding (as part of a loan or exchange).
- Local arrangements made by 'receiving' employer/ authority if on secondment

1.2.2. You should always use the officially recognised healthcare provider

1.2.3. In EU member states who accept the UK Global Insurance Card, where reciprocal arrangements for the provision of healthcare apply, only one provider should be used so as to remove parallel pathways where difference in clinical practices might create risky health conditions to the individual. This is particularly important overseas where there is no contractual obligation on third parties to communicate with the British Forces Health Service, resulting in a potentially adverse outcome for which MOD can accept no responsibility.

1.3. Types of Treatment and Fees and Charges

1.3.1. The MOD will only meet the cost of necessary and essential medical/ dental treatment and tests. For example, the MOD will not pay for cosmetic treatment or cosmetic dentistry (unless it is required for medical reasons and would be provided on the NHS). Where it would be payable in the UK you will be required to pay the equivalent NHS charges overseas (e.g. NHS prescription charges, dental charges etc.) for any treatment that you receive with the MOD covering any excess. Any bills or fees that may be raised for necessary and essential medical treatment whilst overseas will be reimbursed. Such costs are funded from the local overseas budget. Where an exemption exists under NHS arrangements (e.g. children do not pay for prescriptions), these will be recognised overseas.

1.3.2. From January 2021 in GHIC (UK Global Health Insurance Card) countries, where reciprocal arrangements exist, healthcare is only provided up to the level of the host country provision. The NHS no longer reimburses any difference between the host country and a higher UK NHS standard that may have been provided. However, where this happens MOD will meet the cost difference between the host country and any NHS treatment levels consistently offered in the UK.

1.3.3. The NHS fees and charges payable are those raised in England (to help formulate a consistent approach).

1.4. Medical Referral to the UK

1.4.1. If medical resources are limited in the overseas area and certain types of specialist treatment and consultation cannot be provided locally or where such treatment can be

provided but is cost prohibited, you or one of your entitled family members may be referred to the UK for essential treatment or consultation. In such instances return travel to the UK will be at public expense and will normally be undertaken by the officially recognised method of travel. Civilian air travel will only be authorised if there are medical reasons for doing so. Travel will be funded to one of the following locations (decided by the overseas area):

- A hospital/ treatment centre in the UK recommended by medical authority or MOD's Occupation Health provider; or
- The Previous UK permanent duty station; or
- If not previous duty station then UK home address before recruitment; or
- Any location in the UK within the cost of travel to your previous UK permanent duty station or UK home address before recruitment.

1.4.2. It will normally be expected that you travel without your partner. It is at the discretion of the overseas area to fund the partner if they believe it is necessary. If the referral is for a child, regarded as an entitled family member, one parent may accompany at public expense. Children may accompany parent(s) where necessary at public expense (i.e. single parent family, inadequate childcare).

1.4.3. If the referral to the UK is for lengthy and major medical treatment for you as an employee, and the absence is to be significant, the assignment overseas could be curtailed, but in that event you will not incur any curtailment charges. This may also apply where you as the employee or your spouse/ children who are entitled family members have to make frequent regular trips back to the UK for medical treatment.

1.5. Travel and Subsistence Expenses while in the UK for Medical Reasons

1.5.1. Normal subsistence arrangements do not apply where medical referrals to the UK are concerned as they are not considered official duty. However, where necessary, you may take up hotel/ bed and breakfast accommodation for a maximum of 2 nights. This a measure of limited Departmental assistance, acknowledging that normally any subsistence costs are a personal responsibility. The 2 nights is there to give you time to make arrangements for accommodation. Any extension to these 2 nights will be considered on a case by case basis by the TLB and local area. No Incidental Expenses Allowance is payable. Travel to and from the treatment centre is not the responsibility of the Department, as it would not be covered if the employee were working in the UK.

1.5.2. If the return is delayed due to MOD charter flights not being available on the day treatment finishes, the department may consider extending the 2 nights funding where this is cost effective.

1.5.3. The 2 nights accommodation is only payable twice a year at maximum. Any extension to this will be considered by the TLB and local area.

1.6. Return to the Overseas Area

1.6.1. On completion of your treatment or consultation the medical authority in the UK, or where appropriate MOD's Occupational Health producer will confirm you, or your entitled family member's fitness to return to the overseas area as long as:

- You still have at least 6 months of your overseas tour of duty left; and
- Your entitled family member was not permanently invalidated to the UK; and

- Your entitled family member's return was not an anticipated homeward journey

1.6.2. If the above points are not all met the department will consider whether you should be returning to the overseas area or whether your tour should be curtailed early.

2. Compassionate Travel

2.1. General

2.1.1. In exceptional circumstances the department will fund travel to the UK for compassionate reasons. Each case will be different but as a general rule the principles below are to be applied in regards to awarding authority to travel at public expense. The decision will always ultimately lie with the line management and the local area.

2.2. Categorising Compassionate Leave

2.2.1. Compassionate travel for civilian staff and accompanying entitled family members is categorised by the degree of urgency: To facilitate this, it is important that DBS are kept fully apprised of your current status [e.g. married, SOWER etc], and any changes made whilst overseas, following the initial DBS assessment of status. It is equally important that your Line Manager is aware of your current status and subsequent agreed DBS changes. In the event that JCCC need to assist with one of the following Categories, you will need to contact your Line Manager first, and then JCCC, providing Line Manager contact details, so that they can confirm eligibility of employees and/or entitled family members to assistance in one of the following categories.

Category A: This is used in cases of very serious life threatening illness (VSI) (i.e. where death may occur within 48 hours) and under such circumstances travel would be arranged by the fastest means possible. This would usually be paid for by the department. Whether the leave would be paid or unpaid would depend on the line manager's discretion.

Category B: This is used normally when death has occurred and there is a less urgent requirement for travel or for a serious illness where death is not expected within 48 hours. Travel under this category, if available, will be by RAF Trooper/ MOD Charter flights, unless such flights do not operate to and from your overseas area, then commercial flights at economy class should be used. This would usually be paid for by the department. Whether the leave would be paid or unpaid would depend on the line manager's discretion.

Category C: This is normally used in less serious scenarios than A and B where the employee wishes to return home and the MOD is happy to authorise the time off (whether the leave would be paid or unpaid would depend on the line manager's discretion). In this situation the travel is paid for by the individual.

2.3. Criteria for Categorisation

The table below gives an idea of how some events are categorised. It is only a guideline.

	Category A	Category B	Category C
1. Illness of a spouse	(i) Spouse is very seriously ill (mental or physical health condition). (ii) Spouse is seriously ill and child(ren) under 18 need care.	(i) Spouse is seriously ill (mental or physical health condition). (ii) Spouse is ill and the employee's presence is necessary to care for child(ren) under 18.	(i) Illness is not serious. (ii) Illness is chronic but spouse was in that condition when employee went overseas.
2. Death of a spouse	Death of spouse.	Death of spouse when serving overseas to accompany body back to the UK.	
3. Illness of child	Child is very seriously ill.	Child is seriously ill.	(i) The illness is likely to be permanent or of long duration. (ii) Recurrent illness among child(ren) or normal childhood complaints.
4. Death of child	Death of child.	(i) Death of child during pregnancy (post 24 weeks). (ii) In the event of miscarriage prior to 24 week gestation each case will be judged on its merits with consideration given to medical advice. (iii) Death of child whilst serving overseas to accompany body back to UK.	
5. Illness of a parent	Parent is very seriously ill	Parent is seriously ill	Either parent is ill but not very seriously ill or seriously ill.
6. Death of a parent	(i) The bereaved parent is aged and infirm, or prostrate with grief and no other suitable relative is available to render assistance. (ii) No other suitable relative is available to make funeral arrangements. (iii) Travel under Category B would not permit the employee to reach his or her destination in time for the funeral.	All other cases even where other relatives are available.	
7. Illness of a sibling	Sibling is very seriously ill	Sibling is seriously ill	Sibling is ill but not very seriously ill or seriously ill.

8. Death of a sibling	(i) No other suitable relative is available to make funeral arrangements. (ii) Travel under Category B would not permit the employee to reach his or her destination in time for the funeral.	All other cases even where other relatives are available.	
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In these circumstances the following definitions apply:

Very seriously ill (VSI) - A patient is very seriously ill when his/her illness is of such severity that life is imminently endangered.

Seriously ill (SI)- A patient is termed 'seriously ill' when his/her illness or injury is of such severity that there is cause for immediate concern but there is no imminent danger to life.

2.4. In Scope Relatives

2.4.1 While the department recognises that everyone has different family circumstances, and each case will be considered individually, the following lists give guidance on the type of relationships that normally fall within compassionate travel for MOD employees and their entitled family members overseas.

Single/ Married Unaccompanied:

- Parents (including Step Parents/Loco Parentis)
- Siblings (including Half-Siblings/Step-Siblings)
- Children
- Spouse in the UK

Employee (Accompanied at post by spouse)

- Parents (including Step Parents/Loco Parentis)
- Parents (including Step Parents/Loco Parentis) of spouse
- Siblings (including Half-Siblings/Step-Siblings)
- Siblings (including Half-Siblings/Step-Siblings) of spouse
- Children (including Step-Children)

Recognised Spouse in the overseas area

- Parents (including Step Parents/Loco Parentis)
- Parents (including Step Parents/Loco Parentis) of spouse (the employee)
- Siblings (including Half-Siblings/Step-Siblings)
- Siblings (including Half-Siblings/Step-Siblings) of spouse (the employee)
- Children (including Step-Children who belong to spouse, the employee)

2.5. Accompanying Family Members

2.5.1 If compassionate travel is authorised to an entitled person overseas then if requested they may be accompanied by their spouse in order to provide immediate family support either initially or at a later date. The authority for this travel rests with the local area to authorise taking into account all relevant circumstances. Children aged 17 years and under may accompany parents at public expense, when they return to the UK for compassionate reasons and there is no one in theatre to care for them.

Chapter 10: Maternity/ Paternity/ Adoption Leave while Overseas

1. General

The usual maternity/ paternity/ adoption leave regulations apply when you are serving overseas, but some of your allowances and entitlements may be affected. The leave policies can be found on the People Portal.

2. Healthcare

Maternity healthcare when overseas is provided to NHS standards where possible but how it is provided may vary location to location. This healthcare support will be offered to the employee and/or an entitled family member accompanying the employee overseas. See chapter 9 for more information on healthcare.

3. Expectant Mother

3.1. Employee (expectant mother)

3.1.1. Returning to the UK for birth when due date is within 3 months of tour end:

- MOD would recommend that you bring forward your tour end and curtail your tour early. This will normally be around 4-6 weeks before your due date (due to flying restrictions while pregnant). This is because **the department will not extend support beyond tour end** and therefore any on-going healthcare commitments would have to be met by you, the employee. The entitlement to free accommodation and utilities would cease.
- You will not be expected (unless you wish) to start your maternity leave then; the overseas area will, where possible, support you with remote working or working from home until you choose to commence maternity leave. You will still be considered a member of staff of the overseas area and it will be their responsibility to find you suitable work for remote working.
- You may be allowed to fly earlier than this (4-6 weeks before due date) if you are not comfortable flying in late pregnancy
- Your entitled family members will be expected to accompany you.
- Travel will be paid for by the department and you will not be charged for early curtailment.
- Children undertaking important exams may be able to stay in the overseas area, if suitable supervision can be found.
- Your COLA will cease on the day you leave the overseas area. If a child undertaking exam stays behind with a partner some COLA may still be payable.

3.1.2. Remaining in the overseas area for birth when due date is within 3 months of tour end:

- The department recommends you return to the UK for birth and curtail your trip early (see 3.1.1.). This is because **the department will not extend support beyond tour end** and therefore any on-going healthcare commitments would have to be met by you, the employee. The entitlement to free accommodation and utilities would cease.
- If you do choose to stay the entitlements in 3.1.4 apply up the end of your tour. At the end of the tour these entitlements will end.

3.1.3. Returning to the UK for birth mid tour (when due date is not within 3 months of your tour end):

You are expected to inform the overseas area whether or not you intend to return to the overseas area.

If you do not intend to return to the overseas area:

- MOD would recommend you bring forward your tour end and curtail your trip early. This will normally be around 4-6 weeks before your due date (due to flying restrictions while pregnant).
- Your entitlement to free accommodation will cease when you leave the overseas area.
- You will not be expected (unless you wish) to start your maternity leave then; the overseas area will, where possible, support you with remote working or working from home until you choose to commence maternity leave. You will still be considered a member of staff of the overseas area and it will be their responsibility to find you suitable work for remote working.
- You may be allowed to fly earlier than this (4-6 weeks before due date) if you are not comfortable flying in late pregnancy
- Your entitled family members will be expected to accompany you.
- Travel (for the whole family) will be paid for by the department and you will not be charged for early curtailment.
- Children undertaking important exams may be able to stay in the overseas area, if suitable supervision can be found.
- Your COLA will cease on the day you leave the overseas area. If a child undertaking exam stays behind with a partner some COLA may still be payable.

If you intend to return to the overseas area:

- MOD would recommend you bring return 4-6 weeks before your due date to the UK (due to flying restrictions while pregnant).
- You will not be expected (unless you wish) to start your maternity leave then; the overseas area will, where possible, support you with remote working or working from home until you choose to commence maternity leave. You will still be considered a member of staff of the overseas area and it will be their responsibility to find you suitable work for remote working.
- Your return journey to the UK area will be paid for by the department.
- Any children under 5 who have resided in the overseas area with you will also be entitled to a return journey to the UK at departmental expense, but children over 5 are considered a personal responsibility.
- You will be paid COLA for the first 30 days you are absent in the overseas area. At this point it will reduce to zero until you are back in the overseas area. It will then be re-assessed to reflect the additional child. If a child undertaking exam stays behind with a partner some COLA may still be payable.
- The entitlement to free accommodation and utilities in the overseas area remains throughout the maternity period even when you are in the UK (up until tour end) [but also see Section 6 if specially recruited for overseas service]. This means that

personal items can be kept in the accommodation and if an entitled family member wishes to stay in the accommodation they may do so.

- If you state you intend to return to the overseas area and do not (unless there are exceptional changes in circumstances) the 30 days of COLA paid will be considered an overpayment and action will be taken by the department to rectify this.

3.1.4. Remaining in the overseas area for birth mid tour (when due date is not within 3 months of tour end):

- Maternity pay will be at the same rate as would have been payable in the UK.
- Your COLA will be paid when you are on full pay (normally the first 6 months of maternity leave) but cease after this (or when the tour ends, whichever is first).
- Your COLA will be reassessed once the baby is born to reflect the change in circumstances (an extra child)
- You will be entitled to free accommodation and utilities throughout your maternity leave (or up until tour end) [but also see Section 6 if specially recruited for overseas service].
- Maternity healthcare is provided to NHS standards where possible.

3.2. Spouse (expectant mother)

3.2.1. Returning to the UK for birth when due date is within 3 months of tour:

- The spouses travel back to the UK will be paid for by the department.
- The spouse may take any children who are recognised entitled family members with you at public expense; however, they will not be able to return to the overseas area at the department's expense.
- The department will not fund the spouse's return to the overseas area

3.2.2. Remaining in the overseas area for birth when due date is within 3 months of tour end

- The department recommends the spouse returns to the UK for birth. This is because **the department will not extend support beyond tour end** and therefore any on-going healthcare commitments would have to be met by you and your spouse. Your entitlement to free accommodation and utilities will not be extended.
- If they do choose to stay the entitlements in 3.2.4 apply up until tour end for your spouse.

3.2.3. Returning to the UK for birth mid tour (when due date is not within 3 months of tour end):

- The spouses travel to the UK will be paid by the department.
- If they then wish to re-join you the employee at post, this journey will also be paid for by the department.
- Any children under 5 who have resided in the overseas area with the, will also be entitled to a return journey to the UK at departmental expense, but children over 5 are considered a personal responsibility.

3.2.4. Remaining in the overseas area for birth mid tour (when due date is not within 3 months of tour end)

- Maternity healthcare is provided to the usual NHS standards.

4. Employee Eligible for Paternity Leave

4.1. Expectant mother is in the overseas area

4.1.1. Expectant mother is returning to the UK for birth when due date is within 3 months of tour:

You can if you wish bring forward your tour end and curtail your tour early, to allow you to accompany your spouse:

- Your entitlement to free accommodation will cease when you leave the overseas area.
- Any other entitled family members will be expected to accompany you. Children undertaking important exams may be able to stay in the overseas area, if suitable supervision can be found.
- Your COLA will cease on the day you leave the overseas area.
- You will still be considered a member of staff of the overseas area and it will be their responsibility to find you suitable work for remote working.

If you wish to stay in the overseas area:

- Your COLA will be re-evaluated to reflect the change in circumstances.
- You will be entitled to a return flight to the UK at departmental expense for the purpose of paternity leave (same eligibility as in the UK)
- Any children under 5 who have remained in the overseas area with you will also be entitled to a return journey to the UK at departmental expense, but children over 5 are considered a personal responsibility.

4.1.2. Expectant mother is returning to the UK for birth mid tour (when due date is not within 3 months of tour end)

- After 30 days of your spouse's absence your COLA will be re-evaluated to reflect the change in circumstances.
- You will be entitled to a return flight to the UK at departmental expense for the purpose of paternity leave (same eligibility as in the UK).
- Any children under 5 who have remained in the overseas area with you will also be entitled to a return journey to the UK at departmental expense, but children over 5 are considered a personal responsibility.

4.1.3. Expectant mother is remaining in the overseas area for birth

- You will be entitled to paternity leave (same eligibility as the UK).
- Your COLA will be reassessed to reflect a new child in the household.

4.1.4 Expectant mother is in the UK

- You will be entitled to a return flight to the UK at departmental expense for the purpose of paternity leave (same eligibility as in the UK)

- Any children under 5 who live in the overseas area with you will also be entitled to a return journey to the UK at departmental expense, but children over 5 are considered a personal responsibility.

5. Lead Parent in Adoption

5.1. Lead adoptive parent is returning to the UK for adopting a child within 3 months of tour end

- You may bring forward your tour end and curtail your tour early.
- Your entitlement to free accommodation will cease when you leave the overseas area.
- Your entitled family members will be expected to accompany you.
- Travel (for the whole family) will be paid for by the department and you will not be charged for early curtailment.
- Children undertaking important exams may be able to stay in the overseas area, if suitable supervision can be found.
- Your COLA will cease on the day you leave the overseas area. If a child undertaking exams stays behind with a partner some COLA may still be payable.

5.2. Lead adoptive parent is returning to the UK for adopting a child mid tour (not within 3 months of your tour end)

You are expected to inform the overseas area whether or not you intend to return to the overseas area.

If you do not intend to return to the overseas area:

- MOD would recommend you bring forward your tour end and curtail your trip early.
- Your entitlement to free accommodation will cease when you leave the overseas area.
- Your entitled family members will be expected to accompany you.
- Travel (for the whole family) will be paid for by the department and you will not be charged for early curtailment.
- Children undertaking important exams may be able to stay in the overseas area, if suitable supervision can be found.
- Your COLA will cease on the day you leave the overseas area. If a child undertaking exams stays behind with a partner some COLA may still be payable.

If you intend to return to the overseas area:

- Your return journey to the UK area will be paid for by the department.
- Any children under 5 who have resided in the overseas area with you will also be entitled to a return journey to the UK at departmental expense, but children over 5 are considered a personal responsibility. If you adopt a child who is over 5 they may (where permitted) return to the overseas area at departmental expense.
- You will be paid COLA for the first 30 days you are absent in the overseas area. At this point it will reduce to zero until you are back in the overseas area. It will then be re-assessed to reflect the additional child. If a child undertaking exams stays behind with a partner some COLA may still be payable.

- The entitlement to free accommodation and utilities remains throughout the adoption period even when you are in the UK (up until tour end) [but also see Section 6 if specially recruited for overseas service]. This means that personal items can be kept in the accommodation and if an entitled family member wishes to stay in the accommodation they may do so.
- If you state you intend to return to the overseas area and do not (unless there are exceptional changes in circumstances) the 30 days of COLA paid will be considered an overpayment and action will be taken by the department to rectify this.

5.3. Lead adoptive parent is remaining in the overseas area for adopting a child

- Adoption pay will be at the same rate as would have been payable in the UK.
- Your COLA will be paid when you are on full pay (normally the first 6 months of adoption leave) but cease after this (or when the tour ends, whichever is first).
- Your COLA be reassessed to reflect the change in circumstances (an extra child)
- You will be entitled to free accommodation and utilities throughout your adoption leave (up until tour end)

6. Specially recruited for Overseas

6.1. The rules described above apply for staff specially recruited for overseas. The only exception is that there are some specially recruited staff that are eligible for assistance with accommodation and reasonable utility costs, but only during their first 5 years after their appointment. In the case of this group, maternity leave may commence during or after the end of the 5 year period. If it occurs during the 5 year period, you may continue to benefit from free accommodation and reasonable utility costs however this will only be up to the 5th anniversary of the appointment to MOD, when any entitlements to free accommodation and utilities will lapse. If the 5 years has already lapsed when the maternity/adoption leave commences, there will be no extension to free accommodation or utilities because of maternity/adoption leave.

7. Unpaid Leave

7.1 If you go onto unpaid leave (after 52 weeks of maternity leave), you and your entitled family members are entitled to a return passage to the UK at departmental expense. Alternatively, with the agreement of the local housing authority in your overseas area, if you choose to remain in the overseas area with a view to return to work within a reasonable timescale you will be responsible for payment of the rent and utilities and any other charges raised by the Landlord when any entitlement to free accommodation ceases.

7.2 If you're married to another UK based civilian (UKBC) or to a member of the Armed Forces, there will still be entitlement to occupy a married quarter/accommodation. However, the rate of COLA/LOA in issue to the spouse would be adjusted to reflect the change in circumstances. The accommodation provided would also have to be reviewed to take into account any change in the head of household status. Your UKBC status will not be affected by your decision to take unpaid maternity leave in the overseas area and you will continue to be entitled to have access to medical and other facilities.

Chapter 11: Conduct, Misconduct and Registration Overseas

1. Conduct and Misconduct

1.1 General

1.1.1. While overseas the normal MOD Conduct and Misconduct regulations apply but in addition you, and where applicable, your entitled family members may also be 'Civilians subject to Service Discipline' in accordance with Schedule 15 of the Armed Forces Act 2006 (06).

1.2. Conduct

1.2.1. All employees based overseas will ultimately be under the authority of the Head of Post at the Mission in which they serve. The department reserves the right to withdraw any employee if it has reasonable grounds for considering that the employee and/ or any member of their family assigned with them is putting security, efficiency or reputation of the post at risk. Consequently, if you live in a Service community you are expected to conform to the standards which prevail therein and in certain circumstances misconduct may result in proceedings under the AFA06.

1.2.2. You, and where applicable, your entitled family members should remember that whilst you are serving overseas you will appear in the eyes of the host community as representatives of the UK and should behave accordingly. Behaviours in your private life which in the UK would not concern MOD could discredit the UK or MOD if practised overseas. Such behaviours would then be of concern to the Department. If you or an entitled family member are involved in a case of misconduct abroad, it may be decided that repatriation of your family to UK is necessary, and financial penalties may be imposed. Before deciding on repatriation, heads of establishments, through the Civil/ Command Secretary should consult DBS. Any decision to repatriate will not be taken lightly and would only be seen as a last resort taking into account the seriousness of the misconduct and/or impact on the establishment and/or community.

1.2.3. Before taking an administrative/ misconduct action locally, heads of establishment should consult the Civil/ Command Secretary. In all departmental misconduct cases you have the right to appeal against the penalty imposed.

1.2.4. If debts are incurred, they should be settled promptly. Any outstanding local debt should be settled before returning to the UK, as failure to do so can bring the UK into disrepute.

1.3. Local Jurisdiction

1.3.1. You and, where applicable, your entitled family members will normally be subject to the criminal law of the country or territory in which you are serving, However, in countries where the UK has a Status Forces Treaty or Agreement you and your entitled family members may be given the protection of being dealt with by UK Service Courts for some offences. This is normally effected by the Treaty or Agreement containing provisions which allow the UK service authorities to try a MOD UK based Civil servant or entitled family member for offences solely against the property of another member of the force/ civilian component/ entitled family member and for criminal offences arising from any act of

omission done in the course of duty. Where local interests are involved, the local legal authorities may in certain circumstances insist on their right to try the case.

1.3.2. So that you and your entitled family members may be included in these arrangements to the fullest possible extent it may be necessary in some areas for certain breaches of local law, which may not be offence under English Law, to be included in Service standing orders. You should ensure that you and your entitled family members are aware of all standing orders relating to local laws. Even if the offence is not one over which the services claim exclusive jurisdiction, it can be tried by the service authorities.

1.3.3. Where your overseas service falls within the scope of the Vienna Convention on Diplomatic Relations, you and any accompanying family members may enjoy certain privileges and immunities. Such posts are normally located within British Embassies and High Commissions.

1.4. Application of Armed Forces Act 2006 (AFA06)

1.4.1. There are a number of categories of civilians who are subject to Service Discipline and are subject to the provisions of the AFA06. These categories include MOD civil servants working in support of the Armed Forces in certain locations abroad, and their entitled family members residing or staying with them.

1.4.2. A civilian subject to Service Discipline is only subject to Service jurisdiction for criminal conduct offences (e.g. theft, assault) and a limited range of disciplinary offences (e.g. looting, contravention or standing orders). Where a civilian is subject to Service Discipline, a Commanding Officer (CO) will be assigned, A CO cannot personally decide to charge a civilian, nor can civilians have a charge against them heard summarily by the CO. Such jurisdiction is exercised primarily by the Service Civilian Court (SCC), but may also be exercised in certain circumstances by the Court Martial. The exercise of jurisdiction by the Service Courts over civilians subject to Service Discipline can provide a safeguard for those who would otherwise be subject to local jurisdiction without the safeguards that exist in the UK. If you are arrested or charged under the AFA06 you must report it as soon as possible in accordance with **Handling Arrests, Charges, Police Cautions and Criminal Convictions**.

1.4.3. Detailed guidance on the Act and how it applied to civilians is given in JSP 830: The Manual of Service Law.

1.4.4. Where you and your entitled family members are subject to this, a CO will be allocated to you. You should establish the identity of the CO, for misconduct matters on arrival in post.

1.4.5. A UK based civil servant serving abroad, whether subject to the AFA06 or not, may in certain circumstance be tried in the UK for an offence committed abroad.

1.5. Service Civilian Court

1.5.1. The AFA06 provides the establishment of the SCC which can try any case over which a Magistrates' Court would normally have jurisdiction if such a case were tried in England and Wales. The court consists of a Judge Advocate, who is independent member of the judiciary, sitting alone in much the same way as a District Judge would sit alone in the Magistrates' Court. The SCC may sit in any place, whether within or outside the UK. Any

civilian subject to Service Discipline, who is to be tried by the SCC, may elect to be tried by the Court Martial instead.

1.6. Court Martial

1.6.1. In the Service Justice System, the Court Martial is the equivalent to the Crown Court in England and Wales. It may sit in any place, whether within or outside the UK. It is presided over by a Judge Advocate who usually sits with between three and seven Service lay members (similar in some ways to a Crown Court although they have a greater role including a role in sentencing). When the Court Martial tries a civilian, the lay members may all be Service, all civilian or a mixture of both.

1.7. Special Position of the Sovereign Base Areas

1.7.1. The key jurisdiction in respect of offences committed within the Sovereign Base Areas will be that of the Sovereign Base Area courts. However, jurisdiction may be ceded to the Service Courts where the crime has a significant Service interest, for example the case involves the person or property of another person subject to service law/ discipline/ property or the offence is committed in the course of official duty.

1.7.2. Offences committed within the Republic of Cyprus will normally be determined by the local Republic courts. If a MOD civil servant, entitled family member or other civilian subject to Service Discipline is involved, and the offence is contrary to the local law, it is generally considered inappropriate for the offence to be tried by the Service Courts but if the Cypriot authorities decide not to proceed, the matter can be tried by the SCC or the Court Martial.

1.8. Legal Advice

1.8.1. You may obtain legal advice via your Union representative and obtain preliminary legal advice from a Service legal officer at the discretion of the appropriate headquarters.

1.9. Legal Representation

1.9.1. In the SCC and Court Martial, defendants may be represented by a barrister or solicitor or a legal officer belonging to one the Service legal directorates. There is provision for defendants aged under 18 to be represented by a parent/ guardian with the leave of the court. At a Court Martial Appeal Court, only the appellant or a barrister or solicitor advocate may appear.

1.9.2. Representation before courts of host countries varies according to the domestic law of that country. Special arrangements may be made for you or your entitled family members facing criminal charges/ civil actions in such courts arising out of acts committed in the course of employment.

1.10. Legal Aid

1.10.1. Legal aid is generally available for cases where it would be available in England and Wales if a corresponding case were to be tried in an English or Welsh Criminal Court. Legal aid is available for trial by the SCC or Court Martial and in certain circumstances, in overseas civilian court.

1.10.2. Legal aid is available to all defendants but may be subject to contributions from income and/or equity as determined by a means test assessment. Applicants aged 17 or under at the time of application will automatically receive legal aid without contributions. Defendants are referred to JSP 838 – The Armed Forces Legal Aid Scheme.

2. Registration of Births, Deaths and Marriages

2.1. General

2.1.1. If you need to register a birth, death or marriage while overseas this can be carried out under UK law and processed by local Armed Forces Registering Officers (RO) in Germany (which also registers births, deaths and marriages occurring in other North West European countries), Cyprus, Nepal (which also registers births, deaths and marriages occurring in Brunei), Gibraltar or by the RO post at the Service Personnel and Veterans Agency – SPVA in Innsworth in the UK for all other overseas locations where there is Armed Forces presence. These include: Australia; Canada, Falkland Islands; Kenya (for Africa); and the USA. Registrations may also be carried out by a British Counsel or High Commissioner (for other overseas locations) where facilities exist.

2.2. What you need to do – The Registration Process – Armed Forces Registration Officers (ROs)

2.2.1. You can notify the RO in Cyprus, Germany and Nepal of any births, deaths and marriage/ civil partnership in these areas by completing the relevant Overseas Registration Service (ORS) form or where facilities allow, by a personal visit to their office.

2.2.2. Notifications of births, deaths and marriages in Australia (also covering New Zealand), Canada, Falkland Islands (also covering Ascension and South Georgia), Kenya (covering Africa - less Egypt) and USA (also covering Belize, Caribbean and South America) must be processed by the SPVA at Innsworth in the UK. ROs still exist in these locations but only process civil partnership registrations. ROs in these locations still keep a stock of ORS1, 2 and 3 forms. However, once completed forms should be sent direct to the SPVA for processing and registering at the following address:

Registering Officer Post,
Service Personnel and Veterans Agency,
Room G30/35
Joint Casualty and Compassionate Centre
Innsworth House, Imjin Barracks,
Innsworth, Gloucester
GL3 1HW.

2.2.3. Notification can be made via a report by a qualified individual (see the instructions on the back of forms ORS 1 for births, ORS 2 for marriages and ORS 3 in case of death). Once the appropriate form has been complete it should be sent to:

- The RO/SPVA depending on location if the event took place within the last 12 months
or
- The Register General, Casework Section, Smedley Hydro, Trafalgar Road, Birkdale, Southport, PR8 2HH, if you are registering an event that took place more than 12 months ago.

2.2.4. The form should be accompanied by the following supporting evidence:

- **For Births** – the child's birth certificate issued by the local authority or hospital and your marriage certificate (if appropriate).

- **For Marriage** – a marriage certificated issued by the church authorities or local register.
- **For Death** – a death certificate issued by the local registrar, a coroner's certificate of medical certificate of death.

2.2.5. Once registration has taken place you will receive a certificate free of charge. It should be noted that the birth certificate issued upon registration in a Service Department Register does not itself constitute evidence that a child is a British citizen or British Dependent Territories citizen.

2.3. What you need to do – Registration at a British Consulate or High Commission

2.3.1. If your overseas location is not covered by a RO or you wish to, you may register the birth of a child with either the British Consulate or High Commission in the country in which it took place. Further information is available from [Foreign and Commonwealth Office Website](#).

2.3.2. It should be noted that registration of births since 1 January 1983 is limited to those who acquire automatic British Citizenship or British Dependent Territories citizenship. The birth of a child born in either a foreign or Commonwealth country (except Australia, Canada, New Zealand, Zimbabwe and the Republic of Ireland) may be registered by a British Consulate or High Commission in your overseas area if you or your spouse is:

- A British citizen other than by descent;
- A British Dependant Territories citizen other than by descent;
- A British citizen or a British Dependant Territories citizen serving outside the UK or the Dependent Territories in certain types of service, where recruitment has taken place in the UK or in the case of a British Dependent Territories citizen, a Dependent Territory.

2.3.3. A consular or High Commission birth certificate will be accepted for all normal purposes as evidence of the national status of the person to whom it relates at the time of registration. However, for passport purposes, additional evidence of the child's claim to citizenship may be required.

3. Electoral Registration

3.1. General

3.1.1. As a Crown Servant overseas you and your spouse any eligible children (if they accompany you) will be able to register as an overseas voter. This means you can register to vote where you would have been living were you not posted overseas, or at your last registered address in the UK. If you register as an overseas voter you will be able to vote in all elections. Information for crown servants to register as overseas voters can be found on the [Electoral Commission Website](#).

3.2. Options for Voting

3.2.1. You can vote in one of 3 ways:

- By post – your ballot paper will be sent to you. You should be aware that ballot papers may not be sent to you until 4 working days before Election Day so you need to consider whether there is enough time to receive your ballot paper, mark your

vote, and return it before voting closes on Election Day. Ballot papers received after this time will not be counted.

- By proxy – this is when you ask someone you know and trust to vote on your behalf. Your proxy can either vote for you at your polling station or by post. Your proxy must be aged 18 or over and must be eligible to vote (for example a British, Irish or qualifying Commonwealth citizen living in the UK).
- In person – if you are in the UK on Election Day you can vote in person. You can only vote at the polling station where you are registered to vote in the UK. You cannot vote at your local embassy or consulate. You cannot vote in person if you, or your proxy, have applied to vote by post. If you have appointed a proxy, you can still vote in person, provided your proxy has not already voted for you.

3.2.2. If you want to vote by post or proxy you need to fill in an application form that is available on the [Electoral Commission Website](#).

Chapter 12: Compensation: Insurance, Accidents and Injuries

1. Accidents, Injuries and Compensation in Connection with Duty

1.1. For detailed guidance on procedural arrangements and the full range of injury benefits you should read the MOD rules on the Directorate Judicial Engagement Policy, as they also apply when serving overseas.

2. Insurance of Personal Property

2.1. During Duty Flights

2.1.1. You are responsible for your personal property and will have to meet from your own pocket any expense arising out of loss or damage, which you have not insured. Insurance is advised whether you travel by civil/ commercial or Crown aircraft as claims for compensation are subject to the same statutory limits. Damage to, or loss of personal property should be reported as soon as possible at the airport to a representative of the airline and claims for compensation made in accordance with the airlines' own procedures.

2.2. Ex Gratia Claims

2.2.1. The Department considers insurance a personal responsibility. However, there are circumstances that may arise when the Department can consider making an ex-gratia award. It is not the Department's intention to make ex-gratia awards to give a means of protection at taxpayer's expense, when the owner has chosen not to provide this at personal expense. Consequently, if an individual has decided not to insure their personal property there is no entitlement to compensation from the Department unless it can be established that the Department has acted negligently and has directly caused the loss suffered.

2.3. Transfer with COLA

2.3.1. You are expected to insure against all risks. COLA includes a provision for insurance, and you are advised to take out insurance comparable to that which you considered

necessary in the UK. Any losses are your responsibility unless they occur on official duty, within the terms of the normal MOD rules, or during riots abroad.

3. Compensation

3.1. Criminal Injuries Compensation Scheme (CICS)

3.1.1. Any individual who is injured as a result of a criminal action while in Great Britain can apply for compensation under the CICS. CICS does not apply where injuries are sustained outside Great Britain, however, payments may be made by MOD in lieu of the scheme. Claims should be made through DBS.

3.1.2. If a criminal injury is sustained in a country which has its own criminal injuries compensation scheme, the victim must, if eligible, lodge a claim under the scheme, as well as under MOD arrangements for pay compensation.

3.2. Compensation for Entitled Family Members of MOD Civil Servants Injured as a result of Criminal/ Terrorist Activity Abroad

3.2.1. If one of your accompanying (at public expense) or visiting (under a SCV or private visit) entitled family members is disabled as a result of injuries sustained during a criminal/ terrorist activity in your overseas area then they may be able to claim an ex-gratia compensation payment for personal disablement. However, this scheme does not apply to you if you are already covered by the Civil Service Pension Scheme (CSPS).

3.2.2. If any injury is sustained by a person other than those defined above the question of eligibility under the scheme will be considered by the Directorate of Judicial Engagement and Common Law Claims (DBR-CLCP-Claims) Team in the light of the particular circumstances of the occurrence.

3.2.3. The scheme would not apply to injuries caused or contributed to by serious negligence or misconduct of the injured person.

3.2.4. Compensation will be payable only on application and the onus is on the victim (or in the event of death, the next of kin) to ensure that the facts of the event are recorded and substantiated. Any incident which might be subject to a claim should be reported immediately to the local police, unless it is clearly inappropriate to do so, and in all cases to the management branch abroad.

3.2.5. If a victim is alive, compensation is reduced to take account of any pension accruing as a result of the injury. If the victim has died as a consequence of the injury, and any pension payable is for the benefit of the person to whom the award is made as result of the, compensation is similarly reduced to take account of the value of that pension. If such pensions are taxable, half of their value is deducted. If they are not taxable they are deducted in full. For the purpose of this paragraph 'pension' means any payment payable as a result of the injury or death, in pursuance of pension or other rights whatsoever connected with the victim's employment and includes any gratuity of that kind and similar benefits payable under insurance policies paid by employers. Pension rights accruing solely as a result of payments by the victim or an entitled family member will be disregarded.

3.2.6. If a civil court gives a judgement providing for payment of damages a claim for damages is settled on terms providing for payment of money. When payment of

compensation is ordered by a criminal court in respect of personal injuries, compensation in respect of the same injuries is reduced by the amount of any payment received under such an order or settlement. If a civil court has assessed damages opposed to giving judgement for damages agreed by the parties, but the person entitled to such damages has not yet received the full sum awarded they will not be precluded from applying, but the assessment of compensation will not exceed the sum assessed by the court. Furthermore, a person granted a compensation award under this scheme is required to undertake to repay it from any damages, settlement or compensation they may later obtain from other sources in respect of their injuries. The arrival at the assessment of compensation will not be bound by any findings of contributory negligence by any court, but will be entirely bound by the terms of the scheme.

3.3. Compensation for Loss of or Damage to Cars and Personal Possessions Caused by Riots Abroad

3.3.1. Although responsibility of personal possessions would normally be your responsibility, in certain countries where risk or civil unrest are endemic or where such unrest may flare up suddenly, it may either be too expensive to insure against loss or impossible to do so. Where riot insurance is only available at additional cost MOD may consider ex-gratia compensation for loss or damage.

3.3.2. If your car or personal possessions are lost or damaged through riot, the overseas government will normally be liable for compensation by reason of its failure to protect British property.

3.3.3. At posts where it is normal practice for insurance companies not to exclude cover for riot risks in their standard comprehensive policies, in the event of riot damage at any of these posts you are to pursue claims through your own insurance company. If you do not insure, or under insure you are deemed to carry riot risks in the same way as you have elected to carry other risks. A claim may be considered if:

- If can be shown that your insurance company has unilaterally revoked cover for riot loss or damage
- It is entirely clear that if you have no affected insurance of any kind, you would not have succeeded in any claim even if you had insured within the guidelines of this section.

3.3.4. At posts where it is normal practice to exclude riot risks from insurance policies, claims for riot compensation against overseas governments are made through the Foreign and Commonwealth Office, and the MOD will assist staff to present their claims to that Department. Such claims take some time to be dealt with and may be rejected. Without in principle, accepting any liability, MOD will consider claims for repayable advances, to tide staff over while their claims are being considered and as a last resort provide ex-gratia compensation.

3.4. Compensation under the Vaccine Damage Payments Act, 1979

3.4.1. The Vaccine Damage Payments Act, 1979 does not include provision for the payment of damages to MOD civil servants and their families who are vaccinated abroad. However, provision has been made for those MOD civil servants and their families serving abroad who are dependent on the medical facilities of the UK Armed Forces. Those who suffer any

damage as a result of vaccination administered by the UK Armed Forces medical authorities can have their claims considered by DWP on an extra-statutory basis.

3.5. Compensation for Death, Injury or Loss of or Damage to Property when Travelling in a Crown Aircraft

3.5.1. When you and your entitled family members travel as authorised passengers in Crown aircraft you are subject to the same statutory rights as apply to commercial passengers.

3.5.2. Claims arising from authorised carriage in Service aircraft of a foreign or commonwealth country will be dealt with by MOD as if carriage had been in Crown aircraft. The amount of damages will be taken into account in the assessment of any injury benefit which might become payable on impairment or loss of earning capacity under the normal CSPA rules.

3.5.3. If baggage carried in Crown aircraft is damaged, delayed or lost, a claim for compensation may be made but any payment authorised will be subject to the statutory limits applicable to commercial airlines.

3.5.4. If you and your entitled family members travel as authorised passengers in commercial aircraft chartered by MOD you are subject to the statutory limits of compensation applicable to passengers travelling by the commercial airline operating the aircraft. It is important for authorised passengers to read the notices, advice and conditions of carriage printed on the passenger ticket issued to them. In particular, attention is directed to those conditions pertaining to damage to baggage which advise notification in writing forthwith and at latest within 7 days of receipt, to the 'carrier'. 'Carrier' in this context is the charter aircraft operator and not the MOD.

4. Life Insurance/ Assurance and Personal Accident Insurance

4.1. Life Insurance/ Assurance

4.1.1. Life insurance/ assurance policies that were in existence before you knew of a particular assignment to a 'dangerous' area should not be subject to exclusions and should remain unaffected by the scope of your duties. When whole life insurance is taken out, or when you join the MOD, you must declare to your insurers you are a civil servant with the MOD. If you are called on to go to a war zone or an area of conflict, you should inform your insurance company that you been asked to do this as part of your normal duties within the MOD.

4.1.2. If you have occasion to travel by non-commercial air flights you should ensure that this information is included when completing any new proposal form and you should examine your existing policy to see if there is any restriction on flying activity, If there is a restriction or if you are in any doubt about your policy you should consult your insurers.

4.1.3. If at a later stage the insurance company declines to make payment on the grounds that your service with the Crown had invalidated the terms of the policy, then MOD will indemnify you to the extent of the benefit that would otherwise have been payable under the policy.

4.1.4. In the unlikely event that your insurance company seeks additional sums to provide the same level of cover for an existing policy, the Department will meet the cost.

4.2. Personal Accident Insurance

4.2.1. It is a personal matter whether you take out additional accident insurance cover. In the view of official provisions for injury compensation the Department will not reimburse you the cost of any additional accident insurance you choose to purchase. If you make a claim under a personal accident insurance policy and the insurance company declines to make a payment on the grounds that your service with the Crown has invalidated the terms of the policy, the MOD will indemnify you to the extent of the benefit that would have otherwise been payable under the policy (subject to an upper limit of £50,000).

5. Other Issues Relating to Liability and Compensation Claims

5.1. Privately Arranged Travel (PAT)

5.1.1. When travelling under PAT arrangements to and from overseas areas, the MOD accepts no liability for injury (including injury resulting in death) or for loss or damage to person, property and estate (including third party claims) which may arise out of, or in connection with your privately arranged journey. The same applies to any injuries sustained while on PAT within the overseas area. You should obtain adequate insurance cover for yourself and where appropriate members of your family, when travelling under private arrangements.

5.2. Claims of Common Law

5.2.1. The Queen's Regulations for the 3 Armed Services and JSP 800: Defence Movements and Transport Regulations – Volume 2: Passenger Travel Instructions explains how to report accidents involving MOD vehicles. You must consult the local Armed Service Authority in your overseas area on a report being submitted about any incident involving a MOD Civil Servant. For any incident arising during your employment which might lead to a common-law claim, an industrial accident or a miscellaneous incident that results in injury to, death of, loss of or damage to MOD Staff, you should send a report to the appropriate Area Claims Office.

5.2.2. The report must include the following information:

- Date and time of occurrence
- MOD staff and establishment involved
- Place of occurrence
- Brief details of occurrence
- Nature of injury or damage caused
- Name, address, age and sex of any person injured or killed
- Name and address of any potential claimant
- Name, addresses and telephone numbers of any witnesses
- For fires only: whether the Navy Department Fire Prevention Service, the Army Inspector of Fire Services or the Head of Fire Services (RAF) has been advised

5.2.3. There is also provision in certain international agreements governing the status of the UK forces overseas for the MOD to consider claims arising from off-duty incidents. Therefore, the Area Claims Office is to be consulted when any such a claim arises.

5.3. Indemnities Required by Private Firms

5.3.1. If you are arranging a visit to a private firm on duty and they request a personal indemnity the request should be discussed with your line manager and referred to DBR-CLCP-Claims

5.4. Considering Claims for Advances

5.4.1. The MOD will consider claims for advances providing:

- There was no culpable negligence or misconduct on your part;
- You undertake to repay the advance from any sums received by way of compensation from the overseas government or any other source.

5.4.2. You will be required to sign an undertaking.

5.4.3. Any advance made by MOD is based on current values of items claimed and is limited to correspond broadly with up to twice the appropriate capital value. Claims are to be submitted to DBR-CLCP-Claims through the DBS

Chapter 13: Evacuation from Overseas

1.1. Travel

1.1.1. In the case of an evacuation a flight to the UK or third country and reimbursement of travel costs to an initial destination will be paid.

1.2. Subsistence and Temporary Accommodation - UK

1.2.1. If you return to the UK, you will be expected to re-occupy your own home if it possible to do this. If this is not possible, because your house may be rented out, you are entitled to claim the following:

- Actual accommodation and food costs in accordance with the UK travel and subsistence rules for you and your entitled family members if you go into hotel accommodation. Incidental Expense Allowance (IEA) may only be claimed by yourself. This will be payable for 30 nights after which time it will be subject to review.
- If you stay with family or friends in the UK, you can claim Family and Friends Rate for a period of 30 nights, after which time it will be subject to review

1.2.2. Claims in connection with this should be submitted on MyHR Claiming for Civilian Detached Duty Expenses' or via HR Form 305.

1.2.3. After the 30 day point your accommodation arrangements will be reviewed by DBS. If your house is rented out or you sold your home prior to posting, the MOD will assist you with longer term accommodation, by payment of Supplementary Rent Allowance (SRA). However, any SRA assessment will take full account of rent you are receiving on your home or any net income earned from the invested equity of the home that you sold.

1.2.4. As an alternative the MOD may be able to provide temporary accommodation, but this would be at the market rate of rent or using the Departments Tenancy Management Services to find short-term accommodation (if deemed appropriate). The MOD will reimburse the cost of the rent for the first 30 days, after which the situation will be reviewed.

1.3. Subsistence and Temporary Accommodation – Third Country

1.3.1. Actual food and accommodation costs can be claimed in accordance with the normal rules for you and each entitled family member. Only you may claim IEA. This is payable for 30 nights after which time it will be subject to review

1.4. The Effect on your COLA

1.4.1. Your COLA and, where appropriate, DPA will continue to be paid for a period of 2 months from the date of your evacuation. If the period of evacuation extends beyond this period and you are responsible for meeting the cost of essential on-going financial commitments in the overseas area (e.g. retention of domestic staff) consideration will be given by DBS for payment of COLA for a third month. You must provide evidence of such on-going commitments.

1.4.2. If you are accompanied overseas by your spouse and/or children and they are evacuated while you remain in the overseas area, you will continue to receive the accompanied rate of COLA (including the child element) and DPA, where appropriate, for a period of 2 months from the date of their evacuation.

1.4.3. If at the end of this period, your family are unable to re-join you in the overseas area then you will revert to the single/unaccompanied rate of COLA and DPA. If you are in receipt of the Child Care Addition (CCA) to COLA, this will cease immediately from the date that your children are evacuated from post. Your married rate of COLA, DPA and CCA will be reinstated once your family re-joins you.

1.5. Car Hire

1.5.1. If you are a car owner (and driver) and are evacuated to the UK or a third country where you have no access to a car, you may privately hire a car for up to 30 days and reclaim the cost from the MOD. The car that you hire should be the smallest/cheapest that meets your family's needs. You cannot claim for any petrol that you use.

1.6. Advance of Salary

1.6.1. You can claim an advance of salary of up to £3000 to cover some miscellaneous additional expenses that may arise in connection with your evacuation. You will be expected to repay the advance within 24 months.

1.7. Personal Property

1.7.1. Arrangements will be made to move your personal belongings as quickly as possible, but this will depend on the local situation. Your personal effects should be insured, but if the evacuation and the situation invalidate the terms of your insurance policy the MOD will consider claims for compensation for loss or damage to personal property (see chapter 12).

Chapter 14: Returning from Overseas

1. On Return

1.1. General

1.1.1. The assistance you receive on return to the UK or country of recruitment will depend upon a number of factors. This will include whether your posting overseas was on temporary or permanent terms, whether you have secured a new UK appointment, whether it is in your old or a new UK area of work, whether the UK home is recognised by MOD, and after you return, whether a posting in the new area attracts UK transfer allowances. These are explained in this chapter.

2. Early Curtailment of your Overseas Tour of Duty

2.1. General

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

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

2.2. Financial Penalties

2.2.1. You may not incur financial penalties in the following circumstances:

- If your posting is curtailed for Departmental reasons.
- If your posting is curtailed for health (including maternity) or compassionate reasons supported by a welfare report.
- If you have secured a move on promotion or advancement.

2.2.2. You may incur financial penalties in the following circumstances:

- If your posting is curtailed for disciplinary or misconduct reasons and you are repatriated to the UK.
- If you curtail your tour for personal reasons (each case will be considered on individual merits).
- If you curtail your tour because of success in external recruitment.

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

2.2.4. If you have completed less than one year of a permanent posting, you will be expected to pay for all your own arrangements on return to the UK. For your travel RAF/

MOD charter flights may be utilised on a pre-payment basis. You will be required to repay the Overseas Transfer Grant in full.

2.2.5. Other examples of financial penalties that may be applied include:

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

2.2.6. DBS Civilian Personnel Relocations will calculate your refund limit.

2.3. Repayment of Advance of Salary

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

3. Things to do prior to Leaving the Overseas Area

3.1. Official Accommodation

3.1.1. You must prepare your accommodation for the formal “march-out” and handover to the new occupier. You must clean your accommodation and fittings (cooker, fridge etc.) to the required standard. If you fail to do this prior to “March-out” you will be billed for the subsequent cleaning. You may also be billed for any damage/breakages to fixtures and fittings. Any costs from making it clean and ready for reoccupation are a personal expense.

3.2. Private Accommodation and the Overseas Rent Allowance Scheme

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

3.3. Overseas Bank Account and Outstanding Loans

3.3.1. You should close your overseas bank and settle any outstanding debts in the overseas area before your departure. Please note once you return to the UK any future payments made by the Department will be made to a UK bank only. If you have an existing monthly allotment, this will have to be stopped, using HR Form 1932: Authority for Starting / Amending / Stopping a Monthly Allotment. Only if there is a change to UK Bank Details, will you need access MyHR and complete the: Change of Bank Details - UK ONLY.

3.4. Telephone/ Internet

3.4.1. You should arrange to disconnect your telephone and internet access prior to departure and clear any outstanding balances.

3.5. Letting your UK Home

3.5.1. You should ensure that your tenants are given the required period of notice as specified in the tenancy agreement. If you fail to do this and have to make alternative temporary accommodation arrangements, then this will be at your own expense.

3.6. Shipping a Car (Permanent Transfer only)

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

3.6.2. You should ensure that the vehicle you are shipping meets the EU Single Vehicle Approval Scheme and that you are in possession of a Certificate of Conformity where this is appropriate. For further information you may wish to visit the Vehicle and Operations Services Agency (VOSA) and Driver and Vehicle Licensing Agency (DVLA) websites.

3.6.3. If you acquire a vehicle abroad it may be returned to the UK at public expense. However, you must have possessed the vehicle for a minimum of six months prior to tour end date. Where this requirement is not met you may still qualify for homeward transportation at public expense if you have continuously owned a vehicle during the overseas tour. Hence if you sold a vehicle when going overseas which attracted the outward transportation entitlement and purchased another vehicle when overseas, the replacement vehicle may be returned to the UK at public expense if you have been a continuous vehicle owner.

3.6.4. Once the vehicle has arrived at the delivery point, you should arrange to collect the vehicle as soon as possible. You may claim MMA or standard class rail fares. If you wish to arrange inland haulage to your home costs will be limited to the costs of MMA/ standard class rail fares.

3.7. Temporary Car Hire (Permanent Transfer only)

3.7.1. The Department agrees to meet the cost of shipping and a short period of hire car use whilst the normal vehicle is unavailable. This concession is not meant to be indefinite but a short contribution in the period around transfer.

3.7.2. You may have up to 14 days hire car use, in the UK/Country of Recruitment and Overseas area at time of posting overseas, and 14 days hire car use overseas and in UK/Country of Recruitment at the end of the overseas posting. The 14 days car hire can be split between the overseas location and the UK/Country of recruitment. The period will not be extended for any reason (e.g. lengthy shipping, delays etc.), and it is for you to manage

the 14 day period between UK and overseas. If you need to use the whole 14 days, any further requirement will be a personal responsibility. So, if 10 days was used in the overseas area, before return to UK, only 4 days could be funded in the UK. Any additional use would be a personal expense.

3.7.3. The car hire should be organised privately and the MOD car hire contract should not be used. You will be expected to hire a car of a reasonable size and standard (e.g. Astra, Vectra, Ford Mondeo or similar). Fuel costs are your responsibility.

3.7.4. The entitlement to car hire is subject to you shipping a vehicle and inadequate public transport facilities in the overseas area and/or the UK. It can also be paid when having arrived overseas, you are awaiting shipment of your vehicle/motorcycle or when having arrived in the UK/Country of Recruitment, you are awaiting shipment of your vehicle/motorcycle.

3.7.5. If you decide to not ship your vehicle overseas to the UK/country of recruitment or decide to purchase or lease a vehicle in the UK/country of recruitment, you will not be entitled to assistance with car hire. Where you plan to purchase or lease a vehicle on arrival, you will be expected to provide evidence of the purchase or lease within 12 weeks of date of transfer.

3.8. Pets (Permanent Transfer only)

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

3.9. Personal Belongings in Store in the UK or Country of Recruitment

3.9.1. You will need to complete the relevant Removals Form if your effects are stored in the central storage system or where applicable contact your storage company to make arrangements for them to be moved to your home on return.

3.9.2 If your entitlement for support with storage costs ends, it is important you make new arrangements for disposal, transfer or ongoing costs at an early stage, as failure to do so, may result in the contractor disposing of your goods.

4. Allowances and Additional Entitlements

4.1. Unaccompanied Baggage

4.1.1. The baggage entitlement given on your overseas posting also applies to your homeward journey to the UK, to in-country transfers and on posting to another overseas area. However, note the following:

- If you are returning from North America and are moving your personal effects under the Enhanced Entitlement this may be increased by up to one-third to take account of different packing methods.
- If you have been over 5 years in one overseas location and have not stored personal effects in the UK, then the Enhanced Entitlement may be awarded regardless of your

outward entitlement. This recognises the likelihood that you will acquire additional belongings, over a longer period of time.

4.2. Transfer Grants

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

4.2.2. If your entitled family members return to the UK (or country of recruitment) before the planned end of the overseas tour, no Transfer Grant is payable at that point. If the early return was funded by the Department, you may still be able to get the full Married Accompanied Transfer Grant when you return to UK; if you re-join them in your home within 12 months of their earlier departure.

4.2.3. If you retire/ resign at the end of your overseas tour you can claim 50% of the appropriate Overseas Transfer Grant, but you must do this within 3 months of your retirement/resignation.

4.2.4. Your Transfer Grant will be subject to abatement if you are married to a member of the armed forces who will be receiving a Disturbance Allowance.

4.2.5. Rates of Transfer Grants are in **Change of Work Location and Travel and Subsistence: Rates of Allowances, Costs, Rates & Charges.**

4.3. Advance of Salary on return to the UK

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

4.4. If your Family did not accompany you on your Overseas Tour

4.4.1. If your entitled family members remained at your old duty station in the UK when you went overseas, and you now re-join them in the old home, no additional allowances are payable for its reoccupation. However, if you are going to a new post in the UK, which attracts a move of home at public expense, your old home at the last UK permanent workplace, and family status from before the overseas tour will be recognised for the new UK transfer (e.g. if the spouse joins you the marital status will continue). The transfer allowances for the UK move are contained in **Change of Work Location in the UK.**

4.4.2. If your entitled family members remained in the UK when you were overseas and moved from the permanent home to an alternative place of residence in the UK, no additional assistance will be offered for their move back to the old permanent home, should you return to that location or to a new UK home should you move to a new area. If you are

transferred to a new post in the UK, which attracts a move of home at public expense, your old UK home will usually continue to be the recognised home for transfer allowances. If your family are going to join you in the new UK location, their status will also be recognised (e.g. if the spouse joins you in the new area the marital status will continue to be recognised). If the selected place of residence happens to be in the new UK area of work, and is to become the new UK residence, it is possible that some assistance with any previous sale/purchase costs may be offered. More information on this and other aspects of the UK move are contained in **Change of Work Location in the UK**.

4.5. Returning to your Home that you have Let

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

4.6. Purchasing a Property on Return to the UK

4.6.1. If you intend to purchase a property on return from overseas, and need a mortgage, you should note that due to legislation concerning recognition of residency introduced in 2014, it may mean that obtaining a new mortgage may be more difficult to obtain. Consequently, you may wish to start making your mortgage enquires at an early stage.

4.7. Subsistence Allowances on Arrival in the UK/ Country of Recruitment

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

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

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

4.8. Resettlement Leave on Return to UK and Transfer between Overseas Countries

4.8.1. If you have served overseas for at least 12 months you are entitled to 5 days special paid leave immediately on return to UK. If you have served for less than a year you can only be granted this leave if you are transferred to a new UK location and have an entitlement to

a UK move of home at public expense. This is in addition to any leave allowed under a preliminary visit as part of an approved UK move at public expense.

4.8.2. If you transfer between two overseas countries, you are entitled to three days special paid leave on arrival in the second overseas country.

4.8.3. If you have returned to UK on retirement/resignation, resettlement leave is not given.

4.9. Rented and Hotel or Hotel-Type Accommodation

4.9.1. When you and your spouse have to move out of your Service Family Accommodation/Official Hiring (on “march-out” and cleaning) or private accommodation and you necessarily take up hotel accommodation then you may get assistance with up to 6 night’s accommodation and subsistence allowances, in accordance with the normal guidance. Hotels should be booked through normal Departmental and/or any local guidance. Incidental Expenses Allowance can only be claimed in respect of you and not for members of your family during this period. While you are in hotel accommodation and in receipt of subsistence allowances, payment of COLA will cease from date you move to hotel accommodation. Claims can be made on HR Form 059: MOD Claim for Travel and Subsistence: Overseas Transfer.

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

4.9.3. If immediately on your return to the UK, you occupy furnished accommodation or you necessarily occupy hotel, or hotel-type, accommodation for more than 30 nights you may be allowed to claim assistance with further additional temporary accommodation costs. You should contact DBS Civilian Personnel Relocations for guidance. Any claims for additional assistance must be supported by a declaration that permanent accommodation is being sought. However, if further assistance is allowed any payments will cease after 90 days. Any further claims are then subject to the rules in **Change of Work Location in the UK**.

4.10. Non Householders

4.10.1. On return to the UK/country of recruitment, if you previously lived with your parents, and travel direct to your parents’ home instead of your new duty station you may be entitled to travelling expenses etc. to the new station when you initially start at the new post (e.g. Taking Up Duty expenses etc.)

5. Miscellaneous

5.1. Returning from Special Unpaid Leave having worked for a non-MOD organisation based overseas

5.1.1. If you opted to take Special Unpaid Leave to work for a non-MOD organisation based overseas (e.g. OCCAR etc.), any allowances and entitlements on going overseas, living overseas and returning to the UK, do not apply. Additionally, the Special Paid Leave (SPL) normally granted before or after a MOD transfer overseas does not apply. Any questions about support for employment in the non-MOD organisation should therefore be addressed to them.

5.2. Employees recruited to a MOD post overseas who joined direct from a UK Government Department

5.2.1. Employees recruited to a MOD post overseas who joined direct from a UK Government Department and return to a UK MOD post, will be eligible to receive any relocation assistance offered in the advert, from their last Government work/home address. This is the same as those who were in MOD employment before moving overseas.

5.3. If you were in receipt of Additional Housing Cost Allowance (AHCA) before the Overseas Tour

5.3.1. If your AHCA ceased when you went overseas it will recommence on the date that the accommodation is reoccupied, if you still have the same outgoings. However, it will start at the point you would have reached had you remained in receipt of the allowance and not at the point it stopped. You should inform your DBS Civilian Personnel Relocations nominated officer and request your AHCA be re-started.

5.4. Preliminary Visit in the UK

5.4.1. You may be eligible for a move of home at public expense within the UK following your return from overseas. This may arise when your new UK post is outside of reasonable daily travel of the home at your last UK Permanent Duty Station and where relocation is offered as part of the new UK job advert, or because you meet the eligibility criteria of a Non Standard Move. Where this is the case, to help find permanent accommodation in the new UK area, the employee and their family may be granted a Preliminary Visit (PV). The expenditure incurred on a PV is limited to the costs incurred in the UK. Consequently, PVs are normally undertaken post appointment and once returned to the UK. Exceptionally, an employee may return to the UK in advance of formal tour end date because of a business requirement or the leave travel scheme. Where this is the case, they may arrange the PV before or after this event so that the PV costs are confined to UK expenditure. However, before undertaking a PV, DBS must have already confirmed eligibility for UK relocation expenses. A PV may exceptionally be authorised for a posting back to the previous UK duty station, where you sold your home at Departmental expense as a result of being posted overseas, under earlier arrangements.

5.5. Delayed Return to the UK

5.5.1. If you intend to take annual leave and extend your stay overseas, after posting has ended, you should discuss whether this is possible. It may not always be possible to do so (e.g. the Visa may expire or be terminated by agreement with the host country at the end of posting). The stay, if acceptable, should not lead to additional costs to the Department.

6. Allowances on Return – Variations and Examples

6.1. General

6.1.1. The position on allowances for a return to the UK previously assumed that an employee would either be managed into a new UK post and receive the normal UK transfer package, that they would return to a job in the previous work dormitory area or that they would be leaving the Department on resignation or redeployment. However, many employees now return to the UK without the security of a new post, not knowing the location of the next post, and possibly not having a UK home in which to reside. This has created a number of allowance permutations for employees returning from overseas. In addition, the eligibility for relocation assistance on transfer has also changed, meaning many no longer

attract UK Relocation Expenses. That said, many staff returning from overseas via the Priority Listings get reserved rights to relocation in the UK through the Non-Standard Move criteria. More details on UK transfers can be found in the **Change of Work Location in the UK**.

6.1.2. The following examples seek to identify most of the situations and the allowances normally payable, inclusive of those who may now have neither home nor a new job, where they could simply reoccupy the old home or move to the new location in the UK after their return.

6.1.3. The number of permutations increases depending on whether an employee chose to dispose of their old home under old regulations which allowed assistance with a property sale, or whether they made a private decision to sell the home later during the overseas tour. Transferees posted after 1 October 2014 do not receive assistance with sale costs overseas and sale costs which arise from private decisions are not recognised by the Department on return to UK - because it has nothing to do with the transfer overseas.

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

6.2. Return to old work location area

- a) Owner Occupier posted to Old Work Station (e.g. either the last permanent place of work or a location within reasonable daily travel of home at last permanent place of work). All postings to locations within reasonable daily travel of old home will be on Permanent terms. Entitlements include:
- Repatriation of employee and entitled family members to the UK.
 - Removal of belongings from overseas/store to UK home.
 - Car Shipment to UK (if appropriate).
 - The Overseas Transfer Grant.
 - Subsistence allowances on arrival in the UK or country of recruitment. Up to 7 nights assistance with actual cost of accommodation and meals for employee and entitled family members, and Incidental Expenses Allowance for employee only. This would be granted if employee/family unavoidably had to occupy hotel or hotel type accommodation because the UK Home cannot be occupied immediately (e.g. awaiting delivery of belongings). This may be extended by DBS if they are satisfied it is merited.
 - Any old entitlement to Additional Housing Costs Allowance may be reactivated at the point the allowance would have reached had it still be in operation, and if still applicable
- b) Owner Occupier posted before 1 October 2014 returns to UK having sold previous home on being posted overseas. They told the Department of their intention to sell the old home within 3 months of transfer and subsequently received Departmental assistance with the sale costs. (Those recruited after 1 October 2014 would not fall into this category as they were ineligible for reimbursement of sale costs on posting overseas). Entitlements include:
- Repatriation of employee and entitled family members to the UK.
 - Removal of belongings from overseas/store to UK.

- Car Shipment (if appropriate).
 - The Overseas Transfer Grant.
 - Subsistence allowances on arrival in the UK or country of recruitment. Up to 7 nights assistance with actual cost of accommodation and meals for employee and entitled family members, and Incidental Expenses Allowance for employee only. This may be extended to 30 nights by DBS if they are satisfied that it is merited. If at the end of this period you have still not secured permanent accommodation, some limited assistance with additional temporary accommodation costs through the payment of Supplementary Rent Allowance may be payable for a short period.
 - Assistance with legal expenses to purchase new home within the dormitory area including solicitors' fees, reasonable Stamp Duty costs and Mortgage Arrangement Fees (but not broker fees etc.)
 - No assistance with other UK Transfer Allowances for a return to the old location
 - Any old entitlement to Additional Housing Costs Allowance may be reactivated at the point the allowance would have reached had it still be in operation on purchase, and if still applicable
- c) Owner Occupier posted before 1 October 2014 who returns to UK having sold old home privately during the overseas tour, having previously informed the Department within 3 months of transfer, they did not intend to sell the UK home whilst overseas. Those recruited after 1 October 2014 would not fall into this category as they were ineligible for reimbursement of sale cost on a posting overseas). Entitlements include:
- Repatriation of employee and entitled family members to the UK.
 - Removal of belongings from overseas/store to UK.
 - Car Shipment (if appropriate).
 - The Overseas Transfer Grant.
 - Subsistence allowances on arrival in the UK or country of recruitment. Up to 7 nights assistance with actual cost of accommodation and meals for employee and entitled family members, and Incidental Expenses Allowance for employee only. This may be extended to 30 nights if DBS are satisfied that it is merited.
 - No assistance with legal expenses or any other UK Transfer Allowances (mortgage/rental support) to re-establish the UK home.
 - Any old entitlement to Additional Housing Costs Allowance may be reactivated at the point the allowance would have reached had it still be in operation on purchase, and if still applicable.
- d) Employee returns to old station having previously been a renter. Entitlements include:
- Repatriation of employee and entitled family members to the UK.
 - Removal of belongings from overseas/store to UK.
 - Car Shipment (if appropriate).
 - The Overseas Transfer Grant.

- Subsistence allowances on arrival in the UK or country of recruitment. Up to 7 nights assistance with actual cost of accommodation and meals for employee and entitled family members, and Incidental Expenses Allowance for employee only. This may be extended to 30 nights by DBS if they are satisfied that it is merited. If at the end of this period you have still not secured permanent accommodation, some limited assistance with additional temporary accommodation costs through the payment of Supplementary Rent Allowance may be payable for a short period.
 - No assistance with legal expenses or any other UK Transfer Allowances for a return to the old location.
 - Any old entitlement to Additional Housing Costs Allowance may be reactivated at the point the allowance would have reached had it still be in operation on purchase, and if still applicable.
- e) Priority Movers Returning from Overseas:
- Employees who decide to return to the old location home and travel daily can claim Excess Fares Allowance under UK Transfer rules (if they meet the criteria of the job advert or Non Standard Move criteria and have extra travel costs). The assistance granted with reoccupation of the old home will be as set out in 1a-d (above). An employee who sold their home at public expense when going overseas and later purchased a property in the old location [or another location unrelated to the old or new work areas], will not be assisted beyond the normal return to UK expenses with any EFA restricted to what would have been payable had they not moved home.

6.3. Return to a New Work Station (outside the dormitory area of the old UK permanent place of work)

- a) Employee returns to UK and new post on Permanent Terms – Owner-Occupier/Renter. Entitlements include:
- Repatriation of employee and entitled family members to the UK.
 - Removal of belongings from overseas/store to old/new UK home.
 - Car Shipment (if appropriate).
 - The Overseas Transfer Grant (if old home is reoccupied and employee travels daily). If an employee moves home within the UK, this will be deducted from the UK Transfer Grant.
 - Subsistence allowances on arrival in the UK or country of recruitment. Up to 7 nights assistance with actual cost of accommodation and meals for employee and entitled family members, and Incidental Expenses Allowance for employee only.
 - If the employee meets the Non-Standard Move criteria or relocation expenses is offered in the job advert normal UK rules will apply for the move of home to the new area, with assistance granted; e.g. move of home expenses, Additional Housing Costs Allowance, Advance of Salary, UK Transfer Grant, Relocation Company Scheme as appropriate.
 - If the employee returns to a UK post and is not in the RDP any assistance with UK Transfer Allowances after the return to the UK, will be based on the transfer allowances offered in the advert.

- If the old home is reoccupied, any old entitlement to Additional Housing Costs Allowance may be reactivated at the point the allowance would have reached had it still be in operation, and if still applicable.

NB: If a job is secured in a new area with an entitlement to a move of home at public expense, there may be a preference to move straight to the new area, rather than to old home and then new home. Where this is the case, you should discuss your case with DBS. Your status in the new area (owner-occupier or renter) will be determined by what you were at time of the overseas posting.

b) Employee returns to UK and new post on Temporary Terms – Owner-Occupier/Renter.

- An employee who undertakes a Temporary Transfer on return from Overseas, would not be expected to establish a permanent position in the UK “Temporary” location but would either travel daily from their old area (if possible) and get excess travel costs, or stay in temporary accommodation and return to the permanent work location home at weekends. Eligibility for Temporary Transfer allowances in the UK would be determined by the normal Non Standard Move criteria or whether the advert offered relocation expenses. Employees would normally return from overseas to their old home/work location, and the assistance payable for this aspect of the return would be as defined in 1 and the UK Temporary Posting allowances payable as normal. Those employees who take a Temporary post do not have to re-establish a home in the old area (e.g. they may have been a renter and not wish to rent yet) but although the allowances can be adjusted, the permanent work location remains unchanged until the next UK permanent posting.

c) Priority Movers

- Employees who decide to return to the old location home and travel daily can claim Excess Fares Allowance under UK Transfer rules (subject to meeting the Non Standard Movers/advert criteria). The assistance granted with reoccupation of the old home will be as set out as in 6.2 (above). If a new posting is secured outside the dormitory area, an employee may be eligible for a move of home or excess fares to the new location, if the Non-Standard Mover category/Job Advert. Where so, assistance post return will be governed by UK Transfer rules. NB: Not all Priority Moves meet the Non Standard Move category.

6.4. Employee returns to UK without a new post

a) Employee returns to UK to old home. Entitlements include:

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

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

- b) Employee returns to UK and has no home - Owner-Occupier. Entitlements include:
- Repatriation of employee and entitled family members to the UK.
 - Removal of belongings from overseas/store to UK home.
 - Car Shipment (if appropriate).
 - the Overseas Transfer Grant.
 - Subsistence allowances on arrival in the UK or country of recruitment. Up to 30 nights assistance with actual cost of accommodation and meals for employee and entitled family members, and Incidental Expenses Allowance for employee only. At the end of this period, two months Supplementary Rent Allowance to help with temporary accommodation costs. At the end of this period, an employee assumes responsibility for their accommodation costs if still a Priority Mover, although DBS may extend that period in exceptional cases.
 - Once a UK post is secured the appropriate UK Transfer rules will be applied on the basis of the old UK home – either Permanent or Temporary Transfer terms, daily travel, move of home etc.
 - If an employee has purchased a new home whilst seeking a new job, legal expenses will only be payable if the new home is within a location that would normally justify the payment of legal expenses – meets normal move of home criteria, or the new post justifies an entitlement to legal expenses. Exceptionally DBS may authorise assistance with legal expenses if appropriate (e.g. the employee secures a temporary posting)
 - If a move is secured within 12 months of return, the UK Transfer Grant will be abated by any earlier payment of the Overseas Transfer Grant.
- c) Employee returns to UK and has no home – Renter. Entitlements include:
- Repatriation of employee and entitled family members to the UK.
 - Removal of belongings from overseas/store to UK home.
 - Car Shipment (if appropriate).
 - The Overseas Transfer Grant.
 - Subsistence allowances on arrival in the UK or country of recruitment. Up to 30 nights assistance with actual cost of accommodation and meals for employee and entitled family members, and Incidental Expenses Allowance for employee only. At the end of this period, two months Supplementary Rent Allowance to help with temporary accommodation costs. At the end of this period, an employee assumes responsibility for their accommodation costs if still without a post, although DBS may extend that period in exceptional cases.
 - Once a UK post is secured the appropriate UK Transfer rules will be applied on the basis of the old UK home – either Permanent or Temporary Transfer terms, daily travel, move of home etc.
 - If a move is secured within 12 months of return, the UK Transfer Grant will be abated by any earlier payment of the Overseas Transfer Grant.

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

- Repatriation of employee and entitled family members to the UK.
- Removal of belongings from overseas/store to the place at which you intend to reside up to the cost of removal to your home at your previous permanent place of work in UK, or your place of recruitment in the UK if you did not have a previous UK work station. If you were recruited direct from HM Forces abroad, removal costs will be paid up to the cost of removal to the last UK address where you lived in the UK. Removal expenses to an overseas residence within the cost of the removal to the UK and provided it is within 90 days of tour end. You will be expected to move your effects from storage to your home at the earliest opportunity. The MOD will meet your storage charges for up to 30 days after end of employment, or to the occupation of new home (if earlier). At the end of this period, the continuing cost of storage will be a personal responsibility. If you intend to continue to store at your personal expense, transfer your effects to a private address or another storage firm, you will need to inform the storage firm at the earliest opportunity. Failure to provide the storage company with your contact details and/or pay any storage charges arising after the end of the 30 day period could result in the disposal of your effects by the storage firm. Normally you will vacate accommodation before the end of the tour/appointment and removals to the UK would commence immediately. However, where you live in private property unsupported by MOD (e.g. you live in property you own), any entitlement to removals from the overseas area may be delayed. Where this is the case, any entitlement to removals must be used within 30 days of the end of tour/appointment.
- The Overseas Transfer Grant within 3 months of retirement or resignation.
- Subsistence allowances on arrival in the UK or country of recruitment. Up to 7 nights assistance with actual cost of accommodation and meals for employee and entitled family members, and Incidental Expenses Allowance for employee only. This would be granted if employee/family unavoidably had to occupy hotel or hotel type accommodation in the following circumstances:
 - UK Home cannot be occupied (e.g. awaiting delivery of belongings);
 - Old UK home was sold or unable to occupy old home immediately on return;
 - If you are a non-householder who did not reside with parents.
- No legal fees will be granted for purchase of a new home, whether the Department assisted with sale expenses or not on posting overseas.
- Potential financial penalties for curtailment charges may be raised if the departure from overseas is earlier than expected.

6.6. Employee is in MOD employment overseas having not previously worked for MOD in the UK.

- a) Employee returns to UK and into a new post. Entitlements include:
- Repatriation of employee and entitled family members to the UK.
 - Removal of belongings from overseas/store to UK.
 - Car Shipment (if appropriate).

- The Overseas Transfer Grant.
 - Subsistence allowances on arrival in the UK or country of recruitment. Up to 7 nights assistance with actual cost of accommodation and meals for employee and entitled family members, and Incidental Expenses Allowance for employee only. This may be extended to 30 nights by DBS if they are satisfied that it is merited.
 - Thereafter, any additional expenses in the UK are the responsibility of the employee. No UK Transfer allowances would be payable (Relocation Services, Legal Expenses, AHCA, AOS etc.)
- b) Employee returns to UK without a new post (a Priority Mover). Entitlements include:
- Repatriation of employee and entitled family members to the UK.
 - Removal of belongings from overseas/store to UK.
 - Car Shipment (if appropriate).
 - The Overseas Transfer Grant.
 - Subsistence allowances on arrival in the UK or country of recruitment. Up to 7 nights assistance with actual cost of accommodation and meals for employee and entitled family members, and Incidental Expenses Allowance for employee only. This may be extended to 30 nights by DBS if they are satisfied that it is merited. If the employee is still in the RDP at the end of this period, DBS may offer assistance with two months Supplementary Rent Allowance in exceptional cases and provided an employee does not have a residence which could be used whilst in the RDP.
 - Thereafter, any additional expenses in the UK are the responsibility of the employee. No UK Transfer allowances would be payable (Relocation Services, Legal Expenses, AHCA, AOS etc.).
- c) Employee returns to UK having been specially recruited for Overseas Service. This group of employees have no expectation of returning and working in the UK. Consequently, any assistance is limited to help with the cost of the basic return to the UK (e.g. travel, removals, the Transfer Grant).

6.7. Employee is in non-MOD employment Overseas on SUL/Career Break and returns to UK

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

