



Ministry
of Defence

MOD Policy

Assessment of Support Needs
For Accompanied Assignments
Overseas



Foreword by Chief of Defence People

People lie at the heart of operational capability; attracting and retaining the right numbers of capable, motivated individuals to deliver Defence outputs is critical. This is dependent upon maintaining a credible and realistic offer that earns and retains the trust of people in Defence.

This policy directs the actions that are to be taken to ensure that the support needs of individuals considering accompanied assignments or transfers overseas are appropriately assessed.

Vice Admiral Phil Hally
Chief of Defence People
Functional Owner for Defence People

Withdrawn

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Withdrawn

Introduction

Outline

1. The Integrated Review (IR)¹ sets out the Government's current assessment of the major trends that will shape the national security and international environment out to 2030. The UK will continue to play a leading international role in the prevention and resolution of conflict and the MOD's contribution to this includes strengthening international engagement, increasing forward presence, building partnerships and capability to increase the UK's influence, promote its values and cohesiveness. For the MOD's people this will mean sustaining a persistent forward presence and expanding defence diplomacy across the globe. It is in this context that the MOD's policies for its people are built.
2. This policy delivers direction that should be followed in accordance with statute or policy mandated by Defence or on Defence by Central Government, and has undergone an Equality Impact Analysis, the Family Test, the Children's Rights Impact Analysis and is aligned with MOD Civilian Policy. It is the intention that this policy will be reviewed every two years or in response to changes directed by Central Government policy.
3. When reading this policy, it is important to note that the word 'must' is used to denote requirements mandated by law in England, the word 'should' is used to reflect requirements mandated by policy and the word 'may' provides discretion for the interpretation of policy.
4. When reading this policy on Gov.uk please note that information held on MOD information systems (Defnet, MOD SharePoint) cannot be linked from Gov.uk pages. Instead, readers are provided with a reference to the relevant information owner.

Authority

5. The owner of this policy is Hd Armed Forces Families and Safeguarding (AFFS). For further information or advice on any aspect of this publication or to provide feedback on the content, the AFFS Family Policy Team should be contacted by emailing: People-AFFS-FamiliesTeam@mod.gov.uk

Limitations of Policy

6. Where this policy is silent or where initial interpretation of policy cannot address a specific issue, advice should always be sought from People-AFFS-FamiliesTeam@mod.gov.uk

¹ Integrated Review 2021 – House of Commons Library (parliament.uk)

Purpose

7. Where Service personnel/MOD Civilians and their families are considering an accompanied assignment/transfer overseas, the MOD needs to assess whether the services and support available/accessible in the overseas location can meet their individual needs. The purpose of this policy is to describe the framework under which those needs are assessed, how decisions on supportability should be made and to describe the key roles and responsibilities in the assessment and decision-making process.

Scope

8. Policy contained in this document supports MOD Policy for Welfare Support contained in JSP 770 Tri-Service Operational and Non-Operational Welfare Policy and only applies to accompanied Non-Operational Service assignments or MOD Civilian transfers overseas.

9. This document provides MOD policy on the assessment of health/medical/social care needs and children's educational needs required to determine whether a Service assignment or MOD Civilian transfer overseas can be accompanied by family members.

10. Populations covered by this policy are:

- a. Members of the Regular Armed Forces including mobilised² Reserve Forces personnel (who are eligible for overseas assignment) and family members who may potentially accompany the assignment. This includes children who are in receipt of the Children's Education Allowance (CEA) or Boarding School Allowance (BSA).
- b. MOD Civilian Personnel/UK Based Civilians³ on an official MOD permanent posting or temporary transfer, UK Based Civilians and Civilian Staff Specialist Recruited for overseas service - and family members who may potentially accompany the transfer.

11. MOD Contractors are not covered by this policy and are directed to their contract agreements for pre-screening/assessment requirements.

Policy Coherence

12. Where this document contains references to other MOD policies, the policy owners have been consulted in the development of this policy document.

² Mobilised Reserve Forces as defined in JSP 753 Regulations for the Mobilisation of UK Reserve Forces.

³ SSAFA personnel should follow their internal policy/process for medical assessments. NAAFI personnel are directed to also follow their internal policy/process for assessments.

Related Policy	
JSP 342	<u>Education of Service Children Overseas (NEW TITLE)</u>
JSP 441.	<u>Information, Knowledge, Digital and Data in Defence.</u>
JSP 464	<u>Tri-Service Accommodation Regulations</u>
JSP 468	<u>Loan and Secondment of Service Personnel to Commonwealth and Foreign Forces</u>
JSP 752	<u>Tri-Service Regulations for Expenses and Allowances</u>
JSP 753	<u>Regulations for the Mobilisation of UK Reserve Forces</u>
JSP 755	<u>Centre-Determined Policy for Career Management and the Admin of Tri-Service Positions and Assignments</u>
JSP 770	<u>Tri-Service Operational and Non-Operational Welfare Policy (TITLE Change incoming)</u>
JSP 834	<u>Safeguarding</u>
MOD Civilian Policy	<u>Overseas-Civilian-Transfers.docx (sharepoint.com)</u>

Record of Amendments

Version	Amendments	Date
1.0	Policy principles transferred from JSP 770 Ch2A and rewritten following formal review 2022/2023.	WEF 30 Apr 2023
	Annex B - Self Declaration replaced with Check List for Service Personnel	WEF 30 Apr 2023

Withdrawn

The Framework

1. Where Service personnel/MOD Civilians and their families are considering an accompanied assignment/transfer overseas, the MOD needs to assess whether the services and support available/accessible in the overseas location can meet their individual needs. The purpose of this policy is to describe the framework under which those needs are assessed, how decisions on supportability should be made and to describe the key roles and responsibilities in the assessment and decision-making process.

Principles

2. There is no automatic entitlement to an accompanied assignment or transfer overseas. But the MOD will, where possible, enable this for its Service personnel/MOD Civilians and their families. It may not be possible for the MOD to enable/facilitate support for a person's individual needs in each case. For example, there may be limitations in the range and type of services available overseas that would present an unacceptable risk to an individual. Additionally, the MOD may not be able to facilitate accompanied assignments in some cases where local laws and/or customs may create significant challenges for family members, whose circumstances would normally be respected and protected in the UK.

3. An overseas assignment/transfer should not be accompanied where it is clear that support is not available and cannot practically be made available. Service assignments/Civilian transfers and moves to the overseas location are not to proceed and no personal commitments are to be made until the assessment process is completed.

4. Service personnel/MOD Civilian personnel and their families should always be notified that an assessment meeting is taking place. Decisions, and the rationale for decisions, should always be communicated with the subject(s) of the assessment. To ensure that the assessment is inclusive, and recommendations and decisions are based on a comprehensive picture of needs, Service personnel/MOD Civilians and their families should be given every opportunity to provide their views and offer evidence during the assessment process.

5. Where people who cannot be supported choose to live⁴ overseas with their Service person/MOD Civilian family member, contrary to the decisions made in accordance with this policy, they will have no legal status under the relevant Status of Forces Agreement (SOFA) or other agreement with the host nation government, their presence will not be officially recognised or authorised, the MOD will not bear any responsibility for them, and should they choose to travel to/from and live overseas they will do so at their own expense⁵.

Risks and Consequences

6. The consequences of assignments/transfers going ahead without appropriate consideration of people's support needs can be far reaching for the MOD, for its

⁴ Beyond the period of time allowable for legal short stays in an overseas location.

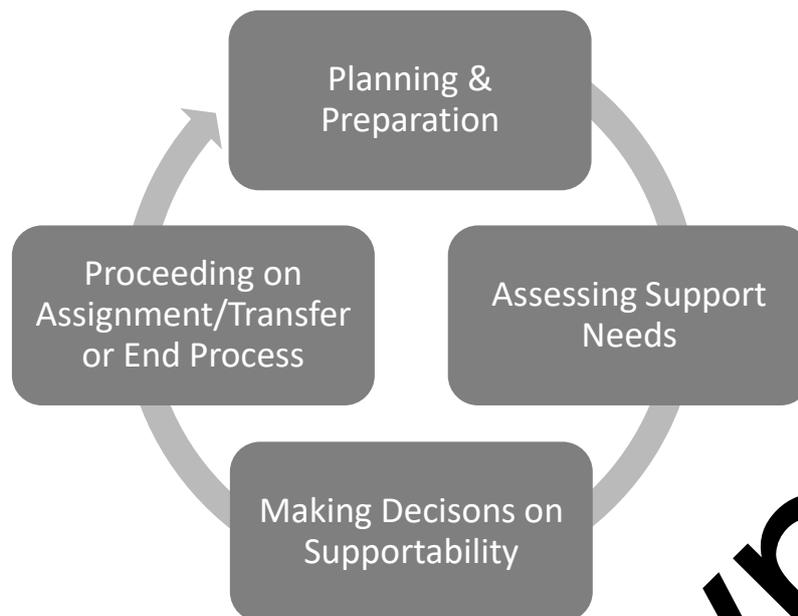
⁵ These individuals will have no entitlement to use military transport and entitlement to allowances/reimbursements will cease.

Service personnel/MOD Civilians and their family members. Where Service personnel/MOD Civilians and their families do not engage in the assessment of their needs; where decision making leads to people working and living overseas with needs that cannot be supported, people's safety, health, wellbeing, family life, their children's education and their careers can all be affected. As an example, cancellation of an assignment/transfer at short notice bears consequences for other personnel and their family members should there be a need to assign at short notice or extend in post to address gaps in the workforce. **It is therefore crucial that everyone involved in the process of assessment understands and considers the potential risks that an overseas location may present and the consequences of not following the assessment of needs process mandated by this policy.**

A Cycle of Assessment

7. The MOD uses a single process of assessment to consider whether the overseas location and the services that are available/accessible at the overseas location can support the needs of individuals. The process has four stages and should always start with planning and preparation for the overseas assignment/transfer, followed by assessing support needs and decisions on supportability and concluding with proceeding on assignments/transfers or, where accompanied assignment/transfer cannot be supported, ending the process. This cycle of assessment should be applied to:

- a. UK to overseas assignments/transfers.
 - b. Overseas to overseas assignments/transfers.
 - c. During an overseas assignment/transfer where circumstances change, where an extension is being considered or where a need emerges.
 - d. Where a family is in an overseas location and the Service person/MOD Civilian is in a different location.
8. The stages of the process are shown in the diagram below:



Model 1 - The Assessment Process

Clear Responsibilities

9. Understanding who is responsible for what is critical to delivering the purpose of assessment. General responsibilities are described below and expanded in subsequent paragraphs.

10. **Career Managers.** Career Managers manage the process of Service assignments overseas and provide authorisation for the assignment to proceed.

11. **Defence Business Services (DBS) Specialist Recruitment and Moving Services (SRM)** process MOD Civilian transfers and provide authorisation to proceed. DBSCivPers-ResourcingTeam1@mod.gov.uk should be used for recruitment related transfers and DBSCivPers-OverseasExtensions@mod.gov.uk - should be used for processing extension requests.

12. **Service personnel/MOD Civilians** are responsible for declaring their needs and the needs of family members who are considering accompanying the assignment/transfer.

13. **Global Medical Supportability Cell (GMSC).** The GMSC, a functional unit of the Defence Global Practice (DGP), is responsible for conducting medical supportability⁶ assessment. Detailed information on health/medical assessment is accessed from the GMSC by emailing at: UKStratCom-DMS-DPHC-GMSC-Grp@mod.gov.uk

14. **Defence Children Services (DCS).** DCS is responsible for conducting the assessment of children's needs. Assessment is conducted by The Overseas Education and Supportability Team (OEST) with the Education Welfare and Social Work team having a role where children have social care needs. Detailed information on educational assessment is accessed at: [Defence Children Services \(DCS\) –](#)

⁶ Supportability is the ability of the MOD to support a person's health/medical/social care needs and children's educational needs in the overseas location.

[GOV.UK \(www.gov.uk\)](http://GOV.UK) and advice is accessed from DCS by emailing the OEST at RC-DCS-HQ-OES@mod.gov.uk

15. **The British Forces Social Work Services (BFSWS).** Overseas, the MOD contracts a 'reach back' social work service⁷. This service is delivered by The British Forces Social Work Service (BFSWS) and where it is delivering support to a person who is already overseas, BFSWS provides input into the assessment process. Information about the MOD's contracted social work services overseas is accessed at [About Us | British Forces Social Work Service](#)

16. **Decision Maker.** Responsibility for the health, safety, welfare, discipline and administration of Service personnel/MOD Civilians and their families is invested in the designated commander⁸ overseas. This responsibility arises from the commander's delegated authority and includes making decisions on whether Service personnel/MOD Civilians with family members who wish to go on an accompanied assignment/transfer, can be supported in the overseas location. Commanders may choose to delegate this responsibility to a named individual or individuals on their staff, **but** every individual fulfilling this decision-making function should be guided by the principles in this policy. For the purposes of this policy the term 'decision maker' is used to describe the person **making decisions** on supportability.

17. **To ensure that everyone understands who the decision maker is overseas, TLBs with responsibility for overseas locations are to explicitly identify individuals who hold this responsibility and are to make this information available/accessible to the Service personnel/MOD Civilian being assigned/transferred.**

18. The table below sums up core responsibilities for Planning/Preparation, Assessing Support Needs, Decision on Supportability and Authorising Assignments/Transfers:

	Planning and Preparation	Assessing Support Needs	Decision on Supportability	Authorising Assignments/Transfers
Service/MOD Civilian Personnel and their families	X			
GMSC		X		
DCS		X		
BFSWS for overseas assignments/transfers		X		
Decision Maker	X		X	
Career Manager	X			X
DBS	X			X

19. Whilst individuals and organisations have specific roles and responsibilities for each of the stages in the process, everyone involved in the process should work

⁷ This service includes prevention and safeguarding services for children, young people and adults, assessment and support to Children in Need and Children in Need of Protection, an Early Help offer and a comprehensive advisory service.

⁸A military person responsible for planning activities, supervising activities, and making sure that personnel under their area of responsibility are safe. This term refers to a role rather than the rank of Commander, and it can be a permanent or temporary role (for example, lasting for the duration of a training exercise).

together to ensure that the process runs smoothly and achieves its purpose. The following paragraphs outline policy that should be applied to the entire process.

Timeframe

20. The time needed to consider people's needs can vary depending on the complexity of the needs being assessed, the process should be conducted within a reasonable timeframe and should be completed before the date of travel. Usually this should take no longer than 1 year from the start of the assessment process to the date of travel. Children's educational assessments should be timetabled to ensure that any emerging needs can be declared and assessed prior to date of movement. Whilst an accompanied assignment/transfer can be turned off up to the day of travel, should there be needs that emerge during the assessment process that cannot be supported overseas, every effort should be made to ensure that support needs have been assessed at least 1 month prior to the date of travel.

Checking

21. Regular checks should be used by everyone engaged in the process to ensure that the process is running to time and any changes to need can be considered. Service personnel should therefore notify GMSC/DCS/the decision maker overseas and their losing commander immediately if there is any change in need and GMSC/DCS should ensure that these changes are assessed. It is strongly recommended that checks take place 6 months and again a 1 month prior to the date of travel. For personnel being assigned to posts that require pre-assignment training it is strongly recommended that checks take place at 6 monthly periods during the training period and 1 month prior to date of travel.

22. A decision on supportability should be reviewed where there has been a significant time lapse between the decision being made and the Service person/MOD Civilian and their family moving to the overseas location. This is particularly important for younger children who have significant developmental milestones in their early years and therefore will have changing needs.

23. Service personnel should use the check list at Annex B. Once completed this provides a record of policy compliance and accountability for decisions made and should be retained by personnel. Personnel should use the check list for any circumstances where assessment is required, including where their spouse/partner needs to complete assessment documents on their behalf. MOD Civilians should follow the direction and guidance provided by the appropriate DBS SRM Team at the start of the overseas transfer process.

Communicating/Supporting

24. There should be regular communication between all parties (assessment organisations (GMSC, DCS), the decision maker overseas, losing commanders, career managers/DBS SRM Team and the Service person/MOD Civilian/Family) to ensure that any changes in circumstance (for example a change to an individual's needs) are considered. Losing and receiving organisations, career managers/DBS, GMSC and DCS should support Service personnel/MOD Civilians and their families through the provision of timely and reliable information/advice/ throughout the process.

Information Sharing and Records Management

25. It is critical for the safety and safeguarding of individuals that information on health/medical, children's educational needs and social care needs is shared between relevant parties. It is for this reason that it may be essential to disclose

information provided by personnel with the parties who deliver assessment and make decisions on supportability. Information is not to be shared beyond these parties and the purpose of sharing information should always be clearly communicated to Service personnel/MOD Civilians.

26. There is a Common Law Duty of confidentiality that applies to health/medical and social care patient information, but personnel should understand that nothing in law requires the consent to share information where sharing is necessary to do so to prevent or minimise the risk if significant harm to a person.

27. Wherever a decision is taken, a record should be made. Information and records should be processed and kept in accordance with MOD policy contained in JSP 441 Information, Knowledge, Digital and Data in Defence.

Appeals

28. As a matter of policy, overseas commanders should offer an appeal route for decisions on supportability. Overseas commanders should apply the following principles to appeals:

- a. Appeals should be convened as soon as possible.
- b. Service personnel are not to proceed with their assignment/transfer until the appeal process is completed.
- c. The decision maker should notify the outcome of the appeal to the Career Manager.
- d. The Service person appealing the recommendation can choose to submit evidence and represent this to the Appeal panel. If required, the check list at Annex B should be used as evidence of engagement with this policy and the processes directed within it.
- e. The Appeal panel should be chaired by the decision maker and include as a minimum:
 - (1) Experts as required by the nature of the need
 - (2) The Designated Safeguarding Lead for the overseas command area.
 - (3) Unit Welfare Officer.

Non-Compliance

29. Where individuals, in scope of this policy, are non-compliant, the following will apply:

- a. The individual and any potential accompanying family members will be considered to be unsupportable and;
- b. The assignment/transfer process will be stopped and;
- c. Travel to the overseas location will not be authorised, or
- d. If already overseas, Service personnel/MOD Civilians and their families will be returned to the UK at their own expense.

30. Where individuals, in scope of this policy, arrive in the overseas location without having gone through assessment, the following actions should be taken:

- a. The decision maker overseas should immediately engage with the Service person's losing chain of command, the relevant Career Manager/the appropriate DBS SRM Team, the GMSC and DCS to establish whether policy has been followed and whether assessment has taken place.
- b. The decision maker should request evidence from the Service person/MOD Civilian that demonstrates where they have followed policy and where they have engaged fully in the assessment process. Service personnel should use the checklist at Annex B, alongside evidence of GMSC and DCS assessments, to demonstrate where personnel have engaged with the assessment process. MOD Civilians should use their DBS overseas transfer documents.
- c. Where there is evidence that Service personnel/MOD Civilians have not followed this policy or where evidence indicates that individuals are not supportable in the location but have travelled there regardless, they, and their family members (where applicable), are to be returned to the UK at their own expense.

Assignment/Transfer Extensions

31. For assignment/transfer extensions, assessment provides reassurance that people can continue to be supported and, where they cannot, is used to ensure that all possible support is appropriately considered. All extensions require the completion of children's educational assessment. Only extensions beyond 36 months (regardless of the length of extension) require the completion of a medical assessment. For both Service personnel and MOD Civilians, authorisation is the responsibility of the GMSC in consultation with the Career Manager and the individual. DBS SRM do not form part of this process but will require confirmation of the authorisation in order to process the extension.

32. For Service extensions where family members are involved, career managers should direct Service personnel to contact Families section directly by emailing STRACOMRefSp-DSCOM-FamSec@mod.gov.uk

33. DBS SRM is currently in the process of automating the service to make this self-service where the essential criteria is confirmed. This section of policy will be updated once this action is complete. In the meantime, extensions can continue to be requested by submitting the HRForm100.

The Stages of Assessment

34. The following sections provide specific direction and guidance for each stage of the assessment process and describe roles and responsibilities within each stage. The process of assessment is illustrated at Annex A.

Stage 1 - Planning and Preparation

Service personnel/MOD Civilians and their Families

35. Before committing to the assessment process and the overseas assignment, personnel and their families should research and carefully consider whether the health/medical/social care and children's educational provision overseas can support their needs. Service personnel/MOD Civilians are strongly advised to discuss

issues/concerns about living overseas locations with their families and should consider how best to minimise potential impact on individual family members, this should include key transitions (for example planned pregnancies or critical educational stages) that may occur during the assessment process or the assignment.

36. Service Personnel/MOD Civilians should therefore contact the receiving organisation to seek information on the location and identify the decision maker – early communication with the receiving organisation and the decision maker will help to identify any issues or needs that may potentially affect the success of or prevent the overseas assignment/transfer.

37. Service personnel are strongly advised to discuss issues/concerns with their Unit Welfare Officer before reaching any decisions on taking up assignment in the overseas location. Where a Service family is receiving support from a single Service specialist welfare organisation, consultation should take place between the Service person's CofC and the relevant agency prior to an assignment. In cases where a multi-agency team is involved, the Lead Agency should be contacted.

38. Service personnel and their families are strongly recommended to register with a Defence Medical Practice as early as possible as this will support the consideration of health/medical needs.

39. It is a fundamental principle of educational policy⁹ that parents are responsible for the education of their children, parents are therefore directed to JSP 342 Education of Service Children Overseas which should be read prior to any firm decision relating to their child/ren's education overseas. Support provided within the UK for children with special educational needs and disabilities (SEND) may not be accessible in the overseas location, so it is critical that parents declare these needs to DCS, and their career managers.

40. In the Falkland Islands, a family can only choose to electively home educate their child/ren with advance clearance from the Falkland Island Government (FIG) Director of Education. The quality of the education being delivered is assessed by the FIG and this process includes a home visit programme. Service personnel/MOD Civilian personnel should email BFSAI-BSW-PMS-OC for detailed guidance on the process.

41. In Gibraltar, the Government of Gibraltar (GoG) SEND panel will sit to decide whether a school age child entering Gibraltar or transitioning from the Defence Children Services (DCS) setting can be supported within a GoG school. Parents need to be aware that the GoG panel decision is final (with no appeals process) and should not assume that if they have a child with SEND that they will be deemed to be supportable in a GoG school. Parents should also not assume that if their child has identified or emerging SEND whilst on roll at the DCS school/setting, that there is automatic admission into a GoG school/setting.

42. Service personnel on Exchange or Loan Service should also follow policy contained in JSP 468 Loan and Secondment of Service Personnel to Commonwealth and Foreign Forces for direction and guidance on Defence Attaché and Loan Service assignments.

⁹ The Children Act 1989

43. MOD Civilians are directed to their own Civilian HR Policy for Overseas Transfers for direction and guidance on the process for Civilian transfers.

GMSC/DCS/Decision maker Overseas

44. To help Service personnel/MOD Civilians and their families to understand the prospective overseas location and support their own research, the GMSC, DCS, the decision maker overseas should ensure that location specific information, including medical/health/social care/children's educational services are made available/accessible to Service personnel/MOD Civilians and their families.

Career Managers

45. In addition to primary policy contained in JSP 755 Centre Determined Policy for Career Management and Admin of Tri-Service Positions and Assignments, Career Managers are specifically directed to instruct Service personnel to this policy at the start of the assignment process, make personnel aware of the limitations of support in the proposed assignment and direct Service personnel to contact UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk for the forms required to initiate the assessment process.

DBS

46. In addition to their own policies, DBS SRM Teams are specifically directed to instruct MOD Civilians to this policy at the start of the transfer process, make personnel aware of the limitations of support in the proposed assignment and direct MOD Civilian personnel to the forms required to initiate the assessment process.

Stage 2 – Assessing Support Needs

Initiating Assessment

47. To initiate the assessment process and access the required forms Service personnel are to contact the Families Section by emailing UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk and MOD Civilians will be issued with the forms by the appropriate DBS SRM Team.

48. Where – due to the current duty location – the Service person is not able to engage directly in the entire assessment process and complete the required assessment documents, a spouse/partner may need to do so on behalf of the Service person. At the start of the assignment process, the Service person should inform their Career Manager, GMSC and DCS that their spouse/partner is acting on their behalf and, at the earliest opportunity, this should be noted on the checklist at Annex B.

49. Service personnel/MOD Civilians are to declare all known health/medical/social care/children's educational needs and any ongoing specialist medical treatment or social care support **at the start of the assessment process**. Any changes in need or change of circumstance which could impact on support are to be immediately notified by the Service person/MOD Civilian to GMSC, DCS, the losing and gaining organisations, the Career Manager/the relevant DBS team.

50. Service personnel/MOD Civilians who require housing adaptations to meet mobility needs are to follow JSP 464 Tri-Service Regulations for Accommodation (Volume 1, Part 1) for direction and guidance. Other issues that may potentially affect the success of an assignment overseas are to be highlighted by the individual being assigned/transferred through the assessment process to their Career/Recruiting

Manager, Unit Welfare Officer, to the GMSC or to DCS, depending on the nature of the issue.

Conducting Assessment

51. Everyone responsible for assessing support needs should do everything possible to consider how the needs of family members might be supported in the overseas location. This should include assessing whether services available/accessible in location (MOD and/or host nation provided) are capable of meeting the needs of an individual and where it is reasonably possible to augment services so as to meet their needs. The outcome of assessment should be used by GMSC and DCS to advise the decision maker overseas on whether a person's needs can be met in the overseas location.

52. To ensure all relevant information informs assessment, GMSC/DCS should make every effort to seek information on any formal social care needs that the subject of assessment currently receives (this may include relevant historic information) from local authority social care services for adults and children.

53. For assessments relating to overseas-to-overseas assignments/transfers, extensions, and emerging needs overseas, where the MOD's contracted social work service is delivering support to the subject of the assessment, GMSC and DCS should involve the contracted social work professionals early in the assessment process and the decision maker overseas should include the contracted social work professionals in assessment meetings.

54. Assessment should be specific for an individual. Where one person's needs cannot be supported, this should not automatically lead to a recommendation that all family members are unable to be supported.

55. Where Service personnel/MOD civilians and their families are moving from one overseas assignment/transfer to another or there is an emerging need, assessment should consider what has changed for individuals and whether the location can support this change.

56. All assessment process/procedures/forms should be accessible to spouses/partners; this will ensure that where the Serving person/MOD Civilian cannot complete assessment documents, their spouse/partner can.

57. Usually assessments will be single-need and will be conducted by GMSC and DCS separately. Where it is clear from the information provided that specialists need to come together to assess needs, a multi-agency assessment is to be conducted. The following paragraphs provide direction on multi-agency assessment.

Multi-Agency Assessment

58. A multi-agency assessment is required wherever:

- a. There is a safeguarding concern.
- b. A person has multiple low-level needs or there are a number of agencies involved in meeting these needs (for example a person is receiving care and support from local authority/equivalent services; has an Education Health and Care Plan [EHCP]); or

- c. has a significant need in one area which may be supportable but may impact on another area of need/areas of need (for example a medical need impacting on social care and/or child's education), on family life or the undertaking of the assignment/transfer.
- d. Where parents are considering elective home education.

59. In addition to general principles of conducting assessment (paragraphs 50 to 56), the following policy applies for multi-agency assessments:

- a. GMSC, DCS, the MOD contracted social work service provider overseas, commander or unit overseas can raise the requirement for a multi-agency assessment to the decision maker.
- b. The decision maker overseas should convene and chair the multi-agency assessment.
- c. Assessments are to include expert input and advice from GMSC and DCS, and from the MOD contracted social work service overseas where the nature of the need requires this.

Stage 3 - Decisions on Supportability

60. The decision maker will need to consider a range of factors before making decisions on whether accompanied service can be supported for each and all family members. These include, the nature and duration of the assignment, its location, SOFAs or other agreements with the host nation government, the family circumstances of the individual being assigned/transferred and individual support needs. Where support requirements or concerns are identified, the decision maker should discuss these and the suitability of available/accessible support with the Service person to enable their views to be considered. At this stage, the decision maker should also consult with losing/gaining commanders (where this individual is not the decision maker), and the Career Manager to discuss decisions. This part of the process should be started early and completed in a timely manner to allow for alternative planning or assessment, as required.

61. Decisions should be informed by the following:

- a. The outcome of assessments conducted by GMSC and DCS.
- b. The risk/impact to the operational output of the unit/establishment should be considered where relevant. Operational considerations should, however, never be used as a justification for deciding that an individual can be accompanied by unsupported family members, in the face of clear expert advice to the contrary.
- c. If existing services overseas cannot meet an individual need, decision makers should consider whether the required support can be provided by a different organisation, facility or in a different manner. Any services commissioned to meet an individual need should not go beyond that which would normally be free to the user in England. (For example, support delivered by public services: National Health Service [NHS], in State maintained schools, local authority provided SEND support and social care services.)

- d. If a person has known social care needs that cannot be supported, all information seeking should be exhausted before a decision on supportability is made.
- e. Whether support is sustainable for the duration of the assignment/transfer. (For example, where needs emerge during an assignment/transfer and support is agreed it should be sustainable for the remainder of the assignment/transfer.)

62. The decision maker should notify the Service person/MOD Civilian, the Career Manager, GMSC, DCS and DSCOM Families Section of their decision.

63. For MOD Civilian Transfers, the decision maker overseas should confirm their recommendation/decision on supportability to GMSC who will then notify DBS SRM.

64. In the event of a decision in favor of supportability being revised mid-assignment which results in that decision being revised/rescinded, the family will be returned to the UK at public expense. Should there be reasonable grounds to believe information was withheld by the Service person/MOD Civilian or their family from the initial assessment, the Service person/MOD Civilian and family may be required to fund their own travel back to UK.

65. Where an accompanied Service assignment cannot be supported, the assessment process will conclude for the Service person and their family. Where a decision is made for the Service person to be assigned on either a voluntary or involuntary unaccompanied Service assignment, there is no requirement for the Service person to undergo another assessment of needs for that assignment.

66. For MOD Civilians, where the decision is that the transfer cannot be accompanied, should the individual proceed with an unaccompanied assignment, the assessment process will conclude for that MOD Civilian and their family and there is no requirement for the MOD Civilian to undergo another assessment of needs for that transfer.

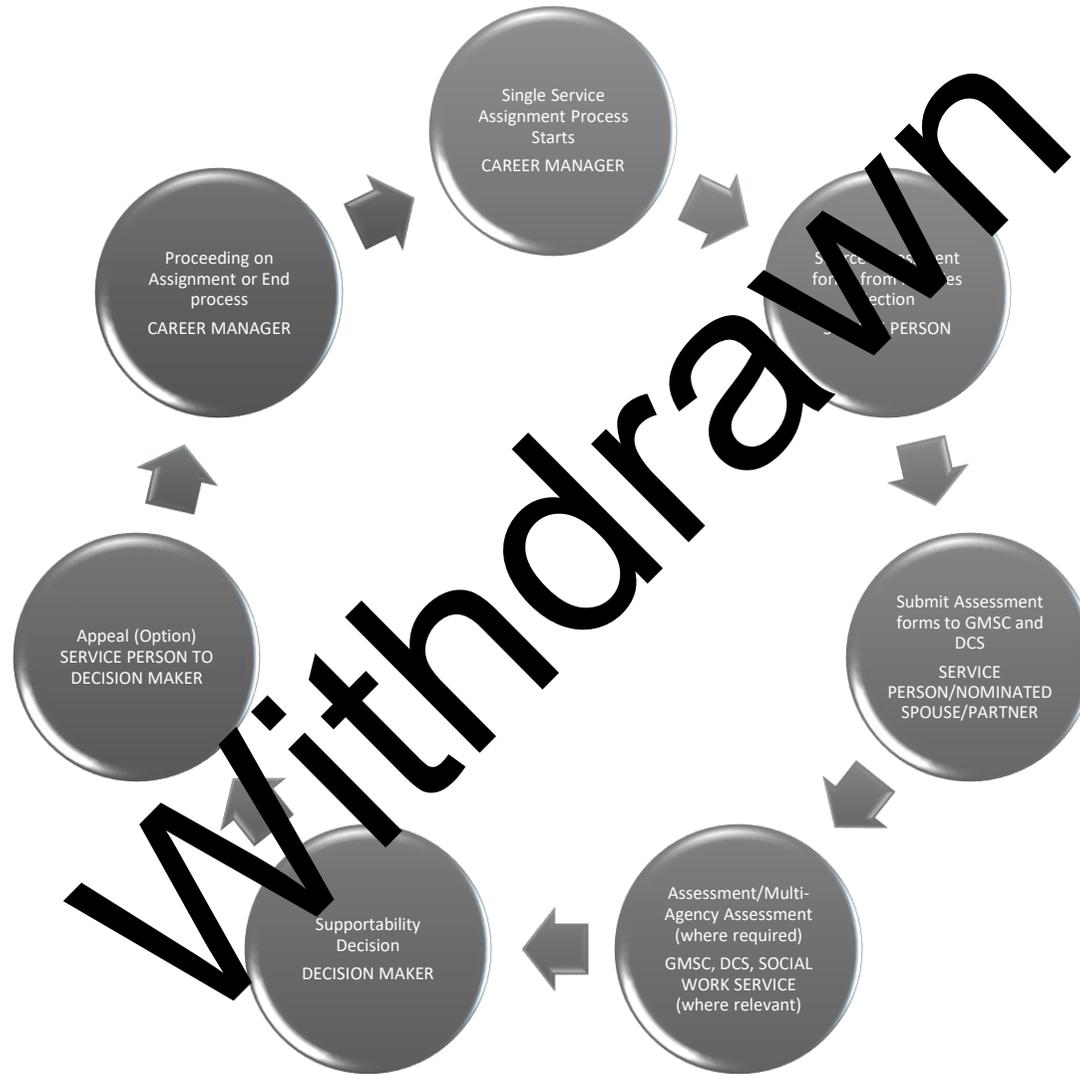
Stage 4 – Proceeding on Assignment/Transfer

67. For Service assignments, the Career Manager is responsible for authorising the assignment, reviewing the assignment, making alternative assignment plans and for notifying the Service person, the decision maker overseas, losing commanders, the GMSC and DCS that the assignment is proceeding. Where a career manager has firm grounds for going against the decision of the decision maker overseas this is to be communicated to all parties.

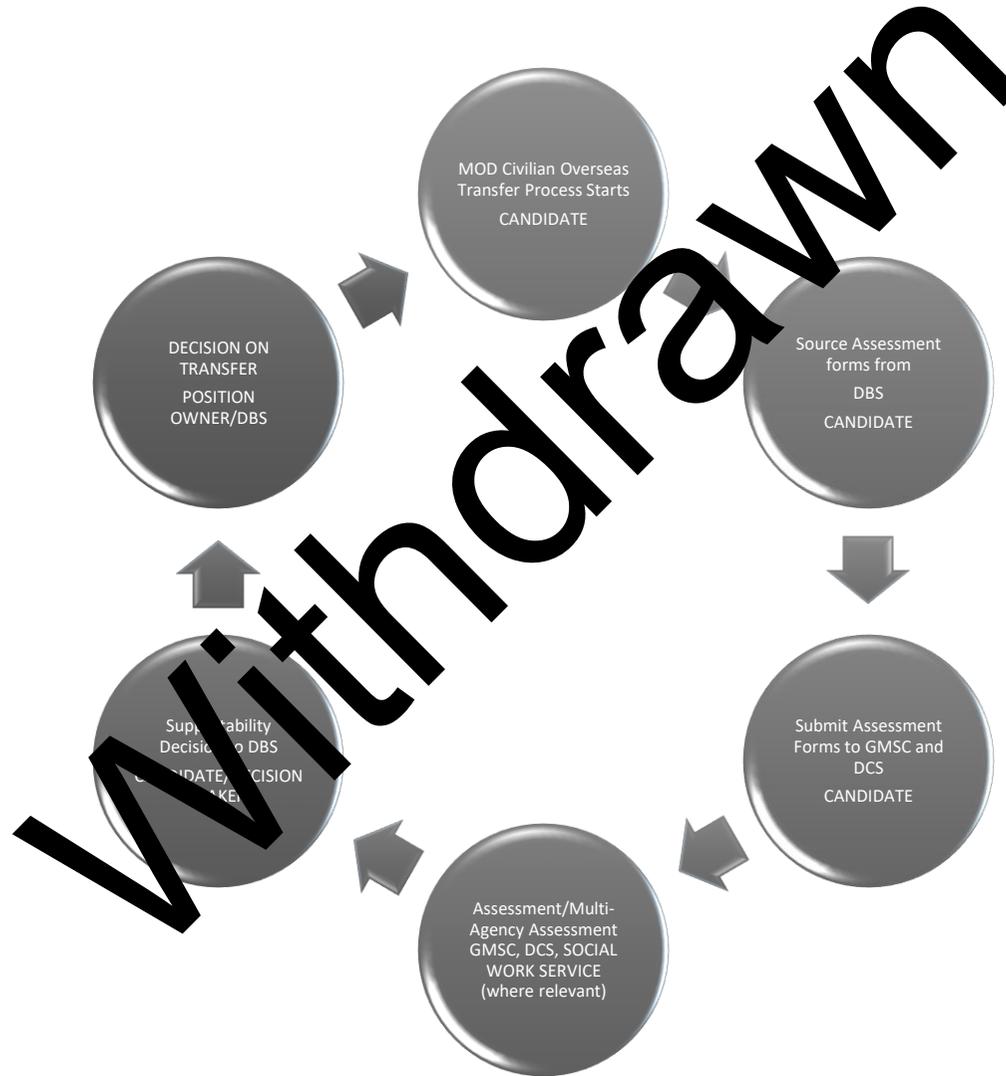
68. For MOD Civilians, overseas transfers are either through a recruiting campaign or initiated by a TLB, with transfers being approved by the receiving line manager/position owner and processed by the appropriate DBS SRM Team.

Annex A – Assessment Process

Map 1 – Service Personnel Assessment of Needs Process



Map 2 – MOD Civilian Personnel Assessment Process



Annex B – Checklist (Service personnel only)

OFFICIAL SENSITIVE PERSONAL (When completed)

ASSESSMENT OF NEEDS CHECKLIST

DATA PROTECTION STATEMENT

When completed, this document will contain personal data and should be treated in accordance with the General Data Protection Regulation (GDPR) 2018.

USING THE FORM

This form should be used as a checklist for the activity you are required to do, by policy, to ensure that appropriate assessment of yours and your family's needs is undertaken. When completed, the checklist acts as verification that you have followed policy, engaged with, and completed the assessment process.

The checklist should be used (and expanded) when an assignment extension is being considered, where needs emerge or where circumstances change, and assessment is needed to review ongoing support overseas. Where due to the duty location, a spouse/partner needs to complete assessment documents on behalf of the Serving person, it should be noted on this checklist.

PERSONAL INFORMATION

DETAILS OF SERVICE PERSON		
Name:		
Date of Birth:		
Location of Overseas Assignment:		
Current Contact Details:	House Number/Name:	
	Street/Road:	
	Town/City:	
	Postcode:	
	Telephone/Mobile:	
	Email:	

DETAILS OF FAMILY MEMBERS

Please provide details of each family member who intends to accompany you on your upcoming assignment (including children in boarding school). If you require additional space, please extend the table.

Full Name		Date of Birth	/ /	Relationship to MOD Employee	
Full Name		Date of Birth	/ /	Relationship to MOD Employee	
Full Name		Date of Birth	/ /	Relationship to MOD Employee	
Full Name		Date of Birth	/ /	Relationship to MOD Employee	
Full Name		Date of Birth	/ /	Relationship to MOD Employee	
Full Name		Date of Birth	/ /	Relationship to MOD Employee	
Full Name		Date of Birth	/ /	Relationship to MOD Employee	
Full Name		Date of Birth	/ /	Relationship to MOD Employee	
Full Name		Date of Birth	/ /	Relationship to MOD Employee	

Withdrawing

PLANNING

Activity	Dates	Outcome
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Raised support needs with Career Manager, Med Centre and on JPA.

Name of Career Manager:

Discussed issues/concerns with Unit Welfare Officer (where this takes place).

Name of Unit Welfare Officer:

Researched overseas location:

Can the location support my/my family's needs for the duration of the assignment?

Health/Medical Needs?

Social Care Needs?

Children's Education?

ASSESSMENT

Activity	Dates	Outcome
Contacted DSCOM for Medical and Children's Education Assessment Form		
GMSC Assessment Completed		
DCS Assessment Completed		
Multi Agency Assessment (where this takes place) Completed		
Appeal (where this takes place)		
Received notification of supportability decision		
Informed Career Manager and current CofC of supportability decision		

Received notification that assignment is to proceed/continue/end/conclude.

TRAVEL ARRANGEMENTS

Activity	Dates	Outcome
DSCOM informed of supportability assessment outcome		

COMMAND DETAILS

DETAILS OF LOSING COMMANDER	
Name:	
CONTACT DETAILS	
Email:	Telephone:

DETAILS OF DECISION MAKER OVERSEAS (This may be the overseas Commander/Commanding Officer)	
Name:	
CONTACT DETAILS	
Email:	Telephone:
Name of overseas organisation:	

You should retain this checklist as a record of engagement with the assessment process and email copies to your current commander, to the decision maker (the named individual making decisions on supportability), your receiving commander overseas and to your career manager.

OFFICIAL SENSITIVE PERSONAL (When completed)