



Ministry
of Defence

Overseas Civilian Transfers

Document Details	
Document Owner	Civilian Reward
Current Version	02-2022

Revision History		
Date	Version	Change Details
August 2018	1.0	Compilation of all current existing overseas documents, and some policy Changes
August 2019	2.0	Policy updates
September 2020	3.0	Policy updates
February 2022	01-2022	Updates due to MyHR
September 2022	02-2022	Policy Updates
November 2023	01-2023	Update Operational Deployments

Contents

Chapter 1: General Principles	11
Chapter 2: Transfer Terms	12
1. Working Overseas	12
2. What DBS will do for you	12
3. Transfers	12
3.1. General	12
3.2. Permanent Transfers	13
3.3. Temporary Transfers	13
3.4. General (both Permanent and Temporary Transfers)	13
Chapter 3: Departing for Overseas	15
1. Permanent Transfer	15
1.1. Accompanied or Unaccompanied Overseas	15
1.2. Unmarried Spouses	15
1.3. Civil Partnerships/ Same-Sex Marriage	16
1.4. Entitled Family Members – Children	16
1.5. Spouse’s Employment	16
1.6. What to do with your UK Home	16
1.7. Domestic Pets	17
1.8. What to do with your Car or Motorcycle	18
1.9. Passports, Visas and Status Stamps	19
1.10. Health Considerations Disability Living Allowance (DLA) and Personal Independent Payment (PIP)	20
1.12. Advance of Salary (AOS)	21
1.13. Overseas Transfer Grant (OTG)	22
1.14. Leave Prior to Posting	23
1.15. Removal of your Unaccompanied Baggage Overseas and Storage in the UK	23
1.16. Furniture Movement Service (FMS)	24
1.17. Cessation of Entitlement to Free Storage and Reimbursement of Storage Charges	25
1.18. Insurance of Unaccompanied Baggage in Transit and While in Store	26
1.19. Occupation of Hotel Accommodation Prior to Departure	26

2. Temporary Transfer.....	26
2.1. Spouses and Children Regarded as Entitled Family Members.....	26
2.2. What to do with your UK Home.....	27
2.3. Domestic Pets.....	27
2.4. What to do with your Car or Motorcycle.....	28
2.5. Passports, Visas and Status Stamps.....	28
2.6. Health Considerations.....	28
2.7. Clothing Allowance.....	29
2.8. Removal of your Unaccompanied Baggage Overseas and Storage in the UK.....	29
2.9. Storage of Personal Effects.....	30
Chapter 4: Accommodation and Utilities.....	31
1. Accommodation on Arrival at Post.....	31
2. Accommodation and Utilities.....	31
2.1. General.....	31
2.2. Renting Private Accommodation Overseas.....	32
2.3. Sharing Accommodation.....	32
2.4. Furniture in Official Accommodation.....	32
2.5. Taking Over your Official Accommodation.....	33
2.6. Mess Accommodation.....	33
2.7. Utilities.....	33
3. Specially Recruited for Overseas.....	33
3.1. General.....	33
3.2. Cessation of Free Accommodation, Utilities and Storage.....	33
3.3. New Appointments.....	34
3.4. Employees in a Relationship.....	34
3.5. Posting to Isolated Locations – Storage Costs.....	34
3.6. Further Transfer after 5 Years.....	35
3.7. The Packages.....	35
4. The Administrative Arrangements for Accommodation Charges.....	36
4.1. The Charges.....	36
4.2. Recovery of the Accommodation Charges.....	36
4.3. Staff on Nil Pay.....	37
4.4. Attribution of Accommodation Charge Receipts.....	37
5. The Administrative Arrangements for Utility Charges.....	37

5.1. Cyprus	37
5.2. Germany	37
5.3. Other Overseas Locations	37
5.4. Owner-Occupiers in the Overseas Area	37
Chapter 5: Pay and Allowances	38
1. Pay and National Insurance	38
1.1. Method of Payment and Allotments.....	38
1.2. National Insurance	38
2. Cost of Living Addition (COLA).....	39
2.1. Background and Purpose.....	39
2.2. Principles of Assessment, Review and Promulgation.....	39
2.3. Payment Regulations.....	40
2.4. Payment of COLA.....	40
2.5. Special Rates of COLA.....	41
2.6. Part-Time Employment	41
2.7. Changes to your Personal Circumstances and Absence from the Overseas Areas.....	41
2.8. COLA and Sickness	43
2.9. Absence of the Immediate Family.....	43
2.10. Claiming and Adjusting COLA.....	44
2.11. Subsistence.....	44
2.12. Accommodation Owned and Occupied by an Employee Abroad.....	44
2.13. Essential Continuing Commitments Relating to Accommodation at the Overseas Post.....	44
3. Difficult Post Allowance (DPA).....	44
3.1. General.....	44
3.2. Rates of DPA.....	45
3.3. Eligibility and Payment.....	45
3.4. Conflict and Fragile State (CFS) Location	45
Chapter 6: Travel to and from Locations Overseas	46
1. General.....	46
2. Air Travel.....	46
3. Travel to/from North West Europe on Posting	46
4. Privately Arranged Travel (PAT) - by Air or by Car/Motorcycle and Ferry.....	46
Chapter 7: Leave and the Leave Travel Scheme (LTS)	48

1. Leave While Overseas	48
1.1. Annual Leave	48
1.2. Special Paid and Unpaid Leave for Domestic Reasons	48
1.3. Public and Privilege Holidays	48
1.4. Resettlement Leave on Return to the UK or Between Overseas Countries	48
2. The Leave Travel Scheme (LTS)	49
2.1. Purpose	49
2.2. Eligibility: Transferred on Permanent Terms	49
2.3. Eligibility: Transferred on Temporary Terms	49
2.4. Methods of Travel	50
2.5. Subsistence Expenses during leave travel	51
2.6. Approval of Journeys and Arrangements for Return Flights	51
2.7. Claiming your Travel Costs	51
2.8. LTS in a Severe Hardship Location	51
2.9. Remote Locations (Falkland Islands and Ascension Island)	51
2.10. Conflict and Fragile State (CFS) Location	52
Chapter 8: Education of Children while Overseas	53
1. School Education Overseas	53
1.1 General	53
1.2 MOD School Locations	53
1.3 No MOD School, Arrangements in English Speaking Countries	53
1.4. No MOD School, Arrangements in Non-English Speaking Countries	54
1.5 Claim for School Fees and Extras	54
1.6 Cessation of Local Private School Fees	54
2. Educational Supportability	55
2.1. General	55
2.2. MOD Schools	55
2.3. No MOD School Locations	55
2.4 No Educational Supportability	55
3. Boarding Schools in the UK and Schooling Allowances	55
3.1. Background	55
3.2. Eligibility Criteria – UK Based Civil Servants	55
3.3. Eligibility Criteria – Specially Recruited for Overseas	56
3.4. When Schooling Allowance can be Paid	56

3.5. Special Educational Needs Allowance (SENA)	57
3.6. Rates of Schooling Allowance (SA)	57
3.7. Schooling Allowance Additions	57
3.8. Schooling Allowance where no lodgings are Provided.....	57
3.9. When Schooling Allowance (SA) starts and ends	58
3.10. Submitting Schooling Allowance (SA) claims	58
4. Transfers between Overseas Locations.....	59
4.1. General.....	59
4.2. Transferring Records	59
5. Travel Costs to and from the UK (relating to Education)	59
5.1. General Travel costs of Interviews and Admissions	59
5.2. Day/ Boarding School Entry Interview.....	59
5.3. Admission to UK Special Education Needs Schools	59
5.4. Higher Education / 6 th Form College/ University Entrance.....	60
5.5. Travel Options.....	60
6. School Children's Visits (SCV)	60
6.1. General.....	60
6.2. Eligibility	61
6.3. Entitlement.....	61
6.4. Other Circumstances	61
6.5. Children with Special Educational Needs (SEN)	62
6.6. Visits to the UK by you or your Spouse	62
6.7. Visits to Overseas area by Children with Special Educational Needs (SEN)	62
6.8. SEN Children - Costs.....	62
6.9. Travel Arrangements.....	63
6.10 Escorts	64
6.11 Travel to and from the Airport in the UK and Overseas Area.....	64
6.12 Surface Routes (NWE Only).....	64
Chapter 9: Healthcare and Compassionate Travel Overseas.....	64
1. Healthcare.....	64
1.1. Entitlement of Healthcare and Medical Treatment while Overseas.....	64
1.2. How Healthcare is provided while Overseas.....	65
1.3. Types of Treatment and Fees and Charges	65
1.4. Medical Referral to the UK.....	65

1.5. Travel and Subsistence Expenses while in the UK for Medical Reasons	66
1.6. Return to the Overseas Area	66
2. Compassionate Travel	67
2.1. General.....	67
2.2. Categorising Compassionate Leave.....	67
2.3. Criteria for Categorisation	67
2.4. In Scope Relatives	69
2.5. Accompanying Family Members	70
Chapter 10: Maternity/ Paternity/ Adoption Leave while Overseas	71
1. General.....	71
2. Healthcare.....	71
3. Expectant Mother.....	71
3.1. Employee (expectant mother)	71
3.2. Spouse (expectant mother).....	73
4. Employee Eligible for Paternity Leave.....	74
4.1. Expectant mother is in the overseas area	74
5. Lead Parent in Adoption	75
6. Specially recruited for Overseas.....	76
7. Unpaid Leave	76
Chapter 11: Conduct, Misconduct and Registration Overseas	77
1. Conduct and Misconduct	77
1.1 General.....	77
1.2. Conduct.....	77
1.3. Local Jurisdiction	77
1.4. Application of Armed Forces Act 2006 (AFA06).....	78
1.5. Service Civilian Court.....	78
1.6. Court Martial	79
1.7. Special Position of the Sovereign Base Areas	79
1.8. Legal Advice.....	79
1.9. Legal Representation.....	79
1.10. Legal Aid.....	79
2. Registration of Births, Deaths and Marriages.....	80
2.1. General.....	80

2.2. What you need to do – The Registration Process – Armed Forces Registration Officers (ROs)	80
2.3. What you need to do – Registration at a British Consulate or High Commission	81
3. Electoral Registration	81
3.1. General.....	81
3.2. Options for Voting.....	81
Chapter 12: Compensation: Insurance, Accidents and Injuries.....	82
1. Accidents, Injuries and Compensation in Connection with Duty	82
2. Insurance of Personal Property	82
2.1. During Duty Flights.....	82
2.2. Ex Gratia Claims.....	82
2.3. Transfer with COLA.....	82
3. Compensation	83
3.1. Criminal Injuries Compensation Scheme (CICS)	83
3.2. Compensation for Entitled Family Members of MOD Civil Servants Injured as a result of Criminal/ Terrorist Activity Abroad.....	83
3.3. Compensation for Loss of or Damage to Cars and Personal Possessions Caused by Riots Abroad	84
3.4. Compensation under the Vaccine Damage Payments Act, 1979.....	84
3.5. Compensation for Death, Injury or Loss of or Damage to Property when Travelling in a Crown Aircraft.....	85
4. Life Insurance/ Assurance and Personal Accident Insurance	85
4.1. Life Insurance/ Assurance.....	85
4.2. Personal Accident Insurance.....	86
5. Other Issues Relating to Liability and Compensation Claims	86
5.1. Privately Arranged Travel (PAT)	86
5.2. Claims of Common Law	86
5.3. Indemnities Required by Private Firms	87
5.4. Considering Claims for Advances.....	87
Chapter 13: Evacuation from Overseas	88
1.1. Travel.....	88
1.2. Subsistence and Temporary Accommodation - UK	88
1.3. Subsistence and Temporary Accommodation – Third Country.....	88
1.4. The Effect on your COLA	88
1.5. Car Hire.....	89

1.6. Advance of Salary	89
1.7. Personal Property.....	89
Chapter 14: Returning from Overseas.....	90
1. On Return.....	90
1.1. General.....	90
2. Early Curtailment of your Overseas Tour of Duty.....	90
2.1. General.....	90
2.2. Financial Penalties	90
2.3. Repayment of Advance of Salary	91
3. Things to do prior to Leaving the Overseas Area	91
3.1. Official Accommodation.....	91
3.2. Private Accommodation and the Overseas Rent Allowance Scheme	91
3.3. Overseas Bank Account and Outstanding Loans.....	92
3.4. Telephone/ Internet	92
3.5. Letting your UK Home.....	92
3.6. Shipping a Car (Permanent Transfer only).....	92
3.7. Temporary Car Hire (Permanent Transfer only).....	92
3.8. Pets (Permanent Transfer only)	93
3.9. Personal Belongings in Store in the UK or Country of Recruitment.....	93
4. Allowances and Additional Entitlements	93
4.1. Unaccompanied Baggage.....	93
4.2. Transfer Grants.....	94
4.3. Advance of Salary on return to the UK.....	94
4.4. If your Family did not accompany you on your Overseas Tour.....	94
4.5. Returning to your Home that you have Let.....	95
4.6. Purchasing a Property on Return to the UK.....	95
4.7. Subsistence Allowances on Arrival in the UK/ Country of Recruitment.....	95
4.8. Resettlement Leave on Return to UK and Transfer between Overseas Countries .	95
4.9. Rented and Hotel or Hotel-Type Accommodation.....	96
4.10. Non Householders	96
5. Miscellaneous.....	96
5.1. Returning from Special Unpaid Leave having worked for a non-MOD organisation based overseas	96
5.3. If you were in receipt of Additional Housing Cost Allowance (AHCA) before the Overseas Tour	97

5.4. Preliminary Visit in the UK.....	97
5.5. Delayed Return to the UK	97
6. Allowances on Return – Variations and Examples.....	97
6.1. General.....	97
6.2. Return to old work location area	98
6.3. Return to a New Work Station (outside the dormitory area of the old UK permanent place of work).....	100
6.4. Employee returns to UK without a new post	101
6.5. Employee returns from overseas on retirement, resignation, voluntary redundancy or transfer to another Government Department or Agency	103
6.6. Employee is in MOD employment overseas having not previously worked for MOD in the UK.....	103
6.7. Employee is in non-MOD employment Overseas on SUL/Career Break and returns to UK.....	104

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 in 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 responsibility.

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/boarding 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 appraised 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.	
------------------------------	--	---	--

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 of 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

