

Extract from JSP 464, Part 4, Chapter 11 – Tri Service Accommodation Regulations

CHAPTER 11

ALLOCATION OF SFA TO ENTITLED AND ELIGIBLE PERSONNEL

SECTION I

SUMMARY

1101. For ease of reference, a summary of all entitled and eligible Service and Civilian personnel who may occupy SFA in UK is detailed at Annex A.

Annex:

A. Table – Summary of personnel entitled and eligible to occupy SFA in UK.

SUMMARY OF PERSONNEL ENTITLED AND ELIGIBLE TO OCCUPY SFA IN UK

Ser	CATEGORY	ENTITLED	ELIGIBLE FOR SURPLUS SFA		PRIORITY FOR SURPLUS SFA	POLICY BRANCH (for setting the appropriate charging regime)	CHARGING RATE SET BY	REMARKS
			Inside the wire	Outside the wire				
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
	UK Regular Armed Forces/Full Time Reserve Service – Full Commitment (FTRS-FC)							
1	a. Service Personnel in PStatCat 1, 1C, 1S or 2 b. Pregnant single Service women within 3 months of confinement c. Adjutant General Corps Military Provost Guard Service - AGC(MPGS) d. Gurkhas e. Gurkha Religious Teachers	✓ ✓ ✓ ✓ (Note 1) ✓ (Note 2)				Standard entitled rate (SP Pol P&C) (see Notes 1 & 2)	AFPRB (See Note 1)	No entitlement to SSFA for MPGS
2	Service personnel PStatCat 1 serving unaccompanied and in PStatCat 2, 3, 4 or 5 when employed in the following posts: a. Officers of OF3 rank & above serving in appointments designated by the MOD as being In Command b. RAF OF4 Station Executive Appointments c. RSM of major Army units or RAF Station Warrant Officers d. Service Chaplains e. Serving Army Welfare Workers and serving NPFS personnel f. Single personnel on approval of registration to adopt.	✓ ✓ ✓ ✓ ✓ ✓				Single Accommodation Charge (SP Pol P&C)	AFPRB	
3	Single Service personnel PStatCat 3, 4 and 5 (and unaccompanied personnel provided their family is not occupying SFA elsewhere)		✓	✓	②	Standard entitled rate (SP Pol P&C)	AFPRB	Subject to Local Commander's authority
4	Service Personnel PStatCat 1 & 2 may occupy surplus SFA at a location other than their duty station. This includes Service Personnel in PStatCat 1S who have requested to occupy midway SFA iaw Pt 1 para 0311.		✓	✓	①	Standard entitled rate (SP Pol P&C)	AFPRB	
5	Service Personnel in PStatCat 1 & 2 posted back to UK for their last 6 months of Service	✓ (Note 3)	✓	✓	①	Standard entitled rate (SP Pol P&C)	AFPRB	
6	Married(or those in a civil partnership) Service Personnel with less than six months to serve		✓	✓	①	Standard entitled rate (SP Pol P&C)	AFPRB	
7	Families of Service personnel whose post is designated unaccompanied and SFA is not provided at their duty station (e.g. unaccompanied tours overseas, or short courses of less than 6 months duration) are entitled to retain their SFA/SSFA in UK for the duration of the unaccompanied tour or short course.	✓				Standard entitled rate (SP Pol P&C)	AFPRB	Families are entitled to retain their current SFA or eligible to apply for temporarily surplus SFA elsewhere.
8	Families who have an entitlement to SFA overseas but choose for personal reasons to serve unaccompanied are eligible to, and may apply for, temporarily surplus SFA in UK. Personal preference will be taken into account where possible but will be dependent on availability of SFA		✓	✓	①	Standard entitled rate		
9	Service families evacuated from their permanent duty station overseas to UK	✓ (Note 4)	✓	✓		Standard entitled rate	AFPRB	
10	Service families repatriated to UK for welfare/compassionate reasons	✓ (Note 5)	✓	✓		Standard entitled rate	AFPRB	
11	Service families repatriated to UK/transiting through UK for medical/educational	✓ (Note 6)	✓	✓		Standard entitled rate	AFPRB	

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			Inside the wire	Outside the wire				
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
	reasons							
12	Bereaved Service Spouse/Civil Partner.	✓ (Note 7)				Standard entitled rate	AFPRB	
13	Service personnel filling Defence Attaché posts designated as 'no child' posts.	✓ (Note 8)				Standard entitled rate	AFPRB	
14	Limited Commitment/Home Commitments Reservists		✓	✓	6	Market rate Fin Pol (Repayment) (For definitions see note 13)	DIO	Approval to pay entitled rates can be given in exceptional circumstances on application to DCDS(Pers) Pay & Manning.
	Other MOD personnel & Crown employees							
15	MOD key staff	✓				Lower of standard rate, assessed fair or market rate (DGCP HR (OPS)ERAD)	DIO	For definitions see note 13.
16	MOD Civil Servants & MOD Trading Fund Agency Civil Servants		✓	✓	6	Market rate CM (PAS)	Comds/ DIO	
17	MOD Civilians – Temporary accommodation whilst house hunting for permanent accommodation during a PPI move.		✓	✓	6	Market rate CM(PAS)	Comds/ DIO	
18	Civil Servants from other exchequer departments and employees of Local Authorities & Emergency Services		✓	✓	6	Market rate Fin Pol (Repayment)	DIO	
19	Non-Regular Permanent Staff of the TA (NRPS)		✓	✓	6	Market rate Fin Pol (Repayment)	DIO	
20	MOD police recruited before 1 Sep 1994	✓				Rent free Hd of CM (MDP)	N/A	
21	MOD Police recruited after 1 Sep 1994 Military Guard Service		✓ ✓	✓ ✓	6 6	Market rate Hd of CM (MDP)	DIO	
	Foreign & Commonwealth personnel							
22	a. Foreign and Commonwealth Personnel serving in official exchange or liaison appointments attached to the British Armed Forces b. F&C Personnel on exchange appointments with UK Forces subject to reciprocal Training arrangements or Memorandum of Understanding which specify that charges other than entitled rates will apply.	✓ ✓ ✓				Entitled rate As stated in the Agreement/MOU		

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			Inside the wire	Outside the wire				
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
	c. F&C Personnel attending JSCSC d. Personnel serving with Partner Nations in accordance with Op BORONA. ¹	✓				Non entitled rate Entitled rate	Fin Pol (Repayment)	
Other Civilians including Service sponsored organisations								
23	Staff Council for Voluntary Welfare Work organisations (CVWW) (See Note 9)		✓	✓	⑥	Discretionary Rate Asst Hd DCDS(Pers) SCW-AFW	Local Service Commander	
24	WRVS		✓ (Note 10)	✓	⑥	Entitled rate Asst Hd DCDS(Pers) SCW-AFW	AFRPB	Misappropriated surplus SFA as SLA, charges are waived
25	SSAFA Forces Help		✓	✓	⑥	Standard entitled rate Asst Hd DCDS(Pers) SCW-AFW	AFRPB	
26	Service Hospital Welfare Dept staff (SHWD)		✓	✓	⑥	Standard entitled rate (PS4(A))	AFRPB	
27	Community Development Workers		✓	✓	⑥	Standard entitled rate Asst Hd DCDS(Pers) SCW-AFW	AFRPB	
28	NAAFI employees		✓	✓	⑥	Non –synopsis Market rate Fin Pol (Repayment)	DIO	SLA between MOD and NAAFI - DCI GEN 164 2004 refers
29	Bereaved Spouse/Civil Partner of Service personnel who die in service	✓(Note11)	✓	✓	③	Standard entitled rate	AFRPB	
30	a. Estranged families in UK (for 93 day notice period).	✓				Standard entitled rate	AFRPB	
	b. Families returning from abroad after estrangement (for 93 day notice period).	✓				Standard entitled rate		
	c. Estranged families within the UK once the 93 days notice to vacate has expired.		✓	✓	④	Market Rate		
31	Civilian contractor staff		✓	✓	⑥	Market rate Fin Pol (Repayment)	DIO	
32	Recently retired or redundant service personnel			✓	③	Market rate Fin Pol (Repayment)	DIO	
33	Other Civilians (non-crown employees) (Note 11)			✓	⑦	Market rate Fin Pol (Repayment)	DIO	

¹ MOU dated 23 Oct 08.

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			Inside the wire	Outside the wire				
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
34	Foundation Doctor		✓	✓	6	Non entitled rate	Fin Pol (Repayment)	See Note 14
35	Irregular Occupants	-	-			Damages for Trepass DCDS(Pers) PM	DIO	

Notes

1. In accordance with their particular terms and conditions of service, married Gurkhas are entitled to accompanied service with fully furnished SFA at no cost as follows:
 - a. Queen's Gurkha Officers, Warrant Officers and Colour/Staff Sergeants - permanently.
 - b. Sergeants and below - one 3 year period only during their service.
 - c. Married RMAS Gurkha officers holding Regular Commissions and Gurkha officers holding a Short Service Commission (SSC(G)) are entitled to fully furnished SFA at the standard entitled rate.
 - d. All Gurkhas, whatever their engagement, are to meet the cost of a garage or carport linked to the SFA they occupy.
 - e. Queries on policy are to be referred to AG Sec Gurkha. Routine enquiries on entitlement should be referred to HQ Bde of Gurkhas.
2. Gurkha Religious Teachers are entitled to Type V SFA but not SSFA. Those recruited in the UK will pay SFA charges at the entitled rate. Those Religious Teachers recruited in Nepal / Overseas will not be liable for accommodation charges, CILOCT or utilities for the first 5 years, after which they will revert to normal 'entitled' SFA charges.
3. Service personnel in PStatCat 1 & 2 posted back to the UK for their last 6 months of Service are entitled to SFA at their new duty station. However, they may apply for surplus SFA in an area close to where they intend to settle in order to facilitate finding employment and housing.
4. Service personnel and their families whose evacuation from their permanent duty station overseas has been authorised by the Head of Mission after consultation with the relevant FCO department, are entitled to SFA in UK. The entitlement may be exercised at the Service person's new duty station in UK, or in the absence of an identified duty station, the family may select a location within 50 miles of either the home of an immediate member of their family, or, their child's school.

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5. Service families repatriated to UK for welfare and compassionate reasons are entitled to SFA at a preferred location in UK as agreed between the overseas losing unit, the gaining unit (or if the family is 'headless' the Local Service Commander in the preferred area of choice) and the HIC, on a case by case basis and for a predetermined period of no more than one year subject to review.
6. Service families repatriated to UK or transiting through UK for specific medical or educational reasons which have arisen during the period of overseas duty are entitled to SFA within 10 miles/45 minutes of a specialist facility as agreed between the overseas losing unit, the gaining unit (or if the family is 'headless' the Local Service Commander in the required area) and the HIC, on a case by case basis and for a predetermined period of no more than one year subject to review.
7. Bereaved Service Personnel whose entitlement to continued occupation of SFA would be lost due to bereavement should be offered an entitlement to SFA at their place of duty for a period of up to 2 years following their bereavement to enable them to determine their longer term housing requirements. Retention of SFA may be extended beyond the 2 year period at the discretion of the Local Service Commander. Bereaved Service Person will pay entitled charges for the Type and Grade of SFA occupied (which may be liable to change as a result of a 4TG Board and/or the annual AFPRB round). CILOCT charges may be abated by 25% for single occupancy.
8. Where a Service person with dependent children is filling a Defence Attaché (DA) position that is designated as 'no child'² they are entitled to apply for SFA in an area of their own choice. Where SFA is not available to entitlement, the HIC may offer alternatives iaw Part 1 Chp 3 Sect IV in order to meet the SP location needs. There is no entitlement to SSFA.
9. CVWW is a group of organisations with similar aims, most of which are listed below.
 - a. Church Army
 - b. Salvation Army
 - c. Toc H
 - d. YMCA
 - e. Catholic Womens League (CWL)
 - f. Soldiers and Airmens Scripture Readers Assoc (SASRA)

² Details of these specific DA positions are held by MOD (International Policy & Planning – Overseas Support – Defence Sections (Personnel)).

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- g. The Mission to Military Garrisons (MMG)
- h. Church of England Soldiers and Airmens Clubs (CESSAC)
- i. Methodist Church Forces Board (MCFB)
- j. SANDES
- k. Royal Sailors Rests (RSR)
- l. Nuns

10 WRVS are normally accommodated in SLA free of charge. If it is considered inappropriate to occupy SLA, or if SLA is unavailable, the Local Service Commander may misappropriate surplus SFA and all charges are waived. WRVS personnel who request to occupy SFA have to pay entitled rate.

11 Following a death in service of the Service Licensee, the bereaved spouse/civil partner should be offered an entitlement to stay in their SFA/SSFA for a 2 year period to enable them to determine their longer term housing requirements. Retention of SFA may be extended beyond the 2 year period at the discretion of the Local Service Commander in consultation with the respective welfare, medical and educational authorities and the DIO Ops Accommodation. The bereaved spouse/civil partner will pay entitled SFA charges for the Type and Grade of SFA occupied (which may be liable to change as a result of a 4 Tier Grading Board and/or the annual AFPRB round). CILOCT charges may be abated by 25% for single occupancy. On expiry of the entitlement, the bereaved spouse/civil partner may apply to occupy surplus SFA under a civilian lease/tenancy agreement on payment of a market rate.

12 See policy for the leasing of temporarily surplus SFA to civilians at Annex A to Chapter 10

Order of priority for applicants eligible to occupy surplus SFA. Although priorities may evolve to reflect local needs and availability, taking into account the views of the Local Service Commander, priority will generally be given in descending order to:

m. **Priority 1.** Service personnel who would otherwise be entitled to SFA; e.g. personnel seeking SFA at a location other than their duty station, and personnel serving voluntarily separated overseas. Also includes PStatCat 1S where SP has requested midway SFA (see Pt 1 para 0311).

n. **Priority 2:**

o. **Priority 2a.** Service personnel PStatCat 3 or 4 with children for whom they do not have parental responsibility under the terms of the Children Act 1989.

p. **Priority 2b.** Service personnel PStatCat 5 and Service personnel serving unaccompanied (provided their family is not occupying SFA elsewhere).

q. **Priority 3.** Recently retired and redundant Service personnel, bereaved spouse/civil partners of Service personnel who died in Service on expiry of their entitlement to SFA and bereaved Service personnel (PStatCat 3, 4 and 5) whose spouse/civil partner has died on expiry of their entitlement to SFA.

r. **Priority 4.** Estranged families within the UK on expiry of the 93 days notice to vacate. (NOTE: Such families should be advised that a possible consequence of taking an alternative occupancy agreement is that some Local Housing Authorities may interpret this as re-housing and so invalidate requests for LHA housing).

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- s. **Priority 5.** Foreign and Commonwealth Service personnel who do not otherwise qualify.
- t. **Priority 6.** Other civilian personnel employed by the Services, limited Commitment/Home Commitment Reservists, MOD Police recruited after 1 Sep 94 and MOD Guard Service, and Foundation Doctors.
- u. **Priority 7.** Other civilians (non-Crown employees).

Note: An existing eligible occupant who is required to vacate surplus SFA because it is imminently required for an entitled Service applicant, is due for major refurbishment, disposal or for any other pressing reason is to re-apply for a further surplus SFA at the appropriate priority.

13. Where housing is provided for MOD Key staff, the lowest of the following rents should be charged:

Rent	Definition	Eligible Occupier
Market Rent	The rent that would be charged on the open market for that property in that area, as calculated by Defence Infrastructure Organisation Land Management Services (LMS) via the local Housing Information Centre (HIC).	All entitled and non-entitled occupiers of MOD civilian houses.
Fair Rent	An assessment by LMS or Local Authority assessor of what would constitute a fair rent in today's market under the terms of the old Fair Rent acts.	Any entitled occupier of MOD civilian housing who was in occupation prior to 1 Jan 89.
Standard Rent	A percentage of salary calculated under a Treasury formula, currently 19% in England and 18.5% in Scotland.	Any entitled occupier of MOD civilian housing who was in occupation prior to 1 Jan 94.

14. Foundation Doctors are defined as individuals who graduated from medical school, granted a probationary commission in the DMS, provisionally registered with the GMC and undertaking the two year statutory foundation programme leading to full registration with the GMC at the end of year one. During the probationary commission, they are given the rank of OF1 during FY1 and the rank of OF2 during FY2, ie, post full GMC registration. It should be noted that medical cadets (defined as an undergraduate medical student, granted a probationary commission in the DMS with the rank of OF1 (Undergraduate Cadetship) for up to three years prior to graduating) have no entitlement to SFA or SLA.