

JSP 464

TRI SERVICE ACCOMMODATION REGULATIONS (TSARs)

PART 3

SINGLE LIVING ACCOMMODATION
AND
SUBSTITUTE SERVICE SINGLE ACCOMMODATION

As at 13 Jul 12

MINISTRY OF DEFENCE
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RECORD OF CHANGES

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CHAPTER 1

INTRODUCTION

SECTION I

STRATEGIC OVERVIEW

0101. **Provision of Service Accommodation.** It is a condition of service in recognition of their inherently mobile lifestyles, frequently remote bases and terms of service, that Regular Service (including FTRS(FC)) personnel are provided with a satisfactory accommodation solution which can take the form, subject to PStatCat and individual circumstances, of either publicly provided family or single accommodation (or an appropriate substitute) either at, or within an appropriate distance from, their duty unit, or an appropriate allowances package. DCDS (Pers) D SP Pol is responsible for the formulation of tri-Service Defence living accommodation policy through the MOD Central Focus for Defence Accommodation (Hd DCDS (Pers) SVW).

0102. **Responsibility for Policy.** Policy is approved by The Defence Council for the Army and the RAF and by the Privy Council for the Royal Navy . Within MOD, the Secretary of State for Defence has overall responsibility for all aspects of Defence. He chairs the Defence Council [which directs PUS] and thence the Deputy Chief of Defence Staff (Personnel) (DCDS(Pers)). With few exceptions, DCDS(Pers) formulates Service living accommodation policy on behalf of the Defence Council in respect of all three services pursuant to its powers and delegations . Where policy responsibility lies elsewhere, the lead organisation is indicated at the top of the relevant regulation within this JSP. DCDS(Pers) delegates responsibility for the formulation of tri Service living accommodation policy lead to the Director Service Personnel Policy (D SP Pol). Within SP Pol, the head of Service & Veterans' Welfare (SVW) delegates day to day responsibility for accommodation policy to the Asst Head SVW – AFW, the regulations for which are promulgated in this JSP. In discharging these responsibilities, the Asst Head SVW – AFW may consult with the single Service Housing Colonels. Sponsorship and periodic review of the policy is vested in SVW-Accommodation Policy (SVW-AP) staff. Proposals for changes to this JSP should be submitted to SVW-AP via the single Service Housing Colonel staffs.

0103. **JSP 464.** JSP 464 - Tri Service Accommodation Regulations (TSARs) is the overarching and definitive policy source document for the provision of Defence living accommodation and takes primacy on all accommodation matters. The sponsorship of JSP 464 is vested in Asst Hd DCDS(Pers) SVW-AFW who is responsible, through the forum of the Living Accommodation Working Group (LAWG) and the Services Welfare Steering Group(SWSG) for the periodic review of the JSP in consultation with Single Service Personnel Policy staffs, and the respective providers of Defence living accommodation in GB, Northern Ireland and overseas. Any requirement for bespoke living accommodation policy, outside the framework of JSP 464, should be submitted to Asst Hd DCDS(Pers) SVW-AFW for approval by the LAWG/SWSG.

SECTION II

JSP 464 PART 3 (SINGLE LIVING ACCOMMODATION)

0104. **Scope.** JSP 464 Part 3 provides policy guidelines for the provision of Single Living Accommodation (SLA) and the substitute equivalents to trained personnel¹ on a worldwide basis, except for accommodation in operational theatres and temporary accommodation at training areas where separate single Service arrangements will apply.

SECTION III

SINGLE LIVING ACCOMMODATION

0105. **Sponsorship of SLA.** The single Services/TLBs are responsible for the provision of SLA in respective theatres in accordance with the overarching policy guidelines laid down in TSARs Part 3, and their respective Service/Theatre/Command instructions. Sponsors may adopt variations in procedures which best meet the circumstances of their respective theatres and their requirements at the local level. Sponsors of SLA are as follows: RN, Army, RAF, JFC, HO&CS, DE&S.

SECTION IV

ASSOCIATED PUBLICATIONS

0106. **JSP 308.** JSP 308 is the Joint Service Scales of Accommodation Stores which describes the scaling of furniture and Defence Accommodation Stores (DAS) in Service accommodation. Sponsorship of JSP 308 rests with NPPO(DAS).

0107. **JSP 315.** JSP 315 is the Services Accommodation Code which lays down the general standards set by MOD (with the agreement of HM Treasury) for the provision of accommodation for the Armed Forces. JSP 315 Scales relating to SLA are: Scale 30 – Officers, Scale 32 – Officer Cadets and Candidates, Scale 35 – SNCOs and Scale 3 – Other Ranks. DCDS(Pers) D SP Pol is the Patron² of Scales 30, 32, 35 and 3.

0108. **JSP 384.** JSP 384 is the Defence Accommodation Stores Policy and Procedures. Chapter 13 gives guidance for the assessment of charges in respect to damage to MOD furniture and fittings. Sponsorship of JSP 384 rests with NPPO(DAS).

0109. **JSP 456.** JSP 456 Chapter 5 provides instructions on the charges to be paid for non entitled messing and accommodation in SLA. Sponsorship of JSP 456 rests with MOD Fin Pol and Defence Catering Group. MOD Fin Pol (Repayment) is responsible for annually publishing a DCI containing the rates for non entitled messing and accommodation charges.

0110. **TSARs JSP 464 Part 4 (MOD's 4 Tier Grading for Charge Regulations).** Defence living accommodation is graded for charge in accordance with MOD's 4 Tier Grading for Charge Regulations which are contained in TSARS JSP 464 Part 4.

¹ Trained personnel – personnel undergoing Phase 3 training or serving in front line units (unless posted/detached to other duties).

² Patron – meaning responsibility that Scales 35, 32, 30 and 3 are developed in parallel with developments in personnel policy.

Sponsorship of MOD's 4 Tier Grading for Charge Regulations jointly rests with Asst Hd DCDS(Pers) SVW-AFW and DCDS(Pers) PM-Allices Pol 1.

0111. **JSP 752.** JSP 752 is the tri-Service Allowance Regulations. Sponsorship rests with DCDS(Pers) PM

0112. **JSP 754.** JSP 754 is the Tri-Service Regulations for Pay and Charges and is sponsored by DCDS(Pers) PM.

SECTION V

DEFINITIONS

0113. **Summary.** A Summary of SLA related definitions is at Annex A.

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A. Accommodation related definitions

ACCOMMODATION RELATED DEFINITIONS

1. **Personal Status Category (PStatCat).** The Marital Status of Service personnel is defined by Personal Status Category (PStatCat). A list of PStatCat definitions can be found at JSP 752 Chapter 1 Section 4.
2. **Single Service Personnel.** Personnel who are in PStatCat 3, 4 and 5.
3. **Unaccompanied Service personnel.** Personnel in PStatCat 1 who have declared their intention to serve VOLSEP or INVOLSEP, and PStatCat 2 personnel serving detached.
4. **Single Living Accommodation (SLA).** Accommodation provided to single and unaccompanied personnel. It is normally provided by means of a Mess or accommodation block, or in the form of substitute accommodation.
5. **Substitute Single Living Accommodation.** Accommodation which replicates SLA which could take any of the following forms:
 - a. **Substitute Service Single Accommodation (SSSA)** Rented accommodation provided, allocated and managed by the MOD Accommodation Agency Contractor.
 - b. **Lodging Allowance (UK only).** An allowance payable to Service personnel to enable them to make private arrangements to live in rented accommodation.
 - c. **Misappropriated SFA as SLA (worldwide).** SFA misappropriated by a unit from a housing provider for use as SLA.
 - d. **Hirings (outside UK).** Rented accommodation for use as SLA provided either through the payment of Overseas Rent Allowance to individual personnel or through the central provision of such accommodation.
6. **Living In.** The occupation of officially provided SLA or the substitute equivalents.
7. **Living Out.** The voluntary but authorised occupation of private accommodation (which may be owned or rented) by single and unaccompanied Service personnel.
8. **Travel by public transport.** Taken to mean travel by surface train, underground, bus and where appropriate internal ferry routes (eg Gosport Ferry).

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CHAPTER 2

SINGLE LIVING ACCOMMODATION (SLA)

SECTION I

LOCATION OF SLA

0201. **SLA at duty station.** Whenever possible, SLA is to be provided at the Service person's duty station, either within the wire or immediately adjacent to the establishment (within 10 minutes walk). Provision of SLA elsewhere in the same Garrison or Naval Port Area, or at a location outside the Garrison or Port Area may only be authorised at the discretion of the Local Service Commander.

0202. **VCDS 45 Minute Travel List in London.** Personnel filling appointments on the VCDS 45 Minute Travel List in London are to be accommodated within 45 minutes travel by public transport³ of their place of duty.

SECTION II

TYPES OF SLA

0203. **Types of SLA.** Types of SLA are summarised in the following table:

JSP 315 Scale	Type	Rank of occupant	Description
30	SO	Senior Officer (Major and equivalent) and above.	A suite of rooms in the Officers Mess consisting of a sitting room and bedroom with en suite provision (shower, basin and WC).
30	JO	Junior Officers (Captain and equivalent) and below.	A bedroom with en suite provision (shower, basin and WC).
32	OC	Officer cadet	A bedroom with en suite provision (shower, basin and WC).
32	C	Candidate	A bedroom with shared ablutions
35	S	WO and SNCO	A bedroom with en suite provision (shower, basin and WC).
3	Z	Other Ranks	A bedroom with en suite provision (shower, basin and WC).
3	Y	Personnel undergoing Ph 2 training	Bedspace in a 4 person room with shared ablutions
3	X	Personnel undergoing Ph 1 Training	Bedspace in 8 or 12 person rooms with shared ablutions
3	X	RN Personnel undergoing Ph 1 training	Bedspace in 24 person room with shared ablutions

³ Taken to mean travel by surface train, underground or bus

SECTION III

ACCOMMODATION FOR SINGLE AND UNACCOMPANIED PERSONNEL IN DESIGNATED COMMAND AND CERTAIN OTHER APPOINTMENTS

0204. **SFA tied to the appointment.** Single and unaccompanied personnel in designated command and certain other appointments are entitled to occupy SFA which is tied to their appointment. This could take the form of:

- a. **Tied SFA.** Single and unaccompanied personnel in designated appointments (see Para 0302) may occupy tied SFA for the duration of their appointments.

SECTION IV

SUBSTITUTE SLA

0205. **Guiding Principle.** In cases where there is either insufficient or inappropriate SLA, units should seek to provide personnel with substitute SLA which broadly equates to the equivalent type of SLA which they are eligible to occupy. The following options are available:

0206. **Substitute Service Single Accommodation (SSSA).** Where SLA is not available, the Services (at Unit/Formation level in accordance with single Service Regulations) may exceptionally authorise the provision of fully furnished and equipped SSSA (there is no entitlement to furniture/equipment from Defence Accommodation Stores (DAS)) which will be sourced, allocated and managed by the MOD Accommodation Agency Contractor. The Authorising Officer is responsible for verifying the non-availability of SLA within a radius of up to 45 minutes travelling time by public transport (or up to 10 miles when there is no viable public transport at the discretion of the Local Service Commander) of the duty station before approving SSSA. Once authorised, SSSA will be provided within a radius of up to 45 minutes travelling time by public transport (or up to 10 miles when there is no viable public transport at the discretion of the Local Service Commander). Full details of the SSSA scheme are at Chapter 8.

0207. **Lodging Allowance (UK only).** In exceptional cases personnel who qualify for SSSA may be provided with Lodging Allowance to enable personnel to make private arrangements to rent furnished accommodation (there is no entitlement to DAS) which should normally be within 50 miles or 1½ hours travel by public transport. Regulations for the payment of Lodging Allowance are in JSP 752.

0208. **Misappropriated SFA as SLA (worldwide).** Where availability of SFA permits, units may seek to misappropriate SFA as SLA (ie as an annex to the Officers or SNCOs Mess or Junior Ranks accommodation block) for occupation by single and unaccompanied personnel. Misappropriated SFA as SLA should be as close to the Service establishment as possible, with units first seeking to misappropriate SFA inside the wire and thereafter SFA which is within a radius of 10 miles of the establishment (thereby reflecting the rules for the provision of SFA to married/civil partnership accompanied personnel).

0209. Misappropriation of SFA as SLA for seriously injured / disabled single (PStatC3/4/5) Service personnel. Under these circumstances, once the unit is notified of an individual's return and a requirement for SFA to be misappropriated is identified, the unit is to initiate consultation with the appropriate HASC to identify a suitable property, taking into account ongoing medical care and welfare support required. The address of the allocated property is to be nominated within 15 days of receipt of application irrespective of the accommodation required date to enable adaptations to be planned and completed. The seriously injured / disabled Service person (and any authorised carer / nurse) will occupy the property as an entitlement for the duration of their assignment(s). The occupant will pay SLA charges as if in SLA accommodation. Costs for making any adaptations required and those identified at Para 0210 will be borne by the parent unit for the duration of the misappropriation. The property misappropriated will be ring-fenced for the duration of need with DIO Ops Accommodation relinquishing the right to request the return of the property. The property, once adapted, should be retained wherever possible for future occupation by other seriously injured / disabled Service personnel or dependants.

0210. Management, Funding and Furnishing of Misappropriated SFA. When misappropriation is agreed, the SFA provider will hand the SFA over to an administering unit which will be responsible for:

- a. Ensuring that the property complies with SLA building regulations.
- b. Ensuring that under certain circumstances, it meets the needs of injured personnel.
- c. Funding any work to meet the above requirement.
- d. Funding external and interior maintenance throughout the period of the misappropriation.
- e. Co-ordinating the move in and move out of the occupants.
- f. Meeting the costs of utility bills.
- g. Payment to DIO Ops Accommodation for Annington Homes rent and Council Tax in accordance with arrangements made with DIO Ops Accommodation.
- h. Furnishing the property to a standard and specification similar to SSSA in GB, except items compensated within Local Overseas Allowance are not permitted. At locations where occupants of the misappropriated SFA are able to take all meals at a local Service messing facility eg; Mess or Cookhouse (which as a guide should be within 10 minutes walk of the misappropriated SFA), the kitchen items shown in the specification should not be provided (see Chapter 8).
- i. Ensuring personnel occupying misappropriated SFA abide by the appropriate single Service mess/barrack rules.

0211. Hirings (overseas). The provision of hirings as substitute SLA through either the payment of Overseas Rent Allowance (ORA) to personnel, or through central provision of accommodation by the local administering unit, will depend on the availability and

location of suitable rented property. As a guide, hirings for use as SLA should be provided within a radius of 45 minutes travel by public transport (thereby reflecting the arrangements for SSSA in GB). Hirings for use as SLA should be furnished to a standard and specification similar to SSSA in GB except items compensated within Local Overseas Allowance are not permitted. At locations where occupants of hirings are able to take all meals at a local Service messing facility eg; Mess or Cookhouse (which as a guide should be within 10 minutes walk of the hiring), the kitchen items shown in the specification should not be provided (see Chapter 8).

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CHAPTER 3

ENTITLEMENT FOR SLA

SECTION I

ENTITLED SERVICE PERSONNEL

0301 **Entitlement Criteria.** To be entitled to SLA Service personnel must be:

- a. Undertaking their initial training, or be serving on a regular engagement with the UK Armed Forces, or be a Full Commitment (FC) Reservist as defined in single Service instructions.
- b. In Personal Status Category (PStatCat) 1 (serving unaccompanied), 2 (serving detached), 3, 4 or 5 as defined in JSP 752 Chapter 1 Section 4..
- c. PStatCat 1 personnel undergoing marital/civil partnership breakdown who are authorised by the Local Service Commander to occupy SLA for up to a 3 month 'cooling off' period prior to marital/civil partnership reconciliation or estrangement (and change of PStatCat).

0302 **Entitlement to SFA by Appointment (in lieu of SLA).** Some Service appointments require personnel to work either in the home or be accommodated away from subordinates. Accordingly, Service personnel in PStatCat 1 (serving unaccompanied), and PStatCat 2, 3, 4 or 5 are entitled to SFA which meets the requirements of their work, when employed in the following posts:

- a. Officers of OF3 rank and above serving in appointments designated as being In Command. This is defined as Officers who have / been delegated Commanders Powers of Punishment in accordance with the Armed Forces Act 2006. Exceptions are to be staffed through appropriate Housing Colonel as casework.
- b. RAF OF4 Station Executive appointments.
- c. Regimental Sergeant Majors of major regular Army units or RAF Station Warrant Officers.
- d. Service Chaplains undertaking a pastoral responsibility at Unit level.
- e. Serving Army Welfare Workers and serving NPFS personnel.

Where SFA is not available for any reason, SSFA is not authorised except for Garrison / Station Commanders / Service Chaplains with unit pastoral care duties. SSSA to the appropriate scale is to be sourced in accordance with JSP 464 Part 3 Chap 8.

0303 **TA and Reservist Personnel.** TA and reservist personnel are entitled to SLA on entering Full Time Reserve Service Full Commitment (FTRS-FC). FTRS Home Commitment and Limited Commitment (FTRS-HC and FTRS-LC) and Additional Duties Commitment (ADC) personnel are not entitled to SLA, but may occupy SLA where it is available, at non-entitled rates. Their occupation of SLA

must not result in any Regular or FTRS-FC personnel having to be placed in SSSA. Under no circumstances are FTRS_HC, FTRS-LC or ADC personnel to occupy SSSA. Any exceptions to this policy should be sought from DCDS(Pers & Trg) Accommodation Policy.

0304 **Service Police.** Due to the nature of their employment, Adjutant General's Corps (Royal Military Police) (AGC(RMP)) and Royal Air Force Police (RAFP) personnel are to be accommodated in discrete and segregated accommodation (ie flats, wings, floors within SLA blocks) in accordance with single Service Regulations.

0305 **Adjutant General Corps Military Provost Guard Service AGC(MPGS).** AGC(MPGS) are entitled to SLA on payment of the entitled SLA charge. However, there is no entitlement to SSSA.

0306 **Members of the Armed Forces of Foreign and Commonwealth (F&C) Countries.** Entitlement to SLA on payment of the entitled SLA charge exists only when F&C personnel are serving in official exchange or liaison appointments attached to the British Armed Forces. Any entitlement and/or eligibility outside these circumstances should be covered by a Memorandum of Understanding which is to be presented by the individual on application. Additionally, eligibility ⁴ to SLA also exists for F&C personnel attending the JSCSC who are to be charged non-entitled rates. F&C eligibility lasts for the duration of the course. Personnel serving with Partner Nations iaw Op BORONA are entitled to SLA and will pay entitled charges.⁵

0307 **Single Personnel - Pregnant Single Servicewomen (PSS).** PSS are entitled to SFA from 3 months before the expected date of confinement up to the date of birth (at which point their PStatCat will change from PStatCat 5 to PStatCat 2 provided they meet the PStatCat 2 criteria). The PSS will pay SFA charges and CILOCT (abated for single occupancy) at the appropriate rate for the property occupied from the date of occupation and be responsible for all utilities (less water and sewerage).

0308 **Both Spouse/civil partners are serving members of the Armed Forces.** When both spouse/civil partners are serving members of the Armed Forces either at the same or different duty stations, one spouse/civil partner is designated as PStatCat 1S and the other spouse/civil partner is designated as PStatCat5S.⁶

- a. The spouse/civil partner designated as PStatCat1S has entitlement to SFA only which they may exercise at their duty station. The spouse/civil partner designated as PStatCat 5S has no entitlement to SFA, but is entitled to SLA if they declare their intention to serve unaccompanied at a different duty station.
- b. Where a married Service couple/civil partners have elected for midway SFA (See JSP 464 Part 1 Chapter 3 Para 0311) there is no entitlement for SLA for either party at their respective duty stations.
- c. Married Service couple/civil partners who maintain a privately owned/rented family home, the location of which precludes **both** of them from travelling to and from during the working week, may elect to both occupy SLA at their respective duty stations; the PStatCat 1S is only eligible for surplus SLA and therefore there

⁴ Exceptionally, SLA has been provided specifically for F&C students at JSCSC and therefore they are eligible to be allocated SLA at that location. This does not mean that they are "entitled or eligible personnel" in the sense of enjoying the terms and conditions of UK Service personnel."

⁵ MOU dated 23 Oct 08.

⁶ See JSP 752 Chapter 1 Section 4.

is no entitlement to SSSA.⁷ The following restrictions apply.

- (1) There is no entitlement to SSSA for the Service person designated as PStatCat 1S.
- (2) The family home must not be within 50 miles or 1½ hours travelling time.
- (3) The family home must not be let.
- (4) The family home must be where both partners would return for weekends and leave periods.
- (5) The married Service couple/civil partners must not serve at duty stations within 50 miles of each other.

Where a married Service couple/civil partners are subsequently located at duty stations within 50 miles, it will not be permissible for both to occupy SLA and para (a) above will apply.

0309 Seriously Injured Service personnel policy. Where a Service person suffers a serious injury that renders their current allocated SLA or misappropriated SFA inappropriate, they may need to be relocated. In these circumstances, a discussion between the appropriate Housing Provider, OT, the “patient group” and Unit will need to identify a suitable solution. The new property address is to be nominated within 15 days to enable the necessary adaptations to be planned and made as soon as practically possible. The policy is at Annex A.

0310 Foundation Doctors. Foundation Doctors are entitled to SLA at non-entitled rates (but not SSSA). 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/SSFA or eligibility for SLA/SSSA.

0311 Royal Fleet Auxiliary (RFA). RFA personnel on official duty (eg training or professional courses) but not in receipt of RFA subsistence are entitled to SLA for the duration of their course and should pay entitled rates iaw JSP 456 Chapter 5. The onus to prove that RFA subsistence is not being claimed in order to establish accommodation charges rests with the RFA individual.

0312 SSAFA Forces Help. Due to the nature of their service, SSAFA Forces Help professional staff are exceptionally permitted, on authority from their MOD sponsors (Col PS4(A)) to occupy SLA on payment of the entitled rate. There is no entitlement to SSSA. SSAFA Forces Help in support of Services overseas may occupy SLA free of charge.

⁷ For accommodation charges, see JSP 754 Chapter 9, Section 1.

SECTION II

WHERE THE ENTITLEMENT MAY BE EXERCISED

0313 Entitlement at the Duty Station. Service personnel may exercise their entitlement to SLA at their duty station (taken to mean the location specified on their posting order). Whenever possible, the guiding principle is that personnel should have an expectation of retaining their same accommodation for the duration of their tour of duty unless they request to move to alternative accommodation, or there are Service reasons as to why they should move accommodation (for example upgrade and/or refurbishment or promotion).

0314 Short detachments. Personnel who are detached on short courses or other temporary duties (up to 6 months duration) may retain their SLA at their duty station, and occupy appropriate accommodation at the alternative location for the duration of the detachment. This permits personnel to return to their permanent accommodation during and on completion of their detachment, and enables them to leave their possessions not required on their short detachment in their permanent accommodation unless they choose to secure them elsewhere under unit arrangements. See [JSP 754](#) for charges regulations.⁸

0315 Operational deployments. Retention of accommodation whilst deployed on operations is a matter for single Service regulations depending on the accommodation Type, the local demand for accommodation, and local instructions in respect to the security of the accommodation and personnel's possessions within it. As a general rule, personnel occupying SLA Types SO, JO, S and Z should have an expectation to return to their accommodation after the deployment, unless they are posted. Additionally, personnel deployed on operations should not pay SLA charges for accommodation retained at their peacetime location, although they would remain liable for charges such as those associated with telephone line provision unless contracts were terminated prior to the deployment. There may be a requirement for personnel to box their possessions prior to the deployment and for these to be stored either within their accommodation or elsewhere under unit arrangements. If there is an exceptional requirement to reallocate SLA, personnel may, at the discretion of the Local Service Commander, be required to vacate their SLA and store their possessions under local unit arrangements.

0316 SSSA – absences up to 61 days. Personnel accommodated in SSSA who are absent from their permanent duty station may retain their accommodation for up to 61 days in the following circumstances:

- a. When absent on detached duty/loan temporary duty/temporary duty.
- b. When admitted for treatment to hospital, sick quarters or a medical rehabilitation unit.
- c. When absent on sick or authorised leave within an appointment/draft/posting (but not disembarkation, terminal, invaliding or DOMCOL leave).
- d. When sentenced to a period of detention or imprisonment following which the individual will be retained in the Service and will return to the same permanent duty station.

⁸ JSP 754 09.0108.

0317 **SSSA – absences over 62 days.** Retention of SSSA beyond 62 days may be authorised at the discretion of the Local Service Commander who is to seek approval from the appropriate single Service Housing Colonel.

SECTION III

VCDS 45 MINUTE TRAVEL LIST IN LONDON

0318 **Entitlement for Accommodation.** Single and unaccompanied personnel filling appointments on the VCDS 45 Minute Travel list are entitled to occupy accommodation (which may be SLA or SSSA) within 45 minutes travel time by public transport² of their place of duty. VCDS List personnel may seek accommodation outside the 45 minute travel radius for personal reasons with the approval of their Director, and in accordance with the notification procedures at para 0319. Their appointment will be removed from the List and will only be reinstated with the approval of VCDS.

0319 **Maintenance of the List.** MA/VCDS is responsible for notifying Directors of appointments within their areas of responsibility which qualify for inclusion on the List. Directors who wish to add or remove appointments on the agreed List must inform VCDS, copy to DCDS(Pers), providing suitable justification. Amendments to the List may only be made with VCDS' express authority.

SECTION IV

SLA ELIGIBILITY

0320 **Eligibility by SLA Type.** The current policy by Service/TLB is as follows:

Ser	Occupant	SLA by Type					
		RN	Army	RAF	CJO	CTLB	DLO
1	Senior Officers	SO	SO (Note 1)	SO	SO	SO	SO
2	Junior Officers	JO	JO (Note 1)	JO	JO	JO	JO
3	SNCOs	S	S	S	S	S	S
4	JRs front line units (Note 2)	Z	Z & Y	Z	Z	Z	Z
5	JRs Phase 3 training	Z	Z	Z	NA	Y	Z & Y
6	JRs Phase 2 training	X	Z, Y & X	Z & Y	NA	Y	Z & Y
7	JRs Phase 1 training	X	X	X	NA	NA	NA
8	Ocdts	OC & Y	OC	OC	NA	NA	NA

Note 1. It is ATRA policy that Army Officers detached on short courses of less than 6 months duration will be provided with Type Z SLA.

Note 2. Includes personnel serving as permanent staff /instructors at training establishments and depots and on the staff in HQs.

² Taken to mean travel by surface train, underground or bus.

SECTION V

ENTITLED MOD CIVILIAN PERSONNEL

0321 **Entitled MOD Civilian Occupants.** SLA may be made available for eligible MOD civilian occupation under the following circumstances only.

0322 **MOD Key Staff.** MOD civil servants classified as MOD Key Staff who are required by the nature of their duties to live on or near to the establishment (i.e. when there is a specific liability to carry out extra duties which require them to be on call outside normal working hours, particularly at weekends), or because their occupancy of official accommodation is essential on the grounds of safety, efficiency or general public interest are entitled to occupy SLA. Applications of key staff status for each post must be proposed by the line manager and approved by the appropriate Budget Holder. The need for key staff status for each post should be reviewed at regular intervals to ensure that the requirement still exists. The designation of key staff applies in a particular post, and consequently lapses for that individual on posting - although their replacement may then be designated key staff in their turn. Staff who no longer hold a designated post are not entitled to occupy SLA (MOD Personnel Manual Volume 16 refers).

0323 **UK Based Civilians (UKBCs).** All MOD UKBCs (eg MOD Civil servants, Retired Officers, MSF and SCE UKBTs) are classified as entitled civilian personnel whilst under contract to serve overseas and depending on their personal status are entitled to occupy SFA/SLA free of charge. Locally employed civilians are not classified as UKBCs and are not entitled or eligible to publicly funded accommodation.

0324 **Temporary Accommodation.** In accordance with 2009DIN01-148, MOD Civil Servants are entitled to occupy SLA, and pay entitled rates, in the following circumstances:

- a. While on Short Term Detached Duty; or,
- b. While seeking permanent accommodation following a Permanent Transfer, with an entitlement to a move of home at public expense, or seeking temporary accommodation following temporary transfer; or,
- c. While waiting to occupy 'key staff' accommodation.

SECTION VI

NON ENTITLED PERSONNEL

0325 **JSP 456.** JSP 456 Part 2 (Chapter 5) provides detailed direction on categories of non entitled personnel and the charging regimes which should apply for non entitled messing and accommodation in SLA. Details have been incorporated into Chapter 4 (Charges) of this JSP at Paras 0416 and 0417 and at Annex A.

SERIOUSLY INJURED LIVING ACCOMMODATION POLICY

Introduction

1. This policy provides the framework for the provision of suitable MOD Living Accommodation for seriously injured Service personnel following operational / non operational activities in order to meet their existing conditions of service through out their remaining service until discharged. All injured Service personnel will follow a designated Patient Care Pathway, although not all personnel leave medical care as fully fit and return back to their Units, some are discharged from the Services (taking into account that this may be some time post hospital/rehabilitation care), or they may enter a transitional medical care programme at Unit level before discharge/retention is considered. The policy addresses the cases where adaptations are required for those Service personnel who continue to be routinely employed by the Armed Forces. While injured personnel continue to be retained by the Armed Forces, it must be sufficiently flexible to cater for individuals needs whether just for a transitional period whilst recovering, or permanently. It sets out the basic entitlements and responsibility for associated costs.

Medical Procedures

2. Responsibility and costs for the medical care of all Regular personnel whilst in the Armed Forces lies with the Defence Medical Services (DMS), and not the National Health Services (NHS), with some provision delivered through NHS / DMS partnering arrangements.

3. Under the circumstances where Personnel return injured from deployment, for the majority, medical treatment is provided at RCDM Birmingham. Others injured on non-operational activities could be treated locally depending upon the circumstances. Once the acute condition has been stabilised, most seriously injured personnel from either group will probably receive further care and rehabilitation at DMRC Headley Court which is centrally funded by MOD. This includes Occupational Therapist's assessments for their home environment.

4. Part of the assessment process, that takes place prior to the discharge of a patient back to their Unit, will define the ongoing levels of support required. Where there is a requirement for adaptations to living accommodation, costs will be met by the relevant TLB. The exception to this will be where a medical discharge date is offered, whereupon the relevant PCT will be responsible to fund adaptation costs from the individuals last day of service. However, until the Medical Board has made that decision, it remains the responsibility of the TLBs to fund the interim provision.

Accommodation Policy

5. Single personnel. For injured single personnel with low level disabilities, SLA should firstly be considered for suitability and utilised wherever reasonable adaptations, where required, can be made.

6. Where SLA is unsuitable because of the nature of the disability/adaptations required and/or there is a requirement for nursing/carer facilities, then other suitable publicly funded accommodation is to be sourced. Dependant upon the requirements, a logical solution under these circumstances might be to misappropriate SFA as SLA. Accommodation policy already permits a Unit to misappropriate SFA, although there are costs that transfer from DIO Ops Accommodation to the Unit as part of the arrangement. These are:

- Utilities,
- Payments to DIO for the Annington homes rent,
- Council Tax
- Responsibilities for financially maintaining the property

7. On notification of an individual's return date to their Unit, the Unit in consultation with DIO Ops Accommodation will source misappropriated SFA in a suitable area that takes account of any ongoing medical care and welfare support. Allocation of an address will be within 15 working days of notification no matter how far in advance of the requirement date⁹ the application is made. This is to allow the planning and fitting of adaptations prior to occupation. Regardless of location, the financial burden will fall to the individuals Unit TLB for all misappropriation costs. The occupant will pay SLA charges as if in SLA accommodation.

8. In this circumstance only, DIO Ops Accommodation relinquishes the right to request early vacation of the misappropriated property, which will be ring fenced for the period of occupation required by the injured Service person.

9. Single critically injured occupants will be entitled to request, if formally supported by medical authorities, that a carer/nurse is permitted to be accommodated in the misappropriated SFA. There is no relaxation of the non co-habitation rules, and all carers/nurses will be required to sign a declaration that they will vacate the SFA when medical authorities advise that their services are no longer required.

Home Owners

10. Funding the provision of adaptations to the private homes of injured Service Personnel who are retained by the Armed Forces is a TLB responsibility, **until their last day of service, after which** responsibility transfers to the appropriate NHS Primary Care Trust. Adaptations to a parental home, where this is the primary off-duty residence of the injured Service person, are included in this policy as are adaptations to a second property when an injured Service person moves from an adapted parental home into their own property (again, **until their last day of Service**).¹⁰ Where injured personnel are occupying substitute accommodation, guidance is to be sought from the appropriate single Service Housing Colonel.¹¹

⁹ JSP464 Chapt 5 para 0506– entitles notification of an address within 15 days of up to 4 months in advance of a required date

¹⁰ Adaptations resulting from operational injuries are an allowable cost against the Reserve under Net Additional Cost of Military Operations (NACMO). The funding is **for the duration of the Service person's recovery pathway and** limited to a maximum of 2 moves/addresses, up to 3 years after the SP's Return to Unit and only for the period during which Operational costs are authorised to be drawn from the Reserve. **Once a decision has been made to retain a Service person, the respective TLB will become responsible for the adaptations from that point onwards and for providing adaptations for any subsequent accommodation.** At the stage that an Operation ceases to qualify for Reserve funding, the liability for funding adaptations will revert to TLBs.

¹¹ Service Housing Colonels should refer to DCDS Pers SCW for guidance in this area.

Reservists

11. Mobilised Reserves and FTRS(FC). Reserve Forces personnel are eligible for a full range of DMS¹² healthcare on the same basis as regulars when they are mobilised or serving on FTRS(FC). DMS is responsible for medical care and OT assessment costs where the mobilised reservist has sustained a serious injury or disability, with the relevant TLB responsible for adaptations including fitting until termination of service, or when a medical discharge date is offered. Following a period of mobilised service the reservist will transfer back to NHS care. The accommodation adaption policy for seriously injured FTRS(FC) personnel is the same as for regular personnel.

12. Medical Employment Standards¹³ determine that a Reservist can be maintained in a downgraded category for a fixed period of at least six months to eighteen months continuously before requiring referral to a Medical Board. Until a medical discharge date is offered, PCTs are dissolved of responsibility for funding/provision of adaptations in Reservists' own homes as it remains the responsibility of the relevant TLB.

13. Sponsored Reserves. Sponsored Reserves (SRs) are not entitled to occupy SFA or SLA. When mobilised, the responsibilities for SR medical care will transfer from the NHS to the DMS. DMS is responsible for the medical care and OT assessment costs if the mobilised SR sustained a serious injury or disability, with the relevant TLB responsible for adaptations, including fitting, until demobilisation. Medical care and treatment will transfer back to the NHS upon demobilisation when costs, identification and fitting of adaptations will then fall to the relevant PCT.

14. Non-Mobilised Volunteer Reserves. All non-mobilised Reservists injured whilst on duty are eligible for emergency treatment from DMS but within the current structure of both the DMS and the NHS. The majority of reservists who sustain an injury while on duty and require further treatment following emergency treatment will transfer to NHS care. For all non-mobilised reservists the responsibility for primary health care rests with the NHS, however, those that sustain a significant injury whilst on duty can be considered for treatment within DMS facilities if suitable facilities are not available in the NHS following initial emergency treatment. There is no eligibility to property adaptation through the TLB for non-mobilised reservists as this remains the responsibility of the relevant PCT.

15. FTRS (LC and HC), those serving on Additional Duties Commitment (ADC) and Non Regular Permanent Service (NRPS) are not entitled to SFA. Exceptionally FTRS (LC & HC) and NRPS are entitled to occupy SLA where their duty station is not within reasonable daily commuting and meet the regulations in JSP752. The period of occupation of SLA by NRPS will not normally exceed 6 months¹⁴. There is no liability for Defence provision of SLA adaptations arising from this policy for these groups of reservists.

¹² JSP 751 – Joint Casualty and Compassionate Policy and Procedures Issue 5 dated Sept 07.

¹³ JSP 346- PULHHEEMS- Joint System of Medical Classification

¹⁴ See JSP 464 Part 1, 2 & 3 and Single Service Regulations

Summary Table

Reservist Type	Lead Provider for Adaptation costs and fitting
FTRS(FC)	DMS / TLB
FTRS(LC & HC) - Non-Mobilised	NHS / PCT
FTRS(LC & HC) - Mobilised	DMS / TLB
ADC - Non-mobilised	NHS / PCT
ADC - Mobilised	DMS / TLB
Volunteer Reservist – Non-mobilised	NHS / PCT
Volunteer Reservist - Mobilised	DMS / TLB until termination of Service or Medical discharge, then NHS / PCT
Sponsored Reservist – Non-mobilised	NHS / PCT
Sponsored Reservist - Mobilised	DMS / TLB

Civil Servants

16. Responsibilities of medical care for Civil Servants whilst in theatre will transfer from the NHS to the DMS. If a Civil Servant is injured whilst on deployment, medical care and rehabilitation will transfer back to the NHS on return to the UK¹⁵. Costs, identification and fitting of adaptations will fall to the relevant NHS PCT.

Allowances

17. Apart from costs for adaptations, allowance packages currently exist to support those relocating for Service reasons. In the case that the particular circumstances of a severely injured Service person may not fall within the regulations (e.g. DA and Removal of PE at public expense), such cases should be exceptionally represented to the JPAC PACCC for approval.

¹⁵ JSP 751 – Joint Casualty and Compassionate Policy and Procedures.

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Annex:

A Non entitled charges for messing and accommodation in SLA

CHAPTER 4

CHARGES

SECTION I

ACCOMMODATION CHARGING REGIME

0401. **SLA Charge.** The Armed Forces Pay Review Body is responsible for reviewing and recommending accommodation charges which are paid by eligible Service personnel occupying SLA and the substitute equivalents. SLA charges are set by rank¹⁶ (for Senior Officers, Junior Officers, SNCOs and Other Ranks), and are published annually by Directed Letter by Hd DCDS(Pers) PM. It should be noted that Service personnel are eligible to be provided with a standard of accommodation in accordance with the scales detailed at para 0320. However, this eligibility applies where the scale of accommodation actually exists allowing the Local Service Commander flexibility to manage the available SLA in the most cost-effective manner. There is no absolute entitlement to a specific scale of accommodation. When for Service reasons SLA is allocated at a Type lower than their entitlement, Service personnel are to pay the charge appropriate to Type / Grade of accommodation occupied. If they have to live in SLA above their entitlement for Service reasons then they are to pay the (lower) entitlement. However, if they elect to occupy SLA above entitlement, they are to pay the higher charge i.e for that allocated. For the purposes of SLA charges, Service personnel will either pay an entitled charge or a non-entitled charge. Further details on the charging regime are detailed in JSP 754. This charging categorisation relates to their entitlement to occupy the accommodation and not the entitlement to a specific standard for which they are eligible.

0402. **MOD's 4 Tier Grading for Charge Regulations.** All types of SLA are graded for charge in accordance with MOD's 4 Tier Grading for Charge Regulations (TSARs JSP 464 – Part 4) which take account of deficiencies in the accommodation relating to scaling, condition, access to essential amenities and environmental factors to ensure that occupants of the SLA are fairly charged for the accommodation which they occupy. Where there is a significant deficiency, reduction in amenities or environmental nuisance of a temporary nature exceeding 7 days, the appropriate Service Authority can authorise a reduction in charges for the complete period during which the temporary deficiency, reduction in amenities and environmental nuisance exists.

SECTION II

SLA CHARGE

0403. **Charge Breakdown.** The SLA charge comprises:

- a. Rental element including furniture.
- b. Utility provision (gas, electricity, heating oil or other miscellaneous fuel).

¹⁶ SLA charges will be set by Type under JPA.

- c. Water and Sewage element.

0404. **Raising of Charges.** Charges will be raised from the date of occupation of the SLA. Personnel who are detached on short courses or other temporary duty (normally up to 6 months duration) whilst retaining SLA at their duty station are not liable for a second SLA charge.

SECTION III

OTHER SLA CHARGES

0405. **Council Tax.**

- a. A contribution in lieu of Council Tax (CILOCT) is paid by Regular Service personnel occupying SLA under existing arrangements made by MOD, which entitles personnel to the full range of facilities and support which would normally be provided by a Local Authority in UK; such as schools, social services, roads, police, fire brigade, recreation facilities, environmental health, refuse collection and street lighting.
- b. Civilian occupants are responsible for payment of Council Tax direct to the Local Authority concerned from the date of occupation.
- c. Those F&C personnel paying at the entitled rate who are subject to the Visiting Forces Act, and all F&C personnel who pay at the non entitled rate are not charged separately for Council Tax or CILOCT.
- d. Liability for Council Tax for unoccupied SLA remains with MOD.

0406. **TV Licence.** Occupants of SLA are responsible for purchasing an appropriate television licence if they intend to install or use (or intend to use) a television receiver for the purpose of receiving or recording television programme services.

0407. **Telephone, satellite and multi media services.** Occupants of SLA are responsible for payment of all costs associated with the voluntary connection of an existing telephone line and the voluntary provision of satellite and/or multi media services to their SLA.

0408. **Garages / Car-ports.** Garages and car-ports allocated to Service personnel (whether or not used for storing vehicles) are to be charged at the appropriate standard or sub-standard Garage or Car-Port charge for each car space. A garage or car-port which measures less than the dimensions outlined in JSP 754¹⁷, or a garage which is determined by a Board of Officers to be of such insubstantial construction as not to provide adequate security qualifies for a sub-standard charge. Private vehicles are stored at the sole risk of their owners.

0409. **Storage of a Service vehicle in a garage/carport.** Service personnel who are authorised to keep a Service vehicle in the garage or car-port are not to be charged for one garage or car-port, provided it is certified that the Service vehicle (and not their private vehicle), is occupying the garage/ car-port permanently.

¹⁷ JSP 754 para 09.0409.

SECTION IV

ACCOMMODATION CHARGING – PERSONNEL PAYING ENTITLED CHARGES

0410. **Occupants of SLA.** Occupants of SLA should pay the daily rate of SLA charge at the appropriate grade in accordance with single Service Regulations.

0411. **Single and unaccompanied personnel occupying SFA by dint of their appointment (worldwide).** Single and unaccompanied Service personnel who are entitled to occupy SFA by dint of their appointment should pay the SLA charge in accordance with single Service Regulations. Where payable, the charge should be set to reflect the type and grade of SLA which they would normally have occupied at their duty station.

0412. **Occupants of Substitute Service Single Accommodation (SSSA).** Occupants of SSSA should pay Grade 2 SLA charges in accordance with single Service Regulations.

0413. **Lodging Allowance claimants (UK only).** Personnel in receipt of Lodging Allowance should pay Grade 2 SLA charges in accordance with single Service Regulations.

0414. **Occupants of SFA misappropriated as SLA (worldwide).** Single and unaccompanied personnel occupying SFA misappropriated as SLA should pay the SLA charge at an appropriate grade which broadly reflects the standard and location of accommodation which is occupied as determined by the Local Service Commander, in accordance with single Service Regulations. Where necessary, a 4 Tier Grading Board may be convened to determine the appropriate grade for charge.

0415. **Overseas Rent Allowance Claimants (ORA) - (overseas only).** ORA claimants occupying rented property as SLA should pay Grade 2 SLA charges unless the administering unit believes that a lower grade for charge would be appropriate, in accordance with single Service Regulations.

SECTION V

MESSING AND ACCOMMODATION CHARGES - PERSONNEL PAYING NON-ENTITLED CHARGES

0416. **Charging Regimes.** MOD Fin Pol (Repayment) is responsible for setting non entitled charges for messing and accommodation in SLA, and for annually publishing the rates in the form of a DCI.

0417. **JSP 456.** JSP 456 Part 2 (Chapter 5) provides detailed direction on categories of non entitled personnel and the charging regimes which should apply for messing and accommodation in SLA. An extract is at Annex A.

Annex:

A. Non entitled charges for messing and accommodation in SLA.

NON ENTITLED CHARGES FOR MESSING AND ACCOMMODATION IN SLA

1. **Non-Entitled Categories.** Whilst not an exhaustive list, the following personnel are to be charged non-entitled rates for messing and accommodation.

- a. UK Service personnel when on leave and fed/accommodated at another mess away from their normal mess for private purposes.
- b. UK Service personnel living out who for private reasons wish to occupy accommodation overnight in their normal Mess.
- c. Reserves when not on duty.
- d. NRPS personnel. However, NRPS are eligible for accommodation when at camp, on detachments or courses away from the normal duty station.
- e. Staff from other government departments and non-exchequer organisations such as local authorities or the emergency services, when on normal visits or attending meetings etc.
- f. Personnel employed by SSVC and NAAFI (except as detailed in the extant MOD/NAAFI Service Level Agreements).
- g. Personnel employed by the Services Hospital Welfare Department in UK.
- h. Contractors' personnel.
- i. Any non-MOD personnel visiting a Mess.
- j. F&C personnel (both military and civilian) who are visiting the UK, whether or not on duty, including those who are training at or attached to Service establishments.
- k. UK Service and civilian personnel on loan to Trading Funds on detached duty.

2. **Non-Entitled Exceptions.** Non entitled charges do not apply to the following as alternative arrangements already exist:

- a. Families attending passing out parades or parents' days at new entry training establishments.
- b. Canteen and Contract Laundry Staff, living-in, and employed onboard RN Ships.
- c. Any MOD personnel on duty with British forces who are fed in the field or by other than normal arrangements will be fed at public expense.

- d. When members of the civil emergency services are fed by Service units during the course of their duty (i.e. operational duty or training exercise), charges are to be raised against the local HQ authority and not against individuals. Extra messing, where appropriate, is to be paid by individuals to the mess.
- e. Non-entitled visitors to units who are sponsored by a MOD department (e.g. Potential Officer Candidates (POCs) sponsored by recruiting directorates) may be fed at no charge to the individual. Instead, the cost of food supplied is to be recovered from the sponsoring department. Written authority is to be provided by the sponsoring department prior to the visit and is to include details of the RAC to be debited. Unless prior written approval of this nature is provided, these personnel are to pay for their food at appropriate, current non-entitled rates, plus extra messing where applicable.
- f. WRVS workers are normally accommodated in SLA to Field Officer standard free of charge. Where such accommodation is not available or when it is inappropriate for Service reasons for WRVS to occupy SLA, they may be accommodated in SFA and the charges waived.
- g. Employees of the Services Hospital Welfare Department in support of the Services overseas may occupy SLA free of charge.
- h. Community Development Workers may apply to occupy SLA on payment of the entitled rate¹⁸.
- i. Personnel held under PACE are to be provided with all meals, during the period they are detained, at public expense.
- j. Duty passengers, including families under the control of the Duty Air Movements Officer (DAMO) prior to embarkation are provided with all meals at public expense.
- k. NOK/nominated persons and/or immediate family visiting VSI or SI patients, or sick children whom medical staffs recommend should be accompanied by parent/guardian, are to be provided with all meals for the first 48 hours, or 10 days if abroad, at public expense.
- l. All personnel (including F&C personnel) for which a memorandum of understanding (MOU) provides instruction to charge at different rates. It is the responsibility of the sponsor of the MOU to communicate what that rate is and who it applies to.
- m. NATO personnel in Service accommodation in Germany who pay at a special rate promulgated by HQ UKSC(G).

¹⁸ D/SP Pol/30/2/13 dated 25 Jan 05 – AFWPSG Minutes

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

a. **For Meals.**

(1). Where a guest stays only for one night or less, the entitled casual meal charge is to be raised for each meal taken.

(2). Where a guest stays for more than one night, the full entitled casual meal charge is to be raised regardless of meals taken.

b. **For Accommodation.** Regardless of the length of stay, the appropriate entitled charge for the accommodation provided is to be raised, except that:

(1). Where 2 guests share a room they are each liable to pay half of the entitled charge and surcharge.

(2). Where a guest shares a room provided to Service personnel who pay at the entitled rate, no accommodation charge is to be raised.

4. **Guests of Service Personnel – Concessionary Rates.** In order to take advantage of the concessionary rates set out above, the following conditions must be satisfied:

a. Guests are to be sponsored by UK Service personnel already living in SLA who pay at the entitled rate and must be approved by the Local Service Commander or his delegated officer.

b. Rooms will only be made available when other entitled personnel do not require them.

c. The concessionary charges are to apply for a maximum of 3 days; exceptionally, the Local Service Commander may authorise an extended stay of up to 7 days.

d. All guests must be invited into the mess on a personal basis. Typically, this will cover friends and relatives (but not dependants) and may extend to individuals attending mess functions. This policy cannot be used to cover the issue of block invitations to non-MOD personnel wishing to participate in official or unofficial gatherings including those organised by associations of ex-Service members.

e. The guest must not fall within any of the following categories:

(1). All civilians visiting the mess in either their official capacity or for business purposes.

(2). F&C personnel, whether or not they are on duty.

(3). Dependants of Service personnel.

(4). MOD civil servants at their normal duty station.

5. **Primacy**. JSP 456 (Chapter 5) and the MOD Fin Pol (Repayment) sponsored DCI on non entitled charges remain the primary policy source documents for non entitled charges for messing and accommodation in SLA.

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A. Certificate of Occupation of SLA

CHAPTER 5

APPLICATION, ALLOCATION AND MOVE IN TO SLA

SECTION I

APPLICATION FOR SLA

0501. **Service personnel's responsibilities.** When personnel are notified that they are to be posted to a new duty station, it is their responsibility to contact their future unit by telephone or letter to notify them when they require accommodation, and to ascertain the availability of SLA or the substitute equivalents. Officers and SNCOs should contact the PMC/Mess Manager of their respective messes. Other ranks should contact the Quartermaster or the Unit's accommodation cell (unless they have been previously contacted by their new unit which may well have received a copy of their Posting Order).

0502. **SSSA.** Where no publicly funded accommodation is available and a Non Availability Certificate is issued for SSSA, personnel should submit the SSSA Application Form (MOD 1154) a minimum of 26 days before their accommodation required date to ensure that there is adequate time for appropriate accommodation to be provided.

SECTION II

POLICY GUIDELINES FOR THE ALLOCATION OF SLA

0503. **Unit's responsibilities.** Units are responsible for the allocation of SLA in accordance with the guiding principles at paras 0504 – 0511 below. Where there is insufficient SLA of the appropriate type, units (in consultation with their respective chains of command and DIO Ops Accommodation/Overseas Housing Provider as appropriate) are responsible for providing substitute accommodation which broadly reflects the equivalent eligibility to SLA (paras 0206 – 0211 refer).

0504. **Allocation to Service Personnel.** Service personnel should be allocated SLA by rank (in accordance with the scales table at para 0320), however, other factors such as the availability of above or below eligibility accommodation and personal choice may influence the final allocation in some cases. As a guiding principle, officers and senior NCOs should occupy respective Mess accommodation, and other ranks should occupy junior ranks accommodation. Exceptions should be carefully considered by the Local Service Commander to ensure that the scale of accommodation to which a Service person is eligible for is not eroded.

0505. **Single versus unaccompanied personnel.** The allocation of SLA to single and unaccompanied personnel is a matter for local regulation at the discretion of the Local Service Commander. However, the guiding principle is that single and unaccompanied personnel should be allocated SLA to their eligibility. Unaccompanied personnel should not be accommodated below eligibility or disadvantaged in any other way on the basis that they maintain a family home elsewhere, are therefore likely to weekly commute and may not be liable to accommodation charges in accordance with single Service Regulations. Equally, unaccompanied personnel should not be advantaged over single personnel for whom the SLA represents their home.

0506. **Male and female accommodation.** As a general rule male and female personnel are to be accommodated in separate SLA served by discrete ablutions to ensure privacy. However, where discrete ablutions are available for male and female personnel, a mix of male and female accommodation is permissible at the discretion of the Local Service Commander. In single room en suite SLA (Types SO, JO, OC, S and Z), a mix of male and female accommodation is permissible depending on the configuration and availability of SLA. Mixed sex sharing in multi-occupancy rooms (Types X and Y) is not permitted.

0507. **Sharing in multi – occupancy substitute accommodation.** Multiple occupancy substitute accommodation (eg SSSA, misappropriated SFA as SLA and hirings as SLA) is to be provided on a single sex basis, although the PPO's accommodation staffs may approve male and female sharing on those occasions when the personnel involved are prepared to share, and where there are clear Service and financial benefits in permitting mixed sex sharing (but not cohabiting).

SECTION III

ALLOCATION OF SLA ABOVE AND BELOW ELIGIBILITY

0508. **SLA Above or below eligibility.** Should the unit be unable to allocate SLA appropriate to the applicant's eligibility, alternative accommodation above or below the eligibility may, if available, be allocated. Above or below eligibility allocations can only realistically apply to:

- a. The Officers Mess where there may be a mix of SO and JO SLA.
- b. Other ranks accommodations where there may be a mix of Z, Y and X SLA.

0509. **Allocation of SLA above eligibility.** The unit may allocate SLA above eligibility on those occasions when SLA of the eligible Type is not available (thereby avoiding provision of substitute accommodation). In order not to disadvantage personnel when SLA above the normal eligibility is allocated for Service reasons, the SLA charge is to be that related to a Grade 1 SLA of the Type to which the Service person is normally eligible, unless the Grading of the SLA actually occupied is lower in which case the lesser rate must be charged. As a general guideline, once the accommodation above scale has been allocated, personnel should not normally be required to vacate it during the course of their tour of duty at that location. However, vacation may be required if it is subsequently needed by an eligible occupant at the discretion of the Local Service Commander.

0510. **Request to occupy SLA above eligibility.** Service personnel may request as a matter of personal choice to occupy SLA above their eligibility, if available, on the basis that they will pay the accommodation charge for the Type and Grade of SLA which they occupy.

0511. Guidance for the temporary allocation of SLA during periods when upgrade¹⁹ works are taking place. The aim of this guidance is to enable Local Service Commanders to make best practical use of all types of MOD accommodation available before having to resort to commercially sourced alternatives during periods²⁰ of upgrade works. Local Service Commanders should consider the provision of temporary SLA²¹ in the following order:

- a. Re-allocate SLA at current location.
- b. Re-allocate SLA at other MOD locations within 10 miles.
- c. Re-accommodate in surplus SFA²² at current location.
- d. Re-accommodate in surplus SFA within 10 miles.
- e. Re-accommodate under SSSA rules if displacement is for greater than 6 months²³.
- f. Re-accommodate in hotel/B&B accommodation²⁴.
- g. Provide temporary accommodation units on site.

0512 Provision of temporary SLA is subject to the following criteria:

- a. The temporary SLA provided should be deemed 'reasonable'²⁵.
- b. Individuals will pay the accommodation charge commensurate with their rank/rate and the grade of SLA which they temporarily occupy. It may be necessary for a re-Grading exercise to be undertaken e.g. SO in single rooms, JO/SNCO in misappropriated JR SLA or JRs in misappropriated JO/SNCO SLA.
- c. During the period of upgrade works consideration should be given to re-grading the temporary SLA in use to reflect any reduction in amenity or environmental factors²⁶ as defined in the Four Tier Grading System
- d. For all individuals being re-allocated SLA with a reduced floor or storage space, Local Service Commanders are to provide additional secure, undercover storage facilities for storage of individual personal effects. This is to mitigate against any loss of storage space due to the allocation of a smaller room/bedspace.
- e. For individuals accommodated at an establishment other than their own²⁷, the Local Service Commander is to provide routine service transport to and from the accommodating site at the start and at the end of the working day and as appropriate for personnel involved in duties outside normal working hours.
- f. Any costs associated with provision of temporary accommodation are the responsibility of the Local Service Commander.
- g. Mid-assignment Disturbance Allowance is payable in limited circumstances²⁸.

¹⁹ Upgrade work may consist of refurbishment or demolition and replacement projects.

²⁰ The 'Period' starts when the currently occupied SLA is required to be emptied to meet the upgrade works contracted programme. The 'Period' ends when the upgrade works are formally accepted.

²¹ Using TSARs Part 3 Art 0316 taking into account discrepancies allowed for under the Four Tier Grading System.

²² When considering the use of misappropriated SFA the rules at TSARs Part 3 paras 0209, 0414 and 0616 should be consulted.

²³ Due to short-term tenancy agreements, 6 months is the minimum period of time for which SSSA is a suitable option.

²⁴ This option should only be considered as an option for periods of up to 6 months.

²⁵ Provision of single rooms for SO, JO and SNCOs would be considered 'reasonable', but provision of multi occupancy rooms would be considered 'unreasonable'. Provision of multi occupancy rooms for JRs would be considered 'reasonable'.

²⁶ Details are to be found at Annex C to Chapter 1 of JSP 464 Part 4.

²⁷ A maximum routine travelling distance of 10 miles is to be applied although this can be extended to 20 miles on the authority of the local Commander.

²⁸ See JSP 752 07.010 Mid-assignment Moves.

SECTION IV

ALLOCATION OF SLA TO ELIGIBLE MOD CIVILIAN PERSONNEL

0513. **Eligible MOD civilian personnel.** Eligible MOD civilians are allocated SLA by equivalent military rank (EMR) and appointment.

SECTION V

MOVE INTO SLA

0514. **Unit's responsibilities.** Units are responsible for moving personnel into SLA in accordance with local Standing Orders/Instructions.

0515. **Certificate of Occupation.** At the time of move in, the unit is responsible for the completion of the Certificate of Occupation of SLA (Annex A) in consultation with the occupant of the SLA. Whilst the Certificate is most suitable for personnel occupying single room SLA on a permanent basis, it may also be used, at the Services' discretion, for moving personnel into transit accommodation and Type Y and X SLA. The purpose of the Certificate is to ensure that the occupant takes responsibility for their accommodation. It also ensures that a full inventory check of the accommodation, including a record of the condition of the furniture, fixtures, fittings and decorative state is agreed between the unit and the occupant and recorded. At move out, this record will form the basis for the identification of any damage which has occurred during the period of occupation, some or all of which might be charged to the occupant as barrack damages (see Chapter 6, para 0614).

0516. **Accommodation User Guide.** Units are responsible for providing each SLA occupant with an Accommodation User Guide which is to compliment local Standing Orders/Instructions. The purpose of the Guide is to provide occupants with an easy to understand summary of their responsibilities both within their room and the communal areas within the SLA block (eg communal room, utility areas and storage areas), and guidance as to the actions which they should take, for example, if there is a fire, to maintain security, report faults and save energy. The Guide could also include information on the local Service and civilian community to assist personnel in orientating to the local area.

0517. **Grade for charge.** Units are responsible for ensuring that personnel are aware of the grade for charge of their accommodation when it is first occupied (and any subsequent changes as a result of a 4 Tier Grading Board). Additionally, units are responsible for ensuring that personnel are made aware that they have a period of up to 3 months after first occupation to challenge the grade for charge in writing, and that any change in accommodation charges arising from a successful challenge will be backdated to the date of first occupancy.

Annex:

A. Certificate of Occupation of SLA.

CERTIFICATE OF OCCUPATION OF SLA

MOVE IN / MOVE OUT ²⁹

Last 4/Rank/Name of Occupant.....
Sub Unit / Unit.....
Block/Room Number.....
Address.....
.....
.....
Date of Occupation/Vacation*.....
Posted In/Move from*room.....block.....

Room	Decor & Tidiness	Works Services in progress / expected
Bedroom		
En suite		
Store room		
Second room ³⁰		

²⁹ Annotate correct * choice throughout Certificate as applicable.

³⁰ For Senior Officers' studies.

Action Taken		
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Move In/Move Out* Signature Block

SNCO IC/DEPUTY*

I certify that necessary Barrack Damage action has been taken ³¹

I certify that I have Moved In/Moved Out* the Occupant mentioned above

Signature

Name in Block Capitals

Date

OCCUPANT

I accept/handover* this accommodation as described above.....

Name in Block Capitals

Date

³¹ Delete if inapplicable.

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CHAPTER 6

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SECTION VII - OCCUPATION OF TEMPORARILY SURPLUS SFA BY SINGLE PERSONNEL

0616 - Policy guidelines

SECTION VIII - Smoking in Single Living Accommodation

0617 - Policy

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- A. Policy guidelines for the occupation of temporarily surplus SFA by single and unaccompanied personnel
- B. Policy for the Administration of Smoking Policy In Single Living Accommodation

CHAPTER 6

POLICY GUIDELINES FOR THE OCCUPATION OF SLA

SECTION I

BARRACK REGIMES

0601. **Responsibilities.** Barrack regimes for personnel occupying SLA is a matter for local regulation by Local Service Commanders in accordance with single Service policies, and are to be published in local Standing Orders/Instructions as appropriate.

SECTION II

MOD'S POLICY ON CO-HABITATION IN PUBLICLY FUNDED ACCOMMODATION

0602. **Service and Civilian personnel.** Under no circumstances may Service or Civilian personnel co-habit with a partner (who is not their legal spouse/civil partner) in SLA and the substitute equivalents. 'Cohabitation' describes a situation where the accommodation becomes the home of another person.

SECTION III

MOD'S POLICY ON VISITS TO SLA

0603. **All personnel.** Visits to SLA by guests of the occupants is permitted for short periods. The duration of guest's visit is a matter for local regulation at the discretion of the Local Service Commander but should not normally exceed 7 days. Personnel who abuse local regulations on guest's visits may forfeit entitlement to such visits at the discretion of the Local Service Commander.

0604. **Unaccompanied personnel.** Unaccompanied personnel occupying SLA and the substitute equivalents (and in receipt of unaccompanied allowances) may have spouse/civil partner/family visits for no more than 28 days (aggregated or continuous) in any 61 day period. Personnel who permit spouse/civil partner/family visits for more than 28 days in any 61 day period may, at the discretion of the Local Service Commander, be classified as serving accompanied and their unaccompanied status (and the payment of certain allowances associated with that status) may cease.

SECTION IV

OTHER GUIDELINES ON OCCUPATION OF SLA

0605. **Satellite Dishes.** Provided permission is sought in advance in accordance with local Standing Orders/Instructions, occupants may, at the discretion of the Local Service Commander, be permitted to have satellite dishes installed at their private expense. On vacation of the SLA, occupants are responsible for all costs incurred in the removal of the satellite dish and making good any damage to the building.

0606. **Decoration and furnishing.** Self-help interior decoration and furnishing of the SLA is not discouraged, and personnel are to be permitted to personalise and decorate their own living space. Rooms may be decorated using a predetermined selection of neutral colours as determined by the Local Service Commander. Use of other stronger colours may result in the individual returning the living space to its original colour prior to vacation at their own expense. Personnel occupying new build SLA (and particularly PFI builds where the responsibility for maintenance is with the contractor) may not be permitted to re-decorate.

0607. **Wharfing of furniture.** Furniture (but not fitted furniture, fixtures and fittings) may be wharfed from the accommodation to permit personnel to utilise their own furniture subject to the availability of space to store items. Personnel who apply to wharf furniture should be made aware that there is no means available to abate the SLA charge.

0608. **Keeping Pets in SLA.** There is no entitlement to keep domestic pets in SLA. However, it is recognised that personnel may wish to keep pets, but that the wishes of the individual will need to be balanced against the sensitivities of other personnel living nearby. In order to keep a pet in SLA, the occupant is required to seek written permission from the Local Service Commander before acquiring the pet/bringing the pet into the SLA. Local Service Commanders are to establish clear guidelines on the keeping of pets in SLA.

0609. **Cooking in bedrooms.** To maintain fire safety and minimise deterioration to the fabric of buildings cooking/snack preparation is only to be undertaken in spaces specifically provided for this purpose. Cooking³² of any form in bedrooms is not allowed.

0610. **Food Storage in bedrooms.** For health and safety and environmental health reasons, fresh foodstuffs are not to be stored in bedrooms. However, the storage of reasonable amounts of dried food (snacks etc), drinks and canned foodstuffs is permitted. Fresh foodstuffs should be stored in the fridge provided in the utility/snack preparation rooms and therefore, large domestic style fridges or fridge/freezers should not be allowed in bedrooms. However, on the principle of their provision in hotels, small drinks fridges/cooling cabinets should be permitted. The decision on what is considered reasonable should rest with Local Service Commanders who should establish clear guidelines on the cooking and storage of food in SLA in Local Accommodation Orders.

³² For clarity this includes the use of any form of open flame device, microwave ovens, mini grills and toasters. The use of kettles is allowed.

0611. **Storage of Privately Owned Weapons in SLA.** All privately owned firearms (including shotguns) and ammunition held within MOD establishments must be the subject of a firearms (or shotgun) certificate. Occupants of SLA are to store privately owned firearms in approved Service armouries or licensed explosive storehouses as appropriate. The storage of privately owned firearms (including shotguns) and ammunition in SLA is not permitted.

0612. **Parking and Garages.** The Local Service Commander is responsible for designating parking areas within the establishment for use by occupants of SLA and their guests. Personnel may apply for the use of a garage within the establishment in accordance with local instructions and on payment of the appropriate garage charge which is promulgated by MOD SP Pol P&C in the annual 'Pay Letter'.

0613. **Temporary Absence from SLA.** Occupants of SLA who are expecting to be temporarily absent from their accommodation for more than 3 weeks should ensure that their unit is aware of their absence, and that they follow local instructions regarding the security of their accommodation, the leaving on of heating during the winter months, and any other local requirements.

SECTION V

DILAPIDATIONS

0614. **Payment for Damage.** Occupants of SLA are liable under the Service Acts for damage and loss (other than by fair wear and tear and acts of god) caused to the SLA and any fixtures and fittings (and MOD furniture and furnishings in the SLA on their signature), by their negligent or wilful or accidental act, or that of their pets or their invited visitors or their pets. Service Regulations may set a limit on the occupant's financial liability for such damage. On those occasions when consultation between the unit's accommodation staff and the occupant does not resolve the case, the staff may bring the matter to the attention of the Local Service Commander who is ultimately responsible for making a judgement. It is open to the Local Service Commander to base such judgement on the findings of a Board of Inquiry which he/she may convene to investigate the circumstances of the damage. Guidelines for the assessment of charges in respect to damage to MOD furniture and furnishings are contained in JSP 384 Chapter 13. Current single Service Regulations will apply with regard to raising debit vouchers.

SECTION VI

LIVING OUT BY SINGLE PERSONNEL

0615. **Policy guidelines.** Occupants of SLA may seek permission from the Local Service Commander to 'live out' under private arrangements in accordance with single Service policies on living out.

SECTION VII

OCCUPATION OF TEMPORARILY SURPLUS SFA BY SINGLE PERSONNEL

0616. **Policy guidelines.** Policy guidelines for the occupation of temporarily surplus SFA by single (and unaccompanied personnel) are at Annex A.

SECTION VIII

SMOKING IN SINGLE LIVING ACCOMMODATION

0617. **Policy.** The policy for the administration of smoking in SLA is at Annex B.

Annex:

- A. Policy guidelines for the occupation of temporarily surplus SFA by single (and unaccompanied) personnel.
- B. Policy for the Administration of Smoking Policy In Single Living Accommodation

POLICY GUIDELINES FOR THE OCCUPATION OF TEMPORARILY SURPLUS SFA BY SINGLE (AND UNACCOMPANIED) PERSONNEL

1. Single Service personnel and Service personnel serving unaccompanied (provided their family is not occupying SFA elsewhere), for whom SLA is available, may request to occupy temporarily surplus SFA in accordance with the following criteria (the eligibility will not normally apply to RN personnel in the Port Areas):

- a. Applications to occupy temporarily surplus SFA should be approved by the Local Service Commander and authorised by the respective housing provider's staff.
- b. No co-habitation for single personnel. Unaccompanied personnel may have spouse/civil partner/family visits for no more than 28 days (aggregated or continuous) in any 61 day period.
- c. Allocation of SFA Type (furnished or unfurnished) is at the discretion of the Local Service Commander in consultation with the housing provider's staff, depending on which SFA are considered to be surplus, the location of the SFA (preferably inside the wire), and taking account of any wider impact on the integrity of the SFA Estate.
- d. Only one authorised single (or unaccompanied) occupant per surplus SFA (no sharing).
- e. The single (and unaccompanied) occupant is to sign the Service Licence to Occupy SFA.
- f. Single (and unaccompanied) personnel should be given 28 days notice to vacate (whenever possible), and are required to vacate if absences from the duty station exceed 56 days (unless dispensation to retain has been granted by the housing provider's staff and the Local Service Commander).
- g. Single (and unaccompanied) occupants pay the entitled rate of SFA charge and SFA CILOCT (abated by 25% to reflect single occupancy), and all utility charges associated with the property (less water and sewerage).
- h. Single (and unaccompanied) personnel who occupy surplus SFA on posting are entitled to current relocation provisions for moves from/to SLA in accordance with the appropriate Regulations. Personnel who opt to move out of SLA to occupy surplus SFA mid tour, or are required to vacate the surplus SFA mid tour, have no entitlement to relocation allowances. Singles occupying surplus SFA have no entitlement to the relocation package available to those living out in private accommodation.
- i. Failure to observe the terms and conditions of occupancy may result in the Local Service Commander's permission to be withdrawn.

POLICY FOR THE ADMINISTRATION OF SMOKING POLICY IN SINGLE LIVING ACCOMMODATION

1. Smoking Policy, which reflects relevant UK laws, allows Local Service Commanders(LSCs) to decide whether to allow smoking in their SLA or not. While RN and RM policy is that all their SLA will be non-smoking, the other TLBs have left it for LSCs to decide. LSCs are encouraged to consult with others within their geographical region to try to implement a consistent policy across the local area. Should LSCs opt to allow smoking in SLA, the following provisions are to be followed:

- a. Commanding Officers and Heads of Establishments are required to incorporate their SLA Smoking Policy within Local Standing Orders. These orders should list smoking designated bedrooms, room allocation criteria, cleaning regimes and outline disciplinary/administrative procedures (NB in Scotland, a breach of the smoking laws puts individuals at risk of prosecution). A précis of these Orders is to be inserted in any local 'move-in move-out' proforma used by the unit/establishment.
- b. Without exception, all common spaces (e.g. corridors, utility rooms, snack preparation facilities and lounges) within SLA are no-smoking areas.
- c. A 'Smoking Permitted' sign is to be placed on the door of each designated bedroom.
- d. All 'smoking' bedrooms are to be specifically designated by room number. Wholesale designation by floor or SLA block is not permitted.
- e. No person who is unwilling shall be required to occupy a designated smoking bedroom.
 - (1). During the allocation process the status of the room it is to be made clear to the prospective occupant.
 - (2). If a non-smoking bedroom is requested but cannot be provided, the individual should be offered non-smoking hotel, lodging or SSSA accommodation as appropriate until a non-smoking room is available or a smoking room can be deep cleaned.
- f. As part of the 'taking-over' routine for bedrooms, occupants are to acknowledge that they are occupying either a 'Smoking Permitted Room' or a 'Non Smoking Room'. Individuals must be permitted to refuse a room if they reasonably consider is to be contaminated as a result of smoking.
- g. No person who is unwilling shall be required to work in or pass through a designated smoking bedroom.
 - (1). Due regard must be given to contractors and maintenance staff who should not be obliged to enter any designated smoking bedroom.

- (2). As contractors or maintenance staff must be permitted to refuse to enter/work in bedrooms that are designated as 'Smoking Permitted', special arrangements for maintenance and cleaning may be needed.
- h. All designated smoking bedrooms are to be equipped as follows:
- (1). Bedroom doors are to be self closing.
- (2). Bedrooms are to have a ventilation system that does not ventilate into any enclosed part of the building.
- i. In order to manage room availability efficiently and to reduce the void rate, it may be necessary to re-designate bedrooms from 'Smoking Permitted' to 'Non-Smoking' status. If this is the case, prior to occupation by a non-smoker and as a minimum, such bedrooms are to be deep cleaned. If the decorations and soft furnishings remain severely discoloured or suffer from any smoking odours, the room is to be re-decorated and soft furnishings replaced. This work is to be undertaken at Crown expense. Bedrooms designated as 'Smoking Permitted' are likely to require re-decoration more often than Non-Smoking Rooms. This is to be taken into account when negotiating maintenance contracts.
- j. As part of the 'hand-over' routine any excessive dilapidation, such as cigarette burns to soft furnishing or furniture, is to be made good before re-occupation and all work charged to the departing individual³³.
- k. Bedrooms designated as 'Smoking Permitted' are not to be allowed to degrade to a point where the 'Grade for Charge' is different from the 'Grade for Charge' of adjacent non-smoking bedrooms.
- l. Persons entering MOD premises must be informed of the Smoking Policy by use of No Smoking signs. At least one no-smoking notice is to be displayed in each SLA Block. The minimum dimension of this sign is 230mm x 160mm and it must display:
- (1). The international "no smoking" symbol which must be at least 85mm in diameter.
- (2). The name of the person (or position in the Establishment) to whom a complaint may be made by any person who observes another person smoking in a no smoking area. The sign should state that a complaint may be made and include telephone contact details of where to make the complaint.
- m. Smoking is still permitted outside. Instructions are to be issued to ensure this activity is conducted in a location that is away from entrances or openings into occupied SLA so that non-smokers are not exposed to second-hand smoke. Where shelters are erected for the specific use by smokers a sign indicating 'Smoking Permitted' is to be displayed. Separate guidance on smoking shelters is contained in Annex B to 2007DIN 07-007: Smoke free policy for Defence, including units overseas and at sea.

³³ This point aligns more closely the dilapidations procedure for both SLA and SFA.

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CHAPTER 7

VACATION OF SLA

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Annex A: Certificate Of Cessation Of Entitlement To Occupy Service Accommodation (SLA / SSSA)

CHAPTER 7

VACATION OF SLA

SECTION I

NOTIFICATION OF MOVE OUT

0701. **Occupant's responsibilities.** Occupants are responsible for notifying their unit (PMC/Mess Manager/ QM/Accommodation Cell) that they are posted (units may be aware if they have received a copy of the individual's Posting Order), and the expected date of vacation of their SLA.

SECTION II

PRE MOVE OUT ADVISORY VISIT (PMOAV)

0702. **Conduct of PMOAVs.** Units may conduct PMOAVs at the discretion of the Local Service Commander. The purpose of a PMOAV is to assess the condition of the accommodation, identify any requirement for remedial works once the accommodation has been vacated, advise occupants as to their potential liability for barrack damages, and to agree when a move out is to take place. PMOAVs may be most relevant to new SLA where it is crucial that the condition of the SLA is maintained at the highest possible standard.

0703. **Timing of PMOAVs.** There is no fixed period when a PMOAV should take place, but as a guiding principle PMOAVs may be arranged up to 2 months before the expected date of departure.

SECTION III

MOVE OUT OF SLA

0704. **Move out.** Units are responsible for ensuring that a move out takes place when personnel vacate accommodation in accordance with local Standing Orders/Instructions.

0705. **Inventory check.** At the time of move out, a full inventory check of the accommodation, including a record of the condition of the furniture, fixtures, fittings and decorative state should be undertaken and compared to the inventory check undertaken at move in. Where dilapidations are considered to be the result of either fair wear and tear or acts of god the cost of repair/replacement will fall to the unit. Where damage is the result of the occupant's negligent, wilful or accidental act, or that of their pets, their invited visitors and their pets, action may be taken by the unit to recover barrack damages (see Chapter 6 Para 0614).

SECTION IV

CERTIFICATE OF CESSATION OF ENTITLEMENT TO OCCUPY SERVICE ACCOMMODATION (SLA / SSSA)

0706. **Issue of Certificate.** The Unit Admin Officer is to issue the Certificate (Annex A) to any Service person that requests it in order to assist the Service person seeking social housing on expiry of their entitlement to occupy SLA / SSSA. This Certificate should be requested / issued at least 6 months before cessation of entitlement to allow appropriate arrangements to be made.

SECTION V

RE-ALLOCATION OF SLA

0707. **Down time between occupants.** Units should take a judgement as to when recently vacated SLA may be re-allocated. This will depend on demand and the requirement for routine maintenance and any remedial action to repair dilapidations. Wherever possible, maintenance and remedial works should be programmed to take place during the period when the SLA is vacant, but should that not prove possible, it may be necessary to either complete minor work around an existing occupant, or to decant them temporarily to alternative SLA at the discretion of the Local Service Commander.

	<h1>MINISTRY OF DEFENCE</h1>	Mod Form 1166 Introduced 4/03 (Updated 9/10)
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CERTIFICATE OF CESSATION OF ENTITLEMENT TO OCCUPY SERVICE ACCOMMODATION (SLA / SSSA) AND OF IMPENDING HOMELESSNESS

I certify that	(Name)	
	(Rank & Number)	
Of	(Unit)	
Will cease to be entitled to occupy	(Address of SLA or Substitute SLA)	
From	(Date)	

By reason of loss of entitlement to occupy Service Accommodation.

An application for housing was made toHousing Authority /
Housing Association on (copy of letter attached)

The person has the following special circumstances.....
.....

Signed:

Name:

Designation:

Date:

.....
.....
.....
.....

UNIT ADMIN OFFICE STAMP

1. This certificate provides evidence of impending homelessness arising from cessation of entitlement to occupy Single Living Accommodation or Substitute Single Service Accommodation.
2. The certificate should be completed by the Unit Admin Officer and sent at the earliest possible date to the Housing Authority / Association to which application for accommodation has been made, preferably as soon as it is known that entitlement to occupy Service Accommodation will cease.
3. A period of at least six months notice should normally be allowed so that the appropriate arrangements can be made.
4. Copies of this form are published in the Homelessness Code of Guidance for Local Authorities, issued by DCLG July 2006 (Annex 15), Welsh Assembly and Scottish Executive.

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CHAPTER 8

SUBSTITUTE SERVICE SINGLE ACCOMMODATION (SSSA)

SECTION 1	-	SSSA
Para 0801	-	General

Annexes:

- A. SSSA Application Form
- B. Licence to Occupy SSSA
- C. SSSA Regulations
- D. Furnishing and Equipment Specification and Standard - SSSA

CHAPTER 8

SUBSTITUTE SERVICE SINGLE ACCOMMODATION (SSSA)

SECTION I

SSSA

0801. **General.** On those occasions where SLA is not available, SSSA will be provided. Whilst the Substitute Accommodation Team (SAT) in DIO Ops Accommodation will centrally oversee the provision of SSSA by the MOD Contractor, the Services' chains of command are responsible for approving and funding SSSA. Key documentation pertaining to the SSSA scheme is at the following Annexes:

- a. Annex A – SSSA Application Form and Guidance Notes.
- b. Annex B – Licence to Occupy SSSA.
- c. Annex C – SSSA Regulations.
- d. Annex D - Furnishing and Equipment Specification and Standard – SSSA.



MOD Form 1154
(Revised 13 Jul 12)

MINISTRY OF DEFENCE

**APPLICATION TO OCCUPY
SUBSTITUTE SERVICE SINGLE ACCOMMODATION (SSSA)**

GUIDANCE NOTES FOR THE COMPLETION OF THE SSSA APPLICATION FORM

PLEASE ENSURE YOU HAVE READ AND UNDERSTOOD THESE GUIDANCE NOTES AND THE POLICY (JSP 464 PART 3 CHAP 8) FOR SCALING AND SOURCING OF SSSA PRIOR TO COMPLETING THE ATTACHED APPLICATION FORM (MOD FORM 1154).

1. MOD Form 1154 is a Tri-Service Application Form which is to be submitted by Service personnel requiring SSSA and FIA prior to posting to a new duty station. All sections of the form must be completed in black ink and in block capitals. Please complete legibly and with as much detail as possible.
2. The completion of all relevant sections of the form is mandatory. Without the information requested it will not be possible for Substitute Accommodation Team (SAT) / Accommodation Contractor to process the application. This may result in the form being returned to the applicant and a subsequent delay in finding appropriate SSSA. This form is to be completed as follows:
 - a. The applicant should complete Parts 1-4 and then forward the original Form by first class post to the Employing/Commanding Officer at the new duty station, ensuring any applicable supporting evidence/authorities required are attached (ie In Command).
 - b. The CO at the new duty station should pass the form immediately to the unit budget manager (for the new duty station/unit/business area - minimum rank of Major or equivalent) for financial scrutiny in accordance with the direction provided at Part 5, before certifying the form at Part 6. **All applicants should then forward the Form to the SAT³⁴**, except for Army establishments who should forward it for authorisation to the Bde Commander for the area where they will be serving, prior to forwarding to the SAT.
3. Personnel filling "In Command" appointments may be provided with SSSA in lieu of SFA in certain circumstances. The entitlement will be deemed to exist if the applicant exercises Commanding Officers Powers of Punishment as defined within the Armed Forces Act 2006. In cases of doubt, the appropriate single Service Housing Colonel will arbitrate.
4. Your assignment information is stated on your Assignment Order.
5. There is no eligibility to SSSA more than 2 days prior to the date of assignment.
6. Own property. If you own or have a financial stake in a property at the time of your assignment within the radii laid down in JSP464 (Tri Service Accommodation Regulations), you will be expected to occupy the property and will not be entitled to SSSA. If, on receipt of your assignment order, you already have a property let, you will be expected to occupy that property at the first opportunity, which will often be at the end of the initial 6 months tenancy for the SSSA property provided for the interim. When occupying your own property in lieu of SSSA, you are entitled to claim the appropriate rate of FIA and daily expenses.

³⁴ Substitute Accommodation Team, Dreadnought Block, HMS Nelson, Portsmouth, Hants PO1 3HH.

7. Retention of current SFA. If you currently occupy SFA and want to serve unaccompanied at your next assignment, you are required to notify your current Housing Provider that you are assigned and that you wish to request retention of your SFA. This notification must be made within 14 days of receipt of your Assignment Order (unless you are deployed on operations or at sea when this may not be possible, in which case you are to notify your Housing Provider within 14 days of your return). If you are not entitled to retain SFA (see JSP 464 Part 1 Chap 8 Section VIII), then you can seek to occupy on an eligible basis and, if granted, will be liable to 28 days Notice to Vacate. If NTV is issued, you will be required to serve accompanied and occupy SFA at your duty station.

8. Pets. It is not permitted to request to keep pets in shared SSSA. Those ranks who are permitted sole occupancy (Band A) can request to keep a pet. Landlords will often request a higher rent before agreeing to permit pets in a SSSA property – the Applicant will be responsible for any increase to the rental costs which exceed the Indicative Rental Ceiling. Landlords may also state additional cleaning requirements (including post-occupancy fumigation). If it is appropriate to keep the pet proposed in SSSA, all associated costs will be borne by the individual and will be annotated on the Property Acceptance Certificate (PAC).

9. SSSA is procured in so far as possible to replicate SLA scales, and although a degree of personal choice is permitted with regard to location, it is not permitted to request an over entitlement property. You may be required to pay a Personal Contribution (PC) if you request a property that is within the entitlement criteria and within the radii but is above the indicative rental ceiling due to its location.

10. Personal Preferences. Personnel may state specific preferences to the scheme's Property Advisor at Part 3, however any preferences that incur additional costs to the MOD (e.g. specific location, pets) will be calculated by the SAT and a PC will be payable by the Service person. Note that those ranks required to share cannot request to keep pets in SSSA. Requests for properties / areas outside the radii / time criteria in JSP 464 Part 3 will not be accepted. Any PC will be annotated on the Property Acceptance Certificate and debited directly through JPA. It is the Service person's responsibility to inform the relevant Unit Admin Office of the PC and check to ensure the correct amount is deducted from your pay.

11. Sole Occupancy SSSA for JO / OR Applicants. Authority to procure single occupancy SSSA for Junior Officers (Lt RN / Capt (Army) / Flt Lt and below) and Other Rank applicants for Service or welfare reasons must be sought from the single Service Housing Colonel prior to submission of this form. This does not include requests to keep pets. Where the request is for personal reasons, the applicant will be required to pay a PC (Chap 8 Annex C Para 6b2) to reflect the additional costs incurred.

12. Once the Form 1154 is completed, data submitted may be cross-referenced with JPA records. Disciplinary action may be taken if you knowingly submit incorrect information / withhold information that affects your entitlement to accommodation. **This includes failure to notify the MOD contractor of your intention to vacate the property due to either receiving an assignment order or alternative accommodation becoming available.**

13. Any amendments to this Form are indicated in red text (as at the date indicated below).



MINISTRY OF DEFENCE

APPLICATION TO OCCUPY SUBSTITUTE SERVICE SINGLE ACCOMMODATION (SSSA)

Unique Transaction Number
(Only for SAT / MOD Contractor / HASS Use)

Please ensure that you complete all sections of the form in BLOCK CAPITALS and black ink. Failure to do so may result in your form being returned and delay your application.

Important – before completing this form, please read the guidance notes and the policy for SSSA contained in JSP 464 Part 3 Chapter 8 Annex C.

PART 1 - BASIC PERSONAL APPLICATION DETAILS

Note: complete Part 1 with personal details applicable as at new occupation date.

Service: (RN, Army ³⁵ , RAF, FTRS (FC))		Service Number:					
Rank: (eg Wg Cdr / Sgt)(Chaplains – Equiv Military Rank)		Civilian Title (eg Mr / Mrs / Dr)					
Forename(s):		Surname:					
Date of Birth (dd/mm/yy):		Gender:					
Personal Status (PStat) Category (JSP 464 Ch 1) on occupation:		Discharge / Termination Date (dd/mm/yy)					
Address where correspondence / offer should be sent: _____ _____ Postcode/BFPO _____ Civilian Contact Tel No: _____ (inc Intl / STD code) Military Contact Tel No: _____ Mobile Tel No: _____							
Personal E-Mail address:							
Are you assuming a designated 'in Command' appointment (See Note 3). In the event of uncertainty, clarification will be provided by Single Service Housing Colonel Staffs.			<table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> </table>	Yes		No	
Yes		No					
If 'In Command': what is your appointment?							

³⁵ MPGS are not entitled to SSSA.

PART 2A - FUTURE APPOINTMENT DETAILS FOR WHICH YOU REQUIRE SSSA:

JPA Assignment Order Reference and Date Issued (dd/mm/yy): (See note 4)				
Unit assigned to and location (complete as many details as are known):	Point of Contact (if known): Full Unit Address:			
Job / Post Title:	Postcode / BFPO: Email (if known): Military Tel No: Civilian Tel No: (Inc Std / Int Dial Code)			
Assignment Date (dd/mm/yy) (Joining date at new unit):				
Date SSSA required (dd/mm/yy) (See Note 5)				
If you are posted to MOD London, is your new appointment on the VCDS 45 Minute List?	Yes		No	
Expected End Date of Future Assignment (as per JPA Assignment Order) (dd/mm/yy)				
Receiving Unit 'Unit Indicator Number' (UIN)				
Do you have additional needs that may require adapted accommodation?	Yes		No	
If yes, please support this application with the appropriate authoritative medical evidence.				

PART 2B: (applicable to PStat Cat 1 and 2 Only)				
For the duration of my tour, my family will be living at the following address (including postcode):				
The address given above is: (Please tick appropriate box)				
SFA	Yes		No	
Surplus SFA	Yes		No	
SSFA	Yes		No	
Your own privately owned property	Yes		No	
Other: (Please State)				
Is this property within 50 miles / 1 ½ hours travelling time (by public transport) of your new Duty station?	Yes		No	
If yes, please attach relevant authority as to why you cannot occupy this property and travel from it on a daily basis.				

PART 2C - Please complete all statements in this section to establish your entitlement to SSSA at your next Place of Duty iaw JSP 464 Part 3. Please tick the boxes that accurately reflect your entitlement / eligibility / personal circumstances associated with this application.

I verify the following information is correct and provided to support this application for SSSA:

(Tick as appropriate)

	Yes	No
1. I have been informed by my new Duty Station that there is no suitable Single Living Accommodation (SLA) available within 45 minutes travelling by public transport / 10 miles where there is no public transport. There is also no available SLA at any Service locations within a 10 mile radius of my new Duty Station.		
2. I own / have a financial interest in a property within 45 minutes / 10 miles of my Place of Duty that this application relates to / is for (See Question 10 and Note 6):		
3. I require Substitute Service Single Accommodation (SSSA) to be provided by the MOD contractor.		
4. If you currently reside in Service Family Accommodation (SFA) or Substitute Service Family Accommodation (SSFA) and intend to serve unaccompanied at your new duty station: Have you applied to the HASC for retention of your current SFA (See Note 7)?		
Date of letter granting retention of SFA:		
5. Are you, by virtue of your appointment at this Duty Station (see Note 3), entitled to be accommodated separately in SSSA for Service reasons?		
6. Are you already in SSSA and need to be re-housed because your current landlord has given notice to the MOD?		
If your answer to Q6 is Yes, what is the date given on your "Notice to Vacate"?		
7. Do you wish to keep a pet at the property? (See Note 8 and give full details in Section 3).		
8. Are you a smoker and intend to smoke in the property?		
9. Do you intend to occupy SSSA at least 4 nights per week?		
10. Where you have a financial interest in a property within 45 minutes / 10 miles of your place of duty:		
I will occupy my own property as an owner / occupier in lieu of SSSA and claim the appropriate rate of FIA (Food and Incidentals Allowance) and HDT (Home to Duty Travel) only.		
I am applying for SSSA because the property is uninhabitable and it is undergoing renovation or some other building work? Expected date of completion is: _____		
Are you applying for SSSA because the property is subject to an existing lease and early termination would incur financial penalties?		
If currently let, give the date that the current lease expires:		
Are there other reasons why you are applying for SSSA? (If yes, please outline below and attach further details).		
Brief Details:		

PART 3 – PERSONAL PREFERENCES:

Only complete Part 3 of this application form if you intend to state a personal preference for a specific location (applicable to sole occupancy and sharer bands) or intend to request to occupy a property with a pet (applicable to sole occupancy bands only). (See Notes 10 and 11):

MOD directs the Contractor to source accommodation to strict criteria to ensure that SSSA broadly equates to the standard of SLA the Services aspire to provide for their personnel. However, MOD also recognises that personnel (for whatever reason) may have personal preferences. As such, MOD does permit personnel a limited degree of choice regarding location when requesting the contractor to procure SSSA. The Service person must, however, be aware that a Personal Contribution (PC) may be payable if the Service person requests the MOD Contractor to provide a property which is within the entitlement and radii but above the indicative rental ceiling (NB - self sourcing of properties is not permitted).

I would like the Property Adviser to be aware of the following preferences when sourcing SSSA in accordance with this application. I agree to pay any Personal Contribution resulting from these specific requests:

Signature:		Rank / Name:	

PART 4 – DATA PROTECTION ACT 1998 AND APPLICANT’S CERTIFICATION:

PLEASE NOTE

I understand and accept that in pursuing this application the Defence Infrastructure Organisation may be required to release certain information to the Accommodation Agency Contractor, other agencies and bodies within the Ministry of Defence (eg Pay/Record Offices, Local commands etc) or other 3rd parties involved in the provision of substitute accommodation and that this will take place in accordance with the provisions of the Data Protection Act 1998.

I confirm that I have:-

- a. Read and understood the regulations governing Substitute Service Single Accommodation (SSSA);
- b. Read and understood the regulations governing the payment of Food and Incidentals Allowance (FIA) and wish to claim the appropriate rate;
- c. I will notify my Commanding Officer immediately of any change in personal circumstances which renders invalid any statement made on this or any subsequent application for SSSA and/or FIA.
- d. I understand that I will be required to sign a Property Acceptance Certificate.
- e. I will notify the MOD contractor and my Chain of Command of any change in assignment or Duty location which affects this Application. I note that a failure to comply with these regulations will lead to my publicly provided accommodation and allowance entitlements being subject to formal review and potentially being withdrawn.
- f. (PStatCat1 personnel only). Where my family occupy surplus SFA and I am serving unaccompanied at my duty station, I am aware that if Notice to Quit is served for the surplus SFA, I will be required to serve accompanied at the duty station.

It should be noted that it is a serious offence to make or conspire to make any false statement on this Application Form. Such an offence could lead to disciplinary action and/or eventual dismissal.

Signature:	Rank:
Full Name (Block Capitals):	Date:

The applicant is to forward the original of this Form by first class post to the Employing / Commanding officer at the new duty station.

PART 5: UNIT BUDGET MANAGER (NEW DUTY STATION) – FINANCIAL APPROVAL (Rank – SO2/Equivalent):

Note: This section of the application form is to enable budget managers to ensure that the application form has been fully and correctly completed. It is also to enable Budget Managers to check that the correct UIN has been used and be aware that SSSA costs will be incurred against their budget.

Budget Manager Approval (Maj/Sqn Ldr/Lt Cdr/C2 or equivalent): I provide financial approval for (budget manager to ***tick the appropriate box/boxes*** below):

Allocation of Substitute Service Single Accommodation (SSSA)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Payment of Food & Incidentals Allowance (FIA):	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
I am content that if the Employing / Commanding Officer (Garrison Commander for Army) approves the Personal Contribution for properties above the indicative rental ceiling, then I accept any additional costs to the budget.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
I am aware that the Applicant's family are occupying surplus SFA but am content to authorise SSSA. In the event that Notice to Vacate is served for the surplus SFA, the Applicant is aware that he will be required to serve accompanied at the Duty Unit.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
I am content that any additional costs to the budget due to this applicant requesting to keep a pet(s) (sole occupancy bands only) or requesting a specific location (sole occupancy and sharer bands) are justified and that the applicant has agreed to pay these additional costs.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
JO's / OR's – Authority HAS exceptionally been given to procure single occupancy accommodation for the applicant (Note 11).	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
I confirm that Unit records have been annotated in respect of the authorisations for SSSA, FIA and Personal Contribution:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
This is to be charged against UIN <input type="text"/> which is the employing / designated UIN for the applicant concerned and charged to the TLB RAC.				
Signature:		Rank/Grade:		
Full Name (Block Capitals):		Date:		
Unit Address (including post title and telephone contact numbers):				

**PART 6 EMPLOYING / COMMANDING OFFICER (NEW DUTY STATION)
CERTIFICATION:**

I certify that the applicant has my authority to occupy Substitute Service Single Accommodation (SSSA) for the following reason (please tick the appropriate boxes):

There is no suitable Single Living Accommodation (SLA) available within 45 mins travel by public transport (10 miles if there is no viable public transport) of the applicant's duty station. There is also no available SLA at any Service locations within a 10 mile radius.	Yes		No	
The applicant is exempt from occupying Single Living Accommodation (SLA) by virtue of his/her Rank and or appointment;	Yes		No	
The applicant's spouse/civil partner/dependant children live within 50 miles/1½ hours travelling time (by public transport) of the duty station but the nature of his/her duties precludes daily travel from that address.	Yes		No	
I am content that the Personal Preferences at Part 3 are reasonable and I note that the Applicant accepts any additional costs to be paid as a Personal Contribution as a result of these preferences.	Yes		No	
Although the applicant owns, part owns or has a financial interest in a property at the duty station, he/she cannot occupy it for Service or personal/domestic reasons until the date stated.	Yes		No	
	Date available:			
I certify that the applicant is entitled to claim Food & Incidentals Allowance (FIA) in accordance with JSP 752.	Yes		No	
Where the applicant's family are occupying surplus SFA, I confirm that the applicant is aware that he is required to inform the MOD Contractor and the chain of command of any change in circumstances.	Yes		No	
I confirm that Unit records have been annotated in respect of the authorisations for SSSA, FIA & Personal Contribution.	Yes		No	
I certify that I will review this applicant's entitlement to SSSA on a 6 monthly basis iaw JSP 464 Pt 3 Annex C para 28. If at the time of the 6 monthly review suitable Single Living Accommodation (SLA) becomes available at the applicant's duty station or the SP's own home becomes available within the SSSA radii regulations stated in TSARs, the applicant will be required to occupy it.				
Certified by the applicant's Employing / Commanding Officer at new duty station.				
Signature:		Rank³⁶:		
Full Name (Block Capitals):		Date:		
Mil / Civilian Telephone Contact Numbers:				

³⁶ For RN Command TLB applicants, certification by a Lt Cdr/Maj (RM) (or Army/RAF equivalent) or above is required. For RAF TLB applicants, Part 6 should be signed by OC PMS or equivalent as a minimum.

PART 7: ARMY ONLY:- RF BDE APPROVED SIGNATORY

This application has been scrutinised and is authorised in accordance with COS / DG Pers LF LF/Plans/2/4/1/I&E dated 22 Jul 09 – LF SSSA Authority wef 1 Aug 09 and LF/RF/1-12-6-1 dated 14 Aug 09 – LF – SSSA Governance.

I accept that the requirement for SSSA in the circumstances outlined in this application is valid.	
Signature:	Rank:
Full Name (Block Capitals):	Date:
RF Bde:	

ALL APPLICANTS:
PLEASE FORWARD THIS FORM IMMEDIATELY TO:
SUBSTITUTE ACCOMMODATION TEAM, DREADNOUGHT BLOCK,
HMS NELSON, PORTSMOUTH, HANTS PO1 3HH.

PART 8: ADMINISTRATIVE ACTION BY DEFENCE INFRASTRUCTURE ORGANISATION SUBSTITUTE ACCOMMODATION TEAM

I confirm that this application form has been fully completed iaw the instructions contained within the JSP.

Signature:	Rank:
Full Name (Block Capitals):	Date:
PLEASE FORWARD THIS FORM IMMEDIATELY TO HASS, CENTURION BUILDING, GOSPORT, HANTS, PO13 9XA	

PART 9: ADMINSTRATIVE ACTION BY HASS:

Is this application complete?	Yes		No	
If you have answered No, please return this application form to the Authorising Unit at Section 7 and insert the date returned in the box below.				
Date returned to Authorising Unit:				
Brief description of reason:				
Date Application received by HASS and registered on the SSSA scheme		Date forwarded to MOD contractor for property search.		
FOR USE BY PAYING AUTHORITIES:				

HCR Ltd

and

OCCUPIER

**Substitute Single Service Accommodations (SSSA)
Licence to Occupy**

Please read this Licence carefully

THIS LICENCE sets out the basis on which you will be permitted to occupy a property leased by HCR Ltd. The terms and conditions that will apply in occupying the property with sole possession, subject to the requirements agreed between HCR Ltd and MoD and the provisions set out in the paragraphs below, do not create a Tenancy.

1. HCR Ltd permits you by way of this Licence to occupy and use the property in common with such other persons as may be agreed between HCR Ltd and the MoD.
2. The Licensee agrees to:
 - 2.1 Occupy the property alone, or in the case of shared accommodation, jointly occupy the property with other eligible personnel and not sublet or allow another person to reside at the property on a permanent residency basis;
 - 2.1.1 Spouses and children may visit and stay overnight, if available space allows and the other occupants agree, without restriction but only for periods not exceeding 28 days in any 61 days. Non family visitors should be accompanied throughout the visit by the Licensee.
 - 2.2 Be accountable for using and treating the property and its contents in a responsible and sensible manner, in particular:
 - 2.2.1 keeping the interior of the property, the fixtures, fittings and furniture in a hygienically clean and functional condition including the replacement , when necessary, of all light bulbs, fuses for electrical plugs and batteries for smoke alarms;
 - 2.2.2 to clean the internal sides of all windows (glass and frames) at least once in every calendar month and in the case of any glass being damaged or broken at the property, whether the cause of the damage be down to the Licensee or not, to follow the steps outlined in clauses 2.4, 2.4.1, 2.4.2 and 2.4.3 and if the glass is broken as a result of any fault or negligence on the part of the Licensee or invitee then all costs associated with repairing the glass to the same standard will be met in full by the Licensee;
 - 2.2.3 for shared SSSA properties all communal areas of the property are the responsibility of all the occupants. Should HCR at any time feel that the habitability is impaired due to the cleanliness, tidiness or general hygiene of the communal areas then HCR will arrange for remedial action to be taken. The cost of any such remedial action will be apportioned equally between the occupants. All rooms must be kept clean and communal rooms must be free of personal effects
 - 2.2.4 Not to hang any washing clothes or other articles outside the Premises other than in a place designated or permitted by the Landlord or Landlord's Agent and not to hang or place wet or damp articles of washing upon any item of furniture, Fixture or Fitting or room heater
 - 2.2.5 Where a garden exists and:
 - a. where the Licensee(s) has given written agreement to maintain the garden on the Property Acceptance Certificate and;
 - b. where usable gardening equipment has been provided by the Landlord to carry out garden maintenance;

the Licensee(s) will be deemed to have consented to keep the garden tidy, free from weeds with lawns cut, paths kept tidy, flowerbeds maintained and shrubs pruned. The Licensee(s) should not however fell, lop or prune any tree situated in the garden area of the property or change the general layout or design of the garden without first receiving the written consent of the Landlord through HCR;

2.2.6 Caring For Appliances

Vacuum Cleaner - Read the instruction booklet carefully before use. If an instruction booklet has not been left or has been lost by the previous Licensee you should contact HCR who will endeavour to obtain a booklet from either the Letting Agent or the Landlord. If the appliance uses an internal 'dust' bag ensure that you only use the type recommended for that particular model and that the bag is changed regularly. Routinely check for hair or thread winding around the suction head of the machine and remove if necessary. Only use a domestic vacuum cleaner for normal every day use.

Waste Disposal Unit - Read the instruction booklet carefully before use. If an instruction booklet has not been left or has been lost by the previous Licensee you should contact HCR who will endeavour to obtain a booklet from either the Letting Agent or the Landlord. The operation of waste disposal units varies with different appliances. Nearly all of them however will require running water during use. Before using do ensure that the unit is free from any item other than food. Paper, cutlery or anything plastic or metal will jam (and possibly break) the appliance.

Water Softener - Read the instruction booklet carefully before use. If an instruction booklet has not been left or has been lost by the previous Licensee you should contact HCR who will endeavour to obtain a booklet from either the Letting Agent or the Landlord. You will need to ensure that the water softener is regularly topped up with a special type of salt; this can usually be obtained from the supplier.

Radiators – You are advised not to place damp or wet items of clothing over the radiators as this causes the radiators to rust. If the wall behind the radiator is papered it can also cause the wallpaper to lift.

- 2.2.7 In addition to Kit Insurance, the Licensee will be responsible for arranging their own contents insurance for personal possessions kept within the property.

2.3 Obtain the prior written consent from HCR before keeping any animal or pet in the property which will be subject to the following conditions:

- 2.3.1 the animal or pet should not cause a nuisance to the neighbours of the nearby properties. Failure to comply will result in the Licensee being asked to have the animal or pet removed immediately from the property;
- 2.3.2 any fouling by the animal is to be cleared by the Licensee immediately;
- 2.3.3 Any damage caused by the animal is to be repaired at the Licensee's expense;
- 2.3.4 the animal is not kept for the purpose of breeding;

- 2.3.5 the carpets are to be professionally cleaned at the end of the Licensee's occupation at the property and the Licensee shall meet the full cost of such cleaning. Receipts for such works to be submitted to HCR at the end of occupation;
- 2.3.6 at the end of the Licence the property must be professionally fumigated for the purpose of destroying any pests that may remain. The full cost of such pest control will be met by the Licensee. Receipts for such works to be submitted to the HCR at the end of occupation;
- 2.3.7 the Landlord through HCR reserves the right to insist upon the removal of the animal from the premises within two days of receipt of any notice that the relevant clauses relating to the keeping of a pet or animal within the property have been contravened;
- 2.4 Shall follow the procedures outlined in the User Guide for Service Personnel Occupying Substitute Service Single Accommodation whereby the Licensee is requested that during normal office hours (Monday to Thursday - 0900 to 1730 & Fridays 0900 – 1700) to immediately notify HCR when maintenance issues or defects at the property occur. In cases where the Landlord has provided the Licensee with alternative instructions to follow when a maintenance issue arises, the Licensee must follow those instructions but is requested to report the issue to HCR at the earliest possible opportunity.
- 2.4.1 In cases of emergency, in order to maintain the habitability or security of the property, the Licensee agrees to immediately contact HCR during normal office hours (as above). If the emergency is out of normal office hours (as above) the Licensee must contact HCR Out Of Hours Assistance, Able Group on:
TEL **0333 666 4357** and quote HCR or the UTN, together with property address and details of the emergency. The Licensee must be aware that CMP Assistance will only deal with matters that are reported out of normal office hours and are considered detrimental to the structure or habitability of the property. In cases where the Landlord or HCR has provided the Licensee with alternative instructions to follow when an emergency maintenance issue arises, the Licensee must follow those instructions but is requested to report the issue to HCR at the earliest possible opportunity.
- 2.4.2 The Licensee agrees that if they personally call a contractor to undertake work and;
- the above procedures are not followed correctly or;
 - without the proper consent then they might be held liable for costs.
- 2.4.3 The Licensee agrees that whilst they are obliged to report all maintenance issues (as outlined above in 2.4, 2.4.1, 2.4.2) they are also accountable for taking reasonable steps, where possible, to preserve the property in order to limit the effect of any damage that may occur and to advise HCR of the steps they have taken at the time of reporting the maintenance issue or defect.
- 2.5 Shall not alter the property in any way and specifically:
- 2.5.1 Shall not change, add or modify the electrical, gas or plumbing systems;
- 2.5.2 Shall not alter the scheme of exterior or interior decoration in anyway without the prior written consent of the Landlord through HCR;

- 2.5.3 Shall not alter change or install any locks on any doors or windows in or about the property without first obtaining the prior written consent of the Landlord through HCR, except in times of emergency;
- 2.5.3.1 If any additional keys are made, to immediately furnish the Landlord through HCR with an identical set of keys and to deliver the same up to the Landlord through HCR together with all original keys at the expiration of the Licence.
- 2.5.3.2 In the event that all keys are not returned to the Landlord at the expiration of the Licence, any costs incurred by the Landlord in replacing locks to which the lost keys belong, will be borne by the Licensee.
- 2.5.4 Shall not remove any Fixtures or Fittings of the Premises or to store them in any way or place inside or outside the Premises which should reasonably lead to damage to the Fixtures and Fittings deteriorating more quickly than if they have remained in the same location as at the beginning of the Tenancy.
- 2.5.5 Shall not suspend or attach to any part of the property by any means whatsoever any pictures posters or any other articles.
- 2.6 Shall not leave the property unoccupied between 1 November to 30 April without maintaining a sufficient level of heating to the property to prevent frost damage to the domestic hot water and central heating systems; furthermore shall take prudent steps to adequately heat and ventilate the property at all times to help prevent condensation. Where condensation may occur, take care to wipe down and clean surfaces as required to stop the build up of mould growth or damage to the premises.
- 2.7 Keep the property locked using all locks available and secured when unoccupied and ensure that any security alarms are set whenever the property is vacant and inform the Landlord through HCR in writing at the beginning of any period of absence that will exceed 28 days. Failure to set a security alarm may invalidate a Landlord's property insurance and render the Licensee liable for any losses incurred by the Landlord. If any burglar alarm codes are changed during the Tenancy the Licensee will provide HCR the new code within 7 working days;

3. The procedures for bill payments in SSSA are as follows:

- 3.1 Utility Bills: The Licensee(s) will not be required to take any action regarding the payment of utility bills as the companies have been instructed to send bills directly to Housing Accommodation Support Services (HASS) for payment. If, however, the Licensee(s) receive bills requiring payment they should forward them immediately to HASS, Centurion Building, Grange Road, Gosport, Hants PO13 9XD. Failure to forward bills may result in inconvenience should their utility companies take action to cut off supplies.
- 3.2 Council Tax and Water Rates: The Licensee(s) will not be required to take any action regarding the payment of Council Tax and Water Rates. Local Authorities have been instructed to send bills directly to HASS for payment. If, however, the Licensee(s) receive bills requiring payment they should forward them immediately to HASS (at the address provided above). Failure to forward bills may result in inconvenience to the individual(s) concerned.

- 3.3 Television Licence: The Licensee(s) will not be required to take any action to obtain a TV Licence for the television provided with the property. HCR will administer this in the Licensee(s) behalf with the licences held at HCR. If, however, the Licensee(s) receive a demand for Licence renewal they should forward it immediately to HCR. Failure to forward licence renewals may result in inconvenience to the individual(s) concerned. If the Licensee(s) requires any further information in this matter during his/her occupation they should contact HCR.
- 3.4 Telephone: It is the responsibility of the Licensee, or in the case of shared accommodation the nominated individual, to pay the quarterly telephone bill and forward a copy of it, together with the Payment of Utilities Form, to HASS. HASS will arrange for the line rental and equipment rental elements of the bill to be reimbursed into the claimant's bank account within 14 working days. Only the cheapest available line rental will be refunded (BT Option 1). For those where equipment rental is not an option, HASS will reimburse the cost of purchasing a handset up to the value of £20.00. For those in shared accommodation the nominated individual responsible for paying the bill should seek reimbursement from the other occupants for the remaining elements of the bill not reimbursable by HASS. The Licensee(s) must ensure that the telephone service and telephone number provided at the beginning of the Licence remain available to the Landlord at the end of the Licence.
- 3.5 Unconventional Fuels/Utilities: The Licensee(s) will be reimbursed the cost of reasonable, as determined by HASS/MOD, bills for unconventional fuels/utilities. The Licensee, or in the case of shared accommodation the nominated Licensee, is responsible for paying the bill and forwarding a copy, together with Payment of Utilities Forms, to HASS who will arrange to reimburse the claimant's bank account within 14 working days. Unconventional utilities include electric key/swipe cards, emptying septic tank/cesspits, sewage removal.
- 3.6 Chimneys: The Licensee(s) is responsible for arranging for chimney(s) (if any) to be swept at least once in every 6 months and at the termination of the tenancy. The Licensee, or in the case of shared accommodation the nominated Licensee, is responsible for paying the bill and forwarding a copy together with the Payment of Utilities Form, to HASS who will arrange to reimburse the claimant's bank account within 14 working days.
4. In addition to occupying and using the property, the Licensee(s) agrees to behave responsibly and considerately to others at all times and
- 4.1 Shall use the property only as their private residence and not to assign, sublet, share or allow another person to reside at the property;
- 4.2 Shall not use the property to carry on any business, trade, club or similar activity;
- 4.3 Shall not use or allow anyone to use the property for any illegal or immoral purpose;
- 4.3.1 Shall not smoke or allow others to smoke within the Premises without the written consent from the Landlord
- 4.4 Shall not do anything which may invalidate the insurance of the property or increase the rate of premium payable for such insurance and specifically;

- 4.4.1 Shall not keep any materials or substances which are or may become a fire hazard or potentially dangerous to people in the vicinity of the property;
- 4.4.2 Shall not use a paraffin or portable gas heater in the property;
- 4.4.3 Shall not do anything in the vicinity of the property which may damage or become a nuisance or annoyance to the owners or occupiers of any adjoining or neighbouring properties;
- 4.5 Shall not use or play a musical instrument, radio, television set or apparatus for reproducing recorded sound in such a manner that it is audible outside the property;
- 4.6 Shall not take part in or allow any activities at the property which are or may become a nuisance to the occupiers of any neighbouring or adjoining properties;
- 4.7 Shall not put up any aerial (internally or externally), advertisement, poster, notice or announcement so that it is visible from outside the property;
- 4.7.1 Satellite dishes may only be erected once permission has been sought and agreed in writing from the Landlord through HCR. The Licensee must be aware that they may be requested to remove the satellite dish at the end of their occupation at the property and at this point the Landlord may insist that any damage caused by the erection/removal of the dish be made good at the Licensee's expense.
- 4.8 Shall ensure that sinks, drains and pipes within the property do not become blocked;
- 4.8.1 If any sinks, drains and pipes within the property become blocked as a result of any act default or negligence on the part of the Licensee or any invitee, the Licensee will be responsible for contractor's costs of rectification.
- 4.9 Place all rubbish in the receptacle provided which should remain in the place designated for it;
- 4.10 Permit HCR or the owner, Landlord or agent, with or without others, reasonable access to enter the property on reasonable notification of the requirement (not less than 48 hours notice except in cases of emergency), in order to:
 - 4.10.1 inspect the state and condition of the property;
 - 4.10.2 do any works or repairs which are necessary or desirable or which must be undertaken to comply with any legal requirement;
 - 4.10.3 do work on or in relation to any adjoining or neighbouring property;
 - 4.10.4 permit prospective purchasers accompanied by the Landlord or the Landlord's Management Agent, to view the property at all reasonable times by prior written appointment and display as the Landlord directs any sale notices;
 - 4.10.5 during the last 2 months before the end of the Licence to permit prospective tenants, accompanied by the Landlord or Landlord's Managing Agents, to view the property at all reasonable times by prior appointment and to display as the Landlord directs any letting notices;

- 4.11 To immediately repair any damage to the property or its contents arising from any act, default or negligence on your part or any invitee to the property, subject to the decision of the MoD in the case of any dispute which shall be binding on you.
- 4.12 To comply with any notices received from the Landlord or HCR during the Licence relating to the use of the property and which are binding on the Landlord by virtue of any lease of the property;
 - 4.12.1 Forthwith to send to the Landlord or HCR any notices, orders or documents that relate or might affect the property together with any letters delivered to the property addressed to the Landlord.
- 5. To use the means of access to the property with due consideration for others and in particular, where the property may be part of a larger building:
 - 5.1 Keep closed any communal main entrance door to the building of which the property forms part;
 - 5.2 Shall not leave any property, goods, parcels or refuse in any communal entrance, halls, staircases or passages in the building;
 - 5.3 Shall not loiter or obstruct any communal entrance halls, staircases or passages in the building;
- 6. The Licensee is:
 - 6.1 Committed to the occupancy of the property for a minimum period of 6 months;
 - 6.2 will only be entitled to vacate for Service reasons; or
 - 6.3 where prior approval has been sought from MOD, and the specific reasons given for moving are supported by the Commanding Officer of the employing Unit.
- 7. When this Licence has been terminated, the Licensee(s) agrees to:
 - 7.1 Vacate the property and hand over all keys to such person as notified by HCR;
 - 7.1.1 Co-operate with HCR in order for the inventory to be checked and ensure that all the items listed in the inventory are accounted for and located in their original position;
 - 7.1.2 Leave the property in a hygienically clean and tidy condition and to the standard identified at move, removing all personal belongings, together with all rubbish. If the property has been professionally cleaned at the commencement of the Tenancy then the Licensee should ensure that the property is professionally cleaned at the termination of the Tenancy with receipted proof.
 - 7.1.3 Be in attendance at the move out, or nominate a proxy to be in attendance on the date agreed with the HCR Property Adviser in order to:
 - 7.1.4 Acknowledge agreement of any dilapidations, or private arrangements that have been made to compensate the Landlord for dilapidations, or ensure that any disagreements are recorded on the Occupation End Certificate (O.E.C.) after taking into account fair wear and tear;

7.1.5 sign the Occupation End Certificate (OEC) acknowledging the end of occupation of the property.

7.1.6 to reimburse MoD all sums paid to the Landlord in respect of:

- any damage to the property or its contents arising from any act, default or negligence on your part or any invitee to the property taking into account fair wear and tear;
- the cost for removing any items that have been left (inadvertently or not) at the property;

subject to the decision of the MoD in the case of any dispute which shall be binding on you.

8. The benefit of this Licence is personal to you and may not be transferred, assigned or shared

9. You agree to give HCR at least 40 days written notice of your intention to vacate the property on a permanent basis in accordance with the relevant Service regulations relating to SSSA, with any such notice to be forwarded by fax and post to:

HCR Ltd
Copenhagen Court
32 New Street
Basingstoke
Hants
RG21 7DT

Telephone: 01256 812700
Fax: 01256 333658

In cases where this is not possible due to service reasons, an explanation is to be forwarded with the notice. In other cases you may be held liable for any charge levied against MoD.

10. HCR may terminate this Licence by giving you not less than 40 days written notice if:

10.1 you fail to comply with your obligations under this Licence;

10.2 HCR are requested by the Project Manager to terminate this Licence;

11. HCR may terminate this Licence by giving you less than 40 days written notice if:

11.1 Destruction or damage renders the Property uninhabitable as a residence; or

11.2 HCR, the Landlord or his mortgage requires possession of the property

12. You should communicate any matters arising from this Licence to the MoD Project Manager at the following address;

MOD PM Substitute Accommodation
Defence Infrastructure Organisation Operations Accommodation
Rm S112,
Building 351
RAF Brampton,
Cambs, PE28 2EA

SUBSTITUTE SERVICE SINGLE ACCOMMODATION (SSSA) REGULATIONS

INTRODUCTION

1. SSSA will be provided by the MOD Accommodation Agency contractor from the commercial rental market on those occasions when there is insufficient Single Living Accommodation (SLA) to meet the demand in accordance with the following regulations. In principle, SSSA will replicate the provision of SLA, however, because of the unpredictability of the commercial rental market, occupants of SSSA should be made aware that there is no security of tenure beyond the first 6 months of the lease.
2. The provision of SSSA is subject to strict criteria governing entitlement, property specification, furnishing, standard, distance from place of work and indicative rental ceilings set by MOD. The operational delivery of SSSA is overseen by the MOD Project Manager (HQ DIO Ops Accommodation) and the DIO Substitute Accommodation Team (SAT) on behalf of the 3 Services.

BUDGETARY RESPONSIBILITY

3. Units are responsible for authorising SSSA by issuing a Non Availability Certificate (NAC). Most costs associated with the provision of SSSA and the allowances to which the occupant is entitled fall to the occupant's unit (see paragraph 32). The SAT will advise units on the expected cost of rent and agency fees and guidance on the average charges for utility supply may also be available.

ENTITLEMENT TO SSSA

4. **Entitlement criteria.** Individuals may apply for SSSA up to 2 working days prior to the date of posting to a new duty unit subject to the following criteria:
 - a. Suitable SLA is not available (at the time of requirement) up to 45 minutes travelling time by public transport (or up to 10 miles when there is no viable public transport at the discretion of the Local Service Commander) of the duty station.
 - b. They should expect to occupy SSSA for a minimum of 6 months (but see paragraphs 45 and 46 regarding personnel who require accommodation for less than 6 months) and spend not less than 4 nights each week in the accommodation.
 - c. They are single or serving unaccompanied. In the case of personnel in PSTATCAT 1, 1s/c, 2 or 5s/c, they must be separated from their family who are residing in Service Family Accommodation (SFA), Substitute Service Family Accommodation (SSFA) or their own property which is more than 50 miles or 1½ hours travelling time (by public transport) from their duty station. If the Commanding Officer considers that due to exceptional circumstances these limits should be reduced, a case is to be submitted through the chain of command to the MOD Project Manager. Where the SP's family occupy surplus SFA and the SP is serving unaccompanied at the duty station, and Notice to Quit has been served, the SP will be required to serve accompanied.

d. They are awaiting allocation of SFA, where no SLA exists providing the waiting period is likely to exceed 6 months (but see paragraph 46 for further guidance). However, entitlement to SSSA will cease when individuals are allocated SFA at the permanent duty station.

5. **Non entitled personnel.** The following personnel are not entitled to SSSA:

a. Those serving outside UK.

b. Those individuals serving at a temporary duty station, on detached duty or a posting of less than 6 months are not normally entitled (but see paragraphs 45 and 46 for further guidance).

c. University, medical or dental cadets (other than Royal Naval Engineering Scholarship Scheme) or other personnel undertaking full time education who do not receive full rates of pay.

d. Personnel who own/part own³⁷ a property up to 45 minutes travelling time by public transport (or up to 10 miles when there is no viable public transport at the discretion of the Local Service Commander) of the permanent duty station will not be provided with SSSA by MoD. However, such personnel should be aware that they may occupy their property in lieu of SSSA and, in so doing, be entitled to claim the appropriate rate of FIA and daily travelling expenses in accordance with JSP 752 (but not refunds for utilities, telephone line and equipment rental, TV licence and Council Tax), unless they are married/in a civil partnership or PStatCat 2 and the property is their main or family residence. Personnel will not be expected to occupy their property if:

(1) The property is uninhabitable because it is undergoing renovation or subject to some other building related work (such as underpinning for subsidence).

(2) The property is subject to an existing lease and early termination would have financial penalties.

(3) In these circumstances personnel may be allocated SSSA on the basis that they will occupy their property when it becomes habitable or at the first break point in the lease arrangements.

e. For RAF only, Local Service Personnel (LSPs), except where specifically authorised by the chain of command.

f. Where two serving personnel are married or in a civil partnership, the Service person designated PStatCat1S is not entitled/eligible to SSSA since there is no entitlement/eligibility to SLA. Where both partners in a married Service couple choose to occupy SLA at their respective duty locations in accordance with Part 1 para 0311, the PStatCat 1S occupies the SLA on an eligible basis and, in the absence of SLA, will revert to his entitlement to SFA.

³⁷ Ownership of property includes both legal and beneficial ownership. Personnel will be considered to have beneficial (part) ownership of a property if they have contributed to the purchase price by supplying capital (including a deposit payment) and/or by regularly paying/contributing to the mortgage payments

- g. Service personnel already holding an SFA licence at the same duty station in which SSSA is being applied.

PROPERTY ENTITLEMENTS

6. **Entitlement criteria and rules for sharing SSSA.** SSSA property will replicate SLA as far as is possible and is to be provided as follows:

a. **Lieutenant Commander/Major/ Squadron Leader) and above.** Officers (Lieutenant Commander/Major/ Squadron Leader) and above are eligible for sole occupancy properties based on a one bedroomed flat but may share a property as a matter of choice in accordance with the sharing rules below. The entitlement criteria are at Appendix 1.

b. **Junior officers and other ranks.** Junior officers and other ranks will be required to share with others of the same sex and similar rank in multiple occupancy properties (each is to have a separate bedroom), unless:

(1). The single Service 'Housing Colonels' determine that the same sex sharing rule may be waived when applicants of both sexes are willing to share SSSA and the respective Command has agreed that sharing should be permitted. Cohabitation is not permitted.

(2). The single Service 'Housing Colonel' has agreed an exception to this policy due to Service reasons / or a request to live in a single occupancy property for exceptional personal / welfare circumstances. Personnel applying for personal reasons will be required to pay a Personal Contribution in respect of increased costs. These requests are to be staffed for approval prior to the submission of their SSSA application to the SAT in accordance with Section 8 of MOD Form 1154.

7. **Smoking/non smoking properties.** In the case of shared properties, where possible, the MOD Contractor will provide either smoking or non smoking properties. Where this is not possible the MOD Project Manager is to be informed who will consult with the occupant's unit to determine whether a single occupancy property should be provided.

8. **Distance from place of duty.** SSSA property will normally be provided up to 45 minutes travelling time by public transport (or up to 10 miles when there is no viable public transport at the discretion of the Local Service Commander) of the place of duty. The only exception is when rented property is not available. In these circumstances, the MOD Contractor will seek the Project Manager's approval to expand the radius until appropriate property can be identified. The Project Manager will consult with the applicant's unit as necessary.

APPLICATION FOR SSSA

9. **Application process.** Personnel who are informed that there is no suitable SLA available at their new duty station are to apply for SSSA on MOD Form 1154 - SSSA Application Form (see Annex A to Chapter 8). The Application Form is to be certified and authorised in accordance with the instructions on the front of the Form (thereby providing the applicant with a NAC). Once authorised, the receiving unit is to forward

the Application Form on to the SAT who will conduct a policy coherence check. Once satisfied that the application is within regulations, the SAT will forward the application to the Housing Accommodation Support Services (HASS) at Centurion who will annotate a Unique Transaction Number (UTN) and task the MOD Contractor to provide accommodation to meet the requirement.

10. **Timescale**. Whenever possible, personnel should submit the SSSA Application Form a minimum of 26 days prior to their accommodation required date (which may be specified up to 2 working days prior to the date of posting), thereby providing sufficient time for the administration of the application in accordance with the following timings:

- a. Processing by receiving/administrative unit – 5 days
- b. Transmission to and processing by Bde HQ (Army only); onward transmission to the SAT – 5 days.
- c. Processing by the SAT – 5 days
- d. Processing by HASS – 5 days
- e. Administration by the contractor (identification and showing of properties) – 14 days.
- f. Notice of address – 2 days.

Personnel who submit applications at shorter notice are to be aware that the MOD Contractor may be unable to meet their required date but will make every effort to do so.

11. **Special requirements**. Applicants are to state the following special requirements on the SSSA Application Form:

- a. **Disabilities/Special Needs**. Any disability or special needs which will influence the specification of the SSSA – eg access to the property.
- b. **Pets**. If it is their intention to keep pets (only applicable to single occupancy properties). The keeping of pets in shared properties is not permitted. Personnel who keep pets in SSSA without approval may cause Letting Agents/Landlords to terminate the lease. Sharer bands cannot be allocated over entitlement properties in order to keep a pet.
- c. **Smoking**. If they require a smoking or non smoking property. Whilst this cannot be guaranteed the MOD Contractor will make every effort to satisfy personal preferences.

12. **Action by the MOD Contractor**. On receipt of the SSSA Application Form the MOD Contractor will establish contact with the applicant by telephone in order to:

- a. Confirm the accommodation requirements.
- b. Confirm the required date and the applicant's availability to view properties.
- c. Confirm any personal preferences or special requirements as previously authorised by the SAT.

The MOD Contractor will despatch the SSSA Accommodation User Guide to the applicant which provides further information on the SSSA scheme.

PROVISION OF PROPERTY

13. **Choice of Property.** The MOD contractor is required to provide applicants with a choice of 2 properties in accordance with strict criteria governing size, specification, rental ceiling and distance from place of work (as per paragraphs 6 - 8). The applicant may express a preference in respect to location but there is no guarantee that the contractor will be able to meet personal preferences. Properties may be verified by the Project Manager as meeting MOD's requirements before being shown to applicants – [See Appendix 1 for detailed accommodation criteria.](#)

14. **Parking Facilities.** Outside urban locations, off road parking facilities are to be provided at each residence. These facilities can take the form of a garage, a car port, a reserved space in a residents' car park or a property's drive. Within city locations, if off road parking is not available then a residents parking scheme is acceptable.

15. **Viewing and selection of property.** Applicants (or their proxy – see paragraph 16) will be required to view properties found by the MOD contractor at a mutually agreeable time (and preferably within a 24 hour period) and to select a preferred property.

16. **Proxy.** Personnel may nominate a proxy to view and select a property on their behalf. A proxy certificate is contained in the MOD contractor's Accommodation User Guide. Decisions taken by the proxy are final and the applicant will have no subsequent redress. **Accordingly, personnel should ensure that their proxy is reliable and fully understands their entitlements and any personal preferences they have.** Proxies should only be used as a last resort.

17. **University Halls of Residence.** Where individuals are attending a university or educational establishment as a full time student, in receipt of full rates of pay, and they are required to occupy (or wish to occupy where this is a cheaper option than SSSA) accommodation in the University Halls of Residence or equivalent, this accommodation should normally be administered by the MOD Contractor. Where this is not possible and the claimant is required to pay for the accommodation directly, he/she is to be reimbursed on an actuals basis by their unit pay office for the accommodation fees charged. Alternatively, budget managers may wish to pay charges direct. Costs are to be booked against RAC LBW001.

18. **Over Entitlement Properties.** Personnel are not permitted to request to occupy properties which are over their entitlement (see Appendix 1 to Annex C).

19. **Personal Preferences.** Personnel may specify a personal preference regarding location (sole occupancy and sharer bands) or requesting permission to keep pets (sole occupancy bands only) in the property, but where this results in additional costs, the Service person will be charged a Personal Contribution. Where the MOD contractor sources properties within the rental ceiling and radii and the Service person's preference for location or request to keep a pet subsequently results in a property that exceeds the rental ceiling, the SP will incur a Personal Contribution.

20. **Non selection of property.** If an applicant (or their proxy) fails to accept one of the offered properties, or delays making a decision at the time of the last viewing and consequently property is no longer available, they will be deemed to have put themselves outside the SSSA scheme (but see paragraph 50 regarding appeals).

21. **Self Sourcing of SSSA.** Applicants are not permitted to self-source SSSA properties.

ACCEPTANCE AND MOVE INTO SSSA

22. **Property Acceptance Certificate.** On selection of the preferred property personnel will be required to sign the Property Acceptance Certificate (PAC) which signifies their agreement to the property and also acknowledges that they have read and understood the terms and conditions laid out in their Licence To Occupy (LTO) (see paragraph 23). Deficiencies, damages, lack of cleanliness and any agreement that remedial work (such as cleaning or redecoration) will be undertaken prior to occupation are to be recorded on the PAC. Failure to note discrepancies may negate later claims. The extent of any personal contribution (paragraph 19) is to be recorded on the PAC, a copy of which will be kept by the MOD contractor.

23. **Licence to Occupy (LTO).** The LTO lays down the terms and conditions of occupancy (JSP 464 (TSARs) Part 3 Chap 8 Annex B). Personnel do not sign the licence but in signing the PAC, they acknowledge they have read and agree to conditions of the LTO. In some cases there may be a requirement to sign an addendum to the LTO issued by the Contractor for any clauses that fall outside the standard licence (eg Pets Addendum for properties where the Landlord accept pets). A copy of the Licence and any addendum will be provided to the Licensee.

24. **Move into the property.** The MOD contractor is required to conduct a full inventory check of the property at the time of move in which is to include a record of the state of the decoration, carpets, curtains and fixtures and fittings in the property. Personnel are to ensure that the inventory is a true and complete record since it will form the basis of the property check undertaken at move out. A copy of the inventory will be kept by the MOD contractor.

OCCUPATION OF SSSA

25. **Cohabitation.** Under no circumstances may single personnel and single and lone parents co-habit with a partner (who is not their legal spouse/civil partner) in SSSA. 'Cohabitation' describes a situation where the SSSA becomes the home of another person (see paragraph 26 in respect to visits by the spouse/civil partner/family of unaccompanied personnel occupying SSSA).

26. **Temporary Spouse/civil partner/Family Visits.** Unaccompanied personnel occupying SSSA (and in receipt of unaccompanied allowances) may have spouse/civil partner/family visits for no more than 28 days (aggregated or continuous) in any 61 day period. Entitlement for SSSA will cease on the 29th day. At this point FIA will cease, Grade 1 SFA charges will commence and the individual will become liable for all bills associated with the property with the exception of council tax and water rates. This liability will continue until such time as the individual again becomes compliant with these regulations and thus entitled to SSSA.

27. **Sub-letting.** Personnel allocated SSSA are to occupy that property and are prohibited from sub-letting that property. Sub-letting in the context of these regulations is defined as any unauthorised sharing of the property.

28. **Review of the NAC.** Commanding Officers are to review the NAC for those occupying SSSA every 6 months in order to confirm that personnel continue to meet all the entitlement criteria. In particular they must confirm that:

- a. There is no suitable SLA available.
- b. The claimant does not own/part³⁸ own a property at the duty station or, if so, the property cannot be occupied for the reasons stated at paragraph 5d(1) and (2).
- c. A married/in a civil partnership or PStatCat 2 claimant's family has not occupied public or private accommodation within 50 miles or 1½ hours travelling time (by public transport) of the duty station.
- d. A married/in a civil partnership or PStatCat 2 claimant is not travelling daily from his/her family's residence.

29. **Redecoration.** Occupants of SSSA are not permitted to alter the decoration of the interior of the property without the written permission of either the MOD Contractor or the Letting Agent/Landlord.

30. **Changing bedrooms in shared properties.** Personnel in shared properties may only change their bedroom with the permission of the SAT and only once a full inventory and condition check of the bedrooms has been undertaken by the MOD Contractor.

31. **Mid tour moves from SSSA.** There are 5 mid tour move scenarios as follows:

- a. **Withdrawal of the NAC.** If the NAC is withdrawn as a result of a review (Paragraph 28), personnel (or their unit) are to give the MOD contractor 40 days notice to vacate the property. In the event that SLA has become available personnel are entitled to travel and unaccompanied baggage provisions to move from the SSSA to the SLA in accordance with single Service regulations.
- b. **Early termination of the lease.** In the event that the Letting Agent/Landlord seeks vacant possession of the property personnel will receive 40 days notice to vacate from the MOD contractor. Personnel will be required to move to alternative SSSA provided by the MOD contractor prior to expiry of the notice period. Personnel are entitled to travel and unaccompanied baggage provisions to move to alternative SSSA (or SLA if it is available) in accordance with single Service regulations.
- c. **Health, safety and security concerns.** If SSSA becomes uninhabitable for health, safety or security reasons a case is to be made by the unit Commanding officer to the Project Manager for authority for personnel to be moved to alternative SSSA. In the event that approval is given, personnel (or their unit) are to give the MOD contractor 40 days notice to vacate. Depending on the urgency of the case the MOD contractor will make every effort to re-house personnel as quickly as possible. Personnel are entitled to travel and unaccompanied baggage provisions to move to alternative SSSA (or SLA if it is available) in accordance with single Service regulations.

³⁸ Ownership of property includes both legal and beneficial ownership. Personnel will be considered to have beneficial (part) ownership of property if they have contributed to the purchase price by supplying capital (including a deposit payment) and/or by regularly paying/contributing to the mortgage payments.

d. **Untenable shared SSSA.** In the event that the MOD contractor is unable to fill vacant bedrooms in shared properties (Paragraph 53), the Project Manager, in consultation with the units of the personnel remaining in occupation of the property, will determine whether they should be re-housed in alternative SSSA. Should this be necessary, personnel (or their units) are to give the MOD contractor 40 days notice to vacate. On submission of a new Form 1154 and following receipt of approval to move, the MOD contractor will make arrangements to re-house personnel prior to expiry of the notice period. Personnel are entitled to travel and unaccompanied baggage provisions to move to alternative SSSA (or SLA if it is available) in accordance with single Service regulations.

e. **Personal reasons.** In the event that personnel wish to move SSSA for personal reasons a case is to be made by the Unit Commanding Officer to the Project Manager for authority for personnel to be moved to alternative SSSA. In the event that approval is given, personnel (or their Unit) are to give the MOD contractor 40 days notice to vacate. On submission of the new Form 1154 The MOD contractor will make arrangements to re-house personnel prior to expiry of the notice period. Under these circumstances units may, at their discretion, pass the costs of re-housing on to the person requesting the change of accommodation. There is no entitlement to travel and unaccompanied baggage provisions.

SSSA COSTS

32. **Costs falling to the unit.** The following costs for SSSA properties will be charged to unit UIN's by HASS:

- a. MOD Contractor's fees (as stated in the MOD Contract) for the provision of services.
- b. Rent for the property and miscellaneous fees.
- c. Utility bills.
- d. Council tax
- e. TV Licence.
- f. Telephone line and equipment rental.
- g. Dilapidations identified at move out (some or all of which may be passed on to the occupant by the unit if caused through negligence – see paragraph 56).

33. **Costs falling to the occupant.** The occupant is responsible for meeting the costs of:

- a. Any personal contribution towards the rent.
- b. Telephone calls.
- c. MOD contractor charges if the occupant chooses to move mid-tour for personal reasons.

ALLOWANCES AND CHARGES

34. **Night Subsistence (NS)**³⁹ – **Preliminary visits to view properties at a new place of duty in GB.** Personnel serving in GB who are in receipt of a NAC to occupy SSSA at their new place of duty may travel at public expense on a preliminary visit to view accommodation (see paragraph 15). Travelling expenses and 1 night's NS at the new place of duty may be claimed. This period may be extended by up to 3 further night's (ie a total of 4 nights) on approval by the individual's Commanding Officer. Claims for more than 1 night NS should include a certificate from the claimant's Commanding Officer confirming that the additional nights were as a result of Service reasons.

35. **Night Subsistence (NS) - Delays in the provision of SSSA.** Payment of up to 7 night's NS is authorised in the event that:

- a. The MOD contractor is unable to make arrangements for accommodating the applicant by the accommodation required date.
- b. Selected SSSA properties subsequently become unavailable

If SSSA within this initial 7 day period is not available the MOD Project Manager, in consultation with the applicant's unit, will authorise further periods of NS as appropriate.

36. **Food and Incidentals Allowance (FIA).** Personnel occupying SSSA are entitled to claim FIA in accordance with single Service regulations.

37. **Home to Duty Travel (HDT).** Personnel occupying SSSA are entitled to claim Home to Duty Travel in accordance with JSP 752.

38. **Accommodation Charges.** All personnel occupying SSSA will be debited accommodation charges and CILOCT as if they were living in Grade 2 SLA, regardless of the accommodation occupied, in accordance with single Service regulations. Owner occupiers and/or personnel who opt out of the scheme will not be debited accommodation charges or Contribution in Lieu of Council Tax (CILOCT).

PAYMENT OF PROPERTY RELATED BILLS

39. **Utility Bills.** Personnel will not be required to take any action regarding payment of Utility bills. Utility companies will send their bills direct to HASS for payment. If occupants receive any bills they are to forward them to HASS for payment. Failure to forward bills may result in inconvenience to individuals should utility companies take action to cut-off supplies. Where personnel have chosen a property which is not self contained or is part of a property occupied by another person (eg as a lodger), all utilities and Council Tax are to be included in the rent. If utility bills exceed the current MOD ceilings for similar properties, MOD reserves the right to recover the excess charges from the individual.

40. **Council Tax and Water Rates.** Personnel will not be required to take any action regarding payment of Council Tax and water rates. Local Authorities will send their bills direct to HASS for payment. If occupants receive any of these bills they are to forward

³⁹ See JSP 752 Chapter 3 Section 1 03.0105.

them to HASS for payment. Failure to forward bills may result in inconvenience to individuals.

41. **Television Licence**. The MOD Contractor is responsible for the purchase and the annual renewal of a TV licence for the property. TV Licences will be held at the MOD contractor's headquarters.

42. **Telephone Bills**. Personnel are to pay the quarterly telephone bill themselves and forward a copy of the bill together with the form at Appendix 2 to HASS. HASS will arrange for the line rental and equipment elements of the bill to be reimbursed into the claimant's bank account within 14 working days. Only the cheapest available line rental costs will be refunded (BT Option 1 or equivalent). For those where equipment rental is not an option, HASS will reimburse the cost of purchasing a handset up to the value of £20.00. For those in shared accommodation one person from the property should be nominated to carry out the aforementioned procedures. He/she will be responsible for organising a refund between the other occupants as appropriate.

43. **Mobile Telephone Bills**. For personnel occupying unconventional property where conventional telephones cannot be connected, the rental charge for a mobile telephone will be reimbursed up to the limit of the cost of a conventional telephone line and equipment rental.

44. **Unconventional Fuels/Utilities**. Personnel will be reimbursed the cost of reasonable (as determined by the Project Manager) unconventional fuel/utility bills. Personnel are to pay the bill themselves then forward a copy of the bill, together with the form at Appendix 2, to HASS who will arrange to reimburse the claimant's bank account within 14 working days. Unconventional utilities include electricity keys/swipe cards, septic tank/cess pit emptying, sewage removal from boats or mobile homes.

PERSONNEL ASSIGNED FOR PERIODS UNDER 6 MONTHS

45. **Accommodation options**. On those occasions when SLA is not available for personnel who are assigned for periods under 6 months, accommodation may be provided through one (or more) of the following means:

- a. Payment of NS.
- b. Provision of SSSA.
- c. Payment of short term Lodging Allowance.

46. **Guidance**. It is the responsibility of the employing unit's Commanding Officer to determine the most appropriate method of providing accommodation for personnel taking into account conditions of service, the circumstances of the individual and budgetary considerations in accordance with the following guidance:

a. **Periods up to 30 days**. For periods of duty up to 30 days NS should normally be authorised. NS may be authorised for periods in excess of 30 days when it is proved to be the most cost effective option (see paragraph 46(b)(3)). Units should contact the Project Manager for guidance.

b. **Periods between 30 days and 6 months**. There are 4 options:

(1) **Spare SSSA capacity**. On completion of MOD Form 1154, provision of

existing spare capacity in the SSSA scheme. This should normally be possible in high volume areas such as London, Glasgow, Bristol and Bath and may be possible in other areas. In such circumstances individuals may only be offered 1 property but the appeals procedure at paragraph 50 still applies with regard to complaints. Units should contact the Project Manager for assistance in identifying spare SSSA capacity.

(2) **Provision of new SSSA**. On completion of MOD Form 1154, new SSSA may be provided in high volume areas on the basis that a further occupant will be identified to take over the property if/when it becomes vacant within 6 months. Units who chose to seek new SSSA under these circumstances should be aware that they may be liable for the full 6 months rent if a subsequent occupant cannot be found.

(3) **SSSA versus NS**. The most cost effective solution between payment of NS or provision of newly sourced SSSA. This decision should be made having taken into account the actual time the claimant is likely to spend in the accommodation and is a balance between:

Total number of days accommodation is required at new duty unit (excluding periods of detached duty away from duty unit) x cost of NS

versus

Total cost of SSSA (including utilities) for a possible 6 month period + cost of FIA for actual period of duty at new duty unit

(4) **Short term Lodging Allowance**. Authority must be sought from the Project Manager for payment of short term Lodging Allowance.

CHANGES TO AND CESSATION OF ENTITLEMENT

47. **Changes in Circumstances**. Personnel are to notify their Commanding Officer immediately of any change in personal circumstances which renders invalid any statement made on the initial, or any subsequent, application for SSSA.

48. **Promotion/Reduction in Rank**. Where promotion or reduction in rank alters the entitlement to accommodation occupants are to inform the Project Manager to determine whether a move to new accommodation would be appropriate. Consideration should be given to the remaining length of appointment (if less than 6 months remain a move should not normally be authorised). Similarly, should an individual have served less than the initial 6 months tenancy a move should not normally be approved until after the 6 month point bearing in mind the minimum notice period to vacate and any other mitigating Service factors.

49. **Additions to the VCDS 45 Minute Travel List**. Additions to the VCDS 45 Minute Travel list require approval at 3* level and should be forwarded to MA/VCDS who sponsors the List.

APPEAL PROCEDURE

50. Personnel will have the opportunity to appeal if they consider that properties they have been offered by the MOD contractor do not meet their entitlement as follows:

- a. The first point of appeal is directly to the MOD contractor through their representative at the time of viewing. The MOD contractor will attempt to remedy any problem within their power but this will largely be confined to adjudication over any misunderstandings arising from the application form and subsequent telephone conversations between the MOD contractor and the applicant. **An individual's personal requirements cannot override his/her basic entitlement.**
- b. Personnel may appeal direct to the MOD Project Manager who in consultation with their unit and the MOD contractor's Operational Service Liaison Manager will decide whether a further search for properties is justified.
- c. If the MOD Project Manager and the unit deem that all of the properties shown meet the entitlement, the applicant will be required to choose a property. Failure to choose a property will be taken to mean that the applicant has waived his/her entitlement to publicly funded single living accommodation and he/she will be required to make private arrangements at his/her own expense.
- d. Personnel retain their right of complaint through normal Service channels.

CESSATION OF ENTITLEMENT TO SSSA

51. Personnel will cease to have an entitlement to SSSA in the following circumstances:

- a. Entitlement for SSSA will cease on the 29th day (aggregated or continuous) in any 61 day period of a spouse/civil partner/family visit (see paragraph 24 for the financial consequences).
- b. Personnel accommodated in SSSA who are absent from their permanent duty station may retain their accommodation for up to 61 days, when the expected period of absence is to be less than 62 days, in the following circumstances:
 - (1) When absent on detached duty/loan temporary duty/temporary duty.
 - (2) When admitted for treatment to hospital, sick quarters or a medical rehabilitation unit.
 - (3) When absent on sick or authorised leave within an appointment / draft / posting (but not disembarkation, terminal, invaliding or DOMCOL leave).
 - (4) When sentenced to a period of detention or imprisonment following which the individual will be retained in the Service and will return to the same permanent duty station.
- c. Retention of SSSA beyond 61 days may be authorised by Commanding Officers who are of at least OF4 rank on a budgetary and welfare basis⁴⁰. To support the retention of SSSA, Commanding Officers are to have undertaken and recorded an analysis of the full cost and welfare implications of the options and satisfied themselves that retention of SSSA is the most cost effective solution to

⁴⁰ Normally restricted to personnel in PStatCat 3, 4 & 5, where no other accommodation options are available.

the MOD whilst meeting the individual's basic welfare needs. The analysis is to consider the provision for the storage of personal effects and the accommodation plans during any R&R and PODL for those deploying. Where Commanding Officers are below OF4 rank, approval must be sought through single Service chains of command to the appropriate single Service personnel staff. The MOD Project Manager will provide guidance on costs etc if required.

d. Units should be aware that a continuing liability for rent and utility bills may exist where the initial tenancy agreement has still to reach the 6 month point notwithstanding the cessation of the individual's entitlement to retain SSSA. The Project Manager will provide budgetary/tenancy information if required.

Personnel whose entitlement for SSSA has ceased due to the above reasons must make a fresh application for accommodation.

VACATION OF SSSA

52. **Notice to Vacate.** Personnel are to provide the MOD contractor with a minimum of 40 days written notice of their intention to vacate SSSA in accordance with the Licence to Occupy which they have signed. During the initial 6 months in any particular SSSA property this period of notice is extended to preclude vacation of the property before the 6 month point. Where this is not possible due to service reasons an explanation is to be forwarded with the notice that is tendered. Personnel who fail to give 40 days (or the balance of 6 months where this is appropriate) notice of vacation for non Service reasons may be required to continue to pay accommodation charges as if they were still occupying the property from the date they vacate the property until the 40 day notice period has elapsed.

53. **Vacation of shared property:**

a. **Junior Officer and Other Rank shared property.** When one occupant vacates a shared property the MOD contractor will be responsible for showing the vacant bedroom to other applicants. If there is insufficient demand to fill the vacancy the MOD contractor will notify the Project Manager who, in consultation with the units of the remaining occupants, will take a decision on the continued viability of the property. In cases where the property is no longer financially tenable it may be that the remaining occupants are re-housed in alternative SSSA.

b. **Officers (Lt Cdr and equivalent and above) sharing by choice.** Should an officer who is sharing by choice vacate a property the remaining occupant(s) is/are responsible for:

- (1) Finding a further sharer (the Project Manager may be able to help).
- (2) Vacating the property and moving into alternative SSSA.
- (3) Meeting any difference in rent themselves until a further occupant is identified.

54. **Preparation of SSSA for move out.** On receipt/giving of notice to vacate the MOD Contractor will send the occupant a 'checklist for occupants vacating SSSA' which provides guidance on the cleaning and preparation of the property for move out.

Personnel with pets will be required to pay for the cleaning of carpets (or alternative floor coverings) of the property prior to vacation.

55. **Move out.** Occupants (or their proxy) are to attend a move out which will be arranged by the MOD contractor on a mutually agreeable date prior to expiry of the lease. The primary purpose of the move out is for the occupant to return the property to the MOD contractor, however, the MOD contractor may choose to conduct a concurrent hand back to the Letting Agent/Landlord if there is no successive Service occupant. If appropriate a unit representative may be in attendance. A full inspection of the property will take place against the inventory agreed at the time of move in. The Occupation End Certificate (OEC) is to be signed by the occupant and the MOD contractor's staff.

56. **Dilapidations.** Dilapidations (taken to mean damage (including loss) to the property, its fixtures and fittings and the contents supplied by the Letting Agent/Landlord in accordance with MOD's requirements) will be identified and recorded on the OEC. The occupant is to sign the OEC and annotate their agreement (or non agreement) to the dilapidations identified. Occupants are not responsible for damage arising from fair wear and tear. In all but the simplest cases (which may be resolved at the time of move out by payment to the MOD contractor or the Letting Agent/Landlord), the MOD contractor will be responsible for costing dilapidations in accordance with MOD procedures and in consultation with the MOD Project Manager before settling with the Agent/Landlord and seeking reimbursement from MOD. In this instance the liability for the dilapidations will be charged to the occupant's unit. The unit is then responsible for seeking reimbursement from the occupant if the dilapidations were a result of the occupant's negligence or the negligence of their family or their visitors, or caused by their pets.

57. **Cessation of charges, allowances and costs.** Charges, allowances and costs will cease with effect the date of move out from the property.

FURTHER ADVICE

58. Further advice on the SSSA scheme may be sought by contacting:

- a. The Unit Administrative Office.
- b. The MOD Contractor (01256 812700).
- c. The MOD Project Manager at HQ DIO Ops Accommodation (01480 52151 ext 6890).
- d. The SAT (02392 728530).

SSSA ACCOMMODATION ENTITLEMENTS

IMPORTANT – PLEASE READ PRIOR TO SUBMITTING SSSA APPLICATION:

All personal preference (including specifying location) requests that affect the property search must be authorised by the MoD Project Manager or appropriate Single Service Housing Colonel (See paragraph 6 (b)(2) on a case-by-case basis. Any Personal Contribution incurred as a result of a personal preference will be annotated to the Property Acceptance certificate and recovered via JPA.

Band	Rank	Accommodation entitlement
A	Lt Cdr/Maj/Sqn Ldr & above (See Note 1)	A self contained one bedroom flat with separate sitting room, bathroom and kitchen.
B	All other officers (Expected to share [see note 2])	An individual bedroom/sitting room in a flat or house share with either, individual self-catering facilities or a kitchen shared between no more than 3 persons and bathroom shared on the same basis.
C	WOs, CPOs / SSgt / FSgt, PO / Sgt (Expected to share [see note 2])	An individual bedroom/sitting room in a flat or house share with either, individual self catering facilities or a kitchen shared between no more than 3 persons and bathroom shared on the same basis.
D	LR/Cpl and below (Expected to share [see note 2])	A flat or house share that provides an Individual bedroom for each person, shared sitting room, kitchen and bathroom.

Note 1: Officers of the same rank in Band A may opt to share accommodation.

Note 2 B, C and D band Occupants are expected to share unless authorised by the appropriate budgetary authority in writing (Maj or above) and ratified by the Project Manager.

Failure to complete the existing 1154 application correctly, with the appropriate authorities attached will result in your application being passed back to DIOHAC by the contractor and may delay your move in date.

PAYMENT OF UTILITIES BILLS PROFORMA

This proforma should be completed and attached to any bills associated with Substitute Service Single Accommodation (SSSA) for onward transmission to the Housing Accommodation Support Services (HASS), Room 1060, Centurion Building, Grange Road, Gosport, Hants PO13 9XD for payment.

PERSONAL DETAILS

Service No	Rank	Initials	Surname	UIN	UTN

ACCOMMODATION ADDRESS

House/Flat No & Street:	
Town:	
County:	
Post Code:	

OTHER OCCUPANTS

Service No	Rank	Initials	Surname	UIN	UTN

ATTACHMENTS

	CUSTOMER CODE	AMOUNT (£)
Gas Bill:		
Electricity Bill:		
Water and/or Sewerage Bill:		
Telephone Bill:		
Other: (please specify)		

* I certify that the attached bill(s) is for services supplied solely for the use by eligible personnel accommodated at this address.

* I have not paid the attached bill(s) and request payment direct to the appropriate company.

* I have paid the attached bill(s) and request a refund direct to my bank account (details below).

(* Please delete as applicable.)

CLAIMANT'S SIGNATURE	DATE

BANK ACCOUNT Please fill in details below for Bank Payments	
Sort Code:	Account Number:

MINIMUM FURNISHING AND EQUIPMENT SPECIFICATION AND STANDARD –
SSSA

1. The Service provider is to ensure that potential properties are furnished and equipped to the minimum specification listed below before properties are shown to prospective occupants. It is accepted that some flexibility is required and the Service person must be willing to accept the accommodation if substitutes or alternatives are provided. In cases of doubt/dispute over what constitutes an acceptable level of equipment/furnishings, the MOD Project Officer should be consulted. Rejection of a property for superficial reasons will not be accepted.

SPECIFICATION⁴¹

Each occupied bedroom

Single bed per occupant
Bedside table or acceptable alternative
Bedside lamp
Fitted carpet or acceptable alternative
Double chest of drawers (with lockable drawer if door not lockable)
Wardrobe
Desk/Table (in shared accommodation)
Mirror
2 power points (single or double)
Easy chair
Bookcase or suitable shelving

Lounge

Colour TV with free-to-air digital facility
Telephone line and handset (can be in any integral communal area, ie Lounge, Kitchen, Hall)
Settee
Comfortable chair (2 if more than one occupant)
Coffee table
Bookcase or suitable storage
Dining table and 4 chairs (can be in kitchen or dining room)
Fitted carpet or acceptable alternative
2 power points (single or double)

⁴¹ Furniture provision under the Overseas Furniture Provision Scheme for rented accommodation/hirings to be utilised as SLA in overseas areas should be based on the furnishing specification for SSSA, except items compensated within Local Overseas Allowance are not permitted, and, where local messing facilities exist, the kitchen items shown in the specification should not be provided.

Bathroom

Sink
Cupboard or shelving
Mirror
Shower and/or bath
Lavatory (this can be in a separate room but if so must have a sink fitted in the room)
Lavatory brush

Kitchen

4 Power points (double or single) above work surface
Fridge/Freezer
Washing Machine / Tumble Dryer (Washer/Dryer)
Cooker
Microwave
Kettle
Sink
Canteen or cutlery (place settings for 4 minimum)
Set of saucepans (3 of various sizes) or acceptable alternatives
Frying pan
Set of kitchen utensils including:
 Tin opener
 Bottle opener
 Large sharp knife
 Small sharp knife
Colander
Measuring jug
Set of ovenproof dishes or acceptable alternative
Roasting dishes or acceptable alternative
4 mugs }
4 bowls } minimum
4 dinner plates }
4 side plates }
4 glasses }
Toaster or grill
Steam Iron
Ironing Board (with cover)
Mop/Squeegee
Vacuum cleaner
Dustpan and brush
Bucket
Smoke alarms (as required)
Bin or refuse container

STANDARD

Standard of Décor. Properties are to be provided in good decorative condition throughout. Paintwork and wall coverings, skirting boards, door frames and other woodwork and tiling in kitchens and bathrooms and elsewhere in the property is to be

clean, sound and complete. Door handles and locks are to function and be supplied with a key(s).

Bed. The bed is to consist of a mattress and divan (excluding bedding) which are to be clean, unmarked, complete and serviceable. The bed is to be fitted with a headboard. A futon, sofa bed, camp bed or fold up bed is not acceptable. Double beds may be provided in lieu of single beds.

Furniture. Items of furniture are to be clean, complete, unmarked and serviceable. Tables, cupboards, bookcases, desks etc are to be constructed from wood (or composite equivalent) or metal and are to be solid and robust. Dining chairs may be constructed from wood or metal. The settee and chairs may be covered with fabric or leather and are to be complete, unmarked and serviceable. Plastic furniture is not acceptable (for example garden furniture). Antique furniture, fixtures and decorative items may be provided at the Letting Agent's/ Landlord's risk.

Cutlery and Crockery. Cutlery, crockery and kitchen utensils are to be unmarked and hygienically clean. Burnt, damaged, stained, chipped or broken items are not acceptable. Items do not necessarily need to comprise a set although this would be preferred.

White goods. White goods (fridge/freezer, washer/dryer, microwave, kettle, toaster and iron) are to be clean, complete and functional. Damaged, scratched, incomplete items are unacceptable.

Cooker. The cooker is to be clean inside and out (grease free and without burnt on deposits), complete and functional.

Electrical Appliances. All electrical appliances are to be fitted with suitably fused plugs with serviceable flexes. Frayed flexes, cracked or damaged plugs are unacceptable.

Light Fittings. All light fittings are to be fitted with a lampshade and light bulbs. The Service occupant is responsible for replacing light bulbs.

Curtains. All windows are to be fitted with a blind or curtains which match the décor of the rooms. Window coverings are to be clean, complete and functional. Coverings which are torn, damaged, do not open or close or incomplete are unacceptable.

Floor coverings. Floors are to be covered with carpets and or other suitable coverings which are complete, clean, unmarked and serviceable.

Smoke alarm. A functioning smoke alarm is to be provided. The Service occupant is responsible for replacing smoke alarm batteries.

Carbon Monoxide alarm. A functioning CO alarm is to be provided where there are gas appliances in the property. The Service occupant is responsible for replacing CO alarm batteries.