

21 May 12

## **BRITISH FORCES GIBRALTAR POLICY FOR ADMINISTRATION OF SERVICE FAMILY ACCOMMODATION**

Reference:

A. JSP 464 – Tri-Service Accommodation Regulations (TSARs) Part 2 (Overseas)

### **STRATEGIC OVERVIEW**

1. **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 personnel are provided with a satisfactory standard of accommodation either at, or within an appropriate distance from, their duty unit.
2. **Responsibility for Policy.** ACOS Spt is responsible for the operational delivery of the housing service within the framework of Reference A. J1, HQ BF sets the policy for the administration of SFA within Gibraltar, while the Families Housing department executes that policy on behalf of J1.
3. **Aim.** The aim of this local policy to elaborate and articulate the over-arching MOD policy at Reference A, but in the unique Gibraltar context. It applies to all UK personnel, UK Based Civilians (UKBC) and UK Based Teachers (UKBT). It also applies to personnel from welfare and supporting agencies where an entitlement or eligibility to SFA exists. Definitions of entitlement and eligibility are at Annex B.
4. **Overarching Policy.** This policy must be read in conjunction with Reference A which is the overarching and definitive policy source document for the provision of Defence living accommodation and takes primacy on all accommodation matters. It provides policy guidelines for the provision of SFA and the substitute equivalents overseas and applies to all entitled personnel, military and civilian.
5. **Implementation.** This policy supersedes any previously issued local policies covering the management of SFA and is to be applied with immediate effect; no exemptions or deviations are permitted without the authority of J1 Branch, HQ BF, through the Families Housing department. Where this policy changes the entitlement of personnel already occupying SFA in Gibraltar, they are permitted to retain their SFA for the duration of their tour without any acknowledgement of 'precedence' for successors. The Families Housing department is to ensure a copy of this policy is made available, on request, to all SFA occupants.

### **MOD'S POLICY FOR THE ALLOCATION OF SFA**

6. **Service personnel.** Officers are allocated SFA primarily by rank, however, other factors such as family size, appointment, representational responsibilities and personal choice may influence the final allocation. Other Rank accommodation is allocated by family size, although personal choice may influence the final allocation. As a guiding principle, officers should not be accommodated in Other Ranks Service Family Accommodation (ORSFA), and similarly, Other Ranks should not be accommodated in Officers Service Family Accommodation (OSFA). Any exceptions may only be made by ACOS Spt.

7. **Entitled civilian personnel.** Entitled civilian families are allocated SFA by rank (equivalent military rank (EMR) as appropriate), tempered by family size<sup>1</sup>.

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

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

9. **Unaccompanied personnel.** Unaccompanied personnel occupying misappropriated SFA (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. They may also be liable to SFA charges.

## **GIBRALTAR SFA ESTATE**

10. **Overview.** The current disposition of Gibraltar SFA is detailed at Annex A. This outlines the number of SFA, by type, at each location within the Gibraltar MOD estate.

## **DEFINITIONS**

11. **Summary.** A summary of accommodation related definitions is at Annex B. This includes clarification of the status of dependants and other occupants including nannies and au pairs. It also gives clear definitions of Personal Status Categories for Service personnel.

## **ADMINISTRATION OF SFA IN GIBRALTAR**

12. **Application for SFA.** Procedures for the application for SFA in Gibraltar are detailed at Annex C. All personnel, military and civilian, are to follow these procedures.

13. **Allocation of SFA – UK Military Personnel.** Procedures and regulations, including entitlements and eligibilities, for the allocation of SFA to UK military personnel are detailed at Annex D.

14. **Allocation of SFA – UK Based Civilians (UKBCs) and UK Based Teachers (UKBTs).** Procedures and regulations, including entitlements and eligibilities, for the allocation of SFA to UKBCs and UKBTs are detailed at Annex F.

15. **Allocation of SFA – Welfare and Supporting Agencies.** Procedures and regulations, including entitlements and eligibilities, for the allocation of SFA to personnel from welfare and supporting agencies are detailed at Annex G.

16. **Entitlement to SFA by Appointment.** Certain appointments will entitle personnel to Tied/Ex-officio SFA. The regulations are detailed at Annex H.

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<sup>1</sup> JSP 464 Part 2, Chapter 1, Section III, Para 0109

17. **Takeover and Move Into SFA.** Guidance on the Takeover and Move Into SFA is detailed at Annex I. This Annex also includes the details of the Service Licence to Occupy SFA, which is to be signed by all entitled and eligible Service and civilian personnel who occupy SFA.
18. **Move Out of SFA.** Guidance on the Move Out of SFA is detailed at Annex J.
19. **Grading of SFA and Charges.** Procedures and regulations for the Grading and Charges are detailed at Annex K.
20. **Misappropriation of SFA.** Procedures for the misappropriation of SFA are detailed at Annex L.
21. **Irregular Occupancy.** Procedures for the administration of irregular occupancy of SFA are detailed at Annex M.
22. **Furniture and Equipment.** Procedures and regulations for the furnishing of SFA and provision of equipment are detailed at Annex N.

## **POLICY REVIEW**

23. This policy is to be reviewed by SO3 J1 on an annual basis. Proposals for changes to this policy should be submitted to SO3 J1 in the first instance.

### **Annexes:**

- A. [Gibraltar SFA Overview.](#)
- B. [Summary of Accommodation Related Definitions.](#)
- C. [Application for SFA in Gibraltar.](#)
- D. [Allocation of SFA to UK Military Personnel.](#)
- E. [Allocation of SFA to UK Based Civilians and UK Based Teachers.](#)
- F. [Allocation of SFA to Personnel from Welfare and Supporting Agencies.](#)
- G. [Entitlement to SFA by Appointment.](#)
- H. [Takeover and Move Into SFA.](#)
- I. [Move Out of SFA.](#)
- J. [Grading of SFA and Charges.](#)
- K. [Misappropriation of SFA.](#)
- L. [Irregular Occupancy.](#)
- M. [Furniture and Equipment.](#)