

MOD Form 1132a (Revised 13 Jul 12)

MINISTRY OF DEFENCE

APPLICATION TO OCCUPY SUBSTITUTE SERVICE FAMILY ACCOMMODATION (SSFA)

For DIO Ops Accn use o	nly		
DIO Application No		NAC Reference No	
For Applicant attention			
Please ensure that you co to do so may result in you		e form in BLOCK CAPITALS I delay your application.	S and black ink. Failure
Important – before comp	oleting this form, please	e read the guidance notes	on pages 7 and 8
PART 1 - BASIC PER	RSONAL APPLICATI	ION DETAILS	
Note: complete Part 1 w	th personal details appl	licable at new occupation	date.
Service: (RN, Army, RAF	()	Service Number:	
Rank:		Surname:	
Forename(s):		Gender (M/F):	
Date of Birth (dd/mm/yy)		Discharge / Termination Date (dd/mm/yy):	
Personal Status (PStat)		Date Occupation of SSFA required	
Category (JSP 752 Ch 1 Sect 4) on occupation:		(dd/mm/yy): ¹ (See note 5)	
Assignment Date		Expected End Date of Future Assignment (as	
(Joining date at new unit)	per JPA Assignment Order) (dd/mm/yy):	
E-Mail address: (if applic	able)		
Address where correspond	ndence / offer should be s	sent (ie your current accom	imodation address):
to:			
Postcode/BFPO			
Contact Tel No:		(inc Std / Intl / M	il code where applicable)

As at 13 Jul 12

Mobile Tel No:

¹ You can request SSFA up to 2 days prior to your Assignment Date.

ASSIGNMENT DETAILS

Ship/Shore based Unit/Station assigned to and location (complete as many details as are	Point of Contact (if known):					
known):	Full Unit Address:					
	Postcode / B	FPO:				
	Email (if known):					
	Military Tel No:					
	Civilian Tel N	lo:	(Inc Std / I	nt Dial Code)		
Receiving Unit 'Unit Indicator Number' (UIN)						
If you are posted to MOD London, is your new appointment on the VCDS 45 Minute List?	Yes		No			

Complete the following table with the permanently resident members of your family (including Spouse / Civil Partner) for whom you require SSFA. (**As per your 1132**).

Title (Mr/Mrs etc)	Surname	Forenames	Gender M/F	DOB (or due date) dd/mm/yy	Relationship to Applicant	Need to enrol in local school - Y/N
Date bab	y due (if applicable)	-			·	

As at 13 Jul 12

PART 2 - FUTURE HOUSING REQUIREMENTS (ON ASSIGNMENT)

Do you require furnished accommodation?	Yes²	No		
Do you require unfurnished accommodation?	Yes	No		
Do you require accommodation which permits smoking?	Yes	No		
Do you require a garage? ³	Yes	No		
Do you require accommodation where domestic pets can be kept? If you have answered yes to this question, please answer the following:	Yes	No		
Number and type of pets to be kept at the property:			•	
PREFERRED LOCATIONS. You may equarantee that the contractor will be able to mee				but there is
				but there is
(1):				but there is
(1):	et personal prefe			but there is
(1): (2): (3): CURRENT HOUSING ARRANGEMENT	et personal prefe			but there is
(1): (2):	rs. ΓS.	rences. (See Note		but there is

garage.

As at 13 Jul 12 iii

² If you do require furnished accommodation, it will be provided through ASU or the relevant DAS supplier. (The MOD Contractor will not source furnished or part furnished SSFA).

3 Applicants should note that there is no guarantee that the contractor will be able to source a property with a

	PROTECT - PERSO	MAL DATA	((w	nen coi	npietea)		
	operty uninhabitable due to the	Yes			No		
to some other b	· ·						-
lease and early financial penalt		Yes			No		
	operty unsuitable for to the size of your family / ement?	Yes			No		
Please attach e proof of size of	evidence eg: expected date of co property.	empletion of bu	uildin	ng work; (date current lea	ise expires;	
PART 3 – HI	SH COST RENTAL AREA	PROCEDU	RF.				_
			<u> </u>	<u> </u>			
•	eted by Officer Applicant	•				_	
occupy a proper scale search you	SFA in a high cost rental area (as ty which is up to 20% smaller tha u may request that DIO Ops Acc or 1½ hours travelling time.	an your norma	I SF	A entitler	nent. Prior to i	initiating a red	uce
		Yes	1		T No		7
radius of searc	Ops Accn to first extend the h for a full size property out to hours travelling time.	.00					
	wered 'No' to the question abov arately regarding your options. (e a re	educed s	scale property,	DIO Ops Acc	n w
PART 4 – DA	TA PROTECTION ACT 19	98					
required to relea	d accept that in pursuing this appuse certain information to other a commands etc) and that this will to 1998.	gencies and b	odie	s within t	he MOD (eg, P	ay/Record	
PART 5 - SIG	SNATURE OF APPLICANT	<u>r</u>					
	the information given is correct a						elov
affects this appl	Ops Accn and my Chain of Co lication. I am aware that shou modation and allowance entitlem	ld I fail to cor	mply	with the	ese regulations	s, then my pu	blic
SIGNATURE OF				DATE			

As at 13 Jul 12 iv

APPLICANT

PART 6 - PROPERTY SEARCH SPECIFICATION / DIO OPS ACCN AUTHORISATIONS

To be completed by DIO Ops Accn

Required by date (Insert date author)	: orised by DIO Ops Acc	:n)				
Pets: (Insert number ar Ops Accn)	nd type authorised by [OIO				
Distance from ne	w duty station: (Tick one	box o	nly)			
• Within 45 r	mins by public transport	(VCDS	45 min list)			
• Within 1½	hours by public transpor	t (MOE) London)			
• Within 10 r	miles (London formed ur	nits and	I remainder of Uk	ζ)		
Type of property	required: (Tick one box	only)				
Туре І	Type II		Type III		Type IV	
Type V	Type D		Type C		Type B	
Additional Needs of (Specify exact req	or Disability Requiremen uirement)	ts:			•	
Authorised by	<u>4</u> .	•				
NAME (Block capitals)			Signature			
DIO Ops Accn Appointment			Date			

This form 1132A should now be forwarded to HASS for registration of the applicant on the SSFA Scheme.

Contact Fax No

Mil: 95331-6861

Civ: 01480-425371

The form should be sent by first class post to: HASS, Rm 1060, Centurion Bdg, Gosport, HANTS, PO139XA.

Note: HASS may return incomplete forms to DIO Ops Accn

Contact

Telephone Nos

(Incl Mobile No)

As at 13 Jul 12 v

⁴ Point of Contact for use in event of queries.

PART 7 - HASS AUTHORISATION / INSTRUCTION

To be completed by HASS

Is this application complete?		Yes		No			
If 'no', please return the application form to DIO Ops Accn.		Date form returned to DIO Ops Accn:					
Date application received by HASS & registered on SSFA Scheme		Date instruct forwarded to Contractor for search	MOD				
Once this application ha that official tasking ha							
		331-6861 80-425371					
NAME (Block capitals)		Signature					
HASS Appointment		Date					
Contact Telephone Nos (Incl Mobile No)		Contact Fax	No				
UTN No							

As at 13 Jul 12 vi

APPLICATION TO OCCUPY SUBSTITUTE SERVICE FAMILY ACCOMMODATION (SSFA)

GUIDANCE NOTES FOR THE COMPLETION OF THE SSFA APPLICATION FORM (MOD FORM 1132A)

- 1. Policy for the provision of SSFA is contained in Tri-Service Accommodation Regulations (JSP 464 Pt 1). Applicants are advised to familiarise themselves with the policy before applying for SSFA. Applicants should also read the 'Rules and Instructions for Service Personnel Occupying SSFA' which were provided by DIO Ops Accn (Housing Allocations Services Centre HASC) with this SSFA Application Form 1132A.
- 2. The SSFA Application (MOD Form 1132A) is a Tri-Service Application Form which is to be submitted by Service personnel who have been instructed by DIO Ops Accn (HASC) to apply for SSFA. Whilst some of the questions duplicate those on the 1132 (SFA Application), this is necessary as the detail contained herein is provided separately to the MOD Contractor. (You should note that this application will be read by DIO Ops Accn in conjunction with your original 1132. If any of your circumstances have changed, you should re-submit the 1132). All sections of this form must be completed in black ink and in block capitals. Please complete legibly and with as much detail as possible.
- 3. SSFA will be provided by DIO Ops Accn on those occasions when there is insufficient or inappropriate Service Family Accommodation (SFA) available. DIO Ops Accn utilises a civilian contractor to provide accommodation from the commercial rental market. It is intended that SSFA will broadly equate to the provision of SFA (outside London no smaller than 10% below the indicative square meterage of an individual's entitlement); however, applicants should be aware that there is no security of tenure beyond the first 6 months of the lease.
- 4. The completion of all relevant sections of the form is mandatory. Without the information requested it will not be possible for DIO Ops Accn / MOD Contractor to process the application. This may result in the form being returned to the applicant and a subsequent delay in finding appropriate SSFA. The form is to be completed as follows:
 - a. All applicants are to complete Parts 1, 2 and 5.
 - b. In addition, Officer applicants only are also to complete Part 3 (High Cost Rental Area Procedure).
 - c. Once completed, the applicant is to return the Form 1132A by fax to DIO Ops Accn (Substitute Accommodation Team) at:

Mil: 95331-6861 Civ: 01480-425371

- d. DIO Ops Accn is to complete the Property Search Specifications and authorise the SSFA at Part 6. Once authorised, DIO Ops Accn is to forward the Form 1132A (in entirety) by first class post to HASS, Rm 1060, Centurion Bdg, Gosport, HANTS, PO13 9XA. **HASS may return incomplete forms to DIO Ops Accn**.
- e. HASS is to complete Part 7 and task the MOD Contractor. A copy of page 6, once completed, is to be forwarded to DIO Ops Accn by fax.
- 5. Applicants are to note that there is no entitlement to SSFA more than 2 days prior to the date of assignment. The only exceptions to this are where the applicant is vacating tied/ex-officio SFA or is assigned to the UK from overseas. In these cases the SSFA will be provided to ensure continuity of housing. If you do require accommodation earlier, you should provide written justification to DIO Ops Accn in addition to this application.
- 6. Preferred Locations. You should take the following into consideration <u>before</u> you complete this section. You may state a preference for location, in which case the MOD Contractor will try and source SSFA in your preferred area. However, if the preference incurs additional costs to the MOD (eg if the rental cost of SSFA sourced in your preference location is more expensive than for property to your entitlement within the full entitlement radius), you may be required to pay a Personal Contribution (PC). Any PC will be annotated on the Property Acceptance Certificate and debited directly through JPA for the duration of your occupancy. If the preferred location is not available, the MOD Contractor will source accommodation to your entitlement as close as possible to the Duty Station.
- 7. If you are unwilling to accept a widened search radius, it may be necessary for you to occupy a reduced scale SSFA. Prior to tasking the MOD Contractor DIO Ops Accn will contact you separately to determine your preferences, eg for fewer rooms or a smaller property overall.

- 8. Once Form 1132A is completed, data submitted will be read in conjunction with your original 1132, and may be cross-referenced with JPA records. Disciplinary action may be taken if you knowingly submit incorrect / withhold information that affects your entitlement to accommodation.
- 9. As SSFA is procured by a contractor on behalf of the MOD under strict criteria that equate to Grade 1 SFA, it will automatically be charged as Grade 1 accommodation. You may challenge this grading within 3 months of occupation.

If you have any further queries over the completion of this Application Form you should contact DIO Ops Accn for advice

As at 13 Jul 12 viii