

Chapter 12 Section 4 – Movement and Storage of Personal Effects

General

12.0401. Aim. To enable Service personnel and accompanying members of immediate family to move and/or store their Personal Effects (PE) at public expense, within entitlement, when assigned to a new qualifying duty station.

12.0402. Principles. The following Principles underpin the Movement and Storage of Personal Effects, and should be applied when interpreting the regulations in this section.

- a. Removals and storage provision is to be delivered by the MOD contractor, unless otherwise stated.
- b. Entitled Service Personnel (SP) shall receive publicly funded removals and/or storage upon permanent assignment to a new duty station, or on an authorised Mid Assignment Move (see paragraph **12.0413**).
- c. For homeowners or householders, the combined maximum volume of PE that may be moved and/or stored is 67.92 Cu M.
- d. Relocation may not be granted on joining or rejoining the Services.
- e. Relocation will only be granted on Termination of Service, when SP qualify under **12.0416**, **12.0417** or FTOD regulations (see Section 6 of this chapter). Relocation on Termination of Service must be complete before the last day of Service (unless authorised by DBS MIL PERS-MIL OPS PACCC **prior to discharge**). No authority can be given after personnel have left the Service.
- f. SP moving to SLA, or equivalents, have different entitlements based on the accommodation type they are entitled to occupy as per JSP 464.
- g. Single SP who are homeowners or householders, who get married or enter a civil partnership and move to a Residence at Work Address (RWA) at the new duty station on permanent assignment, are entitled to relocation at public expense.
- h. Relocation may not be granted on first setting up of a home after marriage or civil partnership (but see paragraph **12.0412h**), or on moving to a SFA on change of entitlement from PStat Cat 5 to PStat Cat 2.
- i. Moves between two Selected Places of Residence (SPR) will not be funded at public expense.
- j. **Where moves are not covered in these regulations casework must be submitted** to DBS MIL PERS-MIL OPS PACCC for authorisation.

12.0403. Scope. These regulations detail eligibility for the movement and storage of PE, and unaccompanied baggage, and outline the various methods available. They should be read in conjunction with Chapter 12 Section 1, Disturbance Expense and JSP 800 Vol 2

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Part 5 which is available on the Defence Intranet. The Global Removals Management Service (GRMS) are responsible for the co-ordination, movement and storage of PE, and unaccompanied baggage, and have appointed a MOD Contractor to carry out these moves under Contract Management Authority.

12.0404. Relationship with MOD Contractor and Contractor Managers. Any queries SP have on entitlements should be directed to their Unit HR in the first instance not via the MOD contractor or contract managers. If Unit HR is unsure of entitlements they should pass the query up their single Service Chain of Command who should be able to resolve the query or advise that casework should be submitted to DBS MIL PERS-MIL OPS PACCC. Any queries about the removals or storage process can be found on the MOD Contractors website, or once booked can be discussed with the MOD Contractor or contract managers.

12.0405. Income Tax and National Insurance Contributions (NICs). In accordance with ITEPA 2003 Section 271 to 287 unless otherwise stated in paragraphs **12.0412-16**, the methods of movement and storage of PE are not subject to Income Tax. Where the tax liability depends upon 'reasonable travelling distance' this is defined as 50 miles or 90 minutes. SP will not be liable for any tax; all tax liabilities for movement and storage of PE will be met by the MOD and paid by DBS under a PAYE Settlement Agreement.

12.0406. Insurance. No liability against public funds is accepted by the MOD or its agents for any loss, damage or delay to PE moved under MOD arrangements and all PE is moved at the owner's risk. All Service personnel are strongly advised to make private insurance arrangements to ensure comprehensive and appropriate cover. This also applies to PE in storage where the storage contractor's insurance will be the minimum required by the industry, but this may not be adequate to cover individual requirements. Disturbance Expense (DE) includes an element to assist with the cost of insurance of PE in transit. Service personnel ineligible to receive DE may be eligible to claim Insurance Allowance (see **Section 2** of this Chapter).

12.0407. Personal Contribution and Over Entitlement Costs to Contract Movements.

a. **Personal Contribution.** In some instances SP are required to contribute to the cost of their move. Moves to which this applies are detailed at **12.0412**. Details of repayment procedures are at **12.0426**.

b. **Over Entitlement Costs.** Where the SP is moving, or intending to move, a volume of PE greater than their entitlement, they are to enter into a private arrangement with a contractor of their choice for the additional volume. MOD has no responsibility or liability for such private shipment or associated charges.¹

Eligibility

12.0408. Regular Service Personnel. All Regular SP, including MPGS, and, where appropriate, accompanying immediate family are eligible to move and/or store their entitled PE at public expense, within entitlement, when assigned to a new duty station.

¹ The regulations applicable to excess baggage and privately arranged moves for additional baggage are further amplified in JSP 800 Vol 2 Part 5.

12.0409. Reserve Forces Personnel. Members of the Reserves Forces are not eligible for relocations at public expense, but the following exceptions apply;

- a. FTRS(FC) are entitled if required to move mid-contract for Service reasons.
- b. FTRS(FC) may be eligible if selected for an overseas assignment. The appropriate manning authority must approve the selection and if applicable budgetary approval must be provided for both outward and inward moves. Cases must be submitted to DBS MIL PERS-MIL OPS PACCC in advance who, if applicable, will authorise both moves and any storage period/contract. Any subsequent change to the Service persons FTRS contract or personal circumstances will require new casework to DBS PACCC.
- c. Army Reserve NRPS, FTRS(LC), FTRS(HC) and ADC personnel may be eligible if invited to be assigned to a new duty station mid-contract and are required to move home in the interests of the Service. Cases must be authorised by DBS MIL PERS-MIL OPS PACCC in advance.

12.0410. Naval Service Only. Naval Service personnel occupying Service Family Accommodation (SFA) Substitute Service Family Accommodation (SSFA), privately owned or rented property in a Port Area² will be ineligible for relocations at public expense when re-assigned to a new duty station within the same Port Area as the SFA/SSFA they currently occupy. However this is waived when moves are for Service reasons which may include situations where a move is necessary for DIO Ops Accommodation disposal or upgrade programmes and where entitlements change as a result of changes in family size or on promotion.

Entitlement

12.0411. Eligible SP can only move or store PE at public expense within their authorised entitlement.

- a. Details of maximum entitlements are at Annex A to this section.
- b. No items that appear in JSP 800 Vol 2 Part 5 Prohibited Items List will be moved or stored at public expense. SP will be liable for additional costs incurred for failing to adhere to this policy.
- c. SP may not mix the private (UK Private Arrangements Self-Help Scheme (UKPASH)) and contract arrangements detailed in this section.

Conditions

12.0412. Eligible SP may have a publicly funded move when one of the following conditions is met:

- a. They move to a new RWA address at a new duty station on permanent assignment within 3 months of reporting for duty at the new assignment.

² As defined in JSP 464 Vol 1 Pt 2 Ch 1 Annex C.

b. They undertake a delayed move³ to a RWA within 6 months of reporting for duty, on the written authority of their CO. SP must have at least a further 6 months to serve at the current duty station after the move. Delayed moves may be authorised for the following reasons:⁴

- (1) To allow house sale or purchase;
- (2) Where SFA is not available at the new duty station⁵; or
- (3) Where a child's schooling is involved⁶.
- (4) Where Early Mover Status is granted in accordance with Chapter 12 Section 8.

c. Where there is a clear intent to move on assignment but a specified period of retention has been approved⁷ at the previous Unit on the basis of: children's' education; spouses' training or education courses; spouses' requirement to give a contracted period of notice to employers, or; essential medical treatment that cannot be transferred.

- (1) Eligibility to a move at public expense will apply until the expiry of the authorised period of retention⁸. SP must have at least a further 6 months to serve at the current duty station after the move and authority to retain the SFA must be approved prior to the Report for Duty Date; this entitlement does not cover retention of SFA on discharge for which moves must be completed prior to discharge. All other cases should be sent to DBS MIL PERS-MIL OPS PACCC for consideration.
- (2) Authority to retain SFA does not confer automatic entitlement, nor continued entitlement, to any expenses or allowances other than MSPE and DE. Authority for all other allowances must be in accordance with extant policy within this JSP.
- (3) Where there is no intent to move on assignment or for compassionate reasons an additional move is requested following relocation to the new Duty Unit this is to be classed as a Mid-assignment Move.

d. They are accompanied and occupying SFA/SSFA in the UK, and move their family to a SPR in the UK as a result of a new assignment requiring a change of

³ The aim of a delayed move is to retain eligibility for a move at public expense where there is a clear intent to move on assignment.

⁴ Para 3 of Annex B to Section 1 to Chapter 2 states 'An important factor in the consideration of cases will be the permanence or expected duration of the impediment to mobility of the family.' COs may wish to refer to Annex B to Section 1 to Chapter 2 when considering approval to extensions.

⁵ But only where SFA has been applied for immediately upon receipt of an assignment order.

⁶ For example to enable the child to complete an academic term/year/key stage exam that moving immediately before could result in disadvantage

⁷ The Occupancy Service Centre may authorise retention of SFA/SSFA, under the provisions of JSP 464 Part 1, Chp 7, Art 0725, however the staffing of such requests is to be coordinated by the Losing Unit CO, in consultation with the Gaining Unit CO.

⁸ Moves will include the provision set out in 12.0412d.

duty station. Moves are to be undertaken within 3 months of reporting for duty at the new assignment, or within 6 months with the authority of their CO but only where a delay is required to allow house sale or purchase to be completed.

(1) SP occupying privately owned RWA are not entitled to publicly funded relocations to a SPR, unless qualifying under FTOD rules or if assigned to a seagoing unit.

(2) Costs of relocating to a SPR must not exceed the cost of a move by the MOD contractor to the new duty station. If the cost exceeds the entitlement a personal contribution will apply (see paragraph **12.0427**).

(3) When occupying a SPR and moving on assignment to a RWA at a new duty station the cost of the move will be limited to the cost of a move by the MOD contractor between the 2 duty stations. When the cost of the actual move is greater than entitlement a personal contribution will apply (see paragraph **12.0427**).

(4) Moves from one SPR to another SPR will not be undertaken at public expense.

e. SP are required to change RWA on temporary assignment or temporary unaccompanied assignment. This is liable to Tax if the new RWA is still within reasonable travelling distance, (see paragraph **12.0405**), of the old duty station.

f. They are required by virtue of their rank or assignment to occupy tied SFA which is fully furnished and is expected to be used for official duties. In such circumstances they can remove their entitled volume of PE to the tied SFA and/or to store at public expense. The combined quantity of PE removed and stored must not exceed the individual's entitlement. PE will be removed from the tied SFA/store at public expense and moved to either the previous SPR/RWA or a new SPR/RWA when the individual is required to vacate the tied SFA on assignment (but see **12.0412d (2) and (3)**).

g. They are assigned on Loan Service, except where separate provision for a move is made by the host nation in their Loan Service Terms and Conditions of Service (LSTACOS).

(1) SP assigned to the European Union Military Staff are entitled to removals at public expense using the MOD Contractor. SP are then not entitled to claim the monthly allowance detailed at Chapter 3, Article 16, Para 2 of the European External Action Service rules.

h. They are intending to marry or become a civil partner within 3 months of the start of an overseas assignment and be joined by their spouse or civil partner within those 3 months. Should the marriage or civil partnership be delayed beyond 3 months or cancelled the move will be treated as a mid assignment move on first setting up of home and the SP may be liable to repay shipment and/or storage costs.

i. They spend a period of leave, of no more than 3 months, in the UK between consecutive overseas assignments.

- j. They are assigned to a ship in build, 6 months or more before its official acceptance date, and move to a RWA at the intended Base Port, or, alternatively, to a RWA at the Build Port. If the SP resides in the Build Port for more than 183 days they are entitled to a further move to the Base Port on completion of the build.
- k. They move under the Army over 37 provision (see Section 7 of this chapter).
- l. For the first move of family PE after break up of marriage or civil partnership on change of PStat Cat. The volume of PE moved is to remain within the authorised entitlement. The immediate family are entitled to move their PE within the normal entitlement, but since a personal contribution towards the costs may apply only the Service person can enter into an agreement with the Contractor:
 - (1) From a RWA at the SPs duty station to a location in the UK.
 - (2) From a RWA at the SPs duty station to a location in the Country of Origin (CoO) of a non-British passport holder spouse/civil partner, but not to any other country. The cost of a move from the UK is to be capped at the average cost of a move within the UK on assignment, or capped at the cost of a return⁹ move to Catterick Garrison if assigned overseas. This will be confirmed by GRMS and a personal contribution may apply.
 - (3) From a RWA at the SPs duty station to temporary accommodation at the Services Cotswold Centre (SCC) and then for an onward move from the SCC to a location in the UK or CoO. If moving from the SCC to the CoO, costs are capped at the average cost of a move within the UK on assignment¹⁰. A personal contribution may apply.

Should an estranged couple reconcile following movement of family PE at public expense, there will be no entitlement to a move back to the SPs duty station or a further move on subsequent estrangement following reconciliation. This must be met at private expense.

12.0413. Mid-assignment Moves. Mid-assignment moves may be funded at public expense under the following conditions;

- a. SP are directed to relocate mid-assignment when required by Defence Infrastructure Organisation (DIO), overseas equivalent or SSSA equivalent, to move accommodation as per JSP 464 Chapter 4 Para 0424.
- b. Where there are compelling welfare, medical or compassionate reasons for a mid-assignment move approval should be sought from DBS MIL PERS-MIL OPS PACCC. The CO or authorising officer should stipulate whether the case requires urgent resolution or not.
- c. When an existing Service Couple swap PStat Cats from 1s/5s in accordance with paragraph 02.0205.

⁹ Cost capped at a single journey back to Catterick Garrison.

¹⁰ Calculated by GRMS.

d. Where the SP accommodation entitlement changes due to promotion or a change in the size of the immediate family (other than as a result of first setting up of home upon marriage or civil partnership as per **12.0402h**) the SP will normally be entitled to a mid-assignment move at public expense. The SP must have an expectation of occupying the new property for at least 6 months.

12.0414. Intra-country moves. SP and their families may be assigned to a new unit within the overseas country they are currently serving. In some countries they would have been provided with a grant to purchase additional soft furnishings and electrical items which they would then need to move to the new location. In these cases an additional 2.5 Cu M to move intra-country is granted. On return to the UK or to a new overseas country the SP and family would revert back to standard PE entitlement.

12.0415 House Moves on Security Grounds. Any requirement for SP to move home as a result of a security threat, which has been verified by a Home Department Police Force, is to be treated as a move of house for Service reasons. Such SP are entitled to Disturbance Expense, Refund of Legal Expenses and Movement and Storage of Personal Effects allowances and may additionally claim for any extraordinary expenditure incurred.

a. For Mainland UK moves, CDP(AF Rem) AHd Allces is responsible for authorising all claims, including any extraordinary expenditure, having consulted with single Serive/TLB staff. The process for submitting claims and details of eligibility is at Annex C.

b. For Northern Ireland moves, Comd 38 (Irish) Brigade is responsible for authorising all claims, including any extraordinary expenditure, having consulted with CDP(AF Rem) staff. The process for submitting claims and details of eligibility is contained within 38 (Irish) Brigade Standing Instructions (NISO 119).

12.0416. Moves on leaving the Services. SP will not normally be entitled to a publicly funded move on leaving the Services, however, there is provision under the following conditions:

a. They move under Final Tour of Duty regulations (see section 6 to this chapter).

b. They are serving overseas and return to the UK on termination of Service.

c. They are entitled to move at sub-para **12.0416b** but choose to settle other than in the UK. The cost of such moves is to remain within the maximum cost of moving their entitlement of PE to the UK on termination of service. In these cases Catterick Garrison will be used as the notional UK destination for cost calculation purposes. If the cost of the proposed move is less than the cost of moving PE to the UK, then the move will be carried out by the MOD contractor where possible. Where the cost of the move is more than a notional move to Catterick Garrison, SP will be solely responsible for making private arrangements but a contribution¹¹ will be provided by the department.

(1) SP choosing to retire overseas will be eligible after serving 183 days on assignment at the new overseas duty station. Additional moves at public expense at the end of Service are not permitted.

¹¹ Capped at the cost of a notional move to Catterick Garrison.

(2) On commencement of the overseas assignment if PE was placed in store it may then be moved by the MOD contractor to the final destination overseas, but MOD will only pay for proportional costs to the UK port of exit. If the SP wishes to use a private contractor, MOD will move PE from storage to the contractors' depot in the UK. Such moves must be authorised through the MOD Contractor¹² in advance.

(3) Packing costs from store to delivery overseas will only be refunded up to the maximum of the cost of standard UK delivery packing. SP are responsible for all customs and other administration costs.

(4) If removal/relocation is paid for by a third party, or a third party have agreed in principle to pay such costs, then no claim can be made to repay these costs.

(5) When a retirement overseas move has been completed and a SP receives a subsequent assignment the total cost of the move must be met at private expense.

d. They are assigned to Northern Ireland or GB Islands but return to the UK mainland on termination of service. Entitlement is restricted to conveyance to the nearest UK mainland port of entry, unless FTOD has been authorised elsewhere.

e. When one member of a Service couple leaves the Services and wishes to reside in public accommodation at the remaining SPs duty station, the move will be conveyed at public expense for both SP providing it is completed prior to discharge. CO approval for the remaining SP is required prior to the move.

12.0417. Medical Discharge. SP who are medically discharged will be entitled to MSPE in the following circumstances:

a. They have been awarded a Joint Medical Employment Standard (JMES) of Permanent, Medically Non-Deployable by their Service Employment Board with a Medical Employment Standard of A5/L6/M6/E5, ie unfit to be taken into the air, unfit for land or maritime environments and may be employed within the UK only. A code that indicates fit for service in a functional area that is not linked to the Service person's own Service is acceptable, eg a sailor graded L5. (For further information on JMES see JSP 950, Vol 6, Ch 7).

b. Service personnel who are discharged from the Services on medical grounds, and who will be in receipt of a pension paid immediately¹³ or Early Departure Payment, may be entitled to the benefits of the Final Tour of Duty Provision (see paragraph **12.0505g** to this Chapter).

c. Units are to note that relocation on Termination of Service must be complete before the last day of Service (unless authorised by DBS MIL PERS-MIL OPS PACCC **prior to discharge**). No authority can be given after personnel have left the Service.

¹² The MOD Contractor will liaise with GRMS to authorise the move.

¹³ This includes the immediate issue of a Medical Pension on discharge.

12.0418. Gurkha Baggage Scales (Entitlement). Gurkha personnel and their families at the end of service when returning to Nepal at public expense, are restricted to the Self-Pack Scheme. Entitlements under this scheme are at **Annex A (Table 2)**. This entitlement does not apply to former Gurkha personnel who have transferred to Regular TACOS. These personnel are discharged in the UK and will only be granted relocation on Termination of Service in accordance with 12.0402(e).

Movement of PE

12.0419. Movement Arrangements. The contracted schemes that may be used for the movement of PE are outlined below. Entitlement to move vehicles are explained in Chapter 6 and in JSP 800. Volumes of PE and storage entitlements are found at Annex A to this chapter.

a. **The Furniture Movement Service (FMS).** The FMS will be used for moves within and between the UK, NI, France, Germany, Holland, Belgium, Denmark, Luxembourg, Italy, Spain, Portugal, Norway, Latvia, Lithuania, Estonia, Poland, Romania, Bulgaria, Greece and Turkey. Normally only one consignment may be moved and SP are not entitled to publicly funded storage. Moves within the UK only are referred to as the United Kingdom Removal Service (UKRS). The FMS/UKRS are available to;

- (1) Married accompanied personnel, those in civil partnerships, PStat Cat 2 personnel moving to or from SFA or equivalents and SP occupying overseas (not UK) SFA by virtue of their appointment (but not unaccompanied personnel moving into surplus SFA or misappropriated SFA or SFA).
- (2) Married accompanied personnel, those in civil partnerships and PStat Cat 2 personnel moving to or from privately owned/rented unfurnished accommodation.
- (3) Single homeowners or householders moving between privately owned or rented accommodation (or SFA by virtue of their appointment). Such moves must be to a RWA. FMS is not available for moves to or from SLA or equivalents.
- (4) Personnel moving from a FMS country to a non-FMS country must use the Removal Service Overseas (RSO) with the remainder of their PE placed in storage in the UK.

b. **The Removal Service Overseas (RSO).** RSO offers a lower entitlement of PE than under FMS but compensates by allowing certain eligible SP storage in the UK. The RSO is available for all married accompanied personnel, those in civil partnerships, PStat Cat 2 personnel and SP occupying overseas SFA by virtue of their appointment when moving to, from or between non-FMS countries. RSO is mandatory for all SP air-freighting to or from the USA and when air-freighting to Australia.

- (1) Only one consignment may be moved under the RSO, and any balance of consignment shipped later must be moved via the Self-Pack Service within the overall entitlement. The exceptions to this rule are that up

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to 2 RSO consignments may be moved to/from the USA, and to Australia, within overall entitlement.

(2) Personnel moving from a non-FMS country to a FMS country must use the RSO and will retain their rights to storage in the UK. Alternatively they may move their items from store in the UK to the FMS country, providing the combined volume of the RSO move and move from store do not exceed the maximum volume allowed under the FMS.

c. **The Self Pack Service (SPS).** The SPS is primarily intended for use by single non-homeowners and unaccompanied personnel, moving to or from a RWA in the UK or overseas and consists of one consignment only.

(1) Married accompanied SP moving in advance of their immediate family may use SPS in conjunction with the RSO or FMS, however the volume moved under SPS will count towards the overall entitlement. The SPS can also be used in conjunction with RSO to minimise the inconvenience of long transit times.

(2) Married unaccompanied personnel assigned to a new overseas duty station, where they will be joined by their family, may use the SPS but this will form part of the overall RSO/FMS PE entitlement for the family.

(3) Under the SPS, SP are responsible for obtaining packing materials from unit supply, and for the packing and unpacking of their PE. The Contractor, or military supply system where appropriate, will arrange transportation.

(4) SP deploying on Operational Tours are not entitled to ship any effects overseas through utilisation of the SPS contract (but see paragraph **12.0422**)

d. **Deferred Delivery.** SP who are assigned between two overseas locations may request deferred delivery of PE for up to three months from the date of collection from the first overseas assignment, to enable a suitable property to be sourced in the second location. Any extensions beyond 3 months must be authorised by the DBS MIL PERS-MIL OPS PACCC.

12.0420. Private Move Arrangements – UK Private Arrangements Self-Help Scheme (UKPASH). There is no GRMS or MOD Contractor involvement in this scheme. Single or unaccompanied personnel may make private removal arrangement, in lieu of SPS, within the UK and claim the costs incurred subject to the criteria below;

a. Service personnel make their own arrangements using a commercial carrier or self-drive vehicle/trailer. The PE will be moved at the Service person's own risk and should be fully insured by them. The MOD will not be liable for any loss, damage or delay. The maximum amount that can be claimed is the **lower** of:

(1) The UKPASH current rate (as detailed in **Chapter 3 Section 1**) multiplied by the volume of PE moved up to a maximum of 6 CuM; or

(2) The receipted actual cost for the volume of PE moved.

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b. Copies of receipted invoices in the name of the SP must support all claims for UKPASH. Where a private motor vehicle is used claims will be paid at Motor Mileage Allowance (MMA) plus additional expenses incurred (such as packaging and vehicle or trailer hire). Additional MMA claims for travel on assignment cannot be submitted for the same journey. Only one UKPASH consignment¹⁴ per assignment is permitted. Applications must be pre-approved by unit HR admin staff using the form at **Annex B** of this Section.

Storage of PE

12.0421. General. PE may be stored at public expense when using the RSO or when required to occupy tied SFA in the UK (as per **12.0412f**). Single homeowners or householders are entitled to storage when assigned overseas but only where their privately owned or rented property is being used as a RWA or is a Privately Maintained Property (as defined at Para **01.0135**) for which they have been claiming GYH(T).

- a. Storage is limited to 67.92 CuM minus the total volume of PE moved to the overseas duty station or tied SFA within the UK. The total combined volume of PE moved and stored must not exceed 67.92 CuM.
- b. Entitlement to storage at public expense commences 14 days prior to date of embarkation and concludes 28 days after official date of return to the UK on completion of an overseas assignment. Personnel who exceed the 28 day entitlement are responsible for the storage costs themselves, with charges commencing from day 29. Entitlement to the costs of packaging and transport will remain as per Para 12.0412.
- c. If SP receive a subsequent overseas assignment then entitlement to storage continues until assigned back to the UK or on termination of service. On assignment SP may add or remove PE to or from store provided they stay within their total movement of PE and storage entitlements.
- d. SP are entitled to remove their full PE from storage mid assignment but there will be no further entitlement to storage until a new assignment is received. This does not give entitlement to other allowances.
- e. During an assignment, travel costs and access to stored items will not be funded at public expense.
- f. SP returning to the UK for periods of leave or training courses between consecutive overseas assignments may continue to store their PE at public expense for up to 3 months.
- g. When an assignment is cancelled and PE is already consigned to store, it may continue to be stored for a period of 28 days from date of notification of a cancelled assignment.
- h. When a SPs spouse/civil partner returns to the UK in advance of the Service person and takes occupation of a permanent residence, entitlement to storage at

¹⁴ A consignment is considered to be the amount of goods to be moved, up to the entitled maximum, for which multiple journeys can be authorised, within Annex B, if required.

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public expense will cease 28 days after the return of the spouse/civil partner. This move of PE to the permanent residence will be considered as the 'on assignment move'. If, however, the spouse/civil partner returns to temporary accommodation then entitlement to storage is retained until 28 days after the return of the SP on assignment.

i. SP utilising storage for their PE when moving into a Tied SFA on Virtue of Appointment are entitled to commence storage from the date of occupation of the Tied SFA until the date of march-out.

12.0422. Operational Tours¹⁵ (not maritime deployments). When single Service personnel residing in public accommodation are assigned on operations their PE may be stored at public expense up to a maximum of 6 CuM. Storage must initially be sought within unit storage prior to application for storage at public expense. Written confirmation from the CO of lack of unit storage must be provided when booking storage at public expense.

12.0423. Single non-homeowners. When Single non-homeowners are assigned to NWE they have the choice of shipping the PE using the SPS or storing their PE (up to 6 CuM) at public expense, the two elements can not be combined. When Single non-homeowners are assigned to the Rest of the World (RoW) they may ship their entitled PE using SPS, as per **Annex A**, and store the remainder up to a combined total of 6CuM.

12.0424. Inherited Effects. SP who inherit effects while entitled to storage at public expense may have the additional amount added to store provided they stay within the overall combined PE entitlement. Transportation costs to store of inherited effects must be met by the SP.

12.0425. Storage of White Goods – SSFA. SP accommodated in SSFA or overseas equivalents equipped with white goods may be permitted to store their own white goods at public expense. Storage of white goods will only be authorised for those items actually provided in the SSFA property and not for additional personal items. One each of the following items may be stored: washing machine, tumble dryer, dishwasher, freezer and refrigerator.

Supplementary Entitlements

12.0426. Supplementary entitlements for movement of PE are as follows;

a. **Child Element.** Under the RSO there is an additional child element for each accompanying dependent child (including those entitled to SCV) as detailed in **Annex A**.

b. **Partially and fully de-furnished entitlement.** When personnel in PStat Cat 1, 1s or 2 occupy a partially or fully de-furnished SFA (or equivalent) in one of the locations listed below, an additional volume may be included in the overall PE entitlement, in accordance with **Annex A** to this section. The additional volume may then be moved back to the UK, or on to the next overseas location providing a

¹⁵ Those serving in Operational Allowance earning locations.

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partial or fully de-furnished property is occupied, on completion of the assignment. The locations currently affected¹⁶ are:

- (1) Gibraltar.
- (2) Cyprus.
- (3) BATUS Canada.
- (4) BATUK Kenya.

c. Deceased SP.

- (1) Families of deceased SP may have an initial relocation between Service accommodation if recommended by welfare authorities, and a final relocation into private accommodation in the UK, or to the spouses or civil partners CoO.
- (2) The effects and family PE of a deceased SP serving overseas will be conveyed to the UK or spouses/civil partners CoO at public expense.
- (3) If PE is in store the charges will continue to be met from public expense for a maximum period of up to 3 months from the date of the immediate family's return to the UK or CoO. Immediate family may withdraw PE from store early if they wish.

d. Prisoners. On committal to civil prison from overseas, Service personnel may take with them one holdall only. Any other personal belongings will be despatched by the losing unit overseas to the prisoner's home or nominated address under official arrangements. The combined size of the holdall and PE must not exceed the appropriate entitlement shown at **Table 1 or 2 of Annex A** to this Section.

e. Defence Diplomacy Staff. Defence Diplomacy staff have no additional PE or storage entitlements. Although if accommodated in fully or partially de-furnished accommodation they may claim an additional volume of 1.9 CuM for partially de-furnished or 2.5 CuM for fully de-furnished properties. This is regardless of marital category and they may also consider use of the Overseas Furniture Provision Scheme (see **Chapter 9 Section 4**).

Charges

12.0427. Personal Contribution. Any move of PE to or from a SPR that is of a distance further than entitlement, or any PE that remains in Storage for longer than the entitled period, will result in a personal contribution that will be recovered from the SP's salary.

a. Excess Mileage: This is paid by the SP and recovered from their salary for any move to or from a Selected Place of Residence (SPR) when the distance of move is greater than the entitlement to move from RWA to RWA. All distances to be calculated via Google maps.

¹⁶ SP who received additional entitlement under previous policy for NWE and Norway will retain grandfather rights until their return to the UK.

To illustrate:

Move to a SPR: Distance from current Residence at Work Address (RWA) to new Place of Duty plus 50 miles (to recognise that a RWA can be within 50 miles of a Place of Duty).

Distance between current RWA and new place of duty = (a) _____ miles
(a) + 50 miles = (b) _____ miles
Distance of move between current RWA and SPR = (c) _____ miles
Excess mileage (d) = (c)-(b) = (d) _____ miles

Excess mileage charge will be payable where (d) is greater than 0 miles.

Move from a SPR: Distance from current Place of Duty to new RWA plus 50 miles.

Distance between current place of duty and new RWA = (a) _____ miles
(a) + 50 miles = (b) _____ miles
Distance of move between SPR and new RWA = (c) _____ miles
Excess mileage (d) = (c)-(b) = (d) _____ miles

Excess mileage charge will be payable where (d) is greater than 0 miles.

b. **Excess Storage** period: The SP is entitled to retain their PE in Storage for upto 28 days from date of official return to the UK, or until the date of march-out for SP who occupy a tied SFA on Virtue of Assignment. Any charges for PE that remain in storage beyond these time frames will be recovered from the SP's salary.

12.0428. Excess Baggage. SP are only entitled to move the volumes stated in this JSP; there is no entitlement to move excess baggage under the terms of the MOD contract. Where the contract surveyor estimates that there is a small 'excess' (less than 15% above entitlement), a SP will be able to move that excess volume with the remainder of their entitled consignment, but the cost of the excess, calculated by the MOD Contractor, will be recovered from the SPs salary. If the excess is above 15% the SP must enter into a private agreement with a contractor of their choice as per **12.0407b**.

12.0429. Cancellation Charge/Wasted Journeys. SP who need to cancel the collection or delivery of their PE are to give the Unaccompanied Baggage Manager (UBM) a minimum of 2 working days notice by telephone, followed immediately by notice in writing, either by fax, email or letter, and must ensure that receipt is confirmed¹⁷. Failure to provide this notice will result in charges being passed to the SP. A Wasted Journey Charge is applied when the UBM does not receive any notification and is unable to effect a collection or delivery owing to the non-attendance of the SP or their nominated representative. For Cancelled and Wasted Journeys the costs are significant. Waiver of such charges, where they were incurred for Service reasons, may only be granted by DBS MIL PERS-MIL OPS PACCC.

12.0430. Responsibility for charges. The responsibility for payment of charges is as follows;

a. The SP is responsible for payment of any customs duties on their PE.

¹⁷ SP are recommended to retain copies of any correspondence they make/receive regarding cancelled journeys.

Before advising on or making a claim read the Principles in Ch 1 and Responsibilities in Ch 4

b. The SP will be responsible for all charges incurred if it becomes necessary to return PE to units due to incorrectly completed documentation, inclusion of prohibited items within the consignment, consignment exceeding weight or dimension restrictions, or failure to observe guidance provided by the UBM. In the event of the SP not being available to pay the bill immediately, the bill will become an excess charge and will be reclaimed from the SP's salary. The MOD is responsible for the cost of only one complete movement of PE within entitlement. The cost of any movement that has to be repeated as a result of the above will be the responsibility of the SP. Such costs may be significant.

c. In the event of a delay occurring in the move of a SP whose unaccompanied PE has already been despatched to their next duty station, unit HR admin staffs may submit a case to DBS MIL PERS-MIL OPS PACCC seeking authority for any necessary PE to be returned. No PE will be returned without the prior authority of DBS MIL PERS-MIL OPS PACCC who will decide responsibility for payment of all charges, including additional demurrage (e.g. customs charges, storage in port and carriage fees).

12.0431 Heavy or oversized items. All items within a consignment of PE should be within the capabilities of a two man lift and without the use of specialist equipment. The procurement of services such as cranes are subject to specific surcharges as they are more commonly required and often not known until late in the process of removing PE. Individuals with particularly bulky, heavy or specialist items in their consignment are to notify Agility early in the application process and prior to survey. At the survey the SP will be informed whether the heavy or oversized items can be moved within scope of the contract or whether the SP will be required to enter into a private contract for their removal: the MOD will not be responsible for the costs of the private contract.

Rates

12.0432. Methods of rate calculation. The rate calculation for each element of removals and storage is based on the CuM entitlement as shown at **Annex A** to this section. Quotes for any excess charges/personal contribution may be requested from guiderates@agility.com.

Method of Claim

12.0433. Method of claim. Most moves are made through the MOD contract (<https://grms.agilitylogistics.com/external/agilityLoginLoad.do?section=WELCOME>) and will be paid for centrally. Only the UKPASH movements require the submission of an Expenses Claim having had the entitlement pre-approved using the forms at Annex B to this Section. Expense Claims are to be submitted by the Service person via the JPA Expenses Claim system as detailed in the JPA Self Service User Guide. For those SP with no access to the JPA on-line system, JPA Form F016 is to be completed and submitted to unit HR Admin staff for input onto JPA.

Method of Payment

12.0434. Method of payment. All UKPASH payments will be made through the JPA Expenses Claim system. These entitlements, irrespective of whether they have been

Before advising on or making a claim read the Principles in Ch 1 and Responsibilities in Ch 4

claimed using the on-line self-service system or the manual alternative, will be paid direct to the SPs nominated bank account.

Annexes

- A. Personal Effects Scales of Entitlement.
- B. Authority and PE Entitlement Certificate - Movement of PE in UK by Private Arrangements (UKPASH).
- C. House Moves on Security Grounds Eligibility and Claim Details.

PERSONAL EFFECTS SCALES OF ENTITLEMENT

1. **FMS** (see paragraph [12.0418a](#)). The maximum volume that may be moved at public expense under FMS is up to 67.92 CuM. Under FMS a contractor packs the PE, moves it to the new residence and unpacks it. Normally only one consignment may be moved and Service personnel are not entitled to publicly funded storage. The CuM rate is based upon the average household move and capacity of a standard removal lorry. This is reviewed each time the contract is renegotiated by GRMS.
2. **RSO** (see paragraph [12.0418b](#)). The maximum amounts that may be moved under this scheme are shown in **Table 1**.

TABLE 1 - REMOVAL SERVICE OVERSEAS

Basic Allowance (All Ranks) (Accompanied)		
Type of Accommodation Entitlement	Allowance	Rank
Over 4 Bed	11.00 Cu M (1980 Kg)	<ul style="list-style-type: none"> • 4*, 3* and 2*. • 1* and OF5 when in command appointments
4 Bed	10.50 Cu M (1890 Kg)	<ul style="list-style-type: none"> • 1*, OF5, OF4, OF3 and RAF Warrant Officers. • ORs with 4 or more children of any age or 3 over the age of 10.
3 Bed	8.75 Cu M (1575 Kg)	<ul style="list-style-type: none"> • OF3 if no 4 bed available • OF2 and below • RN and Army Warrant Officers • ORs with 2 or 3 children
2 Bed	8.20 Cu M (1476 Kg)	<ul style="list-style-type: none"> • ORs with 1 or no children

Notes

- a. Regardless of the type or size of property (number of bedrooms) being moved into, the Service person is limited to a cubic metre allowance based upon the SFA to which the Service person is normally entitled in accordance with **JSP 464** scales. This ruling applies whether the type or size of property being moved into is above or below the normal SFA entitlement.
- b. The basic allowances in **Table 1** can be increased for eligible personnel by 1.9 Cu M (342 Kg) for partially de-furnished SFA or 2.5 Cu M (450 Kg) for wholly de-furnished SFA in certain countries (see paragraph [12.0426](#)).
- c. Providing the SP is serving accompanied, each dependent child, including those eligible for School Children's Visits (SCVs), has an additional allowance of 1.5 Cu M (270 Kg). Should the child subsequently return to the UK before the SP's End of Tour date (e.g. for University or Employment) and is no longer classed as a 'dependant' the SP will retain the additional allowance entitlement for their next move only.

- d. A family may take a buggy/pram per child in addition at public expense.
- e. The PE entitlement under the RSO, combined with the storage, is the same maximum volume available under the FMS. The volume of PE moved under the RSO will be determined by CDP(AF Rem) Allces, considering the average volumes being moved, accommodation entitlements and affordability.

3. **Self-Pack Service** (see paragraph **12.0418c**). The PE scale for personnel moving under the Self-Pack Service is 6 Cu M (1078 Kg) for within, to and from UK and NWE. For ROW, it is in accordance with **Table 2** to this Annex.

TABLE 2 - SELF-PACK SERVICE (ROW)

Allowance (All Ranks) (Unaccompanied)		
Type of Accommodation	Allowance	Rank
2 room entitlement	4.10 CuM (738 Kg)	OF3 and above
1 or shared room entitlement	2.85 CuM (513 Kg)	OF2 and below

Notes

a. Regardless of the type or size of property (number of bedrooms) being moved into, the Service person is limited to a cubic metre allowance based upon the SLA/SSSA/Hiring (or equivalent) to which the SP is normally entitled in accordance with **JSP 464** scales. This ruling applies whether the type or size of property being moved into is above or below the normal SLA/SSSA/Hiring (or equivalent) entitlement. For example, should a Service person be allocated a property with 2 or more bedrooms when their entitlement is for a studio flat or one-bedroom flat the allowance is to be based upon the entitlement, i.e. one bedroom, rather than the two bedrooms in the property.

b. Personnel moving to Nepal under the regulations at para **12.0417** are entitled to the 2 room entitlement if accompanied. If they are unaccompanied they are entitled to the appropriate rate as per para 1.

c. The volumes for Self-Pack Service UK, NWE and ROW are determined by CDP(AF Rem) Allces who consider the average volumes being moved, the accommodation entitlement and affordability.

4. **Private Arrangements - UKPASH.** A SPs UKPASH entitlement is the same cubic capacity as they would have been allowed if the move had been made by the Self-Pack Service for the UK (see sub-paragraphs **12.0420**). The rate is a fixed amount based on the average cost of moving one cubic metre within the UK. This is determined annually by GRMS using their data on the Self-Pack Service from the previous 12 months. The new rate takes effect from 1 Aug each year.

5. **Storage.** Homeowners or householders may move and store a combined maximum of 67.92 CuM. The combined storage and shipment volume (under any scheme) must not exceed this amount. The rate is set at a level to enable the storage of

Annex A to Section 4 of Chapter 12

an average amount of PE that belongs to a UK SP and their household. The rate is set in exactly the same way as FMS.

6. **Consecutive Overseas Assignments.** The maximum volume that may be moved for permanent re-assignment between overseas duty stations and the UK on inter-assignment leave is as per JSP 800 Vol 2 Chapter 6 for Military aircraft. For commercial aircraft the maximum is as per the airlines policy.

7. **Temporary Unaccompanied Assignments** (see paragraph **12.0412e**). The maximum amount that may be moved on Temporary Unaccompanied Assignment is shown at **Table 4** below:

TABLE 4 – PE MAXIMUM ENTITLEMENT FOR MOVES ON TEMPORARY UNACCOMPANIED ASSIGNMENT FOR PERIODS OF UP TO 182 DAYS

Period of Temporary Assignment	Maximum Entitlement
Up to 182 days (6 months)	50 kg/0.30 CuM

**AUTHORITY AND PE ENTITLEMENT CERTIFICATE
MOVEMENT OF PE IN THE UK BY PRIVATE ARRANGEMENTS
(UKPASH)**

PART A - APPLICATION AND ACCEPTANCE OF CONDITIONS

Particulars of the Service Person:

Service NumberRankName.....

Current Unit

- 1. The above named will proceed from (present duty station).....
to (new duty station)
on or about (date).....

On assignment, termination of service or temporary duty* under the following authority:

.....

Particulars of PE Movement:

- 2. The proposed method of movement of PE is:

- a. Commercial carrier (name) or*
- b. Self-drive vehicle/trailer* undertaken over journey(s).

(i) In seeking authority to undertake more than 1 journey, I offer the following explanation:

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

Acceptance of Conditions:

3. I accept that if permission is given to me to move my PE under private arrangements it will be at my own risk and that the MOD, its agents and servants, will not be liable for any loss, damage, or delay to my PE from any cause whatsoever.

4. I certify that I am insured for the full value of the goods being moved as required by the regulations (see **JSP 752 Chapter 12** paragraph **12.0406**).

Annex B to Section 4 of Chapter 12

5. I declare that none of the prohibited items listed in current regulations is, or will be, included in my PE for which I will claim a refund. I declare that I have acquainted myself with the requirements of the regulations applicable to the movement (see **JSP 752 Chapter 7** paragraph **12.0419**).

Signature

Name (in block letters)

Date

delete as applicable*

PART B - AUTHORITY AND ENTITLEMENT

6. **Authorisation.** I authorise the PE of the above named Service person to be moved under private arrangements and at public expense within the following entitlement calculated against present scales:

Total Entitlement CuM	=** £
	at £ per CuM	
	over journey(s)	

Unit Stamp and Date

Signature of
Authorised Officer

Rank

Appointment

(unit HR admin staff)

** Maximum Refund Entitlement

HOUSE MOVE ON SECURITY GROUNDS

References:

- A. JSP 752 Tri Service Regulations for Allowances Chapter 12.
- B. JSP 440 CT/CEX Policy Interim Supplement

GENERAL

Aim.

1. The aim of providing financial recompense and removals allowances for House Moves On Security Grounds is to contribute towards the necessary additional costs incurred by eligible Service Personnel when it is essential for them to move house on personal security grounds. No Service person should be financially disadvantaged as a result of being ordered to move house for security reasons.

ELIGIBILITY

2. All Regular and Reserve Personnel who are subjected to a significant threat verified by civil police and security services are eligible to move house on security grounds.

ENTITLEMENT

3. Any requirement for SP to move home on the recommendation of a civil police force because of a threat related to their employment with HM Forces is to be treated as a move of house for Service reasons. In accordance with Reference A, the SP will be entitled to Removals and Storage at Public Expense, Disturbance Expense (DE) and Refund of Legal Expenses (where appropriate); this is to be paid at the rate for SFA/SSFA.

4. Such SP may additionally claim for any extraordinary expenditure incurred. CDP(AF Rem) AHd Allces is responsible for authorising all claims, including any extraordinary expenditure, having consulted with single Service/TLB staff.

Emergency Accommodation

5. If emergency accommodation is required, SP and any individual permanently residing with them will be temporarily accommodated in Service accommodation at public expense. If there is no Service accommodation available, SSSA, SSFA, welfare/contact houses or hotel accommodation may be used, also at public expense.

Rehousing Location

6. In determining a suitable location for rehousing on a permanent or emergency basis, Defence Security will, in consultation with the relevant civil police, provide guidance on the suitability of proposed locations based on risk mitigation factors. Consideration should also be given to minimising the disruption to the SP and their family, particularly with

regard to education and employment. However, the over-riding factor will always be the safety and security of the SP and their family.

CLAIMS PROCEDURE

7. It is likely that any move for Security Reasons will be of a classified nature and therefore unit admin staff may be unsighted on any reasons leading to eligibility of claims. Any situation warranting a House Move for Security Reasons is to be brought to the attention of CDP(AF Rem) AHd Allces who will subsequently provide a letter of authorisation to claim allowances. This letter is to be provided to unit admin to confirm eligibility for allowances, and may also be used as part of the application process for requesting Movement and Storage of Personnel Effects.
8. Claims for DE may be submitted 45 days prior to the expected move date. Service personnel are to claim using the JPA on-line self-service system. For those personnel with no access to the JPA on-line system, JPA Form F018 is to be submitted to unit HR admin staff. The unit HR admin staff will then check the claim prior to its authorisation by the unit Allowances Checker and input to the JPA system via an Element Entry.
9. Claims for Refund of Legal Expenses are to be submitted by Service personnel, with receipted invoices, the letter of authorisation and all supporting paperwork, on JPA Form F004 to their unit HR admin staff. The unit HR admin staff will ensure that all appropriate paperwork is included and then forward the claim to DBS for assessment, authorisation and payment. Payment of approved claims will be made through the Service person's pay account up to the maximum threshold.
10. All other claims for any additional costs require authority from CDP(AF Rem) AHd Allces.