

GRMS removals application process using 'electronic signatures' v0.1 May 21

1. On receipt of a valid assignment order, SP is to register their removals requirement online via the Agility web portal:

<https://grms.agility.com/external/agilityLoginLoad.do?section=WELCOME>

2. On completing the registration process, **SP is to print file to PDF** and forward their application by e-mail to their approving officer for verification, ensuring the approving officer's response includes the following declaration 'I have read and understood the policy and / or received appropriate local administrative guidance and can confirm that the applicant (and their immediate family if applicable) are entitled to removals / storage at public expense as per JSP 752, or the appropriate MoD civilian policy. I duly authorise the movement of UB belonging to the above named (and immediate family when entitled)
3. On completion of Step 2, SP are to forward their application and approving officer's declaration to the appropriate Agility mailbox¹ (details at Para 6 below), ensuring inclusion of the following statement

Certification and acceptance of conditions

'I have read and understood the policy and / or received appropriate local administrative guidance and can confirm that I (and my immediate family if applicable) are entitled to removals / storage at public expense as per JSP 752, or the appropriate MoD civilian policy'

4. Completed applications for all services will be checked by Agility and the SP provided with e-mail confirmation that the booking has been received and allocated to the supplier, this will include contact details of the appointed supplier. Should the appointed supplier not contact SP within two working days of receiving this confirmation (excluding Self Pack Service), SP are advised to contact Agility.
5. SP registering for the Self pack service (SPS) are to follow steps 1 – 3 above and deliver their consignment of boxes to their QM, NSO or SSS, ensuring the consignment is accompanied with a copy of the paperwork
6. Applications should be submitted as per below:

Self pack services - SPS@agility.com

UKRS and FMS services - UKRSFMS@agility.com

RSO and / or Storage - RSO@agility.com

¹ SP are to ensure they use their personal or MoD allocated e-mail account for this correspondence