



See Distribution

25 June 2021

DIRECTED LETTER – ALLOWANCE AND EXPENSE ARRANGEMENTS IN RESPONSE TO CORONAVIRUS (COVID-19) UPDATE 6

1. I am directed to inform you of the following clarification for those in receipt of allowances or expenses in response to Coronavirus (COVID-19). These arrangements are effective immediately and will remain in place until further notice by Rem Allowances. This is an update to the previous DLs issued on 31 March, 21 July, 2 November 2020, 24 March 2021 and 28 May 2021. Updated information has been added in blue text.

2. The individual circumstance of each SP who is hospitalised, on sick leave or self-isolating must be considered on its own merit and assessed to ensure that appropriate provision is being delivered¹. Units should interpret the regulations in JSP 752 reasonably and intelligently, taking into account the aim of each allowance².

3. JSP 752 already provides guidance on when allowances should start, continue and cease, which varies by allowance. The Allowances Absence Matrix (Chap 2, Sect 3) shows the impact of various types of absence on allowances 'at a glance'; this includes hospital in-patient and sick leave. For some allowances (e.g. HDT, GYH, LSA) the matrix guides Units to conduct a manual review and, in such cases, the relevant Chap/Sect in JSP 752 provides further detail, including any specific criteria/caveats³. The latter should also be used to guide entitlement if SP are temporarily working from home, as some allowances cease after a period of time⁴.

4. There are some situations (e.g. self-isolating/sick leave on unit/in SSSA) that the regulations may not adequately cover under the current circumstances. This DL provides additional guidance and, in some cases, flexibility to the CoC (noting that it is for the CoC to determine **where** the SP takes sick leave and/or self-isolates). It also clarifies entitlement in other areas:

- **Food and Incidental Allowance (Chap 5 Sect 5).** If a SP is hospitalised or sent on sick leave then the absence matrix and Chap 5, Sect 5, clarify entitlement. However, if the FIA claimant is sent on sick leave or self-isolates in the accommodation which gives FIA entitlement (e.g. SSSA), FIA is authorised to remain in issue, but is to be reviewed by the CoC every 14 days.

¹ For example, 'where' the SP is on sick leave or self-isolating will be a key consideration.

² For example, for HDT, is the SP travelling daily to/from their RWA to the Duty Station; for FIA, is the SP on sick leave or self-isolating in the accn for which FIA is being paid or at the Family Home/PMP.

³ For example, GYH(T) continues for any period of sick leave spent at the permanent or temporary duty station, but ceases (after a period of time) if that sick leave is spent at the SP's QRes.

⁴ As the SP is not experiencing the circumstances that the allowance is designed to cover.

- **Longer Separation Allowance (Chap 10 Sect 1).** If a SP (either INVOLSEP or VOLSEP) is hospitalised or sent on sick leave then the absence matrix and Chap 10, Sect 1 clarify entitlement. However:
 - **VOLSEP (10.0117 to 10.0122).** If an existing LSA recipient is on sick leave or self-isolates in their accommodation at the location for which LSA L1 was granted (i.e. at the parent unit on a permanent voluntarily Unaccompanied assignment in a different Th to the UK family home) and is unable to return to their family home, exceptional authority is granted for LSA L1 to remain in issue, but is to be reviewed by the CoC every 14 days.
 - **INVOLSEP (10.0108 to 10.0112).** If an existing LSA recipient is on sick leave or self-isolates in their accommodation at the location for which LSA on INVOLSEP terms was granted (e.g. temporary duty location), is not joined by their immediate family and is unable to return to their permanent duty station, family home or permanent residence, LSA is exceptionally authorised to remain in issue, but is to be reviewed by the CoC every 14 days.
- **Get You Home (Overseas) (Chap 9 Sect 12).** If a SP or immediate family have booked travel that is subsequently cancelled by either the airline or by country travel restrictions then the SP is to reclaim costs via the airline, travel agent or their own travel insurance⁵. SP are **not** to reclaim via JPA. If the SP has already reclaimed costs in accordance with para 09.1127 (flight ticket values over £1000) then recovery action is to be taken by Unit HR. For travel that is cancelled for unforeseen or unavoidable **Service reasons**, the SP may be entitled to reclaim costs via Refund of Nugatory Holiday Expenditure (Chap 17 Sect 6). The CO can exceptionally authorise the carry forward of unused GYH (O) journeys in accordance with para 09.1117.
- **Refund of Nugatory Holiday Expenditure (Chap 17 Sect 6).** If a SP or immediate family have booked travel which is subsequently cancelled by either the airline or by country travel restrictions then the SP is to reclaim costs via the airline, travel agent or their own travel insurance. SP are **not** to reclaim via JPA. For travel that is cancelled for unforeseen or unavoidable **Service reasons**, the SP may be entitled to reclaim costs in accordance with this chapter. Each case will be considered on its own merits.
- **Special Messing Allowance (Chap 5 Sect 6).** If a SP is hospitalised or sent on sick leave then the absence matrix and Chap 5, Sect 6 clarify entitlement. However, if the SMA claimant is sent on sick leave or self isolates in the accommodation which gives SMA entitlement, SMA is **exceptionally authorised** to remain in issue, but is to be reviewed by the CoC every 14 days.
- **Subsistence Entitlements on Assignment (Chap 5 Sect 1).** If, due to travel restrictions, the SP and/or immediate family are unable to travel on assignment and no appropriate public accommodation is available (e.g. Cotswold Centre, welfare accommodation, SFA or SLA), then NS/DS or PAR is **exceptionally authorised**, but is to be reviewed by the CoC every 14 days.

⁵ JSP 752 strongly advises SP to purchase suitable travel insurance with cancellation cover (Annex A to Sect 11 of Chap 9).

- **Subsistence Entitlements in Quarantine (Chap 5 Sect 1)⁶**. From 15 February 2021, passengers from some locations (Red List) may be subject to Managed Quarantine and must purchase a quarantine package through a dedicated online portal that includes accommodation, food and a day 2 and day 8 COVID-19 test. [Defence Advice Note \(DAN\)18](#) provides full details and lists all exemptions, including those returning to the UK on 'Resilience Journeys'. SP and immediate families travelling for duty reasons⁷ and required to enter Managed Quarantine on arrival in the UK may, **subject to Budget Holder approval**, claim the costs of the quarantine package. As per DAN 18, the package should ideally be booked by Unit Travel Cells alongside other travel arrangements. If this option is not available, SP may reclaim the costs under Night Subsistence, citing COVID-19 DAN 18 Managed Quarantine in the justification box and attributing the costs against the UIN of their owning unit. As the quarantine package includes 3 meals per day, no additional subsistence costs may be claimed.

In England⁸, those travelling from Amber List countries (i.e. not on the Travel Corridor list or the Red List), are required to self-isolate at the location they specify on their Passenger Locator Form and abide by the same stringent testing regime. If during the course of **duty travel**⁷ SP and immediate families are **required** to spend a period of time in self-isolation or quarantine **outside of the family home** and no appropriate public accommodation is available (e.g. Cotswold Centre, welfare accommodation, SFA or SLA) then, **with Budget Holder approval**, NS/DS or PAR is **exceptionally authorised** for the mandated period of self-isolation / quarantine only. Options must be discussed with the SP's CoC.

SP returning to the UK on Get You Home (Overseas) and Mid Tour Leave (Attaches, Advisers and Defence Section Service Support Staff) Journeys. As per [DAN 18](#), SP returning to the UK from red list countries under 'Resilience Journey' arrangements and those SP returning from amber list countries may isolate at the location they specify on their Passenger Locator Form. With effect from 14 May 2021, SP and accompanied immediate family returning to the UK utilising Get You Home (Overseas)⁹ or Mid Tour Leave¹⁰ entitlements that are **required** to spend a period of time in self-isolation or quarantine **outside of the family home** and no appropriate private arrangement or public accommodation is available (e.g. Cotswold Centre, welfare accommodation, SFA or SLA) then, **with Budget Holder approval**, NS/DS or PAR is **exceptionally authorised** for the mandated period of self-isolation / quarantine only. Options must be discussed with the SP's CoC.

If on returning to the country of duty the host nation has mandated that personnel are to quarantine in government-provided accommodation, then authority is granted for SP and

⁶ This should be read in conjunction with Directed Letter – COVID-19 Testing.

⁷ For the purposes of this DL, duty travel is extended to include travel conducted under School Children's Visits regulations (see latest direction at the AF Rem DEFNET and Gov.UK websites) and personnel travelling under a Personnel Resilience Exemption. Other examples of duty travel can be found at JSP 752 Chapter 6. Quarantine costs associated with leave travel (other than travel conducted under SCV regulations) will not be reimbursed by the MOD.

⁸ As public health is a devolved matter, the different UK administrations can set their own restrictions. SP are to ensure they have read and understood the appropriate travel restrictions associated with the country to which they travel. [Defence Advice Note 18](#) refers.

⁹ JSP 752 Ch 9 Sec 12.

¹⁰ Eligible to Attaches, Service Advisers and Defence Section Service Support Staff iaw JSP 752 Ch 9 Sec 10 para 09.1011c.

immediate families to reclaim the necessary costs incurred. The package should ideally be booked by the Unit Travel Cell. If this option is not available, SP may reclaim the costs under Night Subsistence, citing COVID-19 Reverse Managed Quarantine in the justification box and attributing the costs against the UIN of their owning unit. If the quarantine package includes 3 meals per day, no additional subsistence costs may be claimed.

The situation remains fluid and the COVID-19 Response and Recovery Team are working with TLBs to find an enduring Defence solution for affected SP and their immediate family members. **DAN 18 should be read and understood ahead of any travel.**

- **Duty Travel for COVID-19 vaccinations (Chap 6 Sect 7).** The COVID-19 pandemic is a challenge that the UK faces as a society and is not exclusive to Service personnel. It is for this reason that Service personnel may not claim duty travel when travelling to receive their COVID-19 vaccinations. However, where the CoC determine that it is necessary for a SP and accompanied immediate family to receive a COVID-19 vaccination for operational / Service reasons¹¹, then duty travel between their existing address and vaccination centre can be claimed.

Where, for Unit efficiency reasons, a Unit elects to coordinate bulk vaccinations and provides MT in support of this, individual travel to the muster point for such transport, outside normal HDT, will remain at personal expense.

- **Duty Travel for self-isolation (Chap 6 Sect 7).** If the CoC has determined that a SP must self-isolate away from the duty station, a return journey at public expense can be **exceptionally authorised**.
- **Movement and Storage of Personal Effects (MSPE) (Chap 12 Sect 4).** Where an otherwise qualifying move, or a move that has been exceptionally authorised by the PACCC has been delayed due to the impact of COVID-19, entitlement to MSPE can **exceptionally** be approved by the Commanding Officer up to 6 months after the SP's revised Report for Duty Date (RDD) as confirmed by the Career Manager or the date stated by the PACCC by which the move should have been completed. Additionally, if Commanding Officers have authorised a delayed move for 6 months in accordance with para 12.0412(b) or (d) and the SP can demonstrate that the move into the nominated RWA (para 12.0412(b)) or SPR (para 12.0412(d)) has been delayed further due to the COVID-19 pandemic then the Commanding Officer may grant a delayed move for 9 months after the reporting for duty date.

For medical discharges that meet the criteria in para 12.0417, **exceptional** authority is granted to these SP to complete the move of their Personal Effects up to 3 months after their termination date without the need for casework. If the move is further delayed due to the impact of COVID-19, the entitlement can **exceptionally** be approved by the Commanding Officer for a further 3 months without the need for casework.

¹¹ For example, the requirement to travel to, or within, a country where it has been legislated that movements will be restricted should they be unable to demonstrate that they have been vaccinated.

Should a SP accommodated in SSSA be required to vacate their accommodation in the expectation that they will be working from home for a minimum of 6 months, then they will be entitled to claim MSPE as a Mid-Assignment Move iaw para 12.0413a.

- **Disturbance Expense (DE) (Chap 12 Sect 1).** Where an otherwise qualifying move has been delayed due to the impact of COVID-19, entitlement to DE can **exceptionally** be approved by the Commanding Officer up to 6 months after the SP's revised RDD as confirmed by the Career Manager.

Should an unaccompanied SP who is accommodated in a multi-occupancy room be required to move SLA due to accommodation reorganisation as a result of COVID 19, as ordered by the establishment Commanding Officer following medical advice, they will **exceptionally** be entitled to the single rate of DE. SP may only claim DE for one move for this reason, regardless of any required subsequent moves.

Should a SP accommodated in SSSA be required to vacate their accommodation in the expectation that they will be working from home for a minimum of 6 months, then they will be entitled to claim DE as a Mid-Assignment Move iaw para 12.0117a. The DE payment will be based upon the type of accommodation that the SP is going to occupy as per para 12.0114. SP that subsequently return to a private property that they previously lived in or that their family continued to occupy whilst the SP was accommodated in SSSA would normally not be eligible to claim DE under para 12.0107b, but will **exceptionally** be entitled to claim the SLA rate of DE. SP that are required to vacate their SSSA and move to a private residence for which they do not own or privately rent (eg they move in with a parent) will **exceptionally** be entitled to claim the SLA rate of DE.

5. In addition to these, a number of DLs have been released that give additional authority to claim allowances and expenses in specific conditions¹². These can be found at the AF Rem Allowances [DEFNET](#) and [GOV.UK](#) sites.

6. The terms of this Directed Letter will remain in place until rescinded or replaced by AF Rem Allowances. Single Service enquiries on the contents of this DL should be directed initially to Unit HR staffs who, if necessary, should seek further guidance from the JPAC Enquiry Centre or their single Service allowance policy staff.

Signed on DEFNET

M Paton
Lieutenant Commander Royal Navy
SO2 Allowances, on behalf of
Defence People AF Remuneration

Distribution:

Navy People-Trg-HQ-N9-REM Hd
Army Pers-RemPol-Allces-AH

¹² These include SP electing to serve INVOLSEP, COVID-19 testing, SCV travel, operational allowances, Continuity of Education Allowance and Non-Evacuation travel.

Air-COSPers-Pol Head of Reward
DBS MilPers-MilOps-PACCC-SO1
Navy NPS PPA SO1
Navy NPS-PPA 1 SO2
Army Pers-Pol-Rem-Allces-SO1
Air-COSPers-Pol SO1RewardAllces
Air-COSPers-Pol SO2RewardAllces
UKStratCom-PJHQ-J1J4-DACOS-A
UKStratCom-GSO-SO1
UKStratCom-PJHQ-J1-GroupMailbox (MULTIUSER)
JFC-GAU-Comd-Team
GSO-GAU-Command Mailbox (MULTIUSER)
SPO DE-Strat-DALS CP AH