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10 December 2021

20210114-Directed Letter Allowances and Expense Arrangements in Response to COVID-19

**DIRECTED LETTER – ALLOWANCE AND EXPENSE ARRANGEMENTS IN RESPONSE TO CORONAVIRUS (COVID-19) – Amend 1**

1. The Armed Forces Remuneration (Allowances) department continues to provide a flexible and agile response to the COVID-19 pandemic. Working with the single Services, UK STRATCOM and the MOD COVID-19 Recovery and Response team, we have ensured that Service Personnel (SP) and immediate families continue to receive targeted and appropriate allowances and expenses, whether serving in the UK or overseas.
2. The aim of this Directed Letter (DL) is to update the amalgamated COVID-19 letter issued on 14 Oct 21, which covers the following allowances and arrangements:
  - a. Allowance and Expense Arrangements whilst Working from Home in Response to Coronavirus;
  - b. COVID-19 Testing, Quarantine and Vaccination Entitlements;
  - c. School Children's Visits: Enhanced Interim Arrangements in Response to COVID-19 for Service Personnel Assigned Overseas;
  - d. Continuity of Education Allowance: Regulatory Flexibility in Response to COVID-19;
  - e. Extension of the Evacuation Package To "Non-Evacuated" Families;
  - f. Additional General Guidance for Allowance and Expense Arrangements in Response to COVID-19.
3. **SP are to ensure that they are aware of their necessary testing and quarantine arrangements for the entirety of their journey and should refer to Defence Advice Note (DAN) 18<sup>1</sup> and UK Government advice ahead of travel.**

<sup>1</sup> [DAN 18](#): COVID-19 Health Measures at the Border and Effects on Delivering Defence Tasks.

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4. The terms of this DL will remain in place until rescinded or replaced by AF Rem Allowances.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*

A Struby  
Assistant Head (Allowances)  
Defence People Armed Forces Remuneration

Annexes:

- a. Allowance and Expense Arrangements whilst Working from Home in Response to Coronavirus
- b. COVID-19 Testing, Quarantine and Vaccination Entitlements
- c. School Children's Visits: Enhanced Interim Arrangements in Response to COVID-19 for Service Personnel Assigned Overseas
- d. Continuity of Education Allowance: Regulatory Flexibility in Response to COVID-19
- e. Extension of the Evacuation Package To "Non-Evacuated" Families
- f. Additional General Guidance for Allowance and Expense Arrangements in Response to COVID-19

## Annex A to

### 20210114-Directed Letter Allowances and Expense Arrangements in Response to COVID-19 – Amend 1

10 December 2021

#### ALLOWANCE AND EXPENSE ARRANGEMENTS WHILST WORKING FROM HOME IN RESPONSE TO COVID-19

1. Government advice on staying at home (isolation) can be found in “Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection” MOD guidance on the recording of absences including how to record working from home (WFH) are contained in JPA Operational Bulletin 2006-002<sup>1</sup>
2. It is recognised that as the pandemic has evolved, so too have the working patterns of many. Further effort is being undertaken to address future working arrangements, remote working<sup>2</sup> and the impact that these will have on allowance policy. However, at this moment, policy remains largely unchanged with exceptions being announced in the form of DLs to recognise the unique circumstances that SP face during the pandemic.
3. WFH could have an impact on an individual’s eligibility to claim or continue to claim some allowances. Allowances are designed for a specific purpose or aim and where eligibility exists, it does so within carefully defined circumstances. If the circumstances change so that those aims are no longer met, entitlement should be reviewed. It is difficult to provide definitive guidance to address every scenario. The circumstances of each individual will vary and need to be considered on their own merits to ensure that appropriate provision is delivered.
4. SP have a responsibility to notify Unit HR of any changes to their personal circumstances that could impact eligibility<sup>3</sup> and are advised to seek advice from Unit HR on the potential implications of WFH. They should also check JSP 752 to ensure that they understand the eligibility criteria and conditions of the allowances that they claim (or wish to claim). Unit HR should be able to clarify (with the SP’s Chain of Command) whether the SP is required to return to the workplace or has chosen to. If there is any doubt or the policy does not appear to cover the specific circumstances, advice should be sought (SP from Unit HR; Unit HR from single Service Pay Cols teams).
5. JSP 752 already provides guidance on when allowances should start, continue and cease, which varies by allowance. Although the Allowances Absence Matrix (Chap 2, Sect 3) shows the impact of various types of absence on allowances; it does not include the impact for those WFH.
6. Allowances that compensate<sup>4</sup> SP for activities or tasks undertaken or environmental conditions endured (such as LSA), will be earned only on the days when SP experience the conditions intended to be compensated. However, under the same principle, SP will receive location allowances (such as LOA) for every day they are in the location (as they continue to bear the burden of living in that location whether at home or at workplace). Allowances that reimburse costs arising from duty expenses will continue provided the costs legitimately arise from duty, such as motor mileage for duty travel. Allowances that

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<sup>1</sup> Dated 4 June 2020.

<sup>2</sup> JSP 750, Centrally Determined Terms of Service

<sup>3</sup> JSP 752, Chapter 4 Section 3.

<sup>4</sup> JSP 752, Chap 1, Sec 1, Para 01.0107d(1): ‘Compensatory Allowances remunerate SP for activities or tasks undertaken, or the environmental conditions endured, which are considered to be over and above those recognised within base pay or X-Factor.’

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contribute towards additional costs incurred (such as Get You Home (Travel)) will continue **providing the underlying eligibility and entitlement rules still apply**. Personnel should interpret the regulations reasonably and intelligently taking into account the aim of the allowance, the SP's specific circumstances and the interests of Defence<sup>5</sup>.

7. This Annex provides additional guidance to the CoC (noting that it is for the CoC to determine **where** the SP is WFH). It also clarifies entitlement in other areas:

- a. **Food and Incidental Allowance (FIA) – Chap 5 Sect 5.** If a SP is ordered or elects to work from home in the accommodation which gives FIA entitlement (e.g. SSSA) then FIA remains in issue. However, if the FIA claimant is ordered to or elects to WFH from their own home or permanent residence then FIA entitlement ceases from the 11th day in accordance with para 05.0506 and 05.0505d. If a SP is required to return to their place of work then FIA will restart from the 1st day that the SP returns to the accommodation which gives the entitlement to FIA and existing policy applies.
- b. **Longer Separation Allowance – Chap 10 Sect 1.** If a SP (either INVOLSEP or VOLSEP) is ordered to WFH from the location that gave entitlement to LSA, then LSA remains in issue. However, as LSA is ordinarily paid to recognise the disadvantage of separation caused when return to the duty station, family home or permanent residence is precluded, if an existing LSA claimant is sent to WFH from one of those locations, LSA ceases from the day WFH commences. LSA (either INVOLSEP or VOLSEP) will start from the 1st day that the SP returns to the location from which LSA was originally granted.
- c. **Special Messing Allowance – Chap 5 Sect 6.** If a SP is ordered or elects to WFH in the accommodation which gives SMA entitlement (para 05.0604) then SMA remains in issue. However, if the SMA claimant is ordered or elects to WFH in their family home, permanent residence or a location where British Service messing facilities are available, then SMA entitlement ceases from the 1st day in accordance with para 05.0605. If a SP is required to return to their place of work then SMA will restart from the 1st day that the SP returns to the accommodation which gives the entitlement to SMA and existing policy applies.
- d. **Home to Duty Travel (Automatic) – Chap 7 Sect 3.** If a SP is ordered or elects to WFH until such time as they are required to return to their place of duty, then automatic HDT is to cease from the date WFH commences in accordance with para 07.0310a. HDT (Automatic) will restart from the 1st day that the SP ceases to WFH and permanently restarts travelling to work daily. If a SP travels to work during the WFH period, then manual claims are to be submitted in accordance with 07.0326a.
- e. **Get You Home Travel – Chap 7 Sect 4.** If a SP is ordered or elects to WFH from their current duty station and is in receipt of GYH to a Qualifying Residence (QRes) then GYH remains in issue as long as the SP carries out such travel. However, if an existing GYH claimant is ordered or elects to WFH from their QRes for which they receive GYH, then GYH ceases from the date when WFH commences. If the SP is required to return to their place of work, GYH will restart from the 1st day that the accommodation (which gives the entitlement to GYH) is reoccupied and existing policy applies.

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<sup>5</sup> JSP 752, Chap 1, Sec 1, Para 01.0102

f. **Reimbursement of Telephone Fees and Postal Fees – Chap 17 Sect**

**1.** If a SP is ordered to WFH and makes official telephone calls then, actual receipted admissible costs may be reclaimed via JPA. Telephone bills must be retained and annotated to highlight **additional** charges and the reason why services such as BT Meet Me and Skype could not be used. If a SP incurs **additional** data costs through their personal broadband package whilst WFH, **exceptional authority** is granted for actual receipted admissible costs to be reclaimed via JPA.

g. **Recruitment and Retention Allowance (London) (RRA(L) - Chap 8**

**Sect 5.** If a SP is ordered or elects to WFH in their RWA then RRA(L) remains in issue. However, if the SP is ordered or elects to WFH in their own home or permanent residence which is not their RWA then RRA(L) entitlement ceases from the 11th day. If a SP is required to return to their place of work then RRA(L) will restart from the 1st day that the SP returns to the accommodation which gives the entitlement to RRA(L) and existing policy applies.

h. **Lodging Allowance (LA) - Chap 5 Sect 3.** If a SP is ordered or elects to WFH in the accommodation which gives LA entitlement (in accordance with para 05.0307) then LA remains in issue. However, if the LA claimant is ordered or elects to WFH from their family home or permanent residence then LA will remain in issue for 61 days. However, the CO can grant exceptional authority to extend the 61-day limit in accordance with para 05.0318.

i. **Northern Ireland Resident's Supplement (NIRS) - Chap 8 Sect 3.** If a SP is ordered or elects to WFH and remains in Northern Ireland, then NIRS remains in issue. NIRS will only cease for a unacc/single SP in accordance with para 08.0307b, and will only cease for a married acc SP in accordance with para 08.0308.

**Annex B to**

**2021114-Directed Letter Allowances and Expense Arrangements in Response to COVID-19 – Amend 1**

**10 December 2021**

**COVID-19 TESTING, QUARANTINE AND VACCINATION ENTITLEMENTS**

1. In parallel with ongoing announcements on COVID-19 testing, quarantine<sup>1</sup> and vaccinations, this annex provides clarification on allowance and expense arrangements in these scenarios.
2. In accordance with JSP 752 Chapter 2 Section 1 para 02.0123, the following persons are to be regarded as members of the **immediate family** of a Service person:
  - a. Their spouse/civil partner.
  - b. Any dependent child under the age of 18 years (but see paragraph 02.0109).
  - c. With the approval of the DBS MIL PERS-MIL OPS PACCC, any dependant son or daughter over 18 and under 21 years not undergoing further education.
  - d. A son or daughter of 18 years and over who is normally resident in the home of the Service person and who is certified by a medical authority to be suffering from physical or mental infirmity.
  - e. An unmarried son or daughter, or one who is not in a civil partnership, over the age of 18 years who is normally resident in the home of the Service person provided that for compassionate reasons (e.g., the death or chronic ill health of the spouse/civil partner) it is necessary for that son or daughter to live with the Service person and act as the housekeeper.

**PART 1: COVID-19 TESTING**

3. Service personnel (SP) and their immediate families may be eligible to claim costs associated with COVID-19 tests in the following circumstances: the mandatory requirement to carry out a COVID-19 test prior to and on arrival in the UK **or overseas** for duty travel; Get You Home (Overseas) / Mid Tour Leave Travel (Attaches, Advisers and Defence Section Service Support Staff); the Test to Release scheme; or those that for exceptional reasons, due to a Service requirement, have had to pay for testing.

**SP returning to the UK, or overseas on duty: Mandatory Pre-Departure COVID-19 Testing**

4. SP and any immediate family who are required to travel to the UK, or overseas on duty<sup>2</sup> and are required to undertake a COVID-19 test prior to travel can reclaim the costs of one private COVID-19 test per duty journey at the relevant location. SP must demonstrate to the chain of command that they were unable to arrange for a test

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<sup>1</sup> [DAN 18](#): COVID-19 Health Measures at the Border and Effects on Delivering Defence Tasks.

<sup>2</sup> For the purposes of COVID-19 testing, duty travel is extended to include travel conducted under School Children's Visits regulations and personnel travelling under a Personnel Resilience Exemption.

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through Service sources<sup>3</sup> or a free testing facility provided by the host nation. Defence will not reimburse testing costs for SP returning to the UK, or overseas on leave, unless travelling under the conditions described in paragraph 10.

6. **Method of claim.** Costs are to be reclaimed via JPA using 'Miscellaneous' expense type then selecting 'Medical, Dental, Opticians and Prescription fees' from the dropdown menu.

### **SP returning to the UK, or overseas on duty: Mandatory COVID-19 Testing on Arrival**

7. Until 3 Oct 21, the requirement for quarantine, isolation or otherwise was governed by the origin country from which a traveller arrived. From 4 Oct 21, the traveller's vaccination status also became a factor. See [DAN 18](#).

8. 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. However, in the meantime, if SP and/or their immediate family members have to return to the UK, or overseas for duty reasons<sup>4</sup> and are required to pay for COVID-19 tests, they will be eligible to claim back the costs of these tests. Defence will not reimburse testing costs for SP returning to the UK, or overseas on leave unless travelling under the conditions described in paragraph 10.

### **Reimbursement of Testing Costs**

9. **Duty Travel.** Pre departure testing, for all personnel should be organised and paid for by units as part of routine Duty Travel arrangements. Where unit pre-booking is not possible, reasonable costs for duty journeys can be reclaimed as follows:

- a. **Service Personnel (SP).** SP must demonstrate that they were unable to access a free testing facility provided by the host nation or other source. Costs are to be reclaimed via JPA using 'Miscellaneous' expense type then selecting 'Medical, Dental, Opticians and Prescription fees' from the dropdown menu.
- b. **MOD Civil Servants.** Civilian staff travelling or serving overseas can reclaim the costs of one private COVID-19 test, per person, per duty journey. Costs are to be reclaimed via the 'Miscellaneous' expenses claim form Miscellaneous Expenses Claim HR Form 1108. You should record 'COVID-19 Test' in the justification box.
- c. **Family Travel.** Defence personnel and their immediate family who are assigned overseas and are required to travel to the UK on duty can reclaim the costs of one private COVID-19 test per duty journey per individual traveller through JPA or MyHR as above.

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<sup>3</sup> In accordance with the latest [DANs](#) on SP Covid-19 testing arrangements.

<sup>4</sup> For the purposes of COVID-19 testing, duty travel is extended to include travel conducted under School Children's Visits regulations and personnel travelling under a Personnel Resilience Exemption. Other examples of duty travel can be found at [JSP 752](#) Chapter 6. COVID-19 testing costs associated with leave travel (other than travel conducted under SCV regulations) will not be reimbursed by the MOD.

## SP returning to the UK on Get You Home (Overseas) and Mid Tour Leave Journeys

10. SP and accompanied immediate family returning to the UK utilising Get You Home (Overseas)<sup>5</sup> or Mid Tour Leave<sup>6</sup> entitlements are eligible to claim back the costs of COVID-19 testing requirements associated with the country of their Duty Station. This eligibility is extended to **non-British passport holders** that use their travel entitlement to travel their country of domicile<sup>7</sup>. The quarantine requirements for SP and immediate families travelling from countries allocated 'Red, Amber or Green' status is described in DAN 18.

11. **Method of Claim.** Costs incurred from ordering COVID-19 tests can be claimed via JPA using 'Miscellaneous' expense type then selecting 'Medical, Dental, Opticians and Prescription fees' from the dropdown menu.

## SP returning to the UK – Test to Release (TTR)

12. The Test-to-Release Scheme enables travellers isolating at home to end that isolation at 5 days, rather than the normal 10, providing they pay for an additional Day 5 test (and it is negative). SP must ensure that they have read the most up to date UK Gov guidance on the scheme<sup>8</sup>.

13. **Reimbursements of Costs.** Defence will reimburse costs incurred for a private COVID-19 test taken under the Test to Release scheme in the following circumstances:

a. **Service Personnel.** SP serving overseas and any immediate family can reclaim the costs of one private COVID-19 test, per person, per duty journey. For duty journeys Defence will cover the testing costs for any other immediate family who are re-uniting with the SP. Costs are to be reclaimed via JPA using 'Miscellaneous' expense type then selecting 'Medical, Dental, Opticians and Prescription fees' from the dropdown menu. Should the need to isolate be removed, Defence will no longer cover the costs of testing.

b. **MOD Civil Servants.** Civilian staff travelling or serving overseas and any accompanied family can reclaim the costs of a one private COVID-19 test, per person, per duty journey. Costs are to be reclaimed via the 'Miscellaneous' expenses claim form Miscellaneous Expenses Claim HR Form 1108. You should record 'COVID-19 Test' in the justification box. Should the need to isolate be removed, defence will no longer cover the costs of testing.

## Service requirement to conduct COVID-19 testing at cost

14. Approval for reimbursement of COVID-19 tests where, for Service reasons, a COVID-19 test was not arranged through Service sources<sup>9</sup> or use of a free testing facility provided by a host nation was not possible; should be given on a case-by-case basis. TLBs are to satisfy themselves of the host-nation testing requirements<sup>10</sup> and the Service need for such a test to take place. If approval is granted, costs are to be

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<sup>5</sup> JSP 752 Ch 9 Sec 12.

<sup>6</sup> Eligible to Attaches, Service Advisors and Defence Section Service Support Staff iaw JSP 752 Ch 9 Sec 10 para 09.1011c.

<sup>7</sup> In accordance with JSP 752 v46 Chapter 9 Section 12 para 09.1218

<sup>8</sup> [UK Gov TTR](#)

<sup>9</sup> In accordance with the latest [DANs](#) on SP Covid-19 testing arrangements.

<sup>10</sup> Information must be sought from [COVID-MOD-QT-OpsCen@mod.gov.uk](mailto:COVID-MOD-QT-OpsCen@mod.gov.uk)

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reclaimed via JPA using 'Miscellaneous' expense type then selecting 'Medical, Dental, Opticians and Prescription fees' from the dropdown menu. SP should record "TLB approved COVID-19 test" in the justification box.

## **PART 2 – QUARANTINE**

### **Subsistence Entitlements in Quarantine**

15. [DAN 18](#) provides full details of Managed Quarantine and lists all exemptions, including Personal Resilience. SP and immediate families travelling for duty reasons<sup>11</sup> and required to enter Managed Quarantine on arrival in the UK may, subject to Budget Holder approval, claim the costs of the quarantine package. This eligibility is extended to non-British passport holders that use their travel entitlement to travel their country of domicile<sup>12</sup>. 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. However, where personnel have entered mandatory quarantine and the cost of food exceeds Subsistence Allowance, existing arrangements allow for line managers or budget managers to authorise over the subsistence maximum (see JSP 752 Ch 5 para 05.0171)

16. If during the course of duty travel 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 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.**

17. SP and accompanied immediate family returning to the UK utilising Get You Home (Overseas)<sup>13</sup> or Mid Tour Leave<sup>14</sup> 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.

18. 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 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

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<sup>11</sup> For the purposes of this DL, duty travel is extended to include travel conducted under School Children's Visits regulations (see Annex C) and personnel travelling under a Personnel Resilience Exemption. Other examples of duty travel can be found at [JSP 752 Chapter 6](#).

<sup>12</sup> In accordance with JSP 752 v46 Chapter 9 Section 12 para 09.1118

<sup>13</sup> JSP 752 Ch 9 Sec 11.

<sup>14</sup> Eligible to Attaches, Service Advisors and Defence Section Service Support Staff iaw JSP 752 Ch 9 Sec 9 para 09.0911c.

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subsistence costs may be claimed. However, where personnel have entered mandatory quarantine and the cost of food exceeds Subsistence Allowance, existing arrangements allow for line managers or budget managers to authorise over the subsistence maximum (see JSP 752 Ch 5 para 05.0171).

### **PART 3 – VACCINATIONS**

#### **Duty Travel for COVID-19 vaccinations (Chap 6 Sect 7).**

19. 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 reasons<sup>15</sup>, then duty travel between their existing address and vaccination centre can be claimed.

20. 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.

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<sup>15</sup> 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.

**Annex C to**

**20210709-Directed Letter Allowances and Expense Arrangements in Response to COVID-19 – Amend 1**

**10 December 2021**

**DIRECTED LETTER – SCHOOL CHILDREN’S VISITS (SCVs) – ENHANCED INTERIM ARRANGEMENTS IN RESPONSE TO CORONAVIRUS (COVID-19) FOR SERVICE PERSONNEL ASSIGNED OVERSEAS**

1. The following enhanced interim arrangements for School Children’s Visits (SCVs), in response to Coronavirus (COVID-19) and border control restrictions, have been revised to include enhanced provision for children who are unable to return to the overseas location due to COVID travel restrictions during the **Christmas 2021 school holiday period**. In addition, where COVID quarantine restrictions would be reduced or waived in the assignment country if the child is accompanied by a fully vaccinated parent on their journey, return travel to collect the child for one parent is authorised. Revised paragraphs are shown in blue text. These arrangements are effective immediately and will remain in place until further notice by Rem Allowances.

2. These temporary provisions should be read alongside JSP 752 Chapter 10 Section 2 – School Children’s Visits. It is emphasised that SP should submit any flight booking requests as soon as possible. Flights, where they are operating, may be limited and subject to the risk of cancellation.

**3. Please note that the costs for any UK Government or host nation mandated self-isolation accommodation and/or mandatory COVID-19 testing can be claimed, subject to Budget Holder approval. The latest guidance on this can be found in DAN 18.**

4. It is important to note that parents, or appointed Guardians, are responsible for the welfare of children attending boarding school in the UK at all times, including whilst on SCVs. It will be necessary for parents to keep up to date with the situation as it develops in the UK, as well as in the host nation/overseas assignment area and make decisions based on the facts and guidance published by the UK Government ([www.gov.uk](http://www.gov.uk)) as well as any host nation guidance and arrangements.

5. The guidance on Accompanied Status (JSP 752, Annex A to Section 1 of Chapter 2) requires that when a Service person’s spouse/civil partner is absent from the Residence at Work Address (RWA) for a period of 90 days or more during a 12-month period, their accompanied status will be reviewed by their Commanding Officer (CO). If the exceptional circumstances relating to COVID-19 cause (or contribute to) the spouse/civil partner being absent from the RWA in excess of 90 days, the CO should acknowledge this during their assessment of the claimant’s accompanied status. Every reasonable effort must be made by the spouse/civil partner to re-join the Service parent as soon as is practicable once any COVID-19 related travel restrictions are reversed<sup>16</sup>.

6. The arrangements in this DL covering Reverse SCVs do not extend to children over the age of 18 attending a nationally accredited establishment and entitled to SCVs under the terms of JSP 752 10.0210 b. Reverse visits are, however, permitted for one parent. In line with regulations (JSP 752 Para 10.0221), no subsistence is authorised

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<sup>16</sup> This includes circumstances in which Service families are evacuated in accordance with JSP 752, Chapter 12, Section 6 (Evacuation from a Permanent Assignment Station Overseas).

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except where specific UK Government or host nation self-isolation accommodation is mandated. Please refer to the FAQs covering mandatory accommodation and COVID testing (paras n-q). For children over the age of 18 with Special Educational Needs and Disability (SEND), or with complex needs requiring specialist support (see JSP 752 10.0210 c. and d.) the provisions of this DL will apply.

Appendix:

1. SCV Regulations during COVID-19: FAQs

**Appendix 1 to**

**Annex C to**

**20210709-Directed Letter Allowances and Expense Arrangements in Response to COVID-19 – Amend 1**

**10 December 2021**

**SCV REGULATIONS DURING COVID-19: FAQs**

1. The following provisions should be read alongside JSP 752 Chapter 10 Section 2 – School Children’s Visits.

a. **What if, due to COVID restrictions in an overseas assignment area it is not practicable for a child to travel to the overseas area on a SCV at the Christmas 2021 end of term school holiday period and the SP wishes to arrange a reverse SCV instead?** SCV regulations (JSP 752 para 10.0228) already allow for a reverse visit for one parent for reasons of child welfare. Should a reverse visit be necessary during the Christmas 2021 end of term school holiday period due to COVID restrictions, then a reverse SCV may be authorised for both parents and any accompanying members of the immediate family in lieu of one SCV for each eligible child. This is in addition to the reverse visit already allowed for welfare reasons, which may already have been taken or which may be required later in the academic year.

b. **If it is necessary to arrange a reverse SCV over the Christmas 2021 end of term school holiday period (for both parents and any accompanying members of the immediate family) due to COVID restrictions can I claim subsistence?** Reverse SCVs do not normally attract payment of subsistence. However, where a reverse SCV is necessary over the Christmas holiday period, accommodation arrangements may be authorised for the duration of any mandatory self-isolation period as well as the school holiday period as detailed below. Where this is applicable, it is expected that the lowest cost accommodation option will be utilised wherever possible; however, it is recognised that personal circumstances will vary and not every option will be available to every family. The Government or devolved administrations’ COVID restrictions may also limit options for some families. SP should therefore discuss their individual circumstances with their Chain of Command and agree the most appropriate course of action. The options for mandatory self-isolation have been listed, alongside the allowable expenses, in order, starting with the most cost-effective. These options apply to travellers who are not mandated to occupy specific self-isolation accommodation by the UK Government and who may therefore elect where to self-isolate (as per their Passenger Locator Form). Travellers from locations where the UK Government has mandated occupation of specific self-isolation accommodation (e.g. Managed Quarantine for Red List countries) should refer to Para q.

(1). **Parent(s) and child(ren) to use the Service Cotswold Centre or welfare housing.** The availability of this type of accommodation should be checked with the Welfare team by the Chain of Command. There would not be a second accommodation charge incurred to the individual Service person for this accommodation. Terminal travel costs up to the cost of MMA for the journeys may be claimed: from the point of arrival in the UK to the welfare accommodation; from the welfare accommodation to the school (twice, on pick up and drop off); and for the parent(s) to return to the point of departure

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from the UK (JSP 752 para 10.0122 b(3)). Hire car costs are only permitted when they fall within the total terminal travel costs claim which must not exceed the cost of MMA for the journey. This is in accordance with current regulations. No subsistence allowance is authorised.

(2). **Parent(s) and child(ren) stay with friends or family.** Subsistence at twice the Private Arrangements Rate (PAR) (i.e. 2 x £35 = £70) may be claimed<sup>17</sup> for any mandatory self-isolation period as well as the duration of the school holiday. **Only one PAR claim is permissible per night, per family and neither Day nor Night subsistence claims are admissible.** Terminal travel costs up to the cost of MMA for the journeys is also permitted for: the parent(s) to transport the child(ren) to the home of the friend/family member; to take the child(ren) to the school (conducted by either the parent(s) or the guardian including the return journey); and for the parent(s) to return to the point of departure in the UK (JSP 752 para 10.0211 b.(3)). Hire car costs are only permitted when they fall within the total terminal travel costs claim which must not exceed the cost of MMA for the journey. This is in accordance with current regulations.

(3). **If neither of the above options are available or the family's specific welfare needs as determined by Service welfare authorities dictate, then the parent(s) and child(ren) may stay in a Serviced Apartment (or hotel if no Serviced Apartment is available) for the duration of the mandatory self-isolation period and/or the school holiday period.** A Serviced Apartment can be booked by emailing a completed form<sup>18</sup> to Global Business Travel (GBT). Costs will be met by MOD and the SP will not be required to pay and claim<sup>19</sup>. Since the Serviced Apartments have self-catering facilities, no subsistence allowance is payable. (If there are no Serviced Apartments available within reasonable travelling distance of the SP's preferred location, hotel accommodation may be substituted and actual subsistence costs (up to £25 per day, for each parent and each child) may be claimed<sup>20</sup> for any mandatory self-isolation period only. Terminal travel costs up to the cost of MMA for the journeys are also permitted for: the parent to transport the child(ren) to the hotel; to take the child(ren) to the school; and for the parent(s) to return to the point of departure in the UK (JSP 752 para 10.0211 b(3)). Hire car costs are only permitted where they fall within the total terminal travel costs claim which must not exceed the cost of MMA for the journey. This is in accordance with current regulations.

c. **What if the quarantine period for a child travelling to the overseas area on an SCV would be reduced or waived if the child was travelling with a fully vaccinated parent (e.g. as per the entry requirements currently in place for Italy) and I wish to travel back to the UK to collect my child?** In this scenario, one return flight for one parent to collect the child from the UK and accompany them on the flight to the overseas assignment area may be authorised. No subsistence allowance is payable.

d. **What if flights are not available to/from my overseas assignment area due to COVID-19 restrictions but it is possible to make a SCV journey by**

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<sup>17</sup> PAR should be claimed under duty travel on JPA.

<sup>18</sup> <https://modgovuk.sharepoint.com/sites/defnet/HOCS/Documents2/20210222%20DL-SCV%20Reverse%20GBT%20Form.docx>

<sup>19</sup> The lead traveller should retain a copy of the invoice for any future audit purposes in accordance with JSP 752 04.0303.

<sup>20</sup> Subsistence should be claimed under duty travel on JPA.

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**vehicle and I wish to do so?** In this scenario, you may travel by car and claim the cost of ferry/Eurotunnel and terminal Motor Mileage Allowance (MMA) travel (up to the value of half the current Get You Home (Overseas) rate for the country in which the SP is assigned) in line with the regulations already in place for those assigned to North West Europe (JSP 752 Para 10.0211c refers). In line with regulations (JSP 752 Para 10.0221) Subsistence Allowance is not authorised.

e. **What if, due to mandatory self-isolation provisions in either the UK or an overseas assignment area or due to a lack of an Unaccompanied Minors (UNMIN) service, it is not practicable for a child to travel to the overseas area on a SCV and the SP wishes to arrange a reverse SCV instead?** SCV regulations (JSP 752 para 10.0228) already allow for a reverse visit for one parent for reasons of child welfare. Should a parent consider this to be the preferred option for them at any of the school holidays during COVID restrictions, then a reverse SCV may be authorised for one parent in lieu of one SCV for each eligible child. This is in addition to the reverse visit already allowed for welfare reasons, which may already have been taken or which may be required later in the academic year.

f. **If I have to arrange a reverse SCV (for one parent) at school holidays or during the school year due to school closure or welfare visit, can I claim any subsistence costs? (see para a. for arrangements during Christmas 2021 school holiday period).** Reverse SCVs do not normally attract payment of subsistence. However, where a reverse SCV is necessary, and there is a mandatory self-isolation period applied by the UK Government on travellers from the country the SP is assigned to, subsistence allowance may be claimed for the duration of the self-isolation period only, as detailed in the options below. Where mandatory self-isolation is applicable, it is expected that the lowest cost accommodation option will be utilised wherever possible; however, it is recognised that personal circumstances will vary and not every option will be available to every family. The Government or devolved administrations' COVID restrictions may also limit options for some families. SP should therefore discuss their individual circumstances with their Chain of Command and agree the most appropriate course of action. The options for mandatory self-isolation have been listed, alongside the allowable expenses, in order, starting with the most cost-effective. These options apply to travellers who are not mandated to occupy specific self-isolation accommodation by the UK Government and who may therefore elect where to self-isolate (as per their Passenger Locator Form). Travellers from locations where the UK Government has mandated occupation of specific self-isolation accommodation (e.g. Managed Quarantine for Red List countries) should refer to para q.

(1). **Parent(s) and child(ren) to use the Service Cotswold Centre or welfare housing.** The availability of this type of accommodation should be checked with the Welfare team by the Chain of Command. There would not be a second accommodation charge incurred to the individual Service person for this accommodation. Terminal travel costs up to the cost of MMA for the journeys may be claimed: from the point of arrival in the UK to the welfare accommodation; from the welfare accommodation to the school (twice, on pick up and drop off); and for the parent(s) to return to the point of departure from the UK (JSP 752 para 10.0122 b(3)). Hire car costs are only permitted when they fall within the total terminal travel costs claim which must not

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exceed the cost of MMA for the journey. This is in accordance with current regulations. No subsistence allowance is authorised.

(2). **Parent(s) and child(ren) stay with friends or family.** Subsistence at the Private Arrangements Rate (PAR) may be claimed<sup>21</sup> for the mandatory self-isolation period only. **Only one PAR claim is permissible per night, per family and neither Day nor Night subsistence claims are admissible.** Terminal travel costs up to the cost of MMA for the journeys is also permitted for: the parent(s) to transport the child(ren) to the home of the friend/family member; to take the child(ren) to the school (conducted by either the parent(s) or the guardian including the return journey); and for the parent(s) to return to the point of departure in the UK (JSP 752 para 10.0211 b.(3)). Hire car costs are only permitted when they fall within the total terminal travel costs claim which must not exceed the cost of MMA for the journey. This is in accordance with current regulations.

(3). **If neither of the above options are available or the family's specific welfare needs as determined by Service welfare authorities dictate, then the parent(s) and child(ren) may stay in a Serviced Apartment (or hotel if no Serviced Apartment is available) for the duration of the mandatory self-isolation period.** A Serviced Apartment can be booked by emailing a completed form<sup>22</sup> to Global Business Travel (GBT). Costs will be met by MOD and the SP will not be required to pay and claim<sup>23</sup>. Since the Serviced Apartments have self-catering facilities, no subsistence allowance is payable. (If there are no Serviced Apartments available within reasonable travelling distance of the SP's preferred location, hotel accommodation may be substituted and actual subsistence costs (up to £25 per day, for each parent and each child) may be claimed<sup>24</sup> for the mandatory self-isolation period only. Terminal travel costs up to the cost of MMA for the journeys is also permitted for: the parent to transport the child(ren) to the hotel; to take the child(ren) to the school; and for the parent(s) to return to the point of departure in the UK (JSP 752 para 10.0211 b(3)). Hire car costs are only permitted where they fall within the total terminal travel costs claim which must not exceed the cost of MMA for the journey. This is in accordance with current regulations.

g. **What if airlines are not currently offering an UNMIN service and I wish to travel with the child(ren) to/from the overseas assignment country?** Where a parent must accompany their child(ren) and comply with any mandatory self-isolation requirements on arrival in the UK, JSP 752 published policy applies. However, this will now be extended to cover dependent children<sup>25</sup> who would normally travel unaccompanied but may now require a parent to accompany them if they are required to self-isolate in a hotel in the UK prior to commencement of the school term. This includes those attending University if exceptional individual circumstances mean this is essential and is agreed by Chain of Command. The following options for subsistence should be considered, and it is expected that the lowest cost option will be utilised wherever possible. However, it is recognised that personal circumstances will vary and not every option will be available to every family. The Government or devolved administrations' COVID restrictions may also

<sup>21</sup> PAR should be claimed under duty travel on JPA.

<sup>22</sup> <https://modgovuk.sharepoint.com/sites/defnet/HOCS/Documents2/20210222%20DL-SCV%20Reverse%20GBT%20Form.docx>

<sup>23</sup> The lead traveller should retain a copy of the invoice for any future audit purposes iaw JSP 752 04.0303.

<sup>24</sup> Subsistence should be claimed under duty travel on JPA.

<sup>25</sup> JSP 752, Chapter 2, Para 02.0109

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limit options for some SP should therefore discuss their individual circumstances with their Chain of Command and agree the most appropriate course of action. The options have been listed below, alongside the allowable expenses. These options apply to travellers who are not mandated to occupy specific self-isolation accommodation by the UK Government and who may therefore elect where to self-isolate (as per their Passenger Locator Form). Travellers from locations where the UK Government has mandated occupation of specific self-isolation accommodation (e.g. Mandated Quarantine for Red List countries) should refer to para q.

(1). **Self-isolation period completed at boarding school for the child(ren) and the parent returns overseas immediately.** Any additional costs incurred for the boarding element of school fees for a mandatory self-isolation period prior to the start of term, which are proportionate to regular boarding fees and charged to all parents for self-isolation, will be refunded in full. For claimants of Continuity of Education Allowance (CEA), additional costs are to be claimed using a manual CEA claim form clearly identified as COVID-19 Additional Costs. Defence Business Services (DBS) will process claims allowing SP to be reimbursed above normal CEA ceilings. CEA claimants should ensure that they have all the appropriate receipts, invoices and associated correspondence when submitting claims for additional costs. Terminal travel costs up to the cost of MMA for the journeys will be permitted (JSP 752 10.0211 b.(3)). Hire car costs are not permitted unless they fall within the total terminal travel costs claim which must not exceed the cost of MMA for the journey. This is in accordance with current regulations.

(2). **Self-isolation carried out at the home of a nominated Guardian.** Where possible we would expect it to be just the child(ren) who self-isolates at the home of the nominated Guardian and the parent would be able to return overseas immediately. Continuity of Education Allowance (Guardians) (CEA(G))<sup>26</sup> is not normally payable under these circumstances but, exceptionally, under the COVID-19 restrictions it may be claimed for each day when the child is self-isolating with the Guardian and the parent is not present. Where it is necessary for the parent to remain with the child(ren) at the home of the Guardian for all or part of the mandatory self-isolation period, then PAR may be claimed. Only one PAR claim is permissible per night per family and CEA(G) is not payable on nights when PAR is claimed. Terminal travel costs up to the cost of MMA for the journeys will be permitted for: the parent to transport the child to the home of the guardian, to take the child to the school (conducted by either the parent or the guardian), and for the parent to return to the point of departure in the UK (JSP 752 para 10.0211 b.(3)). Hire car costs are only permitted within the total terminal travel costs claim which must not exceed the cost of MMA for the journey. This is in accordance with current regulations.

(3). **Parent and child(ren) self-isolate in Service welfare housing.** The availability of this type of accommodation should be checked with the Welfare team by the Chain of Command. There will not be a second accommodation charge made to the individual Service person for this accommodation. Terminal travel costs up to the cost of MMA for the journeys may be claimed: from the point of arrival in the UK to the welfare accommodation, from the

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<sup>26</sup> JSP 752, Chapter 14, Section 5

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welfare accommodation to the school (twice, on pick up and drop off) and for the parent(s) to return to the point of departure from the UK (JSP 752 para 10.0122 b.(3)). Hire car costs are only permitted when they fall within the total terminal travel costs claim which must not exceed the cost of MMA for the journey. This is in accordance with current regulations. No subsistence allowance is authorised.

(4). **Parent and child(ren) self-isolate with friends or family.** Subsistence at the Private Arrangements Rate (PAR) may be claimed for the mandatory self-isolation period only. Only one PAR claim is permissible per night per family. Terminal travel costs up to the cost of MMA for the journeys is also permitted for: the parent to transport the child(ren) to the home of the friend/family member, to take the child(ren) to the school (conducted by either the parent or the guardian), and for the parent to return to the point of departure in the UK (JSP 752 para 10.0211 b.(3)). Hire car costs are only permitted where they fall within the total terminal travel costs claim which must not exceed the cost of MMA for the journey. This is in accordance with current regulations.

(5). **If none of the above options are available or the family's specific welfare needs as determined by Service welfare authorities dictate, then the parent and child(ren) may stay in a Serviced Apartment (or hotel if no Serviced Apartments are available) for the duration of the mandatory self-isolation period.** A Serviced Apartment can be booked by emailing a completed form<sup>27</sup> to Global Business Travel (GBT). Costs will be met by MOD and the SP will not be required to pay and claim<sup>23</sup>. Since the Serviced Apartments have self-catering facilities, no subsistence allowance is payable. (If there are no Serviced Apartments available within reasonable travelling distance of the SP's preferred location, hotel accommodation may be substituted and actual subsistence costs (up to £25 per day, for one parent and each child) may be claimed<sup>24</sup> for the mandatory self-isolation period only. Terminal travel costs up to the cost of MMA for the journeys is also permitted for: the parent to transport the child(ren) to the hotel; to take the child(ren) to the school and for the parent to return to the point of departure in the UK (JSP 752 10.0211 b.(3)). Hire car costs are only permitted where they fall within the total terminal travel costs claim which must not exceed the cost of MMA for the journey. This is in accordance with current regulations.

h. **What if a Service person (SP) decides that their child should not travel to the overseas area on a SCV (through personal choice rather than because of COVID restrictions) and wishes to arrange a reverse SCV instead?** The regulations at JSP 752 (para 10.0228) already allow for a reverse visit for one parent for reasons of child welfare. This is in addition to the reverse visit already allowed for welfare reasons which may already have been taken or which may be required later in the academic year. In line with regulations (JSP 752 para 10.0221) no subsistence is authorised.

i. **What if a Service person (SP) and/or their spouse has been evacuated to UK from the overseas assignment area, or is unable to return to the overseas assignment area due to COVID? Can a SCV within the UK be**

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<sup>27</sup> <https://modgovuk.sharepoint.com/sites/defnet/HOCS/Documents2/20210222%20DL-SCV%20Reverse%20GBT%20Form.docx>

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**permitted in lieu of the SCV to the overseas area?** Yes, the regulations at JSP 752 (para 10.0211) should be followed to arrange travel within the UK to/from the child(ren)s school to the accommodation that the parent(s) will be occupying in the UK during the SCV. In line with regulations (JSP 752 para 10.0221) no subsistence is authorised.

j. **What if a SP has already booked a SCV flight for a child to the overseas area but the COVID situation changes and they need to cancel the flight because of official advice?** If it is necessary to change travel plans because of official advice from the UK Government ([www.gov.uk](http://www.gov.uk)), advice from the child(ren)'s school or from their local Commanding Officer or the Government of the country to which they are assigned, then flights can be cancelled. The costs of the cancelled flight will be met by the MOD. The SCV can then be re-arranged for a later date or a reverse SCV can be authorised instead.

k. **What if a SP has already booked a SCV flight for a child to the overseas area but due to the COVID situation they would prefer to cancel the SCV?** In this scenario, where the decision was based on preference rather than any official advice, parents could decide to cancel the SCV flights and MOD would meet the cost of the cancelled flights. However, this would count as one of the child's SCVs.

l. **What if a child travels to the overseas area on a SCV but cannot return following the school holiday because of official travel advice, school closure or a mandatory self-isolation period has been imposed?** In this scenario, parents could decide to cancel the flight back to the UK and re-arrange for a later date once the school re-opens or travel advice changes. Any cost incurred in the cancellation and re-booking would be met by the MOD.

m. **What if a parent travels to the UK on a reverse SCV but cannot return to the overseas area following the school holiday because of official travel advice or a mandatory self-isolation period has been imposed?** In this scenario, parents would be permitted to cancel the flight back to the overseas area and re-arrange for a later date once the official advice permitted travel. Any cost incurred in the cancellation and re-booking would be met by the MOD. There is no entitlement to subsistence or hotel costs during reverse SCVs (but see provisions at para f. above for subsistence during a mandatory self-isolation period on arrival in UK). Any questions from displaced families should be directed through Chain of Command who will provide advice on assistance in these circumstances.

n. **What if a reverse SCV to the UK has been booked but a change to the COVID-19 situation in UK means that the SP would prefer their child to travel to the overseas assignment area?** If it is necessary to change travel plans because of advice from the UK Government ([www.gov.uk](http://www.gov.uk)), advice from the children's school or from their local Commanding Officer or the Government of the country to which they are assigned, then flights can be cancelled and the costs of the cancelled flight will be met by the MOD. If appropriate, a SCV could then be arranged for the child instead.

o. **What if a child cannot travel to the overseas assignment area due to official travel advice and the parent cannot travel to the UK due to official travel advice?** The cost of return travel from the child's school to a Guardian's

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address<sup>28</sup> in the UK may be claimed (JSP 752 para 10.0211) less the normal parental contribution. Continuity of Education Allowance (Guardians)<sup>29</sup> is not normally payable under these circumstances but, exceptionally, under the COVID restrictions it may be claimed for each day when the child is with the Guardian and the parent is not present.

p. **What if a child is prevented from travelling to join their parents by governmental travel directive or the imposition of an isolation period? They are unable to join a designated Guardian for valid reasons (e.g. the Guardian is self-isolating) and continue to be accommodated at their school.** In this case, where the child remains at the school outwith the normal academic term times, CEA claimants will be entitled to reclaim any additional fees providing they are proportionate to the routine boarding element of the school fees.

q. **If I am travelling from a country where the UK Government has mandated occupation of specific self-isolation accommodation (e.g. Managed Quarantine for Red List countries) can I claim the costs?** Yes, subject to Budget Holder approval, you may claim the cost of any essential mandatory accommodation you, or any immediate family member, have to occupy on arrival in the UK. Please refer to [DAN 18](#) version 8.2 Ideally any mandatory quarantine and testing package will be booked by the Unit Travel cell alongside other travel arrangements but if this option is not available, then costs may be claimed under night subsistence. Where the accommodation package includes 3 meals per day, then no additional subsistence costs may be claimed.

r. **If the UK Government mandates a COVID-19 test(s) be carried out prior to, or following, arrival in the UK, and there is a cost, can I re-claim that cost?** Yes, any essential costs incurred (for the SP and immediate family) can be claimed through JPA in accordance with JSP 752 Annex A to Section 1 of Chapter 17. Claims should be made against your UIN under a Miscellaneous Expenses Claim and then select 'Medical, Dental, Opticians, Prescription Fees' as the Expense Type. You should record 'COVID-19 Test' in the justification box. Please refer to [DAN 18](#).

s. **If the Government of the country to which I am assigned mandates the occupation of specific self-isolation accommodation that is not my Service provided accommodation, and there is a cost, can I re-claim that cost?** Yes, subject to Budget Holder Approval, you may claim the cost of any essential mandatory accommodation you, and any immediate family member, have to occupy on return to the country to which you are assigned. This should be claimed under duty travel subsistence on JPA. If a child is required to self-isolate in accommodation that is not your Service provided accommodation, then a parent may join them in the accommodation, if necessary for welfare reasons, and the costs may also be claimed. Where the accommodation package includes 3 meals per day, then no additional subsistence costs may be claimed.

t. **If the Government of the country to which I am assigned, mandates a COVID-19 test(s) be carried out prior to or following re-entry, and there is a cost, can I re-claim that cost?** Yes, any essential costs incurred (for the SP and immediate family) can be claimed through JPA in accordance with JSP 752 Annex

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<sup>28</sup> In this context, a Guardian can be any responsible adult living in the UK nominated by the parent.

<sup>29</sup> JSP 752, Chapter 14, Section 5

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A to Section 1 of Chapter 17. Claims should be made against your UIN under a Miscellaneous Expenses Claim and then select 'Medical, Dental, Opticians, Prescription Fees' as the Expense Type. You should record 'COVID-19 Test' in the justification box.

u. **Parents returning to the UK to collect their child(ren) from Boarding School are required to submit the mandatory COVID-19 day 2 test. How will this work when the time spent in UK is only one day or an overnight stay?** [DAN 18](#) gives advice at Appendix 2 to Annex A on what to do for a one day trip or an overnight stay when a parent is collecting or returning their child(ren) to/from Boarding School. The parent should aim to return to the overseas location as soon as practicable. There is no requirement for, nor entitlement to, subsistence beyond the one night already permitted for locations where no UNMIN service is available (see JSP 752 Chapter 10 Para 10.0222 b.(2)).

**Annex D to**

**20210709-Directed Letter Allowances and Expense Arrangements in Response to COVID-19 – Amend 1**

**10 December 2021**

**CONTINUITY OF EDUCATION ALLOWANCE: REGULATORY FLEXIBILITY IN RESPONSE TO COVID-19**

1. Under current circumstances it has been necessary to introduce further flexibility into current CEA policy. This will reassure CEA claimants that any deviation from CEA eligibility criteria caused, (or contributed to), directly by COVID-19, will not adversely affect their CEA eligibility. Circumstances that may require a deviation from current CEA policy are detailed at Appendix 1. Any other circumstances not covered by this Annex should be declared to the PACCC, where consideration will be given to the ongoing circumstances brought about by COVID-19.

2. CEA claimants should continue to claim CEA and pay the school fees for each academic term as presented to them. If they subsequently become liable for any additional school fees, as a result of the COVID-19 related scenarios at Appendix 1, they will be eligible for reimbursement under the provisions of this Annex. Any claims for additional school fees for boarding and tuition relating to these scenarios will be considered separately from the main termly CEA claims; the arrangements for reimbursement of additional costs are also detailed at Appendix 1.

3. **Similarly, any reimbursements from the school to the claimant that arise because of COVID-19 must be declared to the department and (where necessary) repaid within 30 days of receipt.** Failure to declare and repay any refund or reimbursement from the school may lead to disciplinary or administrative action. The arrangements for the repayment of reimbursed fees and the handling of fee reductions are detailed at Appendix 2.

**Accompanied Status**

4. Accompanied Status remains an underpinning principle of qualification for CEA. The guidance on Accompanied Status<sup>30</sup>, requires that when a Service person's spouse/civil partner is absent from the Residence at Work Address (RWA) for a period of 90 days or more during a 12-month period, their ongoing eligibility for CEA will be **reviewed** by their Commanding Officer (CO)<sup>31</sup>.

5. If the circumstances relating to COVID-19 cause or contribute to the spouse/civil partner being absent from the RWA for in excess of 90 days<sup>32</sup>, **the CEA claimant should remain assured that the CO will acknowledge this during their assessment of their accompanied status**<sup>33</sup>.

6. A CEA claimant must re-establish accompanied status with their spouse/civil partner as soon as is practicable once any COVID-19 related travel restrictions have

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<sup>30</sup> JSP752, Chapter 2, Section 1, Annex A.

<sup>31</sup> It is important to note that "review" does not mean "withdrawal". It is essential, however, that the CO determines whether absence by the spouse/civil partner was reasonable in the circumstances.

<sup>32</sup> For example, mandatory periods of quarantine or isolation, governmental travel restrictions etc.

<sup>33</sup> In doing so, the CO should notify the PACCC of the outcome of the review.

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been reversed; where they have been directed to return to their place of duty or, there is no restriction to them returning to their RWA.

**Summary**

7. It is important to note that parents, or appointed Guardians, are responsible for the welfare of children attending boarding school in the UK at all times. It will be necessary for parents to keep up to date with the situation as it develops in the UK, as well as in host nation/overseas assignment areas for those assigned overseas. SP should make decisions based on the facts and guidance published by the UK Government ([www.gov.uk](http://www.gov.uk)), Defence ([DANs](#)) as well as any guidance and arrangements published by host nations. Parents should also ensure that they inform their CofC of any changes to their personal circumstances.

8. UK Self-isolation requirements are set out in the Government guidance available at <https://www.gov.uk/uk-border-control>.

Appendices:

1. COVID-19 Related Deviations from CEA Policy + Claiming Additional Costs
2. Arrangements for The Repayment of Reimbursed CEA
3. Examples of the Repayment Calculation

**Appendix 1 to**

**Annex D to**

**File reference 20210709-Directed Letter Allowances and Expense Arrangements  
in Response to COVID-19 – Amend 1**

**10 December 2021**

**COVID-19 RELATED DEVIATIONS FROM CEA POLICY + CLAIMING ADDITIONAL  
COSTS**

**1. The circumstances that may require a deviation from current CEA policy  
include (but are not limited to):**

**a. The child is prevented from travelling to join their parents by governmental travel directive and/or the imposition of a mandatory period of quarantine or isolation. They are unable to join a designated guardian for valid reasons (e.g. the guardian is self-isolating) and continue to be accommodated at their school.** In this case, where the child remains at the school, (outside of the normal academic term times), the CEA claimant will be entitled to reclaim any additional fees without paying any parental contribution. This is providing they are proportional to the routine boarding element of the school fees.

**b. Where the school has decided it is unsafe for a child to remain in the boarding environment at the school, but it is practicable for the child to convert to day-pupil status for the period covered by these arrangements.** In this case, if the child can live with their parents or a designated guardian and travel to the school daily, the claimant may convert to claiming CEA(Day) from the beginning of the next academic term<sup>1</sup>. This will apply even if their child has not completed three consecutive academic terms at the same school as a full boarder. Should the school subsequently be required to close altogether, the child should stay with their parents or a designated guardian. In these circumstances CEA eligibility will not be adversely affected. When the school has decided it is safe for the child to return, if the child has completed 3 academic terms as a full boarder and is living with their parents, they may remain with their parents and the claimant may continue to claim CEA(Day) subject to satisfying the qualifying criteria<sup>1</sup>. Where, however, the child is living with a designated guardian and/or has not completed 3 academic terms as a full boarder they must return to the school and the claimant must revert back to claiming CEA(Board) from the beginning of the next academic term.

**c. The child travels to an overseas area but is prevented from returning to their school because of a government travel restriction, school closure or the imposition of a mandatory period of quarantine or isolation.** Where a child is required to remain at the overseas duty station, the parent will continue to receive the appropriate accompanied rate of Local Overseas Allowance (LOA) until the child is able to return to their school. CEA eligibility will be unaffected.

**d. Where a parent does not wish for their child to return to school following a School Children's Visit (SCV) or other authorised absence because of restrictions placed (by the school) on future absences of the**

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<sup>1</sup> In accordance with JSP 752 (Chapter 14, Section 3).

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**child from the school<sup>2</sup>.** In these circumstances, if the school agrees to provide online tuition, the child may remain with the parents and CEA eligibility will be unaffected. Where the parent is assigned overseas, the appropriate rate of LOA will remain in issue until the child returns to the school. This concession applies only until COVID-19 lockdown restrictions are withdrawn and the child is able to return to school.

**e. Where a claimant is about to complete their service and a delay in examinations causes an extension to an Academic year.** In these circumstances the CEA claimant will be entitled to reclaim any additional fees, (less the parental contribution). This is providing they are proportional to the routine boarding and tuition elements of the school fees. This must be authorised by the CO and supported by advice from the Children's Education Advisory Service (CEAS) with the CO notifying the PACCC in the process. This provision will last for as many academic terms as necessary to complete the academic year.

**f. Where COVID-19 impacts on critical stages of education (GCSEs, A-Levels, B-TECs and Scottish Nationals and Highers or equivalents) and the school recommends an extra academic year.** Where the school has recommended an additional academic year, the claimant should make a written application to the CEAS (including the advice of the school). The CEAS will make its own recommendation and forward to the PACCC for a decision<sup>3</sup>. Reimbursement of any additional school fees will be limited to those in respect of the subjects for which the child was studying before the COVID-19 crisis began and will be subject to the usual parental contribution.

**g. For claimants of Guardians Allowance (GA) where the child must remain with the guardian after the end of the academic year.** In these circumstances GA will remain in issue until the child is reunited with their parents or the travel restrictions are reversed; whichever is sooner.

**h. Where the school has reduced its fees to below the appropriate CEA maximum, will Admissible Extras<sup>4</sup> be payable?** Where the revised net fee (less the appropriate parental contribution) is less than the appropriate maximum rate of CEA, then compulsory costs directly leading to public examinations<sup>5</sup> will be considered admissible. Examples of such costs are examination entrance fees (but not re-sits) or the cost of essential or compulsory textbooks. Only admissible extras included on the bill for the current academic term may be reclaimed<sup>6</sup>. Where there is any doubt Unit HR should review the advice on repayments at Annex B. Where doubt remains, they are to seek advice from the PACCC who should consult the CEAS if necessary. Any costs considered admissible are subject to the usual parental contribution.

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<sup>2</sup> This includes circumstances where the school requires the child to remain at the school for a specific period of time in order to create a "bubble" with their peers.

<sup>3</sup> This is contrary to JSP752 (Paragraph 14.0114b(2)) in order to expedite the process.

<sup>4</sup> But see JSP752 (Paragraph 14.0118c).

<sup>5</sup> GCSEs, A-Levels, B-TECs and Scottish Nationals and Highers or equivalents.

<sup>6</sup> Where admissible extras were included on bills for previous terms but could not be claimed because the CEA provision for that term had been exhausted, they may not now be claimed with any CEA refunded by the school for the current term.

## Payments

2. For the purposes of submitting routine CEA claims and claiming back additional costs, the following applies:
- a. CEA claimants are to continue to claim for their main termly CEA claims in accordance with routine procedures.
  - b. Where CEA claimants incur additional costs as detailed in this Annex, they are to be claimed using a manual CEA claim form<sup>7</sup> clearly identified as COVID-19 Additional Costs. Defence Business Services (DBS) will process claims allowing SP to be reimbursed above normal CEA ceilings.
  - c. CEA claimants should ensure that they have all the appropriate receipts, invoices and associated correspondence when submitting claims for additional costs.
  - d. Standard DBS response times may need to be extended to facilitate the processing of manual claims in the COVID-19 environment.

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<sup>7</sup> JPA Form F001 for CEA and JPA Form F002 for GA [JPA Form Library](#).

**Appendix 2 to  
Annex D to**

**File reference 20210709-Directed Letter Allowances and Expense Arrangements in  
Response to COVID-19 – Amend 1**

**10 December 2021**

**ARRANGEMENTS FOR THE REPAYMENT OF REIMBURSED CEA**

1. When CEA claimants are advised of a reduction or refund in fees by their child's school, they should immediately inform their Unit HR providing details of the original school bill and the reduced fees.
2. The instructions detailed in this Appendix were first introduced for Summer Term 20. However, depending on current and future restrictions that may be caused by COVID-19 and for how long those restrictions endure, these instructions should be considered (where necessary) to apply also to any subsequent academic terms until they are withdrawn or replaced by Armed Forces Remuneration (Allowances).
3. Claimants must bear in mind that CEA is publicly funded money and as such, refunds offered in any form in relation to school fees must be accepted and declared to their Unit HR<sup>1</sup>. Failure to do so may result in disciplinary or administrative action. There are various scenarios in which a reduction in fees may occur:
  - a. **The claimant has paid the school fees for the academic term and has subsequently received a revised bill indicating a refund.** In these circumstances the claimant should declare the refund to their Unit HR and provide a copy of the original and reduced bills. Unit HR will then conduct an assessment and inform the claimant of the necessary repayment, copying to DBS Debt Management (Recovery & Write-Off) by E-Mail (footnote 3). The claimant must then repay the CEA to MOD in accordance with the arrangements at paragraph 6 of this Appendix.
  - b. **The claimant has paid the school fees for the academic term but had not submitted a claim for CEA when they received a subsequent revised bill indicating a refund.** In these circumstances, the claimant should declare the refund to their Unit HR providing a copy of the original and reduced bills. They should then submit their CEA claim but for the reduced amount.
  - c. **The CEA claimant has paid the school fees for the academic term, has not received a revised bill but has received a payment direct from the school.** In these circumstances, the claimant should declare the payment to their Unit HR. They should provide copies of the original school bill and any documentation showing the payment made to them by the school. The Unit HR will then conduct an assessment and confirm the value of the necessary CEA repayment with the claimant, copying to DBS Debt Management (Recovery & Write-Off) by E-Mail (footnote 3). The claimant must then repay the CEA to MOD in accordance with the arrangements at paragraph 6 of this Appendix.
  - d. **The CEA claimant has paid the school fees for the academic term, the school has offered no reimbursement for the academic Term but has offered to reduce their fees for the next academic term.** In these circumstances, if the

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<sup>1</sup> This includes circumstances where the school invites the claimant to waive a refund or fee reduction as a donation.

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claimant does not get a retrospective amendment to the bill for the current term, they should declare the intended fee reduction for the subsequent term to their Unit HR. They should then claim the reduced fees for that term in accordance with the routine process.

e. **Where the school has closed or entered administration.** In these circumstances, the claimant should pay any outstanding bills to the school. They should then declare any unused CEA to their Unit HR providing a copy of the original and reduced bills. If necessary, Unit HR will then conduct an assessment and inform the claimant of the necessary repayment, copying to DBS Debt Management (Recovery & Write-Off) by E-Mail (footnote 3). The claimant should then repay the unused CEA to MOD in accordance with the arrangements at paragraph 6 of this Appendix. Any refund received by the claimant in respect of subsequent academic terms should be similarly declared.

4. Any other circumstances not covered by this DL should be considered on a case by case basis and submitted to DBS Debt Management (Recovery & Write-Off) by E-Mail (footnote 3).

5. Examples of how Unit HR should assess any necessary repayments with guidance notes are detailed at Appendix 3.

6. Where it is necessary for the CEA claimant to repay CEA already received in the circumstances outlined in paragraphs 3.a, 3.c or 3.e above, separate payments should be made where they are claiming for more than one child. Payments must be made within 30 days of receipt as follows:

a. Each repayment must be clearly marked with a reference consisting of the individual's Service Number, the academic term to which it refers, the child's name and "COVID-19 CEA Repayment; e.g., 123456X Academic Term Smith, John COVID-19 CEA Repayment<sup>2</sup>.

b. Payments may be made by the following methods:

(1) **Bank Transfer:**

Account Title: MOD DBS MIL PERS UK Receipts

Sort Code: 60 – 70 – 80

Account Number: 10021116

IBAN Number: GB87NWBK60708010021116

SWIFT Code: NWBKGB2L

Reference: Service Number – Academic Term – Child Name - School Name - COVID-19 - CEA Repayment.

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<sup>2</sup> If the Bank website does not allow for the reference in its entirety, then the claimant must input at least their service number and "CEA". DBS will cross-check that reference with the correspondence copied to them by Unit HR.

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**N.B.** DBS Debt Management (Recovery & Write-Off) must be notified when the Bank Transfer has been made<sup>3</sup>. DBS Debt Management will acknowledge receipt of Bank Transfers.

(2) **Cheque Payment:**

Cheques should be made payable to: MOD DBS MIL PERS UK Receipts.

The reverse of the cheque should be annotated with the Reference, i.e., Service Number – Academic Term – Child Name - School Name - COVID-19 - CEA Repayment.

The cheque should be sent to:

Defence Business Services  
Debt Management (Recovery and Write-Off)  
Mail Point 600,  
Kentigern House,  
65 Brown Street,  
Glasgow, G2 8EX.

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<sup>3</sup> E-Mail Address - [DBSMilPers-MilOps-DM-RWO-Group@mod.gov.uk](mailto:DBSMilPers-MilOps-DM-RWO-Group@mod.gov.uk).

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**Appendix 3 to  
Annex D to**

**File reference 20210709-Directed Letter Allowances and Expense Arrangements in Response to COVID-19 – Amend 1  
10 December 2021**

**EXAMPLES OF THE REPAYMENT CALCULATION**

Examples of the Repayment Calculation including acknowledgement of extras (both admissible and inadmissible) (See notes for guidance below).

<u>ORIGINAL SCHOOL FEES ABOVE CEA MAX</u>		<u>REVISED SCHOOL FEES BELOW CEA MAX</u>	
SCHOOL FEES	£11,000	SCHOOL FEES	£6,000
PARENTAL CONTRIBUTION (10%)	£1,100	PARENTAL CONTRIBUTION (10%)	£600
OUTSTANDING FEES	£9,900	OUTSTANDING FEES	£5,400
CEA (SENIOR) MAX ENTITLEMENT	£7,828	CEA (SENIOR) MAX ENTITLEMENT	£7,828
CEA PAID	£7,828	CEA PAID	£5,400
UNCOMPENSATED AMOUNT	£2,072	UNCOMPENSATED AMOUNT	£0
AVAILABLE CEA	£0	AVAILABLE CEA	£2,428
<u>EXAMPLES OF EXTRAS FROM PREVIOUS TERM</u>		<u>EXAMPLES OF EXTRAS FROM PREVIOUS TERM</u>	
PONY CLUB	£250 INADMISSIBLE	PONY CLUB	£250 INADMISSIBLE
"A" LEVEL ENTRY FEE	£150 ADMISSIBLE	"A" LEVEL ENTRY FEE	£150 ADMISSIBLE
EXTRAS THAT CAN BE CLAIMED (LESS 10% PC)	£0	EXTRAS THAT CAN BE CLAIMED (LESS 10% PC)	£135
10% PC FOR EXTRAS THAT CAN BE CLAIMED	£0	10% PC FOR EXTRAS THAT CAN BE CLAIMED	£15
CEA PAID AFTER ADMISSIBLE EXTRA	£7,828	CEA PAID AFTER ADMISSIBLE EXTRA	£5,535
<b>TOTAL PARENTAL PAYMENT</b>	<b>£3,172</b>	<b>TOTAL PARENTAL PAYMENT</b>	<b>£615</b>

  

**REPAYMENT = £7,828 Minus £5,535 = £2,293**

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**ORIGINAL SCHOOL FEES BELOW CEA MAX**

SCHOOL FEES	£6,000
PARENTAL CONTRIBUTION (10%)	£600
OUTSTANDING FEES	£5,400
CEA (SENIOR) MAX ENTITLEMENT	£7,828
CEA PAID	£5,400
UNCOMPENSATED AMOUNT	£0
AVAILABLE CEA	£2,428

**EXAMPLES OF EXTRAS FROM PREVIOUS TERM**

PONY CLUB	£250 INADMISSIBLE
"A" LEVEL ENTRY FEE	£150 ADMISSIBLE
EXTRAS THAT CAN BE CLAIMED (LESS 10% PC)	£135
10% PC FOR EXTRAS THAT CAN BE CLAIMED	£15

CEA PAID AFTER ADMISSIBLE EXTRA £5,535

**TOTAL PARENTAL PAYMENT £615**

**REVISED SCHOOL FEES BELOW CEA MAX**

SCHOOL FEES	£4,000
PARENTAL CONTRIBUTION (10%)	£400
OUTSTANDING FEES	£3,600
CEA (SENIOR) MAX ENTITLEMENT	£7,828
CEA PAID	£3,600
UNCOMPENSATED AMOUNT	£0
AVAILABLE CEA	£4,228

**EXAMPLES OF EXTRAS FROM PREVIOUS TERM**

PONY CLUB	£250 INADMISSIBLE
"A" LEVEL ENTRY FEE	£150 ADMISSIBLE
EXTRAS THAT CAN BE CLAIMED (LESS 10% PC)	£135
10% PC FOR EXTRAS THAT CAN BE CLAIMED	£15

CEA PAID AFTER ADMISSIBLE EXTRA £3,735

**TOTAL PARENTAL PAYMENT £415**

REPAYMENT = £5,535 Minus £3,735 = **£1,800**

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**CEA REPAYMENTS – UNIT HR NOTES FOR GUIDANCE**

1. These notes are to assist Unit HR's to assess the level of repayment of CEA for any academic term where the claimant has received a reduction in fees, or a reimbursement of fees already paid.
2. For the purposes of this note, CEA claimants should only make repayments in the circumstances detailed at paragraphs 3.a, 3.c or 3.e of Appendix 2.
4. Any extras (either admissible or inadmissible), should be included in, or excluded from, the calculation as necessary in accordance with JSP 752, Chapter 14, Section 1, Paragraph 14.0118c. Examples of such extras are included in the examples above<sup>1</sup>.
3. In assessing repayments, Unit HRs are to note that the parental contribution payable in respect of State Maintained Boarding Schools is 8% and for Independent Schools it is 10%.
4. Unit HR are to maintain accurate records of all re-assessed CEA claims and any refunds advised; this is to be maintained with their CEA register. The detail is to be retained for 3 years and is to be available upon request to inform subsequent assurance.
5. Copies of all respective school bills used to support the CEA re-assessment (irrespective of whether a refund is due), are to be held for 3 years to support subsequent assurance; to be held with the CEA register.
6. Refunds of CEA are not to be paid into Cash and Office Management (COM) accounts (CBCA or Imprest accounts) or held in safe custody on behalf of CEA claimants. It is the CEA claimant's personal responsibility to make the payment.

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<sup>1</sup> The examples do not include circumstances where the school fees remain above the CEA maximum after a refund is offered as the CEA claimant is not required to repay any CEA.

## **Annex E to**

### **20210709-Directed Letter Allowances and Expense Arrangements in Response to COVID-19 – Amend 1**

**10 December 2021**

#### **EXTENSION OF THE EVACUATION PACKAGE<sup>1</sup> TO “NON-EVACUATED” FAMILIES**

1. This annex gives clarification for SP, and/or their immediate family, assigned overseas who were not formally evacuated but who returned to the UK for reasons caused by COVID-19<sup>2</sup>, but then found themselves stranded and unable to return to their overseas duty station due to travel restrictions or mandatory periods of quarantine or isolation. These families found themselves ineligible for a number of allowances and expenses laid down in JSP 752 Chap 12 Sect 6 as they had not been formally evacuated.
2. The aim of the Evacuation Package is, under normal circumstances, to assist SP and their accompanying immediate family who are ordered to evacuate their permanent overseas duty station to the UK or to an alternative region. Both the evacuation and the location to which they are moved must be authorised by the Head of Mission after consultation with their relevant section of the Foreign, Commonwealth & Development Office (FCDO), or a nominated military commander. The package does not ordinarily extend to non-evacuated families.
3. Where a SP, and/or their immediate family, have departed the overseas duty station back to the UK and subsequently become stranded and unable to return, exceptional authority is granted for entitlement to certain provisions in JSP 752 Chap 12 Sect 6 from the date they departed the overseas duty station until the date the SP and/or the family were/are able to return to the overseas duty station after restrictions were/are lifted. Entitlement to the exceptional authority given in this Annex is subject to the caveats listed at paragraph 21.
4. This DL provides the entitlements detailed in the following paragraphs.

#### **Accommodation**

5. The options for accommodation are outlined in the following paragraphs and it is expected that the lowest cost option will be utilised wherever possible. It is recognised, however, that familial circumstances will vary and not every option will be practicable for every family. The Government or devolved administrations' COVID-19 restrictions may also limit options for some families. SP should therefore discuss their individual circumstances with their Chain of Command and agree the most appropriate course of action.

#### **Service Families Accommodation (SFA) or Services Cotswold Centre (SCC)**

6. Service families may be given the choice of where to be accommodated in the UK, where surplus SFA is available, or at the SCC at Corsham (collectively referred to as service accommodation). Families wishing to occupy service accommodation may apply for it via their chain of command responsible for welfare support. The provision of service

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<sup>1</sup> The Evacuation from a Permanent Assignment Station Overseas (JSP752, Chap 12, Sect 6).

<sup>2</sup> Examples could include parents who returned to the UK to care for their children following the closure of schools due to COVID-19 or, SP who had been temporarily absent from their overseas duty station, but still overseas, could not return because of travel restrictions and had to return to the UK.

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accommodation should be handled on a case by case basis taking into account the specific needs of each family. The following conditions will apply:

- a. There will be no liability for accommodation charges (including CILOCT (Contributions in Lieu of Council Tax)) arising from occupation of service accommodation under this DL. This is on the understanding that, where the SP has remained at the permanent overseas assignment station, they continue to pay the appropriate Service accommodation charges in respect of SFA (or equivalent) that they are occupying. Service accommodation charges for the family will continue to be waived after the 90-day point as previously directed by CDP. The SP will be liable for payment of all utility and associated bills during the period of their family's occupation of Service Accommodation with effect from the date of their family's occupation.
- b. Where SFA is allocated, it may not necessarily be at the SPs first location preference or normal entitlement. SP should accept SFA offered, regardless of location or entitlement.
- c. As service accommodation will have self-catering facilities, no subsistence allowance is payable.

### **Serviced Apartments & Hotel Accommodation**

7. If service accommodation is/was not available or practicable then, subject to the family circumstances, the family may stay in a serviced apartment for the duration of the period that they are stranded in the UK<sup>3</sup>. The serviced apartment must be booked by E-Mailing a completed form to Global Business Travel (GBT). Costs will be met by MOD and the SP will not be required to pay and claim. Since the serviced apartments have self-catering facilities, no subsistence allowance is payable.

8. If there are no serviced apartments available within reasonable travelling distance of the SP's preferred location, hotel accommodation may be substituted and actual subsistence costs may be claimed up to £25 for each day, for each member of the family<sup>4</sup>. This is from the date on which they were stranded in the UK for up to 90 days or until service accommodation is/became available; whichever is earlier. Note that where personnel have entered mandatory quarantine and the cost of food exceeds Subsistence Allowance, existing arrangements allow for line managers or budget managers to authorise over the subsistence maximum (see JSP 752 Ch 5 para 05.0171). There is no entitlement to claim Subsistence after 90 days without evidence that service accommodation is/was not available (e.g. Non-Availability Certificate). Allocated service accommodation may not necessarily be provided at the SP's first location preference and this does not automatically give entitlement to Subsistence beyond the 90-day point.

### **Privately Arranged Rented Accommodation**

9. The reimbursement of costs for privately arranged rented accommodation will only be considered if there is no appropriate service accommodation, serviced apartments or hotel accommodation available<sup>5</sup>. If the SP and/or immediate family choose (or chose) not

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<sup>3</sup> If a mandatory period of quarantine were to be required for SP/families entering the UK in the context of the circumstances acknowledged by this DL, then those costs would also be covered by this Annex.

<sup>4</sup> Subsistence should be claimed under duty travel on JPA.

<sup>5</sup> If a mandatory period of quarantine were to be required for SP/families entering the UK in the context of the circumstances acknowledged by this DL, then those costs would also be covered by this Annex.

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to occupy Service accommodation or have been (or were) offered service accommodation and declined, the cost of any privately arranged rented accommodation will not be met from public funds.

10. If a SP and/or their immediate family were not offered service accommodation, as they did not originally qualify, they may now be refunded privately arranged rented accommodation costs, subject to Budget Holder approval, on production of receipted costs using this Annex as authority<sup>6</sup>. Reimbursement of privately arranged rented accommodation will be limited to within the rental ceilings for the location concerned which are considered reasonable by the Defence Infrastructure Organisation.

11. The SP will remain liable for payment of all utility and associated bills during the period of their family's occupation of privately arranged rented accommodation with effect from the date of occupation.

12. Privately arranged rented accommodation must have self-catering facilities, therefore no subsistence allowance is payable.

### **Privately Arranged Rate (PAR)**

13. PAR allows SP to make private arrangements for them and/or their family to stay with relatives or friends, when service accommodation is not available. The daily rate of PAR is designed to cover a 24-hour period and contribute towards all expenses incurred during that period (e.g. all meals, accommodation costs (if any) and a gift for the hosts etc). Only one PAR claim is permissible per night, irrespective of the number of family members. Where SP are in receipt of PAR, Day and Night Subsistence cannot be claimed. PAR may remain in issue beyond the 90-day point, but only until service accommodation becomes available. Therefore, there is no entitlement to claim PAR after 90 days without evidence that service accommodation is/was not available (e.g. Non-Availability Certificate). Allocated service accommodation may not necessarily be provided at the SP's first location preference; this does not automatically give entitlement to PAR beyond the 90-day point.

### **Local Overseas Allowance (LOA)**

14. Accompanied rates of LOA remain in issue if the SP remained at the overseas duty station and on the understanding that the family will return to the overseas location. If it is later decided that the family will not return, then the SP will revert to the unaccompanied rate of LOA. Where the family are stranded in the UK with the SP remaining at the permanent duty station, the SP will be considered INVOLSEP (but not for the purposes of LSA) until such time as their family returns to the overseas location or, they reach the end of their assignment. In this instance, SP will only become eligible for LSA, if and from the point at which the assignment is designated 'Unaccompanied' for the remainder of the assignment.

15. Where both the SP and family are stranded in the UK, residual rates of LOA remain in issue if it is expected that the SP and family will return to the overseas location. If it is later decided that the family will not return, the SP would revert to residual rate of unaccompanied LOA until they return to the overseas location, at which point they would receive the appropriate unaccompanied rate of LOA depending on their accommodation.

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<sup>6</sup> Claims should be made under duty travel, Night Subsistence on JPA entering this DL Annex in the supporting evidence box.

## **Cost of Living Addition (COLA)**

16. COLA will remain in issue at the accompanied Rate for first 60 days if the SP remained at the overseas duty station. From Day 61 the SP will revert to the unaccompanied rate for remainder of their family's absence. Where the family are stranded in the UK but the SP remains at permanent duty station, the SP will be considered INVOLSEP from the point that they are placed on unaccompanied rates of COLA and receive the appropriate level of LSA until such time as their family is able to return to the overseas location or they reach the end of their assignment. If the family, once notified that they can return, decide not to return to the overseas location, then the SP will be deemed to be VOLSEP and the LSA entitlement will change accordingly.

17. Where both the SP and family are stranded in the UK, the accompanied rate of COLA remains in issue for 60 days. From day 61 entitlement to COLA and Hardship ceases for remainder of the period that they are stranded in the UK.

## **Telephone Charges and WiFi**

18. The purchase of 4G top-up cards and PAYG WiFi up to £55/week until they return to the overseas location or it is decided that they will not be returning to the overseas location.

## **Mandatory Quarantine and COVID-19 Testing**

19. If, on re-entry to the overseas location, the host government requires mandatory periods of quarantine in accommodation that is not service accommodation or the SPs privately owned/rented accommodation, SP affected by the circumstances outlined in this Annex may reclaim the cost for themselves and any immediate family travelling with them, subject to Budget Holder Approval. This should be claimed under duty travel subsistence costs on JPA. Note that where personnel have entered mandatory quarantine and the cost of food exceeds Subsistence Allowance, existing arrangements allow for line managers or budget managers to authorise over the subsistence maximum (see JSP 752 Ch 5 para 05.0171).

20. If, on re-entry to the overseas location, the host government requires a COVID-19 test be carried out prior to re-entry, SP affected by the circumstances outlined in this Annex may reclaim the cost for themselves and any immediate family travelling with them through JPA in accordance with JSP 752 Annex A to Section 1 of Chapter 17. Claims should be made to your UIN under a Miscellaneous Expense Claim and then select "Medical, Dental, Opticians Prescription Fees" as the Expense Type.

## **Conditions**

21. Entitlement to the provisions of this DL are subject to the following caveats:

- a. The SP must provide evidence to their Unit HR that the child was unable to remain at the school or university (halls of residence or privately arranged rented accommodation);
- b. The SP must provide evidence to their Unit HR that it was not practicable for the appointed guardian, friends or relatives to care for their child;

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c. The SP must provide evidence to their Unit HR that they and/or their immediate family were unable to travel back to the overseas location due to travel restrictions, mandatory periods of quarantine or the non-availability of flights;

d. If the SP has/had been offered service accommodation for themselves and/or their immediate family, regardless of location and declined, there will be no entitlement to the reimbursement of costs associated with privately arranged rented accommodation. Where, however, there are clear mitigating circumstances, e.g., additional needs, proximity to necessary medical care etc, costs may be reimbursed following the submission of casework to the PACCC.

e. Where SP has removed a tenant from their own property in order that they may live there, the MOD is not responsible for any loss of income.

f. If the SP and/or their immediate family are in privately arranged rented accommodation and find themselves now eligible for service accommodation due to the exceptional authority given in this DL, there is no entitlement to claim private accommodation costs after 90 days from the date of this letter without evidence that service accommodation is/was not available (e.g. Non-Availability Certificate). Allocated service accommodation may not necessarily be provided at the SP's first location preference; this does not give entitlement beyond the 90-day point.

22. It is important to note that parents, or appointed Guardians, are responsible for the welfare of children attending school in the UK at all times. It will be necessary for parents to keep up to date with the situation as it develops in the UK, as well as in the host nation/overseas assignment area for those assigned overseas. SP should make decisions based on the facts and guidance published by the UK Government as well as any guidance and arrangements published by host nations. Parents should also ensure that they inform their CofC of any changes to their personal circumstances.

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## Annex F to

### 20210709-Directed Letter Allowances and Expense Arrangements in Response to COVID-19 – Amend 1

10 December 2021

#### **ADDITIONAL GENERAL GUIDANCE FOR ALLOWANCE AND EXPENSE ARRANGEMENTS IN RESPONSE TO COVID-19**

1. The individual circumstance of each SP, regardless of their circumstance, must be considered on its own merit and assessed to ensure that appropriate provision is being delivered<sup>1</sup>. Units should interpret the regulations in JSP 752 reasonably and intelligently, taking into account the aim of each allowance<sup>2</sup>.
2. JSP 752 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/caveats<sup>3</sup>. The latter should also be used to guide entitlement if SP are temporarily working from home, as some allowances cease after a period of time<sup>4</sup>.
3. This annex gives additional guidance and flexibility to CoCs when establishing where entitlement to allowance and expenses policy exists.

#### **Food and Accommodation (JSP 752 Chapter 5)**

4. **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. **Food and Incidental Allowance (FIA) (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.
6. **Special Messing Allowance (SMA) (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.

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

<sup>2</sup> 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 acqn for which FIA is being paid or at the Family Home/PMP.

<sup>3</sup> 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.

<sup>4</sup> As the SP is not experiencing the circumstances that the allowance is designed to cover.

### **Official Travel (JSP 752 Chapter 6)**

7. **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**.

### **Overseas Service (JSP 752 Chapter 9)**

8. **Get You Home (Overseas) (GYH(O)) (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 insurance<sup>5</sup>. 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.

### **Separation (JSP 752 Chapter 10)**

9. **Longer Separation Allowance (LSA) (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:

- a. **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.
- b. **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.

### **Deployment (JSP 752 Chapter 11)**

10. **Operational Allowance (OA) (Chap 11 Sect 4).** In response to the COVID-19 pandemic, and to ensure that the risk posed to deployed forces from the virus is reduced to as low as reasonably practicable, SOL commanders have directed that SP that contract the virus whilst in theatre are to be extracted and placed into quarantine external to SOLs, and return after the period of quarantine ends. This Annex gives **exceptional authority** for SP who are extracted from theatre and placed into quarantine outside of a recognised SOL, that otherwise would have been in receipt of OA, to remain eligible for the allowance during the period of quarantine. Should the SP exit quarantine and not redeploy to the SOL then OA is to cease from the date that the quarantine ended. Additionally, it has been recognised that for the few SP in receipt of OA that are authorised a period of Rest

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

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and Recuperation (R&R) during their operational tour may then be required to conduct a period of quarantine prior to returning to the SOL. In this circumstance, **exceptional authority** has been granted to the continuation of payment of OA to the SP during post-R&R quarantine outside of the SOL.

11. **Campaign Continuity Allowance (CCA) (Chap 11 Sect 5).** Existing policy allows SP permanently assigned to CCA posts to be eligible for CCA after 228 days qualifying service in the relevant operational theatre<sup>4</sup>. However, many of these SP are required to undergo a period of Service-provided quarantine prior to undertaking these roles, thus extending the burden placed on the SP. **Exceptional authority** has been granted for CCA qualifying periods to include the time spent in pre-handover Service-provided quarantine that is required due to the COVID-19 pandemic.

12. **Concessionary Travel for Immediate Families (CTF) (Chap 11 Sect 2).** The aim of CTF is to enable the immediate families of SP to have the benefit of the support of the Service person/spouse/civil partner's close family during extended periods of deployment by their Service spouse/civil partner<sup>6</sup>. Entitlement to CTF depends on the Service person's expected duration of deployment or 'projected entitlement' (number of days). Authority is **exceptionally** granted for any mandated periods of time spent in Service-provided quarantine/isolation away from the SP's family home<sup>7</sup> to count towards this qualifying entitlement. Eligibility and entitlement are otherwise unchanged<sup>8</sup>.

### **Relocation (JSP 752 Chapter 12)**

13. **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.

14. For medical discharges that meet the criteria in para 12.0417, 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 be approved by the Commanding Officer for a further 3 months without the need for casework.

15. 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.

16. **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

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<sup>6</sup> JSP 752 Chapter 11 Section 2 para 11.0201.

<sup>7</sup> JSP 752 Chapter 2 Section 1 para 02.0117.

<sup>8</sup> JSP 752 Chapter 11 Section 2 para 11.0205.

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**exceptionally** be approved by the Commanding Officer up to 6 months after the SP's revised RDD as confirmed by the Career Manager.

17. Should an unaccompanied/single 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.

18. 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.

**Miscellaneous (JSP 752 Chapter 17)**

19. **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.