



## ARMY GENERAL AND ADMINISTRATIVE INSTRUCTIONS

### VOLUME 3

### CHAPTER 108

## CAREER MANAGEMENT AND SUPPORTABILITY CHECKING FOR ARMY SERVICE PERSONNEL WITH FAMILY DEPENDANTS WHO HAVE ADDITIONAL NEEDS AND/OR DISABILITIES

This Chapter is sponsored by PersCap PersSvcs Welfare. It covers the Army Policy for Career Management and Assessment of Supportability for Army Service Personnel with Family Dependants who have Additional Needs and/or Disabilities. This chapter should be read in conjunction with JSP 770, Tri-Service Operational and Non-operational Welfare Policy, JSP 820 Tri-Service Disability and Additional Needs Policy and JSP 342 Education of Service Children and Young People. This policy applies to the Regular Army and the Army Reserve where practicable and manageable.

Intentionally blank

**VOLUME 3  
CHAPTER 108**

**CAREER MANAGEMENT AND ASSESSMENT OF SUPPORTABILITY FOR ARMY SERVICE  
PERSONNEL WITH FAMILY MEMBERS WHO HAVE ADDITIONAL NEEDS AND/OR  
DISABILITIES**

**INDEX**

<b>Contents</b>	<b>Page</b>	<b>Paras</b>
<b>PART 1 - Policy Directive</b>		
Introduction	108/1-1	<a href="#">108.01</a>
Background	108/1-1	<a href="#">108.02</a>
Career Management	108/1-1	<a href="#">108.03</a>
Assessment of Supportability	108/1-1	<a href="#">108.04</a>
Supportability Information	108/1-1	<a href="#">108.05</a>
National Legislation	108/1-1	<a href="#">108.06</a>
Support in the UK	108/1-1	<a href="#">108.07</a>
Support outside the UK	108/1-1	<a href="#">108.08</a>
<b>PART 2 – Responsibilities</b>		
Director of Personnel Capability (D PersCap)	108/2-1	<a href="#">108.021</a>
APC Branch AD	108/2-1	<a href="#">108.022</a>
Pre-Arrival Information	108/2-1	<a href="#">108.023</a>
Unit Commanders	108/2-1	<a href="#">108.024</a>
Service Personnel	108/2-1	<a href="#">108.025</a>
Changes in Family Circumstances	108/2-1	<a href="#">108.026</a>
<b>PART 3 – Career Management</b>		
Career Management	108/3-1	<a href="#">108.031</a>
Employment	108/3-1	<a href="#">108.032</a>
Assignment Preference Proforma	108/3-1	<a href="#">108.033</a>
Annual Appraisal Reports	108/3-1	<a href="#">108.034</a>
Assignment Notification outside the UK	108/3-1	<a href="#">108.035 - 108.036</a>
<b>PART 4 – Assessment of Needs and Supportability</b>		
Assessment of Needs	108/4-1	<a href="#">108.041</a>
Special Education Needs and Disabilities (SEND)	108/4-1	<a href="#">108.042</a>
Education of Service Children	108/4-1	<a href="#">108.043</a>
Accommodation Adaption	108/4-1	<a href="#">108.044</a>
Unit Welfare Staff	108/4-1	<a href="#">108.045</a>
Emerging Supportability Need on Assignment	108/4-1	<a href="#">108.046</a>
Specific Learning Difficulties (SpLD) Service Personnel	108/4-1	<a href="#">108.047</a>

<b>Contents</b>	<b>Page</b>	<b>Paras</b>
Isolated Detachments (ISOSETS) and Extra Command Area (ECA)	108/4-2	<a href="#">108.048</a>
Medical Equipment	108/4-2	<a href="#">108.049</a>
Forces Additional Needs and Disabilities Forum	108/4-2	<a href="#">108.050</a>
Contracted Community Health and Social Services	108/4-2	<a href="#">108.051</a>
British Forces Germany (BFG)	108/4-2	<a href="#">108.052</a>
Joint Forces Command (JFC)	108/4-2	<a href="#">108.053</a>
Additional Sources of Support	108/4-3	<a href="#">108.054</a>

<b>Annex</b>	<b>Title</b>	<b>Responsible Authority</b>
<a href="#">Annex A</a>	Career Management Notification Proforma (CMNP)	PersCap Welfare
<a href="#">Annex B</a>	Career Management and Assignment Process	PersCap Welfare
<a href="#">Annex C</a>	Additional Sources of Support	PersCap Welfare



Intentionally Blank

## PART 1 – POLICY

108.01. **Introduction.** This Army General Administrative Instruction ([AGAI](#)) is the Army Policy for Career Management and Assessment of Supportability for Army Service Personnel (SP) with family members<sup>1</sup> who have Additional Needs and/or Disabilities. This Policy must be read with reference to [JSP 820](#)<sup>2</sup>, [JSP 770](#)<sup>3</sup> and [JSP 342](#)<sup>4</sup>. This Policy applies to Regular and Reserve Army SP and their families where it is practicable and manageable.

108.02. **Background.** The impact of an inappropriate and unsupported accompanied assignment cannot be overstated, especially if the assignment is outside the UK and the outcome is the cancellation of an assignment at short notice or the return of SP and dependants back to the UK. The consequences of such an outcome may also affect other SP and dependants should they be re-assigned at short notice or are extended in a post to prevent gapping.

108.03. **Career Management.** This Policy directs Career Managers (CM) to deliver responsive career management which meets the needs of the Army and when informed, takes account of any additional family supportability needs that may have an impact on future assignments. As soon as SP are aware that a family member has a supportability need, they must inform their Chain of Command and the unit CM must generate a Career Management Notification Proforma (CMNP) at [Annex A](#) and once verified, staff the CMNP to the appropriate APC CM.

108.04. **Assessment of Supportability.** An Assessment of Supportability as directed in [JSP 770](#) must be completed for all family members accompanying SP on assignment outside the UK.

108.05. **Supportability Information.** When considering an assignment outside the UK SP/Family should check the in-country guides for Supportability Information in the location they are interested in or where they are being assigned to. This is critical as the MOD cannot support every additional need in all locations. The in-country guides should be available from their receiving unit or Command HQ and the [HIVES](#), these guides will help the SP and family to determine whether their supportability needs can be met in that location.

108.06. **National Legislation.** The MOD has a duty to ensure that national legislation is adhered to within the UK. It is MOD practice to implement the spirit of UK legislation outside the UK wherever it is appropriate and practicable to do so. The principle Acts which place obligations upon the Services regarding Additional Needs are contained in [JSP 820](#).

108.07. **Support in the UK.** In the UK, all SP and their dependants, who are UK citizens or are eligible through their immigration status, are entitled to access the same services and facilities as any other UK citizen, this includes medical, educational or social services or facilities provided by the responsible Local Authority ([LA](#)) and Clinical Commissioning Group ([CCG](#)). The Army does not replicate these services, but the MOD accepts that where differences occur as a result of service in the Armed Forces, appropriate assistance may be provided where possible.

108.08. **Support outside the UK.** Commands outside the UK are to implement the spirit of UK legislation, wherever it is possible to do so, noting that, it may not always be possible to replicate the level of support normally available in the UK. Subsequently, an individual may be refused an accompanied assignment if the supportability needs of the dependants cannot be met.

108.09. – 108.020 - Reserved

---

<sup>1</sup> JSP 752 Tri-Service Regulations for Expenses and Allowances

<sup>2</sup> JSP 820 Tri-Service Additional Needs and Disabilities Policy

<sup>3</sup> JSP 770 Tri – Service Operational and Non-Operational welfare Policy.

<sup>4</sup> JSP 342 Education of Service Children and Young People

Intentionally blank



## Part 2 – Responsibilities

108.021. **Director of Personnel Capability (D PersCap).** D PersCap is responsible, on behalf of the Chief of the General Staff, for maintaining and promulgating Army Additional Needs and Disability Policy.

108.022. **APC Branch AD.** APC Branch ADs are responsible for ensuring that on receipt of a CMNP ([Annex A](#)), the appropriate APC CM provides the unit and SP with a notification of receipt and the APC CM records the SP details for future career management purposes.

108.023. **Pre-Arrival Information.** Formation HQs and units are responsible for producing pre-arrival information and or in-country guides that should include details of the level of medical, educational and social/welfare support available to SP and their family who have additional needs, disabilities or child(ren) with SEND. The pre-arrival information should be accessible to SP/family on formation/unit or [Army HIVES](#) web pages.

108.024. **Unit Commanders.** Unit Commanders are responsible for checking and signing the completed CMNP ([Annex A](#)) and forwarding to APC. If the SP has a dependant child(ren) with SEND the SP must be directed to register the child with [CEAS \(108.042\)](#). Unit Commanders are responsible for providing appropriate career management for SP who have registered an additional need, disability or SEND issue and to take full account of Service and individual needs for supportability prior to advising on an assignment location, especially if the assignment is outside the UK.

108.025. **Service Personnel (SP).** SP are fully responsible for their dependants and must be made aware that whilst the MOD will try to provide the necessary support for their dependants' health, education and social welfare needs, this may not be possible in every location outside the UK and SP and dependants must undergo an assessment of supportability for all assignments outside the UK in accordance with [JSP 770](#) Chapter 2A.

108.026. **Changes in Family Circumstances.** SP must report any changes in family circumstances that may require an additional supportability need. Reporting changes is by the CMNP at [Annex A](#). Formations and Units must routinely inform SP of their responsibilities on General Routine Orders, or equivalent orders, by publishing the following repeat orders biannually:

a. **Dependants with additional needs or disability.** AGAI 108 directs that it is a mandatory requirement for Service Personnel who have dependants with additional needs and/or disabilities to register the fact by completing the Career Management Notification Proforma (CMNP) at Annex A to AGAI 108 and pass to their Chain of Command for further action. Service Personnel are also to record any additional supportability need on their Assignment Preference Proforma (APP) particularly if considering an assignment outside the UK.

b. **Dependant Child with Special Educational Needs and Disabilities (SEND).** JSP 820 directs that Service Personnel who have dependants with SEND must be registered with the Children's Educational Advisory Service (CEAS) through CEAS enquiries by telephone: 01980 618 244 (Military 94 344 8244) or email: [enquiries@ceas.uk.com](mailto:enquiries@ceas.uk.com).

108.027. -108.030      Reserved

Intentionally blank

### Part 3 – Career Management

108.031. **Career Management.** Serving personnel who have family with additional needs or disabilities are to be considered for promotion, career courses and advancement in competition with their peers without reference to their family's specific circumstances. SP should be briefed by their CoC and APC CM that any self-imposed restriction for attendance on career courses or opportunities to gain further relevant training or experience may adversely affect future employability and career prospects. Unit CM and APC CM should use the Career Management and Assignment Process at [Annex B](#) to determine the correct assignment action for the SP and family.

108.032. **Employment.** The underlying principle for employment in the Army is the ability of SP to be available for worldwide deployment or assignment at any time<sup>5</sup>. The Army can only take account of SP's family needs if the CoC and APC CM are aware of changes in personal circumstances and the SP registers their family dependant who has additional needs, disabilities or SEND. Where possible, employment will be found that can meet the needs of the family and enable the career of the SP to continue to develop and progress

108.033. **Assignment Preference Proforma (APP).** In addition to completing a CMNP ([Annex A](#)), SP are to use the comments box on their APP to declare any supportability or SEND needs that may have a bearing on their future assignment. Failure to insert this information on the APP may lead to a refusal of an assignment outside the UK or an early repatriation of the Service person and their family from an assignment outside the UK.<sup>6</sup>

108.034. **Annual Appraisal Reports.** Reporting Officers are responsible for ensuring that on the appraisal report interview, SP are advised on their options for future employment and training. Reporting Officers (RO) should not comment on family circumstances<sup>7</sup> that could impact on SP career development.

108.035. **Assignment Notification outside the UK.** Subject to the overriding needs of the Army, APC CM will take account any additional supportability needs when deciding whether to assign the SP Outside the UK. This may include the SP being assigned on an unaccompanied basis. APC CM where possible, will give as much advance notification of an assignment in order to allow the Assessment of Need to be undertaken see Chapter 2A [JSP 770](#), this includes the assessment process includes a self-declaration and application for movement. When the receiving Command receives the Assessment of Need evidence it can determine if it has the resources to deliver additional supportability in education, health or social welfare services including adaptations to SFA. The Command will inform APC CM and the losing unit of the outcome and the appeals process.

108.036. If a family arrives in a new location outside the UK without having completed the Assessment of Supportability ([108.04](#)) including completing the self-declaration, a retrospective assessment must be conducted in accordance with [JSP 770](#) Chapter 2A and APC CM warned of the potential for reassignment if the needs cannot be met.

108.037. – 108.040 Reserved

---

<sup>5</sup> This policy is set out in QR(Army), Chap 9 Manning, Part 1 Officers and Part 5 Assignment of Soldiers

<sup>6</sup> Unit to take "Removal from Appointment" action under AGAI 67.

<sup>7</sup> JSP 757 Pt 2 Vol 1 Ch. 4

Intentionally blank

## Part 4 – Additional Needs and Supportability

- 108.041. **Assessment of Needs.** An Assessment of Need (Educational, Medical and Social Welfare) must be conducted for all assignments outside the UK in accordance with [JSP 770](#) Chapter 2A. This includes completing an Application for Family Travel [F/Mov 564e](#) which is available via the [Global Removals and Family Services](#) web page; this must be completed regardless of the method of travel. Once Movement Support Services (MSS) receive a completed F/Mov 564e they will dispatch a Family Pack covering travel, medical screening and education guidance. For further information contact Tel: 030 679 81013 / 96798 1013. The assessment and movement application must be done before travel so the receiving Command can determine whether accompanied service can be supported ([JSP 770](#)).
- 108.042. **Special Educational Needs and Disabilities (SEND).** When a dependant child of a SP has been assessed as having a SEND<sup>8</sup> need the SP must register the child with the Children's Educational Advisory Service (CEAS), this is done by telephone: 01980 618 244 (Military 94 344 8244) or email: [enquiries@ceas.uk.com](mailto:enquiries@ceas.uk.com). CEAS will inform APC CM and the SP unit that a SEND need has been registered.
- 108.043. **Education of Service Children.** The policy and guidance for the education of Service children is contained in [JSP 342](#) The Education of Service Children. For areas where there are SCE schools, the SCE admissions process must be followed see; <https://www.gov.uk/government/publications/sce-school-admissions-pack>.
- 108.044. **Accommodation Adaptation.** The Policy for SP with dependants who have additional needs or disabilities that require accommodation adaption is set out in [JSP 464](#) Tri-Service Accommodation Regulations (TSARs). Adaptation to living accommodation can take a considerable time to agree and complete therefore SP is to inform housing authorities of any requirement for adaptation as soon as possible. The MOD will assess and consider each case on its merits to determine the provision of suitably adapted accommodation.
- 108.045. **Unit Welfare Staff.** Unit welfare staff are to ensure that once a supportability requirement has been identified the SP and family are aware that the assessment of needs process is complex and may take longer than expected in order to ensure that an individual's unique circumstances are fully considered. Unit welfare staffs are to ensure that Service personnel and their family remain engaged and are made aware of the support available to them.
- 108.046. **Emerging Supportability Need on Assignment.** When a dependant family member on an overseas assignment has been identified with an emerging supportability need, then an Assessment of Supportability ([JSP 770](#)) must be completed. If an SP and family have to return early from an overseas assignment as a result of an emerging additional supportability need that cannot be supported, APC CM will identify an appropriate alternative assignment. Where SP are awaiting a family member's formal assessment of an additional need or disability, the SP should notify their APC CM through their Chain of Command so the circumstances can be taken into account in any future career managed move.
- 108.047. **Specific Learning Difficulties (SpLD) Service Personnel.** The Support of Service personnel with SpLD can be found in [JSP 898 Defence Direction and Guidance on Training, Education and Skills](#). Essentially SpLD is a term that is used to describe a range of learning difficulties that are inherent to an individual and which have the potential, to varying degrees, to affect an individual's ability to function effectively within the workplace. A diagnosed SpLD can hinder learning and progress, but can be mitigated through appropriate coping mechanisms and other learning support strategies.

---

<sup>8</sup> For further information on SEND see JSP 342 Part 2 Vol 1 Sect 7.

108.048. **Isolated Detachments (ISODETS) and Extra Command Areas (ECA).** SP and family with dependant children who have been offered an assignment to an ISODET or ECA have difficult decisions to make regarding the continuing education of their children especially if they have SEND. Given the diverse locations to which some Service personnel are assigned, SCE provision is not always available and the nature of educational provision available will vary enormously. For further advice see [JSP 820](#) Part 2.

108.049. **Medical Equipment.** In the UK, special medical equipment for Service dependants should be supplied by the local health authorities. Overseas it is the responsibility of the Service medical authorities to ensure the provision of mobility and other aids to SP and their dependants with additional needs and disabilities. Authority for the purchase of mobility or other aids, when supported by the clinician concerned, will normally be granted where it can be confirmed that the NHS or LA would have provided them if the person concerned was in the UK.

108.050. **Forces Additional Needs and Disability Forum (FANDF)** FANDF is a non-publicly funded body which is supported by SSAFA, to keep Service families with additional needs and disabilities in touch with issues that affect them both inside and outside Service life. It is directed by a Full Members' Committee who represent the Forum, whose membership is made up of Service parents of children with an additional need and/or disability and adults with an additional need and/ or disability. Service families are encouraged to engage with [FANDF](#).

108.051. **Contracted Community Health and Social Services.** MOD provides a contracted Community Health and Social Work Service to families serving overseas. This service is made up of health visitors, community midwives and social workers<sup>9</sup> all of whom are professionally qualified. Social Workers provide serving and entitled personnel and their families with a professional, comprehensive and confidential service relating to children and families, including children in need, children with disabilities and adoption and fostering matters.

108.052. **British Forces Germany (BFG).** HQ BFG, is the overarching authority for Disabilities and Additional Needs (D and AN) casework in BFG and its D and AN Panel is chaired by a G1 staff officer. There is an Additional Needs and Disability Co-ordinator (AN+DC) working with the British Forces Social Work Service (BFSWS). The AN+DC is contracted to work with children, young people and adults with disabilities and/or additional needs and can provide community care assessments. BFSWS holds the statutory register for children with a disability and registration is mandatory. Movement of children who are on the disability register will be referred to the receiving LA with the permission of the parent, and/or guardian where appropriate. Service Children Education (SCE) maintains a register of children with existing statements of educational needs, Education Health Care Plans and those with complex SEND who have a Service Children's Assessment of Need (SCAN); a SCAN is a SCE document which is specific to BFG and other overseas locations. The movement of these children will be notified to the receiving LA by SCE.

108.053. **Joint Forces Command (JFC).** JFC currently holds responsibility for 3 areas in which a bespoke Social Work Service operates: Cyprus, Gibraltar and the British Forces South Atlantic Islands (BFSAI - Incorporating Ascension Island and The Falkland Islands):

- a. **Cyprus.** Within the Sovereign Base Areas (SBAs), SSAFA provides the local authority social work service and has statutory obligations and authority where Additional Needs supportability is concerned. SSAFA Social Work operates in partnership with other Command Headquarters, public organisations, the voluntary sector, members of the Services and their families and the wider MoD community in Cyprus.

---

<sup>9</sup> Provision may vary between locations due to contracting arrangements.

b. **Gibraltar.** The Joint Social Work Service (JSWS) provides a quasi statutory and non-statutory social work service in Gibraltar. The constituent social work organisations, SSAFA and RNRMW share the lead on providing specialist personal welfare and support. JSWS operates in partnership with the Command Headquarters, wider community and government agencies within.

c. **BFSAI.** SSAFA provides the local authority social work service through a designated social worker, located in the Falkland Islands; however the Falkland Islands Government has statutory obligations and authority in respect of supporting welfare and Additional Needs. SSAFA Social Work operates in partnership with the wider community, local social work teams and Falkland Island Governments across BFSAI.

108.054. **Additional Sources of Support.** Additional Sources of Support and contacts are listed at Annex C.

108.055 – 108.070. Reserved

Intentionally blank



**ANNEX A TO CHAPTER 108  
CAREER MANAGEMENT NOTIFICATION PROFORMA**

When Army SP inform their CoC that they have a dependant with additional needs, disability or SEND the Unit CM must complete this form with the assistance of the SP/Family. Once the form has been completed and verified it should be sent to the appropriate APC CM for recording to take into account for future assignments.

Service Parent Details			
Service Number:	Rank:	Surname:	Initials:
Regiment/Corps:	Unit:	Unit Address ( <i>including Postcode</i> ):	
APC Career Manager:	Unit Tel : Unit Fax:		
2 <sup>nd</sup> Parent / Carer Details			
Service Number: (if serving):	Rank: / Title	Surname:	Initials:
Regiment/Corps:	Unit:	Unit Address ( <i>including Postcode</i> ): (if different from above)	
APC Career Manager: (if serving)	Unit Tel : Unit Fax:		
1 <sup>st</sup> Dependant's Details			
First Name(s):	Surname:	Date of Birth:	Current Home Address ( <i>including Postcode</i> ):
Relationship:	Male/Female	Home Contact:	
Additional Needs or Disability: ( <i>Attach copies of any relevant medical, social, welfare services documents</i> )			
2 <sup>nd</sup> Dependant's Details			
First Name(s):	Surname:	Date of Birth:	Current Home Address ( <i>including Postcode</i> ):
Relationship:	Male/Female	Home Contact:	
Additional Needs or Disability: ( <i>Attach copies of any relevant medical, social, welfare services documents</i> )			
If your children have Special Educational Needs and Disabilities (SEND) then you <b>must also</b> register with CEAS by telephone: 01980 618 244 (Military 94 344 8244) or email: <a href="mailto:enquiries@ceas.uk.com">enquiries@ceas.uk.com</a> .			
If you have been warned of or are in receipt of an overseas assignment order you must contact Movement Support Services (MSS) to apply for a MSS Family Pack by completing an <a href="#">F/Mov 564e</a> Application for Family Travel. This form can be obtained via the <a href="#">Global Removals and Family Services</a> web page and must be completed in advance of all assignment travel overseas regardless of the method of travel.			

OFFICIAL-SENSITIVE PERSONAL  
(When Completed – Handling Instruction: Medical in Confidence)

**Authorisation / Consent**

*I agree that you may contact the appropriate education/health authorities and/or social/welfare departments to obtain information concerning my child dependant(s) or to assist in obtaining appropriate provision for their needs. Such information may be forwarded to other authorities in anticipation of a family move associated with an assignment from our current address. I further agree that information concerning my child dependants(s) may be communicated to my assignment authority / overseas command to facilitate appropriate assignments. I understand that my family must have an Assessment of Supportability conducted in accordance with [JSP 770](#)<sup>2</sup> before being assigned outside the UK.*

Name \_\_\_\_\_ Relationship to Family Member \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Consent of Adult Dependant**

I agree that you may contact the appropriate health authorities or social/welfare departments to obtain information to assist in obtaining appropriate provision for my needs. Such information may be forwarded to other authorities in anticipation of a family move associated with an assignment from our current address. I further agree that information concerning my health or social/welfare needs may be communicated to the assignment authority / overseas command to facilitate appropriate assignments.

Name of Adult Dependant \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

List attachments (if any or delete numbers)

- 1.
- 2.
- 3.

**Unit Confirmation to be signed by an Officer on behalf of the CO.**

To the best of my knowledge the facts and detail on this form are correct;

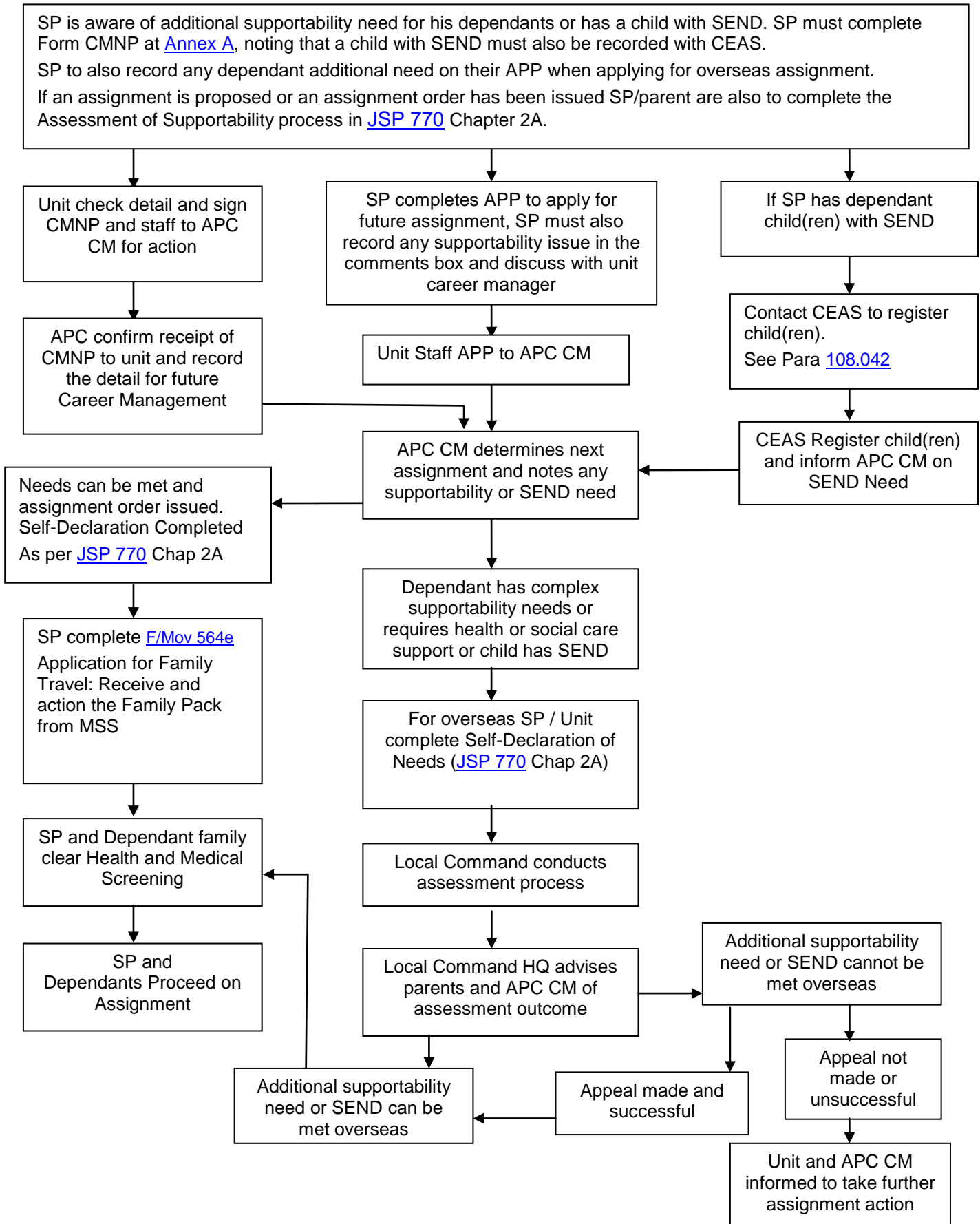
Print Name: \_\_\_\_\_ Rank/Appt: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR APC USE ONLY		
Date Received	Date Registered on SP JPA record.	Date SP / Unit informed of Receipt

<sup>2</sup> In accordance with Chapters 2A [JSP 770 Non-Operational and Operational Welfare Policy](#).

**ANNEX B TO CHAPTER 108  
CAREER MANAGEMENT AND ASSIGNMENT PROCESS**



Intentionally blank

## ANNEX C TO CHAPTER 108 SOURCES OF SUPPORT

- 1. Army Welfare Service.** The Army Welfare Service is the Army's professional welfare provider; it delivers a comprehensive and confidential welfare service responsive to the needs of individuals and families and the Chain of Command in order to maximize the operational effectiveness of our servicemen and women. The Army Welfare Service's remit includes Regular Soldiers, their families and communities, the Army Reserve and Reservists and, in certain circumstances, Veterans, other Services and MoD civilians serving overseas. Tel: 94222 7663 or 01252787663 Web <http://www.army.mod.uk/welfare-support/welfare-support.aspx> .
- 2. MOD Advisor.** The MOD tri-Service Additional Needs and Disability Advisor (ANDA) is established at SSAFA HQ in London. The ANDA is a fully qualified and experienced additional needs advisor who is a focal point of contact for all Service families with disabilities and additional needs. Tel: +44 (0)20 7463 9315 Email: [info@ssafa.org.uk](mailto:info@ssafa.org.uk) Web: [www.ssafa.org.uk](http://www.ssafa.org.uk).
- 3 Forces Additional Needs and Disability Forum (FANDF).** The Forum is facilitated by the ANDA and further information can be found in DIN 2014DIN01-093. FANDF also host a biennial conference which families with an additional need and /or disability are encouraged to attend. For information on FANDF contact the additional needs team on Tel: +44 (0)20 7463 9315 Email: [info@ssafa.org.uk](mailto:info@ssafa.org.uk). SSFA also produce an electronic "Everyone Matters" FANDF Newsletter for members see [Forces Additional Needs and Disability Forum \(FANDF\)](#) and see the [Disability and additional needs guide for parents and carers](#).
- 4. SSAFA.** SSAFA professional and voluntary staff provides assistance and advice to families with additional needs and/or disabilities and should be involved wherever possible. SSAFA can signpost to a range of other charitable organisations that may be able to offer advice and practical or financial assistance. Contact Tel: +44(.
- 5. HIVE.** The HIVE is an information network available to all members of the Service community. It serves both married and single personnel, together with their families, dependants and civilians employed by the Services. HIVE network worldwide, sourcing national and local information as needed. Information on relocations is one of our key areas of information support and is available either in advance or on arrival at the receiving unit. Information on the ways to communicate with those serving away on operational deployments is also available through our [HIVE](#) information centers.
- 6. Additional Needs and Disability Co-ordinator (BFG).** British Forces Social Work Service, Barker Barracks, Paderborn BFPO 22 Tel: +49 0800 7243176.
- 7. Children's Education Advisory Service (CEAS).** CEAS are a tri-service organisation funded by the Ministry of Defence (MOD), established to provide information and support to service families and eligible MOD civilians on all aspects of the education of their children in the UK and overseas. This includes supporting parents at meetings with schools, local authorities, and tribunals. CEAS helpline: 01980 618 244 (Military 94 344 8244). It's open from Monday to Friday. Email [dcyp-ceas-enquiries@mod.uk](mailto:dcyp-ceas-enquiries@mod.uk).
- 8. Pupil and Family Services (P&FS).** SCE has P&FS teams which provide educational psychology, educational social work and specialist teaching support to pupils, schools and families overseas in locations serviced by SCE. Tel: +49 (0)5254 9824904 Web: [Service Children's Education - GOV.UK](#).
- 9. Tri-service Welfare Referral (TSWR) Protocol.** The TSWR protocol replaces seriously injured leavers (SIL) and transitional welfare requirement (TWR) protocols. This protocol recognises that both the single service welfare providers and the VWS have an important role to play in the provision and co-ordination of welfare support for those with a presenting welfare need. The purpose of this protocol is to define how single service welfare providers and the VWS can work together effectively to optimise the welfare support provided to the in service and veteran community. For further information see <https://www.gov.uk/government/collections/veterans-welfare-service-protocols>.
- 10. Third Sector Assistance.** Units should provide assistance in contacting Service/Regimental/Corps Benevolence, The Confederation of Service Charities <https://www.cobseo.org.uk/> can offer additional assistance in identifying the correct level of support to match the need.

11. **Financial Benefits and Assistance.** A full list of Department for Work and Pensions (DWP) benefits see [DWP website](#) or by contacting local Jobcentre Plus offices (contacts found in local UK telephone directories) and from SSAFA.
12. **Army Families Federation (AFF).** The AFF has a health and additional needs specialist advisor see [http://www.aff.org.uk/army\\_family\\_life/health\\_additional\\_n/index.htm](http://www.aff.org.uk/army_family_life/health_additional_n/index.htm). Tel: 07552 861983 Email: [additionalneeds@aff.org.uk](mailto:additionalneeds@aff.org.uk) Web: [www.aff.org.uk](http://www.aff.org.uk)
13. **MOD Allowances.** MOD Allowances are listed in: [JSP 752 Regulations for Tri-Service Allowances](#) example of allowances include:
  - a. Continuity of Education Allowance (Special Educational Needs Addition) and Continuity of Education Allowance (Special Educational Needs Addition (Day)).
  - b. Educational Psychologist Reports – Meet cost of CEC reports and any other professional reports such as Consultant Paediatric Neurologist reports, requested by CEAS may be reimbursed to a Service person who, as a result of the report(s) is granted a Certificate of SEN.
  - c. Publically funded travel – Visits to Service Families Accommodation prior to adaptation.
14. **Accommodation.** Guidance on the provision / adaptation of facilities for disabled persons in Service Families Accommodation can be found in [JSP 464 Tri-Service Accommodation Regulations \(TSARs\)](#) Part 1, Chapter 7, Section M for UK and Part 2, Chapter 6 Section III for NI and Overseas. For CarillionAmey SFA housing issues. <http://www.carillionamey.co.uk/>.
15. **Useful Gov.UK Sites:**
  - a. Children's Services: Special Educational Needs and Disabilities (SEND). [Special Educational Needs](#).
  - b. Disability Information Index [Disabilities Information Index](#).
  - c. Disability Rights [Disability Rights](#)
  - d. Department for Education [Dept of Education](#)
16. **Applying for Blue EU Disability car parking badges:**
  - a. **Germany.** Families can apply for disabled badges. If they do not have a badge from UK, they can apply to the German Authorities by contacting the Head of Service BFSWS at HQ BFG. HQ BFG holds the appropriate forms which have been translated into English. The German authorities have more stringent criteria than the UK.
  - b. **Cyprus.** UK disabled badges are recognized as part of the EU. The Inland Transport Office is to issue "Blue Card" for all disabled persons in accordance with EU direction. It is advised that a family member with an additional need or disability bring all relevant documentation with them.