CHAPTER 25

SERVICE ACCOMMODATION

(Sponsor: NAVY PEOPLE-PS CASMGT ACCOM)

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CHAPTER 25

SERVICE ACCOMMODATION

SECTION 1

SERVICE FAMILY ACCOMMODATION AND SINGLE LIVING ACCOMMODATION

2501. Overview

The provision of accommodation is primarily in recognition of the inherently mobile Service lifestyle, and the often-remote places our people serve. However, it is also recognised as vital in shaping the overall quality of life for Service personnel and their families. Defence expects accommodation provided by defence to meet a minimum standard for occupancy and it can take the form, subject to PStatCat and individual circumstances, of either publicly provided family or single accommodation (or an appropriate substitute) either at, or within an appropriate distance from, their duty unit, or an appropriate allowances package. Chief Defence People (CDP) is responsible for the formulation of Tri-Service Defence living accommodation policy, with day-to-day responsibility delegated to Head People Accommodation (Hd Accom). In discharging these responsibilities Hd Accom may consult with the single Service Accommodation Policy and Housing leads. For the RN these are Navy People-PSP Hd (Policy) and Navy People-PS Hd (Delivery).

2502. References

JSP 464 Volumes 1-5 (Tri-Service Accommodation Regulations (TSARs)) are the overarching and definitive policy source documents for the provision of Defence living accommodation and take primacy on all accommodation matters. Available on the MOD Intranet and Gov.uk website, they are arranged as follows:

Volume 1 – Policy for UK entitlements for Service Family Accommodation (SFA) and Single Living Accommodation (SLA), Forces help to Buy (FHTB), non-standard entitlements, Complaints, Challenges and Appeals.

Volume 2 – Procedures for UK SFA, SLA, Combined Accommodation Assessment System (CAAS) and 4-Tier Grading (4TG), application and allocation.

Volume 3 – Policy for UK Charging, SFA and SLA assessment.

Volume 4 – Policy for UK and Overseas Accommodation Pilots.

Volume 5 – Policy for Overseas SFA, SLA and their Substitutes.

SECTION 2

RN POLICY FOR TIED AND EX-OFFICIO SERVICE FAMILY ACCOMMODATION

2503. Overview

Certain designated appointments are entitled to Service Family Accommodation (SFA) by Virtue of Appointment (VoA). These posts are either 2* and above designated as Appropriate Superior Authority (ASA) in the powers-of-punishment chain or entitled as In Command for SFA by VoA (including in-lieu of SLA) in accordance with extant accommodation policy[1] and as listed in this publication[2]. A balance needs to be struck between the historic entitlement to Tied SFA by VoA and the limited number of suitable properties within the main establishments. A significant proportion of the houses appropriate for Tied SFA are uninhabitable, due to the requirement for extensive maintenance and modernisation. Many of these properties will not be available for several years. Local Service Commanders (LSC) at Annex 25A, maintain a list of specific properties designated for Tied SFA by VoA (Annex 25B).

2504. Designated Posts with Tied SFA

1SL, 2SL, FC, COMOPS, NBCs, and OF5 COs of Shore Establishments are the only posts that will have designated Tied SFA by VoA. The entitled Tied SFA and designated posts are detailed at Annex 25B.

2505. Ex-Officio SFA and SFA by VoA In Lieu of SLA

Posts not designated a Tied SFA, but still entitled to SFA by VoA (list at Annex 25C) will be allocated Ex-Officio SFA (Annex 25D) based on availability and need, or standard SFA. These posts have been agreed (and placed into prioritisation bandings) by NAVSEC, and allocations will be managed by the LSCs. The allocation of standard SFA by VoA in lieu of SLA for married/Civil Partnership personnel serving unaccompanied and single personnel will be based on the requirements of their role rather than any accompanied entitlement.

2506. Application, Move In, and Move Out Processes

LSCs are responsible for assigning properties and will do so in accordance with the direction set out in this document, but e1132 applications will be required in all cases for the Industry Partner Help Desk (IPHD) to allocate properties in accordance with extant policy. All occupants of Tied, Ex-Officio and standard SFA are to follow the correct policy when applying for, moving in/out, and occupying SFA and as such should make themselves fully aware of the process at Annex 25E before discussing with their respective LSC.

[1] JSP 464 Vol 1 Part 1 Para 0302
[2] BRd 3(1) Chap 59 Annex 59A Appendix 59A1 and 59A3

2507. SFA Availability

Whilst every effort will be made to assign a property within the establishment in which the individual is assigned, this cannot be guaranteed. Where there are insufficient suitable Ex-Officio SFA properties for all posts at Annex 25C, then individuals will be allocated standard SFA by the IPHD. Where standard SFA is unavailable, Substitute Service Family Accommodation (SSFA) is not authorised, and Substitute Service Single Accommodation (SSSA) to the appropriate scale is to be sourced. The practice of misappropriating properties, thereby removing them from DIO maintenance, will cease as this perpetuates the reduced number of SFA over the long term. However, LSCs and DIO are able to use appropriated SFA for SLA to maximise use of Ex-Officio SFA by enabling more than one postholder to occupy a property.

2508. Official Hospitality

A number of 1* and 2* posts are required to entertain on behalf of the service and would previously have been allocated SFA by VoA. Most of these posts are centred in the Portsmouth area. In these circumstances, a property, assigned to Captain of the Base Portsmouth, namely No1 The Parade, will be utilised as a venue for entertaining on behalf of the service. This will be on a booking basis and will provide domestic assistance and catering for the event (following the usual financial approvals process). Where necessary, overnight accommodation will also be available for senior guests as a Wardroom Annex (including the leveeing of appropriate fees). It should be noted that Wardrooms remain suitable venues for most of the Service entertainment requirements and should always be considered where it is not possible to use a residence.

2509. NAVSEC Oversight

NAVSEC Outer Office will monitor senior officer assignments and engage with associated Outer Offices to ensure the e1132 application process is progressed in a timely manner and give LSCs a heads-up of near-future changes. Where LSCs are unable to prioritise between competing requirements for Ex-Officio SFA or for appeals regarding an allocation, the issue is to be raised to NAVSEC (and then, if necessary, 2SL) for a resolution decision.

ANNEX 25A

ROYAL NAVY LOCAL SERVICE COMMANDERS

Area	Local Service Commander
Portsmouth	COB Portsmouth
Devonport	COB Devonport
Clyde	COB Clyde
RNAS Culdrose	CO RNAS Culdrose
RNAS Yeovilton	CO RNAS Yeovilton
BRNC	Capt BRNC
CTCRM Lympstone	Commandant CTCRM
Norton Manor Camp	CO 40 Cdo RM
Cdo Logs Regiment RM Chivenor	CO CLR RM
45 Cdo Arbroath	CO 45 Cdo RM
RMB Poole	MAB6-Base-XO
HMS Caledonia	CO Caledonia
Barrow	HMSDRNT-SNO

ANNEX 25B

DESIGNATED TIED SFA BY VOA

Residence		LSC Responsible	Designated Tied Post
Kingston House South	FI27 Ennismore Gdns	DCOS HQ London	1SL
Admiralty House	College Rd	COB(P)	2SL
Mountbatten House	9 The Parade		FC
Spithead House	Anchor Gate Road		NBC(P)
Collingwood House	Newgate Lane		CO HMS Collingwood
Sultan House	Military Road		Capt HMS Sultan
Dolphin House	Northwood	Northwood HQ 2I/C	COMOPS
Drake House	HMS Drake	COB(D)	NBC(D)
The Red House	700 Budshead Road		FOST
	25 Maritime Square		Commandant 3CDOX
Trevol House	Trevol Road		Capt HMS Raleigh
Captain's House	BRNC	Capt BRNC	Captain BRNC
Eyewell House	Eyewell Lane	CO VL	CO RNAS Yeovilton
Hawke House	Hawke House Lane	CO CU	CO RNAS Culdrose
Zeebrugge House	Streatham Rise	Commandant CTCRM	Commandant CTCRM
Balernock	10 East Montrose St	COB(C)	NBC(C)

ANNEX 25C

POSTS ENTITLED TO SFA BY VOA – IN PRIORITY ORDER FOR EX-OFFICIO AND STANDARD SFA

Post	Rank	Location	Prioritisation Banding
Director Navy Acquisition	2*	NCHQ	High
UK National Hydrographer	2*	Taunton	
Director Develop	2*	NCHQ	
Director Force Generation	2*	NCHQ	
Director People and Training and Naval Secretary	2*	NCHQ	
Director Submarines	2*	NCHQ	
Commander Strike Force	2*	Portsmouth	
Director Navy Digital	2*	NCHQ	
Director Strategy and Policy	2*	MOD MB	
COMUKCSG	1*	Portsmouth	
COMSUBFLOT	1*	Clyde	
COMSURFLOT	1*	Portsmouth	
Chaplain of the Fleet (COTF)	1*	Portsmouth	
Capt FOST	OF5	Devonport	Medium
CAP SUBFLOT	OF5	Clyde	
COB(P)	OF5	Portsmouth	
COB(D)	OF5	Devonport	
COB(C)	OF5	Clyde	
Capt Trg North	OF5	Clyde	
CO 43 Cdo RM	OF5	Clyde	
CO 47 Cdo Raiding Sqn	OF5	Devonport	
OF4 COs with ability to exercise Command Powers of Punishment in accordance with both the Armed Forces Act 2006 and In Command list contained in BRd 3(1) Ch 59 Annex 59A Appendix 59A1 & 59A3	OF4	-	Low
OF3 COs with ability to exercise Command Powers of Punishment in accordance with both the Armed Forces Act 2006 and In Command list contained in BRd 3(1) Chap 59 Annex 59A Appendix 59A1& 59A3, and agreed as exceptions through casework via Local Service Commanders to the Housing Colonel[1]	OF3		Low
Service Chaplains undertaking a pastoral responsibility at Unit level	-	-	V Low
Serving members of Royal Navy Family and People Support (RN FPS) employed in a welfare case worker post	-	-	

[1] In accordance with JSP 464 Vol 1 Pt 1 Chap 3 Para 0302.f.

ANNEX 25D

DESIGNATED EX-OFFICIO SFA ALLOCATED (WHEN AVAILABLE) IN AGREEMENT WITH LSC

To Note: Not all the following Ex-Officio SFA will be available for allocation as some are uninhabitable, due to the requirement for extensive maintenance and modernisation.

Residence	LSC Responsible
10 Short Row, HMNB Portsmouth	COB(P)
Bonaventure House, 11 Short Row, HMNB Portsmouth	
Victory House, 12 Short Row, HMNB Portsmouth	
Telford House, 13 Short Row, HMNB Portsmouth	
Lumsden House, 14 Short Row, HMNB Portsmouth	
Trinity House, Anchor Gate Rd, HMNB Portsmouth	
Excellent House, Whale Island, Portsmouth	
Hele House, 1 Bickleigh Lane, Bickleigh, Plymouth	COB(D)
Admiralty House, 1 The Terrace	
2 The Terrace	
4 The Terrace	
5 The Terrace	
Fort Lodge, Fort Terrace	
1 Chestnut Avenue, Dartmouth	CAPT BRNC
1 Hostel Hill, Dartmouth	
2 Hostel Hill, Dartmouth	
32 Taw Road, Chivenor	CO CLR
Gardener's Cottage, Norton Manor Camp	CO 40 CDO
Gibraltar House, 178 Exeter Road, Exmouth	COMDT CTCRM
Graycourt, West Dhuhill Drive, Helensburgh	COB(C)
Westburn Cottage, Station Road, Shandon	
Maidstone House, 1 Carnban Road, Shandon	
Commachio House, 2 Carnban Road, Shandon	
Medway House, 3 Carnban Road, Shandon	
1 Bannachra Drive	
2 Bannachra Drive	
6 Bannachra Drive	
3 Ardpeaton Gardens	
Woodlands House, Forfar	CO 45 CDO

ANNEX 25E

TIED AND EX-OFFICIO SFA APPLICATION AND OCCUPATION PROCESS

Entitlement & Application

- On receipt of an Assignment Order for an appointment listed in BRd 3(1) Chapter 25 Section 2, an e1132 application must be submitted a minimum of 2 months prior to the accommodation Required By Date.
- An application is required for both accompanied and unaccompanied service and, in order to confirm entitlement, the following must be annotated on the application in the appropriate sections:
  1. Post Title;
  2. Entitlement by Virtue of Appointment

The Offer

- The Industry Partner Help Desk (IPHD) will consult BRd 3(1) Chapter 25 Section 2, discuss with the Local Service Command if necessary, and make an offer. Tied SFA is provided for the designated post holder, but Ex-Officio SFA is for groups of posts allocated in a priority order.
- In the event of no availability of Ex-Officio SFA, accompanied personnel will be offered standard SFA to entitlement and single/unaccompanied personnel will be issued with a Non-Availability Certificate in order that Substitute Single Service Accommodation (SSSA) is sourced.

Move In

- Once the offer is accepted on the e1132 application, a Move In appointment can be arranged. The e1132 system will calculate any mandated preparation periods for the property and provide a confirmed date and time.
- In the event of unavailability of the applicant, a nominated Proxy can attend the Move In if annotated via the e1132.

Move Out

- It is a mandatory requirement for a Pre Move Out to be booked up to 2 months prior to the proposed Move Out date.
- A Move Out must be booked via the e1132 if applying for SFA at a new Duty Station, or via the IPHD National Service Centre if moving for any other reason.