



**Ministry
of Defence**

**JSP 464
Tri-Service Accommodation Regulations Volume 3:
Service Accommodation Charges, Combined
Accommodation Assessment System (CAAS) and
4-Tier Grading (4TG)**

Part 1: Directive

Foreword

People lie at the heart of operational capability; attracting and retaining the right numbers of capable, motivated individuals to deliver Defence outputs is critical. This is dependent upon maintaining a credible and realistic offer that earns and retains the trust of people in Defence. In order to achieve this, all personnel must be confident that, not only will they be treated fairly, but also that their families will be treated properly and that Service veterans and their dependants will be respected and appropriately supported.

The provision of high quality subsidised accommodation is a fundamental part of the overall package for Service personnel. However, over time MOD's accommodation charging system – the 4-Tier Grading (4TG) regulations - has become increasingly complex and out-of-date, meaning many of our properties are incorrectly or inconsistently graded. As part of the New Employment Model (NEM), the Combined Accommodation Assessment System (CAAS) will be introduced from 1 April 2016 for Service Families Accommodation (SFA) in the UK and overseas, with Single Living Accommodation (SLA) following from April 2017.

The aim is to provide an accommodation charging system that is fair and objective, and is based on national standards that are more congruent with the practices used by external providers, and ensures that we drive improvements in the standard of our accommodation.

The Armed Forces Pay Review Body will continue to recommend the top rate of accommodation charges annually. The CAAS methodology will determine the accommodation charge for SFA and SLA, using a framework assessment structure based on three property attributes – Condition, Scale, and Location.

JSP 464 Vol 3 is the authoritative policy for Service accommodation charges, CAAS and 4TG.

Lt Gen Richard Nugee
Chief of Defence People
Defence Authority for People

Preface

How to use this JSP

1. JSP 464 Volume 3 provides the methodology for determining the accommodation charges for Service Family Accommodation (SFA), Single Living Accommodation (SLA) and Substitute Equivalents. This JSP contains the policy and direction on accommodation charges and guidance on the processes involved and best practice to apply to assess and calculate individual property charges. This JSP will be reviewed at least annually.
2. The JSP is structured in two parts:
 - a. Part 1- Directive, which provides direction that must be followed, in accordance with statute or policy mandated by Defence or on Defence by Central Government.
 - b. Part 2 - Guidance, which provides the guidance and best practice that will assist the user to comply with the Directive(s) detailed in Part 1.

Coherence with other Defence Authority Policy and Guidance

3. Where applicable, this document contains links to other relevant JSPs, some of which may be published by different Defence Authorities. Where particular dependencies exist, these other Defence Authorities have been consulted in the formulation of the policy and guidance detailed in this publication.

| Related JSPs | Title |
|------------------------------------|--|
| JSP 464 Vol 1 Part 1: Directive | Tri Service Accommodation Regulations Vol 1: Service Family Accommodation (SFA) and Substitute Service Family Accommodation – UK and Overseas |
| JSP 464 Vol 1 Part 2: Guidance | Tri Service Accommodation Regulations Vol 1: Service Family Accommodation (SFA) and Substitute Service Family Accommodation – UK and Overseas |
| JSP 464 Vol 2 Part 1: Directive | Tri Service Accommodation Regulations Vol 2: Single Living Accommodation and Substitute Service Single Accommodation |
| JSP 464 Vol 2 Part 2: Guidance | Tri Service Accommodation Regulations Vol 2: Single Living Accommodation and Substitute Service Single Accommodation |
| JSP 464 Vol 3 Part 2: Guidance | Tri Service Accommodation Regulations: Vol 3: Service Accommodation Charges, Combined Accommodation Assessment System (CAAS) and 4 Tier Grading (4TG) |
| JSP 752 | Tri-Service Regulations for Expenses and Allowances |

Business Process Guide

4. The JPA Business Process Guide relating to this JSP can be found at:

http://www.ipublish.dii.r.mil.uk/nlapps/data/folders/JPA_Docs/PR905005.htm

Further Advice and Feedback – Contacts

5. The owner of this JSP is People-Accommodation. For further information on any aspect of this guide, or questions not answered within the subsequent sections, or to provide feedback on the content, contact:

| Job Title/E-mail | Project focus | Phone |
|-------------------------------|----------------------------------|-------|
| People-Accommodation-Policy 2 | Accommodation Policy and Charges | |
| | | |

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Table of Amendments

This JSP was first issued in September 2015 and brings together accommodation charges policy from JSP 464 (previous parts 1-4) and JSP 754 (Tri-Service Regulations for Pay and Charges). All changes are shown in red.

| Version | Chapters Affected | Dated |
|---------|-------------------|-------------|
| 2 | 2, 5, 6 | 26 Feb 2016 |
| 3 | 6, 7 | 09 Jan 2017 |
| 4 | 8 | 06 Mar 2017 |
| 5 | 3, 6, 8 | 03 Jul 2017 |
| 6 | 5 | 06 Nov 2017 |
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1 Principles

Aim

0101. To determine the criteria for the payment of Service Families' Accommodation (SFA) and Single Living Accommodation (SLA) charges.

Scope

0102. These regulations apply to all Regular and Reserve Forces personnel living in SFA, SLA or the substitute equivalents.

Responsibility for Policy

0103. People-Accommodation is the MOD sponsor of accommodation charges and CAAS.

Responsibility for Delivery

0104. DIO is responsible for the assessment of accommodation which leads to the calculation of the accommodation charge. DIO are responsible for setting non-entitled charges and the Local Market Rate where applicable.

Service Accommodation Charges

0105. The Armed Forces Pay Review Body (AFPRB) is responsible for recommending accommodation charges which are paid by entitled occupants and published by MOD under a Directed Letter. The overall CAAS (or 4TG) assessment determines the accommodation charge for individual properties. The furniture charge (Part Furnished or Furnished), Contribution in Lieu of Council Tax (CILOCT), Garage/Carport charges are recorded and charged separately.

2 Service Families' Accommodation and the Substitute Equivalents - Charges

Charges for Entitled Personnel

Liability

0201. Unless specifically exempted under a separate clause of these regulations, all Service personnel will pay an accommodation charge when occupying SFA or a substitute equivalent. The accommodation charge will include an element for each of the following components:

- a. Rent.
- b. Water and sewerage.
- c. Furniture Hire – (plus Part Furnished / Furnished addition under CAAS).
- d. Extra Bedroom Charges. Where Service individuals (officers and other ranks) have been allocated SFA in excess of 4 bedrooms then they will be charged for one 4-bedroom SFA rate plus an additional charge for any additional bedrooms. For example, if an individual occupies 2 separate 3-bedroom properties a charge will be raised for a 4-bedroom SFA and 2 additional bedrooms.

0202. A Contribution In Lieu of Council Tax (CILOCT) will also be paid, unless specifically exempt. With effect from 1 Apr 16, CILOCT charges will cease overseas for SFA or substitute equivalents. The regulations for CILOCT can be found in **Chapter 4**.

Occupation by Virtue of Appointment

0203. Single Service personnel or those serving unaccompanied and entitled to occupy SFA by virtue of their appointment will pay an accommodation charge as follows:

- a. A Service person who is PStat Cat 1, 1s/c or 2 and involuntarily separated is exempt from paying SLA charges but will remain liable for a SFA charge if their family occupies SFA elsewhere.
- b. Service personnel in the RN and RAF in PStat Cats 1, 1s/c or 2 who are voluntarily separated are exempt from paying SLA charges but will remain liable for a SFA charge if their family occupies SFA elsewhere.
- c. Army personnel in PStat Cats 1, 1s/c or 2 who are voluntarily separated will pay a SLA charge, in accordance with SLA regulations, appropriate to the type and grade of SLA which they would normally have occupied at their permanent unit, unless they are exempted under the terms of the Army over age 37 provision. Full details of the Army over age 37 provision are outlined in **JSP 752, Chapter 7 and Section 8**.

d. Service personnel in PStat Cats 3, 4 and 5 will pay an SLA charge in accordance with SLA regulations, appropriate to the type and grade of SLA which they would normally have occupied at their permanent unit.

0204. The following additional conditions apply to Service personnel who occupy SFA by virtue of their appointments:

a. **Family Visits to SFA.** Unaccompanied Service personnel allocated SFA by virtue of their appointment and paying either no accommodation charge or the appropriate SLA charge will become liable for the full SFA charge if joined by their family on 'casual' visits that exceed 28 days in any 61 day period. In these circumstances SFA charges should be raised from the 28th day and remain in force until the Service individual's family leave¹.

b. **Family Temporarily Absent from SFA.** Accompanied Service personnel who are allocated SFA by virtue of their appointment whose family temporarily vacates the SFA will continue to pay the SFA charge for the first 91 days in the UK or 61 days overseas. If the separation exceeds 92 or 62 days respectively then the appropriate SLA charge is to be raised from the 92nd or 62nd day respectively.

Occupation by Single Personnel

0205. Service single personnel occupying SFA are liable for accommodation charges as follows:

a. **Pregnant Single Servicewomen (PSS).** PSS will be liable for the entitled rate of SFA charge and utilities for the SFA occupied from the date of occupation (see also **JSP 464 Vol 1, Part 1, Paragraph 0308**).

b. **Personnel in PStat Cats 3, 4 and 5 in Temporary Occupation of Surplus SFA.** Personnel in PStat Cats 3, 4 or 5 who are permitted to occupy surplus SFA on a temporary basis will pay the SFA charge for the type and grade of SFA occupied.

Effective Dates

0206. The appropriate accommodation charge will apply from the date that a Service individual takes possession of SFA, but no charge will be paid for the day of departure. This is to avoid an individual being liable for 2 accommodation charges on the same day. If for Service reasons, an individual takes possession of a second SFA property before vacating the first, charges will cease in respect of the first SFA and will commence for the second from the date the individual takes possession of the second property. A 14 day period of grace is allowed for the vacation of the first SFA. Charges will be raised for both SFA when the 14 day period is exceeded unless there are Service reasons, supported by the Local Service Commander, why charges for both SFA should not be raised.

¹ JSP 464 Vol 1 refers.

Allocation of SFA

0207. The policy for the allocation of SFA is contained in **JSP 464 Vol 1**. Charging arrangements when SFA is allocated above or below entitlement for Service reasons or personal choice are as follows:

- a. **Allocation of SFA Above Entitlement for Service Reasons.** In order not to disadvantage personnel when SFA above entitlement is allocated for Service reasons, the SFA charge applied is the **lower** of:
 - **Band A or Grade 1 for charge for the type of property to which they are normally entitled or the Band/Grade for charge for the type of property actually occupied. This calculation takes into account both the accommodation and CILOCT elements to ensure that the lower combined charge are applied.**
 - **For Overseas SFA, due to the enhancements to the Overseas offer, the comparison is adjusted to 'Band C or Grade 2' for charge, for the type of property to which they are normally entitled.**
- b. **Occupation of SFA Above Entitlement by Personal Choice.** Service personnel who elect to occupy SFA above entitlement as a matter of personal choice will pay the accommodation charge appropriate to the type and band / grade of SFA occupied.
- c. **Allocation of SFA Below Entitlement.** Service personnel who are allocated SFA below entitlement will pay the accommodation charge appropriate to the type and band / grade of SFA occupied.

Changes in Personal Circumstances

0208. Changes in personal circumstances will affect the level of accommodation charge payable as follows:

- a. **Promotion.** Where, for Service reasons, Service personnel occupy SFA above entitlement and pay an accommodation charge appropriate to entitlement rather than that appropriate to the SFA, the accommodation charge will reflect the type and grade / band of property occupied when the individual is promoted unless the SFA is still above the individual's entitlement, in which case the conditions at **Allocation of SFA Above Entitlement for Service Reasons** at para **0207a** apply.
- b. **Change in PStat Cat.** Service personnel who change PStat Cat such that the entitlement to occupy SFA is removed must be given 93 days' notice to vacate the SFA (this also applies to Service Personnel following a 'Reconciliation' period). The individual must vacate the SFA as soon as possible but will continue to pay the appropriate SFA accommodation charge for 93 days, or until the SFA ceases to be occupied, whichever is the sooner. Thereafter the Service person will pay the appropriate single accommodation charge if they occupy SLA. If the family remain in occupation of the SFA after the 93 days' notice to vacate has expired then they will, as irregular occupants, be liable to pay 'damages for trespass' (see **JSP 464 Vol 1**).

Death of the Service Licensee

0209. Following death in service of the licensee, the bereaved spouse or civil partner is entitled to stay in their SFA to enable them to determine their longer-term housing requirements. Initially this will be for a period up to 2 years following the death of the Service licensee, but retention of SFA entitlement may be extended beyond the 2 year period at the discretion of the Local Service Commander. The bereaved spouse or civil partner will pay entitled SFA charges for the type and grade / band of SFA occupied. CILOCT charges may be abated by 25 per cent for single occupancy where only one eligible adult continues to reside in the SFA. **See also Chapter 4 (CILOCT) and JSP 464 Vol 3 Part 2.**

Substitute SFA

0210. Substitute Service Family Accommodation (SSFA) - (UK only). The accommodation charge for SSFA is to be assessed either at initial sourcing or on move in. Otherwise, the default charge is to be calculated from CAAS Band A (or Grade 1 under 4TG) with Location factor and Energy Efficiency Rating (EER)/Energy Performance Certificate (EPC) impact applied. In addition, where furniture is supplied, the SFA Furnished or Part-Furnished charge is to be levied as appropriate.

0211. Overseas Rent Allowance (ORA)². SFA charges are to be applied as follows:

- a. **Under 4TG.** See 4TG regulations at **0403**. In addition, from 1 Apr 16, SFA in British Forces Germany (BFG) remaining on 4TG will receive a 1-Grade reduction.
- b. **Under CAAS.** The charge for ORA claimants occupying rented property as SFA will be set at Band D. In addition, from 1 Apr 16, there will be a reduction by 2 charging bands of the CAAS Band assessment for all overseas SFA.

0212. SFA Hirings (Worldwide, less USA and Australia). SFA hirings are to be assessed for charge through a CAAS survey (or 4TG BOO). **0213. SFA Hirings (USA and Australia).** SFA hirings in USA and Australia are to be assessed for CAAS charging Band as follows:

- a. **USA.** All hirings that have not received a CAAS survey will be assumed to be CAAS Band D (Condition - DH, Scale - Upper and Location - Intermediate), with any subsequent reductions if they are in a seismic zone and lack appropriate protection. Where properties do not meet this standard, due to limited available accommodation in a given location (rather than personal choice of property), this should be addressed through the challenge process. In addition, from 1 Apr 16, there will be a further reduction by 2 charging bands as part of the incentive for Overseas service.
- b. **Australia.** All hirings will be assumed to be CAAS Band D (Condition - DH, Scale - Upper and Location – Intermediate³). Where properties do not meet this standard, due to limited available accommodation in a given location (rather

² JSP 752 Part 2, Chap 2, Section 2 refers.

³ Unless it is assessed by the Chain of Command that this should be Urban or Remote and therefore the charge would be CAAS Band C or E respectively

than personal choice of property), this should be addressed through the challenge process. In addition, from 1 Apr 16, there will be a further reduction by 2 charging bands as part of the incentive for Overseas service.

Charges for Non-Entitled (Eligible) Personnel

0214. Charging regimes for non-entitled (eligible) occupants of surplus SFA.

Non-entitled personnel who are considered to be eligible to occupy temporarily surplus SFA will be liable to pay accommodation charges as follows:

- a. **Single (and unaccompanied) Service personnel.** Single and unaccompanied Service personnel occupying temporarily surplus SFA pay the entitled rate of SFA charge plus the SFA Contribution In Lieu Of Council Tax - CILOCT (abated by 25% for single occupancy).
- b. **Other non-entitled (eligible) occupants.** Other non-entitled (eligible) occupants are to be charged the local market rate (determined by DIO), unless there are particular agreements with the MOD which may specify a different charging regime. Further direction on accommodation charging for non-entitled personnel is contained in an annual DIN by DIO.
- c. **Foreign Armed Forces Personnel.** Personnel serving in a Foreign Armed Force but serving in a UK appointment are to be charged the non-entitled rate determined by an annual DIN by DIO, unless they are on an exchange appointment with UK Forces, or subject to reciprocal training agreements, or Memoranda of Understanding which specify that charges other than the non-entitled rate will apply.

3 Single Living Accommodation and the Substitute Equivalents - Charges

Liability

0301. Unless specifically exempted by separate provision in this section, all Service personnel occupying SLA or substitute SLA will pay a daily accommodation charge at the appropriate rate for the type and grade of accommodation they occupy. The accommodation charge will include an element of each of the following components:

- a. Rent and furniture.
- b. Water and sewerage.
- c. Fuel and light.

0302. A Contribution In Lieu of Council Tax (CILOCT) will also be paid, unless specifically exempt. With effect from 1 Apr 16, CILOCT charges will cease for overseas SLA and overseas substitute SLA. Regulations for CILOCT can be found in **Chapter 4**.

Waiver of Accommodation Charges

0303. SLA charges will be waived in the following circumstances:

- a. Royal Navy and Royal Air Force personnel in Personal Status Categories (PStat Cat)⁴ 1, 1s/c or 2.
- b. Army personnel in PStat Cats 1, 1s/c or 2 who are serving on an involuntary separated basis.
- c. Service personnel in PStat Cats 3, 4 and 5 accommodated aboard a sea-going ship will not pay SLA charges for the first 30 days ashore in SLA unless they have been given at least 30 days' notice for the move ashore. Charges will not be paid by Service personnel embarked in a ship for temporary assignments exceeding 48 hours (charges must be waived for the whole period).
- d. Service personnel accommodated in a ship, whether at sea or alongside. Personnel accommodated in a shore establishment or an accommodation ship will pay the appropriate accommodation charge provided the accommodation meets the necessary grading standards.
- e. Personnel serving on the duty watch of a submarine alongside or the duty watch of a ship or submarine in refit, who are required to be accommodated on the dockside.
- f. Non-duty personnel serving on a submarine⁵ alongside in a Base Port who would normally live onboard⁶, but are required to be accommodated in SLA ashore due to submarine accommodation restrictions.

⁴ PStat Cats are defined in JSP 752 Chapter 1 Section 4.

g. Personnel in transit overnight on change of permanent assignment will not pay accommodation charges for the SLA at the old unit from the date of vacation.

h. Where field or shipboard conditions have been declared. In these circumstances the following criteria also apply⁷:

(1) The application of field/shipboard conditions on each day is based on the situation at 0300 hours and is to apply to complete periods of 24 hours. Charges will be refunded retrospectively to the date on which field or shipboard conditions were deemed applicable.

(2) Crews of landing crafts will be regarded as serving under shipboard conditions (accommodation) when accommodated aboard. Normal SLA charge rules apply when accommodated ashore.

(3) Field or shipboard conditions in respect of food and accommodation charges can be declared independently of one another. For example:

(a) Personnel in SLA will pay SLA charges. However, if field conditions have been declared by a Commanding Officer (CO) in respect of food, then food charges will not be raised.

(b) Personnel feeding in Service mess facilities will pay the appropriate food charge (if applicable) but will have a waiver of accommodation charges if living arrangements are deemed by the CO to satisfy field or shipboard conditions criteria.

i. **Permitted to Live Out.** Regular and FTRS (FC) personnel given authority to live out by their CO and do not live in public accommodation will not pay SLA charges.

j. **Forfeiture of Pay.** SLA charges will not be raised against Service personnel who have to forfeit their pay.

k. **Missing or Prisoner of War.** SLA charges will not be raised against Service personnel who have officially been declared missing or a Prisoner of War.

l. **Terminal Leave.** Service personnel will cease paying SLA charges on the date terminal leave begins (provided they do not remain in occupation of the SLA) or when the single accommodation is vacated, whichever is the later.

m. **In Hospital or Military Rehabilitation Unit.** When an individual is in a military or civilian hospital, medical reception station, RN Sick Bay or Military Rehabilitation

⁵ When in receipt of RRP(SM)SUP (see JSP 754 Chapter 6 Section 3).

⁶ Waiver of charges does not apply to Gold Crew SSBN 5th Watch or any iteration thereof, Port & Starboard Crew SSBN Off-Crew or SSN 5th Watch personnel who, notwithstanding habitability concerns which preclude living onboard when a submarine is alongside, would not normally have been allocated sleeping accommodation due to bunk space limitations.

⁷ In order to be eligible for LSA under the Field Conditions criteria (JSP 752 para 05.0103e(3)) both FC(SLA) and FC(F) must be declared.

Unit (MRU) as an in-patient, SLA charges will be suspended from the date of admission.

n. **A Service Person in PStat Cat 5s/c.** Married Service personnel or those registered in a civil partnership in PStat Cat 5s/c who are absent from their family home will not pay SLA charges.

o. **Single Homeowner/Occupier.** Regular and FTRS (FC) personnel in PStat Cats 3, 4 and 5 who own their own homes and have received authorisation from their COs to live out in their own homes at the duty station (see i above) will not pay SLA charges at an assignment in the following circumstances:

(1) They are on any assignment of less than 12 months, and providing they have a continuing commitment to pay the mortgage and their property is not sub-let. Charges will be raised from the date that notification was given that the assignment will be extended beyond 12 months. This includes single personnel commissioning from the ranks on both phase I and II training, who maintain a property at their previous duty station, in which they had been authorised to live out prior to commissioning, provided that each element of the training does not exceed 12 months at any one location.

(2) They are on a permanent assignment of 12 months or more, and are waiting for a house sale/purchase transaction to be completed for a period not normally exceeding 6 months. This 6 month period will only be extended exceptionally for a further period of up to 6 months, to a maximum total period of 12 months, when authorised by the individual's CO.

p. **Domiciled Collective Leave (DOMCOL).** Service personnel domiciled outside the UK and Irish Republic and granted leave at public expense to visit their home will not pay accommodation charges for that period provided the SLA is not retained during their leave of absence.

q. **Re-Engagement Leave (RENLEAVE).** Army personnel granted RENLEAVE on an extension of Service will not pay SLA charges during the period of RENLEAVE provided the Service accommodation is not occupied during that period.

r. **Cadet Force Adult Volunteers.** Cadet Force Adult Volunteers will not pay SLA charges when provided with SLA for the purpose of carrying out their Cadet Force duties.

s. **Small Stations Local Overseas Allowance.** Accompanied and single personnel in receipt of Small Stations Local Overseas Allowance (SSLOA) will not pay SLA charges (see **JSP 752 Chapter 6 Section 3**).

t. **Marital or Civil Partnership Breakdown.** Service personnel in PStat Cat 1, 1c or 1s whose marriage or civil partnership has broken down and who have been authorised a 'Reconciliation' period⁸ will be exempt from paying SLA charges for a period of up to a maximum of 3 months from the date of occupation of SLA, provided there is a requirement to pay SFA charges for that period. If at the end of

⁸ Regulations for 'Reconciliation' period are contained in JSP 464 Vol 1.

the “Reconciliation’ period (JSP 464, Vol 1 refers), the estranged spouse or civil partner continues to occupy SFA, the Service person will remain liable to pay SFA charges for a further maximum period of 93 days from the date of notice to vacate SFA and will continue to be exempt from paying SLA charges during this period (also see **0208b**).

u. **Over Age 37 Provision.** Those Army personnel in PStat Cat 1 and 2 who elect to serve VOLSEP and receive the benefits of the Army Over 37 Provision (see **JSP 752 Chapter 7 Section 8**).

v. **Following Evacuation from an Overseas Assignment.** Service personnel and/or their families evacuated from an overseas assignment on the order of the Head of Mission (see **JSP 752 Chapter 7 Section 6**) have no liability for accommodation charges arising out of occupation of public accommodation on arrival in the UK for 90 days after their arrival. However, Service personnel will continue to pay the appropriate accommodation charge in respect of the SFA or SLA they occupied at their overseas duty station.

w. **Following a House Move on Security Grounds.** If eligible Service personnel serving in Northern Ireland undergo an emergency house move on security grounds (see **JSP 752 Chapter 7 Section 7**) from a property for which they are paying a mortgage, accommodation charges will be waived for any temporary service accommodation they occupy. Such a waiver will normally be allowed for up to 90 days, thereafter any eligibility for the continuing requirement will be reviewed by Headquarters Northern Ireland (HQNI) G1 staff.

Temporary Assignments

0304. For Service personnel serving on temporary assignment, accommodation charges will be raised as follows:

a. When public accommodation is used at the temporary assignment unit:

(1) Service personnel who occupy SLA at the place of temporary assignment will, unless otherwise exempt under the terms of these regulations, pay the charge appropriate to the SLA occupied. If they retain the SLA at their permanent unit/station these charges will cease from the date the SLA at the temporary unit/station is occupied and restart once it is vacated.

(2) Service single personnel who have been authorised to live out at their permanent assignment station will not pay accommodation charges when they attend a course or an assignment of 12 months or less, provided they have a continuing commitment to pay a mortgage/rent and their property has not been sub-let – see 0303o. This includes single personnel commissioning from the ranks on both phase I and II training, who maintain a property at their previous duty station, in which they had been authorised to live out prior to commissioning, provided that each element of the training does not exceed 12 months at any one location.

b. When public accommodation is not used at the temporary assignment unit, Service personnel will continue to pay for any retained accommodation at the permanent station.

c. When Service personnel serving in the permanent garrison in Northern Ireland are absent from the Province on a temporary assignment they become liable to pay accommodation charges under normal rules.

Accommodation Below Entitlement

0305. When, for Service reasons, Service personnel are provided with accommodation below their entitlement, then charges are only to be raised appropriate to the type and Grade of accommodation occupied.

Accommodation Above Entitlement

0306. In order not to disadvantage personnel when SLA above entitlement is allocated for Service reasons, the SLA charge applied is the **lower** of:

- Grade 1 for charge for the type of accommodation to which they are normally entitled;
or
- the grade for charge for the type of accommodation actually occupied.

Officer Cadets

0307. Officer Cadets and potential officers undertaking their initial training at BRNC Dartmouth, CTCRM Lympstone, RMA Sandhurst or RAFC Cranwell will pay the accommodation charge appropriate to an Officer Cadet (SLA Type OC), in line with the grading of the accommodation occupied.

Secondment, Loan or Exchange Appointments

0308. Personnel who have been seconded, or who are on loan service with an overseas force, and who occupy single accommodation are to be charged in accordance with the regulations contained in **JSP 464 Vol 2**. Personnel on exchange appointments must be aware of the terms of their Memorandum of Understanding (MOU), and will be charged as appropriate.

Substitute Single Living Accommodation

0309. The following accommodation charge arrangements apply to Service personnel occupying substitute SLA.

- a. **Substitute Service Single Accommodation (SSSA) – (UK only).** Occupants of SSSA will pay grade 2 SLA charges unless they are otherwise exempted under the terms of these regulations.

b. **Lodging Allowance Claimants (UK only).** Personnel in receipt of lodging allowance will not pay SLA charges as the accommodation charge is already accounted for in the calculation to determine the Lodging Allowance rates (see **JSP 752 Chapter 2 Section 1**).

c. **Service Families Accommodation (SFA) Misappropriated as SLA (worldwide).** Single and unaccompanied personnel occupying SFA misappropriated as SLA for Service reasons will, unless otherwise exempted under the terms of these regulations, pay the SLA charge in accordance with their rank/normal entitlement and the grade that a local service commander has determined broadly reflects the standard and location of the accommodation occupied. When a 4TG board has assessed the property, accommodation charges will be raised in accordance with the board's decision.

d. **Overseas Rent Allowance (ORA) Claimants – (Overseas Only).** ORA claimants occupying rented property as SLA will pay Grade 2 SLA charges unless the CO is satisfied that a higher charge (Grade 1) or a lower charge (grade 3 or 4) would be appropriate based on the standard of accommodation provided. In instances where the occupant disputes the grading, a 4TG board of officers is to be convened to determine the appropriate grade.

Service Supervisory and Punishment Orders (SSPOs) – Impact on Accommodation Charges

0310. A Service person subject to an SSPO who, for the duration of the Order is prevented from leaving a specified unit or establishment without the permission of the CO and who is accommodated in SLA shall pay SLA charges as stated below:

- a. where the individual is already paying an SLA charge at the specified unit or establishment, he/she will continue to do so for the duration of the Order;
- b. where the individual is allocated temporary SLA at the specified unit or establishment for the duration of the SSPO, SLA charges for this temporary accommodation will be waived, where appropriate, in accordance with SLA charging regulations.

Non-Entitled Charges for Accommodation in SLA

Non-Entitled Categories

0311. Whilst not an exhaustive list, the following personnel are to be charged non-entitled rates for accommodation.

- a. UK Service personnel when on leave and accommodated at another mess away from their normal mess for private purposes.
- b. UK Service personnel living out who for private reasons wish to occupy accommodation overnight in their normal Mess. **This includes overnight stays following informal functions or formal military events such as Formation and Unit Events, Ceremonial occasions and Formal Mess Functions where MOD road transport may be utilised iaw JSP 800.**

- c. Reserves when not on duty.
- d. Non Regular Permanent Staff (NRPS) personnel. However, NRPS are eligible for accommodation when at camp, on detachments or courses away from the normal duty station.
- e. Staff from other government departments and non-exchequer organisations such as local authorities or the emergency services, when on normal visits or attending meetings etc.
- f. Personnel employed by Services Sound and Video Corporation (SSVC) and NAAFI (except as detailed in the extant MOD/NAAFI Service Level Agreements).
- g. Personnel employed by the Services Hospital Welfare Department in UK.
- h. Contractors' personnel.
- i. Any non-MOD personnel visiting a Mess.
- j. F&C personnel (both military and civilian) who are visiting the UK, whether or not on duty, including those who are training at or attached to Service establishments.
- k. UK Service and civilian personnel on loan to Trading Funds on detached duty.

Non-Entitled Exceptions

0312. Non-entitled charges do not apply to the following as alternative arrangements already exist:

- a. Families attending passing out parades or parents' days at new entry training establishments.
- b. Canteen and Contract Laundry Staff, living-in, and employed onboard RN Ships.
- c. WRVS workers are normally accommodated in SLA to Field Officer standard free of charge. Where such accommodation is not available or when it is inappropriate for Service reasons for WRVS to occupy SLA, they may be accommodated in SFA and the charges waived.
- d. Employees of the Services Hospital Welfare Department in support of the Services overseas may occupy SLA free of charge.
- e. Community Development Workers may apply to occupy SLA on payment of the entitled rate⁹.
- f. All personnel (including F&C personnel) for which a memorandum of understanding (MOU) provides instruction to charge at different rates. It is the

⁹ D/SP Pol/30/2/13 dated 25 Jan 05 – AFWPSG Minutes

responsibility of the sponsor of the MOU to communicate what that rate is and who it applies to.

g. NATO personnel in Service accommodation in Germany who pay at a special rate promulgated by HQ UKSC(G).

Guests of Service Personnel

0313. Where UK Service personnel living in single accommodation who pay at the entitled rate invite guests to visit or stay with them, provided the conditions set out below are met, the following charges apply:

a. **Meals.**

(1) Where a guest stays only for one night or less, the entitled casual meal charge is to be raised for each meal taken.

(2) Where a guest stays for more than one night, the full entitled casual meal charge is to be raised regardless of meals taken.

b. **Accommodation.** Regardless of the length of stay, the appropriate entitled charge for the accommodation provided is to be raised, except that:

(1) Where 2 guests share a room they are each liable to pay half of the entitled charge and surcharge.

(2) Where a guest shares a room provided to Service personnel who pay at the entitled rate, no accommodation charge is to be raised.

0314. Guests of Service Personnel – Concessionary Rates. In order to take advantage of the concessionary rates set out above, the following conditions must be satisfied:

a. Guests are to be sponsored by UK Service personnel already living in SLA who pay at the entitled rate and must be approved by the Local Service Commander or his delegated officer.

b. Rooms will only be made available when other entitled personnel do not require them.

c. The concessionary charges are to apply for a maximum of 3 days; exceptionally, the Local Service Commander may authorise an extended stay of up to 7 days.

d. All guests must be invited into the mess on a personal basis. Typically, this will cover friends and relatives (but not dependants) and may extend to individuals attending mess functions. This policy cannot be used to cover the issue of block invitations to non-MOD personnel wishing to participate in official or unofficial gatherings including those organised by associations of ex-Service members.

e. The guest must not fall within any of the following categories:

- (1) All civilians visiting the mess in either their official capacity or for business purposes.
- (2) F&C personnel, whether or not they are on duty.
- (3) Dependants of Service personnel.
- (4) MOD civil servants at their normal duty station.
- (5) UK Service personnel living out who for private reasons wish to occupy accommodation overnight in their normal Mess.

Primacy

0315. JSP 456 and the annual DIBs on non-entitled charges remain the primary policy source documents for non-entitled charges for messing and accommodation in SLA.

4 Other Accommodation Charges

Contributions in Lieu of Council Tax

0401. Contributions In Lieu Of Council Tax (CILOCT) are paid by Service personnel living in publicly funded accommodation and paying accommodation charges.

0402. Rates. The level of CILOCT payable by Service personnel occupying SFA and SLA is calculated and promulgated annually by People-Accommodation. The charge is determined by dividing the number of occupied¹⁰ properties (by type) by the total amount payable to local authorities (LA) for each type of property.

0403. Exemptions from Contributions in Lieu of Council Tax. The following categories of personnel are exempt from CILOCT:

- a. Service personnel under 18 years of age.
- b. Foreign exchange officers occupying Service accommodation.
- c. Overseas. With effect from 1 April 2016, all SP occupying overseas SFA or SLA (or substitute equivalents) are exempt from CILOCT.

0404. Special Provisions. In normal circumstances, personnel will be liable for CILOCT only in respect of one Service property, the rate of CILOCT for which will normally be determined by the type of accommodation occupied. However, the following exceptions and variations apply:

- a. Irrespective of normal entitlement to Service accommodation CILOCT will be always charged at a rate consistent with the accommodation charge. For example, Service personnel who occupy accommodation below their normal entitlement will pay a CILOCT appropriate to the type of accommodation occupied, not their normal entitlement. Similarly, Service personnel who voluntarily occupy accommodation above their normal entitlement will pay CILOCT appropriate to the type of property occupied and not to that of their normal entitlement.
- b. Service personnel who are liable for 2 accommodation charges, whether SFA or SLA, have a liability to pay CILOCT for both unless otherwise exempt under these regulations.

0405. Eligibility for Discounts. In common with normal Council Tax (CT) rules¹¹, a discount of 25 percent is applicable to single householders living as single adults in SFA or the substitute equivalents who pay CILOCT. The discount is not payable to personnel with a PStat Cat of 1s or 5s unless the spouse or partner meets one or more of the criteria of paragraphs a to j. To qualify for a discount, an occupant must be living alone, or solely with persons who fall into one of the following categories:

- a. children under 18.

¹⁰ CILOCT for unoccupied properties is met centrally by MOD.

¹¹ www.gov.uk/council-tax/council-tax-exemptions

- b. people on apprentice schemes.
- c. 18 and 19 year-olds in full-time education.
- d. full-time college and university students¹² (but excluding Service personnel in receipt of their normal salary).
- e. young people under 25 who get funding from the Skills Funding Agency or Young People's Learning Agency.
- f. student nurses.
- g. foreign language assistants registered with the British Council.
- h. people with a severe mental disability¹³. To qualify for the concession, a doctor's certificate must be provided to a suitably qualified person (not below OF3) to certify that the individual has a severe mental disability.
- i. live-in carers who look after someone who isn't their partner, spouse or child.
- j. diplomats.

0406. Service personnel who claim the 25 percent CILOCT discount must give immediate notification of any changes of circumstances that may affect their eligibility for the discount.

Garage and Carport Charges

0407. Garages and carports allocated to Service personnel (whether or not they are used for storing vehicles) are to be charged at the appropriate standard or sub-standard garage or carport rate for each car space.

0408. All personnel allocated a garage or carport, other than those mentioned in 0411 and 0412 will pay a garage or carport charge.

0409. Rates. Garage and carport charges are recommended by the Armed Forces Pay Review Body (AFPRB) and promulgated annually in a Directed Letter.

0410. Garages That Can Not Be Alienated. Where the garage/carport forms part of the SFA (this means it is adjoining or an integral part of the SFA structure), or it is located within the borders of the property, it is considered to be inalienable and the occupant will pay a charge whether it is their intention to utilise the garage/carport or not. Inalienable garages are not to be re-allocated for use to other personnel.

0411. Garages That Can Be Alienated. Where the garage/carport is alienable (this means that the garage is outside the borders of the SFA or located elsewhere on the

¹² www.gov.uk/council-tax/full-time-students

¹³ www.gov.uk/council-tax/discounts-for-disabled-people

estate or in a block of garages remote from the SFA), the occupant may declare that they do not intend to use it and therefore no charge is to be made. Notification is to be given immediately if the individual subsequently chooses to use the garage or carport so that appropriate charges can be raised. Alienable garages may be allocated to other personnel subject to them paying the appropriate charge.

0412. Unused Garages. Garages that are not required by the occupants of SFA, other than those that are inalienable, are to be added to the pool of garages for allocation and users are to pay the appropriate charges.

0413. Exemptions. Service personnel allocated a Service vehicle will not pay a charge for the garage or carport within which the Service vehicle is permanently kept. Garages or carports allocated to park Service vehicles are not to be used for private vehicles.

0414. Sub-Standard Garage and Carport Charges. Sub-standard charges will be raised in respect of the following:

- a. **Sub-Standard Garages.** Sub-standard charges will be raised for garages that measure less than 4.3 metres in length and/or 2.3 metres in width (internal measurements) and/or less than 1.85 metres clearance height at entrance
- b. **Below Standard Garages.** Below-standard charges will be raised against garages that have been formally deemed by DIO to be of such insubstantial construction that it offers little or no security.
- c. **Sub-Standard Purpose-Built Carports.** Sub-standard charges will be raised for carports that measure less than 4.3 metres in length and/or 2.3 metres in width (internal measurements) and/or less than 1.85 metres clearance height at entrance.

0415. Garage Electricity and Heating Costs. The cost of electricity and heating supplied to a garage will be met by:

- a. The user when the supply comes from a SFA.
- b. The user when it is separately metered.

SFA and SLA Utility Charges

0416. SFA Occupants are liable for utility charges (e.g. Gas; Electricity) except for water/sewerage charges (which are already included in the accommodation charge). SLA occupants are not liable for utility charges as they are already included in their SLA charge.

Fuel and Light Charges

0417. Aim. To explain the charges to be levied against Service occupants where the electricity, gas or other fuel supplied to their SFA (including SFA overseas) comes directly from Service sources or where the Services have a liability to assist with the costs of utility provision on behalf of the occupants of SFA.

0418. Scope. Occupants of SFA have no entitlement to be supplied with fuel and light from Service sources. However, where it is expedient for an establishment to do so, supply may be made to Service accommodation within the perimeter of an establishment, or outside if there is no reasonable access to normal civilian sources of supply. When this happens, occupants will be charged for their actual usage.

0419. Rates. Fuel and light charges for occupants of former Official Service Residences (OSRs) and SFA overseas, irrespective of supply, are paid on a flat rate based on average UK domestic prices. An annual reconciliation is made to reflect actual consumption.

0420. Where there is no direct supply of fuel and light occupants of SFA are required to settle directly with the supplier. The establishment will have no involvement in the transaction.

0421. Private Accommodation Overseas. Service personnel occupying privately rented accommodation overseas who are in receipt of Overseas Rent Allowance (ORA) are normally charged for fuel and light through their pay accounts at the 'F&L UK Norm' rate. In these circumstances such personnel are entitled, subject to a maximum laid down by Defence Infrastructure Organisation (DIO) SD EUS (Energy, Utilities and Sustainability) to a refund of the charges paid by them to the landlord. These personnel are also entitled to claim a refund of the difference between the amounts stopped from their pay accounts in respect of fuel and light when it is greater than the amount paid to the landlord. However, where the landlord's fuel and light bill exceeds the maximum approved by MOD then the Service person will be liable to pay the excess. This is applied via Fuel and Light (Overseas) and the Fuel and Light adjustment detailed below.

0422. Fuel and Light (Overseas). The cost of fuel and light supplied by the Services to a Service person in SFA or the substitute equivalents is recovered through the pay account and is annotated on the pay statement as 'F&L Overseas': this applies everywhere, including for qualifying UK SFA, as the Overseas F&L rates are set automatically.

0423. Fuel and Light Rates. Service personnel occupying SFA or the substitute equivalents, pay F&L charges at a flat daily rate from April to March when a meter reading of the actual fuel used is taken. A calculation is then made to establish the difference between the fuel and light that has been paid for and the amount actually used. This generates an amendment figure to be charged or refunded to the occupant. Credits are applied by using the fuel and light adjustment via JPA. Details of any resulting fuel and light charges are given to the Service person who will pay this via JPA. In Germany, the X/Y system also incorporates a gainshare rebate mechanism, which shares any savings arising from energy use of less than the 'Y-rate' with Service personnel.

0424. The rates for fuel and light charges are issued annually by DIO SD EUS-En Del AH@mod.uk.

0425. SFA occupied by Virtue of Appointment. DIO is responsible, in accordance with local arrangements, for meeting all utility costs (gas, electricity, heating oil etc.) for SFA which is occupied by an individual by virtue of their appointment who is P Stat Cat 3, 4 or 5 and unaccompanied; these properties are locally administered with energy bills sent to the designated billing unit for payment. When an unaccompanied individual, who is PStat Cat 1, 1s/c or 2, occupies SFA by virtue of their appointment they pay no SLA

charge, and by definition no utility charge as it forms part of the SLA charge provided they are involuntarily separated (INVOLSEP). Army individuals in PStat Cats 1, 1s/c or 2 who are voluntary separated (VOLSEP) will pay a SLA accommodation charge unless they are exempted under the terms of the Army over age 37 provision.

TV Licence

0426. Occupants of SFA and SLA are responsible for purchasing an appropriate television licence if they intend to install or use (or intend to use) a television receiver for the purpose of receiving or recording television programme services. For SSSA, the TV licence is administered by DIO; Service personnel occupying SSSA will not be required to obtain a TV licence if a television is provided with the property.

Garage Encroachments

0427. **Aim.** To explain when a garage encroachment charge will be raised.

0428. **Scope.** This applies to all Service personnel with a garage encroachment.

0429. **Definition.** A garage encroachment is:

- a. A privately erected purpose-built garage or carport.
- b. Privately altered or adapted accommodation that provides garage space as a rent-free encroachment on MOD land in the UK.

0430. **Change of Ownership.** On handover of SFA, unless the incoming tenant agrees to accept responsibility for the garage encroachment it is the responsibility of the previous occupant to remove it.

0431. It is the responsibility of the existing occupant to provide the written confirmation from the new occupant that they are prepared to take over the encroachment and the date upon which the new occupant becomes liable for garage encroachment charges.

Caravan Site Facilities

0432. **Aim.** To explain the charges to be levied against Service personnel who keep a caravan on MOD property.

0433. **Scope.** This applies to all Service personnel with a caravan kept on MOD land.

0434. **Definition of Charge.** Where a caravan is kept on MOD property, this will be regarded, for charging purposes as an encroachment. The charges are set on an individual basis by DIO to cover one or all of the following:

- a. Water supply.
- b. Refuse collection.
- c. Sanitary services.
- d. Power and light in communal facilities.

e. A sum in lieu of rent.

0435. Responsibility. The owner is responsible for charges in respect of gas and electricity consumed by them whether metered and charged by the relevant authority or unmetered and assessed by the Caravan Site Officer, and for any other locally assessed charges.

5 Combined Accommodation Assessment System (CAAS) Methodology for SFA

Aim

0501. CAAS provides the methodology for determining the accommodation charge for SFA. CAAS was being introduced for SFA from 1 April 2016 and replaces both MOD's 4TG regulations and DIO's 'Standard for Condition' as the reported measure of condition. BFG will remain under 4TG until draw down. The enduring non-BFG and the small number of BFG elements planned to remain in Germany have moved to CAAS. SLA will continue under 4TG, until the planned implementation of CAAS SLA.

Methodology

0502. Accommodation charges are determined by three factors: condition, scale and location. Where a standard is not, or cannot, be met the charge is reduced to reflect the deficiency from the target standard. Against each of these factors, SFA will fall into one of three incremental levels.

| Level | Condition | Scale | Location |
|-------|--------------------------|--------|--------------|
| 1 | Decent Homes Plus (DH+) | Upper | Urban |
| 2 | Decent Homes (DH) | Middle | Intermediate |
| 3 | Decent Homes Minus (DH-) | Lower | Remote |

0503. This leads to 9 different charging bands. The start of the banding (top charge – Band A) is set at Decent Homes Plus (DH+) for condition, Upper scale and Urban location. The top charge band for each type of SFA, Band A, is recommended by the AFPRB annually. The combined result of the assessment of each factor calculates the overall Rental Band for individual SFA in accordance with the table below and the rates table at Annex B Table 5.

| CONDITION ↓ | LOCATION → | Urban | Intermediate | Remote |
|----------------|---------------|-------|--------------|--------|
| | SCALE ↓ | | | |
| DH+ | Upper | A | B | C |
| | Middle | B | C | D |
| | Lower | C | D | E |
| DH | Upper | C | D | E |
| | Middle | D | E | F |
| | Lower | E | F | G |
| DH- | Upper | E | F | G |
| | Middle | F | G | H |
| | Lower | G | H | I |

Criteria

0504. The detailed definition and assessment methodology for each of the CAAS assessment criteria is at **JSP 464 Vol 3, Part 2**. The CAAS assessment is recorded in the form at **Annex A to Chapter 6**.

0505. Overseas SFA Accommodation Charge reductions. With effect from 1 Apr 2016, the following enhancements to the overseas offer will apply:

- a. Reduction by 2 charging bands of the CAAS Band assessment for all overseas SFA.
- b. SFA in BFG remaining on 4TG will receive a 1-Grade reduction.
- c. CILOCT Waiver. All SP, whether in SFA or SLA (or substitute equivalents) overseas will be exempt CILOCT charges (see also Chapter 4 - CILOCT).

0506. Overseas CAAS methodology. Some aspects of the factors have been amended to reflect differences overseas, as listed below under 'Condition' and 'Location'.

Condition

0507. Condition assessment for SFA is based on the Department for Communities and Local Government (DCLG) 'Decent Homes Standard' (DHS). The three categories into which each property will be placed are: Decent Homes Plus (DH+), Decent Homes (DH), and Decent Homes Minus (DH-). The Target standard for SFA is DH+. A Decent Home is determined by the national standard and requires SFA properties to meet all of the following four criteria:

- a. **Criterion 1:** it meets the statutory minimum standard for housing;
- b. **Criterion 2:** it is in a reasonable state of repair (assessed from the age and condition of a range of building components including walls, roofs, windows, doors, chimneys, electrics and heating systems);
- c. **Criterion 3:** it has reasonably modern facilities and services (assessed according to the age, size and layout/location of the kitchen, bathroom and WC and any common areas for blocks of flats, and to noise insulation)
- d. **Criterion 4:** it has a reasonable degree of thermal comfort. This is assessed using the Government's Standard Assessment Procedure (SAP) for measuring energy efficiency at the following thresholds:
 - (1) DH+ SAP 55 and above;
 - (2) DH SAP 54 to 39;
 - (3) DH- SAP 38 and below.

0508. **These four criterion** are used to identify properties that are affected by one or more of the condition factors to produce an overall CAAS classification (Decent Homes Plus (DH+), Decent Homes (DH), and Decent Homes Minus (DH-)). A rental discount will be applied to properties by adjusting the property to a reduced Condition category, with the starting level set at Decent Homes Plus (DH+) (no discount), and the lowest rent level capped at the Decent Homes Minus (DH-) category.

0509. Overseas. The following **differences** apply **overseas**:

- a. **Thermal comfort assessment.** Energy Performance Certificate (EPC) thresholds for overseas SFA will be based upon host nation metrics. Where an EPC (or its equivalent) does not exist, bespoke local arrangements will be made. **JSP 464 Vol 3 Part 2** contains tables indicating the various host nation systems that will be utilised for the purpose of assessing energy efficiency.
- b. **Seismic protection.** This aspect of the Condition assessment is considered as part of wider safety considerations overseas, where risk of damage by earthquake is in some areas increased. Where core SFA stock lacks seismic protection there will be a reduction in CAAS Band. DIO already undertake remedial works where practical and will continue to do so.
- c. **Compliance with UK building and fire standards.** The Decent Homes Standard (DHS) employed as a measure of condition will be utilised for overseas SFA. Where SFA are constructed to UK standard (e.g. within Permanent Joint Operating Bases (PJOBS) locations) SFA will be mapped to the UK standard. Where SFA are not constructed to UK standard (e.g. where hirings are utilised), the host nation standard will be used as a barometer of quality. Throughout, risk and hazards will continue to be mitigated, with fire safety compliance remaining firmly linked to UK Fire Regulations and its certification to UK acceptable equivalent standards.

Scale

0510. The scale element of CAAS is based on two factors: size and features (functional amenity and physical characteristics), benchmarked against DCLG national space standards. Each property will be assessed as Upper, Middle or Lower scale based on the following criteria:

- a. **Size.** Properties will be assessed based on **either one** of the following size criteria:
 - (1) A measure of the overall size – the Gross Internal Area (GIA) (measured in accordance with Royal Institute of Chartered Surveyors Code of Practice); in accordance with the thresholds in **Annex A, Table 1**; **or**
 - (2) A measure of the habitable space – the Effective Floor Area (EFA) (measured in accordance with Royal Institute of Chartered Surveyors Code of Practice); a cumulative floor area of the kitchen, sitting, dining, bedrooms, dressing room and study in accordance with the thresholds in **Annex A, Table 2**.

The measure of habitable space (EFA) does not apply if the overall size (GIA) has already been applied.

- b. **Features.** CAAS will provide a discount if a property lacks certain functional amenities; as defined in **Annex A, Table 3**.

0511. The measures of size and features are used to identify properties that are affected by one or more of the scale factors to produce an overall CAAS classification (Upper, Middle

or Lower). A rental discount will be applied to properties by adjusting the property to a reduced Scale category, with the starting level set at the Upper category (no discount), and the lowest rent level capped at the Lower category.

Location

0512. Assessment Criteria. Location assessment is based on accessibility to services and determined by a pan-UK classification system, using individual property postcodes. Each property will be assessed as Urban, Intermediate or Remote based on the following criteria:

- a. **Initial Geographical Classification.** The three Government rural-urban area classification systems (England & Wales, Scotland and Northern Ireland) are used to place an SFA into an initial geographical classification of Urban, Intermediate or Remote.

- b. **Accessibility to Key Services (England only).** The accessibility of the SFA is then assessed based on a measure of the average travel time to eight key amenities¹⁴ by public transport/walking, using data published by the Department for Transport (DfT). The following thresholds are applied:
 - (1) Urban (less than 20 minutes travel); or
 - (2) Intermediate (between 20 and 40 minutes); or
 - (3) Remote (more than 40 minutes).

Accessibility to Key Services is not assessed for Northern Ireland, Scotland or Wales as neither the DfT nor the Devolved Administrations produce this data.¹⁵

- c. **Broadband Accessibility.** The broadband accessibility is then measured for the SFA using Ofcom data for average broadband download speed. The threshold that must be met to pass this criteria is set against the 2013 UK national average broadband speed of 17.8 Mbit/s until 1 Apr 18, at which point it will be increased to 24 Mbit/s, in line with the Government's superfast broadband commitment. Properties not able to access this standard will be reduced by one category.

- d. **Deprivation.** Finally adverse social factors are then measured for the SFA using the Government Indices of Multiple Deprivation (IMD) mechanism, which score and rank locations based on a number of deprivation factors¹⁶. Properties that are located within the tenth most deprived areas on the Index will be reduced by one category.

¹⁴ Food store, GP, employment centre, primary school, secondary school, further education institution, hospital, town centre.

¹⁵ During the development of CAAS following detailed analysis it was assessed that the rural-urban classification, for Scotland, Northern Ireland and Wales, provided a proxy for the accessibility criteria, as no alternative source of data existed.

¹⁶ Indices of Multiple Deprivation consider factors such as income, employment, health, education, skills and training, crime and living environment.

0513. These four criterion are used to identify properties that are affected by one or more of the location factors to produce an overall CAAS classification. A rental discount will be applied to properties by adjusting the property to a lower rent category, with the starting level set at the Urban category (no discount), and the lowest rent level capped at the Remote category, as summarised in the Table below:

| LOCATION CLASS | | |
|----------------------------|------------------------------|-------------------------------------|
| Urban | Intermediate | Remote |
| No reduction in band | One band reduction | Two band reduction |
| No locational disadvantage | Some locational disadvantage | Significant locational disadvantage |

0514. Methodology. JSP 464 Vol 3, Part 2 Chapter 5 contains the detailed the methodology used to conduct the Location assessment. This is supported by a comprehensive CAAS Location Element User Guide, which is available on the DIO CAAS Intranet page and provides full details of the data sources used and how the calculations are made.

0515. Frequency of location assessment. The assessments of individual properties are not required on change of occupant, but all properties are to be re-classified at the following points:

- a. **Updated evidence base.** The location data set will be updated in 2019 and any changes implemented from 1 April 2020. Thereafter future updates will be conducted 4-yearly.
- b. **Revised policy criteria.** The policy will next be reviewed in line with the update to the evidence base in 2019. Thereafter future updates will be conducted 4-yearly.
- c. Substantive change to Government standards on which assessment criteria are based.

0516. The initial classification of new properties will be conducted on an individual postcode basis, where there has been no previous assessment.

0517. Notification of changes. In accordance with Chapter 6 Para 0603 SFA occupants are to be informed 93 days in advance of any changes to charges (both up and down), following any update to the Location assessment

0518. Overseas. The following conditions apply:

- a. **In-country location assessment.** The relative levels of disadvantage (i.e. levels of broadband access, reality of public transport frequency, quality of amenities, level of deprivation) differ between countries. These differences will be given due weighting in considering the Location assessment (Urban, Intermediate or Remote) for each overseas location. Each overseas command has conducted its own assessment, based on in-country knowledge and experience, which has then been ratified by the single Service, JFC, DIO and MOD members of the CAAS Working Group¹⁷.

¹⁷ These assessments are owned by People-Accommodation and reviewed on a 4-yearly basis. In the event of any extenuating circumstances Overseas Commands should contact People-Accommodation–Policy 1 through their TLB Housing Colonel.

b. **Accessibility to Key Services.** The thresholds for the average travel times to the eight 8 key services are amended for overseas locations, in recognition of practicalities such as the frequency/reliability of public transport and realistic expectations of what a SP, partner or dependent might be expected to endure. ¹⁸The revised overseas thresholds for average travel times to key services are:

- (1) Urban (less than 10 minutes); or
- (2) Intermediate (between 10 minutes and 30 minutes); or
- (3) Remote (more than 30 minutes).

The effect of these revisions is to allow for an earlier trigger of the reduction from one level of CAAS to the next, than in the UK.

c. **Frequency of assessment.** The overseas assessments are owned by People-Accommodation and will next be reviewed, along with a policy review, in 2018 and any changes implemented from 1 April 2019. Thereafter they will be reviewed on a 4-yearly basis. In the event of any extenuating circumstances, which would require an earlier review of the assessments, then the Overseas Commands should contact People-Accommodation through their TLB Housing Colonel.

Review of CAAS Criteria and Re-assessments

0519. Criteria. People-Accommodation is responsible for the rolling review of the CAAS assessment criteria at least once every 4 years. Any changes to the assessment criteria will not automatically trigger a review of rental assessments, and it will be agreed during the review as to when any changes will be implemented.

0520. Re-assessments. DIO will conduct property re-assessments at the following points: on change of the next occupant, following refurbishment or not more than 4 years after the previous assessment, whichever is the earlier.

¹⁸ Such as adverse effects of local weather norms, excessive walking distances from 'within the wire' to the public transport pick up point.

6 CAAS Assessment Procedures for SFA

Frequency of Assessment

0601. DIO is to conduct a review of the SFA CAAS band of a property by visit and/or assessment of the property, as follows:

- a. On change of occupant.
- b. After any upgrade work on a property. Upgrade is defined as a replacement of the following building elements: bathroom; kitchen; external doors; windows; boiler and/or heating systems; cavity or external wall insulation; roof; or whole house refurbishment, including some but not necessarily all of the building elements listed. Where accommodation has been subject to improvement, it will be reviewed as part of the handover on completion of the work.
- c. Not more than 4 years after the previous assessment.
- d. On re-typing of property.
- e. On temporary downbanding.

Staffing of Assessment

0602. DIO is responsible for notifying occupants of accommodation of the findings of an assessment by providing a copy of the CAAS Assessment Summary Sheet (Annex A), so that occupants are aware of the assessment results and the rental band.

Effective Date for Change of Accommodation Charges

0603. The effective date of the charge is as follows:

- a. Date of occupation on move in to a property, or
- b. Changes in charges (both up and down) arising from CAAS assessment convened in accordance with a 4-yearly rolling programme or where there have been upgrades, should take effect 93 days after the date of the assessment. SFA occupants are to be notified at least 28 days in advance of the assessment visit.

Challenges¹⁹

0604. Basis of challenge. Occupants may challenge the evidence-base of the assessment findings against any of or a combination of the three criteria (Condition, Scale or Location). It must be stated what the challenge relates to and the restorative action sought.

- a. **Challenge of CAAS Band on New Occupancy.** Occupants have 28 working days, from the date of occupancy in which to challenge the CAAS band in writing (or e-mail). Any change in accommodation band arising from a successful

¹⁹ This includes challenges as a result of confirmed CAAS band letters prior to 1 Apr 16.

challenge will be backdated to the date of occupancy.

b. **Challenge of CAAS Band on Reassessment.** Occupants have 28 working days, from the date of reassessment notification in which to challenge the CAAS band in writing (or e-mail). Any change in accommodation band arising from a successful challenge will be backdated to the date of reassessment.

c. **Appeal of CAAS Band after Challenge is Rejected.** Occupants have 28 working days, following receipt of the outcome of a CAAS Challenge. This appeal can either be in writing (or e-mail). Any change in accommodation band arising from a successful appeal will be backdated to the date of assessment.

0605. DIO are responsible for managing the challenge process, including the review of the evidence-base of the assessment. The review, for each stage, must take place within 28 working days of receipt of the challenge. The process applies to all SFA and SSFA, including Overseas, where a CAAS Band is applied and is as follows:

| Stage | Responsible Authority | Delegated Authority |
|----------------------|---|--|
| Stage 1 Challenge | DIO Service Provider ²⁰ | Delegated authority to review the original evidence-base and confirm the assessment is in accordance with the regulations. Authority to award temporary or permanent reduction or increase in CAAS band. Does not have authority to alter existing policy or set a precedent. |
| Stage 2 Appeal | DIO Service Delivery (SD) Accommodation | Delegated authority to review the original challenge decision, consider any new evidence presented by the occupant or other parties and confirm the assessment is in accordance with the regulations. Authority to award temporary or permanent reduction or increase in band. Authority to backdate any over-payment. Does not have authority to alter existing policy or set a precedent. |

0606. If a challenge is raised at Stage 1, it is for the DIO Service Provider to determine whether the circumstances presented are exceptional and whether they fall within or outwith the intent of this JSP. Having considered the relevant information, the DIO Service Provider may decide to:

a. **Uphold the challenge.** If the circumstances are not exceptional, and where it is agreed the assessment and administration of the charge has been applied incorrectly (in accordance with the regulations in this JSP), the challenge will be upheld and the charge amended accordingly.

b. **Reject the challenge.** If the circumstances are not exceptional and the correct assessment and administration of the charge is apparent, the challenge will be rejected.

²⁰ The DIO contractor in the UK.

- c. **Refer the challenge.** Where the case falls outwith the intent of this JSP, and / or the circumstances are believed to be exceptional, the case may be referred to DIO SD Accn together with any supporting evidence.

0607. If an appeal is raised at Stage 2, it is for DIO SD Accn to review the findings of the DIO Service Provider and to determine whether the circumstances presented are exceptional and whether they fall within or outwith the intent of this JSP. Having considered the relevant information, DIO SD Accn may decide to:

- a. **Uphold the appeal.** If the circumstances are not exceptional and it is believed the charge has been applied incorrectly, the appeal will be upheld and the charge amended accordingly.
- b. **Reject the appeal.** If the circumstances are not exceptional and the correct assessment and administration of the charge is apparent, the appeal will be rejected.
- c. **Refer the appeal.** Where it is considered there is sufficient justification for exceptional treatment, DIO is to staff casework to People-Accommodation. In considering the case, People-Accommodation will consult with the Single Service Authority and will respond to DIO.

0608. The occupant may seek a review of any stage decision, where they believe there is new information which is relevant to the case, or where they believe there is a clear case for a change of policy procedures. Details for the administration of casework are contained in **JSP 464 Vol 3 Part 2**.

Temporary Reduction

0609. Temporary deficiencies or reductions in amenities lasting for 7 days or more. Deficiencies or reductions in amenities, lasting for 7 days or less, will not generate any rental band change. Where there is a significant deficiency or reduction, including environmental disruption²¹, a permanent or intermittent failure of utilities covered by the accommodation charge (meaning water and sewerage to SFA) caused by act or omission of the Authority which is likely to last for between 7 days and 93 days, DIO may authorise a temporary reduction of up to two rental bands for the period of disruption. This will be applied as follows:

- a. A two rental band reduction is only to be applied where the deficiency or reduction in amenities would substantially reduce the Condition (DHS) assessment.
- b. A one rental band reduction is to be applied where there is environmental disruption that impacts on the occupants through nuisance, noise, dust etc but would not lead to a reduction in DH score if the SFA were to be re-assessed.

If after 93 days, the conditions giving rise to the temporary reduction still prevail, DIO is to review and extend where appropriate the temporary reduction. If after a total of 186 days, the conditions giving rise to the temporary reduction still prevail, action to formally re-assess and re-band the property should be taken in accordance with the instructions within this Chapter.

²¹ Building works immediately adjacent to the property which may restrict access or access routes to accommodation or significantly effects living conditions due to noise, dust or other hazard.

0610. Temporary deficiencies or reductions in amenities requests. SFA occupants, Unit Welfare Staff and Single Service Housing Colonel Staff may request a temporary reduction where the provisions of para. 0609 are met. This should be initiated through the relevant single point of contact.

0611. Temporary reductions in amenities during major improvement or repair. Reductions in amenities during major improvement or repair may merit a temporary reduction of two rental bands and should be requested by the contractor and authorised by DIO for the period of reduction in amenities. A two rental band reduction is only to be applied where the deficiency or reduction in amenities would substantially reduce the Condition (DHS) assessment.

0612. Garages. Where an occupant reports that the garage requires a repair that deviates from the Move In standard (wind and weather proof, accessibility), and the period to complete the repair is over 7 days, a temporary downgrade to sub-standard garage charge is to be applied from the date of the repair being reported to the date of completion of the repair. Record of such temporary downgrades is to be maintained.

Typing and Re-typing of Accommodation

0613. Where confirmation of the accommodation Type is required, or where there is a requirement to re-type accommodation to meet changes in demand, DIO is to carry out a banding assessment. Types are defined in **JSP 464 Vol 1 and 2**. This principle applies equally to SFA and SLA.

CAAS ASSESSMENT SUMMARY SHEET FOR SFA

| | |
|--|--|
| Address | |
| | |
| Postcode | |
| SFA Type | |
| BSUID / UPRN ²² | |
| Effective Date of Charge | |
| Energy Rating Band (A-G) ²³ | |

| Condition | Decent Homes Level |
|--|-----------------------|
| 1. Safety - Category 1 Hazard (includes Noise assessment) | DH+ / DH / DH- |
| 2. Repair | DH+ / DH / DH- |
| 3. Modernity - Facilities & Services | DH+ / DH / DH- |
| 4. Thermal Comfort (Energy Efficiency Rating) (DH+ = EER Band D and above; DH = EER Band E / DH- = EER Band F or below) | DH+ / DH / DH- |
| Condition - Overall Score | DH+ / DH / DH- |

| Scale | | Upper / Middle / Lower |
|--|---|-------------------------------|
| Size²⁴ | Gross Internal Area (GIA) [Does not apply if EFA applied] Explanation: Upper: to Scale Middle: Reduced Floor Area >10% below Scale Lower: Reduced Floor Area > 25% below Scale | |
| | Effective Floor Area (EFA) [Does not apply if GIA applied] Explanation: Upper: Cumulative, not individual rooms >10% below Scale Middle: Pass / Fail Lower: Pass / Fail | |
| Features²⁵ | Explanation: Upper: 5 deficiency points or less Middle: >5 points Lower: >10 points | |
| Scale - Overall Score (Combined total of GIA or EFA and Features) | | Upper / Middle / Lower |

| Location | Urban / Intermediate / Remote |
|---|-------------------------------|
| Accessibility | |
| Broadband Accessibility (Speed \geq 17.8 Mbits/s) | |
| Deprivation (\leq 10 percentile) | |
| Location - Overall Score | |

| | | |
|--------------------------------|---------------------------|--|
| CAAS Overall Assessment | CAAS Band (A to I) | |
|--------------------------------|---------------------------|--|

²² This is a unique code DIO use to identify your SFA.

²³ The Energy Rating Band is based on the Standard Assessment Procedure (SAP) used by Government to assess and compare the energy and environmental performance of dwellings. Ratings are from A (most efficient to heat) to G (most expensive to heat).

²⁴ Refer to thresholds at JSP 464 Part 3 Vol 2 Chapter 4 Annex A.

²⁵ Combined total of positive and deficiency points JSP 464 Part 3 Vol 2 Chapter 4 Annex A.

TABLE 1 - GROSS INTERNAL AREA (GIA) FOR ASSESSING SCALE - ALL DIMENSIONS m²

| | Type | | | | | | | |
|--|----------------|-------------------|---------------|---------------|--------------|--------------|--------------|--------------|
| | I | II | III | IV | V | D | C | B |
| Upper Level Scaled Gross Internal Area | Above 211.5 | Above 174.6 | Above 128.3 | Above 112.1 | Above 95 | Above 97.2 | Above 76.3 | Above 68.2 |
| Middle Level Reduced Floor Area Scale Threshold Below scale >10% | 211.5 to 176.4 | 174.6 to 145.6 | 128.3 to 107 | 112.1 to 93.5 | 95 to 79.2 | 97.2 to 81.1 | 76.3 to 63.7 | 68.2 to 57 |
| Lower Level Reduced Floor Area Scale Threshold Below scale >25% | 176.3 & below | 145.5 & below | 106.9 & below | 93.4 & below | 79.1 & below | 81 & below | 63.6 & below | 56.9 & below |

GIA as per 4TG “TABLE 3 – STANDARD AND REDUCED FLOOR AREA RECOGNISED FOR GRADING SFA” at Chapter 8.

TABLE 2 - EFFECTIVE FLOOR AREA (EFA) FOR ASSESSING SCALE - ALL DIMENSIONS m²

| | Type | | | | | | | |
|---|-----------------------|----------------|-----------------|---------------|-----------------|------------------|-----------------|------------------|
| | I | II | III | IV | V | D | C | B |
| Upper Level | Above 157 | Above 139 | Above 93.6 | Above 81.9 | Above 70.2 | Above 73.35 | Above 55.8 | Above 47.25 |
| Middle Level Below scale >10% | 157 & below | 139 & below | 93.6 & below | 81.9 below | 70.2 & below | 73.35 & below | 55.8 & below | 47.25 & below |
| Lower Level | Not applicable | | | | | | | |

Cumulative Effective Floor Area

The combination of effective floor area not individual rooms for the following rooms kitchen, sitting, dining, bedrooms, dressing room, study, utility rooms, against the above thresholds.

The measurable of habitable space (EFA) does not apply if the overall size (GIA) has been applied.

TABLE 3 - CAAS FEATURES

| Ser | Item | Points Allowed | Comments | Applies (Yes/No) | Points Scored |
|----------------------------------|---|----------------|---|------------------|---------------|
| P1 | Provision of En-suite | -2 (Max -2) | Where en-suite (defined as a minimum of a shower, WC and basin) provided in an adjoining room to a bedroom. | | |
| P2 | Provision of Utility area | -2 | Where utility area or room is provided. Defined as an area with plumbing and electricity either within or separate to the kitchen within the curtilage of the building (excluding communal utility area). | | |
| P3 | Provision of Additional WC (not En-suite) | -1 (Max -1) | Where more than two WC provided per property. | | |
| Sub total positive points | | | | | |
| D1 | Lack of Study | 2 | Applicable where non provision of a Study in Type III SFA. | | |
| D2 | Lack of Cloakroom | 2 | Applicable where non provision of second WC and basin in all SFA (in addition to main bathroom or WC). | | |
| D3 | Lack of Power sockets [Refer to Table 4] | 2 (Max 2) | Applicable where total number of single power sockets is below the threshold in accordance with Table 4. Double power sockets are counted as two sockets. Includes fixed fused spur for white goods / appliances. Award 0.25 points for deficiency of each single power socket up to a maximum of 2 points. | | |
| D4 | Lack of shower | 2 | Either cubicle or fitted shower (including mixer taps) over bath. | | |
| D5 | Lack of Privately enclosed external space | 2 | Applicable where no exclusive use of external area per property excluding balcony. Only applies to flats and maisonettes. Minimum space requirements: Private space – 1.5m ² per bedroom. Shared space: minimum 1m ² per bedroom. An outdoor space could be a private garden, a communal garden or courtyard. | | |
| D6 | Lack of Lift | 2 | Only applies to flats and maisonettes. Applicable where main entrance to property not on ground floor. | | |
| D7 | Lack of Door/window locks | 2 (Max 2) | Where following not supplied: external front door fitted with twin cylinder automatic dead latch (or equivalent); external door fitted with 5 level mortice latch (or equivalent). Award 0.25 points for each door and window. Maximum of 2 points. | | |
| D8 | Lack of Plumbing for Washing Machine | 2 | No plumbing for Washing Machine. | | |
| D9 | Lack of Space for fridge/freezer within kitchen or utility area | 2 | No suitable place for standard upright fridge. No suitable place for freezer (unless space available elsewhere). Minimum area dimension of w600mm x d600mm x h870mm. | | |
| D10 | Lack of Heated airing cupboard | 1 | No heated linen/airing cupboard. | | |
| D12 | Lack of Outdoor drying | 1 | No outdoor drying area. | | |

| | | | | | |
|---|---|-----|---|--|--|
| D13 | Lack of Extractor fan for cooker | 1 | No mechanical extractor fan for cooker (hood type or wall/window mounted). | | |
| D14 | Lack of Extractor fan in bathroom | 1 | No mechanical extractor fan for bathroom (ceiling, wall or window mounted). | | |
| D15 | Lack of Plumbing for dishwasher | 1 | No plumbing for dishwasher. | | |
| D16 | Lack of Telephone socket | 0.5 | Where not supplied. | | |
| D17 | Lack of TV aerial | 0.5 | Where TV socket not supplied, or where if supplied, free to air TV channels cannot be received. | | |
| D18 | Lack of Outside tap | 0.5 | Where not supplied. | | |
| Sub total deficiency points (Maximum points) (Where sub-total ends in 0.5, round up to next whole number) | | | | | |
| Total Points Scored (Deficiency points MINUS Positive points) | | | | | |
| UPPER | To Scale - 5 points or less | | | | |
| MIDDLE | Combined total of positive and deficiency points >5 points | | | | |
| LOWER | Combined total of positive and deficiency points >10 points | | | | |

TABLE 4 - SCALING OF SFA POWER SOCKETS RECOGNISED FOR GRADING SCALE

(Cross refer to Table 3, Serial D3)

| Type | I | II | III | IV | V | D | C | B |
|---|----|----|-----|----|----|----|----|----|
| Number of single power sockets (note: double sockets are counted as two single sockets) Award 0.25 points for deficiency of each single power socket up to a maximum of 2 points. | 38 | 38 | 38 | 38 | 33 | 38 | 33 | 29 |

TABLE 5 - SFA ACCOMMODATION CHARGES FORMAT UNDER CAAS**SFA UNFURNISHED CHARGES (£ DAILY)**

| SFA Type | Rental Band A | Rental Band B | Rental Band C | Rental Band D | Rental Band E | Rental Band F | Rental Band G | Rental Band H | Rental Band I |
|--------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Type I | | | | | | | | | |
| Type II | | | | | | | | | |
| Type III | | | | | | | | | |
| Type IV | | | | | | | | | |
| Type V | | | | | | | | | |
| Additional Bedroom | | | | | | | | | |
| Type D | | | | | | | | | |
| Type C | | | | | | | | | |
| Type B | | | | | | | | | |
| Type A | | | | | | | | | |
| Additional Bedroom | | | | | | | | | |

TABLE 6 - FURNITURE CHARGES**SFA FURNITURE CHARGE ADDITION UNDER CAAS (£ DAILY)**

| SFA Type | Part - Furnished | Furnished |
|----------|------------------|-----------|
| Type I | | |
| Type II | | |
| Type III | | |
| Type IV | | |
| Type V | | |
| Type D | | |
| Type C | | |
| Type B | | |
| Type A | | |

7 CAAS Transition Procedures for SFA

Aim

0701. To explain the transition policy for the introduction of CAAS from Apr 16 and to set out the specific transitional arrangements that will apply for the assessment and administration of charges.

Scope

0702. This Section applies to all UK and overseas SFA (excluding BFG).

General

0703. As part of the New Employment Model, the reform of the accommodation charging system is a major objective for MOD and the Services. The new Combined Accommodation Assessment System (CAAS) will be introduced from Apr 16 to provide a system that will be simpler, objective, transparent and independent. CAAS will ensure that the accommodation charge is fairly discounted where the accommodation does not meet clear national civilian standards, but also that it will increase appropriately where improvements are made, up to a maximum charge level that will continue to be recommended by the Armed Forces Pay Review Body (AFPRB).

0704. In developing CAAS, it was concluded that problems with the current 4TG system have led to around half of the charge assessments being out-of-date (nearly half the stock have not been reassessed for more than four years) and/or under-graded. As a result, many SP have been paying less than they should have had their property been correctly graded under 4TG. The introduction of CAAS will correct this under-grading but, in order to protect those SP whose charge should increase significantly, these rises will be incremental over a number of years and capped at a maximum rate where required. The size of the cap will vary according to house type. The highest rental band charged will not increase (and will continue to be recommended by the AFPRB).

0705. In developing CAAS, the opportunity was taken to harmonise the level of discount between all property types. The new methodology will also place greater weighting on the condition of properties, to reflect Service Personnel preferences, and to incentivise continued investment in the standard of accommodation. Because of the differential in the percentage discount between property types there is no direct correlation with 4TG (except between Grade 1 and Band A unfurnished). Overall, the switch to CAAS will result in almost every charge changing to some degree.

0706. The transfer and transitional arrangements are set out in **Para 0707 and 0708** below. Specific transitional rules are set out in **Annex A** to this Chapter.

Mapping each Property from Four-Tier Grading to CAAS on 1 Apr 16

0707. On implementation, each property will be assigned a CAAS charging band. The following transfer arrangements will be effective from the date of CAAS implementation on 1 Apr 16:

- a. Those SFA currently at Grade 1 Unfurnished under 4TG, assessed as CAAS Band A will remain at the same level under CAAS.
- b. Those properties under-graded under 4TG should start the correction towards their final CAAS band on 1 April 16, by moving to the next higher CAAS band above the current equivalent 4TG rate, in accordance with the table at **Annex A, Appendix 1**.
- c. Those properties assessed at a lower charge under CAAS (compared to the 4TG) will go to their final CAAS band immediately.
- d. Those SSFA currently at Grade 1 Unfurnished under 4TG will be mapped to CAAS Band A, and the Location factor and EER/EPC impact applied to provide the actual CAAS Band.
- e. Those SSFA currently at Grade 2 Unfurnished or less under 4TG will be mapped to CAAS Band A, the Location factor and EER/EPC impact applied, and the justification for a reduction under 4TG considered to provide the actual CAAS Band.

Cap for Subsequent Annual Charge Increase from 1 Apr 17

0708. The introduction of CAAS will correct the under-grading in the 4TG system. Those SP experiencing larger charge rises will have those increases staggered; **increases will be capped at one charging band each year from Apr 17 and annually thereafter until the property charge reaches the final CAAS band, unless an improvement is carried out during the transition period which impacts on the CAAS Band.**

Assessment of Properties

0709. DIO is to conduct an assessment for each property. This may include an in-depth inspection of a proportion of like properties within the same estate where similar conditions apply.

CAAS TRANSITION RULES FOR SFA

| AFFECTED GROUP | TRANSITION RULE |
|--------------------------------------|--|
| All | <p>If the final CAAS Band is above the 4TG level, on transition to CAAS on 1 Apr 16 the charge will move to the nearest CAAS Band above the value of the 4TG level. Subsequent increases will then be capped at one charging band each year from 1 Apr 17, and annually on 1 Apr thereafter until the charge reaches the final CAAS band.</p> <p>If the final CAAS band is below the 4TG level, the charge will be set at the final CAAS band immediately on 1 Apr 16.</p> <p>This principle will apply to all properties throughout the transition period unless the exceptions described below apply.</p> |
| Change of occupant | <p>Incremental protection of one band per annum towards the final CAAS rate will continue to apply to the property throughout the transition period, regardless of whether there has been a change of occupant.</p> |
| Upgrade work on a void property | <p>Where a property has been subject to improvement, it will be assessed as part of the handover on completion of the work. If, as a result of the upgrade work, the review results in an increase in the CAAS band, the revised final band will apply immediately and with no transitional protection.</p> <p>Upgrade is defined as a replacement of the following building elements: bathroom; kitchen; external doors; windows; boiler and/or heating systems; cavity or external wall insulation; roof; or whole house refurbishment, including some but not necessarily all of the building elements listed.</p> |
| Upgrade work on an occupied property | <p>Where a property has been subject to improvement, it will be assessed as part of the handover on completion of the work. If, as a result of the upgrade work, the review results in an increase in the CAAS band, the CAAS band will:</p> <ul style="list-style-type: none"> - increase by the number of bands that relates to the upgrade work only (in practice the condition assessment of two Bands); or - if the property has not reached the revised final CAAS band after the two Band increase, transitional protection will continue to apply, with increases of one band annually on 1 Apr above the revised CAAS band until it reaches the revised final CAAS band. <p>Definition of upgrade as above.</p> |

| | |
|---|--|
| Change to assessment criteria | <p>Where a change in assessment triggers a review of the property assessment, and results in either of the following:</p> <ul style="list-style-type: none"> - increase to the final CAAS band, the property will retain any protection arrangements in place and the increases will be capped at one charging band annually on 1 Apr until the property charge reaches the new final CAAS band. - decrease to the final CAAS band. If the property has not yet reached the final CAAS band, it will continue on its transition and the increases will be capped at one charging band annually on 1 Apr until the property charge reaches the new final CAAS band. If the property has already reached the final CAAS band, then the charge will be set at the final CAAS band from the date of implementation of the change to the assessment criteria. |
| Re-typing of property | <p>Where a property has been subject to permanent or temporary re-typing:</p> <ul style="list-style-type: none"> - if the property has not reached the final CAAS band on re-typing, transitional protection will continue to apply under the new type, with increases capped at the rate of one band increase per year until it reaches the final CAAS band. |
| Temporary downgrading | <p>Where a property has been subject to temporary downgrading, the incremental progression to the final CAAS band will be suspended for the period of temporary downgrading. At the end of this period, incremental progression will re-commence from the point that would have applied if temporary downgrading had not occurred.</p> |
| Single (and unaccompanied) Service personnel | <p>Single and unaccompanied Service personnel occupying temporarily surplus SFA pay the entitled rate of SFA charge; transitional protection will apply.</p> |
| Other non-entitled (eligible) occupants | <p>Other non-entitled (eligible) occupants are to be charged the local market rate (determined by DIO), unless there are particular agreements with the MOD which may specify a different charging regime. Transitional protection will NOT apply.</p> |
| Foreign Armed Forces Personnel | <p>Personnel serving in a Foreign Armed Force but serving in a UK appointment are to be charged the non-entitled rate determined by an annual DIN; in such circumstances, transitional protection will NOT apply.</p> <p>If they are on an exchange appointment with UK Forces, or subject to reciprocal training agreements, or Memoranda of Understanding which specify that charges other than the non-entitled rate will apply; in such circumstances, transitional protection will apply.</p> |
| Allocation of SFA Above Entitlement for Service Reasons | <p>In order not to disadvantage personnel when SFA above entitlement is allocated for Service reasons, the SFA charge applied is the lower of:</p> |

| | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|----------------|--------------|--------------|--|-----------|------------|----------|--|---------|--------------|---------------|--|----------|-------------|----------------|--|---------------|--------------------|-----------|--|-------------------|------------|--|--|
| | <ul style="list-style-type: none"> - Rental Band A for charge for the type of property to which they are normally entitled; or - the Rental Band for the type of property actually occupied. <p>Transitional protection will apply.</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| Occupation of SFA Above Entitlement by Personal Choice | <p>Service personnel who elect to occupy SFA above entitlement as a matter of personal choice will pay the accommodation charge appropriate to the type and grade of SFA occupied.</p> <p>Transitional protection will apply.</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| Allocation of SFA Below Entitlement | <p>Service personnel who are allocated SFA below entitlement will pay the accommodation charge appropriate to the type and grade of SFA occupied.</p> <p>Transitional protection will apply.</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| UK SSFA | <p>UK SSFA will be assessed for CAAS as follows:</p> <ul style="list-style-type: none"> - Grade 1 will be assessed as CAAS Band A, then the effects of the Location factor and EER/EPC ratings applied (Vol 3 Part 2 Para 0315); or - Grade 2 or less will be assessed as CAAS Band A, then the effects of the Location factor and EER/EPC ratings applied. DIO SD Accn will determine the reason for the existing lesser charge under 4TG and apply condition and scale reductions accordingly noting that if the reduction under 4TG is as a result of excessive heating costs, the reduction will be considered included within the EER/EPC assessment. | | | | | | | | | | | | | | | | | | | | | | | | |
| Noise Assessments | <p>For the period 1 Apr 16 to 31 Mar 17, MOD operational flying noise criteria for the sites listed below have been assessed under interim arrangements pending completion of formal assessments. For affected SFA, charges will be amended from 1 Apr 17 to reflect the formal assessment result. Those SP who see a decrease in CAAS Band will move immediately to the revised Band and will be reimbursed for overpayment during the interim year (2016-17). Those SP who see an increase in CAAS Band will not have the increase backdated to cover the interim year (2016-17). For airfield sites not listed below, formal noise data exists and has been used in calculating the CAAS Band to take effect from 1 Apr 16.</p> <p>Interim arrangement sites:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Dishforth</td> <td>RAF Akrotiri</td> <td>RAF Scampton</td> <td></td> </tr> <tr> <td>Gibraltar</td> <td>RAF Benson</td> <td>RM Poole</td> <td></td> </tr> <tr> <td>Kinloss</td> <td>RAF Cranwell</td> <td>RNAS Culdrose</td> <td></td> </tr> <tr> <td>Leuchars</td> <td>RAF Leeming</td> <td>RNAS Yeovilton</td> <td></td> </tr> <tr> <td>Middle Wallop</td> <td>RAF Linton on Ouse</td> <td>Wattisham</td> <td></td> </tr> <tr> <td>MOD Boscombe Down</td> <td>RAF Odiham</td> <td></td> <td></td> </tr> </table> | Dishforth | RAF Akrotiri | RAF Scampton | | Gibraltar | RAF Benson | RM Poole | | Kinloss | RAF Cranwell | RNAS Culdrose | | Leuchars | RAF Leeming | RNAS Yeovilton | | Middle Wallop | RAF Linton on Ouse | Wattisham | | MOD Boscombe Down | RAF Odiham | | |
| Dishforth | RAF Akrotiri | RAF Scampton | | | | | | | | | | | | | | | | | | | | | | | |
| Gibraltar | RAF Benson | RM Poole | | | | | | | | | | | | | | | | | | | | | | | |
| Kinloss | RAF Cranwell | RNAS Culdrose | | | | | | | | | | | | | | | | | | | | | | | |
| Leuchars | RAF Leeming | RNAS Yeovilton | | | | | | | | | | | | | | | | | | | | | | | |
| Middle Wallop | RAF Linton on Ouse | Wattisham | | | | | | | | | | | | | | | | | | | | | | | |
| MOD Boscombe Down | RAF Odiham | | | | | | | | | | | | | | | | | | | | | | | | |

SFA 4TG TO CAAS RENTAL BAND – TRANSFER ARRANGEMENTS ON IMPLEMENTATION FROM 1 APRIL 2016 - 31 MARCH 2017

| Type | 4TG | CAAS Band |
|------|-----|-----------|-----|-----------|-----|-----------|-----|-----------|
| I | G1 | A | G2 | D | G3 | G | G4 | I |
| II | G1 | A | G2 | D | G3 | G | G4 | I |
| III | G1 | A | G2 | D | G3 | G | G4 | I |
| IV | G1 | A | G2 | C | G3 | F | G4 | H |
| V | G1 | A | G2 | C | G3 | F | G4 | H |
| D | G1 | A | G2 | C | G3 | F | G4 | H |
| C | G1 | A | G2 | C | G3 | F | G4 | H |
| B | G1 | A | G2 | C | G3 | F | G4 | H |
| A | G1 | A | G2 | C | G3 | E | G4 | G |

8 MOD's 4-Tier Grading for Charge Regulations for SFA, SLA and the Substitute Equivalents

Introduction

0801. Concept. The 4-Tier Grading (4TG) system provides a means of determining accommodation charges for differing standards of Service Family Accommodation (SFA) and Single Living Accommodation (SLA) globally. CAAS is being introduced for SFA from 1 April 2016 and will replace 4TG. BFG will remain under 4TG until draw down. In addition, from 1 Apr 16, SFA in BFG remaining on 4TG will receive a 1-Grade reduction. The enduring non-BFG and the small number of BFG elements planned to remain in Germany will move to CAAS. SLA will continue under 4TG, until the planned implementation of CAAS SLA.

0802. Responsibility for Policy. People-Accommodation is the MOD sponsor of accommodation policy.

0803. Sponsorship of 4TG. People-Accommodation is the tri-Service MOD sponsor of the 4TG Regulations in consultation with single Service Authorities (Pay/Housing Colonels).

0804. Sponsorship of accommodation. The following organisations are responsible for the provision of publicly funded accommodation:

- a. SFA in England, Wales and Scotland – Defence Infrastructure Organisation (DIO).
- b. SFA in Northern Ireland and Overseas – DIO and single Services on a TLB/Grouping basis.

- c. SLA globally – single Services on a TLB/Grouping basis.

JSP 315 Living Accommodation Scales and 4TG

0805. JSP 315. JSP 315 Services Accommodation Code lays down the general standards set by MOD, for the provision of accommodation to the Armed Forces. The primary purpose of the Scales is to provide indicative guidance to inform new build and refurbishment. Accordingly, the scales do not constitute an entitlement to a particular specification of accommodation.

0806. JSP 315 and linkage to the 4TG Regulations. For the purposes of 4TG, the JSP 315 Living Accommodation Scales are taken as the general baseline against which scaling deficiencies may be assessed to ensure fairness of charging. The presence of a particular feature in a small minority of new accommodation may attract positive points. However, when more than 50% of the estate is configured with a particular feature, MOD may consider its non-provision to be a deficiency and permit deficiency points to be awarded.

0807. JSP 315 Scales. The JSP 315 Scales which underpin this edition of the 4TG Regulations are as follows:

- a. **SFA.**
 - i. Scale 21(Amendment 14/October 2005) – Officers Family Quarters.
 - ii. Scale 22(Edition 3/July 1999/Amendment 14/October 2005) – Other Ranks Family Quarters.
- b. **SLA.**
 - i. Scale 3(Amendment 18/September 2007) – Junior Ranks.
 - ii. Scale 30 (Amendment 18/September 2007) – Officers.
 - iii. Scale 32 (Amendment 18/September 2007) – Officer Cadets and Candidates.
 - iv. Scale 35 (Amendment 18/September 2007) – Senior Non Commissioned Officers.

4TG System

0808. Methodology. The 4TG system provides the mechanism for awarding points for the standard of accommodation from which the overall Grading and the charge is derived. Where a standard is not, or cannot, be met, the deficiency is awarded a number of deficiency points. Where the specification of a minority of accommodation (principally arising from new build projects) is exceptionally high, positive points may be awarded to offset the deficiency points for a balanced and fair grading to be determined. Currently, positive pointing applies to SFA and SSFA only.

0809. Grading criteria and point scoring. The 4TG procedure is at Annex A (SFA) and Annex B (SLA). Table 1 of each Annex provides a summary of the criteria covering scaling, condition and other non accommodation related factors which are to be assessed

together with the number of deficiency points which may be awarded when a particular criteria is not met, offset where applicable with any positive points. Further amplifying detail in each Annex is provided in supporting Tables, together with a Grading Points Summary Sheet. Guidelines on the assessment of adverse environmental factors for the 4TG of both SFA and SLA is at Annex C. The overall points score as recorded on the Summary Sheet determines the accommodation grade for charging purposes as follows:

| NET OVERALL POINTS SCORE | | ACCOMMODATION GRADE |
|------------------------------|-------------------|--------------------------------|
| 0-4 | deficiency points | 1 |
| 5-9 | deficiency points | 2 |
| 10-14 | deficiency points | 3 |
| 15-25 | deficiency points | 4 |
| 26 or more deficiency points | | Below Grade 4 – See 0810 below |

0810. Accommodation below Grade 4. For accommodation attracting 26 deficiency points or more, the case is to be referred to the appropriate single Service Authority who will consider whether it would be appropriate to further reduce the charges by waiving the rental element of the accommodation charge and the heat and light and/or the water elements of the accommodation charge. In these cases, the Service Authority may need to consult with the respective TLB but retains the financial authority. Below Grade 4 charges are listed in the annual 'Pay Letter' under the heading 'Grade 4 charges less rent element' (for SFA) and 'Utilities Charge' (for SLA), and are summarised as follows:

| Net overall points score | Accommodation Grade | Description | Applicable to SFA | Applicable to SLA |
|--------------------------|---------------------|--|-------------------|-------------------|
| 26 or more | 4a | Grade 4 less rental element | Yes | Yes |
| 26 or more | 4b | Grade 4 less rental and heat and light elements – no charge | No | Yes |
| 26 or more | 4c | Grade 4 less rental and water elements – no charge | No | Yes |
| 26 or more | 4d | Grade 4 less rental, heat and light and water elements – no charge | No | Yes |

In all cases where an accommodation charge is raised (Grades 4a, b and c) then CILOCT (Contribution in Lieu of Council Tax) is to be charged in accordance with JSP 464 regulations. Where accommodation is assessed as Grade 4b-d (no charge) no CILOCT charges are to be raised.

0811. Award of 5 additional deficiency points when adverse circumstances applying to accommodation are so unusual that they are not covered by the 4TG Regulations. In cases where a 4TG Board considers that adverse circumstances applying to accommodation are so unusual that they are not covered by the 4TG Regulations, a recommendation may be made via the Service Authority (single Service Pay/Housing Colonels) to People-Accommodation that up to 5 deficiency points may exceptionally be awarded.

4-Tier Grading Boards

0812. Composition of Board of Officers. The Service Authority is responsible for convening a Board of Officers to conduct a 4TG Board. The composition of the Board of Officers is as below (composition may be varied where these appointments do not exist):

| Ser | Board (Note 1) | DIO SD ACCOMMODATION administered SFA | Services administered SFA | Services administered SLA |
|-----|--------------------|--|--|---|
| 1 | President (Note 2) | Lt Cdr/Maj/Sqn Ldr | Lt Cdr/Maj/Sqn Ldr | Lt Cdr/Maj/Sqn Ldr |
| 2 | Members | DIO SD Accommodation representative (when available) | FHWS/ SSO representative /Senior Officer from Unit concerned | Unit Officer not below Lt Cdr/Maj/Sqn Ldr in a major Unit |
| 3 | | EHO or EHP (Note 3) | EHO or EHP (Note 3) | EHO or EHP (Note 3) |
| 4 | In attendance | Customer Care Officer or Technical Liaison Officer | Estate Manager | |
| 5 | | DIO/EWC/GPM and/or Mil Clerk of Works (Note 4) | DIO/EWC/GPM and/or Mil Clerk of Works (Note 4) | DIO/EWC/GPM and/or Mil Clerk of Works (Note 4) |

Notes:

1. Civil secretariat representation may be included IF REQUIRED on a single Service basis.
2. President may be an RO2/C2 (MSF) graded civil servant.
3. Only Environmental Health Officer (EHO) or Environmental Health Practitioners (EHP), as appointed by Senior Medical Officer (SMO) may represent Medical (if required).
4. DIO representative/Establishment Works Consultants (EWC)/ Garrison Property Manager (GPM) and/or Contractor representative (if required).

0813. Typing and re-typing of SFA and SLA. Where confirmation of the accommodation Type is required, or where there is a requirement to re-Type accommodation to meet changes in demand, the Service Authority in consultation with the accommodation sponsor may direct the 4TG Board to confirm that the accommodation is correctly typed and, if required, to make recommendations to change the accommodation Type. Where the 4TG Board considers that accommodation is inappropriately Typed, the 4TG Board should grade the accommodation against the correct Type and include their recommendation for re-Typing in the Board's proceedings.

4-Tier Grading Boards – Frequency

0814. Frequency of re-grading accommodation. Accommodation is to be subject to a rolling audit, where all SFA/SLA is to be reviewed at least once every 4 years. Re-grading outside the rolling audit may be required; whilst it is not possible to detail all occasions when this will be required, common examples are re-appropriation of SLA and upgrade or refurbishment of SFA/SLA. Where accommodation has been subject to

improvement, it is normally to be re-graded by the managing authority within 1 month of completion. It is acceptable for Boards to inspect in-depth only a proportion of like properties within the same estate where similar conditions apply. Accommodation is to be validated using the appropriate Grading Points Summary Sheet at Annexes A and B. As a minimum, Board of Officers (BoOs) should continue to be convened for properties/sites known to have benefited from the DIO upgrade programme. BoOs should also continue to be convened where there have been material changes in any of the factors assessed under the 4TG system for a property, where the cumulative effect of deficiency or positive points awarded could result in an increase or decrease in the grade for charge for that property.²⁶

0815. Advance notice to occupants. Where the Service Authority convenes a 4 Tier Grading Board in accordance with the rolling 4 yearly programme or when there has been upgrade or refurbishment of accommodation outside the rolling programme, the accommodation sponsor is to notify occupants at least one month in advance of the date of the Board, thereby ensuring that occupants have advance notice that their charges may be affected and also so that they have an opportunity to request that their accommodation is included in the Board. Occupants of each SFA are to receive written notification. SLA occupants are to be informed via Unit orders and/or Unit notices.

Grading Challenges and Errors under 4TG

0816. Challenge of grade on new occupancy. On moving in to SLA /SFA, the accommodation sponsor (Unit/SSO/DIO SD Accommodation) is responsible for informing occupants of the current Grade of their new accommodation; that they have 3 months, from the date of their occupation, in which to challenge the grade in writing; and that any change in accommodation charges arising from a successful challenge will be backdated to the date of first occupancy (see para 0818). In order to avoid long-term retrospective claims, challenges of grade on first occupancy must initially be examined promptly by a representative of the Service Authority and the accommodation sponsor within 1 month of receipt of the challenge. Depending on the outcome of the initial visit the Service Authority is to determine whether there is a requirement for a full Grading Board to take place. If there is a requirement, the full Grading Board's site visit must take place within 3 months of receipt of the challenge.

0817. Grading errors and challenges after a Grading Board. Following a Grading Board, should the SFA/SLA occupant suspect that there is an error in the Grading Points Summary Sheet or wish to challenge the findings of the Board, they should immediately inform the appropriate sponsor in writing. The findings of the Board may then be reviewed.

0818. Refunds of charges where a grading error or challenge is upheld. Where an error or challenge is upheld, MOD (via the Service Authorities) has delegated authority by HM Treasury to allow a refund of accommodation charges back to the date of occupancy; subject to approval by the appropriate budget-holder. Any request outside of this delegation would require exceptional HM Treasury approval via People-Accommodation.

Temporary Downgrading under 4TG

²⁶ As agreed by the ASG on 19 June 2014

0819. Temporary deficiencies or reductions in amenities lasting for 7 days or more. Deficiencies or reductions in amenities, lasting for 7 days or less, will not generate any deficiency points score. Where there is a significant deficiency or reduction in amenities, including a permanent or intermittent failure of utilities covered by the accommodation charge (meaning water and sewerage to SFA, and gas, electricity, heating oil, water and sewerage to SLA) which is likely to last for between 7 days and 3 months, Commands/Divisions/Districts may authorise temporary downgrading of accommodation. Where the temporary deficiency is likely to last for more than 6 months the case is to be referred to the Service Authority at MOD level. In respect to the temporary downgrading of SFA in UK, DIO SD Accommodation may recommend to the respective Service Authority that temporary downgrading would be appropriate as a result of deficiencies reported by occupants, identified during move in/out or other routine visits to the SFA. Subject to approval from the Service Authority, occupants will be entitled to a refund, being the difference between the charge for the accommodation occupied, based on its previously assessed Grade, and the charge for the appropriate lower Grade which has been triggered by the points score for the period the temporary deficiency or reduction exists. Where applicable, the request is to be supported by the appropriate certification by the EWC in UK or GPM elsewhere. An environmental health survey is not essential providing there is sufficient evidence to justify the temporary downgrading. If after 6 months, the conditions giving rise to the temporary downgrading still prevail, action to downgrade should be taken in accordance with the Instructions in this Chapter.

4-Tier Grading – Reporting

0820. Reporting timetable. The results of the Grading Board are to be staffed (as per para 0821) within 2 months of the date of the Board as specified in the 4TG Board Convening Order. Occupants of accommodation subjected to a 4TG Board are to be notified of the outcome of the Board within 3 months of the date of the Grading Board (as below 0822).

0821. Staffing of the Board's proceedings. Following a 4TG Board, the Board President is to submit a copy of the Proceedings to the appropriate Command/Regional Brigade Headquarters (Regional District Headquarters when below grade 4 is recommended or contentious issues have arisen), together with any supporting information from the DIO/GPM/EHO/EHI or DIO SD Accommodation where appropriate. If for any reason this supporting information is unobtainable, a certificate signed by the Board President is to be included detailing the points and explaining why it is not available. The Command/Brigade/District Headquarters is responsible for approving the findings of the Board and notifying their approval back down the chain of command to respective units/SSOs/DIO SD Accommodation. Once staffed, the final copy is to be retained by the accommodation sponsor at the local level.

0822. Unit / SSO/ DIO SD Accommodation Action. Units/SSOs/DIO SD Accommodation are responsible for notifying occupants of accommodation in writing of the findings of a Grading Board within 3 months of the date of the Board. A copy of the Grading Points Summary Sheet is to be sent to each occupant so that they are aware of the points awarded and the Grade of the accommodation. Where a Grading change is approved by the Service Authority, occupants of the affected accommodation are to be notified in advance of any deduction from pay of any changes to the accommodation charge. Units/SSOs/DIO SD Accommodation are then to raise the appropriate forms to amend administrative records to ensure that correct charges are raised. Changes in charges are to take effect in accordance with the direction at para 0823 and 0824.

Effective Date for Change of Accommodation Charges under 4TG

0823. Formally convened 4TG Boards in accordance with the 4 yearly rolling programme (para 0814). Changes in charges (both up and down) arising from 4TG Boards which have been formally convened by the Service Authority in accordance with the 4 yearly rolling programme, or when there has been upgrade or refurbishment of accommodation outside the rolling programme, should take effect 3 months after the date of the Board's visit as specified in the 4 Tier Grading Board Convening Order and notified in the Record of Proceedings.

0824. 4TG Boards convened as a result of grading challenges on first occupancy (para 0816). Changes in charges arising from a challenge of the grading on first occupancy should take effect from the date of occupancy.

Invalidation of the Findings of a 4TG Board

0825. Invalidation of the findings of a Board. The findings of a Board will be invalidated if:

- a. The results of the Grading Board are not staffed within 2 months of the date of the Board's visit as specified in the 4TG Board Convening Order (para 0821), and not notified to occupants within 3 months of that date (para 0822).
- b. A breakdown in the grading procedures takes place within the prescribed timeframe which results in occupants of affected accommodation being unfairly disadvantaged.

Recording of Accommodation Grading and Auditing under 4TG

0826. Responsibilities of sponsors. Accommodation sponsors (see 0803) are to keep records of current gradings and the date of the last Board, for all their SFA and SLA. TLBs are responsible for auditing findings and ensuring that Grading Boards are conducted in accordance with the correct procedures and within the permitted timeframes. Where it is found that either the correct procedures have not been followed or the timescales have been exceeded (para 0825), TLBs in discussion with the Service Authority (and MOD if necessary) are to determine whether the findings of the Board are to be invalidated. In that event, a Grading Board is to be reconvened at the earliest opportunity to degrade the accommodation.

Grading Procedures for Substitute SFA and SLA

0827. Substitute Service Family Accommodation (SSFA) - (UK only). The accommodation charge for SSFA is to be set at Grade 1 of the equivalent SFA charge at either the furnished or unfurnished rate. However, the SSFA Regulations make provision for an occupant to challenge the grading where they believe that the property does not warrant Grade 1 charges. In order to minimise the administrative burden of re-grading individual SSFA properties, the following procedures are to apply (which broadly reflect the arrangements for 'challenging the grade on new occupancy' at para 0816 above):

- a. Within 3 months of first occupation of the SSFA, occupants may apply to DIO SD Accommodation for their property to be re-graded when they consider that significant deficiencies below Grade 1 apply in accordance with the SFA 4TG criteria at Annex A.
- b. DIO SD Accommodation is to visit the SSFA within 1 month of receipt of the application and makes an independent assessment.
- c. Subject to the visit, DIO SD Accommodation is to recommend to the appropriate Service Authority that re-grading is/is not appropriate.
- d. The Service Authority is to approve or turn down the re-grading application.
- e. DIO SD Accommodation is to be notified of the Service Authority's decision and DIO SD Accommodation is to notify the occupant of the outcome before any change in the occupant's accommodation charge is administered.
- f. A 4TG Board is only to be convened if the application is contentious or difficult issues arise. If there is a requirement, the full Grading Board's site visit must take place within 3 months of receipt of the challenge. Thereafter, Grading may only be challenged (in writing) where there has been a subsequent change to trigger re-grading.

0828. Single and unaccompanied personnel occupying SFA by dint of their appointment (worldwide). Single and unaccompanied Service personnel who are entitled to occupy SFA by dint of their appointment (see JSP 464 Vol 1), should pay the SLA charge in accordance with these Regulations. Where payable, the charge should be set to reflect the type and grade of SLA which they would normally have occupied at their duty station.

0829. Occupants of Substitute Service Single Accommodation (SSSA) - (UK only). Occupants of SSSA should pay Grade 2 SLA charges.

0830. Lodging Allowance claimants (UK only). Personnel in receipt of Lodging Allowance should pay Grade 2 SLA charges in accordance with JSP 752 Regulations.

0831. Occupants of SFA misappropriated as SLA (worldwide). Single and unaccompanied personnel occupying SFA misappropriated as SLA should pay the SLA charge at an appropriate grade which broadly reflects the standard and location of accommodation which is occupied as determined by the Local Service Commander, in accordance with single Service Regulations. Where necessary, a 4TG Board may be convened to determine the appropriate grade for charge.

0832. Overseas Rent Allowance Claimants (ORA) - (overseas only). Occupants of SFA/SLA in overseas locations designated by the local administrating unit as an ORA area, should pay Grade 2 accommodation charges, unless the administrating unit believe that a higher (Grade 1) or lower (Grade 3 or 4) charge would be appropriate, based on what the local market can provide. In the event of a challenge to the grade for charge by the occupant, the administrating unit is to determine the charge based on the actual accommodation occupied, in accordance with MOD's 4TG Regulations (Part IV). Where local conditions make it impractical to utilise the 4TG to determine the grade for charge, a sensible judgement should be taken based on the available details of the accommodation

and informed by local knowledge, experience and precedent.

0833. SFA Hirings (worldwide). SFA hirings are to be graded for charge in accordance with the 4TG Regulations.

Training Camp Accommodation and Field Conditions

0834. Training Camp accommodation (SLA). This accommodation should not normally be graded. This is based on the understanding that personnel on short courses normally continue to pay for their normal barrack accommodation, unless field conditions are declared (see **0835**). If training camp accommodation has to be occupied on a permanent basis (i.e. as their only home), and field conditions have not been declared, an accommodation charge should be applied. This charge should be no greater than Grade 4. Where accommodation would attract 26 points or more if assessed according to this instruction, the single Service sponsor of the accommodation may be approached to authorise a waiver of the rental element of the Grade 4 charge.

0835. Field Conditions (SLA). Field conditions are deemed to exist where graded accommodation is not provided and Service personnel occupy, for example, tentage, bivouacs, vehicles, barns, hangars, outbuildings, derelict and abandoned properties, church halls and hutted camps. This list is not intended to be definitive. In these circumstances accommodation charges are not raised, therefore this type of accommodation is not to be graded.

Administrative Chain for Grading SFA and SLA

0836. Administrative chain for grading SFA

| Ser | Action By | Task | Comment |
|-----|--|--|---|
| 1 | Service Convening Authority | Draw up convening order for Grading Board | Copied to Command/Brigade/District Headquarters as appropriate |
| 2 | SFA Sponsor / DIO Op Accommodation | Advance notice to occupants | At least 1 month in advance of the date of the Board as specified in the 4 Tier Grading Board Convening Order |
| 3 | EWC/Clerk of Works/Civilian equivalent | Preliminary site visit for routine technical work | Optional |
| 4 | Grading Board | Site Visit. Completion of Annex A Table 5 | 3 month time limit commences |
| 5 | Grading Board | Submission of Board findings | Annex A Table 5 and supporting evidence to be passed to appropriate Command/Brigade/ District for authorisation |
| 6 | Command/Brigade/District | Confirmation and authority to implement Board findings | |
| 7 | SFA sponsor / | Written notification of | To include copy of Annex A |

| | | | |
|---|---------------------------------------|--|--|
| | DIO SD Accommodation | Board's findings to occupants | Table 5 and, where necessary, notification of change to accommodation charge and effective date |
| 8 | SFA Sponsor / DIO SD Accommodation | Administration completed for any changes in accommodation charges | Within 3 months of site visit by Grading Board as specified in the 4 Tier Grading Board Convening Order and notified in the Record of Proceedings |
| 9 | Effective date for changes in charges | <p>a. 4TG Board iaw the 4 yearly rolling programme, or following upgrade and/or refurbishment</p> <p>b. Challenge on new occupancy</p> | <p>a. 3 months after the date of the Board's visit as specified in the 4 Tier Grading Board Convening Order and notified in the Record of Proceedings</p> <p>b. From the date of first occupancy</p> |

0837. Administrative chain for grading SLA

| Ser | Action By | Task | Comment |
|------------|--|---|---|
| 1 | Service Convening Authority | Draw up convening order for Grading Board | Copied to Command/Brigade/ District Headquarters as appropriate |
| 2 | Sponsor of SLA | Advance notice to occupants | At least 1 month in advance of the date of the Board as specified in the 4 Tier Grading Board Convening Order |
| 3 | EWC / Clerk of Works/Civilian equivalent | Preliminary site visit for routine technical work | Optional |
| 4 | Grading Board | Site Visit. Completion of Table 6 | 3-month time limit commences. |
| 5 | Grading Board | Submission of Board findings | Annex B Table 6 and supporting evidence to be passed to appropriate Command/Brigade/ District for authorisation |
| 6 | Command/ Brigade/ District | Confirmation and authority to implement Board findings | |
| 7 | Unit | Notification of findings to occupants via Unit Orders/ Mess notices | To include copy of Annex A Table 5 and, where necessary, notification of change to accommodation charge and effective date |
| 8 | Unit | Administration completed for any changes in accommodation charge | Within 3 months of site visit by Grading Board as specified in the 4 Tier Grading Board Convening Order and notified in the Record of Proceedings |
| 9 | Effective date for changes in charges | a. 4TG Board iaw the 4 yearly rolling programme, or following upgrade and/or refurbishment b. Challenge on new occupancy | a. 3 months after the date of the Board's visit as specified in the 4 Tier Grading Board Convening Order and notified in the Record of Proceedings b. From the date of first occupancy |

Annexes

A. 4TG Criteria for Service Family Accommodation (SFA):

Table 1 - Deficiencies Recognised for Grading SFA

Table 2 - Positive Points Recognised for Grading SFA

Table 3 - Standard and Reduced Floor Area Recognised for Grading SFA

Table 4 - Scaling of SFA Fixtures and Fittings Recognised for Grading SFA

Table 5 - Grading Points Summary Sheet for SFA

B. 4TG Criteria for Single Living Accommodation (SLA):

Table 1 - Deficiencies Recognised for Grading SLA

Table 2 - Standard and Reduced Floor Area Recognised for Grading SLA

Table 3 - Washing and WC Facilities Recognised for Grading SLA

Table 4 - Scaling of Furniture, Fixtures and Fittings Recognised for Grading SLA

Table 5 - Physical condition and fitness for purpose

Table 6 - Grading Points Summary Sheet for SLA

C. 4TG Guide to the grading of SFA and SLA – Adverse Environmental Factors.

4TG CRITERIA FOR SERVICE FAMILY ACCOMMODATION (SFA)

TABLE 1 - DEFICIENCIES RECOGNISED FOR GRADING SFA

| SER | DEFICIENCY | DEFICIT POINT SCORE | COMMENTS INCLUDING SUPPORTING EVIDENCE TO BE ANNEXED TO PROCEEDINGS OF GRADING BOARDS |
|-----|--|------------------------|--|
| | JSP 315 SCALING RELATED DEFICIENCIES | | |
| 1 | Reduced floor area Applicable where floor area (sqm) is: a. 10 – 24.9% below scale or, b. 25% or more below scale | 5 10 | 1. Refer to Annex A, Table 3 and associated notes on how SFA is to be measured for 4TG purposes. 2. Serial 1 does not apply if Serials 2 or 3 are applied. |
| 2 | Rooms below scale Applicable where rooms are below scale | 2 per room | 1. Serial 2 only applies to: a. Non provision of a study in Type III SFA b. Non provision of a cloakroom (WC and basin) in all SFA. 2. Serial 2 does not apply if Serials 1 or 3 are applied. |
| 3 | Space to accommodate scaled furniture items Applicable where rooms are not large enough to accommodate the furniture scaled in JSP 308 for each SFA Type | Maximum 9 - 3 per room | 1. Serial 3 does not apply if Serials 1 or 2 are applied. |
| 4 | Access to main bathroom or only WC Applicable where access to the main bathroom or only toilet is via a bedroom or other dwelling room | 5 | 1. Does not apply to en-suite bathrooms unless it is the only bathroom in the property |
| 5 | Lifts Applicable where no lifts are provided in multi-storey building and/or lack of lift facility to occupied floor. | Maximum 5 | 1. Points to be awarded as follows: a. Floors: Ground, 1 and 2 – Nil points b. Floor 3 - 3 points c. Floor 4 - 4 points d. Floor 5 & above - 5 points |
| 6 | Scaling of fixtures and fittings Applicable where fixtures and fittings are below scale (See Ser 7 for condition). | 1-5 | 1. Fixtures and Fittings. Refer to Annex A, Table 4. <u>Maximum of 5 deficiency points for Sers 6, 7 and 8 combined</u> |

| SER | DEFICIENCY | DEFICIT POINT SCORE | COMMENTS INCLUDING SUPPORTING EVIDENCE TO BE ANNEXED TO PROCEEDINGS OF GRADING BOARDS |
|-----|---|------------------------------------|--|
| | CONDITION RELATED DEFICIENCIES | | As assessed by DIO SD Accommodation /EWC/Mil Clerk of Works as appropriate. |
| 7 | <p>Condition of structure</p> <p>Applicable where the condition of the external structure/fabric of the SFA is below standard.</p> | ½ - 3 | <p>1. Assessment may include:</p> <p>a. Poor external appearance (e.g. peeling paintwork and spalling brickwork and cladding): ½ - 1 point</p> <p>b. Leaking/overflowing guttering and downpipes and other drainage system faults : ½ - 1 point</p> <p>c. Hardstanding (drives, paths etc.), garden patio, privacy screening and fencing is in poor condition and needs replacement : ½ - 1 point</p> <p><u>Maximum of 5 deficiency points for Sers 6, 7 and 8 combined</u></p> |
| 8 | <p>Condition of decoration, carpets, fixtures and fittings</p> <p>Applicable where the condition of the internal decoration, carpets, fixtures and fittings is below standard (See Ser 6 for scaling).</p> | <p>1- 2</p> <p>1-2</p> | <p>1. Decoration. Assessment of 'acceptable standard' is to take into account fair wear and tear. Poor state of decoration is where one or more of the following defects are evident:</p> <p>a. Marked or stained walls, ceilings and paintwork</p> <p>b. Peeling, blistering or flaking of paintwork</p> <p>c. Ingrained dirt</p> <p>d. Damaged paintwork, plaster or distemper</p> <p>e. Discoloration or variation of colour of walls, ceiling or paintwork e.g. due to partial redecoration, removal of paint surface by cleaning materials</p> <p>2. Carpets, Fixtures and Fittings. The age and condition of carpets, fixtures and fittings such as kitchen sinks, wash-hand basins, baths, fitted cupboards should be assessed compared with the standard of newly installed items. Poor condition is for example, when items are:</p> <p>a. Chipped, cracked, scratched</p> <p>b. Bent or otherwise damaged</p> <p>c. Discoloured or stained</p> <p>d. Stained, worn, frayed or threadbare carpets</p> <p><u>Maximum of 5 deficiency points for Sers 6, 7 and 8 combined</u></p> |
| 9 | <p>Damp</p> <p>Applicable where damp is experienced in a living room or occupied bedroom as a result of inadequate damp proof coursing, or when condensation results from a poor standard of ventilation</p> | <p>Maximum 5</p> <p>1</p> <p>2</p> | <p>1. Deficiency points not to be awarded if condensation has been caused or aggravated by the actions of the occupants in blocking air vents, in not making use of extractor fans, or in burning paraffin or propane gas instead of operating the installed system of heating to an adequate standard</p> <p>a. Isolated Damp patch - One point per Room</p> <p>b. General Damp - One Room</p> |

| SER | DEFICIENCY | DEFICIT POINT SCORE | COMMENTS INCLUDING SUPPORTING EVIDENCE TO BE ANNEXED TO PROCEEDINGS OF GRADING BOARDS |
|-----|---|---------------------|--|
| | | 3 5 | c. General Damp - Two Rooms d. General Damp - More than Two Rooms Note: an isolated damp patch is assessed as not more than 10% of one wall. |
| 10 | Loft insulation Applicable where loft insulation is less than the approved standard | 1 | 1. Current DIO SD Accommodation Standard for Condition is 150mm depth, plus insulation to any tanks or pipes |
| 11 | Double/Secondary glazing Applicable where Double/Secondary glazing is not provided for all external windows & doors (excluding garage) | Maximum 5 | 1. One point to be awarded for each room where deficiency applies. Hall/Landing counts as one room |
| 12 | Heating Applicable where heating system, when operated normally, fails to achieve the following temperatures. | Maximum 5 | 1. To be interpreted as central heating from one source e.g. oil-fired, solid fuel, or storage heaters a. Hall/Kitchen/Utility Room/Toilet - 16°C. b. Sitting Room/Dining Room/Bedroom - 18°C c. Bathroom - 21 °C. 2. One point for each room where heating is not provided, and one point for each degree below where heating is provided. 3. Where there is no central heating in the SFA the maximum award applies. 4. Does not apply if Ser 14 applied |
| 13 | Utility usage above the Normal Assumed Consumption Applicable where Gas/ Electricity (or other fuel) usage exceeds the Normal Assumed Consumption (NAC) for the type of SFA | 5 | 1. Does not apply to those SFA where financial assistance is given towards meeting heating costs 'in excess of NAC'. Points not to be scored where there is evidence of extravagant use. Points can only be awarded where the NAC is exceeded. If an occupant does not use their CH system because it is considered too costly to run points cannot be awarded. In any event it is likely that Serial 11 will help offset this situation. 2. Does not apply if Ser 12 applied |
| 14 | Air Conditioning (Tropical/sub tropical areas only where such systems exist). Applicable where Air Conditioning/ Dehumidifiers/ and/or Ventilation consistently fails to cool or reduce humidity to the following levels: | Maximum 5 | 1. DIO to make assessment or contractor where the building/rooms are air conditioned by means of a central plant and fail to meet the following criteria: a. Temperature 25.5°C. One point for each degree above b. Relative humidity 54%. One point for each 1% above 2. Where rooms are air conditioned by means of either split level equipment or "room coolers" |

| SER | DEFICIENCY | DEFICIT POINT SCORE | COMMENTS INCLUDING SUPPORTING EVIDENCE TO BE ANNEXED TO PROCEEDINGS OF GRADING BOARDS |
|-----|--|---------------------|--|
| | | | a. Temperature 26.5°C. One point for each degree above b. Relative Humidity 54%. One point for each 1% above 3. Does not apply if Ser 12 or 13 applied |
| | NON PROPERTY RELATED FACTORS | | |
| 15 | <p>Reasonable access to essential amenities.</p> <p>Applicable where the location of SFA is 1.5 miles or more from essential facilities including those available on the unit (as shown in the comments), <u>and</u> Service or public transport does not enable reasonable access to the amenities.</p> <p>Reasonable access is defined as:</p> <p>a. Bus stop/train station is within 1/2 mile of central position in the SFA estate, and</p> <p>b. Frequency of bus/train service is 60 minutes or less between 8am – 8pm Mon – Sat.</p> | Maximum 5 | <p>1. The Local Service Commander is to establish a suitable central position in the SFA estate from which to measure the distance to essential amenities. The route to each amenity is to be the shortest practicable route.</p> <p>2. The following are recognised as essential amenities for SFA:</p> <p>a. Shop where the normal week's shopping can be purchased (NAAFI/ general grocery shop/corner shop or similar providing only a limited service is not considered an essential amenity) - 1 point</p> <p>b. Bank or Automated Cash Dispenser (excluding those which charge <u>all users</u> for cash withdrawals) - 1 point</p> <p>c. Post Office - 1 point</p> <p>d. Doctor (for family) – 1 point</p> <p>e. Dentist (for family) – 1 point</p> <p>f. Service or public transport pick-up point – 1 point</p> <p>3. Deficiency points should be awarded for lack of reasonable access to each essential amenity up to a maximum of 5 points.</p> |
| 16 | <p>Environmental Factors</p> <p>Applicable where there are adverse environmental factors prevailing for 6 months or more.</p> | 1-5 | See guide at Annex C. |

TABLE 2 - POSITIVE POINTS RECOGNISED FOR GRADING SFA

Any deficit points are to be abated by any positive points shown in this table.

En-suite is assessed as a minimum of a shower, WC and a basin in an adjoining room to a bedroom.

| SERIAL | ITEM | POSITIVE POINT SCORE | REMARKS |
|--------|------------------------|----------------------|--|
| P1 | En-suite facilities | 2 | Applies until considered to be a deficiency across the entire MOD SFA Estate |
| P2 | WC additional to scale | 1 | Applies until considered to be a deficiency across the entire MOD SFA Estate |
| P3 | Utility Room | 2 | Applies until considered to be a deficiency across the entire MOD SFA Estate |

TABLE 3 - STANDARD & REDUCED FLOOR AREA RECOGNISED FOR GRADING SFA

(Cross-refer to Annex A, Table 1, Serial 1)

| SFA Type | Area Norm Standard m ² (see Notes 1-3) | Reduced Floor Area 10 – 24.9% below Norm m ² | Reduced Floor Area 25% or more below Norm m ² |
|------------------------|---|---|---|
| I | 235 | 211.5 – 176.4 | 176.3 and below |
| II | 194 | 174.6 – 145.6 | 145.5 and below |
| III | 142.5 | 128.3 – 107 | 106.9 and below |
| IV | 124.5 | 112.1 – 93.5 | 93.4 and below |
| V Special | 124.5 | 112.1 – 93.5 | 93.4 and below |
| V | 105.5 | 95 – 79.2 | 79.1 and below |
| D | 108 | 97.2 – 81.1 | 81 and below |
| C | 84.8 | 76.3 – 63.7 | 63.6 and below |
| B | 75.8 | 68.2 – 57 | 56.9 and below |
| A | No scale | - | - |
| Deficiency Point Score | 0 | 5 | 10 |

Notes:

- Area Norm.** Area Norm is the indicative net space (i.e. excluding general storage space) for each respective SFA Type as per Scale 21 (Amdt 7/Dec 02) and Scale 22 Edn 3/Jul 99/Amdt No4/Apr 01. For the purposes of 4TG, the Area Norm also excludes the 5sqm provision for a Utility Room (applies until considered to be a deficiency across the balance of the SFA estate).
- Measurement of floor area.** Measurement of the net space in SFA for 4TG purposes is to include the floor area of all rooms plus the hall and landing where there is more than 1.5m from floor to ceiling at the lowest point. Measurement should include the total floor area of rooms whether it is free space, or where there are cupboards/work surfaces/appliances (as in a kitchen), or where there are fitted wardrobes/cupboards/vanity units (as in a bedroom), or free standing furniture items (as in a bedroom, sitting and dining room). Areas not to be included in the floor measurement are: floor areas of dustbin enclosures and fuel stores (if any), garage, porch, lobby or covered way, coat cupboard in the hall, and the linen/airing cupboard
- Reduced scale SFA in designated high cost areas (Officers SFA only).** Reduced scale SFA in designated high cost areas are to be graded for charge against the full sized indicative scales in respect to floor area as per Table 3 above.

TABLE 4 - JSP 315 SCALING OF SFA FIXTURES AND FITTINGS RECOGNISED FOR GRADING SFA

(Cross refer to Annex A, Table 1, Ser 6)

*Maximum 5 points total under this table (¼ point round down; ½ - ¾ points round up).

| SER | ITEM | DEFICIT POINT SCORE* | REMARKS |
|-----|--|--------------------------------------|--|
| 1 | <p>Power Points</p> <p>Figures in brackets refer to the scaled number of <u>double sockets</u> in accordance with Scales 21 and 22. Award ¼ point for deficiency of each single socket (i.e. ½ point for deficiency of double socket as shown) up to a maximum of 2 points.</p> | Maximum 2 | <p>Total number of <u>double</u> power points (excluding bathroom)</p> <p>Hall (1) Sitting Room (4) Dining Room (2) Study (2) Where room exists, otherwise ignore Staff Room (1) where room exists, otherwise ignore Kitchen (6) Includes 1 switched for fridge/freezer and 1 permanently wired for dishwasher. Utility (2) where room exists, otherwise ignore Landing (1) Bed 1 (3) Dressing Room (1) where room exists, otherwise ignore. Bed 2 (3) 3 (2) Where room exists, otherwise ignore 4 (2) Where room exists, otherwise ignore Bathroom:- single razor point NOTE: Where rooms are combined e.g. Kitchen/Dining Room, Kitchen/Utility Room, Sitting Room/Dining Room, Hall/ Sitting Room, the number of Power points may be combined for both rooms.</p> |
| 2 | Bathroom | 2 ½ | <p>Lack of shower (either cubicle or fitted shower over bath) Lack of lockable medicine cabinet</p> |
| 3 | Clothes Drying Facilities | 1 1 | <p>No heated linen/airing cupboard [0.6m3 clear storage space + 2.0m2 slatted shelving] No outdoor drying area</p> |
| 4 | Washing Machine | 2 | No plumbing for Washing Machine |
| 5 | Kitchen/Utility | 2 1 1 1 | <p>No suitable place for Refrigerator No suitable place for Freezer (unless space available elsewhere) No plumbing for Dishwasher (where space allows) No extractor fan for cooker (hood type or wall/window mounted)</p> |
| 6 | <p>TV aerial socket or coax cable with connection</p> <p>Telephone socket</p> | ½ ½ | Where not supplied, or where if supplied, free to air TV channels cannot be received. |
| 7 | Outside Tap | ½ | Where not supplied |
| 8 | <p>Safety/Security</p> <p>Where not supplied, award ¼ point for each deficiency</p> | Maximum 2 (where not supplied) | <p>External front door to be fitted with: Door Chain, Bolt and Spy-hole, Twin Cylinder automatic dead latch External light (switched internally) External back door (s) to be fitted with: 5 lever mortice latch or equivalent Downstairs windows to be fitted with window security locks</p> |

TABLE 5 - GRADING POINTS SUMMARY SHEET FOR SFA

SURVEYED PROPERTY ADDRESS (Number, Name, Street, Town, Post Code)

TOTAL POINTS SCORE:

GRADE AWARDED:

DATE OF THE BOO:

EFFECTIVE CHANGE DATE:

OTHER PROPERTIES OF THE SAME TYPE/DESIGN TO WHICH THIS ASSESSMENT REFERS:

| Ser Table 1 | Factor | Deficiency | Applies | Points Allowed | Explanation of Deficiency observed by the Board | Points Awarded |
|-------------|--|---|---------|---|---|----------------|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) |
| 1 | Reduced floor area | Applicable where floor area (sqm) is: 10% and 24.9% below scale, or, 25% or more below scale Does not apply if serial 2 or 3 applied | | 5, or, 10 | | |
| 2 | Rooms below scale | Applicable for non provision of a study in Type III OFQ and cloakroom (WC and basin) in all SFA Does not apply if serial 1 or 3 applied | | 2 per room | | |
| 3 | Space to accommodate scaled furniture | Applicable where rooms are not large enough to accommodate scaled furniture. Does not apply if serial 1 or 2 applied | | Max 9 | | |
| 4 | Access to main bathroom or only WC | Applicable where access to a main bathroom or only toilet is via a bedroom or other dwelling room (less en suites) | | 5 | | |
| 5 | Lifts | Applicable where no lifts provided in multi-storey building. Floors: Ground, 1 and 2, Nil points; Floor 3, 3 points; Floor 4, 4 points; Floor 5 & above 5 points. | | Max 5 | | |
| 6 | Scaling of fixtures and fittings | Applicable where fixtures and fittings are below scale. Max 5 points | | Max 5 points for Sers 6, 7 and 8 combined | | |
| 7 | Condition of exterior structure | Applicable where the condition of the exterior structure of the SFA is below standard. Max 3 points | | | | |
| 8 | Condition of interior decoration, carpets, fixtures and fittings | Applicable where the condition of decoration (2 points), carpets, fixtures and fittings (2 points) within the SFA is below standard. Max 4 points | | | | |
| 9 | Damp/ Condensation | Applicable where damp is experienced in a living or occupied bedroom as a result of inadequate damp proof coursing or when condensation results from poor standard of ventilation | | Max 5 | | |

| | | | | | | |
|----|--|---|--|-------|--|--|
| 10 | Loft Insulation | Where the SFA has less than 150mm of loft insulation or equivalent | | 1 | | |
| 11 | Double Glazing | Where double/secondary glazing is not provided | | Max 5 | | |
| 12 | Heating System | Heating system fails to achieve temperatures laid down in Table 1 when operated normally. Does not apply if Ser 14 applied | | Max 5 | | |
| 13 | Utility usage above the normal assumed consumption | Gas/ Electricity usage exceeds the Normal Assumed Consumption (NAC) rate for the type of SFA BUT does not score if already scored in Serial 12, or if financial assistance given by the Fuel Subsidy Scheme | | 5 | | |
| 14 | Air conditioning (tropical areas only) | Where air conditioning consistently fails to cool or reduce humidity to prescribed levels. Does not apply if Sers 12 and 13 applied | | 5 | | |
| 15 | Reasonable access to essential amenities | SFA is 1.5 miles or more from essential amenities <u>and</u> Service or public transport does not enable reasonable access. See definition at Table 1 | | Max 5 | | |
| 16 | Environment | Adverse environmental factors – see Guide at Annex C | | Max 5 | | |
| | Total | Total deficiency points | | | | |

| Ser Table 2 | Factor | Positive Points | Applicable | Points Allowed | Explanation of Deficiency observed by the Board | Points Awarded |
|-------------|---------------------|--|------------|----------------|---|----------------|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) |
| P1 | En-suite facilities | En-suite facilities to a bedroom are provided (2 Points Max) | | 2 positive | | |
| P2 | Additional WC | WC additional to scale | | 1 positive | | |
| P3 | Utility Room | Utility Room is provided | | 2 positive | | |
| | Sub Total | Total positive points | | | | |

| | | | | |
|--|----------------------------------|--|--|--|
| | Narrative of Deficiencies | | | |
| | Total | Deficiency Points MINUS Positive Points | | |

Note: Enter X in column (d) against serials where deficiency or positive points are to be awarded. Enter total deficiency points (less any positive points awarded) in column (f).

4TG CRITERIA FOR SINGLE LIVING ACCOMMODATION (SLA)

TABLE 1 - DEFICIENCIES RECOGNISED FOR GRADING SLA

| SER | DEFICIENCY | DEFICIT POINT SCORE | COMMENTS INCLUDING SUPPORTING EVIDENCE TO BE ANNEXED TO PROCEEDINGS OF GRADING BOARDS |
|-----|---|---------------------|--|
| | JSP 315 SCALING RELATED DEFICIENCIES | | |
| 1 | Reduced bedspace area. Applicable where area (sqm) allocated per person is: a. 25% to 39.9% below scale or, b. 40% or more below scale: | 5 or, 10 | 1. Refer to Annex B, Table 2 for reduced space calculations, 2. Serial 1 not to be awarded if Serials 2 or 5 have been applied |
| 2 | Sharing. Applicable where trained personnel are required to share accommodation, and, where trainees are required to share sleeping accn in dormitories of <u>more than</u> 12. | 5 | 1. Serial 2 not to be awarded if Serial 1 or 5 has been applied. 2. Trained personnel are defined as those attending Phase 3 training or in front line units (or detached/posted to other duties). 3. Trainees are defined as personnel undergoing phase 1 and 2 training. |
| 3 | Integrated washing and/or WC facilities. Applicable where facilities are not integrated in same building as sleeping accommodation. | 2 -5 | 1. 5 points to be awarded where washing and/or WC facilities are in a separate building (only likely to be found overseas). 2. In certain overseas units 2 points may apply where there are open verandas leading to central ablution areas. |
| 4 | Scaling of Washing and WC facilities. Applicable where washing and WC facilities are below scale. | Maximum 5 | 1. Refer to scaling ratios in Annex B, Table 3. |
| 5 | Provision of furniture and/or furnishings. Applicable where not provided to scale | Maximum 10 | 1. Serial 5 not to be awarded if Serial 1 or 2 has been applied. 2. Refer to Annex B, Table 4 for scaling and accompanying notes. |
| 6 | Power sockets. Applicable where power sockets and/or electric razor sockets are below scale. Award ¼ point for deficiency of each single socket (i.e. ½ point for deficiency of double socket as shown) up to a maximum of 2 points. | Maximum 2 | 1. When calculating electric razor sockets, those provided as integral part of wall-mounted bedside lights are to be combined with those provided in ablutions. Power socket scaling: Senior Officers – 5 double sockets. 1 shaver socket. Junior Officers – 4 double sockets. 1 shaver socket. OCdts – 3 double sockets. 1 shaver socket. SNCOs – 4 double sockets. 1 shaver socket. Z - 4 double sockets per person. 1 shaver socket. |

| SER | DEFICIENCY | DEFICIT POINT SCORE | COMMENTS INCLUDING SUPPORTING EVIDENCE TO BE ANNEXED TO PROCEEDINGS OF GRADING BOARDS |
|-----|--|---------------------|---|
| | ¼ point round down ½ point round up. | | Y - 4 double sockets per person X - 2 double sockets per person. |
| 7 | <p>Ancillary facilities within same building.</p> <p>Applicable where not provided or below scale.</p> | Maximum 2 | <p>1. Up to 2 points may be awarded for non provision/under scale provision of any/all of the following ancillary facilities:</p> <ul style="list-style-type: none"> a. Laundry/cleaning facility including engineering connections for washing machine (1 point) b. Drying rooms (including inadequate heating and poor hanging facilities) (1 point) c. Ironing/Airing facility (1 point) d. Common room (1 point) e. Storage space (1 point) |
| 8 | <p>Location of public rooms in relation to the sleeping accommodation.</p> <p>Applicable where public rooms (including dining rooms, Mess and social clubs) are far removed from sleeping accommodation</p> | Maximum 5 | <p>1. Up to 5 points may be awarded if, for example, accommodation blocks are far removed from messing facilities, or occupants of SFA misappropriated as SLA are required to eat meals in the Mess/Cookhouse rather than in the misappropriated SFA, as follows:</p> <ul style="list-style-type: none"> a. 200m – 1 Point. b. 400 m – 2 points c. 600m – 3 points d. 800m – 4 points e. 1000m+ - 5 points |
| | CONDITION RELATED DEFICIENCIES | | As assessed by EWC/DWS/GPM as appropriate |
| 9 | <p>Physical condition and fitness for purpose of the SLA.</p> <p>FDT1 Grade of the SLA to inform the award of deficiency points for grading for charge purposes</p> | Maximum 10 | <p>1. Refer to DIO Corporate Plan 03 and Future Development Target (FDT) 1, which requires TLBs to assess the physical condition and the fitness for purpose of the SLA (Grades A – D for each criteria). See Table 5 for the award of deficiency points under 4TG.</p> |
| 10 | <p>Condition of decoration, carpets, furniture, fixtures and fittings.</p> <p>Applicable where the condition of decoration, furniture, carpets, fixtures and fittings is below standard.</p> <p>Note: Each deficiency is to be awarded individual points notwithstanding that only a <u>maximum</u> of 5 points may only be counted within this serial for 4TG purposes</p> | Maximum 5 | <p>1. Decoration. Assessment to take into account fair wear and tear. Poor state of decoration is where one or more of the following defects are evident:</p> <ul style="list-style-type: none"> a. Marked or stained walls, ceilings and paint work b. Peeling, blistering or flaking of paint work c. Ingrained dirt d. Damaged paint work or plaster e. Discoloration or variation of colour of walls, ceiling or paint work e.g. due to partial redecoration, removal of paint surface by cleaning materials f. Cracked or mildewed tiles <p>2. Furniture, Carpets, Fixtures and Fittings: The age and condition of carpets, fixtures and fittings such as sinks, wash-hand basins, baths, fitted cupboards and communal facilities should be assessed compared with the standard of newly installed items. Poor condition is for example, when items are:</p> <ul style="list-style-type: none"> a. Chipped, cracked or scratched |

| SER | DEFICIENCY | DEFICIT POINT SCORE | COMMENTS INCLUDING SUPPORTING EVIDENCE TO BE ANNEXED TO PROCEEDINGS OF GRADING BOARDS |
|-----|---|---------------------|---|
| | | | <ul style="list-style-type: none"> b. Bent or otherwise damaged c. Discoloured or stained d. Stained, worn, frayed or threadbare carpets |
| 11 | <p>Heating system failure</p> <p>Applicable where heating system, when operated normally, fails to achieve the following temperatures:</p> | Maximum 5 | <p>1. Assessment by DIO / GPM. Deficiencies lasting 7 days or less will not generate any points score. In the event of total breakdown of heating supply for periods in excess of 7 days then points may be awarded for temporary downgrading. Confirmation required that ambient temperature necessitated use of central heating and EWC's confirmation of failure and inability to provide adequate alternative heating:</p> <ul style="list-style-type: none"> a. Toilet Area / Bathroom 16 °C. b. Bed-Sitting Room /Bedroom 18.5°C. <p>2. One deficiency point for each degree below</p> |
| 12 | <p>Air Conditioning (Tropical/sub tropical areas only where such systems exist)</p> <p>Applicable where air conditioning/ dehumidifiers/ and/or ventilation system fails to cool or reduce humidity to the following levels:</p> | Maximum 5 | <p>1. Unit medical officer's confirmation that ambient temperature necessitated use of air conditioning and/or ventilation. Assessment by DIO / GPM (or contractor). Points may be scored only where the system, as opposed to its operation by individuals, is inadequate. (Deficiencies lasting 7 days or less will not generate any points score). Where the building/rooms are air conditioned by means of a central plant and fail to meet the following criteria:</p> <ul style="list-style-type: none"> a. Temperature 25.5 °C. One point for each degree above b. Relative Humidity 54%. One point for each 1% above <p>2. Where the rooms are air-conditioned by means of either split level or "room coolers":</p> <ul style="list-style-type: none"> a. Temperature 26.5 °C. One point for each degree above b. Relative Humidity 54%. One point for each 1% above |
| | NON PROPERTY RELATED FACTORS | | |
| 13 | <p>Reasonable access to essential amenities.</p> <p>Applicable where the location of SLA is 1.5 miles or more from essential facilities including those available on the unit (as shown in the comments), <u>and</u> Service or public transport does not enable reasonable access to the amenities.</p> <p>Reasonable access is defined as:</p> | Maximum 5 | <p>1. The Local Service Commander is to establish a suitable central position in the unit from which to measure the distance to essential amenities. The route to each amenity is to be the shortest practicable route.</p> <p>2. The following are recognised as essential amenities for SLA:</p> <ul style="list-style-type: none"> a. Shop (NAAFI, general grocery shop or similar providing a service akin to a corner shop) - 1 point b. Bank or Automated Cash Dispenser (excluding those which charge <u>all users</u> for cash withdrawals) - 1 point c. Post office - 1 point |

| SER | DEFICIENCY | DEFICIT POINT SCORE | COMMENTS INCLUDING SUPPORTING EVIDENCE TO BE ANNEXED TO PROCEEDINGS OF GRADING BOARDS |
|-----|--|---------------------|---|
| | <p>a. Bus stop/train station is within 1/2 mile of central position in the unit, and</p> <p>b. Frequency of bus/train service is 60 minutes or less between 8am – 8pm Mon – Sat.</p> | | <p>d. Public telephone – 1 point</p> <p>e. Service or public transport pick-up point – 1 point</p> <p>3. Deficiency points should be awarded for lack of reasonable access to each essential amenity up to a maximum of 5 points.</p> |
| 14 | <p>Environmental factors</p> <p>Applicable where there are adverse environmental factors prevailing for six months or more.</p> | Maximum 5 | See guide at Annex C. |

TABLE 2 - STANDARD & REDUCED FLOOR AREA RECOGNISED FOR GRADING SLA

(Cross-refer to Annex B Table 1, Serial 1)

| Accommodation Type | Area Norm Standard m ² (see Notes 1 and 2) | Reduced Floor Area 25 – 39.9% below Norm m ² | Reduced Floor Area 40% or more below Norm m ² |
|--|---|---|--|
| Senior Officers (SO) Lt Cdr/Maj/Sqn Ldr and above | | | |
| Bedroom | 14 | 10.5 - 8.5 | 8.4 and below |
| Sitting Room | 14 | 10.5 - 8.5 | 8.4 and below |
| Junior Officers (JO) Bed-Sitting Room | 19 | 14.3 - 11.5 | 11.4 and below |
| Officer Cadets (OC) Bedroom/Study | 13 | 9.8 - 7.9 | 7.8 and below |
| Candidates (C) Bedroom | 9 | 6.8 - 5.5 | 5.4 and below |
| WOs / SNCOs (S) Bed-Sitting Room | 19 | 14.3 – 11.5 | 11.4 and below |
| Junior Ranks (Type Z) | 11 | 8.3 - 6.7 | 6.6 and below |
| Junior Ranks (Type Y) | 11 | 8.3 - 6.7 | 6.6 and below |
| Junior Ranks (Type X) | | | |
| Bedroom (Multiple) per bed space | 8.5 | 6.4 - 5.2 | 5.1 and below |
| Bedroom (Single) | 9 | 6.8 - 5.5 | 5.4 and below |
| Deficiency Point Score | - | 5 | 10 |

Notes:

1. Bedroom Area Norms for Types SO, JO, OC, S and Z excludes the en suite provision.
2. Where air-conditioning is not provided, Area Norm may increase by 33% in tropical areas and 12.5% in sub-tropical areas.
3. Training Camp Accommodation is not normally Graded (see 0834), hence no details shown in chart.

TABLE 3 - WASHING AND WC FACILITIES RECOGNISED FOR GRADING SLA

(Cross-refer to Annex B Table 1, Serial 4)

| Accommodation Type (See Notes 1 and 2) | TOILET (WC) | WASH BASIN | SHOWER (See Note 3) | BATH (See Note 3) |
|--|--------------|--------------|---------------------|---|
| Senior Officers (SO) Lt Cdr/Maj/Sqn Ldr and above | En-suite 1:1 | En-suite 1:1 | En-suite 1:1 | 1 per floor or per 10 bedrooms |
| Junior Officers (JO) | En-suite 1:1 | En-suite 1:1 | En-suite 1:1 | 1 per floor or per 10 bedrooms |
| Officer Cadet (OC) | En-suite 1:1 | En-suite 1:1 | En-suite 1:1 | 1 per floor or per 10 bedrooms |
| Candidate (C) | 1:5 | 1:2 | 3:10 | 1:10 |
| WOs / SNCOs (S) | En-suite 1:1 | En-suite 1:1 | En-suite 1:1 | 1 per floor or per 10 bed-sitting rooms |
| Junior Ranks (Type Z) | En-suite 1:1 | En-suite 1:1 | En-suite 1:1 | 1 per floor or per 10 bed-sitting rooms |
| Junior Ranks (Type Y) | 1:4 | 1:2 | 1:4 | 1:12 |
| Junior Ranks (Type X) | 1:4 | 1:2 | 1:4 | 1:12 |
| Deficiency Point Score where below scale (Note 4) | 1 | 1 | 1 | 1 |

Notes:

1. Non provision of en suite to Types SO, JO, OC, S and Z will attract 3 deficiency points (shower – 1 pt, WC – 1 pt, basin – 1 pt).
2. Training Camp Accommodation is not normally Graded hence no details shown in chart.
3. A Bath/Shower combination is not to be double counted where a fitted shower is combined with the bath
4. Where provision of any or all ablutions is 50% or more below scale (i.e. WC 1:8 or more; washbasin 1:4 or more; shower 1:8 or more; bath 1:24 or more) 1 additional deficiency point may be awarded.

TABLE 4 - SCALING OF FURNITURE, FIXTURES AND FITTINGS RECOGNISED FOR GRADING SLA

(Cross-refer to Annex B, Table 1, Serial 5)

| Ser | Critical Furniture/ Furnishing | Furniture Scaling by Type of accommodation | | | | | | Deficiency Points if not provided |
|-----|-----------------------------------|--|----|----|---|-------|---|-----------------------------------|
| | | SO | JO | OC | S | Z / Y | X | |
| 1 | Bed | 1 | 1 | 1 | 1 | 1 | 1 | 5 |
| 2 | Double Wardrobe | 2 | 2 | 1 | 2 | 1 | 1 | 5 per item |
| 3 | Double Wardrobe Top Box | 2 | 2 | 1 | 2 | 1 | 1 | 1 per item |
| 4 | Single Wardrobe | | | 1 | | 1 | 1 | 5 |
| 5 | Single Wardrobe Top Box | | | 1 | | 1 | 1 | 1 |
| 6 | Wide Drawer Chest | 2 | 1 | 1 | 1 | | | 1 per item |
| 7 | Bedside unit | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 8 | Wall bookshelf | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 9 | Single Low Cupboard | | 1 | 1 | 1 | | | 1 |
| 10 | Single Drawer Chest | | 1 | 1 | 1 | 1 | | 1 |
| 11 | Desk top | 1 | 1 | 1 | 1 | 1 | | 1 |
| 12 | Double Cupboard | 2 | 1 | 1 | 1 | 1 | 1 | 1 per item |
| 13 | Chair desk | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 14 | Chair easy | 1 | 1 | | 1 | | | 1 |

Notes:

- No points to be awarded for deficiency of any of the above serials if the deficiency arises from lack of space, or sharing, as per Annex B, Table 1, Ser 1 and 2 (i.e. if the bedspace area allocated to each occupant is so cramped that furniture would not easily fit in). Deficiency points can be awarded for lack of space, or sharing, or lack of furniture.
- Deficiency points should be awarded if space is to scale but furniture is not able to be provided by the Accommodation sponsor.
- Deficiency points not to be awarded if furniture items have been wharfed at the request of the occupant.
- In some older SLA without modern furniture, 4TG Boards may have to interpret 'furniture equivalents' to reach an appropriate points score.

TABLE 5 - 4TG PHYSICAL CONDITION AND FITNESS FOR PURPOSE OF THE SLA

(Cross refer to Annex B, Table 1, Serial 9)

DIO's Asset Physical Condition Grading Paper:

[http://dointranet.dio.r.mil.uk/organisation/operations/DE_Ops/LiveDocuments/Asset%20Condition%20Grade%20Paper%20%20PCI%20Version%206%20\(2\).doc](http://dointranet.dio.r.mil.uk/organisation/operations/DE_Ops/LiveDocuments/Asset%20Condition%20Grade%20Paper%20%20PCI%20Version%206%20(2).doc)

includes criteria to assess physical condition and fitness for purpose each of which attracts grades A - D. Award of deficiency points for 4TG purposes should be calculated in accordance with the table below by assessing the number of deficiency points for physical condition and fitness for purpose and adding together the points awarded under each criteria to determine the overall points total (maximum of 10).

| FDT1 Physical condition | Deficiency points for 4TG |
|--|--------------------------------------|
| A | 0 |
| B | 2 |
| C | 3 |
| D | 4 |
| Plus X where annotated | 1 |
| | Maximum total 5 points |

| FDT1 Fitness for purpose | Deficiency points for 4TG |
|---|--------------------------------------|
| A | 0 |
| B | 2 |
| C | 3 |
| D | 4 |
| Plus X where annotated | 1 |
| | Maximum total 5 points |

TABLE 6 - GRADING POINTS SUMMARY SHEET FOR SLA (ALL RANKS)

UNIT: _____ LOCATION: _____

BUILDING NUMBER / NAME: _____ ROOM NUMBER(S): _____

TOTAL POINTS SCORE: _____ GRADE AWARDED: _____ EFFECTIVE DATE: _____

| Ser | Factor | Deficiency | Applies | Deficiency Points Allowed | Explanation of Deficiency observed by the Board | Deficiency Points Awarded |
|-----|--|--|---------|---------------------------|---|---------------------------|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) |
| 1 | Reduced bedspace area | Area (sqm) allocated per person is: a. 25% and 39.9% below scale b. 40% or more below scale | | 5 10 | | |
| 2 | Sharing | Where trained personnel are required to share accommodation. Where Phase 1 and 2 trainees are required to share accommodation in dormitories of more than 12. | | 5 5 | | |
| 3 | Integrated washing and/or WC facilities | Washing and/or WC facilities are not integrated in same building as sleeping accommodation | | 2 - 5 | | |
| 4 | Scaling of washing and WC facilities | Washing and WC facilities are below scale | | Max 5 | | |
| 5 | Provision of Furniture and / or Furnishing | Furniture and/or furnishings not provided to scale | | Max 10 | | |
| 6 | Power Sockets | Electric power sockets are below scale | | Max 2 | | |
| 7 | Ancillary facilities | Non provision/under scale provision of ancillary facilities. | | Max 2 | | |
| 8 | Location of public rooms | Location of public rooms (dining rooms, mess and social club) in relation to the sleeping accommodation. | | Max 5 | | |

| | | | | | | |
|----|--|---|--|--------|--|--|
| 9 | Physical condition and fitness for purpose | Refer to DIO Annual Estate Condition Survey grading for the SLA | | Max 10 | | |
| 10 | Condition of decoration, carpets, furniture, fixtures and fittings | Decoration, carpets, fittings or fixtures below standard | | Max 5 | | |
| 11 | Heating | Heating system fails to achieve correct temperatures | | Max 5 | | |
| 12 | Air Conditioning / Ventilation (Overseas only) | Air conditioning and/or ventilation system fails to provide adequate cooling or to reduce humidity | | Max 5 | | |
| 13 | Access to essential amenities | If SLA is 1.5 miles or more from essential amenities including those available on unit <u>and</u> Service or public transport does not enable reasonable access to the amenities. See definition at Table 1 | | Max 5 | | |
| 14 | Environment | Adverse environmental factors | | Max 5 | | |
| | | TOTAL OF ABOVE DEFICIENCY POINTS | | | | |

Note: Enter X in column (d) against Serial where deficiency applies, and points awarded in column (g)

GUIDE TO THE GRADING OF SFA AND SLA – ADVERSE ENVIRONMENTAL FACTORS UNDER 4TG

Introduction

1. **Purpose.** MOD's 4 Tier Grading Regulations (4TG Regulations) permit the award of 1 - 5 deficiency points on those occasions when adverse environmental factors are prevailing for 6 months or more (unless a different qualifying time period is stated in the individual factors) - serial 16 to Annex A (SFA) and serial 14 to Annex B (SLA) refers. The purpose of this guide is to assist 4TG Boards in the award of deficiency points under the environmental factors serials thereby permitting more consistent and objective application of the criteria across the SFA and SLA estate. However, the guide is by no means definitive and 4TG Boards retain discretion to award deficiency points as considered appropriate depending on the nature and severity of the local environmental conditions which apply.

2. **Environmental Factors.** The following environmental factors are covered in this guide:

- Flooding and drainage
- Noise Nuisance
- Building works
- Landfill, Tipping or Recycling Areas
- Mining and Subsidence
- Local Adverse Sewage, Chemical or Engineering Works
- Adjacent Electrical Pylons
- Coastal Location
- Geographical Elevation
- Adverse social and environmental factors²⁷

3. **Award of deficiency points.** The total deficiency points which may be awarded is 5. In cases where more than one environmental factor may be present the points score may be added together to a maximum ceiling of 5.

Flooding and Drainage

4. Some areas will be prone to or under threat from flooding or the effects of a high water table. The following scores represent the severity of a flood or water table hazard.

| FLOODING AND POOR DRAINAGE | | | |
|-----------------------------------|---|--------------------------------------|------------------------|
| Ser (a) | Level of Severity (b) | Pts to be Awarded (c) | Remarks (d) |
| 1. | The SFA/SLA is regularly subjected to flooding or in the past has been affected by flooding and no direct flood | 5 | |

²⁷ Not applicable to properties in Northern Ireland as this is already recognised in the Northern Ireland Resident's Supplement (NIRS) which compensates for the additional pressures and restrictions placed on eligible Service personnel and their accompanying families serving permanent assignments in Northern Ireland.

| | | | |
|----|---|---|--|
| | prevention measures have been put in place to prevent reoccurrence. | | |
| 2. | The SFA/SLA is situated in an area where the effects of flooding have a direct impact on the living conditions of the occupants. | 4 | |
| 3. | The SFA/SLA is situated in an area which is considered to be under threat from flooding or high water table effects and as such is enclosed within an area which receives flood warnings from the Local Authority or Environmental Agency. | 3 | |
| 4. | Gardens of SFA and any adjacent public areas/facilities available within the Service establishment for use by occupants of SLA are subject to the effects of high groundwater conditions or poor surface drainage which prevents the full use of these facilities for the majority of the year. | 2 | |
| 5. | Gardens of SFA and any adjacent public areas/facilities available within the Service establishment for use by occupants of SLA are subject to the effects of high groundwater conditions or poor surface drainage which prevents the full use of these facilities on a seasonal basis. | 1 | |

Noise Nuisance

5. SFA/SLA may be affected by noise nuisance. The noise must be present for the majority of the year and significantly affect the silent hours. Guidance to assist 4TG Boards in assessing the severity of noise nuisance without resorting to measurement of Decibel Levels (dB) is below. Where queries arise which require measurement of noise levels, 4TG Boards should be aware that the World Health Organisation (WHO) recommends that the general daytime outdoor noise levels should be less than 55dB(A)Leq to prevent significant community annoyance, and at night a level in the order of 45dB(A)Leq is desirable to meet sleep criteria. Measurement of noise levels which exceed the WHO recommendation may attract deficiency points at the discretion of 4TG Boards.

| NOISE NUISANCE | | | |
|----------------|--|-----------------------|--|
| Ser (a) | Level of Severity (b) | Pts to be Awarded (c) | Remarks (d) |
| 1. | The SFA/SLA is located under/or adjacent to the approach circuit to a RN Air Station, Army Air Corps Regiment, RAF Flying Station, National, Regional, or City Airport, or adjacent to ground movements of aircraft and/or helicopters operating at these locations. | 5 | Small local airfields (e.g. flying clubs) should be awarded a lower score due to the lower traffic rate. |
| 2. | Railway and Motorway Noise. The SFA/SLA is located adjacent to a main railway line or motorway | 4 | Adjacency to a local railway line with a limited day time service should attract a lower score due |

| | | | |
|----|---|---|--|
| | | | to lower traffic rate. |
| 3. | The SFA/SLA is subjected to persistent noise from Electrical Substations, Engineering/Production works and any other Mechanical Installation (Pumping Stations and the like). | 3 | |
| 4. | The SFA/SLA is subjected to road noise from the passing of heavy traffic along a road which runs directly adjacent to the SFA or its garden/SLA. | 2 | Dual Carriageway or Trunk Road |
| 5. | Agricultural Noise. The SFA/SLA is subjected to the persistent noise from intensive agricultural activity. | 1 | i.e. Battery Hen Coups. Turkey Farming |

Building Works

6. SFA/SLA may be affected by building works which cause noise and dust and which may restrict access to accommodation or Service provided facilities for use by the occupants of the accommodation.

| LOCAL BUILDING WORKS | | | |
|----------------------|---|-----------------------|---|
| Ser (a) | Level of Severity (b) | Pts to be Awarded (c) | Remarks (d) |
| 1. | Building works are adjacent to the SFA/SLA which significantly affects living conditions due to noise, dust or other hazard. | 5 | A major site within the SFA estate/Service establishment. |
| 2. | Building works are adjacent to the SFA estate/Service establishment/SLA which significantly affects living conditions due to noise, dust or other hazard. | 4 | A major site adjacent to the SFA estate/Service establishment. |
| 3. | The SFA estate/Service establishment is located on an access route to a building site which has a significant impact on occupants of the accommodation due to restricted access and passage of heavy machinery. | 3 | 3 points may be awarded if building works restrict access to accommodation, or Service facilities provided for use by occupants of the accommodation. |
| 4. | The SFA estate/Service establishment is located on an access route to a building site which is utilized by heavy machinery | 1-2 | At the discretion of 4TG Boards depending on severity of use by heavy machinery. |

Landfill, Tipping or Recycling Areas

7. SFA/SLA may be affected by the activities of Local Authorities or civilian contractors involved in the recycling or storage of waste materials, and offensive odours and increased insect populations which may arise from a local landfill or tip.

| LOCAL LANDFILL, TIPPING OR RECYCLING AREAS | | | |
|---|--|------------------------------|---|
| Ser (a) | Level of Severity (b) | Pts to be Awarded (c) | Remarks (d) |
| 1 | A Local Authority landfill site is located directly adjacent to the SFA/SLA which significantly affects living conditions due to the processing noise, smell and increased insect population. | 5 | A major site which process large amounts of waste. |
| 2 | A Local Authority landfill site is located directed adjacent to the SFA estate/Service establishment which significantly affects living conditions due to the processing noise, smell and increased insect population. | 4 | A major site which process large amounts of waste. |
| 3 | A Local Authority or Contractors Recycling site or Plant is located directly adjacent to the SFA/SLA which has a significant effect on the standard of living due to processing noise or increased HGV traffic to the site. | 3 | A smaller site which recycles materials in the main. |
| 4 | A Local Authority or Contractors Recycling site or Plant is located directly adjacent to the SFA estate/Service establishment which has a significant effect on the standard of living due to the processing noise or increased HGV traffic to the site. | 2 | 1 point can be awarded due to distance from the site if relevant. |
| 5 | Contractors Recycling Site is located on the same road access to SFA/SLA which has a significant effect on the standard of living due to increased HGV traffic to the site. | 1 | Must be on or share the direct route to the site. |

Mining and Subsidence

8. Properties can be affected by the activities of a contractor involved in mining or related activities. Such activities have a wide range of negative effects and can blight entire communities. If the SFA/SLA is located in such an area, high scores can be awarded due to a number of different reasons, however, dust, noise, and distance from the site will usually be the defining factors in how high the awarded score will be.

| MINING AND SUBSIDENCE | | | |
|------------------------------|--|------------------------------|--|
| Ser (a) | Level of Severity (b) | Pts to be Awarded (c) | Remarks (d) |
| 1 | The SFA/SLA is adjacent to an area which is significantly affected by Deep, Strip or Open Cast Mining, Blasting or Quarrying. | 5 | The boundary of the mining should be adjacent to the SFA/SLA |
| 2 | The SFA/SLA is located within an area which is significantly affected by Deep, Strip or Open Cast Mining, Blasting or Quarrying. | 4 | Within 200m |
| 3 | The SFA/SLA is located on a route or access way to mining works listed above and there is a significant increase in the | 3 | |

| | | | |
|---|--|---|--|
| | amount of HGV traffic. | | |
| 4 | The SFA estate/Service establishment is located on a route or access way to mining works listed above and there is a significant increase in the amount of HGV traffic. | 2 | |
| 5 | The SFA/SLA is located adjacent to Waste Tips or Spoil areas directly related to mining operations (current or disused) which have an adverse effect on the outlook of the property. | 1 | i.e. There is a large spoil heap (1000m ³ +) at the bottom of the SFA garden/adjacent to the SLA. |

Local Adverse Sewerage, Chemical or Engineering Works

9. The majority of works should not have a direct effect on the Service community and as such should not be scored just because of their presence. However, in circumstances where works have a negative effect because of pollution, exhaust fumes (from large generators or the like) or smell, deficiency points may be awarded.

| LOCAL ADVERSE SEWERAGE, CHEMICAL OR ENGINEERING WORKS | | | |
|--|--|------------------------------|---|
| Ser (a) | Level of Severity (b) | Pts to be Awarded (c) | Remarks (d) |
| 1 | N/A | 5 | |
| 2 | N/A | 4 | |
| 3 | The SFA/SLA is located directly adjacent to a large sewerage/chemical works the operation of which affects the SFA/SLA | 3 | Large = over 200m ² with exposed processing units. |
| 4 | The SFA/SLA is located adjacent to a small sewerage/chemical works the operation of which affects the SFA/SLA. | 2 | Small unit under 199m ² which has exposed processing units (Not Bio Disk Type) |
| 5 | The SFA/SLA is located adjacent to a heavy engineering or chemical works whose operations significantly affect the standard of living. | 1 | Noise, Smell or traffic nuisance. |

Adjacent Electrical Pylons

10. Electrical Pylons come in varying sizes, from large lattice steel structures which carry very high voltages to wooden poles which may support local transformers. The occurrence of pylons should be limited and electrical installations should be positioned far enough away from SFA/SLA not to present a negative effect. Care should also be taken not to confuse telephone poles with electrical supports. Telephone poles and their supported wires do not attract any points.

| ADJACENT ELECTRICAL PYLONS | | | |
|-----------------------------------|------------------------------|------------------------------|--------------------|
| Ser (a) | Level of Severity (b) | Pts to be Awarded (c) | Remarks (d) |

| | | | |
|---|---|---|--|
| 1 | A High Voltage (HV) 4 Leg, steel lattice construction Pylon is located within the boundary of the SFA/SLA. | 5 | |
| 2 | A steel HV Pylon is located adjacent to the SFA/SLA or electrical switching complex and substation is located directly adjacent to the SFA/SLA. | 4 | |
| 3 | Phased HV power lines pass over the boundary of the SFA/SLA as per Serial 1. | 3 | |
| 4 | A transformer is located within the boundary of the SFA/SLA. | 2 | Transformer should be fenced or contained within a brick enclosure |
| 5 | A Timber support pole or double pole c/w step-down transformer is located within the boundary of the SFA/SLA. | 1 | |

Coastal Location

11. To attract points the SFA/SLA must suffer significant effects from being directly located in an exposed coastal location. Only the scores from either Para 11 or 12 can be taken into consideration.

| COASTAL LOCATION | | | |
|-------------------------|---|------------------------------|--------------------|
| Ser (a) | Level of Severity (b) | Pts to be Awarded (c) | Remarks (d) |
| 1 | N/A | 5 | |
| 2 | N/A | 4 | |
| 3 | N/A | 3 | |
| 4 | The SFA/SLA is located on an exposed coastal location which is subjected to major storms and bad weather. | 2 | |
| 5 | The SFA/SLA is located on a sheltered coastal location which is subjected to storms and bad weather. | 1 | |

Geographical Elevation

12. To attract points under this serial, the SFA/SLA must be cut off until midday on any affected day by sustained and heavy snowfall. In general the SFA/SLA should be isolated and located in an exposed highland location.

| GEOGRAPHICAL ELEVATION | | | |
|-------------------------------|--|------------------------------|--------------------|
| Ser (a) | Level of Severity (b) | Pts to be Awarded (c) | Remarks (d) |
| 1 | N/A | 5 | |
| 2 | N/A | 4 | |
| 3 | N/A | 3 | |
| 4 | The SFA/SLA is located in an exposed highland position which is cut off (physically snowed in) for over 30 days a year due to snow and poor weather. | 2 | |

| | | | |
|---|--|---|--|
| 5 | The SFA/SLA is located in an exposed highland position which is cut off (physically snowed in) for over 15 days a year due to snow and poor weather. | 1 | |
|---|--|---|--|

Adverse Social and Environmental Factors

13. Adverse social and environmental factors including proven and recorded cases of vandalism and criminal activity, and poor/non-existent provision of services, on the basis that:

- a. The Local Service Commander has drawn up a Community Action Plan (CAP) to identify the problems, and taken action to address those problems in consultation with the Services' chain of command, the Local Authority, the Police or other agencies as appropriate.
- b. Once the CAP has commenced, a case identifying the problems and explaining what action has been taken at the local level has been submitted to the Service Authority (single Service Pay/Housing Colonels) at MOD level.
- c. On receipt of the case the Service Authority:
 - (1) Has determined that 5 deficiency points may be awarded immediately on those occasions where it is likely that the adverse social and environmental factors can only be resolved in the long term, if at all.
 - (2) Or, in cases where the adverse social and environmental factors are likely to be resolved in the short term, has determined that further evidence as to the effectiveness of the CAP over a period of up to 6 months is required, and on the basis of that evidence, has determined whether there is then a case for the award of 5 deficiency points.
 - (3) Or, has determined that the case should be rejected.
- d. Where the case is agreed by the Service Authority, 5 deficiency points may be awarded with effect from the date of that decision.
- e. The case is reviewed by the Service Authority after 12 months.